

# KSU ARTS FUND

## Regulations

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## Section A: Information About the Fund

### 1. Introduction

- 1.1. "KSU" refers to Kunsill Studenti Universitarji, elected or appointed through an election held by the AGM's appointed Electoral Commissioners and the Education and Social Policy Commissions.
- 1.2. The KSU Arts Fund (hereinafter referred to as the Fund) is managed and administered by KSU.
- 1.3. The Fund is created from a pool of funds set aside by KSU for this specific purpose. Any third party willing to contribute to the fund in cash or in kind may do so.
- 1.4. The Fund has an allocated budget of €12,000 for the academic year 2024-2025.
- 1.5. Shall there be any part of the fund which remains unused, such funds can be carried over to the Fund announced the year after, or allocated to other designated funds as decided by the KSU Executive. If the Fund is discontinued, the KSU Executive will determine the allocation of remaining funds through a transparent process.
- 1.6. The call for applications is issued by KSU under the Fund. The regulations for the KSU Arts Fund are published on the KSU website [www.ksu.org.mt](http://www.ksu.org.mt). These regulations are an integral part of the application process.
- 1.7. The Fund aims to encourage and support artistic and cultural initiatives among the student body, with an emphasis on fostering creativity, innovation, and artistic collaboration. It seeks to inspire students to bring forth projects that enrich campus culture and the university community's artistic life.
- 1.8. The priorities for funding under the Fund include:
  - 1.8.1. Promoting Cultural Engagement: Projects that engage and inspire the student community in cultural and artistic activities.
  - 1.8.2. Celebrating Artistic Diversity: Projects that showcase diverse art forms and cultural heritage.
  - 1.8.3. Supporting Creative Innovation: Initiatives that push the boundaries of traditional art and foster new ways of creative expression.

1.8.4. Enhancing Campus Culture: Events or projects that contribute to the cultural vibrancy of campus life.

1.9. Any student registered at the University of Malta and holding a KSU Account, group of students, and senate recognised student organisations at the University of Malta can apply only once to the Fund outlined in these regulations.

1.10. Students registered at the University of Malta and holding a KSU Account, student organisations and groups of students can apply to Action Procedure 1 of the Fund.

1.11. Individual students registered at the University of Malta and holding a KSU Account can apply to Action Procedure 2 of the Fund.

1.12. A student, group of students, or student organisation who applies for a grant under these regulations is hereinafter referred to as the "Applicant".

## 2. Action Procedures

### 2.1. Action 1: Cultural and Artistic Events

- The fund will be awarded towards a project-based initiative as set by either an individual student, a group of students or student organisation that promote any of the following:
  - Architecture
  - Culture (cultural policy, cultural management, art theory, cultural journalism, art criticism)
  - Film (documentary, short, experimental, animation)
  - Literature
  - Media (printed, electronic, digital)
  - Performing Arts (music, theatre, dance)
  - Visual Arts (including photography, graphic design, performance art, video art, new media, comics, etc.).
  - Interdisciplinary
  - The project must be targeted at University Students as its main audience.

### 2.2. Action 2: Attendance to Local Cultural and Artistic Events

- The fund would be awarded to students who attend local productions, exhibits, museums and historical sites (list is non-exhaustive) to reimburse the price of

participation/attendance/entrance up to the amount of 50 euros per person per academic semester.

### 3. Grant Request Budgets and Limits

- 3.1. **Action 1:** This action has a budget of €7,000. Applicants may request up to a maximum of €1,000.
- This grant requires a 20% co-financing amount from the Applicant. For example, for a €1,000 grant request, the Applicant must provide a receipt totalling at least €1,250, including the €250 co-financing contribution.
- 3.2. **Action 2:** This action has a budget of €5,000. Applicants may request up to a maximum of €50 per academic semester.

### 4. The KSU Arts Fund Evaluation Board

- 4.1. The KSU Organisations Fund Evaluation Board (hereinafter referred to as “the Board” refers to the governing body responsible for the supervision and decision-making related to the management and allocation of the Fund.
- 4.2. The Board is appointed through resolution of the KSU executive according to these Regulations.
- 4.3. The Board shall base all of its decisions on the Rules and Regulations outlined in this document and in case of any lacunae, base their decisions on good faith and the principles of natural justice to their discretion.
- 4.4. The Board shall be made up of five (5) members:
- The KSU President *ex-ufficio* as the Chairperson, who shall have the casting vote;
  - The KSU Financial Officer *ex-ufficio* as the Vice-Chairperson;
  - Two student members selected by the KSU Executive;
  - A member of the academic staff at the University of Malta, selected by the KSU Executive.
- 4.5. The Board’s Chairperson shall appoint an independent secretary, who shall be responsible for the minutes of the Board meetings. The secretary shall not have a vote during meetings.

- 4.6. Decisions can only be taken when a quorum of four out of five voting members are present. The decisions taken by the Board are final and no appeal can be made.
- 4.7. The Board will decide whether the grant requested is feasible and sustainable as well as within the stipulated budget plan. Shall the Board feel that this sponsorship is not so, it may reject the application.
- 4.8. The term of office of the Board shall be from the launch of the Fund until 31st May 2025 or until all of the funds allocated are used up.
- 4.9. If, at the discretion of KSU, the Fund is deemed to no longer be sustainable with the aim of ensuring the sustainability of the Fund for future years, funding may be temporarily or permanently stopped.

