

# Theatre Productions Support Scheme

**Guidelines and Regulations 2026**



ARTS  
COUNCIL  
MALTA

ISSUED: APRIL 2026

## ALLOCATIONS

<b>SESSION BUDGET</b>	<b>MAXIMUM ELIGIBLE AMOUNT PER PROJECT</b>
EUR 300,000	EUR 60,000

<b>CO-FUNDING</b>	<b>DISBURSEMENT</b>
The scheme may cover up to 80% of total project costs	70% upon signing of grant agreement 30% following approval of final report

## TIMEFRAMES

<b>DEADLINE</b>	<b>RESULTS</b>	<b>ELIGIBLE TIMEFRAME</b>
9 <sup>th</sup> June 2026	23 <sup>rd</sup> July 2026	24 <sup>th</sup> July 2026 – 23 <sup>rd</sup> July 2028

# 1. Introduction

The Theatre Productions Support Scheme forms part of Arts Council Malta's support portfolio, investing in theatre practice, production, and audience development within Malta's cultural and creative sectors. The scheme enables individuals, groups, and organisations to plan, develop, be represented in, and deliver artistic projects in line with ACM's Strategy 2030 – primarily addressing communities and creative practitioners.

The scheme aims to support the objectives of Strategy 2030 by actively seeking to:

- Nurture theatre-makers and support their development, encouraging co-creation, collaboration, and experimentation within theatre practice;
- Invest in theatrical excellence by encouraging creative risk taking, experimentation, and active engagement with communities while supporting quality productions and processes, as well as identifying talent and encouraging its development;
- Promote and support diversity, inclusivity, and community development, while enabling collaborative environments, knowledge development, and dissemination of good practice;
- Provide disadvantaged groups with accessibility to a wide range of theatre experiences and opportunities for meaningful engagement through theatre;
- Facilitate the creation of platforms for young promising talent, intergenerational engagement, as well as intercultural engagement through theatre.

Applications submitted may:

- Form part of a wider project/body of work;
- Be self-contained projects;
- Consist of a series of projects within a programme of activities.

This scheme comprises two main areas of focus, each subdivided into types of activities. Applicants may choose to focus on one or more of these areas or types of activities within their theatre projects:

1. Theatre practice and production, namely:
  - The development, creation, rehearsal, production, presentation, and touring of quality-driven theatre work which expands how theatre is made and experienced by artists, practitioners, audiences, and communities;
2. Projects relating to Malta's theatre communities, designed to document, preserve, reinterpret or critically engage with Malta's theatrical legacy in an open and sustainable manner. Audience and community engagement, namely:
  - Theatre projects and/or programming which enable and promote participation, creative expression, and/or awareness and appreciation relating to collective memory and the theatrical and cultural life of the community;
  - Exploration of participatory and innovative approaches to the use of new spaces and audience engagement, aimed at developing immersive experiences and deepening engagement with both existing and new audiences through theatre practice and/or research;
  - Exploration of ways to improve access to theatre, and to promote inclusive participation and greater diversity within theatre.

This scheme provides support to theatre-makers, producers, companies, registered cooperatives, voluntary organisations, and communities throughout the development and implementation phases, and covers the time and resources needed for research, development, rehearsal, production,

presentation, and audience engagement. Furthermore, the scheme aims to invest in the research and development phase for which applicants are to dedicate a minimum of Euro 10,000 from the grant to support the initial creative process.

In line with its commitment to supporting the arts through sustainable and accountable approach to public investment:

Applicants are encouraged to give due consideration, as appropriate, to the principles explained in the Right to Culture – Resource Pack when developing their proposal in relation to how they engage with collaborators, audiences, participants, and communities through theatre practice.

Applicants are also expected to give due consideration, as appropriate, to the main principles outlined in the Charter for the Status of the Artist when proposing their operational and programming activities within the framework of theatre practice and production.

