



MINISTRY FOR GOZO

# Gozo Cultural Events Fund

Guidelines for Applicants

# Index

## Table of Contents

Index.....	1
Part A – General Information About The Scheme .....	2
Introduction .....	2
Objectives .....	2
Definitions.....	2
Submissions Time Frames and Evaluation Dates .....	4
Project Eligibility and Evaluation .....	4
Visibility of the Project.....	5
Publicity.....	5
Application Process .....	6
Data protection .....	6
Ethical Considerations .....	7
Annex I: Procurement Procedures .....	8
Supplies and Services .....	8
Annex II: Final Report .....	10
Annex III: Ranking List .....	19
Creative Communities Application.....	19

# Part A – General Information about the Scheme

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## Introduction

The Gozo Cultural Events Fund is a Ministry for Gozo measure for community-led creative and artistic activities in Gozo. It provides the opportunity for the development of artistic projects led by the community for the community, while celebrating cultural diversity.

The fund is looking to co-finance projects which encourage active cultural participation, promote local talent and boost the community's creative expression or appreciation of its identity.

## Objectives

The Objectives of the Gozo Cultural Events fund are:

- To enhance Gozo's Cultural Calendar.
- To support creative and innovative initiatives in Gozo by individuals and organisations with the objective of promoting Gozo through its tangible and intangible cultural heritage.
- To promote cultural understanding in a diverse society.
- To encourage active participation of local communities in the culture and arts sector.

These objectives are reflected in the evaluation criteria against which submitted projects are assessed.

## Definitions

For the purpose of these guidelines, the following terms are defined as follows:

**Applicant:** An applicant may be a: (a) a voluntary organization; or (b) an independent individual or a group of individuals, (c) entities or (d) local councils who would like to present a cultural event.

In all instances (indicated above), there must be a lead person who is duly authorized to represent the organisers. The person must be a Maltese citizen having a permanent address in Gozo.

**Voluntary Organisation:** must be a registered with the Commissioner of Voluntary Organisations and fully compliant in accordance with the Voluntary Organisations Act (Chapter 492 of the Laws of Malta) and its subsidiary legislation 492.01 (Annual Returns and Annual Accounts) ([www.maltacvs.com](http://www.maltacvs.com)).

**Independent individuals or a group of individuals** must be VAT registered. This does not apply for individuals or groups that pertain to Parishes or church institutions.

**Entities:** must be VAT registered and be registered and compliant in accordance to the Companies Act (Chapter r 386 of the Laws of Malta).

**Cultural Events:** A Cultural Event which is of a non-profitable nature, and which is to be organized in Gozo.

**The Ministry for Gozo Cultural Events Fund:** This is a funding programme for the holding of cultural events in Gozo during 2020 This Fund is administered by the Cultural Heritage Directorate within the Ministry for Gozo. It establishes the allocation of funds, sets the objectives, priorities and evaluation criteria.

The Ministry for Gozo reserves the right to decline any form of assistance if it determines that the proposed event is not in accordance with the set objectives of the Cultural Funds Scheme.

The Ministry for Gozo reserves the right to propose alternative dates for the proposed event as to not interfere with other scheduled events.

The Ministry for Gozo also reserves the right to not refund any incurred costs if a beneficiary of this funding programme has failed to honour one or more of the conditions as stipulated in the Grant Agreement.

The Ministry for Gozo reserves the right to revise the Terms and Conditions of this application in due course, as it may deem fit. Notwithstanding this clause the terms and conditions applicable for the particular application are those as date of submission.

**Evaluation:** An evaluation team will be appointed by the Ministry for Gozo to:

- Administer a transparent and equitable evaluation process of submitted proposals;
- Determine the eligibility of proposals in terms of the Eligibility, Exclusion and Capacity Criteria;
- Draw up a ranking list as per Annex III and recommend proposals for award;
- Recommend the extent of the financial assistance to be conferred;

**Eligible Costs:** Costs that strictly emanate from the organisation of the proposed event.

Co-Financing & Double-Financing of the Event.

