



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2026	Application Reference Number: TPS ____ / 26 / ____

THEATRE PRODUCTIONS SUPPORT SCHEME

APPLICATION FORM

Name of Applicant

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be requested under this Fund is Euro 60,000. Applicants may request up to 80% of the project expenditure)

Reference Number

1. GENERAL INFORMATION

1.1 Project type _____

1.2 Primary area of activity _____

1.3 Secondary area of activity _____

Deadline: 9th June 2026 (noon)

1.4 Project Description

Insert Project Description

1.5 Project Description Summary

Provide a summary of the project description in not more than 150 words. Should the proposal be awarded funding, this description will be featured on artscouncil.mt.

1.6 Did you ever benefit from public funds?

Yes

No

1.7 If yes, kindly specify the name/s and dates of the funds awarded in the past three years.

Additional Documentation

+ Add files

Deadline: 9th June 2026 (noon)

2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including travelling and training activities.

Start Date ___/___/___ (Eligible timeframe 24/07/2026 – 23/07/2028)
End Date ___/___/___

Step 1: _____ From: ___/___/___ to ___/___/___ Description:
Step 2: _____ From: ___/___/___ to ___/___/___ Description: (Add steps as required)

Additional Documentation: + Add files

4. Criteria

Criterion 1: Concept (40 marks)

This criterion considers the concept of the proposal: the aims, objectives, and outcomes of the proposal and the relevance of the concept to theatre practice and production.

- a. Please explain the main theatrical idea, process, or production concept that will be developed through this proposed activity. (10 marks)
- b. How is the proposed activity innovative? Please refer to the definition of 'innovation' in Section 2 of the Guidelines & Regulations. (10 marks)
- c. Please define the aims, objectives, and expected outcomes of the proposed activity, ensuring adherence to high-quality production standards and the application of best practices. (This should also include evidence of how the proposal considers the principles within the Right to Culture – Resource Kit and the Charter for the Status of the Artist as in Section 1 of the Guidelines & Regulations). (10 marks)
- d. How is the proposed activity relevant to your development as a theatre practitioner/organisation and to the development of the theatre sector and of the community at large? (5 marks)
- e. Please explain how the proposal will champion inclusive and equitable access for marginalised communities. (5 marks)

Mandatory Documentation:

- + The applicant's audiovisuals / portfolio showing the artistic ability of the applicant. Audiovisuals up to 5MB may be uploaded directly in the application form. Larger files may be provided as a link.
- + An audio of audiovisual file not exceeding 5 minutes in which the applicant provides a short description, a rationale and/or motivation for submitting this proposal
- + Add files

Criterion 2: Audience Engagement (20 marks)

This criterion reflects the engagement of established audiences and of new audiences, as well as dissemination plans. 'Engagement' refers to the role, the nature of involvement, and the experience offered to the audience. 'Dissemination' refers to the methods adopted by the applicant to spread the results of the project.

- a. Please elaborate on the core audiences (internal and/or external) of this production / activity, and on how these audiences will be reached. (10 marks)
- b. Please provide an outline of the marketing, PR, and communications plan as applicable to the proposed activity, explaining why you opted for your chosen methods. 'Communications plan' also includes internal dissemination, which may not be at a public level. (10 marks)

Additional Documentation:
+ Add files

Criterion 3: Project Management (20 marks)

This criterion reflects the level of commitment and preparation in the run-up to the proposal, as well as the proposed plan to develop and achieve the activity's aims and targets within a theatre-making context. This includes the main collaborator(s) involved and the feasibility of the process

- a. Please submit a plan for the delivery of the proposed activity. (Kindly include step-by-step development, rehearsal, production, technical and presentation timeframes, methodology, workplans, respective roles and responsibilities within the project, skill sets, track record, portfolios, logistics plans, as applicable). (5 marks)
- b. Are there any necessary permits, copyright issues, and other legal, ethical, and administrative matters to be addressed? (5 marks)
- c. What is the degree of flexibility in the planning, given the risks and uncertainties? What are the mitigation measures envisaged in view of the identified risks? (e.g. contingency plans, risk assessments, health and safety measures, possible adjustments that may take place). (5 marks)
- d. Please explain how the proposal is relevant and challenging to your skills Development and that of your main collaborators. Kindly elaborate on the applicant's track record and on the track record of the collaborators in relation to theatre practice and production. (5 marks)

Deadline: 9th June 2026 (noon)

Mandatory Documentation:

- + Signed letters of intent from collaborators
- + Acceptance letter by institutions, platforms or venues (if applicable)
- + Add files

Criterion 4: Budget (20 marks)

This criterion reflects how well-planned and realistic the presented budget plan is.

- a. Please provide a clear budget breakdown including expenses directly related to the proposed project, along with projected incomes. Kindly explain the rationale for the expenses and incomes of the project. (15 marks).
- b. Provide quotations to support your budget (5 marks)

Additional Documentation:

- + Add files

Deadline: 9th June 2026 (noon)

5. Budget

- 5.1 Add VAT Certificate of Registration (if applicable)
Upload file

A document issued by the Office of the Commissioner for Revenue showing that the applicant is a taxpayer in Malta
Upload file

- 5.2 Tick where applicable
- Registered under Article 10*
 - Registered under Article 11 (Exempt)
 - Not registered for VAT

*Applicants registered under Article 10 who will recover VAT, need to exclude recoverable VAT from the budget.

I hereby declare that to my knowledge the correct declarations are made to Arts Council Malta, and that the proper VAT status is declared. In the case of false declaration, I assume full responsibility of with the applicable consequences.

- 5.3 Download the De Minimis Form through the below link, fill it in, and sign.

[Press to download form](#)

For queries about your NACE Code visit: <https://nso.gov.mt/nsos-business-register/>

Upload the filled in and signed De Minimis declaration form

- 5.4 Expenditure Fees directly related to project implementation
Artistic fees
Add other expenditure

Income Total amount requested from fund
Add other sources of income

Attach Quotes if available
