



VALLETTA
CULTURAL
AGENCY

GĦALL-UŻU FL-UFFIĊĠJU BISS	
Data tal-Applikazzjoni:	Numru ta' referenza tal-Applikazzjoni:

FTEHIM TA' SHUBIJA KULTURALI FORMOLA TAL-APPLIKAZZJONI

Avveniment annwali kulturali fuq skala kbira bla ħlas fi spazju pubbliku fil-Belt Valletta

A. INFORMAZZJONI ĠENERALI

1. Isem u Kunjom tal-Applikant u Isem tal-Organizzazzjoni/Kumpanija

* L-applikant irid ikun rappreżentant legali tal-Organizzazzjoni/il-Kumpanija. F'każ li l-proġett jingħata l-iffinanzjar, l-applikant għandu wkoll ikun dak li jiffirma l-kuntratt. Jekk jogħġbok speċifika l-pożizzjoni tal-applikant fl-Organizzazzjoni/il-Kumpanija.

2. Numru tal-VAT tal-Organizzazzjoni/il-Kumpanija

3. Numru tal-Karta tal-Identità tal-Applikant

*Jekk jogħġbok ehmeż kopja tal-Karta tal-Identità ma' din il-formola tal-applikazzjoni

4. Indirizz postali tal-Applikant

5. Dettalji tal-Applikant

Numru tat-Telefon:

Numru tal-Mobile:

Indirizz tal-Email:

6. Ġieli bbenefikajt minn fondi pubbliċi?

Iva

Le

7. Jekk iva, jekk jogħġbok speċifika l-isem/ismijiet u d-dati tal-proġett/i li ttellgħu bejn l-2015 u l-2022.

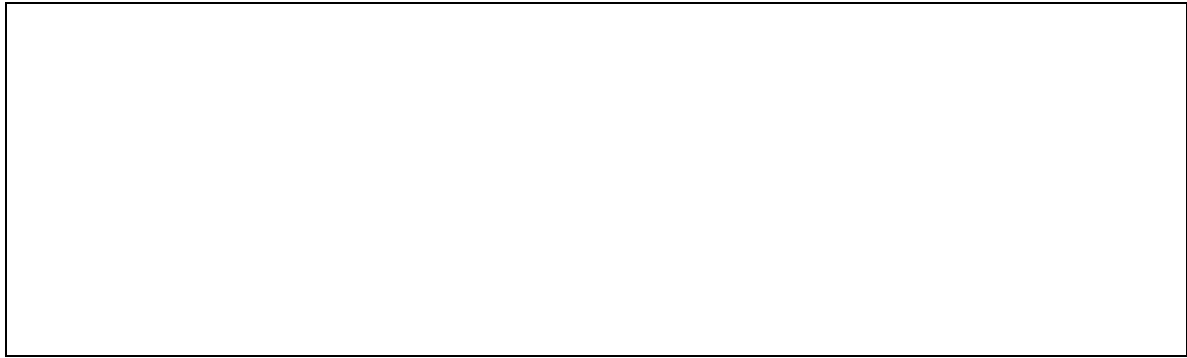
8. Indika taħt liema kodiċi NACE topera

1. R 90 Attivitajiet Kreattivi, tal-Arti u tad-Divertiment
2. R 94.1 Attivitajiet ta' organizzazzjonijiet ta' sħubija tan-negozju u ta' min iħaddem
3. Oħrajn, jekk jogħġbok indika liem

