

# Arts Queensland Funding Programs

## General Frequently Asked Questions (FAQs)

This document contains general FAQs which apply to all Arts Queensland funding programs. Please also refer to FAQs that apply to each specific fund for additional information. In some instances, this may differ from the information provided in this document. If this occurs, the specific fund FAQs should be adhered to.

### *1. Where can I find help to complete my application?*

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You can contact Arts Queensland by phoning (07) 3034 4016 or toll free 1800 175 531 or email [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au).

Arts Queensland has developed a suite of resources to assist you in completing funding applications, including tips for applying, budget samples and helpful checklists. You can find these on Arts Queensland's Arts Acumen webpage: [www.arts.qld.gov.au/arts-acumen](http://www.arts.qld.gov.au/arts-acumen)

### *2. How much can I apply for?*

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Refer to specific Fund guidelines for maximum funding request amounts.

Arts Queensland encourages applicants to evidence diverse income streams in their budgets. Assessors will analyse your budget to determine if you have demonstrated strong financial partnerships and committed other income sources towards the cost of your project. Other sources may include financial or in-kind support from government and non-government entities; earned income; other arts bodies (eg Australia Council); or income from fundraising, sponsors or philanthropic entities. Please indicate whether or not these amounts are confirmed.

For details on other funding sources, please refer to the Arts Queensland website [www.arts.qld.gov.au](http://www.arts.qld.gov.au)

### *3. How are assessors chosen?*

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Applications to Arts Queensland funds are assessed by industry-based peers selected to reflect the diversity of the arts and cultural sector.

Assessors need to adhere to strict conflict-of-interest and confidentiality guidelines and are selected depending on the skills mix required for each application. A list of Assessors is available on the Arts Queensland webpage: [www.arts.qld.gov.au/aq-funding/peer-assessment](http://www.arts.qld.gov.au/aq-funding/peer-assessment)

#### *4. What is the Visual Arts and Craft Strategy?*

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The Visual Arts and Crafts Strategy (VACS) is a partnership with the Australian Government to provide coordinated funding and support for the Australian contemporary visual arts sector, promoting creative work by living visual artists and craft practitioners and the organisations that support their practice.

More information on VACS can be found at: [www.arts.qld.gov.au/visual-arts-and-crafts-strategy](http://www.arts.qld.gov.au/visual-arts-and-crafts-strategy)

#### *5. What is the Backing Indigenous Arts initiative?*

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Arts Queensland supports Indigenous artistic and cultural expression through the Queensland Government's Backing Indigenous Arts (BIA) Initiative – a \$12.6 million investment over four years (2015/16 – 2018/19) to build sustainable and ethical Aboriginal and Torres Strait Islander arts industries.

Launched in 2007, Backing Indigenous Arts is a ground-breaking approach that supports artists from creation to market through an investment cycle that begins with art centres and individual grants and concludes with support for Cairns Indigenous Art Fair.

More information on BIA can be found at: [www.arts.qld.gov.au/backing-indigenous-arts](http://www.arts.qld.gov.au/backing-indigenous-arts)

#### *6. Do I apply for VACS or BIA through a different funding process?*

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No. VACS and BIA funding is embedded within Arts Queensland's funding programs.

#### *7. How do you demonstrate the audience demand or community need for your project, and the broader public benefit?*

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Providing objective evidence that there is public demand or benefit for what you are proposing is critical to success. The track record of the applicant and/or project or program should be demonstrated, or if it is a new project or program, provide evidence of the applicant's success with prior work. Demand can take the form of history of attendance/participation, confirmed interest from project or program partners, letters of support, and financial investment at a local level.

A clear and concise demonstration of how you will achieve project or program outcomes, how these will be measured and the proposed impact to the Queensland arts and cultural sector and local community is critical.

#### *8. What is community engagement?*

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Community engagement refers to the interaction between your project and the local community, which can include the arts and cultural sector within the region and/or broader community members, through information sharing, consultation, collaboration and/or active participation. This connection enables the transfer of skills and knowledge for the benefit of participants involved.

How you engage with the community where your proposed funded activity is taking place is critical to your application's success.

#### *9. What does being 'investment ready' mean?*

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Being investment ready means you have put forward the strongest case for Queensland Government investment in your project or program. In this context, it would mean a proposal that has the majority of the details confirmed, evidence of demand and a market for the work. Also important is commitment from most or all partners; a marketing and implementation strategy; a clearly articulated value proposition with an idea of the projected outcomes—economic, social, and artistic; and an evaluation strategy in place.

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#### 10. *What support material should I include?*

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Check the Fund guidelines to determine the compulsory support material to include with your application form. Support material is important to confirm the details in your application form. Make sure support material is high quality, targeted and that important information is easy for the peer assessors to find.

#### 11. *What letters of support should I include with my application?*

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Arts Queensland encourages the inclusion of letters of support as they are an important component to a competitive application. Letters of support should:

- demonstrate demand, and indicate industry and sector support
- be current and relevant to the activity described in your application
- demonstrate recognition and support from peers, organisations and communities with whom you may have worked, and who can verify your skills and capacity as an artist / cultural worker
- demonstrate the quality and credibility of the proposed activity (and associated key personnel)
- outline new employment and business opportunities that may become available as a result of this activity
- confirm the level of contribution to the project, both cash and in-kind
- be signed by the author or, if an email, contain the date and time stamp as well as the email address received from.

