

# Arts Infrastructure Fund

## Guidelines

The AIF is a new \$250,000 limited-life fund which aims to assist Queensland-based arts and cultural organisations in financing minor infrastructure works and upgrades that will strengthen their capacity to deliver arts and cultural services.

The objectives of the AIF are to invest in:

- strengthening the capacity and effectiveness of performance, exhibition, collection and creative spaces
- increasing access to arts facilities and services for individuals and groups who are disadvantaged.

### Queensland Government commitments

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Arts Queensland is committed to realising the ambitions of the 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 priority groups as creators, participants or audiences will strengthen the implementation of Queensland Government commitments:

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

### When should I apply?

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AIF is a limited-life fund closes on 16 March 2018 (online applications must be submitted by 4pm). Funding outcomes will be advised approximately seven weeks after the closing date.

Retrospective funding requests will not be supported. Funding will only be provided for projects that commence after funding approval has been notified by Arts Queensland.

## How much can I apply for?

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Up to \$50 000 per applicant and a maximum of 50% of total eligible project costs.

Arts Queensland funding is to be matched on a minimum 1:1 basis by the applicant through other confirmed funding sources.

## Eligibility

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Eligible applicants include those organisations that meet all of the following criteria.

### The **eligible applicant**:

- has a current ABN
- is a not-for-profit entity
- is an incorporated entity or an Australian public company
- is an arts organisation
- is the building owner, or holds a minimum five-year lease on the infrastructure that Arts Queensland investment will assist to finance. If a lessee, the applicant must have approval from the building owner to carry out the proposed minor infrastructure works and upgrades
- is making a funding request of no more than 50% of total eligible project costs
- has secured matched funding on a minimum 1:1 basis through other confirmed funding sources
- has been approved to receive Arts Queensland investment since 1 January 2015 and has satisfied the requirements of any previous Arts Queensland investment
- will commence the project on or after 21 May 2018.

### **Ineligible applicants** include the following organisations:

- Indigenous Arts Centres funded through Backing Indigenous Arts
- for-profit companies
- major performing arts organisations – Queensland Ballet, Opera Queensland, Queensland Symphony Orchestra, Queensland Theatre
- arts statutory bodies – Queensland Art Gallery, Queensland Museum, Queensland Performing Arts Trust, and the State Library of Queensland
- Arts Queensland shareholder companies: Queensland Music Festival, Aboriginal Centre for the Performing Arts, Major Brisbane Festivals and Screen Queensland
- local government councils
- local government-owned entities
- individuals / sole traders / collectives / groups / partnerships
- university-owned entities.

Please contact Arts Queensland if you would like to discuss your eligibility for this program.

## Eligible project costs

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Arts Queensland will fund the extension, upgrade or replacement of infrastructure including:

- energy efficient lighting and lighting systems
- new or improved air-conditioning or mechanical ventilation systems or equipment
- artist studio or workshop areas
- amenities
- cultural rehearsal and performance space
- sustainability initiatives such as solar panels and insulation
- critical maintenance items such as roof replacement or repair, access stairs/ramps, lifts
- production, exhibition and storage spaces including hanging systems, new walls, and storage systems.

## Ineligible project costs

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Arts Queensland will not fund:

- routine maintenance
- feasibility studies, business planning activities or consultancies
- recurrent or operational costs
- in-kind works including labour costs
- works or procurement not associated with the objectives and priorities of the program
- art supplies and arts equipment
- loose furniture or equipment other than those listed earlier in 'eligible project costs'.

Arts Queensland reserves the right to determine what constitutes eligible or ineligible projects or items.

## What should I include in my cost estimate?

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To verify the costs associated with your infrastructure project and demonstrate value for money, your support material must include:

- a qualified quantity surveyor's estimate, or
- three recent written quotes from suppliers, registered builders or licensed contractors to cover the cost of your full scope of works or equipment purchases
- written authorisation from the owner of the building or site.

All project costs need to be separated into eligible and ineligible items as defined in these guidelines and application form.

## When is the work required to be completed?

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Approved projects must commence construction no later than six (6) months from signing the AIF funding agreement. Where the project does not involve construction works, equipment must be purchased and delivered within six (6) months of signing the AIF funding agreement.

Construction is considered to commence when physical changes are made to the project site.

Funding may be withdrawn from projects where construction has not commenced within six (6) months of signing the funding agreement.