Co-financing is permitted in those circumstances where the funds being requested through the Fund may not be sufficient to finance the entire cost of the event. In such instances, the applicant may complement the sum being requested through other sources. Such sources could be, funding from private sponsors and/or Government Agencies or Authorities **but not from other Ministries.**

No double funding of eligible expenditure will be permitted. Any supplementary funding sources to cover expenditure which is not covered through these funds must be indicated. To avoid the risk of double-financing, the applicant must indicate in the relevant section of the e-application form, the sources and the amounts of any other funding received or applied for in the same financial year. Following the realisation of the event, the beneficiary will be required to state the amount of supplementary funds received and the source in the income and expenditure statement that is to be presented after the conclusion of the event.

## Submissions Time Frames and Evaluation Dates

An evaluation team will be appointed by the Permanent Secretary to assess the submissions in accordance to the established criteria. The result will be communicated to the applicant in an electronic form and available online.

Applications will be received through the online application form for events taking place between January and December 2020.

Interested applicants are to submit their application online through the following link by not later than 3 months before the date of the event by providing all the details and documents required.

<https://mgoz.gov.mt/en/Pages/eForms/CulturalEventsFund.aspx>

## Project Eligibility and Evaluation

Proposals will first be screened in terms of eligibility. Ineligible proposals in terms of the indicated set of criteria (as indicated below) shall not be processed further and shall not undergo evaluation.

### Ineligible

- Projects of an intrinsically profitable nature;
- Organisations/individuals are bankrupt or being wound up;
- They are having their affairs administered by the courts, and/or are having entered into an arrangement with creditors, and/or have suspended business activities, and/or are the subject of proceedings concerning those matters, and/or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They are under investigation by the Commissioner for Voluntary Organisations according to LN 379 of 2012;
- They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority;
- They have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Ministry for Gozo;
- They are following another procurement disciplinary procedure or grant award procedure financed by the Ministry for Gozo or any other Government Entity; they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- The project proposal is or has been granted through another EU/National Fund;
- The organisation/individual does not observe any of the eligible criteria.

## **Evaluation criteria**

Each eligible application is assessed against the following evaluation criteria:

- The project's impact on the local community.
- Development of the organisation.
- The quality and outcome of the project.
- Project management.

All criteria carry **equal weight** in terms of the assessment of the event proposed.

The applicant must show that they have the adequate operational capacity, that is the necessary people, skills, competencies and motivation to complete the proposed project.

## **Visibility of the Project**

Beneficiaries and participants should 'publicize' the project – as well as its aims and objectives.

In order to raise awareness of the project, the beneficiary could for example develop information material; send a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue 'press releases' or write articles for local papers, develop websites or newsletter; engage in social network activities such as creating a Facebook page; create an e-group, a web space, a photo-gallery or blog on the Internet.

## **Publicity**

Beneficiaries must clearly acknowledge the Ministry for Gozo in all communications or publications, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used.

Apart from the measures foreseen for the visibility of the project and for the dissemination and exploitation of its results (which are award criteria), there is an obligation of minimal publicity for each granted project. This must be done according to the following instructions:

1. Use of the Ministry for Gozo logo.
2. Use of disclaimer stating the following: This event is being brought to you in collaboration with The Ministry for Gozo.
3. Place a banner at the entrance with MGOZ's logo.

If these provisions are not fully complied with, the beneficiary's grant may be revoked.

All promotional material is to be vetted and approved by MGOZ prior to publishing.

## Application Process

Applicants will receive a digital notification indicating that their submission has been received.

Applicants will receive communication about whether the request for funding has been accepted or not by not later than the second week of the following month of application.

This fund is competitive and will be evaluated accordingly to establish criteria.

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 being approved for funding the individual/legal representative of the organisation will be required to sign a grant agreement with the Ministry for Gozo, setting all terms and conditions for the grant.

## Disbursement of Funds

Funds will only be disbursed after the completion of the event and the submission of the following documentation:

- An itemised and detailed final income and expenditure statement for the whole event.
- Government Procurement Procedures must be adhered to as per Annex I and documented proof is to be presented with the final report following the realisation of the event.
- Final Report as per Annex 2.
- Original fiscal receipts for claimed expenses in connection with the event, which are authenticated by the officials. In the case where invoices are submitted, applicants must submit authenticated copies of the fiscal receipts as soon as these are available, even after funds have been disbursed.

