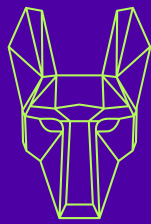


THEATRE SPACES FUNDING SCHEME

TEATRU



MALTA



Date of Publication

1st October 2018

Version 1.0

Deadlines in 2018

1st November 2018

Project Implementation

1st January 2019 – 1st January 2020

Maximum Grant

€20,000

Result Notification

4th December 2018

Project Duration

Up to 12 months

Session Budget

€60,000



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Follow these steps to apply.

1. Read these guidelines and regulations very carefully.
2. Check whether the proposed idea can be addressed by this fund.
3. Application forms are available from www.artscouncilmalta.org. Fill in your application form step by step and answer all the questions in the form.
4. You may submit the application form online till noon on the day of the deadline. It is essential that you attach all additional supporting documents as required by the guidelines and regulations.
5. Following the submission of the application one should receive an automatic acknowledgement by the system. If one does not receive such a notification, contact us on hello@teatrumalta.org.mt.

In case of difficulty, or if you would like to consult us regarding this fund, you can call us on **21220255** Monday to Friday between 09:00 and 17:00, or email us on hello@teatrumalta.org.mt.

It is your responsibility to present a complete application form as explained in these guidelines and regulations. If you do not present all the necessary information, then your application will not be processed and evaluated.

Late applications will not be accepted.

Definitions.

Applicant

Applicants must be registered Voluntary Organisations or registered companies managing the space. By the submission deadline, the Voluntary Organisation needs to be compliant with the Commissioner for Voluntary Organisations. Public entities are not eligible to apply.

Application

An application is a submission, inclusive of all mandatory documents and any annexes to the application form, made by an eligible applicant.

Beneficiary

The beneficiary is the recipient of the grant. The beneficiary or the legal representative (where applicable) is responsible for the implementation of the proposal supported by the Theatre Spaces Funding Scheme.

Eligibility

Applications will first be screened in terms of eligibility. Proposals which are not considered eligible in terms of the set eligibility criteria shall not be processed further and shall not undergo evaluation.

Evaluator

Arts Council Malta/Teatru Malta shall appoint an evaluation team.



1. What is the Theatre Spaces Funding Scheme?

Following the identification of seventy-two theatres in Malta in a national survey, Spazji Teatrali – A Catalogue of Theatres in Malta and Gozo was launched. The study aimed at evaluating the state of theatre buildings in Malta and Gozo and outlined the features of the theatres listed as well as the potential use of these spaces for anyone interested in performing there.

2. What are the objectives of the fund?

This fund is designed to ensure that there is a legacy to the survey mentioned above. The objectives of the grant are:

- To offer the financial means to make improvements in the selected spaces, leading to the spaces becoming both functional and more professional;
- To encourage decentralisation in the use of theatre spaces in the Maltese Islands by diversifying areas, audiences and opportunities;
- To accommodate individual performers and performing arts practitioners including companies with rehearsal, workshop and performing spaces;
- To maximise on the opportunity for the sustainability of artistic work.

3. What will this fund support?

The fund can cover up to 80% of the eligible costs up to a maximum of €20,000 per project. The project needs to take place within 12 months from the final result notification date.

Applicants need to make sure that the idea proposed contributes towards securing a vision for the space. This will be discussed and further elaborated upon during discussions with Arts Council Malta/Teatru Malta.

Eligible costs for this fund include any improvement and/or refurbishment expenses aimed at developing the space to become more in line with current professional standards. Examples of projects which this scheme may support include studio plastering, stage flooring, purchase of curtains and technical equipment, works facilitating access, health and safety, soundproofing and acoustic improvement among, others.

The scheme cannot support core structural works (such as actual building and any component or part of an assembly, which provides any necessary supporting structure to the whole or any part of the building) and also cannot support the actual implementation of projects as part of the theatre's artistic programme.

Official documentation in support of the budget

In order to support the proposal, you need to provide copies of any relevant quotations that can give an indication of estimated costs. Whenever quotations cannot be supplied, a

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breakdown of estimated costs based on standard expenditure needs to be provided.

Other sources of funding and sponsorships (including sponsorships in kind) must be supported by relevant documentation. Co-funding by private sponsors leading to a public-private partnership are highly encouraged.

The following cannot be considered for this scheme:

- Voluntary organisations which do not have a registered address in the Maltese islands and/or which are not registered with the Commissioner for Voluntary Organisations;
- Voluntary organisations which are not compliant with the Commissioner for Voluntary Organisations by the deadline;
- Individuals;
- Companies which are not registered with the Malta Financial Services Authority at the time of submission of the application.

