



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

Investment In Cultural Organisations – Malta

Strand 1: Investing in Organisational Development

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 20,000 per year, for the period of three consecutive years. Applicants may request up to 80% 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 _____

1.4 Project Description

Please provide overview of proposed programme / plan of activities.

1.5 Project Description Summary

Please 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.

1.8 Additional Documentation

Add files

2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including approvals, safety requirements and maintenance.

Start Date ___/___/___ (Eligible timeframe 01/01/2026 – 31/12/2028)
End Date ___/___/___

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

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| Additional Documentation: + Add files |
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4. Criteria

Criterion 1: The Proposal (40 marks)

The proposal must include a clear outline of the what, the why, and the how of this request for funding. The project's aims and objectives, including the proposed organizational development and capacity building plans, must be clearly defined. The proposal must be aligned with the objectives of this programme as outlined in Section 1 of the scheme's Guidelines and Regulations.

The proposal must address the following:

- What: Provide the proposed outcomes and the key performance indicators or success criteria. Refer to the priorities in Section 1.1 of the scheme's Guidelines & Regulations (5 marks)
- Why: Provide background research/data in which this project is rooted. What needs motivated you to seek funding for organisational development and capacity building? (5 marks)
- How: What actions will be implemented to address the proposed needs? Who will be engaged to implement these outcomes (provide their portfolios)? How is the proposed plan aligned with the objectives of this fund? (10 marks)
- Provide the organisational development and capacity building plan. This must include a strategic plan for the years covered by the programme together with the organisation's vision, its goals and the artistic programme. A detailed programme of activities for year 1 and a broader plan for years 2 and 3 are required. (20 marks)

Additional Documentation:

- + Add a detailed programme / plan of activities for year 1
- + Add a broader programme / plan for years 2 and 3
- + Add Strategic Plan
- + Add files

Criterion 2: Project Management (20 marks)

This project management must include a clear outline of the who, the when, and the where. The funding proposal should present a well-thought-out plan of action based on background research. It must include a clear timeline highlighting the key milestones of the project. The application needs to identify the potential threats that may hinder the project’s successful implementation. In this section, the following guiding questions should be addressed:

- Provide the plan to deliver the proposed activities. Clearly indicate who is responsible for what (e.g. provide timeframes, workplans, responsibilities, skills and track record or people managing projects, logistics plan). Are there any necessary permits, copyright issues, and other legal, ethical, and administrative matters to be addressed? (5 marks)
- 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 potential threats? (e.g. provide contingency plans, risk assessments, health and safety measures, possible adjustments that may take place). (5 marks)
- What sustainable development practices will be adopted throughout the implementation of the programme? Refer to the priorities in Section 1.1 of the scheme’s Guidelines and Regulations. (10 marks)

Additional Documentation:

- + Add Track record of the applicant organisation and its collaborators
- + Add Letters of Intent from Collaborators
- + Add audiovisuals / portfolio showing the applicant’s work, as relevant to the proposal (Audiovisuals up to 5MB may be uploaded directly in the application form, in the case of larger files these may be provided as a link);
- + Add files

Criterion 3: Audience Engagement (20 marks)

This criterion considers the engagement and development of all stakeholders. This may include the organisation's existing staff and members, established clients and audiences, as well as other stakeholders and audiences that the organisation may be aspiring to reach. Engagement refers to the role, the nature of involvement in the programme, and the experience offered to the stakeholders. This criterion emphasises the level of engagement based on what is being proposed by the applicant/s in line with the following questions:

- Who are your target audiences (whether that is internal and/or external) and how will these audiences be reached? (5 marks)
- What mechanisms and strategies will you adopt to communicate and promote the programme's outcomes with your stakeholders? Why did you opt for these specific mechanisms? (Note: communications plan also includes internal dissemination which may not be at a public level). (5 marks)
- By making reference to the priorities in Section 1.1 of the scheme's Guidelines and Regulations, elaborate on how the audience engagement practices are fostering the organisation's commitment towards cultural rights. (10 marks)

Additional Documentation:
+ Add files

Criterion 4: Budget (20 marks)

This criterion considers how well-planned and realistic the presented annual budget plan is. It also considers efforts to secure funds from other sources. The following questions will need to be addressed:

- Provide a detailed income-expenditure budget for Year 1 and forecasts for the two consecutive years. (10 marks)
- What are the budgeted costs that are both directly and indirectly linked to the delivery of the proposed programme / plan? (e.g. fixed costs that are ongoing such as artistic fees for specific productions). What is the budgeted annual income for the proposed programme / plan? If no income is envisaged, what is the justification? Present a one-page document with budget assumptions, explanations, notes, and workings. (10 marks)

Additional Documentation:

- + Add detailed income-expenditure for year 1
- + Add a forecast for year 2 and year 3
- + Add a one-page document with budget assumptions / explanations / notes / workings
- + Add files

TEMPLATE

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 Rental of Spaces
 Professional fees
 Add other expenditure

Income Total amount requested from fund
 Add Other sources of income

5.5 Upload quotations to support the income-expenditure budget for year 1
