

TEATRU



MALTA



## THEATRE SPACES FUNDING SCHEME

### Strand 2: Large-scale Infrastructural Projects

#### DATE OF PUBLICATION

9th April 2019

#### Version 1.0

#### APPLICATION DEADLINE

24th May 2019

#### RESULT NOTIFICATION

11th June 2019

#### PROJECT IMPLEMENTATION

12th June 2019 – 12th June 2021

#### PROJECT DURATION

Up to 24 months

#### MAXIMUM GRANT

€500,000\*

#### SESSION BUDGET

€1,000,000\*

\*over a 2-year period

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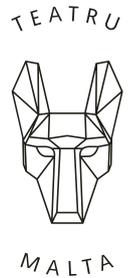
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## Follow these steps to apply

1. Read these guidelines and regulations very carefully.
2. Check whether the proposed idea can be addressed by this fund.
3. You may submit your application 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.
4. Following the submission of the application you should receive an acknowledgement. If you do not receive such a notification, contact us at [contact@teatrumalta.org.mt](mailto:contact@teatrumalta.org.mt).

In case of difficulty, or if you would like to consult us regarding this fund, you can email us at [contact@teatrumalta.org.mt](mailto:contact@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 the registered Voluntary Organisations or the registered company 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 as explained in these Guidelines and Regulations, made by an eligible applicant.

### **Beneficiary**

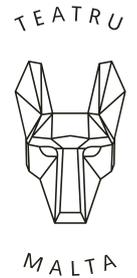
The beneficiary is the recipient of the grant. The beneficiary or the legal representative (where applicable) is responsible for the implementation of the proposal supported by the scheme.

### **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.



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### **Undertaking in difficulty**

means an undertaking in respect of which at least one of the following circumstances occurs:

(a) In the case of a limited liability company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purposes of this provision, "limited liability company" refers in particular to the types of company mentioned in Annex I of Directive 2013/34/EU<sup>34</sup> and "share capital" includes, where relevant, any share premium.

(b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses. For the purposes of this provision, "a company where at least some members have unlimited liability for the debt of the company" refers in

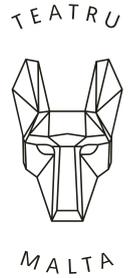
particular to the types of company mentioned in Annex II of Directive 2013/34/EU.

(c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

(d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan.

(e) In the case of an undertaking that is not an SME, where, for the past two years:

- i. the undertaking's book debt to equity ratio has been greater than 7.5 and
- ii. the undertaking's EBITDA interest coverage ratio has been below 1.0.



## 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 this strand?

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

- To offer the financial means to make structural improvements in the selected spaces;
- To encourage decentralisation in the use of theatre spaces in the Maltese Islands by diversifying areas, audiences and opportunities.

## 3. What will this strand support?

The fund can cover up to **80% of the eligible costs, up to a maximum of €500,000 per beneficiary over a two-year period.**

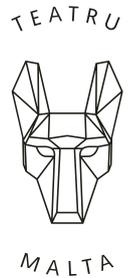
Beneficiaries may therefore benefit from a total allocation of EUR250,000 per year for two years. Depending, on the nature of the project, the Evaluation Board might consider retrospective costs for works (forming part of the project) which would have already taken place. The amount to be allocated to successful applicants is at the sole discretion of the Evaluation Board and successful applicants may be awarded less than the amount requested. The timeframe of the project cannot go beyond 24 months from the final result notification date.

Applicants need to make sure that the idea proposed contributes towards large-scale renovation and improving of theatre spaces in line with health and safety standards.

Eligible costs for this fund shall be the investment costs in tangible and intangible assets, including any large-scale infrastructural improvement, core structural works and/or refurbishment expenses aimed at developing the space further, provided that at least 80% of either the time or the space capacity per year is used for cultural purposes.

The scheme cannot support the actual implementation of projects as part of the theatre's artistic programme.

**OFFICIAL DOCUMENTATION IN SUPPORT OF THE BUDGET**



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

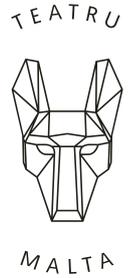
- Costs already covered by other public/

private funding;

- Return on capital;
- Interest owed;
- Exchange losses;
- Contributions in kind (exceeding 5%);
- Excessive or reckless expenditure;
- Costs related to the purchasing of light and sound equipment.

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

The fund may cover expenses **excluding refundable VAT**.