Voluntary Organisations will be required to confirm prior to any disbursements of funds, whether there are compliant with requisites of the Voluntary Organisations Act.

## Data protection

All personal data contained in the application and the Grant Agreement shall be processed in accordance with the Data Protection Act as per local legislation.

This data will be processed solely in connection with the evaluation and implementation of the event, without prejudice to the possibility of transferring such data to those who are responsible for inspection or who may be appointed to audit the Cultural Funds Scheme by the Ministry for Gozo and/or the Ministry of Finance.

## Ethical Considerations

Any proposal for an indirect action which contravenes fundamental ethical principles, or which does not fulfil any conditions set out in this call for proposals may be excluded from the selection process at any stage.

In addition, any awarded applicant that has committed a wilful action which contravenes fundamental ethical principles during the implementation of the event will invalidate the Grant Agreement. No financial assistance will be granted.

## Contact Details

*Ministry for Gozo*

### **Gozo Cultural Events Fund**

Cultural Heritage Directorate

Email: [culturefund.mgoz@gov.mt](mailto:culturefund.mgoz@gov.mt)

## Annex I: Procurement Procedures

### Supplies and Services

**Beneficiaries must abide with the procurement threshold and relevant requirements so are to guarantee transparency and accountability as per table hereunder:**

<b>Government Public Procurement Regulations (Legal Notice 352/2016)</b>		
<b>RANGES</b>	<b>MADE THROUGH</b>	<b>REQUIREMENTS</b>
<b>Under EUR 5,000</b>	Request for Quotations	<b>Call for Quotes – Minimum of 3 quotations must be attained</b> <b>Publication not mandatory</b>
<b>EUR 5,001 – EUR 9,999</b>	Published call for Quotations	Call for Quotes – Minimum of 3 Quotations Publication of call for quotes mandatory Internal Evaluation of results to bidders Notification of results to bidders Agreement/Contact with successful bidder
<b>EUR 10,000 – EUR 144,000</b>	Public Tender/Expression of Interest	Call for Tender Publication of call for quotes/tender mandatory Internal Evaluation of Tender/Expression of Interest Publication of Results & communication to bidders Agreement/Contract with successful bidder inclusive of Addenda where necessary
<b>Note: ALL figures are NET (excl.) of VAT</b>		

- Procurement procedures made through Direct Orders will be permitted subject to the following conditions:
  - The value of the supplies/works/services procured through Direct Orders must not exceed EUR 500 exclusive of VAT;
  - Approval from the Selection and Review Committee must be attained prior the initiation of a direct order procedure. The Voluntary Organisation will be required to clearly justify the request to resort to a direct order procedure;
  - Repetitions of Direct Orders for identical supplies/services/works should be avoided;
  - Division of Direct Orders to bypass threshold set is strictly prohibited.
- Quotations
  - must be requested with a specified deadline;
  - must be attained within the same period (not more than a 1 month timeframe between one another)

- If the minimum number of 3 quotations cannot be attained, the Voluntary Organisation must provide evidence that more than 4 potential suppliers/service providers were contacted.

- The minimum time limit (Publication period) for Tenders shall be twenty (20) days;
- Objection period for all published calls with an estimation value over €5,000 is to be ten (10) calendar days.

## Annex II: Final Report

### Ministry for Gozo Reference Number

Please insert the reference as indicated in your Grant Agreement:

### Name of the beneficiary

Please indicate the name of the beneficiary organisation:

### Contact Details of the person compiling this report

Family name (Mr/Ms)

First name

Position/function

Email

Telephone/Mobile

### REPORTING OBLIGATIONS (Please consult your agreement before elaborating this report)

The final report includes one narrative section on the carrying out of the Initiative and one financial part. The beneficiary must fill in both parts. Failure to accomplish the reporting obligations within the established timeframe entitles the MGOZ to not honour the agreement.