Successful applicants must independently obtain all necessary permits, licences, consents from relevant authorities prior to commencement of projects. Information on the status of these requirements is to be provided in the application and, if successful, any subsequent project status reporting.

## Assessment criteria

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All applications are assessed by an independent panel of peer assessors against the following four criteria. The indicators listed are a sample of the types of evidence that could demonstrate achievement of each criterion and may vary according to the nature of the proposed project.

### 1. Established project need

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Planned projects and activities should meet the needs of artists, arts and cultural workers and your community. You should demonstrate that you have considered the following:

- how does the project support the AIF objectives?
- how will the project improve the quality and capacity of the infrastructure?
- how will the project enhance the experiences of artists and arts and cultural workers?
- how will the project address demand from artists, arts and cultural workers and communities for access to creative spaces and places?
- does the project align with the applicant's strategic plan? Has there been a Board resolution supporting the project?

### 2. Ability to deliver the project

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For all proposed works, you will be required to provide:

- a detailed scope of works
- key project milestones
- all relevant cost estimates.

Applicants will also be required to demonstrate project management capability by identifying who will be the project manager and detailing their relevant experience.

### 3. Management and funding of ongoing costs

Applicants must be committed to, or have made arrangements for, the ongoing funding of maintenance, running costs and future life cycle replacement of the proposed minor infrastructure works and upgrades.

### 4. Ability to leverage other funding sources

Applications need to evidence confirmed financial contributions from other funding sources on a minimum 1:1 basis of funds requested from Arts Queensland (see the earlier section ‘Eligibility’).

Applicants may be requested to provide additional follow-up information as part of the assessment process. The assessment panel reserves the right to recommend the final amount of funding.

## Application process

- Step 1 It is recommended that all applicants contact Arts Queensland to determine the suitability of the application prior to submission. Please contact Arts Queensland’s Investment Team on telephone 3034 4016 or toll free 1800 175 531, or email [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au).
- Step 2 The closing time and date for AIF applications is 4pm on 16 March 2018. All applications will be checked by Arts Queensland for eligibility.
- Step 3 Applications will be assessed by a panel of independent peer assessors who will:
- assess your application against the assessment criteria and moderate with consideration of available funding and government priorities
  - make recommendations to the Minister for the Arts.
- Step 4 The Minister for the Arts will consider the recommendations and has final approval of the funding offer.

## Important information for all applicants

These guidelines should be read in conjunction with the AIF Frequently Asked Questions (FAQs).

Please refer to the document *Arts Investment – Important Information for Applicants* at <https://publications.qld.gov.au/dataset/info-arts-funding-applicants/resource/da2106d5-22b6-4f48-a527-7d1f6f4a2dd0>, which provides information on:

- information on 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.

Arts Acumen is an initiative developed by Arts Queensland, and aims to support individuals and organisations across Queensland by providing resources, information and opportunities to foster knowledge growth, connections and access to industry intelligence. Arts Acumen has been developed in consultation with arts sector individuals and advisory bodies and information can be accessed at <http://www.arts.qld.gov.au/arts-acumen>.

## Submitting your application

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The preferred method for submitting your application is online at:

<https://artsqueensland.smartygrants.com.au>

For support with technical issues related to the online application, please contact an Arts Queensland Grants Officer on telephone (07) 3034 4016 or toll free 1800 175 531.

If circumstances prevent you from being able to provide your application in this format, please contact the Investment Team at least five business days before the round closes on telephone (07)3034 4016 or email [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au).

Incomplete or late applications will be deemed ineligible and will not be assessed.

You will receive an email notifying you that your application has been received. If you have not received an acknowledgment within five days of submitting your application, please contact a Grants Officer from the Arts Queensland Investment Team on telephone (07) 3034 4016 or toll free 1800 175 531.

## Acquittal and reporting requirements for successful applicants

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Funding recipients will be required to submit an outcome report to Arts Queensland within 50 business days of completing the project.

It is recommended that you familiarise yourself with the outcome report template 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, data dictionary, and a range of associated tools and resources, are available at [Arts Acumen resources](#).

## Acknowledgments

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Successful applicants are required to acknowledge Arts Queensland's funding contribution in all published material associated with funded projects.

The Arts Queensland website [www.arts.qld.gov.au](http://www.arts.qld.gov.au) details the requirements regarding use of the Arts Queensland logo and standard acknowledgment text.

## **Translating and interpreting services**

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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.