The following costs are ineligible for support through this fund:

- Costs already covered by other public/private funding;
- Expenses other than those listed above;
- Retrospective costs.

Other ineligible costs include:

- Return on capital;
- Debt and debt service charges;
- Provisions for losses or debts;
- Interest owed;
- Doubtful debts;

- Exchange losses;
- Contributions in kind (exceeding 5%);
- Excessive or reckless expenditure;
- Costs incurred before the start of the eligibility period;
- Costs incurred before submission of application.

Incomplete applications will not be accepted. Ineligible applications will not be processed further.

4. Mandatory documentation.

The following documentation is mandatory for the application to be eligible:

- The filled-in application form, signed by the legal representative of the theatre space;
- The filled-in budget template, identifying all the expenses for which you are requesting support and any other additional documentation acting as evidence for the amount listed in the budget;
- Depending on the nature of the work, relevant permits from pertinent entities;
- Endorsement and certification by an architect who would act as project manager;
- 3D renderings, where applicable.



5. How will the successful proposal be selected?

The process is divided into three main parts:

1. Submission of proposal;
2. Pitching session and discussion leading to the preliminary results;
3. Discussion and finalisation of a collaboration agreement.

Following submission of the proposal by the deadline set, applicants will be requested to present the idea to the evaluation board – made up of Teatru Malta and Arts Council Malta representatives – for a pitching session. During the session, applicants will present the outline of the idea and discuss its possible development with the board.

6. What are the criteria of the fund?

These are the criteria which the board will be considering when selecting the best proposals out of those submitted:

- The level of relevance of the works proposed to the space in question;
- The level of opportunity which the works offer in terms of making the space more functional and fulfilling the aims of the scheme;
- The level of opportunity which the project offers in terms of creating a space which fulfills a particular need as identified by Teatru Malta. This will be discussed in a more thorough manner during the pitching session;
- The details relating to the level of commitment and preparation as well as the proposed plan to deliver the project in the timeframe set based on the application presented. How well-planned and realistic the presented budget is.

Following the board's decision and the issuing of preliminary results, the beneficiary and Arts Council/Teatru Malta shall agree on a collaboration agreement based on the submitted proposal, which secures a vision for the space.

The amount to be allocated is at the discretion of Arts Council Malta/Teatru Malta, however the grant cannot exceed €20,000 per project.

Following this process, the agreement will be finalised and countersigned.

The names of the successful beneficiaries shall be announced publicly and uploaded on the Arts Council Malta and Teatru Malta's websites.

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7. The evaluation process.

This fund is competitive and will be evaluated according to the established criteria.

In order to be considered for funding, eligible applications have to obtain an average mark of at least 60.

Nevertheless, the evaluation session and funding decisions depend on the level of competition and on the availability of the funds. Thus, obtaining 60 marks or more does not automatically mean you will be receiving the funds. The evaluation board may decide not to allocate the total funds available for a particular call if the proposed projects do not reach the required level in terms of the fund criteria.

The order of classification of the projects, according to the marks allocated by the evaluators, will be published online. Only the names of the successful proposals will be published. In the case of proposals which have not been awarded any funds, only their reference number will be published.

The evaluation board might require clarifications from the applicant during the evaluation sessions, however, this does not mean that the project will necessarily be funded. All correspondence will be sent by the Arts Council's/Teatru Malta representatives.

8. What happens after you submit your application form?

Proposals will first be screened in terms of eligibility. Proposals which are not eligible in terms of the procedure stipulated by these guidelines will not be processed further and will not undergo evaluation.

After you submit the application form to Arts Council Malta/Teatru Malta, an evaluation board will evaluate the project. Applicants will be requested to meet the evaluation board and explain their idea further. You will receive your result notification from Arts Council Malta/Teatru Malta on the date indicated in the submission timeframes.

Together with the covering letter, we will also attach a copy of the evaluation form indicating the reasons and marks leading to the evaluation board's decision, according to the fund criteria.

If you have any further difficulties concerning your results, you may email us on hello@teatrumalta.org.mt within five (5) days of receiving your funding decision.



9. Communication of results.

The results will be issued on the date indicated in the submission timeframes. No information on the evaluation process will be released before the official result notification. **Any form of soliciting will automatically disqualify an application.**

All information received by Arts Council Malta/ Teatru Malta will be considered confidential, both during and after the evaluation process.

Provisions on data protection and confidentiality for successful projects will be included in the grant agreement.

Application packages will not be returned after the evaluation process.

