

2021-2022

Arts Accelerate and Arts Activate 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.

Creative Together priorities:

- 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*, which focuses on stabilising Queensland's arts companies, securing jobs for artists and arts workers, and delivering COVID-safe cultural experiences to Queensland audiences.

What is Queensland Arts Showcase Program?

QASP provides project funding to support vibrant and accessible arts and cultural experiences in Queensland created by individuals, organisations or collectives and is delivered through three streams:

Arts Accelerate

Funding for new works by Queenslanders that:

- supports creative development, and public or digital presentation responding to audience demand
- creates new employment opportunities and/or cultivates new and emerging talent
- extends artists' and/or organisations' practice, audiences and markets
- stimulates sector recovery with a focus on demonstrated track record of presenting work in a venue.

Arts Activate

Funding for diverse arts and cultural events in Queensland that:

- creates employment opportunities and/or collaboration between artists
- supports vibrant and diverse range of original arts and cultural experiences for Queensland communities
- contributes to the activation of community and cultural infrastructure, including digital infrastructure.

Arts Advantage

- Funding for arts-led projects which provide social benefits to Queenslanders across community sectors has its own grant round. Please refer to the Arts Advantage [Guidelines](#).

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How much can I apply for?

Through QASP, Arts Queensland provides one-off grants of up to \$30,000 (sole-funding) or up to \$60,000 (co-funding) to create new works; activate arts and cultural initiatives.

NOTE: Support of up to \$3,000 in QASP funding can be used to buy equipment directly related to the creation and delivery of the funded project.

In relation to sole-funding

- No contribution (financial or in-kind) is required to be provided by the applicant if the funding request is \$30,000 or less. However, should a contribution be provided, the application may be more likely to receive Arts Queensland funding.

In relation to co-funding

- The ratio of Arts Queensland to other funding is 2:1, meaning Arts Queensland will provide up to \$60,000 but no more than \$2 for every \$1 that is raised by the applicant from other sources (an amount equal to half of the total funding request must come from other income sources).
- Other income sources may include a contribution from the applicant (cash or in-kind), or investment from local, state or federal government agencies, businesses, not-for profit organisations, philanthropic or other private contributions.
- Contributions can be in-kind; however cash contributions may be more likely to receive Arts Queensland funding.
- Any external investment must be new funding dedicated to the applicant's current works or event (project) and not for works or events carried out by the applicant before the application is made.

When can I apply?

Round	Applications Open	Applications Close	Funding Announcement	For Works/Events Commencing
Round 6	1 December 2021	28 January 2022, 4pm	Late March 2022	1 April 2022
Round 7	1 April 2022	31 May 2022, 4pm	Late July 2022	1 August 2022

Who can apply?

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

An organisation/group must

- have an active ABN registered in the name of the applicant.
- have a bank account in the name of the applicant.

An individual must

- have an active ABN registered in the name of the applicant.
- have a bank account in the name of the applicant.
- be over 18 years of age or have the application co-signed by their legal guardian confirming they will take responsibility for managing any funding that may be offered to the applicant. In this case, the bank account will be in the name of the legal guardian.

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Auspicing of applications

- Auspicing of applications is provided to assist in building capacity across the sector and enable access to grant funding for:
 - applicants without an ABN
 - new applicants and / or emerging artists/arts workers seeking to upskill in applying for grant funding
- Funding requested can include a fee for the auspice body as part of the project costs up to a maximum of \$3,000. This fee is to assist the auspice body with the administration of the grant, and must be relevant to the service that will be provided to the applicant, which may include but is not limited to administration of the grant funds, accounting, funding acquittal, evaluation and marketing skills development.
- Auspice bodies are not restricted to the number of applications in which they auspice, however auspiced applicants are eligible for one QASP approval each financial year.
- Any changes required to a funding agreement will need to be approved in writing by the auspice organisation.
- If an applicant begins an application in smartygrants under their own email address they must contact Arts Queensland to change the online user to the auspice organisation's email. The auspice organisation must submit the application and agree to the certification at the end of the application form.

The auspice organisation must

- have an active ABN.
- have a bank account in the name of the auspice body.
- be a small to medium arts/cultural organisation previously funded by Arts Queensland since 1 January 2019.
- provide a signed letter by the authorised officer agreeing to support the applicant (who may be an individual, organisation or group who is unable to make an application on their own behalf) and manage any approved grant (further details below). The letter must detail the support to be provided to the applicant and certify that the auspice organisation will be responsible for ensuring the funding is paid to the applicant and applied toward the funded project efficiently and in accordance with the terms of the funding.
- agree to support the applicant including to perform the funded project and comply with the funding agreement.
- submit the application on behalf of the applicant (individual, organisation or group) and complete the certification on the application form.
- have satisfied the reporting requirements of any previous Arts Queensland funding.

NOTE: Applications that are ineligible to be auspiced:

- If the applicant has previously received Arts Queensland grant funding, other than through an auspice, they cannot be auspiced.

