



**Musical Tuition  
for Young People  
in Band Clubs**

Your guide to funding rules for  
Scheme A and Scheme B 2024



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## **Musical Tuition for Young People in Band Clubs**

Your guide to funding rules for  
Scheme A and Scheme B 2024

### PART A

## **GENERAL INFORMATION about the fund for Musical Tuition for Young People in Band Clubs**

### **1. Introduction**

The Musical Tuition for Young People in Band Clubs fund is an initiative managed and administered by Aġenzija Żgħażaġh within the Ministry of Education, Sport, Youth, Research and Innovation and the Parliamentary Secretariat for Youth, Research and Innovation, with the collaboration of the Malta Band Clubs Association.

#### **1.1 Aim**

Band Clubs in various localities around Malta and Gozo provide young people with the opportunity to learn and develop their musical skills without payment. The main aim behind this initiative is to provide financial assistance to local Band Clubs to come up with proposals which:

- (i) encourage young people aged up to 30 years (by end 2024) to start or continue musical tuition with effective methods that reflect innovation and modern approaches.
- (ii) recognise the importance of a holistic music tuition programme which provides for instrument practice, music theory and aural training.
- (iii) provide for sustainable and innovative approaches to develop and/or upgrade the current teaching facilities and services.

### **2. Budget Allocation**

The Band Clubs may choose to submit proposals under two schemes of financial assistance:

- (i) Scheme A for individual solo band clubs – initiatives up to €3,000 (with an allocation of maximum €2,400 per initiative); and
- (ii) Scheme B for proposals by a group of band clubs not exceeding 5 – initiatives up to €10,000 which has an allocation of maximum of €8,000 per project: (€1,600 allocation per eligible band club).

Projects may be awarded less budget as per project budget request or upon advise on the Selection Board, which Aġenzija Żgħażaġh communicates at results stage.

### 3. When and Where to apply

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The e-application opens on the 19th September 2023. Deadline of submission of e-application is noon, 23rd October 2023.

E-applications must be submitted to Aġenzija Żgħażaġh via the online portal: [www.vofunding.org.mt](http://www.vofunding.org.mt)

Organisations are strongly advised not to wait until the last day to submit their applications since internet connection problems or other technical problems could lead to issues with submissions. Aġenzija Żgħażaġh cannot be held responsible for any delay due to such difficulties.

## PART B

## Eligibility and Award Criteria

### 4. Eligibility Criteria

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Organisations have to:

- i. Provide a sustainable service to young people that are between 13 and 30 years of age.
- ii. Be officially registered as a Voluntary Organisation with the Commissioner for Voluntary Organisations and compliant with the Commissioner for Voluntary Organisations as at date of application as per L.N. 372 of 2012.
- iii. Be active members of Malta Band Clubs Association.
- iv. Submit only one e-application per centre through which the Voluntary Organisation operates.
- v. Submit one proposal by a single band club under Scheme A and/or one proposal by multiple band clubs under Scheme B.
- vi. Submit projects which are to be implemented between 1st January 2024 and 30th September 2024. For Scheme B, the projects are to be implemented between 1st January 2024 and 15th October 2024.
- vii. Multiple band clubs involved in any one project must all be officially registered as a Voluntary Organisation with the Commissioner for Voluntary organisations and compliant with the Commissioner for Voluntary Organisations as at date of application as per L.N. 372 of 2012.
- viii. Submit all information required at the point of e-application (including annexes).
- ix. Have an active account registered under the organisation's name.

### 5. Exclusion Criteria

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- i. E-applications submitted by organisations who are declared as non-compliant to the LN 372 of 2012 by the Commissioner for Voluntary Organisations at point of application.
- ii. E-applications which do not contain full information and annexes as requested by e-application and in these Guidelines and Regulations.

- iii. E-applications that do not address the aims of the scheme.
- iv. Project activities which have been funded through another EU or national fund.
- v. Projects that have already taken place.
- vi. Projects of an intrinsically commercial, or self-sustainable nature.
- vii. Proposals that propose projects with capital expenditure only.

