

## Touring Queensland Quick Response Fund Guidelines

### Introduction

The Queensland Government recognises the important role of arts and culture in delivering significant social and economic outcomes for Queenslanders.

[Creative Together 2020-2030](#) is the Queensland Government's 10-year vision which will see Queensland renewed and transformed through arts, culture and creativity, with a focus on growing a strong and sustainable sector that can adapt to meet audience demand, embrace innovative delivery models, attract investors and build financial sustainability.

The Touring Queensland Quick Response Fund will contribute to the achievement of the priorities set out in Creative Together 2020 – 2030, including:

- Elevate First Nations arts
- Activate Queensland's local places and global digital spaces
- Drive social change across the state
- Strengthen Queensland communities
- Share our stories and celebrate our storytellers.

The Queensland Government's \$22.5 million [Arts and Cultural Recovery Package](#) underpins *Creative Together* and supports the Roadmap's first two-year action plan, Sustain 2020-2022, with a focus on stabilising Queensland's arts companies, securing jobs for artists and arts workers, and delivering COVID-safe cultural experiences to Queensland audiences.

### What is the Touring Queensland Quick Response Fund?

Through the *Touring Queensland Quick Response Fund (TQF Quick)*, Arts Queensland will provide Queensland-based artists, arts organisations and presenters (including performing arts venues, galleries and museums, community or local government presenters) with grants of up to \$20,000 to support the delivery of touring performances and community engagement activities allied to performing arts or exhibitions touring.

TQF Quick's objectives are to:

- support Queensland artists and presenters to respond flexibly and quickly to emerging venue and community demand or changes in touring schedules
- enable Queensland venues to maximise employment opportunities for Queensland artists and arts workers
- reduce risk to touring companies/artists and presenters/venues, by helping offset the costs of artist fees and/or travelling to and from regional communities

The program works to complement the [Touring Queensland Fund](#) which supports performing arts, visual arts and cultural heritage tours.

For the purposes of the Fund, regional Queensland is defined as all Queensland locations outside of Brisbane City Council (BCC) boundaries. Metropolitan is defined as locations inside BCC boundaries.

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## Queensland Government commitments

The Queensland Government is committed to recognising the value of the arts, culture and creativity, and ensuring they are an integral part of the lives and communities of all Queenslanders, and has developed [Creative Together: 2020-2030](#) as a whole of Government strategy to deliver significant social and economic outcomes to renew and transform Queensland.

The Queensland Government also has clear [objectives for the community](#) built around [Unite and Recover – Queensland Economic Recovery Plan](#), including safe guarding our health, supporting jobs, backing small business, making it for Queensland and building Queensland, growing our regions, investing in skills, backing our frontline services and protecting the environment.

## 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 disability\*.
- LGBTQI+

*\*Note that funding recipients are required 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 and deliver against Queensland Government priorities.

## What you can 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. You should clearly demonstrate why Arts Queensland investment is needed at the level requested and how this will help meet the objectives of the Fund.

*TQF Quick* will fund up to \$20,000 for the following types of activity:

- **new performing arts tours** that include at least three regional Queensland locations other than the applicant's own (regionally based applicants may substitute a metropolitan location for one of their regional locations)
- **extensions of confirmed performing arts or exhibition touring activity** to additional regional locations (metropolitan locations may be included in touring extensions for regionally based artists)
- **new community engagement activities as part of confirmed performing arts or exhibitions tours** (this includes workshop activities for schools) in regional locations (metropolitan locations may be included for regionally based artists)

*TQF Quick* will fund regional and metropolitan performing arts venues for up to \$5,000 for:

- single-venue performing arts engagements that are part of new or existing tours

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Performing arts venues may be indoor or outdoor but must be sites whose primary purpose is to present or host live performing arts on a regular and ongoing basis.

The following costs are eligible for Arts Queensland funding support:

- Touring party costs: accommodation; touring party per diems (travel allowance); travel; and transport costs
- Touring production costs: freight; exhibition installation and dismantling costs; crating; vehicle hire; and equipment hire
- Artist and arts worker fees: touring artists; touring technical and support crew; artist loan fees for touring artwork; artists and arts workers and First Nations cultural consultants involved in community engagement related to the touring work
- Tour-coordination fees
- Accessibility costs
- Costs directly associated with digital delivery of performance, exhibition or community engagement content

Touring costs must be reasonable (for example, economy fares when travelling). Travel and accommodation costs and per diems will not be considered eligible for activity within reasonable travelling distance of the touring party's own region unless it is necessary to meet industry award conditions.

The following costs are ineligible for funding:

- costs associated with rehearsal, remount or exhibition preparation
- purchase and/or construction of equipment, set or costumes, as well as maintenance and consumables
- venue hire and venue staffing costs
- marketing, administration, documentation, evaluation and public liability insurance
- core staff involved in touring or community engagement activities
- core staff travel, accommodation and per diems
- costs associated with delivering activity in the applicant's home town or city (with the exception of consortium applicants and applications for single-venue performing arts engagements)
- any costs covered by other Arts Queensland funding

Arts Queensland will not fund 100% of a Queensland tour budget. Non-Queensland Government income sources should be included. This may include earned income, other grants, sponsorships, financial and in-kind partnerships, or your own contributions.