Eligible applications must

- Be submitted by a Queensland based applicant or show evidence as to how the project will directly benefit Queensland arts and culture.
- Where applicable, show evidence of demand and support for activities that involve Aboriginal and Torres Strait Islander people.
- Demonstrate the project can be completed within 12 months from approval.
- Auspiced applications must be submitted in smartygrants by their nominated auspice organisation and under their email address.

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The following are ineligible for funding support

- Applications submitted after the published round closing date.
- Incomplete applications lacking compulsory support material (detailed below).
- Applicants who have already been approved a QASP grant in the Financial Year of their current application
- Applicants who have not satisfied the reporting requirements of any previous Arts Queensland funding.
- Applicants who have previously received Arts Queensland funding under their own ABN and are seeking to be auspiced through their current application.
- Projects which have already commenced, including any items that were ordered, committed to (with a signed document or paid deposit) or purchased before the funding is approved.
- Equipment purchases totalling over \$3,000, or equipment requests not directly related to the project delivery.
- International travel.
- Costs relating to COVID testing and quarantine requirements. Please refer to the Queensland Government Health website for all COVID updates, restrictions and travel advice.
- Purchase, planning or maintenance of infrastructure.
- Fundraising activities, awards, competitions, eisteddfods, prizes, conferences and research costs.
- General operating/recurring costs, including core business activities, business start-up costs, administrative and other organisational costs not directly associated with the project or program.
- Training, private tuition or study, including course assessment costs.
- Touring costs (Arts Queensland's Touring Queensland Fund and Touring Queensland Quick Response Fund supports touring activities).
- Any activities that 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 sector).
- Contingency costs.
- Repayment of debts and loans.
- Educational institutions (excluding Tertiary education institutions who may be considered for funding by providing a statement from an authorising officer of the institution confirming that the activity is outside of core business and does not receive direct financial support from the institution).
- State government agencies.
- Current Arts Queensland employees or former employees who ceased employment less than six months before applying. Employees of Arts Statutory Bodies and the Department of Communities, Housing and Digital Economy should consult the 'Important Information for Applicants' document before applying.
- Arts Queensland shareholder companies (other than those wholly owned by the Queensland Government); Arts Statutory Bodies; and Major Performing Arts Organisations (as recognised by State and Federal Governments) are ineligible to apply.
- Applicants receiving investment through Arts Queensland's Organisation Fund who are unable to demonstrate how the project differs from core business activities.

NOTE: Arts Queensland may request additional documentation to confirm eligibility.

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Assessment Criteria

QASP assessment criteria ensures all applications are assessed consistently and fairly by the peer assessment panel. The peer assessment panel may decide to offer reduced funding if ineligible, uncompetitive or inflated budget items are identified.

When preparing your application, you should address the following assessment criteria and demonstrate how success will be measured:

Quality

- What evidence can be provided to demonstrate a high standard of artistic and cultural product, processes, partnerships and/or services?
- Can you demonstrate demand for your work from peers, venues, communities, audiences?

Engagement

- How will funding support engagement with previous and new audiences?
- How will funding create new or innovative business partnerships?
- How will funding provide positive experiences, innovative and quality arts and culture for Queensland communities?
- How will the project address accessibility for culturally and geographically diverse audiences, participants and communities or to a specific target group?

Impact

- How will funding provide partnership / collaboration and employment opportunities for Queensland artists and art workers?
- How many Queensland artists will be supported as a result of this funding?
- How will the application strengthen Queensland's reputation as an arts and cultural destination?
- How will the funding stimulate the sector economy?

Viability

- Are all project components organised, negotiated and ready to be delivered?
- How will funding provide an opportunity for art workers to create leverage in the industry?
- How will the funding provide value for money and add value to industry (rather than business as usual activities/projects)?
- How does the application demonstrate innovative ways to reduce the cost of service delivery into the future?
- The applicant's capacity to manage and achieve high quality outcomes.

How to apply

QASP applications are managed online through Smarty Grants. You can save and continue working on an application until the round closing date. Visit the following web link to access the QASP application form <https://artsqueensland.smartygrants.com.au/>.

If you need to discuss an alternative method of submitting your application or would like support with an online application, please contact an Arts Queensland Grants Officer using the contact details at the end of these guidelines

Emailed or hand-delivered applications cannot be accepted.

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What to attach

An application must include a completed online application form and all compulsory support material.

Compulsory support material includes

- Evidence as to how the project will directly benefit Queensland arts and culture.
- Where applicable, evidence of demand and support for activities that involve Aboriginal and Torres Strait Islander people.
- Evidence that the project can be completed within 12 months from approval
- CVs for all key artists and arts workers.
- Up to three examples of your work.
- Letters of support for key partners.
- Marketing plan.
- Evaluation plan.
- If applicable, a signed letter by authorised officer of auspicing body agreeing to manage successful funding. The letter should also identify the funding sought to administer the grant and what support is being offered to the applicant in relation to up-skilling, mentoring, governance and administration of the grant. This letter must certify that the Auspice organisation will be responsible for ensuring the funding is paid to the applicant and applied toward the fund project efficiently and in accordance with the terms of the funding.
- Budget breakdown of significant items such as artist fees and quotes for expensive project costs.

How is my application assessed?