10. Complaints procedure.

Filing a complaint will not affect your chances of receiving support from the fund in the future. All complaints will be treated with confidentiality.

Grounds for complaints

Applicants may submit a complaint regarding procedural anomalies and irregularities during the submission and evaluation process in terms of the procedures stipulated in these guidelines and regulations. Complaints cannot be made concerning:

- The Arts Council's or Government's policies and procedures;
- The merits of the application in terms of the criteria stipulated in these guidelines and regulations. Only applicants may file complaints concerning their respective project.

Filing a complaint

Stage 1

Complaints must be made in writing and must be as clear as possible. As a complainant, you must state the grounds and the reasons for the complaint. You must provide a detailed explanation and justification supported by relevant documentation or testimonials as to why you deem that irregularities were committed in the procedure/s stipulated in these guidelines and regulations or in standard good governance rules and regulations governing the public sector. The decision at the end of the complaint process

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shall be final. Complaints need to be made to the Executive Chairman of Arts Council Malta within five (5) working days of receipt of your funding decision. You will normally receive a reply to your complaint within ten (10) working days.

In case you are not satisfied with the reply, Arts Council Malta/Teatru Malta will convene a board that will discuss your complaint further.

If you utilise our complaints procedure, then you are accepting that we can use information about your project to address the complaint. The decision of the board is final.

Stage 2

If the issue is not resolved through Stage 1, you may refer your complaint to the Ombudsman. The Ombudsman provides an independent and unbiased service between the Government and its institutions and the public. The Ombudsman has the power to decide whether or not to investigate a complaint.

If the Ombudsman concludes that your complaint is justified, he/she will make recommendations for a satisfactory remedy, and on how to prevent a similar situation in the future.

The Ombudsman works according to his/her own guidelines and procedures, and we recommend that you acquaint yourself with these. These guidelines and procedures may be found at www.ombudsman.org.mt. The Ombudsman cannot reverse funding decisions or make changes to Art Council Malta's legal responsibilities and policies on awarding grants.

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11. Project implementation and monitoring.

If your application is approved and funded, you will be requested to sign a contract specifying the conditions of the fund at Arts Council Malta/Teatru Malta. When accepting the grant, applicants accept that their name, the project title and the amount awarded may be published by Arts Council Malta/Teatru Malta.

The disbursement rate of the fund allocated will be discussed prior to signing the agreement.

The beneficiaries must include the fund's logo on all related material and specify that the project was supported by this fund in all marketing, PR and printed material. The grant received must be used solely for the purpose for which it was awarded, in line with the submitted proposal and the contract.

Beneficiaries should notify Arts Council Malta/Teatru Malta immediately if changes affecting the nature of the project take place during implementation. Changes cannot be implemented unless approval is received. Arts Council Malta/Teatru Malta reserve the right to request a reimbursement of any funds disbursed should the approved project be withdrawn by the applicant or by the project provider, even if a conditional or unconditional offer had been made to the applicant by the project provider before or after the submission of the application. Arts Council Malta/Teatru Malta also reserve the right to revise or withhold the final payment if the change in the project is not considered to be

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in line with the initial proposal, or if Arts Council Malta/Teatru Malta are not informed of the changes within a reasonable time.

Arts Council Malta/Teatru Malta reserve the right to send representatives for monitoring purposes during the implementation of the project and afterwards to establish whether public support has been used in accordance to established conditions. Arts Council Malta/Teatru Malta may demand access to the organisations's/ company's financial record and/or annual report as part of its beneficiary screening, review or control procedure. Upon the presentation of the final accounts, Arts Council Malta/Teatru Malta may perform spot checks. The beneficiary's accountant must, without regard to prevailing confidentiality restrictions, at any time communicate to Arts Council Malta/Teatru Malta and/or its auditors any information requested.

Arts Council Malta/Teatru Malta also reserve the right to revise the final payment if the total expenditure is less than that estimated in the application form.

12. Report.

At the end of your project, you will be required to submit a detailed report including invoices, and any photographic and audiovisual material, highlighting the work carried out and the achievements of the project, by not later than six weeks after your project is concluded. Together with this report, beneficiaries must submit copies of any relevant marketing, publicity or information material developed for the funded project, including visual documentation.

You also have to present a final budget together with all supporting documents. Arts Council Malta/Teatru Malta retain the right to make use of submitted project material.

The information provided will be evaluated by Arts Council Malta/Teatru Malta officials. Arts Council Malta/Teatru Malta reserve the right to ask for the retraction of funds in the case of anomalies or lack of data on any of the aforementioned requirements.