Funded activities must commence between 8 March 2021 and 31 December 2021. Retrospective costs will not be funded.

Applicants are limited to two successful TQF Quick applications in a six-month period.

## How will my application be assessed?

This Fund is an important component of Arts Queensland's investment and works to deliver on Queensland Government's strategic government priorities, most notably the priorities set out in *Creative Together 2020 – 2030*.

To be successful, applications must make a strong case for funding at the level requested, and demonstrate how they will efficiently and effectively use Arts Queensland investment to maximise employment and deliver impact in regional communities.

All applications are assessed by external peer assessors.

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When preparing your application, you should address the following assessment criteria:

- **Viability** – Demonstrate you have: a robust and reasonable budgeting; a strong marketing plan; a logical, well planned delivery strategy that delivers value for money; evidence of appropriate co-investment; an appropriate COVID-Safe plan and an alternative plan for delivering activity if restrictions are reinstated.
- **Impact** – How does your proposed activity maximise opportunities for employment of Queensland based artists and arts workers? What additional value will the local community or local artists and arts workers receive as a result of the planned activities and how are you maximising that value?
- **Demand** – Provide evidence of a commitment that the planned activity will go ahead such as venue or artist confirmation. Demonstrate that your activity is meeting a demand in the application locations including confirmation of practical or financial support from partners. This could include shared responsibilities for marketing, community engagement or audience development or commitments of space, staff or physical resources (as relevant to your project).
- **Engagement** – What are the number and type of activities you are applying for and how many people do you expect to attend or participate? Give details about how you have arrived at that number (take into consideration any current levels of social distancing restrictions and any data about audience confidence in application locations). How is your planned activity supporting Queenslanders reducing the barriers to accessing a diversity of arts experiences.
- **Quality** – What is your track record of delivering high quality arts activities? Include examples of the work you are applying for or previous work and any testimonials or reviews.

Applicants must demonstrate that their proposed project will comply with COVID-Safe work practices and social distancing requirements as set out by the Queensland Government at the time of application.

Applications will be assessed by independent peer assessors, with recommendations approved by the Deputy Director-General or delegate.

Recommendations may be moderated to ensure balance across geographic regions, art forms, audiences and Government Priorities.

## Who can apply?

- Queensland artists, companies and groups with tour-ready cultural heritage, visual or performing arts work
- Queensland-based individual agents, producers, promoters, curators and tour brokers
- Queensland-based commercial, semi-commercial and subsidised arts companies with tour-ready work
- Queensland based venues or galleries
- Queensland community presenters, local government authorities, and local presenters

Applications can be made by individual applicants or by a defined group or consortium of applicants with a nominated lead applicant who takes responsibility for certifying and acquitting the application and to whom grant monies will be paid.

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

Major Performing Arts Organisations are not eligible to apply to TQF Quick.

Schools and kindergartens are not eligible to apply to TQF Quick, however can be the beneficiary of community engagement activities, and new or extended touring activity. Artist in residency programs are not eligible for TQF Quick and applications should be directed to the [Touring Queensland Fund](#).

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## Eligibility

For you or your organisation/group to be eligible, you must meet the following criteria:

All applicants must:

- be based in Queensland
- demonstrate that the touring product is from Queensland
- have an Australian Business Number (ABN)
- hold current public liability insurance that meets the requirements of the tour and its venues (minimum \$10 million)
- have satisfied the reporting requirements of any previous Arts Queensland funding
- include at least three Queensland locations in applications to support **new** tours. (Applicants based in regional Queensland must include at least two regional Queensland locations other than their own. Metropolitan applicants must include at least three regional Queensland locations)
- where applicable, show evidence of demand and support for projects that involve Aboriginal people and Torres Strait Islander people
- provide evidence that all artists and artworkers engaged in activities for schools or kindergartens hold current blue cards.

Additionally, an organisation or group must:

- demonstrate how the funded activity differs from what their organisation is currently funded to deliver (only relevant for organisations currently receiving Arts Queensland investment)
- include confirmation from each consortium member that they support the application and commit to the listed activities and budgeted contribution given in the application (if applying on behalf of a consortium)

and individuals must:

- 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 them
- not be current Arts Queensland employees or former employees who ceased employment less than six months before applying.

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
- the funded activity starts less than four weeks from the date you submitted your application
- the application requests 100% of the activity costs
- applications allocate AQ funding to ineligible costs
- applications request more than \$20,000
- an application on behalf of a consortium does not include confirmation from each member that they support the application and commit to the listed activities and budgeted contribution given in the application
- 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
- The activities the application seeks support for are the responsibility of another Queensland Government specialist funding body (e.g. Screen Queensland is the Queensland Government agency responsible for supporting film and screen projects and the broader film, television and gaming sector).



# Touring Queensland Quick Response Fund

## How to apply

### When to apply

Applications will be assessed on a rolling basis as they are received, with consideration of the availability of funding, value for money, geographic spread and the eligibility criteria described in these Guidelines. The assessment panel will meet fortnightly until funding is exhausted.

