



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2025	Application Reference Number: ACC ____ / 25 / ____

ACCESS SUPPORT PROGRAMME

APPLICATION FORM

Title of Application _____

Date of Application submission _____

Total Amount Requested
(Maximum amount that can be requested under this Fund is Euro 5,000. Applicants may request up to 100% of the project expenditure) _____

Reference Number _____

Project title _____

1. GENERAL INFORMATION

1.1 Project type _____

1.2 Primary area of activity _____

1.3 Secondary area of activity _____

1.4 Project Description

Insert Project Description

1.5 Project Description Summary

Provide a summary of the project description in not more than 150 words. Should the proposal be awarded funding, this description will be featured on arts council.mt.

1.6 Did you ever benefit from public funds?

Yes

No

1.7 If yes, kindly specify the name/s and dates of the funds awarded in the past three years.

Additional Documentation

+ Add files

2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including travelling and training activities.

Start Date ___/___/___ (Eligible timeframe 16/05/2025 – 15/12/2026)
End Date ___/___/___

Step 1: _____ From: ___/___/___ to ___/___/___ Description:
Step 2: _____ From: ___/___/___ to ___/___/___ Description: (Add steps as required)

Additional Documentation: + Add files
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4. Criteria

Criterion 1: Quality and suitability of proposal (40 marks)

This criterion reflects the quality of the proposal, the clarity of the aims and objectives, and the extent to which the proposal matches the objectives of the Access Support Programme.

- a. Please explain how your proposed plan is focused on accessibility throughout the designing and development of the plan – including stocktaking of access needs (by means of access riders, reasonable adjustments, community consultation); financial planning; management of accessibility budgets). (10 marks)
- b. How does the proposed Accessibility Plan give due consideration to the guidance provided in the Right to Culture – Resource Pack, and to the Charter for the Status of the Artist, as required in Section 1 of the guidelines? (10 marks)
- c. Please define the aims, objectives and expected outcomes of the proposed Accessibility Plan. (10 marks)
- d. How is the proposed Accessibility Plan relevant to your artistic development and the development of the cultural and creative sectors of the community at large? (10 marks)

Mandatory Documentation:

- + Add audiovisuals / applicant's portfolio (or a link in case of files exceeding 5MB)
- + Add letters of intent from collaborators
- + Acceptance letter by institution, platform or venue (if applicable)
- + Add files

Criterion 2: Management (20 marks)

This criterion reflects the level of commitment shown in the proposal, and the soundness of the proposed plan to deliver and achieve the aims and targets of the Accessibility Plan. This includes the main collaborator(s) involved and their track records.

- a. Please submit a framework for the delivery of the proposed Accessibility Plan. (Kindly include ste-by-step time frames, methodology, workplans, respective roles and responsibilities, skill sets, track record, portfolios, logistics plans, as applicable). (10 marks)

- b. What is the degree of flexibility in the planning, given the risks and uncertainties? What are the mitigation measures envisaged in view of the identified risks? ((e.g. contingency plans, risk assessments, health and safety measures, possible adjustments that may take place). (5 marks)
- c. Are there any necessary permits, copyright issues and other legal, ethical, and administrative matters to be addressed? (5 marks)

Additional Documentation:

- + Accessibility Plan
- + Add files

Criterion 3: Community and Audience Engagement (20 marks)

This criterion reflects the engagement of communities and of established and new audiences, as well as dissemination plans. ‘Engagement’ refers to the role, the nature of involvement, and the experience offered to communities and audiences. ‘Dissemination’ refers to the methods adopted by the applicant to spread the deliverables of the proposed Accessibility Plan.

- a. Please elaborate on the core audiences (internal and/or external) envisaged, and on how these audiences will be reached (10 marks)
- b. Please provide an outline of the marketing, PR and communications plan as applicable to the proposed Accessibility Plan, explaining why you opted for your chosen methods. ‘Communications plan’ also includes internal dissemination, which may not be at a public level. (10 marks)

Additional Documentation:

- + Add files

Criterion 4: Budget (20 marks)

This criterion considers how well planned and realistic the presented budget plan is.

- a. Please provide a clear budget breakdown, including expenses directly related to the proposed Accessibility Plan. Kindly explain the rationale for the expenses of the proposed Accessibility Plan. (20 marks)

Additional Documentation:
+ Add files

TEMPLE

5. Budget

5.1 Add VAT Certificate of Registration
Upload file

5.2 Tick where applicable

- Registered under Article 10*
- Registered under Article 11 (Exempt)

*Applicants registered under Article 10 who will recover VAT, need to exclude recoverable VAT from the budget.

I hereby declare that to my knowledge the correct declarations are made to Arts Council Malta, and that the proper VAT status is declared. In the case of false declaration, I assume full responsibility of with the applicable consequences.

5.3 Download the De Minimis Form through the below link, fill it in, and sign.

[Press to download form](#)

For queries about your NACE Code visit: <https://nso.gov.mt/nsos-business-register/>

Upload the filled in and signed De Minimis declaration form

Expenditure Accessibility costs
 Add other expenditure

Income Total amount requested from fund
 Add Other sources of income

Attach Quotes if available