Arts Council Malta/Teatru Malta retain the right to recover funds if these are not being used and/or are misused and/or are not used according to the submitted budget.

Arts Council Malta/Teatru Malta reserve the right to request the original copies should there be doubts on the authenticity of the documents provided and will not issue payments if these are not provided.

13.1. De minimis aid.

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This scheme is being implemented in line with the Commission Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (the de minimis regulation).

Assistance may not be awarded to the following:

1. Undertakings active in the fishery and aquaculture sector, as covered by Council Regulation (EC) No. 104/2000;
2. Undertakings active in the primary production of agricultural products;
3. Undertakings active in the sector of processing and marketing of agricultural products, in the following cases:
 - i) Where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the businesses concerned;
 - ii) Where the aid is conditional on being partly or entirely passed on to primary producers;
4. Aid to export-related activities towards third countries or EU member states, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity;
5. Aid contingent upon the use of domestic over imported goods.

The total amount of de minimis aid granted to a single undertaking shall not exceed the amount of €200,000 over any period of three consecutive fiscal years. This period covers the fiscal year concerned as well as the previous two fiscal years. 'Fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

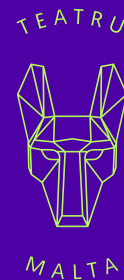
This maximum threshold includes all state aid granted under this aid scheme and any other state aid measure granted under the de minimis rule including that received from any entity other than Arts Council Malta. Any de minimis aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The term 'single undertaking' is defined as follows:

Single Undertaking includes, for the purposes of this regulation, all undertakings that have at least one (1) of the following relationships with each other:

1. One (1) undertaking has a majority of the shareholders' or members' voting rights in another undertaking;
2. One (1) undertaking has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another undertaking;
3. One (1) undertaking has the right to exercise a dominant influence over another undertaking pursuant to a contract entered into with that undertaking or to a provision in its memorandum or articles of association;

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4.1.1. Single undertaking

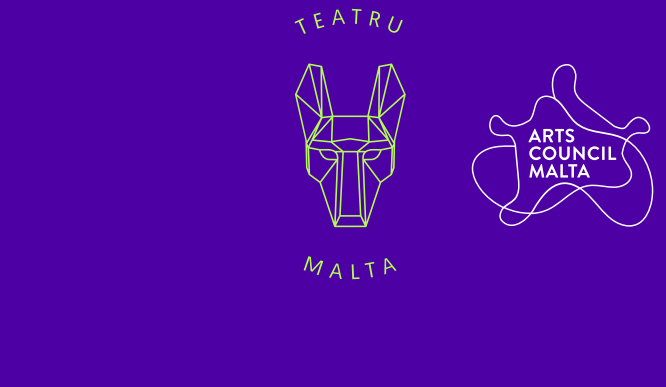
4. One (1) undertaking, which is a shareholder in or member of another undertaking, controls alone, pursuant to an agreement with other shareholders in or members of that undertaking, a majority of shareholders' or members' voting rights in that undertaking.

Undertakings that have any of the relationships referred to in points (a) to (d) of the first subparagraph through one or more other undertakings shall also be considered to be a single undertaking.

The same regulation states that a group of linked undertakings is considered as one single undertaking for the application of the de minimis rule, but that undertaking which has no relationship with each other except for the fact that each of them has a direct link to the same public body or bodies are not treated as being linked to each other. The specific situation of undertakings controlled by the same public body or bodies, which may have an independent power of decision, is therefore taken into account.

In terms of Article 5 of the de minimis Regulation, de minimis aid granted under this scheme may be cumulated with de minimis aid granted in accordance with Commission Regulation (EU) No 360/2012 up to the ceiling laid down in that regulation. It may be cumulated with de minimis aid granted in accordance with other de minimis regulations up to the relevant ceiling fixed in terms of these guidelines.

De minimis aid awarded under this scheme shall not be cumulated with state aid in relation to the same eligible costs or with state aid for the same risk finance measure, if such cumulation



exceeds the highest relevant aid intensity or aid amount fixed in the specific circumstances of each case by a block exemption regulation or a decision adopted by the European Commission. De minimis aid which is not granted for, or attributable to specific eligible costs may be cumulated with other state aid granted under a block exemption regulation or a decision adopted by the commission.

The de minimis declaration form must be filled in and submitted together with the application form.

Should a successful applicant not be eligible to receive de minimis aid, said applicant will be deemed ineligible and the next ranked applicant will be awarded.

In line with the de minimis State Aid regulation, records regarding de minimis aid shall be maintained for 10 years from the date on which the last individual aid is granted under the scheme.