

## Frequently Asked Questions

### What is the Touring Queensland Quick Response Fund (TQF Quick) definition of regional and metropolitan?

In this program, the definition of 'regional' is all Queensland locations outside of Brisbane City Council (BCC) boundaries. Metropolitan is defined as locations inside BCC boundaries. You can check a location using the Electoral Commission of Queensland's interactive map:

[https://results.ecq.qld.gov.au/local\\_area\\_maps/](https://results.ecq.qld.gov.au/local_area_maps/).

### How much funding can I apply for?

Funding is capped at up to \$20,000 per application for:

- new performing arts tours,
- extensions of performing arts or exhibitions tours
- new community engagement activity as part of an existing performing arts tour

Applicants for these activities can be producers (i.e. artists, arts companies, promoters, curators) or presenters (local government authorities, venues, galleries, community presenters). TQF Quick won't fund these activities if they are happening in the producer's or artist's home city.

If you are a performing arts venue you can apply for up to \$5,000 for a performing arts engagement at your venues that is part of a new or existing tour. TQF Quick won't fund standalone performances at your venue, you will need to demonstrate that the performance has been or will tour to other venues besides your own.

Regardless of amount, you must be able to substantiate your request with a reasonable budget for both income and expenditure.

Please include in your budget any in-kind support you might be contributing yourself or in-kind support from other which might be in the form of technical or marketing support, discounts on fees or hire charges or donations of equipment, materials or services.

#### **Budget tips:**

- Providing quotes and cost breakdowns can help to build a stronger budget.
- Add more detail to your budget e.g. instead of describing accommodation as a lump sum (e.g. \$2400) break this amount down (e.g. 4 people x 6 nights @\$100/night). This detail can be included in the budget itself or in the notes to budget section of the application form.
- Include funding from other sources and indicate whether or not these amounts are confirmed.
- Double check the guidelines to ensure you are only allocating AQ funding to eligible costs.

For more information on building your budget, see the resources on Arts Acumen:

<https://www.arts.qld.gov.au/arts-acumen/applying-for-funding>.

Applications to TQF Quick will be cross-checked against other AQ funding programs to ensure that funding is not duplicated.

# Touring Queensland Quick Response Fund

## Can my application be for more than one activity?

Your proposal may include multiple touring extensions or new community engagement activity for the same tour irrespective of when the dates are; however they must be linked to the same existing tour and you will need to make the case for viability, value for money, etc.

Each new tour should have a separate application.

## What is meant by 'extension of existing touring activity'?

Existing touring means that you have a performing or exhibition tour that is already on the road or is ready to go ahead with venues ready to accept it. It may have received funding from Arts Queensland, other government or philanthropic sources, or may be self-funded through fees or ticket sales.

Extending your touring activity means adding new venues or communities to your performing arts or exhibition tour.

Existing performing arts or exhibition tours can also add new or deeper community engagement activities in the existing tour location or new locations.

## What is meant by 'single venue performing arts engagements'?

Performing Arts venues can apply to TQF Quick to fill gaps in their programs or take advantage of emerging opportunities by applying for funding to support engagement of an artist or arts company to perform at their venue. This can be a single performance or multiple performances but the performances must be part of a wider tour, not a one-off or standalone performance or production for the venue. Brisbane and regional venues are eligible to apply and the artists or arts companies engaged can be from Brisbane or regional areas, as long as the performance is part of a tour.

## Can I apply to TQF Quick for a new exhibition tour?

No, only to extend existing exhibition tours or to add community engagement activities to an exhibition tour. Exhibition tours are funded through the Touring Queensland Fund (TQF).

## Can I apply to TQF Quick for new workshop activities or community engagement activities that aren't part of a tour?

No, you can only extend existing community engagement tours to new locations or to add community engagement or workshop activities to an exhibition or performing arts tour. If this doesn't describe your plans, please contact Arts Queensland to discuss which fund would best suit your proposed activity.

## Why can I apply to TQF for up to \$150,000 for a tour of two location but only \$20,000 from TQF Quick for three or more locations?

TQF and TQF Quick are designed to support different types of activity. TQF Quick support is focussed on activity that responds quickly and flexibly to emerging demand and therefore smaller scale, lower cost touring activity.

# Touring Queensland Quick Response Fund

## Who can apply?

All applicants must be Queensland-based. Applications are welcome from individual artists or their agents, arts organisations, producer, promoters, curators and tour brokers. Commercial, semi-commercial and subsidised arts companies are all eligible. Local government authorities, venues or galleries can also apply. Schools and kindergartens aren't eligible.

## When should I apply?

It is recommended that you apply as far in advance of your planned activity as possible so that you have an outcome on your application with plenty of time to plan or cancel, depending on the outcome. To be eligible you must apply at least four weeks before your activity start date.

