



VALLETTA  
CULTURAL  
AGENCY

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

**CULTURAL PARTNERSHIP AGREEMENT**  
**Application Form**

**Annual free large-scale cultural events in public space in Valletta**

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**A. GENERAL INFORMATION**

**1. Applicant Name and Surname, and Name of Organisation or Company**

\*The applicant must be the legal representative of the Organisation or 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 or Company.

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**2. Organisation or Company VAT number**

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**3. 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 2017 and 2024.**

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**8. Indicate under which NACE code the Company or Organisation operates**

☐ *S 90 - Arts creation and performing arts activities*

☐ *T 94.1 - Activities of business, employers and professional membership organisations.*

☐ Other. Please specify

**B. PROPOSAL**

- 1. Provide details about the work of the organisation. (Provide the vision, main objective and mission statement of the organisation or 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 information about the collaboration proposed (max. 150 words).**

- a. Provide the proposed 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 or organisation  
(including evidence of market research)**

**5. Provide an overview of the scale of the event in terms of audience numbers**

**6. Provide a list any monitoring and risk assessment plans for the proposed programme**

## **C. MANDATORY DOCUMENTATION**

The application should include the following:

- A copy of the application form signed by the legal representative/s of the company or organisation.
- A detailed income-expenditure budget for Year 1, accompanied by budget plans and forecasts covering three years.
- The vision, mission and main objective of the company or organisation together with a portfolio showing a strong track record in the field. With these regards, documents to be submitted are: Proof of having organized a large scale event in open air public places (min 50,000 audience) in the past 4 years, 3 references from clients, artists or service providers with whom you have collaborated in the past 4 years.
- Information about governance and
- Information about governance and management structure of the company or organisation
- Proposed event description.
- 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 partnerships and stakeholders) and cash-flow statements demonstrating financial sustainability.
- Monitoring and risk assessment plans for the proposed programme.

### **Supporting documents**

Applicants are encouraged to provide supporting documents, wherever applicable, such as email exchanges, official documentation confirming points listed in the application together with quotes and past invoices justifying figures in the budget.

## **D. 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, applicants can provide a breakdown of the 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 Organisation or 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.**

Application forms together with all relevant supporting documents are to be submitted as follows:

- Submissions must be sent via email on [applications @vca.gov.mt](mailto:applications@vca.gov.mt) by not later than **7<sup>th</sup> May 2025 at noon (12:00 hours)**. Late or incomplete applications will not be accepted.
- It is essential that in the same email all relevant additional supporting documents as required by these guidelines and regulations are attached. Documents exceeding 4Mb in size must be sent via a WeTransfer link, which should be included in the submission email. Prospective applicants should also include the signature (electronic signature or scan) as indicated on the application form.
- All application forms are to be signed prior to submission. By doing this, applicants are accepting the conditions of the fund as explained in this Call for Proposals and in the application form. Application forms which are not signed will not be accepted.

## Annex 1

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