## 6. Award Criteria

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E-applications will be evaluated in relation to the following criteria:

- i. Relevance of project activities to the aims of the Musical Tuition for Young People in Band Clubs initiative as per paragraph 1.1. (25 marks)
- ii. Coherency and flow of proposal. Clear and realistic project action plan and budget. (Organisations can apply for projects that exceed the allocated budget, as long as they state the total amount involved and clearly indicate the expenses that will be covered by the organisations. Project proposals should also show proof of costings related to project budget. Projects need to include operating expenses.) (30 marks)
- iii. Innovation of the initiative. (5 marks)
- iv. Impact, Multiplier effect and Follow-up. Applications need to clearly identify how the proposed project will provide tools for and/or strengthen the impact of the musical tuition programme offered by the band club. Beneficiaries of the fund in previous years need to describe the outputs and the realistic impact achieved through the assistance received through the scheme. (15 marks)
- v. Visibility (10 marks)
- vii. Active membership of the band club within the Malta Band Clubs Association. (15 marks)

## 7. Funding

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The budget of the project must be drafted according to the following funding rules. Eligible costs must be directly linked to the implementation of the proposed project or linked to the additional dissemination and exploitation of project's results.

### 7.1 How much funding will be allocated to the project?

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Scheme A: Initiatives up to a maximum of €3,000 are considered. 80% of eligible costs proposed will be allocated up to a maximum of €2,400.

Scheme B: Initiatives up to a maximum of €10,000 are considered. 80% of eligible costs proposed will be allocated up to a maximum of which has an allocation of maximum of €1,600 per eligible band club.

Organisations can apply for projects that exceed the allocated budget, as long as they state the total amount involved and clearly indicate the expenses that will be covered by the organisations.

### 7.2 What is the rule of allocation for projects under the musical tuition for young people in band clubs schemes?

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Budget will be granted provided that it is consistent and clear with the budget presented in the e-application form and linked directly to the measures and activities outlined in the e-application form.

### 7.3 What are the reporting obligations for this funding scheme?

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Upon signing the agreement with Aġenzija Żgħażaġh, organisations will be given a soft copy of the Final and Financial report template. For each project the organisation needs to give:

- i. Full justification of the costs incurred including original invoices, cash sales and VAT receipts.
- ii. List of youth participants participating in the project. These participants should be registered with the Malta Band Clubs Association.
- iii. Outputs of achievements.
- iv. Clear outline of dissemination measures for each project outcome in final report.
- v. Participation in Aġenzija Żgħażaġh events.
- vi. It is the responsibility of the organisation to implement the project as approved by the stipulated end date, even if the organisation's members change. If this occurs, a clear and proper handover should be given to the newly appointed personnel.

### 7.4 How will disbursement be effected?

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- i. Once the application is accepted the organisations will be provided with 60% of the budget that is approved by the selection board.
- ii. The remaining 40% will be refunded to the organisations on presentation of the final report together with all the original fiscal receipts and the documentation related to the global expense of the initiative.
- iii. All payments will need to be acknowledged and confirmed by the end of December 2024.

## 8. Ineligible expenses

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- i. Expenses covered by other Government and/or European Union funding schemes.
- ii. Staff costs.
- iii. Utility bills.
- iv. Transport-fuel charges.
- v. Expenses that are not included and justified by the budget submitted in the e-application.
- vi. Expenses not incurred during the time frame of the project stipulated in the agreement.
- vii. Expenses that are not clearly identifiable and verifiable, and supported by original documentation.
- viii. Band Players' services
- ix. Expenses that are not declared in accordance with the requirements of fiscal legislation.



## 9. E-application procedure

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Eligibility criteria for Musical Tuition for Young People in Band Clubs projects submitted is being described in Part B of these guidelines and regulations.

An e-application will be accepted only if:

- i. Submitted via the correct e-application form which is completed in full through the online portal [www.vofunding.org.mt](http://www.vofunding.org.mt).
- ii. It shows a budget in conformity with these guidelines.
- iii. It is accompanied by all the requested additional documentation.
- iv. It is submitted by the stipulated deadline.

Only one e-application per band club under each scheme may be submitted.

No changes can be made after the e-application has been submitted.

## 10. Award Procedure

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All e-applications received by Aġenzija Żgħażaġh will undergo an eligibility check against the eligibility criteria and exclusion criteria.

The e-applications which have successfully passed these checks are evaluated by a board of evaluators and ranked accordingly after being reviewed by Aġenzija Żgħażaġh and the Malta Band Clubs Association.

Aġenzija Żgħażaġh and the Malta Band Clubs Association will endorse the ranking list and issue the list of projects being granted funding based on the ranking order and the budget available.