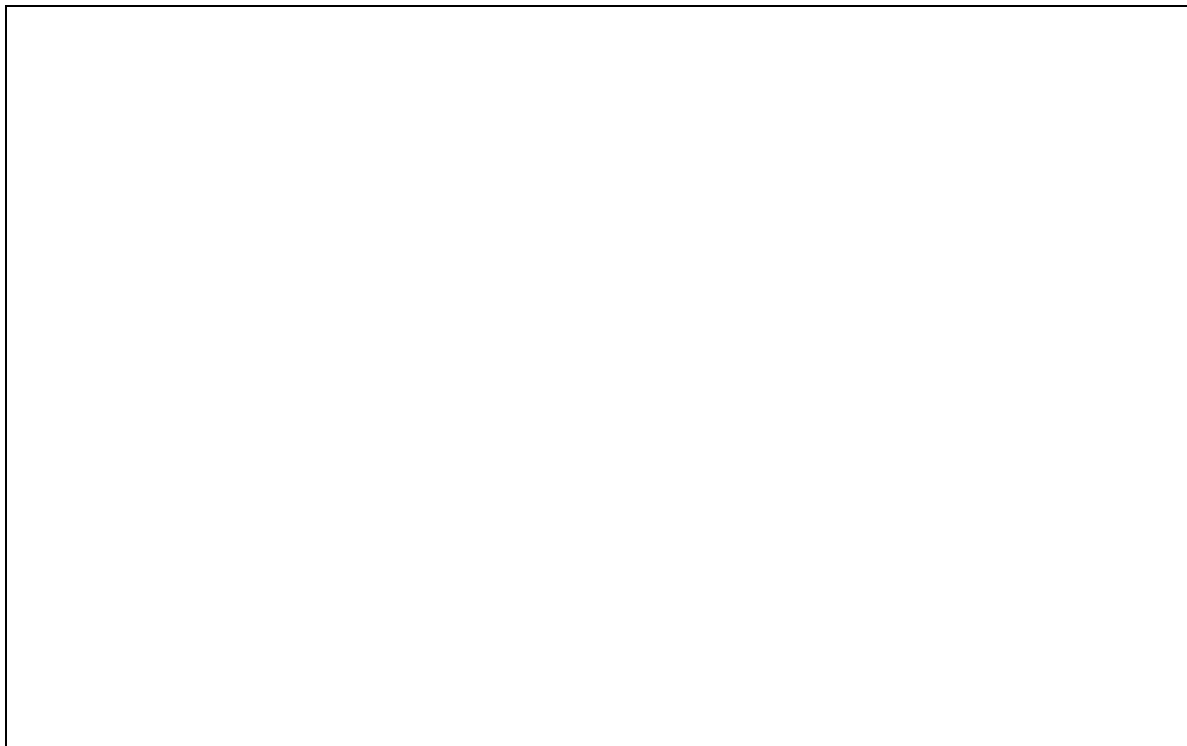
B. PROPOSAL

1. **Ipprovdi dettalji dwar ix-xogħol tal-organizzazzjoni (ipprovdi l-viżjoni, l-oġġettiv ewlieni u stqarrija dwar l-għanijiet tal-organizzazzjoni/kumpanija) Massimu: 200 kelma.**

* Jekk jogħġbok ehmeż kopja tal-istatut tal-Organizzazzjoni u c-CV tagħha flimkien mas-CV tal-membri tat-tim u l-kollaboraturi tagħha.



2. Agħti deskrizzjoni ġenerali tal-avveniment propost u l-attivitajiet ewlenin li tkopri l-proposta (massimu 200 kelma) flimkien ma' informazzjoni dwar il-kollaborazzjoni proposta (massimu 150 kelma).



2a) Ipprova lista' ta' kollaboraturi li se jimplimentaw l-Avveniment

3. Ipprovi skeda taż-żmien iddettaljata għar-rizultati

4. Ipprovi pjan għall-marketing u l-promozzjoni tal-kumpanija/l-organizzazzjoni (inkluz evidenza ta' riċerka dwar is-suq)

5. Harsa generali lejn l-iskala tal-avveniment f'termini ta' numri ta' udjenza

6. Nizzel kwalunkwe pjan għall-monitoraġġ u l-valutazzjoni tar-riskju għall-programm propost

C. DOKUMENTAZZJONI MANDATORJA

L-applikazzjoni għandha tinkludi li ġej:

