



Culture Pass Grant Scheme

Call for Expression of Interest 2019

Official Application Form

A. APPLICANT DETAILS

1. Applicant Name and Surname

* If the application is being submitted on behalf of an organisation, the applicant must be the legal representative of the Voluntary Organisation/Company. In the case that the project is awarded funding, the applicant must also be the contract's signatory. Kindly specify the applicant's position in the Organisation (if applicable).

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2. Name of Organisation (**if applicable*)

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3. Identity Card Number of Applicant

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4. Postal Address of the Applicant

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5. Applicant Details

Telephone Number:
Mobile Number:
Email Address:

6. Did you ever benefit from public funds?

Yes

No

7. If yes, kindly specify the name/s and dates of the project/s held between 2013 and 2018

Project	Fund Benefitted from	Date

8. Registration number of Voluntary Organisation (*if applicable*)

VO

Please attach the Commissioner for Voluntary Organisations certificate. (under Annex 2)

9. Company Registration (VAT) number (*if applicable*)

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9. Give a brief Artistic Profile of individual/group/organisation

Max 200 words

Please attach an artistic profile with this application under Appendix 2

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10. Insert the names of the creative practitioners involved and mention briefly their experience.

Please attach CV of the creative practitioners involved in Appendix 2

Name of creative practitioner	Experience

5. Will there be a collaboration with another organisation? If so, insert the name of the collaborating organisation and provide general information about it as well as information about your collaboration.

B. PROJECT DETAILS

Project Name

Project Description (maximum 200 words)

Did you already benefit from public funds for this project?

Yes

No

If yes, name the fund/s, year of funding, and amount provided.

Fund	Year	Financial Amount provided

Please tick the category under which your activity applies

Dance

Theatre

Music

Visual Arts

Literature

Film

Heritage

If event is multidisciplinary tick multiple fields.

Information on Date, Venue, Target Age Group of Audience and Maximum Size of Audience (See below)

Date	Venue	Target Age Group of Audience
Max. Ideal Size of Audience	Ideal Time of Presentation	Duration

Date: Insert the dates when the event/s will take place. Eligible dates are from October 2019 to mid-June 2020. If possible provide time details as well. Also insert repeatability of event, if any. If event is available on demand, please provide date when event can be booked by the school and total number of production dates available.

Venue: Indicate the venue/s where the event/s will take place. Events can take place outside of the school such as in public theatres, museums, community centres, cinemas, etc., or else the activity can tour schools. Insert also any physical accessibility issues.

Target age group of audience: Provide the number of seats available at venue, the appropriate audience age groups, suitability for students with learning difficulties as well as estimate audience numbers. This section should be subdivided into:

- 1) number of seats available, keeping in mind that performances should not exceed a maximum number of 150 students excluding supervising staff;
- 2) target audience per Year or Form, (Kindergarten, Primary, Middle and Senior schools);
- 3) time;
- 4) duration.

Remember that the grant provided will be based on the actual number of persons attending the event. On the day of the event, you will have to fill in a Claim Form, which is available as Appendix I.

Event Date	Venue	Time and Duration	Target Audience per Form

Add appendix for technical specifications / details of show both if the show will be taking place at school premises or in a public space. Insert information as Annex 3.

Is your event an already existing work? If so, please provide details of where it has been presented. Also provide recordings of a sample of the work on pen drive or send vimeo link or via WeTransfer and insert it as Appendix 4.

If the work proposed is still in development phase, please provide information on the work-in-progress to date. Also, if possible, provide a sample of the work-in-progress on pen drive or send vimeo link or via WeTransfer and insert it as Appendix 4.

Evaluation criteria:

Maximum 100 words

- a) The Artistic Quality and collaborations on the project (40 points).**

- b) The relevance of the proposed event to target audience and engagement with the audience (20 points)**

(c) How are the curricular themes innovatively brought out through the artistic experience? (20 points)

(d) Collaboration with schools on pre- or post- workshops and teachers/resource pack and its reporting. (20 points).

Please provide a sample of the Teachers/Resource pack including curriculum components touched on as part of the activity. Attach this as Annex 5.

LIST OF ANNEXES

Annex 1: Claim Form (copy to be filled in is attached).

Annex 2: Applicant Details (Commissioner for Voluntary Organisations certificate / Artistic Profile) .

Annex 3: Technical specifications / details of show.

Annex 4: Recordings of sample of the work / work-in-progress.

Annex 5: Sample of the Teachers/Resource pack including curriculum components touched on as part of the activity and a workshop plan.

Applicant's Declaration

By signing this declaration I confirm that, to my knowledge, all the information contained in this Application Form and its Annexes is correct.

Furthermore, I confirm that I accept the conditions and process as stipulated in the Guidelines document.

Date: _____

Signature of Applicant: _____

Information provided in this application form shall be processed in accordance with the Data Protection Legislation.

Submission of Application

You may submit your application form with all relevant supporting documents as follows:

- via email to the Culture Directorate, Ministry for Justice, Culture and Local Government on the following email by the deadline date of 16th August 2019 at noon:

culturepass.mjcl@gov.mt

or

- By sending a printed copy and a soft copy (on a pen drive) by registered post to the following address by the deadline date of 16th August 2019 at noon:

Culture Directorate
Ministry for Culture, Justice and Local Government
21, Chateau de la Ville
Archbishop Street
Valletta VLT 1443

Att: Culture Pass Scheme

You can submit your application form by hand at the Culture Directorate between Monday and Friday from 08.00 till noon.

Late applications will be considered ineligible.