## 2. Definitions

### Theatre productions

1. For the purpose of this scheme, theatre productions refer to the creation, development, rehearsal, presentation, and circulation of performance-based work in which theatricality, liveness, embodiment, dramaturgy, staging, performative action, and/or audience encounter are central;
2. This includes, but is not limited to, text-based, devised, physical, visual, musical, object, puppet, immersive, participatory, site-specific, outdoor, community-based, interdisciplinary, digital, and hybrid forms of theatre practice;
3. The term also covers processes integral to bringing theatre work to the public, including research, writing, rehearsal, scenography, design, technical development, accessibility measures, touring, and presentation;
4. The definition is inclusive and non-prescriptive, and is not limited to traditional or contemporary approaches alone.

### Applicant

- An applicant may be an individual, a group, or an organisation who is also a theatre-maker. Applicants cannot be employees of Arts Council Malta or involved in the management of the Theatre Productions Support Scheme.

### Application

- An application is a submission, inclusive of all mandatory documents and any annexes to the application form made by an eligible applicant.

### Beneficiary

- The beneficiary is the recipient of the grant. The beneficiary is responsible for the implementation of the proposal supported by the scheme. The beneficiary of the grant may not be changed throughout the duration of the funded project and until the final disbursement is issued. The disbursement of the grant may only be issued on behalf of the beneficiary. The beneficiary is responsible to ensure that any VAT invoices are issued on behalf of the beneficiary and include the beneficiary's VAT information. In the case of a beneficiary that does not carry out economic activity and as a result is not registered for VAT the beneficiary has the duty to ascertain that they will receive a fiscal receipt for the goods and services received.

## Community

- A group of people who share values, customs, identities or practices.

## Cooperatives

- Cooperatives must be registered with the Koperattivi Board. For more information visit <https://maltacooperativefederation.coop/coops/bord-tal-koperattivi>.

## Creative practitioners

- All artistic and creative individuals active in the cultural and creative sectors.

## Disbursement of Funds

- The grant will be disbursed as indicated on page 2 of these guidelines and regulations. A cheque payment will be issued on behalf of the applicant. The applicant must have an active bank account when submitting the application.

## Diversity

- Individual differences in terms of age, gender, sexual orientation, ability, ethnicity, culture, belief, language, and socioeconomic background in communities, creatives, and audiences.

## Eligibility

- Applications will first be screened in terms of technical and theatre-specific eligibility by the scheme administrators and managers. Proposals which are not considered eligible in terms of the set criteria shall not be processed further.

## Evaluation

- Applications deemed compliant and eligible are evaluated against the criteria established in these Guidelines and Regulations by the appointed evaluators.

## Evaluation board

- Arts Council Malta appoints an evaluation board for each call under the scheme. The appointed board may be composed of local or foreign professionals in theatre and related fields.

## Group

- A number of persons with or without legal personality may form a group. One of the persons involved must take the leading role and have the main legal responsibility for managing the project and the grant. This person must be a Maltese citizen or be in possession of a Malta residence permit or of a Maltese citizenship certificate or of a Maltese passport.

## Individual

- Individuals applying for a grant must be Maltese citizens, or be in possession of a Malta residence permit, or of a Maltese citizenship certificate, or of a Maltese passport.

## Innovation

- For the scope of the Theatre Productions Support Scheme, innovation is the development of new ideas, products, or methods where they have not been used before.
  - Product innovation is the introduction of a new activity;
  - Process innovation is the implementation of a new production process, distribution method, or support activity.
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## Management and administration

- Arts Council Malta is responsible for the management of this scheme. All official correspondence, including the online submission of applications or updates to awarded proposals, must be sent to the address indicated in these Guidelines and Regulations.

## Mandatory documentation

- Any document(s) needed to support your proposal and aiding the evaluation of your project (e.g. track records, portfolios, artistic CVs, official correspondence confirming rental of space, permits, or other).

## Maximum funding:

- There is a ceiling amount of €60,000 per project to be allocated. Amounts awarded will be decided on a case-by-case basis, depending on the project.

## Public Cultural Organisations

- Public cultural entities falling under the remit of Arts Council Malta, which include Teatru Manoel, Mediterranean Conference Centre, Malta Philharmonic Orchestra, Fondazzjoni Kreattività, Pjazza Teatru Rjal, Valletta Cultural Agency, Malta International Contemporary Arts Space (MICAS), Jesuits Church Foundation, De Valette Chamber Orchestra, Festivals Malta, and National Agency for Performing Arts.