### Index

The Final Report is composed of the following parts:

- I. Details of the Initiative
- II. Implementation
- III. Procurement of Products and Provision of Services Rendered
- IV. Co-Financing
- V. Financial Report

### Signature of the legal representative

I the undersigned hereby certify that all the information and financial data contained in this final report are accurate.

I am aware and give consent to the Ministry for Gozo (MGOZ) to make available and use all data provided in this report for the purposes of managing and evaluating the MGOZ NGO Assistance Scheme. All personal data collected for the purpose of this Initiative shall be processed in accordance with Data Protection Act on the protection of individuals with regard to the processing of personal data.

I declare that I have informed the individuals who have participated in this Initiative on the provisions and practices regarding data protection.

#### Legal representative

Name in capital letters:

Signature :

Date:

NB. If the Legal representative of the Voluntary Organisation is not the same person who represented it when the Grant Agreement was signed, you are to affix a statement from your Committee stipulating the change of the Legal Representative.

## **Part I. Details of the Initiative**

*If more space is needed, please extend boxes.*

### ***The Initiative***

***Please provide a summary of the main objectives of the Initiative and how the Voluntary Organisation had planned to realise the Initiative. Kindly refer to your application.***

***Summary of the Initiative (as per application)***

***Relevance to the general Objectives of the Scheme (as per application)***

**Relevance to the Priorities of the Scheme (as per application)**

**Where there any eventual changes between your initial application and the activities finally implemented? Please indicate and explain the reasons**

(Example the Activity programme had to be altered because \_ \_ \_ \_.)

## **Part II. Implementation**

*The points below are intended to serve as a guide for your description of the activities undertaken within the context of the Initiative. Do not hesitate to mention difficulties and problems you have encountered and other matters that you consider helpful for other organisations, which would organise similar activities in the future.*

*Please enclose with this report the products developed during the Initiative (videos, photos, website, etc.) and information on how these were disseminated.*

### **Description of preparatory activities**

*Please give a general description of the preparatory activities.*

### **Description of activities**

*Please give a general description of the Initiative. Indicate the implemented activities and the working methods used.*

### ***Involvement of participants, the general public and members of staff***

*What was the criteria used to identify prospective participants of the Initiative? The general public was invited to the activities? Were staff members of the Voluntary Organisations involved in any stage of the Initiative? Were they remunerated?*

### ***Practical organisation***

*Please describe:*

- *how the logistical and practical arrangements were organised;*
- *which practical and logistical improvements you would make if you were to repeat the experience.*

### ***Problem Handling***

*Please describe any problem you encountered during the implementation phase and the solutions that you had applied.*

## **Evaluation**

*Please give details regarding evaluation you carried within your group, both during and after the Initiative was finished. If you had involved any third party service providers and suppliers, were the products delivered and services rendered up to specifications and standards you envisaged?  
In terms of active involvement of participants, did you succeed in attaining your objectives? How did the general public respond to the activities?*

## **Impact, multiplying effect and follow-up**

*Please explain:*

- *who benefited from the Initiative in addition to the members of the group(s) directly involved;*
- *the impact on the local community and if applicable, on other participants involved in the Initiative;*
- *how they were involved and what they gained from their participation in the Initiative;*
- *in the long run, how will the Initiative impact the community (in terms of multiplying effect and sustainable impact)*

## **Promotional Activities and Visibility of the Initiative**

*Please describe:*

- *how you ensured the visibility of the Initiative;*
- *how the Initiative provided clear promotional for the MGOZ NGO Assistance Scheme and the Ministry for Gozo;*
- *how you ensured the dissemination of information pertinent to the outcomes and good practises within the context of the Initiative.*

***Kindly include any sort of published material or screen shots of online material (including social media posts) produced during this Initiative.***

## **Achievements**

**Please note that this part may be used for publication**

According to what you described above, please summarize what you achieved with this Initiative with e.g.:

- the objectives and the priorities of the MGOZ NGO Assistance Scheme (kindly refer to the guidelines);
- the objectives of the Activity that you planned;
- the theme of the Activity;
- the innovative creativity and entrepreneurship dimension;
- the social and personal development of the members of the group(s).

