

## Frequently Asked Questions (FAQs)

These questions apply to the Queensland Arts Showcase Program (QASP) after April 2022.

QASP was reshaped in 2020 in response to the impact of COVID-19 on the arts sector and to align with [Creative Together 2020-2030](#), 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.

### ***Please note***

- Applicants can apply for funding under three streams within QASP.
- 100% of grant amounts will be paid upfront in one payment to successful applicants.
- Applications will be submitted in advertised funding rounds.
- Applicants are eligible to be approved for one successful QASP application each financial year.
- Eligible organisations can auspice an applicant applying under either the Arts Accelerate or Arts Activate streams, which they will support, providing up-skilling, mentoring, governance and administration, to increase knowledge and skills or towards becoming self-sufficient for future applications. Please note, Arts Advantage does not allow for auspicings.
- Eligible auspicings bodies are not restricted to the number of applications in which they auspice, however auspicings applicants are eligible for one approval each financial year.
- Applicants must demonstrate their project can be completed within 12 months from approval.

## How much can I apply for?

### **Arts Accelerate and Arts Activate**

**Sole Funding:** Applicants can apply for 100% of the project budget up to \$30,000, with no requirement for a financial or in-kind contribution to the budget.

**Co-funding:** Applicants with other income sources are eligible to apply for up to \$60,000 with an Arts Queensland funding ratio of \$2 to every \$1 from other sources (**half of the total funding request must come from other sources**). Other Income sources may include 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 receive higher consideration for Arts Queensland funding.

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## Arts Advantage

**Only Co-funding:** Applicants with other income sources are eligible to apply for one-off grants of up to \$60,000 with Arts Queensland funding a ratio of \$2 to every \$1 from other sources (**half of the total funding request must come from other sources**).

## Budget tips

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. Cash contributions generally receive higher consideration in the assessment of the application. Ideally, any external investment must be new funding dedicated to the current project and not previously provided.

Make sure your budget indicates whether or not amounts are confirmed, and provides a breakdown of large amounts over \$500 (e.g. artist fees).

It can be useful to draft a budget offline and list all the expenditure and all the income for the project and the difference between these two figures is the amount you will be seeking from Arts Queensland grant funding.

Please refer to the [Budget Completion Guide](#) on the Arts Acumen page for further information about completing the budget template in the QASP application.

## What does QASP support?

QASP funding supports projects and programs. QASP Guidelines list the full list of eligible and ineligible activities.

- **Arts Accelerate** – funding for the creation and / or presentation of new works.
- **Arts Activate** – funding for projects with a clear focus on diversity or community outcomes.

Arts Advantage can be summarised as:

- **Arts Advantage** – funding for arts-led projects which provide social benefits to Queenslanders across community sectors including but not limited to health, youth justice, aged care, disability, education and early childhood.

**Note: Arts Advantage is delivered through its own grant round with a slightly different schedule for opening and closing dates.**

All streams have a focus on creating employment opportunities for Queensland artists and arts workers, and inspiring and innovated experiences for Queensland communities, refer to [QASP Guidelines](#).

## Why do QASP Arts Accelerate and Arts Activate have different Guidelines to QASP Arts Advantage?

All QASP funding streams support arts focused projects however, Arts Advantage is intended to have specific social impact outcomes for Queenslanders across a variety of community sectors. What makes Arts Advantage different is that art is considered the tool and not the outcome. Arts Advantage funding is intended to try and solve a problem with art.

Arts Advantage has different closing dates than Arts Accelerate and Arts Activate as it is open

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for longer to allow applicants adequate time to engage with stakeholders and negotiate 'buy-in' from potential partners and collaborators.

Please refer to QASP Arts Advantage guidelines for definitions of social benefit and social benefit outcomes.

## Am I eligible for funding?

**Only one application per ABN will be accepted per round and can only be approved for one QASP grant per Financial Year.**

Please read through the full eligibility in the QASP Guidelines. Generally, to be eligible for funding, you must:

- Be based in Queensland, or show how your activities will benefit Queensland.
- Have an active ABN
- 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 from approval.

**QASP funding is not designed to support:**

- Business start-up costs.
- Core business expenses that are not directly related to the project (rent, salaries, administration).
- Film or screen projects (these should be directed to Screen Queensland).
- Fundraisers, Awards, Conferences, Touring.

## I have received QASP funding recently, am I eligible to apply in Round 7?

Applicants can only be approved for one QASP grant per Financial Year. QASP round 7 is the first round in the 2022-23 Financial Year so applicants who received funding in rounds 1–3 of QASP through any stream are eligible to apply to QASP in round 7.

## I am ineligible to apply because I do not have an ABN, how else could my application be supported?

For Arts Advantage applicants – you will need to apply for an ABN or partner with an individual or organisation who has an active ABN.

For Arts Accelerate and Arts Activate applicants - If you would like support to make an application, you may like to consider contacting an arts organisation to auspice your application. Auspice body must be a small to medium arts/cultural organisation **previously funded by Arts Queensland since 1 January 2019.**

The role of the auspice body is to:

- agree to accept legal and financial responsibility for the grant
- agree with the applicant about how the grant will be managed
- submit the application on behalf of an individual, group or organisation

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- if approved, manage all aspects of the terms and conditions
- provide up-skilling, mentoring, governance and administration support to the individual, group or organisation.

If the application is successful, the auspice body will receive grant funds and is responsible for managing the funding agreement and acquittal of the funding. Auspicing bodies may apply for funding to assist with the administration of the grant and up-skilling of applicants, and this should be detailed in the application form and their letter of support.