- ✓ Kopja tal-formola tal-applikazzjoni ffirmata mir-rappreżentant/i legali tal-kumpanija/l-organizzazzjoni
- ✓ Baġit iddettaljat tal-infiq u d-dħul għall-1 sena akkumpanjat minn pjanijiet baġitarji u previżjonijiet għal 3 snin
- ✓ viżjoni, missjoni u objettiv ewlieni tal-kumpanija/organizzazzjoni
- ✓ informazzjoni dwar il-governanza u l-istruttura tal-amministrazzjoni tal-kumpanija/organizzazzjoni
- ✓ deskrizzjoni tal-avveniment propost
- ✓ kollaboraturi li se jimplimentaw l-avveniment
- ✓ informazzjoni dwar is-sħubijiet proposti
- ✓ skeda ta' żmien tal-implimentazzjoni għar-riżultati tangibbli u l-perjodi ta' żmien
- ✓ pjan tal-marketing u l-promozzjoni tal-kumpanija/organizzazzjoni (inkluż evidenza tar-riċerka tas-suq)
- ✓ baġit, pjanijiet finanzjarji (inkluż sorsi potenzjali ta' finanzjament, msieħba għall-finanzjament u partijiet ikkonċernati) u rapporti tal-flussi tal-flus li juru sostenibilità finanzjarja
- ✓ ħarsa generali lejn l-iskala tal-avvenimenti f'termini ta' numri ta' udjenza.
- ✓ pjanijiet għall-monitoraġġ u valutazzjoni tar-riskju għall-programm proposti

Dokumenti ta' sostenn

Huwa importanti ħafna li, fejn possibbli, ikunu ppreżentati dokumenti ta' sostenn rilevanti bħal ma huma skambji ta' messaġġi elettronici, dokumentazzjoni ufficjali li tikkonferma l-punti msemmija fl-applikazzjoni flimkien ma' kwotazzjonijiet u fatturi mill-passat li jiġġustifikaw il-figuri fil-baġit.

D. BAĠIT

Jekk jogħġbok ipprova baġit tan-nefqa ddettaljat (Anness 1) u pjanijiet finanzjarji (inkluż sorsi potenzjali ta' dħul, msieħba fl-iffinanzjar u partijiet interessati) u rapporti tal-flussi tal-flus li juru sostenibilità finanzjarja għall-proposta kollha.

Huwa importanti li jkunu pprovduti kopji tal-kwotazzjonijiet rilevanti li jistgħu jagħtu indikazzjoni tal-ispejjeż stmati. Il-kwotazzjonijiet u l-konfermi kollha ufficjali għandhom ikunu mehmuża ma' din l-applikazzjoni. Fejn dawn ma jistgħux jingħataw, tista' tipprova analiżi ta' kif se jinqasmu l-ispejjeż ibbażata fuq l-infiq standard. Sorsi oħra ta' finanzjar u sponsorships iridu jkunu appoġġjati bid-dokumentazzjoni rilevanti.

Jekk jogħġbok ehmeż kopji tal-kontijiet tal-Organizzazzjoni/il-Kumpanija li ġew awditjati.

Dikjarazzjoni tal-Applikant

Data: _____

Firma tal-Applikant: _____

Billi niffirma din id-dikjarazzjoni jiena nikkonferma li, sa fejn naf jien, l-informazzjoni kollha f'din il-Formola tal-Applikazzjoni u l-Annessi huma korretti.

Billi niffirma din id-dikjarazzjoni jiena nikkonferma li qrajt is-Sejha għall-Proposti u li jien naċċetta l-kundizzjonijiet u l-proċess stipulati f'dan l-istess dokument.

Tista tissottometti l-formola tal-applikazzjoni tiegħek flimkien mad-dokumenti ta' sostenn rilevanti kollha kif ġej:

- Billi tibgħat email fuq opencalls@vca.gov.mt sa 12:00 (nofsinhar) tad-data tal-għeluq għall-applikazzjonijiet. Huwa essenzjali li fl-istess email tinkludi d-dokumenti ta' sostenn addizzjonali kollha kif meħtieġ skont dawn il-linji gwida u regolamenti.

Dokumenti ikbar minn 4Mb jistgħu jintbagħtu permezz ta' ħolqa WeTransfer. Għandek tinkludi wkoll il-firma (elettronika jew scan) kif indikat fil-formola tal-applikazzjoni.

Applikazzjonijiet li jaslu tard jew mhux kompluti mhux se jkunu aċċettati.