#### 12. *Is filmmaking eligible?*

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Arts Queensland is able to support activities with a film or interactive media component, where the primary focus is to deliver a digital or online arts or cultural project or activity. Project documentation is also eligible.

Filmmaking projects, where the outcome of the project itself is the development of a film of any type, should be directed to Screen Queensland or Screen Australia.

#### 13. *Is the purchase of equipment eligible?*

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In certain programs, funding can be used to purchase equipment that is directly related to the project or activity being undertaken. Queensland Arts Showcase Program (QASP) applicants can allocate up to \$5 000 in funding to equipment, assets or capital purchases. Individuals Fund applicants can allocate up to \$1 500 to equipment purchases.

#### 14. *Why is a marketing plan important?*

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A detailed marketing plan shows peer assessors that you have identified an audience for your work, and you have a strategy to connect with them. This strategy should be detailed and realistic to your project scope, and relate to your projected audience or participant numbers.

For more information on writing an effective marketing plan/strategy please visit the Arts Acumen resource page on the Arts Queensland website [www.arts.qld.gov.au/arts-acumen/resources/marketing-and-promotion/arts-queensland/aa-marketing-and-promo/marketing-plan](http://www.arts.qld.gov.au/arts-acumen/resources/marketing-and-promotion/arts-queensland/aa-marketing-and-promo/marketing-plan)

#### 15. *Why should I provide an evaluation plan?*

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It is important to have an evaluation plan in place prior to the commencement of your project. Providing this plan upfront ensures processes are in place to collect valuable data throughout your project and demonstrates how you will know if you have achieved intended outcomes.

For more information about evaluating your project please visit the Arts Acumen resource page on the Arts Queensland website [www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting](http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting)

#### 16. *What are some tips to make your application stand out?*

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- Avoid the use of acronyms, jargon and unnecessary language and use the spell and grammar check before submitting.
- Explain your project or proposal in simple language; who, what, where, why, when. Make sure you are clear about which parts are confirmed, and which are still in negotiation. Explain your contingency plans if unconfirmed parts need to change. Assume that the assessors know nothing about who you are or your project and explain everything clearly.
- Make sure your budget balances (total income = total expenditure). It is often helpful to complete the expenditure side of the budget first. Then you can insert your anticipated revenue and the difference between expenditure and revenue will be the amount you need the government to invest in your project.
- Consider word limits and adhere to them – be concise.
- Provide support material that is relevant –again, be concise.
- Make sure you evidence demand for your proposed activity. Provide proof that your project is important and needed. This could be an email from group you are working with expressing the demand for the project.
- Get someone unrelated to the project to read your application to make sure it is clear.
- Please refer to Arts Acumen webpage ([www.arts.qld.gov.au/arts-acumen](http://www.arts.qld.gov.au/arts-acumen)) for more tips on preparing your application.

#### 17. *Who has received Arts Queensland funding?*

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A broad range of artists, organisations and activities are supported through Arts Queensland funding programs. Results from previous funding rounds, listing successful applicants are available on the Arts Queensland website.

#### 18. *What happens if funding is approved?*

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You will be required to enter into a funding agreement which will include Key Performance Outcomes based on the information in your application and the objectives of the fund.

The information provided in your application will be used as the basis for funds granted however alternative funding uses and/or funding amounts may be stipulated by Arts Queensland. Any amendments must be mutually agreed to.

Arts Queensland will send you a Letter of Offer and Schedules that apply to the funding. Once you sign, a legally binding funding agreement will come into existence. The terms of the funding agreement will be contained in the Letter of Offer, the Schedules and the Terms of Funding.

You will also be required to provide evidence that you have adequate and relevant insurances to carry out the funded activity. If you currently do not have any insurance then please ensure you factor this cost into your application budget.

#### 19. *Where can I find the Terms of Funding?*

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The Terms of Funding are located on the Arts Queensland webpage: [www.qld.gov.au/recreation/arts/funding](http://www.qld.gov.au/recreation/arts/funding); or you can obtain a copy by contacting an Arts Investment Officer on 07 3034 4016 or toll free 1800 175 531.

#### 20. *What are the 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 30 business days of completing the project or program. The Outcome Reports collect information about outputs and outcomes, 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, data dictionary, as well as a range of

associated tools and resources, are available at [www.arts.qld.gov.au/aq-funding/outcome-reports](http://www.arts.qld.gov.au/aq-funding/outcome-reports)

**21. *If my application is unsuccessful, can I reapply for the same project or program in the future?***

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Yes, however it is advisable that you seek feedback on your application before resubmitting an application for the same or similar project or program.

## Important information for all applicants

Please refer to the document [\*Arts Investment – Important Information for Applicants\*](#) which provides 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.

<b>Acknowledgements</b>	<b>Translating &amp; interpreting services</b>
<p>Successful applicants are required to acknowledge Arts Queensland's support in all published material associated with funded projects.</p> <p>The Arts Queensland <a href="#">website</a> details the requirements regarding use of the Arts Queensland logo and standard acknowledgement text.</p>	<p>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:</p> <ul style="list-style-type: none"><li>• Telephone the Translating and Interpreting Service on 13 14 50 during business hours.</li><li>• Contact Arts Queensland about speaking with an interpreter.</li></ul>