

# KSU ARTS FUND 2023/24

## Regulations

### Section 1: The Board

**1.1.** KSU shall mean Kunsill Studenti Universitarji as elected/appointed through an election held by the AGM's appointed Electoral Commissioners and through the Education and Social Policy Commissions.

**1.2.** The Board shall be appointed through a KSU resolution according to these Regulations.

**1.3.** The term Applicant in these regulations shall refer to any University of Malta Student or Senate-Recognised Organisation.

**1.4.** The Board shall base all of its decisions on the Rules and Regulations found in this document and in case of any lacunae, base their decisions on good faith and the principles of natural justice to their discretion.

**1.5.** The Board shall be made up of four (4) members:

- A. The KSU President, who will have a casting vote;
- B. The KSU Financial Officer;
- C. Another member from the KSU Executive;
- D. A member of the academic staff.

**1.6.** The term of office of the Board shall be from the launch of the Fund until 31st March 2024 or until, 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.

**1.7.** Decisions can only be taken when all members are present. The decisions taken by the Board are final and no appeal can be made.

- 1.8.** The Board will decide whether the sponsorship is feasible and sustainable as well as within the stipulated budget plan. Should the Board feel that this sponsorship is not so, it may reject the application.
- 1.9.** The aim of the Fund is to promote and encourage the arts and culture in Malta among the student body.
- 1.10** The decisions taken by the Board are final and no appeal can be made, save in cases of illegality.

## Section 2: Methods of Funding

**2.1** The funding methods are two-fold:

**2.2.** Option A

**2.2.1.** 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

**2.2.2.** The project must be targeted to University Students as its main audience.

**2.2.3.** The Organisers of the event/initiative shall give due credit to KSU in its promotional material and shall use the phrase “Supported by the KSU Arts Fund” and the KSU Logo to acknowledge such support.

**2.2.4.** The capping for each application is that of 1,000 euros.

**2.2.5.** The pool of funds for Option A is 7,000 euros.

**2.3.** Option B

**2.3.1** 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.



**2.3.2.** The pool of funds for Option B is 10,000 euros.

### **Section 3: Further Conditions**

**3.1** Students can apply for the Arts Fund from Monday 6th November 2023 until Monday 30<sup>th</sup> March 2024, or until the fund is depleted. No applications will be accepted after this date.

**3.2** Students cannot submit more than one application per project, person, group or organisation.

**3.3** When it comes to reimbursing students as per 2.3., students can apply up until the maximum reimbursement is reached. i.e. an example for clarity 25 euros for entry into a show and another 25 euros for entrance to a museum.

**3.4.** The KSU Students' Fest and other KSU events are not eligible events under this fund.

**3.5.** Students must be enrolled in a full-time/part-time undergraduate or postgraduate course at the University of Malta during the application process.

**3.6.** Student organisations that are senate recognised can also apply for this fund.

## Section 4: The Fund

**4.1** Each grant for Option A projects is capped at a maximum of €1000. Any expenses exceeding this amount will not be covered by KSU.

**4.2** A total of €17,000 has been allocated to this fund in 2023. Should the amounts of the total number of applications exceed the allocated budget, the Board will decide which projects/initiative should be given funding for implementation.

**4.3** Funds will be paid directly from KSU – meaning applicants need to provide quotations or invoices of goods to be purchased or of expenses to cover the project applied for. Once all documents are submitted, KSU will issue payments directly to companies involved.

**4.4** Should there be any part of the fund which remains unused, such funds are carried over to the Fund announced the year after. If the Fund is discontinued, the Board should take a decision regarding how the remaining funds will be used.

## **Section 5: Validity of Application**

**5.1** Applications will be accepted up until the communicated deadline.

**5.2** Students must provide evidence of their enrolment at University during the stipulated period.

**5.3** Applications will be received by the Finance Officer, and accepted by the President, Finance Officer, Culture and Entertainment Office, and Secretary.

**5.4** All student applicants (i.e., not an organisation) must be enrolled in a full-time or part-time course and have a KSU Accounts. In order to apply, the following details must be filled in:

- Name and Surname
- ID Card No.
- Mobile Number
- Home Address

**5.5** Once an application has been shortlisted, the applicant may be called in for an interview to discuss the project with the board. Once an agreement has been reached on the proposed project, the board will give their final decision whether funding will be issued.