## Registered entities

- An entity legally established and registered in Malta. Registered entities must be registered with the Malta Business Registry, in accordance with the Companies Act requirements in the case of a company or a partnership, and in accordance with the Civil Code in the case of a foundation and an organisation/association.

## Self-sustainability

- Refers directly to those projects, which may, in the short or long-term, prove to be financially sustainable, i.e. can be implemented without the need of public investment. Financial sustainability of the project may be the result of the contribution, participation, or investment of third parties in the products or services being offered by the applicant(s) within the proposed project.

## Single undertaking

- Means all enterprises having at least one of the following relationships with each other:
  - a. One enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
  - b. One enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
  - c. One enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or pursuant to a provision in its memorandum or articles of association;
  - d. One enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (a) to (d) above through one or more other enterprises shall be considered to be a single undertaking.

## Undertaking

- An undertaking is defined as an entity engaged in an economic activity within the meaning of Article 107 TFEU (i.e. any activity consisting in offering goods and services on a market), regardless of its legal status and the way in which it is financed. The classification of a particular entity as an undertaking depends entirely on the nature of its activities. The application of state aid rules does not depend on whether the entity is set up to generate profits. Non-profit entities can also offer goods and services on a market. Where this is not the case, non-profit entities remain outside the scope of state aid. Furthermore, the classification of an entity as an undertaking is always relative to a specific activity. An entity that carries out both economic and non-economic activities is to be regarded as an undertaking only with regard to the former.

## Voluntary organisation

- An organisation which is legally established and/or publicly registered in Malta, having a statute. Voluntary organisations must be enrolled with the Commissioner for Voluntary Organisations in accordance with the Voluntary Organisations Act requirements (<http://www.maltacvs.org>). The applicant must be a legally authorised representative of the organisation.

## 3. Eligibility

This scheme supports proposals aimed at strengthening and sustaining theatre practice and production, nurturing experimentation and innovation, and engaging and developing audiences as well as attracting new audiences, while creating experiences based on principles of excellence. This scheme also encourages community-based, site-responsive, and audience-centred theatre projects.

Proposals will first be screened in terms of technical and artistic eligibility. Ineligible proposals in terms of the points below shall not be processed further and shall not undergo evaluation.

**Maximum eligible timeframe to implement the project:** 24 months.

### 3.1 Who can apply?

Applicants under this scheme must qualify as one of the following:

- Creative professionals/individual artists;
- Entities registered with the Malta Business Registry (including companies, partnerships, foundations, and organisations/associations);
- Groups, collectives, and consortia;
- Registered cooperatives;
- Voluntary organisations enrolled with the Commissioner for Voluntary Organisations.

The scheme has two options: a state aid option and a non-state aid option. Kindly refer to Section 9 of these guidelines and regulations for information regarding the applicability of state aid rules to applicants/projects.

## 3.2 Who cannot apply?

The following are not eligible to apply for the Theatre Productions Support Scheme:

- Applicants/activities receiving local public funds through established government line-votes.
- Applicants who do not qualify under the definition of applicant for this specific scheme.
- Applicants whose profile is not verified due to it being an incomplete profile for not having the below mandatory documents:
  - a copy of your Maltese ID card (including the front and back side), or your Maltese residence permit, or your Maltese citizenship certificate, or your Maltese passport;
  - a signed statute in the case of a voluntary organisation.
- Beneficiaries who did not submit or complete at least one final report related to a previous grant funded by Arts Council Malta within the established timeframes.
- Beneficiaries who have not honoured previous funding commitments.
- In the case of registered entities, entities which have not presented the required annual documentation to the Malta Business Registry.
- In the case of voluntary organisations, voluntary organisations:
  - that are not enrolled with the Commissioner for Voluntary Organisations;
  - that have not presented their updated accounts to the Commissioner for Voluntary Organisations;
  - that do not have a registered address in the Maltese Islands.