Anness 1

	DESKRIZZJONI/GĦAN	AMMONT
SPEJJEŻ TAR-RIŻORSI UMANI		
Onorarji lill-artisti		
Spejjeż tal-immanigġjar		
Spejjeż oħra (niżżel hawn taħt)		
SPEJJEŻ TEKNIĊI		
Kiri tal-Ispazju		
Ivvjaġġar u akkomodazzjoni		
Spejjeż oħra (niżżel hawn taħt)		
SPEJJEŻ TAL-PRODUZZJONI		

Assigurazzjoni		
Saħħa u Sigurtà (valutazzjoni)		
Spejjeż oħrajn (niżżel hawn taħt)		
SPEJJEŻ TA' MARKETING		
KONTINGENZA		
TOTAL		

FOR OFFICE USE ONLY	
Date of Application:	Application Reference Number:

CULTURAL PARTNERSHIP AGREEMENT
Application Form

Annual free large-scale cultural events in public spaces in Valletta

B. GENERAL INFORMATION

1. Applicant Name and Surname and Name of Organisation/Company

*The applicant must be the legal representative of the 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/Company.

2. Organization/Company VAT number

2. Identity Card Number of Applicant

*Please attach a copy of your I.D. Card with this application form

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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 2015 and 2022.

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8. Indicate under which NACE code do you operate

1. R 90 Creative, Arts and Entertainment activities
2. R 94.1 Activities of business and employers membership organisations