Applicants can include a fee for the auspice body in the project costs up to a maximum of \$3,000 of the total funding requested from Arts Queensland. This fee is to assist the auspice body with the administration of the grant, and be relevant to the skills development 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.

When submitting an auspiced application it must include a signed letter by the authorised officer of the auspicing body agreeing to manage the successful funding and detail the support to be provided to the applicant for the application to be eligible.

Auspicing of applications is provided to assist;

- building capacity across the sector and enable access to grant funding for applicants without an ABN
- new applicants or emerging artists/artswomen that are seeking to upskill in applying for grant funding
- an applicant with an ABN that has been unsuccessful for Arts Queensland funding.

**Please note: If you have previously received Arts Queensland funding using your own ABN you are not eligible to be auspiced.**

## Is the purchase of equipment eligible?

Applicants can apply for up to \$3,000 to purchase equipment which directly relates to the creation and delivery of the funded project.

The Queensland Government encourages you to buy local and support Queensland suppliers.

## How is my application assessed?

Arts Queensland staff check all applications for eligibility.

All eligible applications are assessed by industry-based peers selected to reflect the diversity of the arts and cultural sector. Each Arts Activate and Arts Accelerate application is assessed by three artform specialist peers. Arts Advantage applications are assessed by three social impact specialist and two artform specialist peers.

The full peer assessment panel meet to moderate a full QASP round, with consideration of Queensland Government priorities. The panel makes funding recommendations which are forwarded to the Director-General for approval.

## What are my chances of receiving funding?

Historically QASP is oversubscribed and highly competitive. Not every eligible or meritorious application receives a grant. Therefore it is important that when preparing your application, answer all questions, address the detailed assessment criteria outlined in the QASP

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Guidelines, and include compelling support material.

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

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.

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

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 to find. Without the mandatory support material, your application will be considered ineligible.

### ***Please ensure easy accessibility to support material:***

- making sure links do not require a password for access to the content
- Spotify links are not recommended because they go to the general live streaming page and not the applicant's work.

## **Why do I need to include letters of support?**

Letters of support provide broader industry endorsement and confirmation of you, your practice and your project. 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; and
- be signed by the author or, if an email, contain the date and time stamp as well as the email address received from.

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## **Why is a marketing plan important for Arts Accelerate and Arts Activate?**

A detailed marketing plan shows 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.

If your application is being auspiced, it is expected the auspice body will assist you with the preparation of the marketing plan.

For more information on writing an effective marketing plan/strategy please visit the [Arts Acumen](#) resource page on the Arts Queensland website.

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

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.

If your application is being auspiced, it is expected the auspice body will assist you with the preparation of the evaluation plan.

For more information about evaluating your project please visit the [Arts Acumen](#) resource page on the Arts Queensland website.

## **Why is a stakeholder engagement plan important for Arts Advantage?**

Arts Advantage funds projects intended to provide social benefits and social benefit outcomes to Queenslanders across a variety of community sectors including but not limited to health, justice, aged care, disability, LGBTQIA+, First Nations, culturally diverse, education and early childhood. It fosters collaboration and encourages applicants to establish partnerships with government, business (particularly small-to-medium enterprises and social benefit suppliers) and not-for-profit agencies.

A stakeholder engagement plan demonstrates you have identified the stakeholders for your project and how you will engage with them to ensure outcomes are realised.

## **What is a partnership?**

A partnership is an arrangement where parties, known as partners, agree to cooperate to advance their mutual interests. The partners in a partnership may be individuals, businesses, interest-based organisations, schools, governments or combinations.

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

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.

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

Your successful application will be managed through SmartyGrants. You can log onto SmartyGrants at any time to view the details of your approved grant application. If you are approved for funding you will be required to provide a tax invoice and EFT form to Arts Queensland through SmartyGrants, on lodgement of these forms payment will be made for the full grant amount.

The grant payment will be paid up-front on approval of the funding to the nominated bank account.

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

## Where can I find the Terms of Funding?

The Terms of Funding can be located at: <https://www.publications.qld.gov.au/dataset/gasp>

Or you can obtain a copy by contacting an Arts Investment Officer on 07 3034 4016 or toll free 1800 175 531.

## What are the 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 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:

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

## If my application is ineligible/unsuccessful, can I reapply for the same project or program in the future?

Yes. In the case of ineligible applications you would need to ensure any new applications meet all eligibility requirements in the current QASP Guidelines.

For unsuccessful applications, it is recommended you consider the feedback provided by the Peer Assessment Panel and the resources available on the Arts Acumen website.

All applicants are notified of the funding outcomes via email. Notification is provided after Minister for the Arts approval of the recommended applications.

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

- 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 (<https://www.arts.qld.gov.au/arts-acumen>) for more tips on preparing your application.

## Who has received Arts Queensland funding?

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 at:

<https://www.arts.qld.gov.au/aq-funding>.

## What is the Visual Arts and Craft Strategy?

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: <https://www.arts.qld.gov.au/visual-arts-and-crafts-strategy>.

## What is the Backing Indigenous Arts initiative?

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



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individual grants and concludes with support for Cairns Indigenous Art Fair.

More information on [BIA](#) can be found on the AQ webpage.

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

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

## Is filmmaking eligible?

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.

## Where can I find help to complete my application?

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:

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

## 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.

Acknowledgements	Translating & interpreting services
<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>