



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

INTERNATIONAL CULTURAL EXCHANGES SCHEME

APPLICATION FORM

Name of Applicant

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be requested under this Fund is Euro 15,000. Applicants may request up to 100% of the project expenditure)

Reference Number

1. GENERAL INFORMATION

1.1 Project type _____

1.2 Primary area of activity _____

1.3 Secondary area of activity _____

Deadline: 10th June 2025 (noon)

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 www.artscouncil.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 25/07/2025 – 24/01/2027)
End Date ___/___/___

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

Additional Documentation: + Add files

4. Criteria

Criterion 1: Concept (40 marks)

In terms of this scheme, this criterion considers the artistic idea(s) of the proposal, the international collaborators involved, the relevance of the concept with regards to international exchanges and exposure, as well as the contribution towards the participants' artistic development

- a. Will this concept encourage you to engage in a professional international context? How is the proposed international platform relevant to your artistic development? (Applicants should also consider how the proposal aligns with the principles within the Right to Culture – Resource Kit and the Charter for the Status of the Artist as in Section 1 of the guidelines and regulations) (10 marks)
- b. How does this exchange encourage further international networking and collaborations? (10 marks)
- c. Please provide the artistic track records of the applicant and the collaborators involved in the project (please provide the CVs, artistic portfolios and other support material) (20 marks)

Mandatory Documentation:

- + Artistic portfolio showing the artistic ability of the applicant. Audiovisuals up to 5MB may be uploaded directly in the application form (larger files may be provided as a link).
- + Acceptance letter by institutions or platforms. If not available at the time of application, the applicant must provide a justification

Additional Documentation

- + Add files

Criterion 2: Project Management (20 marks)

In terms of this scheme, this criterion considers the level of commitment and preparation prior to the funding application, as well as the proposed plan to deliver and achieve the aims targeted.

- a. Provide an implementation plan.
(Applicants are to include timeframes, workplan with collaborators involved, the skills and track record of individuals/groups managing and participating in the project, their role(s) in the project, possible risks envisaged and contingency plans, health and safety measures). (20 marks)

Mandatory Documentation:

+ Letters of intent from collaborators and potential venues

Additional Documentation:

+ Add files

Criterion 3: Audience Engagement (20 marks)

In terms of this scheme, this criterion considers the engagement and the development of international audiences. Engagement refers to the role, the nature of involvement and the experience offered to the audience.

- a. Who are your target audiences? How will these audiences be reached and engaged with?
(10 marks)
- b. Kindly provide information and plans on how you aim to develop new international audiences. You are also required to provide an outline of the marketing, PR and communications plan.
(10 marks)

Additional Documentation:
+ Add files

Criterion 4: Budget (20 marks)

This criterion considers how well planned and realistic the presented budget plan is. To make a stronger case in terms of this criterion, you are required to provide quotations to substantiate the budget items (please refer to the budget template further below)

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

Additional Documentation:
+ Add files

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)
- Not registered for VAT

*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

5.4 Expenditure Fees directly related to project implementation
 Artistic fees
 Add other expenditure

Income Total amount requested from fund
 Add other sources of income

Attach Quotes if available