All applicants will be notified of the result by email and by post. Results will also be published on the Aġenzija Żgħażaġh website [youth.gov.mt](http://youth.gov.mt) and the funding portal [www.vofunding.org.mt](http://www.vofunding.org.mt)

## 11. Appeals

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There is a 10-working day appeals period from the notification of results during which objections may be submitted in writing and delivered by hand to Aġenzija Żgħażaġh 8:30am to 3:00pm. The CEO in collaboration with the President of the Malta Band Club Association will then appoint an Appeals Review Board which will have the role of evaluating incoming objections and reissue the ranking list following decisions taken. The Appeals Review Board decision is final and indisputable.

## 12. Grant Agreement

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Organisations receiving grants through the schemes under the call Musical Tuition of Young People in Band Clubs 2024 will be required to sign an agreement with Aġenzija Żgħażaġh. The agreement is drawn up to outline the obligations of the beneficiary and details the financial procedures and expenses list.

In the event of any signatory changes during the project period, the organisation must notify Aġenzija Żgħażaġh of the newly appointed individuals through the completion and signing of an addendum to the grant agreement. The template will be given with the agreement.

It should be noted that the grant amount foreseen by the agreement is to be considered as a maximum which cannot be increased in any circumstances. The amount allocated will not exceed the amount requested.

The acceptance of an e-application does not necessarily constitute an undertaking to award funding equal to the amount request by the applicant (this funding could be reduced).

A meeting with beneficiaries will be held to clearly explain all obligations and financial procedures to be followed during the implementation phase of the project.

First tranche of payment will be paid to the organisation by January 2024.

## 13. Final and Financial Report

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- i. The amount of the final payment to be made to the beneficiary will be established on the basis of the complete final and financial report which is to be submitted by the 15th October 2024. For Scheme B only, the deadline to submit the Final and Financial Report is the 31st October 2024.
- ii. The template for the final and financial report given with the agreement, is to be used to describe the achievements of the project receiving funding.
- iii. All financial transactions should be numerated and the report must be compiled in the same order that transactions are listed in the report's section. A photocopy of all cash register fiscal receipts must be attached with the original cash register fiscal receipts.
- iv. Organisations must present approval by Aġenzija Żgħażaġh for any changes in the budget and/or implementation of the project. Failure to submit this will result in the deduction of funds.
- v. Method of procurement i.e. direct or quotations should be marked on the report and all supportive documentation must be kept by the beneficiary for at least five (5) calendar years should the latter be requested by Aġenzija Żgħażaġh to submit the procurement documentation as part of the agency's auditing sampling tests.
- vi. Failure to submit evidence of project events and project visibility and failure to make use of the Aġenzija Żgħażaġh logo in audiovisual and published material and social media posts will result in 20% deduction from the allocated funding.
- vii. Failure to participate in Aġenzija Żgħażaġh activities without a valid and approved reason will result in 20% deduction from the allocated funding.

- viii. Absenteeism without a valid and approved reason for desk checks and unavailability without a valid and approved reason for monitoring visits will result in a 20% deduction from the allocated funding.
- ix. All furnishing and fixtures should display the labels provided by Aġenzija Żgħażaġh that these were funded through Aġenzija Żgħażaġh's schemes, in the absence of, the particular item will be deducted from funding.
- x. Failure to submit all original financial documentation justifying costs incurred may and will result in deduction in funding.
- xi. If the eligible costs actually incurred by the beneficiary during the project are lower than the pre-financing payment, the beneficiary will be required to refund excess amounts already transferred under the pre-financing payment.
- xii. In all cases the beneficiaries shall abide fully with the Financial Procedures issued to beneficiaries by Aġenzija Żgħażaġh.
- xiii. If Aġenzija Żgħażaġh decides on the specified reasons outlined in the guidelines that beneficiaries to refund the funds or part of, they need to do so within the stipulated time frame set up by Aġenzija Żgħażaġh; otherwise, they will not be allowed to participate in the following year's edition, until they settle the payment due.