## 3.3 What costs can be covered?

This grant may cover up to 80% of the following costs (up to a maximum of €60,000 per project, whichever is the lowest). The remaining 20% of the total project cost cannot be covered through other funding programmes managed by Arts Council Malta.

The eligible costs are:

- Artistic, technical, and theatre-making fees;
- Contingency, not exceeding 10% of project total;
- Digitalisation;
- Documentation;
- Indirect costs, not exceeding 5% of the total cost (examples – servicing: electricity, water, cleaning; telephone / fax / internet connections; postage and mailing; paper, ink / cartridge, stationery, etc.);
- Health and safety measures;
- Hire/purchase of equipment (purchase of equipment will only be considered if deemed necessary to the project);
- Insurance;
- Marketing/PR, and communications, not exceeding 10% of project total;
- Other fees directly related to project implementation (including but not limited to: service providers, mentors, legal, participation or enrolment, linguistic fees, surtitling, captioning, access support, dramaturgy, and technical consultancy);
- Printed material;
- Production and technical costs;
- Project management fees, (including but not limited to: administration, coordination, development);
- Rental of spaces (including rehearsal, development, technical rehearsal, and performance

- spaces);
- Standard accommodation (excluding long-term rental, or part of);
- Subscriptions to virtual platforms or other digital services, where relevant;
- Travel (economy class), including, but not limited to, public transport, air travel, car/vehicle rental;
- Travel VISA.

For more information about presenting your budget, refer to our General Budget Guidelines available on <https://artscouncilmalta.gov.mt/funding-and-grants/general-budget-guidelines/>.

### 3.4 What costs cannot be covered?

- Costs exceeding the 80% co-funding intensity of the project total expenditure;
- Costs already covered by public cultural organisations, or another public funding programme/scheme managed or co-managed by Arts Council Malta or other public agency, government department or ministry;
- Costs which are already covered through usual operational budgets (for example the space which is owned by the applicant or the partner/supporting organisation/individual);
- Fees for services provided by public cultural organisations or other public agency, government department or ministry;
- Funding for the creation or upholding of bursaries, contests, competitions, prizes, or scholarships;
- Recoverable VAT, where applicable;
- Reimbursement of salaries, or part of;
- Retroactive costs;
- Subsistence, catering, and hospitality.

### 3.5 What applications are not eligible?

The following activities are **not** eligible under this Fund:

- Activities of an intrinsically self-sustainable nature;
- Activities which are not related to theatre practice, theatre production, or theatre audience; development of new original works by Malta-based applicants;
- Activities whose objective is fundraising or political propaganda;
- Applications for funding the creation or upholding of contests, competitions, bursaries, prizes, or scholarships;
- Applications for funding theatre productions that are not new original works;
- Applications submitted after noon (12:00) of the respective day of deadline;
- Applications submitted by public entities with or without a line vote;
- Costs for traditional activities and festivities;
- Events held on a regular basis, including annual projects, annual festivals, school/annual shows, regular training programmes, or routine repertory programming without a distinct project-based proposal;
- Incomplete applications. Refer to application check list in Section 5.1;
- Individual modules credited as part of an educational course or research as part of established academic programmes;
- Initiatives eligible under Festivals Malta, Annual Cultural Activities Scheme, VOPS, National Book Council, Valletta Cultural Agency, Malta Arts Scholarships, or any other state-funded programme dedicated to Maltese arts/culture;

- Projects that would have already started and/or taken place before the result is notified to applicant(s);
- Projects whose duration does not entirely fall within the eligible timeframe.

Any other activity which may be developed outside the scope of the Theatre Productions Support Scheme is not eligible for support.

Applicants can submit more than one application under the same call, however, only one of the applications can be funded per session.

