

# Projects and Programs Fund

## Guidelines 2015

Updated July 2015

The Projects and Programs Fund offers support towards projects and programs that create vibrant arts and cultural experiences for Queensland, including:

- performances and exhibitions
- services to artists, cultural workers and communities
- new works that extend artists and art forms
- community arts and cultural development
- initiatives that strengthen cultural tourism
- enhanced cultural infrastructure
- increased skills and professional development opportunities for Indigenous artists
- new markets for Queensland arts and cultural products.

One of six competitive funds within the Arts and Cultural Investment Framework, the Fund delivers on the priorities of the Arts for all Queenslanders Strategy, specifically return on arts and cultural investment and growing public value of arts and culture.

A component of the Fund delivers outcomes under the Visual Arts and Craft Strategy (VACS) 2015-16 to 2018-19 and the Queensland Government's Backing Indigenous Arts Program (BIA).

Arts Queensland is committed to realising the ambitions of the Queensland Aboriginal and Torres Strait Islander Economic Participation Framework, the Queensland Cultural Diversity Policy, the Queensland Youth Strategy and the National Arts and Disability Strategy. Applications which include the following target groups as creators, participants or audiences will strengthen the implementation of Queensland Government's commitments:

- older people (over 55 years old)
- Aboriginal people and Torres Strait Islanders
- people from a culturally and linguistically diverse background, including Australian South Sea Islanders

## Submitting your application

### Options for submitting your application are:

- **To apply online:**
  - online applications are available on the Arts Queensland funding website ([www.qld.gov.au/recreation/arts/funding](http://www.qld.gov.au/recreation/arts/funding)), or
- **Provide a USB device (memory stick) containing:**
  - a completed Projects and Programs Fund 2015 application form
  - scanned signed copy of Section 5 – Certification and
  - relevant documents including all attachments and support material (as listed in section 4 of the 2015 Projects and Programs Fund application form – **maximum 20 MB**).

Arts Queensland cannot accept emailed or hand delivered applications.

Please ensure your electronic copy is readable on commonly available software.

The USB device (memory stick) containing your application should be submitted by post (**in a padded envelope with your contact details**) to:

Arts Queensland  
GPO Box 1436  
Brisbane QLD 4001

Your USB will not be returned.

**Your application must be received by Arts Queensland at least 16 weeks prior to project commencement date.** Late or incomplete applications will not be assessed.

- young people (0 – 21 years old)
- people with disability\*.

\*Note that funding recipients are expected to meet legal obligations in relation to accessibility, including access to web content.

The Fund supports one-off projects with a defined start and end date as well as rolling programs delivered by an organisation as part of its core business.

## When should you apply?

Applications for the Projects and Programs Fund will be accepted from 23 March 2015 and will be a competitive process.

You can apply for funding at any time and will be notified of the outcome of your application in approximately fourteen weeks.

Applications must be received at least sixteen weeks prior to the project and program activity start date. Retrospective funding requests will not be supported.

## Eligibility

Applicants can apply to the fund multiple times, but can only be awarded funding through the Projects and Programs fund once per calendar year.

Arts organisations that currently receive triennial Organisations Funding through Arts Queensland must demonstrate how the activity differs from what the organisation is currently funded to deliver.

All applicants must:

- Have an Australian Business Number (ABN);
- Be over 18 years of age (for an individual) or have the application co-signed by their legal guardian confirming they will take responsibility for managing any funding that may be offered to the applicant;
- Have satisfied the reporting requirement of any previous Arts Queensland funding;
- Not be in receipt of Arts Queensland administered or statutory body funding, or Major Performing Arts Funding by State or Federal Governments;
- Not be a State Government agency or state owned company;
- Not be an educational institution or program (eg. University, school, competition or eisteddfod);
- Ensure the project or program activity commences at least sixteen weeks after the date that Arts Queensland receives the application for funding;

- Be based in Queensland or evidence how the project will directly benefit Queensland arts and culture.
- Where applicable show evidence of demand and support for projects that involve Aboriginal people and Torres Strait Islander people.

Applications will be deemed ineligible if:

- The application is received within sixteen weeks of the project start date (Arts Queensland funded component) or if the project has occurred;
- The application is incomplete;
- The application is emailed;
- The application asks for 100% of project or program costs;
- The applicant has already been awarded funding in that same calendar year;
- The application form is altered in any way.
- A specialist funding body exists for the project or program (e.g. Screen Queensland for filmmaking);
- Funding is to be utilised for planning for or maintenance of infrastructure; capital or equipment costs, fundraising activities, awards, competitions, eisteddfods or prizes.

## What can I apply for?

The Projects and Programs Fund offers up to \$60,000 per application.

## Assessment criteria

All applications are assessed by an external Arts Assessment Panel against four criteria. The indicators listed are a sample of the types of evidence that could demonstrate achievement of each criterion and will vary according to the nature of the project or program.