## 4. Submitting your application

Applications are to be submitted via email on [contact@teatrumalta.org.mt](mailto:contact@teatrumalta.org.mt). In the email, kindly include the following information:

- Applicant name and surname and name of organisation/company (in case of Voluntary Organisations, the applicant must be the legal representative of the Voluntary Organisation/Company;
- Voluntary Organisation Number/Company Registration Number;
- VAT Registration Number;
- Postal address of the applicant, mobile number.

Together with these details, you should also attach one document which includes clear information about each of the following points:

- A general description of the space together with a brief historical overview;
- A general description of the work/s proposed which will be covered through the funding requested. Provide clear details about how and who will be carrying out the work in the site;
- Timeline for the works;
- Relevance of the works proposed to the space;

- Plans for monitoring and risk assessment for the proposed works;
- A clear and detailed budget breakdown, outlining all expenses predicted and income envisaged.

### **THE FOLLOWING DOCUMENTATION IS MANDATORY FOR THE APPLICATION TO BE ELIGIBLE**

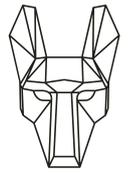
- Scan of the ID Card pertaining to the legal representative;
- A declaration form, signed by the legal representative of the theatre space;
- Quotes/invoices and any other additional documentation acting as evidence for the amount listed in the budget;
- Relevant permits from pertinent entities;
- Endorsement and certification by an architect who would act as project manager;
- 3D renderings, where applicable.

Application packages cannot be returned after evaluation.

**The deadline to apply for this fund is the 24th May 2019, noon.**



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## 5. How will the successful proposal be selected?

The process is divided into three main parts:

- Submission of proposal;
- Pitching session and discussion leading to the preliminary results;
- 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 Arts Council Malta/Teatru 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:

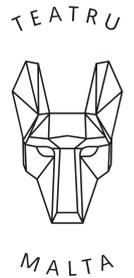
- The level of relevance of the works proposed to the space in question;
- The level of opportunity which the works offer in terms of making the space functional and fulfilling the aims of the scheme;

- 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 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 €500,000 per project over a two-year period (not more than €250,000 a year).** Following this process, the agreement will be finalised and countersigned.

In case of two or more successful applications by the same applicant, only one project (the highest ranking project in this case) can be awarded the funds.

The names of the successful beneficiaries shall be uploaded on the Arts Council Malta/Teatru Malta website.



## 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.

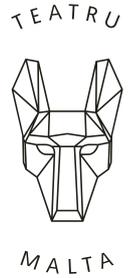
## 8. What happens after you submit your application form?

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 [contact@teatrumalta.org.mt](mailto:contact@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**

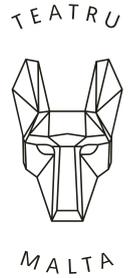
Applicants may submit a complaint regarding procedural anomalies and irregularities during the submission and evaluation process in terms of the procedures stipulated in these guidelines and regulations. Complaints cannot be made concerning:

- 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 shall be final. Complaints need to be made to the Executive Chairman of Arts Council



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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 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](http://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.

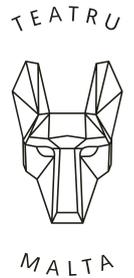
## 11. Project implementation and monitoring

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.

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 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 also reserve the right to revise or withhold the final payment if the change in the project is not considered to be in line with the initial proposal, or if Arts Council Malta are not informed of the changes within a reasonable time.



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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.

The collaboration which ensues through the scheme will be discussed in detail between beneficiaries and Arts Council Malta/Teatru Malta. All beneficiaries will offer preferential rental fees to Arts Council Malta and Teatru Malta.

## 12. Report

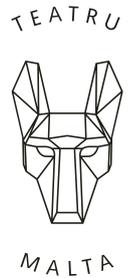
At the end of your project, you will be required to submit a detailed report including invoices, and any photographic and audiovisual material, highlighting the work carried out and the achievements of the project, by not later than six weeks after your project is concluded. Together with this report, 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. State aid

The scheme will be implemented in line with the common provisions and Article 53 of the General Block Exemption Regulation (Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, as amended by *Commission Regulation (EU) No 2017/1084 of 14 June 2017 amending Regulation (EU) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and for aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation (EU) No 702/2014 as regards the calculation of eligible costs*).

Undertakings active in those sectors excluded from the scope of the General Block Exemption Regulation will not be eligible to receive aid under this scheme.

Aid will not be granted to undertakings in difficulty.

No aid may be granted to a beneficiary which is subject to an outstanding recovery order following a previous Commission Decision declaring an aid granted by Malta illegal and incompatible with the common market.

The total amount of State aid for the aided activity or project or undertaking shall be taken into account.

Aid with identifiable eligible costs may be cumulated with any other State aid, as long as those measures concern different identifiable eligible costs.