## What does Arts Queensland mean by digital delivery costs?

You can request support from AQ for non-capital costs related to the digital delivery of performance, exhibition or community engagement activities as part of your tour. This could include filming a performance for streaming, recording or livestreaming artist talks, digital workshop delivery, or virtual community engagement and consultation ahead of the tour and would include fees for streaming or hosting services directly related to the digital delivery and technical support in producing the content for online. AQ cannot fund capital costs such as the purchase of equipment or website upgrades or rebuilds. Applications that include request to support digital delivery should demonstrate the demand for this type of activity from the intended audiences, and how it will broaden or deepen access to the project.

## What does Arts Queensland mean by accessibility costs?

These are the costs associated with making your performance, exhibition or community engagement activity accessible to the audience or participants it targets. This could include sign-language interpretation, translation of key promotional or informational material into other languages or formats or engaging additional, appropriately trained support workers to assist with community engagement activity.

## What is meant by “retrospective funding requests”?

Arts Queensland (AQ) cannot fund activity that has taken place before a funding application is submitted or that will take place before the activity start date you give in your application (noting your activity start date must be at least four weeks from the date your application is submitted).

You can include these costs in your overall project budget but AQ funding can't be allocated to them.

## I don't have all my dates and venues confirmed, should I still apply?

Your application needs to evidence the demand for your activity and will be less competitive if you have multiple unconfirmed elements.

For new tours, it is important to ensure you have commitment from the majority of the presenters or communities involved in your activity, although the project itself might be dependent on receiving TQF Quick funding.

Extensions to existing tours, new community engagements as part of existing tours are expected to have their venue/host confirmed, and single venue performing arts engagements are expected to have the artists and dates confirmed although the activity might be subject to receiving TQF Quick funding.

# Touring Queensland Quick Response Fund

## If I am successful in one TQF Quick application, how long do I have to wait until I can apply for another one?

You can have more than one successful application to TQF Quick and do not have to wait to make another application. However, applicants are limited to two successful TQF Quick applications in a six-month period.

Funding through TQF Quick can complement but not duplicate funding received through other AQ initiatives.

For example, if you have received AQ funding for creative development leading to a performance in Toowoomba, you cannot apply for TQF Quick for that Toowoomba performance, but you could apply to tour the finished show to other Queensland locations.

Please also note that to be eligible for TQF Quick, you must not have any overdue outcome reports for any previous Arts Queensland funding.

## What evidence of demand should I include with my application?

TQF Quick is intended to be a quick application that responds to confirmed demand for the proposed activity, so the minimum we would require is some confirmation that the activity has been requested or booked, subject to funding.

This could take the form of recent emails inviting you to bring your work to a community or venue, confirmation of venue booking or programming, or contracts with venues. These should include the nature and value of any support being offered, for example what marketing support they will provide or in-kind technical support.

Arts Queensland strongly encourages you to include any letters of support to strengthen your application and make it more competitive. The most powerful letters of support will give details of why the writer is supporting your activity; why this activity is important for this community at this time, and what impact they believe it will have and why.

## What is meant by COVID Safe plans and what do I need to attach to my application?

All businesses need to have a COVID-Safe Work Health and Safety (WHS) Plan that includes COVID-Safe strategies if they want to operate within the current restrictions, including sole traders who employ other people or interact with the public. Your plan should cover all the types of activity in which you engage.

If you want to work outside the current restrictions, for example performing to more people than the current cap or delivering workshops with higher risk activities, then you or your host venue (including schools) need to be working under an approved COVID-Safe Industry Plan.

The COVID-Safe Industry Plan may not cover all aspects of your planned activity, for example it might cover performances in a venue but not how your touring party interact with each other on the road. Large and complex venues may work to a site specific plan rather than an Industry Plan.

You need to let AQ know which sort of plan or combination of plans you are operating under. If you are working under a COVID-Safe industry plan you will need to attach your certificate of compliance.

Please see the Arts Queensland COVID-19 information page for links to the most up-to-date information about restriction levels as well as resources to help prepare COVID-Safe plans or find an approved industry plan. <https://www.arts.qld.gov.au/about-us/coronavirus-covid-19>.

# Touring Queensland Quick Response Fund

## Who can give me advice about my application?

Arts Queensland staff can give you general guidance about applying to TQF Quick. Please call (07) 3034 4016 or toll free 1800 175 531. Please note Arts Queensland staff cannot read your draft application or budget.

Arts Queensland's Arts Acumen website has a suite of online resources that can help you with developing your application, including budget writing tips, guides to developing marketing and evaluation plans, as well as engaging with communities: <https://www.arts.qld.gov.au/arts-acumen>.