## 4. Evaluation

The evaluation board will base its decision upon the following criteria:

### 4.1 Criterion 1: Concept (40 marks)

This criterion reflects the concept of the proposal; the aims, objectives, and outcomes of the proposal; and the relevance of the concept to theatre practice and production. The following questions are to be addressed in not more than 500 words:

- Please explain the main theatrical idea, process, or production concept that will be developed through this proposed activity. (10 marks)
- How is the proposed activity innovative? Please refer to the definition of ‘innovation’ in Section 2 of these guidelines and regulations. (10 marks)
- 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) (10 marks)
- 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)
- Please explain how the proposal will champion inclusive and equitable access for marginalised communities (5 marks)

### 4.2 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. The following questions are to be addressed in not more than 300 words:

- Please elaborate on the core audiences (internal and/or external) of this production / activity, and on how these audiences will be reached (10 marks)
- 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)

### 4.3 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 deliver 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. The following questions are to be addressed in not more than 300 words:

- 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)
- Are there any necessary permits, copyright issues, and other legal, ethical, and administrative matters to be addressed? (5 marks)
- 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)
- 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)

### 4.4 Criterion 4: Budget (20 marks)

This criterion reflects how well-planned and realistic the presented budget plan is. The following questions are to be addressed in not more than 300 words:

- 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)
- Provide quotations to support your budget (5 marks).

## 5. Submitting the application

Follow these steps to apply:

1. Read these guidelines and regulations very carefully.
2. Check whether your proposed idea can be addressed by this scheme.
3. Press the [link](#) that will take you to the online application system.
4. If you do not have a profile, create your profile with Arts Council Malta by clicking on 'Register Now' and filling in the details. Applicants are required to register a profile on the ACM's CRM at least two weeks prior to the deadline of the call.
5. From the open calls section, select the online application for the scheme you intend to apply.
6. Follow the instructions step by step. Fill in all the required information from the online application including the budget and attach the supporting documentation.
7. Submit the application. You should be receiving an automatic acknowledgement by the system. If you do not receive such a notification, contact us on [applyforfunds@artscouncil.mt](mailto:applyforfunds@artscouncil.mt).

Applicants are required to register a profile on the ACM CRM at least two weeks prior to the deadline of the call.

In case of difficulty or if you would like to consult us regarding this fund, you can call us on 2334 7230 Monday to Friday between 09:00 and 16:00 or email us on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt).

It is your responsibility to present a complete application form as explained in these guidelines and regulations. If you do not present all the necessary information and documentation, your application will not be processed and evaluated.

Prior to the application deadline, Arts Council Malta representatives will not be checking your application forms. It is solely at Arts Council Malta's discretion to request that applicants provide any missing mandatory documentation following the call deadline.

Upon the submission of the application, applicants accept that should the application be awarded funding, the name, the project title, short project description, and the amount awarded can be published by Arts Council Malta.

A decision on funding will be made on the strength of the submitted information and supporting documents.

Applications handed in after 12.00 (noon) of the respective deadline cannot be accepted.

## 5.1 Checklist

In order to be complete, applications must be accompanied by:

- A copy of the Maltese VAT certificate of registration;
- A copy of a document issued by the Office of the Commissioner for Revenue showing that the applicant is a taxpayer in Malta;
- An audio or audiovisual file not exceeding 5 minutes in which the applicant provides a short description, a rationale and/or motivation for submitting this proposal;
- A *de minimis* declaration form, where applicable;
- Applicant biography / theatre CV (or other relevant artistic CV) to be included in the applicant profile;
- Audiovisuals / portfolio showing the applicant's work, as relevant to the proposal; (Audiovisuals up to 5MB may be uploaded directly in the application form. Larger files these may be provided as a link);
- If applicable, proof of the organisation's/company's legal registration;
- If applicable, a most recent Good Standing Certificate of Registration. This document is renewed annually by the Malta Business Registry and is proof of compliance
- Letters of intent from collaborators;
- When relevant, acceptance letter by institution, platform or venue.

## 6. Evaluation process

This scheme is competitive and will be evaluated by a panel of experts in theatre and other relevant fields, according to the established criteria.

As specified above, each criterion is allocated specific marks. In order to be considered for funding, projects have to obtain an average of 60 marks or more.

Nevertheless, the evaluation session and funding decisions depend on the quality of the submitted proposals as well as the availability of the funds. Therefore, obtaining 60 marks or more does not automatically mean that your project proposal has been successful. The evaluation board may decide not to allocate the total funds available for a particular call if the proposed proposals do not reach the required level in terms of the scheme criteria.