## **Additional information**

Give any additional information, observations, comments or recommendations that may be useful for future Initiatives. Describe specific difficulties you encountered in implementing your Initiative.

**Part III. Procurement of Products and Provision of Services Rendered**

<p><b><i>Procurement and/or leasing of Materials and Equipment and Provision of Services</i></b></p> <p><i>Were quotations sought for the procurement and leasing of materials and equipment and for the provision of services? If so, on what basis suppliers and service providers were chosen? Please describe any problem you encountered and the solutions you have applied.</i></p> <p><b><i>Kindly include all quotations sought, invoices received and original copies of receipts.</i></b></p> <p><b><i>Non observance of public procurement procedures will jeopardize your claim for re-imbusement of related items and services</i></b></p>
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#### Part IV. Co-Financing

Has your organisation acquired any financial assistance from other Voluntary Organisations, private individuals, entities or through other Government or European Union funding to realise this Initiative?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, fill in below:

Name of the Individual/Entity/ Institution/Organisation bestowing the financial Assistance or Contribution in kind	Type of Financing: (Direct Financial Assistance or Contributions in kind)	Amount Received in €
<b>Total Co-Financing Received</b>		

#### Part V. Financial report

##### Financial Statement of Expenditure

Fill in the Financial Statement of Expenditure Report provided by MGOZ.

Print out the Financial Statement of Expenditure and Affix with the Final Report.

A soft copy of the Financial Statement of Expenditure Report is to be submitted to the Ministry for Gozo – email [culturefund.mgoz@gov.mt](mailto:culturefund.mgoz@gov.mt)

## Annex III: Ranking List

### Creative Communities Application

**Application Deadline:** \_\_\_\_\_ **; Result Notification:** \_\_\_\_\_

<b>Application Details</b>
<b>Reference Number:</b>
Project Title:
Applicant:
Amount Requested:

**The evaluator is requested to score from 0 to maximum marks and assess the overall quality of the project.**

Criterion 1 – The project’s impact on the local community	Maximum Marks
1. How strong is the level of active participation of the community in the project?	5
2. Through this project, are there efforts to reach out to new audiences and to develop existing audiences?	5
3. Does the project have the potential to offer continuity and legacy in the community?	5
4. To what extent does the project contribute towards bringing the local community closer to the arts, culture and creative expression?	5
5. Does the project have the potential to serve as a tool for development on the community, social, economic and environmental levels?	5
<b>Sub-Total</b>	<b>25</b>

<b>Criterion 2 – Development of the organisation</b>		<b>Maximum Marks</b>
1. In what way/s will the project have an impact on the members of the organisation?		5
2. To what extent is the project relevant to the work carried out by the organisation?		5
3. Does the project contribute towards the strengthening of the profile of the organisation?		5
4. Through this project, how strong is the level of accessibility of the organisation to the local community?		5
5. Through this project, how strong is the level of accessibility of the organisation to new artistic collaborations with other organisations or individuals?		5
	<b>Sub-Total</b>	<b>25</b>
The Board notes that the proposed project is heavy on production of different media, and extends beyond the main remit of the applicant organisation.		

<b>Criterion 3 – The quality and outcome of the project</b>		<b>Maximum Marks</b>
1. How strong are the proposed artistic and cultural organisations and input?		5
2. What is the quality of the artistic process proposed for the implementation of the project?		5
3. Does the project have a projected general outcome?		5
4. Is the communication plan well planned and effective?		5
5. Is the documentation plan well planned and effective?		5
	<b>Sub-Total</b>	<b>25</b>

Criterion 4 – Project management	Maximum Marks
1. Are the qualities, experience and credentials of the person/group of persons appropriate for the management of the project?	5
2. To what extent does the the management plan ensure that the project will be managed responsibly and successfully?	10
3. How strong is the budget proposed?	5
4. Has the organisation made efforts to secure funds from multiple sources?	5
<b>Sub-Total</b>	<b>25</b>
The Board notes that the proposed budget is heavy on production costs linked to the number of initiatives involved.	

<b>Total</b>	
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