

Playing Queensland Fund

Guidelines - Updated July 2020

Introduction

The Playing Queensland Fund (the Fund) offers up to \$150,000 of support for the delivery of high quality, ready-to-go work to regional Queensland communities that commences after 1 January 2021 and responds to a demonstrated community interest and confirmed demand.

The objectives of the Fund are:

- to ensure all Queenslanders have access to the arts by supporting high quality performing and visual arts tours taking place in communities across Queensland
- to support tours and residencies with demonstration of demand
- to create employment and training opportunities for Queensland artists and arts workers.

Funding streams

Funding is administered across four funding streams to ensure investment is balanced across all art forms and types of applicants, from independent artists and small-to-medium organisations to major performing arts companies.

1. Performing Arts Touring – Individuals and Small-to-Medium sector

Supports regional touring for all performing art forms, including theatre, classical and contemporary music and dance

2. Performing Arts Touring – Major Performing Arts Organisations

Supports Opera Queensland, Queensland Theatre, Queensland Symphony Orchestra, Queensland Ballet and Circa to tour performances and community engagement activities in regional Queensland

3. Visual Arts Touring

Supports regional touring for all forms of visual arts and craft exhibitions, including multi-media, moving-image and design

4. Arts and Education

Supports regional schools and kindergartens to access high quality touring product and artists in residence programs with strong demonstrable links to the Australian Curriculum/Early Years Learning Framework

Who can apply?

- Queensland artists, companies and groups
- Queensland-based individual agents, producers, curators and brokers
- Queensland-based commercial, semi-commercial and subsidised arts companies
- Queensland community representatives, local presenters (including schools and kindergartens) and venue/gallery managers interested in purchasing and receiving touring work or residencies.

Queensland Government commitments

Target Groups

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 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
- children and young people (0–25 years old)
- people with a disability*.

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

Applicants are encouraged to explore how they might direct their activities to these specific target groups.

Applicants to the Arts and Education stream must demonstrate how they will meet all necessary Queensland Government legislative requirements for working with children and young people, including for example, the *Work Health and Safety Act 2011* and the *Working with Children (Risk Management and Screening) Act 2000*.

Components of the Fund deliver outcomes under the Queensland Government's Backing Indigenous Arts (BIA).

If eligible, successful applicants to the Fund may be funded through BIA. To learn more about BIA, please refer to the Frequently Asked Questions (FAQ) at <http://www.arts.qld.gov.au/backing-indigenous-arts>.

When should you apply?

PQF funding is available for activity taking place after 1 January 2021.

Applications must be received at least 12 weeks prior to the first date of the tour or residency. You can apply for funding at any time and will be notified of the outcome of your application in approximately 10 weeks.

The applicant is responsible for ensuring adequate lead times are in place from the announcement of the successful funding to the start date of the proposed project.

Retrospective funding requests will not be supported by the Fund.

Applications for work currently in development for touring in future years, and that demonstrate confirmed demand, may be lodged up to three years in advance of proposed tour dates.

Repeat applicants will be required to demonstrate the growth and sustainability of their touring models.

Eligibility

Applicants must:

- be based in Queensland
- demonstrate that the touring/residency product is from Queensland
- have an Australian Business Number (ABN)
- be over 18 years of age, or have their 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 requirements of any previous Arts Queensland funding
- hold current public liability insurance that meets the requirements of the activity and its venues (minimum \$10 million)
- demonstrate how this activity differs from what their organisation is currently funded to deliver (only relevant for organisations currently receiving Arts Queensland investment)
- include at least two regional Queensland communities in their touring proposal (or at least one regional location if applying for artists in residence only)
- 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 incomplete or altered in any way the application does not include mandatory support material indicated in the application form, including but not limited to: tour itinerary, letters of confirmation and/or support from presenting partners, communication and evaluation plans, certificate of public liability insurance (letters of indicative interest may be considered sufficient confirmation for schools components of applications), an indication of whether you are operating under your own COVID Safe work plan or an approved COVID Safe Industry Plan or site-specific plan, and a copy of your certificate of compliance if operating under an Industry Plan.
- the application is received by Arts Queensland less than 12 weeks prior to the tour or residency commencement or funded activity takes place before 1 January 2021
- the application requests 100% of the tour or residency costs
- a residency-only application is requesting more than \$20,000
- funding is proposed to be used for remount costs, equipment, core-staff salaries, venue hire, maintenance and consumables, marketing, administration, documentation and public liability insurance
- the application is emailed. Applications must be submitted via Arts Queensland's online forms (<https://artsqueensland.smartygrants.com.au>) or posted to Arts Queensland on a USB.