**5.6** No payment will be issued without evidence of fiscal receipts. This counts for both the arts-driven projects, as well as, reimbursement for local productions.

**5.7** A clear Budget and Financial Plan should be included as outlined in the application. for an arts-driven project.

**5.7.1** Any secured funding for the arts-driven project should be stated in the application. This includes the amount secured and the entity granting such funding be it another institution, private sponsor, foundation or other.

**5.7.2** It is up to the discretion of the Board whether to accept or reject a project which is already receiving a substantial amount of funding from another entity, depending on the scale of the project.

**5.7.3** Applications which conceal the above state information, will be automatically disqualified.

**5.8** The Fund cannot be used to settle any pending bills the Applicant/Organisation might have. It is aimed at motivating applicants to come up with new projects or purchases of equipment that will engage the target audience.

**5.9** Activities and initiatives being funded or subsidised by this Fund should generally be of a non-profit nature whose main end and purpose is the actual promotion and fostering of culture itself.

**5.10** Prior to the payment being made, the applicant must prove that KSU has been tagged and credited with a photo a description stating "Thanks to the KSU Arts Fund @ksumalta" or a similar description which is made in a clear and legible manner through an Instagram story or in the case of the applicant not having such an account, another type of social media post would suffice.



## **Section 6: Funding**

**6.1** No payment will be issued without evidence of fiscal receipts and any further evidence as deemed necessary by the regulations or at the discretion as approved by the Board.

**6.2** Should any applications approved by the Finance Officer, whose payments have not been collected by the applicant until the announcement of the subsequent Arts Fund, the allocated funds shall be re-absorbed by the Fund.

## **Section 7: Selection Criteria**

**7.1** In awarding funds for Option A to applicants, the Board shall inter alia take into account the following criteria:

- Originality of proposed project;
- Quality of proposed project [on the basis of artistic and cultural objectives, content, viability and methods];
- Quality and Content of Application Form;
- Impact of the proposed project [audience].

**7.2** The Board is at liberty to draft any additional criteria to determine the acceptance or rejection of the application.

## **Section 8: General Applicability Rules**

**8.1** This fund is set up in order to provide financial help in the organisation of innovative, original and socially relevant arts projects.

**8.2** Such process can take on a number of forms, including but not limited to, exhibitions, performances, round tables, campaigns, festivals, concerts, or publications.

## **Section 9: Applicability Rules related to Artistic Projects**

**9.1** Funds will be given to applicants which submit an application relating to one of the following criteria:

- 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

**9.2** The artistic project related to culture and arts must be targeted to University Students as its main audience.

**9.3** Successful applicants should keep the KSU Culture and Entertainment Office informed of its activities, alongside the KSU Finance Office.

**9.4** The Organisers of the event/initiative shall give due credit to KSU in its promotional material and use the phrase "Supported by the KSU Arts Fund" and the KSU Logo to acknowledge such support.

## **Section 10: Applicability Rules related to Reimbursement**

**10.1** Reimbursement will be given to applicants which submit an application relating to one of the following criteria:

- Attending Local Arts Event (including but not limited to; art exhibitions, gallery openings, theater performances, musical concerts, poetry readings, and other cultural events that are held and produced locally).
- Visit Local Galleries and Studios (including but not limited to; local art galleries, studios, and workshops).

**10.2** Reimbursement is only given to University of Malta Students that are enrolled in either a full-time or a part-time course and are registered KSU Members.

**10.3** The fiscal receipt/invoice needs to be clearly scanned and submitted to the form. The date, amount, and fiscal receipt/invoice number need to be clearly shown.

**10.4** Upon successful application and acceptance by the Board, the applicant will be invited to come over to the KSU Office, at an agreed upon date and time, to collect the money.

## Section 11: Documentation

**11.1** All documentation should be attached within the Application Form listed on the website in the following order and manner:

**11.1.1** For arts-driven projects/initiatives:

- Correctly filled-in Form
- Proof of being a current UM Student (for students)
- Proof of being a current KSU Member (for students)
- Proof of being appropriately Senate recognised (for student organisations)
- Initiative Description/Request
- List of Expenses
- Quotations/Invoices/Relevant Documentation
- Other Relevant Documentation
- Declaration of Authenticity
- Proof of Credit to KSU in Promotional Material

**11.1.2** For reimbursements:

- Correctly filled-in Form
- Proof of being a current UM Student
- Proof of being a current KSU Member
- Fiscal Receipt/Invoice