### **13.1 Purchasing and Receipts Procedures**

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- i. Only official VAT fiscal receipts will be considered as valid and eligible for funding.
- ii. Only music tuition services are exempted from presenting a fiscal receipt, but a proof of payment is required. All other musical services, including but not limited to music direction, musical arrangements must be supported by a VAT fiscal receipt.
- iii. Online purchases done through websites need to include an official fiscal receipt. It is the responsibility of the beneficiary to check before the purchase that the supplier provides an official fiscal receipt.
- iv. For all purchases and/or hiring of services from same supplier exceeding €500.00 VAT inclusive, three quotations are required from different suppliers.
- v. Scheme B Additional Procurement Regulations: - When the estimated value meets or exceeds €5,000, but does not exceed €10,000, VAT exclusive, it is obligatory that the call for quotations is published on the Government Gazette in both Maltese and English. Following the submission date, the beneficiary must appoint an evaluation and adjudicating board, and together with the appointed Chairperson, the board decides to whom the call for quotations will be awarded. The results of the board's decision have to be published and the decision has to be communicated to both the successful and unsuccessful bidders. An appeal's period of ten working days need to be given to the unsuccessful bidder. Only formal appeals in writing are eligible. In the eventuality that an appeal is received, the beneficiary has to appoint an appeal's committee whose members must be independent from the evaluation and adjudication committee. The decision of the appeal's board has to be communicated in writing to the objector. Once the process is exhausted, an agreement or contract with the successful bidder needs to be signed.

The beneficiary must document this process and compile a report consisting of the below.

- a) Request to publish the call in the Government Gazette
- b) The Government Gazette
- c) Appointment of the Adjudicating Chairperson and Committee members

- d) Detailed report of the board meeting and the call for quotations' award criteria
- e) Publication of results
- f) Appeals period and appointment of the appeal's chairperson and committee members
- g) Appeals received
- h) Rejection Letters to unsuccessful bidders
- l) Letter of Acceptance to the awardee, including all the supportive documentation

Aġenzija Żgħażaġħ obliges the beneficiary to keep the above-detailed report for at least five (5) calendar years should the latter be requested by Aġenzija Żgħażaġħ to submit the procurement documentation as part of the Agency's auditing sampling tests.

- vi. In order to be considered as eligible quotations, the following procedure must be followed and the below listed information must be clearly specified:
  - a) Date of issue of quotation must be within the project activity period.
  - b) Call for quotations must be sent on the same day, bearing the same submission deadline. If hand quotations are sought, these must be collected in a time frame of two consecutive weeks.
  - c) Same product description must be written on the request for quotation, otherwise the beneficiary will not be able to compare the submissions received and communicate the decision why the best offer was chosen from the submissions received. A justification explaining the reason why the selected quotation was chosen should be included in each comparative sheet analysis. In the eventuality that there is a price discrepancy between the approved and awarded quotation and the invoice received, the beneficiary is requested to write a justifiable reason; otherwise the cheaper amount will be reimbursed. At the desk check meeting the beneficiary must present all the procurement documentation to the agency's officer for vetting.
  - d) Request for quote must include the specifications of the purchase but not a specific brand. Request for quote indicating a particular brand will be deemed as ineligible.
  - e) For all ICT related hardware, the request for quotations should be issued with the same product specifications to all bidders. For example, in case of PCs, Laptops, Projectors, Screens, PA and Audio Systems etc., quotations must be issued for: specific processor type, ram size, storage size and type, display type, resolution, size, dbs etc., so that a head-to-head comparison could be made. Failure to comply the cost will be considered as ineligible. If the beneficiary opts to get online quotations, a check list needs to be included with the comparative sheet analysis, verifying that the same product specifications have been requested. Same procedure applies to all other technical equipment.
  - f) All quotations, both local and foreign must have the date of quote submission. In the absence of such, the quotation will be considered as invalid.
  - g) A comparative sheet analysis of all quote submissions received must be attached with each purchase exceeding the direct order limit i.e. €500.00 VAT inclusive.
  - h) In the eventuality that quotations are sent to foreign suppliers and the later informs that they do not ship to Malta, the quotation will be considered as invalid and hence, its replacement must be sought.
  - i) All quotations must be in Euro currency. In the event that they are provided in a different currency, a screenshot containing the currency conversion rate of the same date must be presented.

- j) Aġenzija Żgħażaġh reserves the right to disqualify quotations and hence retain funds, if the beneficiary does not provide satisfactory selective reasons.