Major Performing Arts Organisations (MPAOs) – additional eligibility criteria

- MPAOs are eligible to apply for up to 35% of their tour's total income and up to a maximum of \$150,000 per financial year, including any education touring or residencies
- Funding applications for more than one project across multiple years are also eligible so long as they do not exceed the cumulative threshold for the proposed period (i.e. \$300,000 for a two-year application)
- Requests for multi-year funding or amounts in excess of the threshold must present a strong business case. MPAOs will have the opportunity to present their case to the peer assessment panel in a face-to-face meeting
- Applications for multi-year funding request must demonstrate confirmed financial support from other partner/s for the total funding period

Assessment criteria

All applications must make the case for funding and are assessed by external peer assessors against five criteria.

1. *DEMAND: Evidence of demand by regional Queensland communities*

- A commitment by venues and communities to present the product
- Demonstration of the market value of the proposed touring and/or residency activity
- Evidence that presenters are contributing to the activity, either through cash contributions, or in-kind support including local marketing support (if relevant). Applications that show cash co-investment will be highly considered.
- Evidence the work is relevant to its proposed touring destinations and audiences.

2. *REACH: Provides access to positive experiences of arts and culture for Queensland communities*

- Capacity to develop a market in new communities, reach new audiences, or retain and re-engage with audiences
- Leveraging of activity in larger population centres to extend further into smaller or more remote communities
- Accessibility of the work to culturally and geographically diverse audiences, participants and communities, or to a specific target group
- Demonstration of how barriers to accessing arts experiences (due to location, community size, economic hardship, access needs, language or cultural barriers) will be addressed.

3. *QUALITY: Artistic achievement, cultural relevance, curriculum links (where relevant) of the work*

- High quality touring arts product
- High quality marketing materials and evidence of an effective promotional campaign
- The professionalism and track record of applicant with a proven history of delivering high quality arts activities
- Positive audience and industry feedback
- Demonstrates strong links to the Australian Curriculum/Early Years Learning Framework, supported by quality education resources (if relevant)

4. *IMPACT: Community participation and engagement with new work*

- Return on investment demonstrated through community engagement and legacy outcomes
- A demonstrated ability and willingness to meaningfully engage with communities in planning, delivery and evaluation of activity and by offering value-added benefits
- Contributes to building the capacity of Queensland's arts and cultural sector by maximising opportunities for employment and development of Queensland based artists and arts workers.
- Activity which leverages additional support or opportunities

5. *VIABILITY: A viable, value-for-money proposal with a logical tour itinerary*

- Sufficient interest from Queensland communities to evidence the financial viability of the tour
- Economic effectiveness and value-for-money supported by clear budgeting with robust estimates of :
 - projected audience/attendance/participation figures
 - costs associated with implementing any necessary COVID-Safe practices
- Good planning, logistics and risk management of the proposed tour, including evidence of applicable insurances and security measures, health and safety, COVID-safe working practices, and working with children guidelines (if applicable)
- Optimised market offering through program timing and scheduling effectiveness
- Tour-ability (scope, scale, size) of the proposed work.

Recommendations will 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.

For the purposes of the Fund, regional Queensland is defined as all Queensland locations outside of Brisbane City Council boundaries, and remote communities are defined as MMM3 – MMM7 using the [Modified Monash Model](#) (MMM)

classification of remoteness.

What services are available to help me organise a tour for my production or exhibition, or a tour into my community?

Tours can be self-managed, or negotiated through any Queensland tour coordination service.

- arTour offers a range of services available to presenters and producers:
 - collaborations and partnerships
 - brokering new regional, national and international opportunities for Queensland venues and artists
 - a suite of contemporary touring programs and resources, including templates, tips and best practice
 - fee-for-service touring support.
- arTour can be contacted via its website: www.artour.com.au, by email at info@artour.com.au or on telephone (07) 3872 9041.
- Visual arts applicants may wish to consider engaging specialists for assistance with:
 - developing funding applications, budgets and itineraries
 - exhibition development and logistics(e.g. freighting and crating consultants)
 - venue servicing.
- Museums and Galleries Queensland can be contacted via its website: www.magsq.com.au, by email at information@magsq.com.au or on telephone (07) 3059 9740.
- Flying Arts Alliance can be contacted via its website: www.flyingarts.org.au, by email at info@flyingarts.org.au or on telephone (07) 3216 1322.

What can I apply for?

It is up to you to make the case for how your proposal will deliver against the objectives and criteria of the Fund.