- 1. QUALITY: Artistic achievement, contribution to growing the arts sector and strengthening the community of arts in Queensland.**
  - Evidence of a high standard of artistic and cultural product, processes and/or services.
  - Demonstrates artistic progression and cultural innovation.
  - Contributes to building the capacity of the local arts sector and legacy outcomes.
  - Engages personnel with the expertise and experience to deliver artistic or cultural objectives.
- 2. REACH: The ability to respond to and stimulate demand, providing access to, participation in and positive experiences of arts across Queensland.**
  - Evidence of market demand and the ability to generate participation and/or audience numbers, or a broader public outcome.

You will receive an email or letter notifying you that your application has been received. If you have not received an acknowledgment within 10 days of submitting your application please contact Arts Queensland by email at [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au) or on telephone 07 3034 4016.

If circumstances prevent you from being able to provide your application in any of these formats please contact an Arts Development Officer on 07 3034 4016 or toll free 1800 175 531 prior to the closing date to make alternative arrangements.

For additional information about any of Arts Queensland's funding programs, please refer to:

- *Arts Investment - Important Information for Applicants*
- *Arts for all Queenslanders Strategy*
- *Arts and Cultural Investment Framework*
- contact an Arts Development Officer by telephone (07) 3034 4016 or toll free 1800 175 531, or by emailing [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au).

## Important information for all applicants

Please refer to the document Arts Investment – Important Information for Applicants on the Arts Queensland funding website at [www.qld.gov.au/recreation/arts/funding](http://www.qld.gov.au/recreation/arts/funding). It provides important information on:

- Information Privacy and Right to Information
- Processes for feedback and review of decisions for unsuccessful applicants
- Agreements and contracts, acknowledgments, reporting and acquittal requirements for successful applicants.

## Support in preparing your application

For helpful tips and a list of service organisations who can provide assistance visit the Arts Queensland funding website at [www.qld.gov.au/recreation/arts/funding](http://www.qld.gov.au/recreation/arts/funding) or contact Arts Queensland by phoning (07) 3034 4016 or toll free 1800 175 531 or emailing [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au).

## Translating and interpreting services

Applications may be submitted in any language. If you have difficulty understanding this information and would like to talk to staff in your first language:

- Telephone the Translating and Interpreting service on 13 14 50 during business hours
- Contact Arts Queensland about speaking with an interpreter.

- Demonstrates progressive approaches to stimulate audience or industry participation/engagement.
- Evidence of high quality marketing with demonstrated audience reach and effective promotional campaign.
- Accessibility of the project or program to diverse audiences, participants and communities or to a specific target group.

### 3. **IMPACT: Articulation of public value, contributing to the cultural profile of Queensland and delivering upon Queensland Government priorities.**

- Evidence of community and/or industry need and support for the project or program.
- Demonstrates a good return on investment through cultural, social or economic outcomes.
- Raises the profile of Queensland arts and culture.
- Contributes to the liveability and participation in community life for Queenslanders.

### 4. **VIABILITY: A viable, value for money proposal.**

- Evidence of economic effectiveness and value for money.
- Evidence of good planning and logistics including a sound process to evaluate outcomes.
- Evidence of financial and in-kind support from sources other than Arts Queensland.
- Evidence of the calibre of partnerships and collaborations including financial partners.

Recommendations may be moderated to ensure balance across areas such as geographic regions, art forms and target audiences.

Applicants may be requested to provide additional follow up information as part of the assessment process.

## What are the acquittal and reporting requirements for successful applicants?

Funding recipients will be required to submit an Outcome Report to Arts Queensland within 20 business days of completing the project or program.

The outcome report collects information about outputs and outcomes from your project or program, including artistic, cultural, social and economic returns on investment.

It is recommended that you familiarise yourself with the outcome report before you submit your application, so you understand the obligations which come with government funding as well as the types of outcomes Arts Queensland is interested in evaluating from its investment.

The outcome report templates, as well as a range of associated tools and resources, are available at [www.qld.gov.au/recreation/arts/funding/reporting](http://www.qld.gov.au/recreation/arts/funding/reporting)

## Contact us

Further information about the program, including copies of the guidelines and application forms, can be obtained by:

- Downloading from [www.qld.gov.au/recreation/arts/funding](http://www.qld.gov.au/recreation/arts/funding)
- Phoning (07) 3034 4016 or toll free 1800 175 531
- Emailing [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au)

## Application Process

- Step 1:** It is recommended that all applicants make contact with Arts Queensland to determine the suitability of the application prior to submission.
- Step 2:** You can submit the application form at any time. The application will be checked by Arts Queensland for eligibility. If your application is deemed ineligible, Arts Queensland will provide guidance on how to develop a more competitive application.
- Step 3:** Your application will be assessed by an external Arts Assessment Panel, the Panel will:
- assess your application against the Fund criteria and moderate with consideration of: available funding; balance across art forms; geographic spread, target groups and government priorities.
  - make recommendations to the Minister.
- Step 4:** The Minister will consider the recommendations and make a final decision on the funding offer.