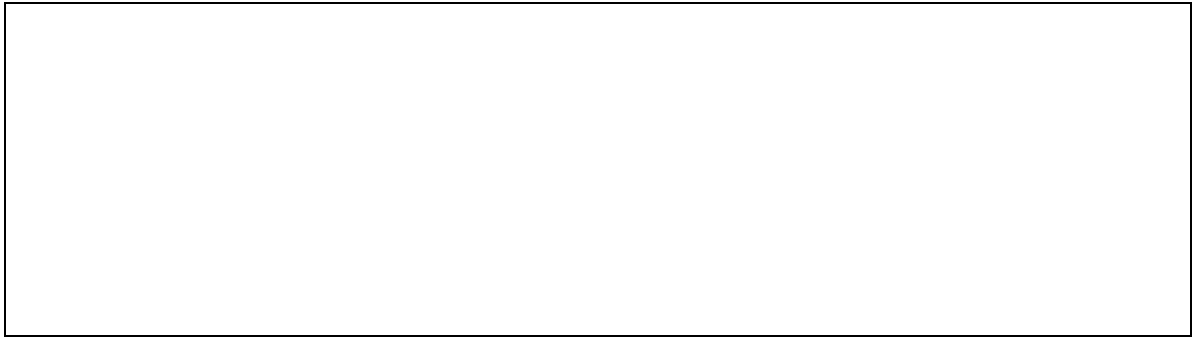
3. Other please state which

B. PROPOSAL

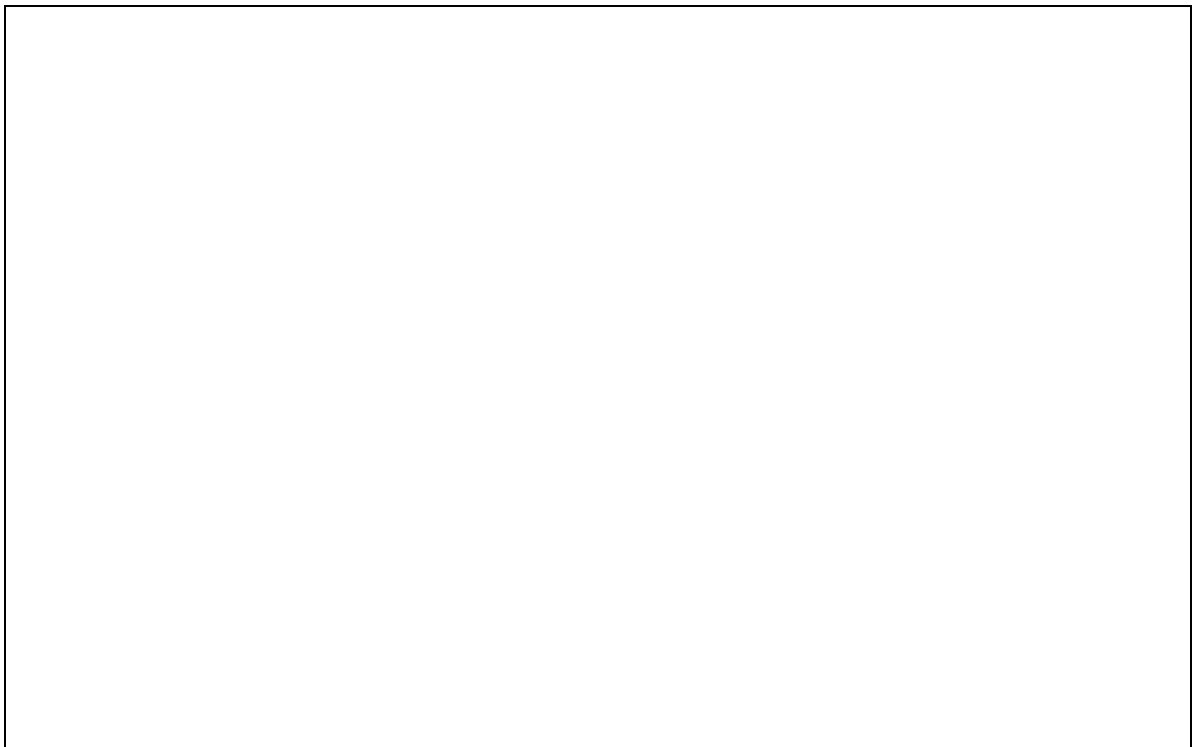
3. Provide details about the work of the organisation (provide the vision, main objective and mission statement of the organisation/company). Max: 200 words

*Kindly attach a copy of the statute of the Organisation and its CV and the CV of team members and main collaborators

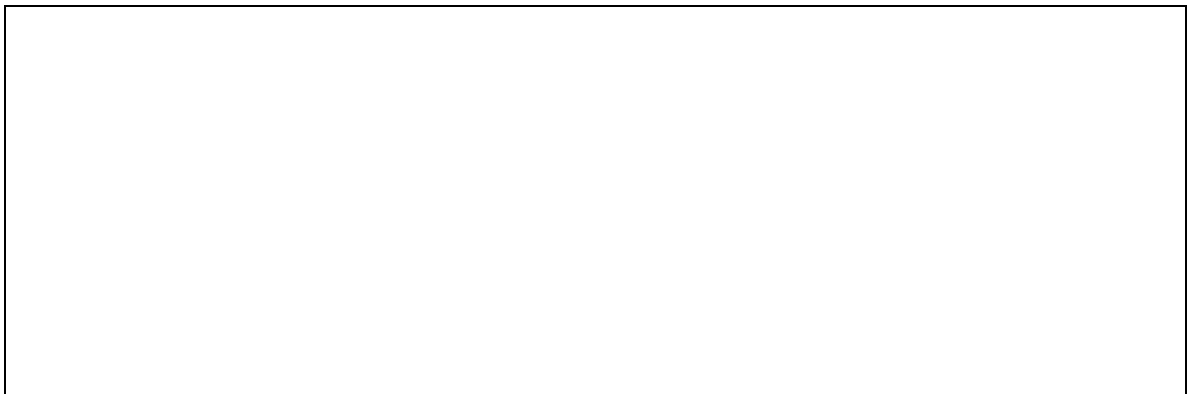
2. Give a general description of the proposed event and main activities to be covered through the proposal (max 200 words) together with info about the collaboration proposed. (max 150 words)