There are, however, some funding guidelines:

- Net touring expenses are **eligible for funding** which may include: accommodation, artist fees, touring party per diems (travel allowance), travel, transport costs, freight, exhibition installation and dismantling costs, vehicle hire and equipment hire.
- Digital engagement costs are eligible including filming, editing and streaming /hosting costs.
- Development of educational resources is an eligible cost for Arts and Education stream funded projects.
- The following costs are **ineligible for funding**: remount costs, equipment purchase, core-staff salaries, venue hire, maintenance and consumables, marketing, administration, documentation, and public liability insurance.
- Funding requests for residency-only components of any application are capped at \$20,000 per application.
- Applicants should clearly demonstrate a case for why Arts Queensland investment is needed at the level requested and how this will help meet the objectives of the Fund. Please explain any impacts COVID-19 has had on the viability of your activity so that these can be considered as part of the assessment process
- Arts Queensland will not fund 100% of a Queensland tour budget. Please include other grants, sponsorships, financial and in-kind partnerships, or your own contributions as well as any earned income from fees or tickets sales. You will need to indicate whether income is confirmed, and any projections should be realistic and evidence based
- All applicants are encouraged to contact Arts Queensland to discuss their application prior to submission.
- Peer assessors reserve the right to recommend the final amount of funding and the funding stream they consider best suits the tour.

Some examples of the types of activity that could be funded include:

- support to help take productions and exhibitions to communities that want to see them
- support for smaller surrounding communities to attend an event in a larger centre, for example, hiring a bus to transport young people in small Darling Downs communities to a youth performance in Toowoomba
- support for commercial producers to extend their touring circuits to smaller regional or remote communities
- offsetting riskier programming as part of a bigger audience development initiative
- support for festivals to present a selection of their program in other communities
- regional communities touring their locally developed work to other regional locations
- support for performances or workshops in schools either as a stand-alone tour or in conjunction with exhibitions or performances for the general public
- artists in residency projects in schools, or other venues such as museums, galleries, or visitor centres, that directly engage students by providing in-depth creative experiences that support the Australian Curriculum/Early Childhood Framework.

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 Applications for all PQF funding streams can be submitted at any time, allowing a minimum of 12 weeks before the activity start date. The application will be checked by Arts Queensland for eligibility.
- Step 3 Your application will be assessed by a panel of external peer assessors with relevant expertise.
The Panel will:
- assess your application against the Fund criteria and moderate with consideration of: available funding, balance across art forms, geographic spread, target audiences and government priorities
 - make recommendations to the Deputy Director-General, Arts Queensland.
- Arts and Education applications will be assessed by a dedicated peer assessment panel. The panel will prioritise applications that deliver:
- efficiency and reach (e.g. through combinations of residencies and touring, or concurrent mainstage and education touring), and/or
 - access for disadvantaged schools (as determined by school size, remoteness, ICSEA score below 1000).
- Step 4 Deputy Director-General, Arts Queensland will consider the recommendations and make a final decision on the funding offer.
- Step 5 You will be advised of the decision and the funding offer. If all tour locations are already confirmed and there are no changes to the application tour itinerary then you will be sent a letter of agreement confirming the funding offer and the agreed outputs for your tour.
- Arts and Education touring applicants with some unconfirmed locations and PQF applicants with changes to planned itineraries since the submission of their application will need to confirm the final tour itinerary and budget with Arts Queensland before a letter of agreement can be sent.

Submitting your application

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 by email at investment@arts.qld.gov.au or 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 Arts Queensland.

Your application must be received by Arts Queensland at least 12 weeks prior to the first date of your tour or residency. Late or incomplete applications will not be assessed.

You will receive an email or letter notifying you that your application has been received. If you have not received an acknowledgment within 5 days of submitting your application please contact an Arts Queensland Grants Officer.

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

- [Arts Investment - Important Information for Applicants](#)
- [Arts and Cultural Investment Framework](#); or
- contact an Arts Investment Officer.

Acquittal and reporting requirements for successful applicants

Funding recipients will be required to submit an outcome report to Arts Queensland within 30 business days of completing the tour or residency.

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 <http://www.arts.qld.gov.au/aq-funding/outcome-reports>

Translating and interpreting services

Applications may be submitted in any language. If you have difficulty in 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.

Contact Us

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

- Playing Queensland Fund webpage <http://www.qld.gov.au/recreation/arts/funding/organisations/playing/>
- Telephone (07) 3034 4016 or toll free 1800 175 531
- Email investment@arts.qld.gov.au.