QASP applications are checked for eligibility by Arts Queensland staff. All eligible applications are assessed by members of an external peer assessment panel (each application receives at least three assessments). The panel meet to moderate the round, which includes considering Government priority areas. The panel make funding recommendations which are approved by the Director-General, Department of Communities, Housing and Digital Economy. The peer assessor panel will be provided with the Arts Queensland funding history of all applicants to this program.

How to manage a successful application

If you are approved for funding, Arts Queensland will send you a funding agreement and a request for your payment details. If you do not return the signed funding agreement and payment details within 30 days, the offer of funding will lapse and will no longer be available for you to accept.

Arts Queensland will be in contact if special conditions have been set for your funding and/or you have been offered reduced funding,

You will need to keep invoices/receipts as proof of expenditure. AQ conducts Quality Assurance activities and may request verification of expenditure.

To provide COVID Safe Events, you are required to comply with all applicable Commonwealth, State and local government laws, including public health directions, when planning, preparing and delivering the Funded Activities.

Reporting you will need to do if successful

All successful applicants will be required to submit an outcome report to Arts Queensland within 30 business days of completing your funded activities. The outcome report collects information about outputs and outcomes, including artistic, cultural, social and economic returns on investment, and the expenditure of grant funding.

It is recommended that you familiarise yourself with the outcome report before you submit your application. The outcome report templates, as well as a range of associated tools and resources, are available from the AQ webpage.

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The acquittal document will be submitted via SmartyGrants. You cannot apply for further funding from Arts Queensland until the grant acquittal is approved. Your acquittal documentation will be assessed by an Arts Queensland staff member and you may be asked to provide further information about the acquittal.

Variations may be considered (eg if COVID restrictions change, preventing opportunity for activity to be undertaken), please contact Arts Queensland as soon as possible to discuss any proposed variation.

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 or funding agreement.

Unsuccessful and Ineligible applications

You will receive an email advising of the result of your funding application if it is unsuccessful or ineligible when the funding results are announced. If the application remains a priority, and you can rectify any eligibility issues you may submit a new application in the next funding round.

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.

Population 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 population groups as creators, participants or audiences will strengthen the implementation of Queensland Government commitments:

- Aboriginal peoples
- Torres Strait Islander peoples
- Australian South Sea Islander peoples
- Regional Queenslanders
- People with disability*
- People from culturally and linguistically diverse backgrounds
- Older people (over 55 years of age)
- Youth (12 – 25 years of age)
- Children (0-11 years)
- LGBTIQ+

*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 population groups where appropriate.

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Governance

Further information on the following items can be found in the *Important Information for Applicants* and *General Frequently asked questions* documents on the Arts Queensland website:

- Auspicing an application
- Acknowledgement of Funding
- Rules, breaches and enforcement
- Overseas suppliers
- Goods and services tax (GST)
- Terms and conditions
- Intellectual Property Rights

Arts Queensland reserves the right to modify the Fund Guidelines at any time. Applicants will be notified of changes.

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?

You can find further information about the fund, including Frequently Asked Questions, Important Information for Applicants and other information on the Arts Queensland website.

It is recommended that you review and familiarise yourself with these key documents prior to submitting your application.

Explore Arts Acumen

Arts Acumen is an Arts Queensland online resource, 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 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](#)

Arts Queensland respects the cultural and spiritual significance of First Nations People and acknowledges that:

- (a) any ICIP belongs to the Traditional Owners of the ICIP; and
- (b) ownership of the ICIP will, at all times, remain with the Traditional Owners of the ICIP.

Indigenous Cultural and Intellectual Property or ICIP means First Nations Peoples' interests in their culture, heritage and knowledge and includes the intangible and tangible aspects of cultural practices, cultural expressions, resources and knowledge systems that have been, and continue to be, developed, nurtured and refined by First Nations People as part of expressing their cultural identity. ICIP excludes Intellectual Property Rights and Moral rights.

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Intellectual Property Rights includes all present and future rights in relation to copyright, trademarks, designs, patents, trade, business or company names, trade secret, confidential or other proprietary rights, or any rights to registration of such rights whether created before or after the date of this Funding Agreement, and whether existing in Australia or otherwise, but excludes Moral Rights;

Moral Rights means the right of integrity of authorship, the right of attribution of authorship and the right not to have authorship falsely attributed, more particularly as conferred by the *Copyright Act 1968* (Cth), and rights of a similar nature anywhere in the world, whether existing before or after the date of the Funding Agreement.

Arts Queensland may use images or material developed through funded initiatives for marketing, reporting or archival purposes and will seek approval from the applicant prior to doing so. Applicants are to advise Arts Queensland if the initiatives incorporates any ICIP, and if there are any restrictions on using the ICIP. Applicants are to advise Arts Queensland of the appropriate acknowledgement of Traditional Owners and the circumstances in which the acknowledgement must be made. Full details can be found in Arts Queensland's Terms of Funding.

Contact us

Arts Queensland is happy to provide support wherever it can to applicants. Business hours are 9:00am to 5:00pm; Monday to Friday.

Phone: (07) 3034 4016 or toll free 1800 175 531

Email: investment@arts.qld.gov.au

Website: www.arts.qld.gov.au

Translating and interpreting services

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.