## 14. Visibility

- i. Any project material must include the official Aġenzija Żgħażaġh logo and a statement outlining the support being granted by Aġenzija Żgħażaġh through the fund for Musical Tuition of Young People in Band Clubs.
- ii. Aġenzija Żgħażaġh holds the rights for any materials published during the project and the organisation must ask for approval for any content developed.
- iii. It is important that the organisation acknowledges the grant received from Aġenzija Żgħażaġh in the published documentation. The acknowledgement shall be followed by a disclaimer stating that the context of the publication is the sole responsibility of the publisher and that Aġenzija Żgħażaġh is not liable for any use that may be made of the information.

## 15. Audits and Monitoring

Projects granted through the Musical Tuition for Young People in Band Clubs schemes may be monitored on site or through desk checks by Aġenzija Żgħażaġh with the Malta Band Clubs Association at any time during the term of the grant agreement. All updated project documentation is to be presented including evidence of project activities, participation of young people in these activities and financial documentation. Aġenzija Żgħażaġh reserves the right to request evidence of items procured through this scheme for up to five years following the grant agreement.

## 16. Data Protection

All personal data contained in the e-application forms and grant agreements shall be processed in accordance with the Aġenzija Żgħażaġh Data Protection Privacy Policy which is available on the Aġenzija Żgħażaġh website [youth.gov.mt](http://youth.gov.mt)

Below you may find further tips which may help you develop a good project:

- i. A project needs to be clear in its rationale, clearly identifying how, and through which means, it will equip the organisation to create the impact on the quality of music tuition service which the band club offers.
- ii. The project should clearly show its sustainability and its relevance to past projects.
- iii. The project design should be linked to the objectives of the project, to the project outcomes and it should be clearly defined, realistic and balanced. The project design should follow the logistic of the proposed project and detail information regarding preparatory activities, the project activities and marketing activities.

- iv. To create impact is to have a strong effect on something or someone. A good project has clear and reachable goals for immediate impact of the project, and also a longer term plan for the impact it leaves on the immediate and wider community.
- v. Project visibility is a key ingredient to successful projects. Project visibility refers to ensuring everyone involved is aware of the aim and objectives of the project and of a series of measures set in place to ensure that the project is communicated to the wider community. Hence, the application should outline the initiatives which the beneficiary will be using to raise awareness of the project. These may include information packs, promotional items, inviting journalists to observe, issuing press releases, social networking activities (online and offline). Project visibility for Aġenzija Żgħażaġh funded projects should include clear promotional value for youth participation in general. The compulsory use of the official Aġenzija Żgħażaġh logo and a statement outlining the support being granted by Aġenzija Żgħażaġh through the fund for Musical Tuition of Young People in Band Clubs should be included in all of the project material used for communication purposes.
- vi. The following terms can be used to help you describe your chosen activities being held as part of the programme proposed by the submitted project:
  - Masterclasses** present a special opportunity to share, learn, and perform in a safe and supportive environment. A masterclass is a place where the student prepares a piece and plays to a master who, in some way or another, reviews their performance and provides tips on how this can improve.
  - A **lecture/talk** is a delivery of educational content from an expert or person of experience to an audience, such as a group of students. While there may be an allocated space to ask questions to the speaker, these events are not grounded on a participatory principle. Students may be encouraged to take notes or to revise content of presentation delivery disseminated by email after the event.
  - A **seminar** is made of a class of students when a small group of students and an expert discuss or study a particular topic. Seminars are part-academic and part hands-on. The purpose of a seminar is to create an experience of working together. One of the main objectives of conducting seminars is to avoid a passive experience – everyone should have a way to contribute.
  - A **workshop** is a period of discussion or practical work on a particular subject in which a group of people share their knowledge or experience. Workshops use hand-on participatory methods for learning, and support participants to gain new skills, or accomplish a task, under the guidance of the instructor.
  - Class** refers to a group of students studying together at the same level in a particular place.
  - A **lesson** is a single activity or a series of activities designed by the teacher so as to achieve one or more learning objectives.
- vii. The e-application should be entirely filled in and be submitted with all the requested annexes.

These guidelines have been updated on the 11th September 2023.

## CONTACT DETAILS

<b>Address:</b>	Aġenzija Żgħażaġħ St Joseph High Road, Santa Venera SVR 1012
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<b>Tel:</b>	9978 7234
<b>Contact Person:</b>	Maria C. Borg
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Any support regarding the use of the portal [www.vofunding.org.mt](http://www.vofunding.org.mt) and its technical use is to be sought through the **Malta Council for the Voluntary Sector (Tel: 2248 1110)**.









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