## Section B: Information for Applicants

### 5. Application and Evaluation Process

- 5.1. All e-applications received by the Board will undergo an evaluation procedure.
- 5.2. All e-applications are checked against the eligibility and exclusion criteria by the KSU Financial Officer. The result of these checks, together with the Applicant's application, and a summary thereof, is forwarded to the Board for its consideration.
- 5.3. The Board shall review the applications and decide whether to approve or question any of the documentation supplied in the application.
- 5.4. The Board may ask for further proof or documentation as deemed necessary.
- 5.5. In awarding funds to applicants for Action 1, the Board shall inter alia take into account the following criteria:
  - Originality of proposed project;
  - Quality of proposed project [on the basis of objectives, content, viability and methods];
  - Quality of the marketing of the project;
  - Quality and Content of Application Form;
  - Impact of the proposed project [audience];
  - The long-term sustainability of the Project.
- 5.6. In awarding funds to applicants for Action 2, the Board shall inter alia take into account the following criteria:
  - The event is produced locally.
  - The event showcases local talent.
  - The event supports local arts and cultural initiatives.
- 5.7. The Board is at liberty to draft any additional criteria to determine the acceptance or rejection of the application.
- 5.8. Shortlisted applicants may be invited for interviews.
- 5.9. Those e-applications which have successfully passed these checks are evaluated by the Board and ranked accordingly.
- 5.10. Once the evaluation is completed, the KSU Financial Officer prepares a ranking list of the final mark of each project according to

the final marks issued by the Board. The Board shall review the final marks and may decide to approve or question any of the results. The Board decides on the projects to be granted funding, based on the final ranking order list and the budget available.

5.11. All applicants shall be notified of the result of their application in writing. On termination of the e-application procedure the documents including the e-application form and the scoring documents will not be returned to the applicant.

5.12. The decisions taken by the Board are final and no appeal can be made.

## **6. Eligibility Criteria**

### **6.1. Eligible Applicants**

- For Action 1:
  1. The Applicant must be a full-time or part-time enrolled student at the University of Malta, a group of students, or a senate-recognised Student Organisation at the University of Malta.
  2. All student applicants (i.e., not an organisation) must be enrolled in a full-time or part-time course and have a KSU Account.
  3. The Applicant shall not have received previous funding from KSU or any other Student Organisation for the project for which funding is requested.
  4. The Applicant shall provide the necessary documentation as outlined in these regulations.
- For Action 2:
  1. The Applicant must be a full-time or part-time enrolled student at the University of Malta.
  2. The Applicant must hold an online account with KSU.
  3. The Applicant shall not have received previous funding from KSU or any other Student Organisation for the item for which funding is requested.
  4. The Applicant shall provide the necessary documentation as outlined in these regulations.

### **6.2. Eligibility Criteria**

6.2.1. Activities and initiatives being funded or subsidised by this Fund shall generally be of a non-profit-making nature.

- 6.2.2. The initiative must be targeted at University Students as its main audience.
- 6.2.3. The project shall be innovative and in line with the fund's priorities.
- 6.2.4. The project shall demonstrate sustainability and impact.
- 6.2.5. Successful Applicants shall keep the KSU Finance Officer informed of its activities, alongside the KSU President.
- 6.2.6. The project shall take place or shall have taken place in the current academic year, i.e. Monday 30 September 2024 to Friday 26 September 2025.

### 6.3. Exclusion Criteria

- 6.3.1. The project for which funding is requested has been granted previous funding from KSU, another Student Organisation or Government or European Union funding.
- 6.3.2. The Applicant has the intent to resell the subsidised items.
- 6.3.3. The project is of a profit-oriented nature.
- 6.3.4. The project is a repeat of similar projects which took place in recent years.
- 6.3.5. The Applicant has pending financial or administrative obligations to KSU.
- 6.3.6. The Applicant or Application does not observe any of the eligibility criteria.
- 6.3.7. Applications which conceal sources of funding in addition to the Fund will be automatically disqualified.

### 6.4. Number of Applications

- 6.4.1. Only one e-application per Applicant shall be submitted over the course of the University of Malta's academic year.
- 6.4.2. This implies that each Applicant may only benefit from one Action that falls under this Fund per academic year.

### 6.5. Application process

- 6.5.1. E-applications may be submitted to KSU online and can be found on the KSU website ([www.ksu.org.mt](http://www.ksu.org.mt)).
- 6.5.2. E-applications shall be accepted from Wednesday 5<sup>th</sup> December 2024 until Friday 28<sup>th</sup> February 2025, or until the fund is depleted. No applications will be accepted after this date.



## 7. Application Requirements

7.1. All documentation shall be attached within the Application Form listed on the website in the following order and manner:

- Correctly filled-in Form
- Proof of being appropriately Senate recognised or Being a Registered Student holding a KSU Account
- Initiative Description/Request
- Other Relevant Documentation
- Declaration of Authenticity
- Quotations/Invoices/Receipts/Relevant Documentation
- In addition, for Action 1;
  - a detailed budget including all expected expenses and income sources
  - Co-Financing Details, showing proof of funds or financial commitments from other sources for the 20% co-financing contribution.
  - A detailed marketing plan of the event.
  - If applicable, any necessary permits or approvals from relevant authorities
  - Letters of Support (if applicable) from partner organisations, stakeholders, or community leaders supporting the project and its objectives.

7.2. Documents shall be submitted in PDF format wherever possible.

7.3. All documents must be submitted through the KSU e-application portal.