AQ will aim to confirm whether you have been funded within 20 business days of receiving your application.

You are responsible for ensuring adequate lead times are in place from the announcement of the successful funding to the start date of your proposed activity.

### How to submit your application

You can submit an application to AQ either online via the AQ website or via a USB device posted to our office. AQ cannot accept emailed or hand-delivered applications.

To apply online, visit the following web link to access the application form:

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

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](mailto:investment@arts.qld.gov.au) or on telephone (07) 3034 4016 or toll free 1800 175 531.

If you do not have online access, you can post a **USB** (memory stick) containing:

- a completed Touring Queensland Quick Response Fund application form
- a scanned signed copy of Section 7 – Certification
- all relevant support material (maximum 20MB).

Note that if you choose to submit an application using this method, your application must be readable on commonly available software, must be received before or on the application deadline. USB devices will not be returned to you.

USB devices must be posted (in a padded envelope with your contact details) to:

Arts Queensland  
GPO Box 1436  
Brisbane QLD 4001

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 using the contact details at the end of these guidelines.

### What to attach

You must include **all** mandatory support material indicated in the application form.

**Compulsory** - applications that do not include all compulsory support material will be ineligible;

- Written confirmation of community or venue demand (where the applicant is an artist or arts organisation etc), or confirmation of interest and availability from the proposed artist (if the applicant is a presenter or group of presenters).
- Evidence of the quality of the proposed activity. This could take the form of examples of work, reviews or testimonials.

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- A budget with sufficient detail that assessors can see the number of people involved in the project, the nature of their work and the length of their engagement, how income predictions have been calculated and whether support is cash or in-kind.
- An indication of whether you are operating under your own COVID-Safe WHS plan or an approved COVID-Safe Industry Plan, approved event plan or approved site-specific plan.
- A copy of your certificate of compliance if operating under an Industry Plan.
- Current Certificate of Insurance.
- For proposals involving Aboriginal and Torres Strait Islander people please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant people, communities and organisations.
- For proposals involving people from culturally and linguistically diverse backgrounds; people with disability; children or young people, please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.
- For applications from a consortium, all the application must include confirmation from each member that they support the application and commit to the listed activities and budgeted contribution given in the application.

## How to manage a successful application

The Terms and Conditions of funding for TQF Quick can be found on the Arts Queensland website [www.publications.qld.gov.au/dataset/info-arts-funding-applicants/resource/ee0fd828-2464-4209-bc19-113dbd7474e5](http://www.publications.qld.gov.au/dataset/info-arts-funding-applicants/resource/ee0fd828-2464-4209-bc19-113dbd7474e5)

If your application is successful, you will be advised of the decision and the funding offer and any special conditions of funding recommended for your application.

You may be asked to supply additional information to demonstrate that funding conditions have been met before a letter of agreement is sent or funding conditions may be included within your letter of agreement.

If you are approved for funding you will be required to provide an EFT form and tax invoice to Arts Queensland for 100% of your approved funding amount.

You can log onto Smartygrants at any time to view the details of your approved grant application.

## What reporting will I need to do if successful?

You will be required to submit an outcome report to Arts Queensland within 30 business days of completing your funded activity.

The outcome report collects information about outputs and outcomes 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>

Arts Queensland may request the return of grant funds if they are unspent at the time of acquittal, or due to breaches of the funding Guidelines.

# Touring Queensland Quick Response Fund

## Unsuccessful and Ineligible applications

You will receive an email advising of the result of your funding application if it is unsuccessful or ineligible. You are invited to contact Arts Queensland for feedback if your application was unsuccessful.

You are strongly encouraged to discuss your application with Arts Queensland prior to submitting to minimise the risk of your application being deemed ineligible.

## Client Survey

From time to time AQ conducts client surveys. These surveys are voluntary and may be emailed to applicants. They support continuous improvement of the grant processes. All responses will remain confidential.

## Where can I find support in preparing my application?

### Read the available TQF Quick program documents:

You can find further information about the Fund, including [FAQs](#), copies of the application and outcome report forms at <https://publications.qld.gov.au/dataset/touring-quick-fund> . You should also read the Funding [Terms & Conditions](#).

### Read important information about all Arts Queensland's strategic priorities funding and information relevant to all funding programs:

- [Creative Together 2020-2030 - A 10-year Roadmap for arts, culture and creativity](#)
- [Arts Investment - Important Information for Applicants](#)

### Explore Arts Acumen

Arts Acumen is an online resource provided by Arts Queensland, which includes a range of information and opportunities to foster knowledge growth, connections and access to industry intelligence. Toolkits on application writing, budget preparation and selection criteria are available from: <https://www.arts.qld.gov.au/arts-acumen>.

### Protocols for working with First Nations Artists and Communities

Guidance on best practice approach for working with First Nations artists and communities can be found on the Australia Council for the Arts website: [Protocols for using First Nations Cultural and Intellectual Property in the Arts](#)

## 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

- Phone: (07) 3034 4016 or toll free 1800 175 531
- Email: [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au)
- Website: [www.arts.qld.gov.au](http://www.arts.qld.gov.au)