2a) Provide list of collaborators to implement the event



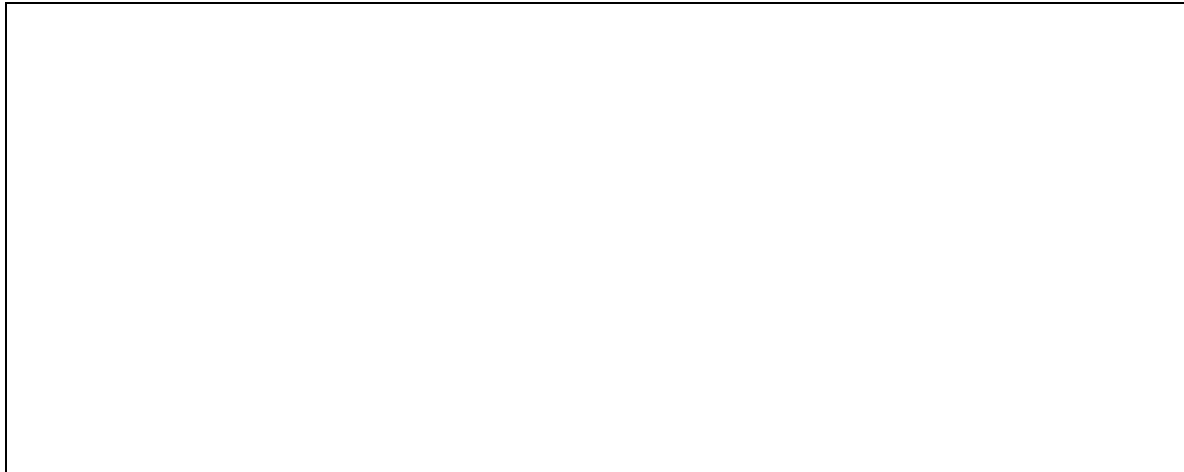
3. Provide a detailed timeline for deliverables and timeframes



4. Provide a Marketing and promotional plan of the company/organization (including evidence of market research)

5. Overview of the scale of the event in terms of audience numbers

6. List any monitoring and risk assessment plans for the proposed programme



E. MANDATORY DOCUMENTATION

The application should include the following:

- ✓ A copy of the application form signed by the legal representative/s of the company / organisation
- ✓ Detailed income-expenditure budget for year 1 accompanied by budget plans and forecasts covering three years
- ✓ vision, mission and main objective of the company / organisation
- ✓ information about governance and management structure of the company / organisation
- ✓ description of proposed event
- ✓ collaborators to implement the event
- ✓ information about the partnerships proposed
- ✓ implementation timeline for deliverables and timeframes
- ✓ marketing and promotional plan of the company / organisation (including evidence of market research)
- ✓ budget, financial plans (including potential sources of funding, funding partners and stakeholders) and cash-flow statements demonstrating financial sustainability
- ✓ overview of the scale of the event in terms of audience numbers
- ✓ monitoring and risk assessment plans for the proposed programme

Supporting documents

It is very important to, where possible, present relevant supporting documents such as email exchanges, official documentation confirming points listed in the application together with quotes and past invoices justifying figures in the budget.

F. BUDGET

Kindly provide a detailed expenditure budget (Annex 1) and financial plans (including potential sources of funding, funding partners and stakeholders) and cash flow statements demonstrating financial sustainability for the entire proposal

It is important to provide copies of any relevant quotations that can give an indication of estimated costs. All official quotations and confirmations are to be attached to this application. Whenever quotations cannot be supplied, you can provide a breakdown of estimated costs based on standard expenditure. Other sources of funding and sponsorships must be supported by relevant documentation.

Please attach copies of the audited accounts of the Organization/Company

Applicant's Declaration

Date: _____

Signature of Applicant: _____

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

By signing this declaration I confirm that I have read the Call for Proposals and that I accept the conditions and process as stipulated in this same document.

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

- By sending an email on opencalls@vca.gov.mt till 12:00 (noon) of the deadline. It is essential that in the same email you include all additional supporting documents as required by these guidelines and regulations. Documents larger than 4Mb may be sent via WeTransfer link. You should also include the signature (electronic signature or scan) as indicated on the application form.

Late and / or incomplete applications will not be accepted.

Annex 1

	DESCRIPTION/PURPOSE	AMOUNT
HR COSTS		
Artist fees		
Management fees		
Other (list below)		
TECHNICAL COSTS		
Rental of Spaces		
Travel and Accommodation		
Other (list below)		
PRODUCTION COSTS		
Insurance		
Health & Safety (assessment)		
Other (list below)		
MARKETING COSTS		
CONTINGENCY		
TOTAL		