Eligible applications will be assessed by an evaluation team selected by the Arts Council Malta on the basis of their independent and professional experience. The evaluators will present an assessment on each of the proposed projects, indicating the relevant ratings awarded.

## 6.1 Communication of results

On the day indicated on page 2 ('Results'), you will receive your result notification from Arts Council Malta. Together with the covering letter, we will also attach a copy of the feedback form, indicating the reasons and marks leading to the Evaluation Board's decision, according to the scheme criteria.

The order of classification of the projects, according to the marks allocated by the evaluators, will be published online. Only the names and summaries of the successful projects will be published. In the case of projects which have not been awarded any funds, only their reference number will be published.

If you have any difficulties concerning your results, kindly email us on [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt) within five (5) days of receiving your funding decision.

No information on the evaluation process will be released before the official result notification. Any form of soliciting will automatically disqualify an application.

All information received by the scheme administrators, managers and evaluators will be considered confidential, both during and after the evaluation process. Provisions on data protection and confidentiality for successful projects will be included in the grant agreement.

## 7. Project implementation and monitoring

Beneficiaries must provide full documentation to support the application and budget plan within 30 days from receipt of the notification letter. Arts Council Malta will accept a variation of up to 5% from the proposed total cost. The contingency indicated in the budget plan will support any variations from the proposed total cost. **Under no circumstances will the Council be in a position to increase the grant awarded.**

Upon provision and approval of the above mandatory documentation, a contract specifying the conditions of the scheme will be signed. The grant may only be awarded upon completion of the above process within the established timeframe.

70% of the total amount allocated by the evaluation board will be processed after the signing of the contract. The remaining 30% will be disbursed after the submission of the final report by the beneficiary, following approval by the Council.

The beneficiaries must use the Council's logo on all related material and specify that the project was supported by the grant as follows: **Supported by Arts Council Malta**, in all marketing, PR and printed material. The grant received must be used solely for the purpose for which it was awarded, in line with the submitted proposal and the contract.

Beneficiaries must notify the Council immediately if changes affecting the nature of the project take place during implementation. Changes cannot be implemented unless approval is received. The Council reserves the right to revise or withhold the final payment if the change in the project is not considered to be in line with the initial proposal, or if the Council is not informed of the changes within a reasonable time.

Beneficiaries must make themselves available for visits and communication with Council representatives for monitoring purposes, both during the implementation of the project as well as after its completion.

The Council also reserves the right to revise the final payment if the total expenditure is less than that estimated in the application form.

## 7.1 Report

At the end of your project, you will be required to submit a detailed report highlighting the theatre work carried out, the collaborative and co-creating components, the audience engagement approach, and the project achievements, by not later than eight (8) weeks after your project has concluded. Your report should include reflections on how collaborative work benefited the project and vice versa, including suggestions on how to strengthen or reshape engagement with audiences and communities.

Arts Council Malta will provide a template for your report. If relevant, together with this report, beneficiaries must submit copies of any relevant marketing, publicity, or information material developed for the funded project. Beneficiaries will also be requested to submit evidence of the research process, which includes visual documentation (a minimum of 5 high-res images should be submitted), blogs, and other documentation.

The beneficiary must provide a detailed and certified income and expenditure breakdown. The income and expenditure breakdown must be prepared in compliance with applicable financial standards and aligned with these guidelines and regulations, and they must be certified by a warranted accountant or auditor.

The Council retains the right to request the beneficiary to submit the VAT invoices and/or fiscal receipts to support the detailed and certified income and expenditure breakdown.

The Council retains the right to make use of submitted project material.

The Council retains the right to recover funds in case these are not being used and/or are misused and/or are not used according to the submitted budget.

## 8. Complaints procedure

Filing a complaint will not affect your chances of receiving support from Arts Council Malta in the future. All complaints will be treated with confidentiality.

### 8.1 Grounds for complaints

Applicants can make a complaint regarding procedural anomalies and irregularities during the submission and evaluation process in terms of the procedures stipulated in these guidelines and regulations. Complaints cannot be made concerning:

- The Arts Council's or government's policies and procedures
- The merits of the application in terms of the criteria stipulated in these guidelines and regulations.

Only applicants may file complaints concerning their project.

## 8.2 Filing a complaint

Complaints must be made in writing and must be as clear as possible. The complaint must state the grounds and the reasons for the complaint, providing a detailed explanation and justification supported by relevant documentation or testimonials as to why the complainant deems that irregularities were committed in the procedure/s stipulated in these guidelines and regulations or in standard good governance rules and regulations governing the public sector. The decision at the end of the complaint process shall be final. Complaints need to be made to the Director (Funding) within five (5) working days of receipt of your funding decision. You will normally receive a reply to your complaint within ten (10) working days.

In case you are not satisfied with the reply, Arts Council Malta will convene a board that will discuss your complaint further. If you approach our complaints procedure, then you are accepting that we can use information about your project to address the complaint. The decision of the board is final.

## 9. Applicability of State Aid Rules

### 9.1 State aid rules applicable for undertakings that carry out an economic activity within the meaning of Article 107 TFEU

The State Aid scheme will be implemented in line with the provisions of Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid.

In line with the *de minimis* regulation, assistance will not be granted to:

- (1) undertakings active in the primary production of fishery and aquaculture products;
- (2) undertakings active in the processing and marketing of fishery and aquaculture products, where the amount of the aid is fixed on the basis of price or quantity of products purchased or put on the market;
- (3) undertakings active in the primary production of agricultural products;
- (4) undertakings active in the processing and marketing of agricultural products, in one of the following cases:
  - a. where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned;
  - b. where the aid is conditional on being partly or entirely passed on to primary producers;
- (5) aid granted to export-related activities towards third countries or member states, namely aid directly linked to the quantities exported, the establishment and operation of a distribution network or other current expenditure linked to the export activity;
- (6) aid will furthermore not be granted if it is contingent upon the use of domestic goods and

services over imported goods and services.

The total amount of *de minimis* aid granted to a single undertaking shall not exceed the amount of €300,000 over any period of three years. This period is assessed on a rolling basis.

This maximum threshold would include all state aid granted under this aid scheme and any other state aid measure implemented in line with the *de minimis* regulation including that received and/or applied for from any entity other than Arts Council Malta. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The rules on cumulation of aid as outlined in Article 5 of the *de minimis* regulation will be respected.

Applicants are to submit a *de minimis* declaration indicating any other *de minimis* aid received and/or applied for during the applicable three-year period. This will ensure that the total amount of *de minimis* aid granted to a single undertaking under the *de minimis* rule will not exceed the *de minimis* threshold over the applicable three-year period.

Should a successful applicant not be eligible to receive *de minimis* aid, the said applicant will be deemed ineligible and the next ranked applicant will be awarded.

In line with the *de minimis* State Aid Regulation, records regarding *de minimis* aid shall be maintained by Arts Council Malta for 10 years from the date on which the aid under the scheme is granted.

## Publication in Central Register

In line with Article 6(1) of the *de minimis* Regulation, as of 1 January 2026, information on *de minimis* aid granted under this scheme shall be made publicly available in a central register within twenty working days following the grant of the aid.

The following information shall be made public:

- the identification of the beneficiary;
- the aid amount;
- the granting date;
- the aid instrument; and
- the sector involved on the basis of the statistical classification of economic activities in the Union ('NACE classification').

## 9.2 Non-state aid option

Applicants that do not carry out an economic activity within the meaning of Article 107 TFEU may apply for the scheme. Applications for proposed projects that do not give rise to an economic activity within the meaning of Article 107 TFEU may also be submitted for funding.

In both cases, the rules outlined in Section 9.1 will not be applicable.

## Need advice?

We're there every step of the way!

Our Creative Brokerage team can help you find the right support and provide feedback on the way you plan to present your theatre proposal. To make the best of our services, plan ahead and get in touch with us at least four weeks before the submission deadline.

Call us: +356 2334 7230

Email us: [fundinfo@artscouncil.mt](mailto:fundinfo@artscouncil.mt)

Our office is open: 09:00–16:00, Mon–Fri (Malta time)

**Guidelines updated on 21<sup>st</sup> April 2026**