

## Touring Queensland 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 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 Fund?

The Touring Queensland Fund (the Fund) offers support for the delivery of high quality, tour-ready work and exhibitions to and from regional Queensland communities with demonstrated community interest and demand.

The objectives of the Fund are to:

- ensure all Queenslanders have access to the arts by supporting high quality performing and visual arts and exhibition tours in communities across Queensland
- maximise employment opportunities for Queensland artists and arts workers
- support access for audiences to a vibrant and diverse range of arts product
- respond to the challenges on viability of touring models as a result of COVID-19 impacts.

### Funding streams

Funding is administered across four funding streams to ensure investment is balanced across all art forms and all types of applicant.

#### Performing Arts Touring – single tour

- Supports single tours of performances and/or community engagement activities, including theatre, circus, classical and contemporary music and dance tours.

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## Performing Arts Touring – multi-tour program

- Supports an up-to-18-month program of touring performances and/or community engagement activities, including theatre, circus, classical and contemporary music and dance tours.

## Exhibition Touring

- Supports regional touring for all forms of cultural heritage, visual arts and craft exhibitions, including exhibitions containing multi-media, moving-image installations and design.

## Arts and Education

- Supports regional schools and kindergartens to access high quality touring product and artists in residence programs with strong demonstrable links to the Australian Curriculum/Early Years Learning Framework.

To meet the definition of a tour, funded activity must happen in at least two other locations/communities other than the applicant's home location. Applicants based in regional Queensland must include at least one regional Queensland community other than their own, and metropolitan applicants must include at least two regional Queensland communities.

Artist in residence programs must take place in at least one regional location

Funding will support tours within and between regions, touring from Brisbane to regional Queensland locations and tours from regionally-based companies to Brisbane, as well as curriculum-relevant artist-in-residence projects in regional Queensland.

For the purposes of the Fund, regional Queensland is defined as all Queensland locations outside of Brisbane City Council boundaries, and remote communities are defined as MMM3 – MMM7 using the [Modified Monash Model](#) (MMM) classification of remoteness. Metropolitan is defined as locations inside Brisbane City Council boundaries.

## 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)

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- 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.

Applicants to the Arts and Education stream must demonstrate how they will meet all necessary Queensland Government legislative requirements for working with children and young people, including for example, the *Work Health and Safety Act 2011* and the *Working with Children (Risk Management and Screening) Act 2000*.

Components of the Fund deliver outcomes under the Visual Arts and Craft Strategy (VACS) (a partnership with the Australia Council for the Arts) and the Queensland Government's Backing Indigenous Arts (BIA) strategy. If eligible, successful applicants to the Fund may be funded through either the VACS or BIA Initiatives. To learn more about VACS or BIA, please refer to the Frequently Asked Questions (FAQ) at [www.arts.qld.gov.au/backing-indigenous-arts](http://www.arts.qld.gov.au/backing-indigenous-arts).

## 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. The maximum you can apply for is:

- \$20,000 for artists in residency projects
- \$150,000 for up to two tours
- \$200,000 for touring programs of three or more tours.

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
- The development of curriculum-relevant educational resources
- Accessibility costs
- Costs directly associated with digital delivery of performance, exhibition or community engagement content
- Funding requests for residency-only components of any application are capped at \$20,000 per application.

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.

Arts Queensland funding can also be allocated to up to 35% of the total of artists, arts worker or creative fees associated with the remount or rehearsal of performing arts touring productions, or the exhibition preparation of cultural heritage or visual arts touring exhibitions.

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- Eligible fees: Artists, arts workers, and creatives engaged for the project including: performers, musicians, designers, directors, dramaturgs, technicians, makers, curators, conservators, exhibition designers, catalogue writers, First Nations cultural consultants
- Ineligible fees: Core staff or salaried performers of the companies in receipt of multi-year operational funding from Arts Queensland; Local or State Government employees involved in the project; fees for rehearsal/creative development periods not immediately in advance of tours

The following costs are ineligible for funding:

- costs associated with delivering activity in the applicant's home town or city
- 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 and accommodation
- 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.

All applications will be checked to ensure there is no duplication of remount, rehearsal or exhibition preparation costs with funding from other Arts Queensland programs and with Australia Council for the Arts programs such as Playing Australia and Visions Australia.

You are encouraged to contact Arts Queensland to discuss your application prior to submission and check eligible costs for funding.

Peer assessors reserve the right to recommend the final amount of funding and the funding stream they consider best suits the tour.

## How will my application be assessed?

The Touring Queensland Fund is an important component of Arts Queensland's investment portfolio and central to the delivery of strategic government priorities, most notably the priorities set out in *Creative Together 2020 – 2030*.

To be successful applications must demonstrate delivery against and 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 significant impact in the greatest possible number of regional communities.

Applications from presenters for a program of touring works will be expected to show diversity of artform and artist type in their programming, and priority will be given to programs that include work from one or more of the following:

- emergent and independent artists and companies across all artforms
- First Nations artists, artists with disability and artists from culturally and linguistically diverse backgrounds
- regional artists

All applications are assessed by external peer assessors against five criteria.

### 1. *VIABILITY: A viable, value-for-money proposal with a logical tour itinerary*

- Sufficient interest and co-investment from Queensland communities to evidence the financial viability of the tour/residency

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- Logical and value-for-money delivery model appropriate to the activity, audience and geographic reach
  - Good planning, logistics and risk management (including contingency plans for weather or pandemic), and including applicable insurances and security measures, health and safety (including COVID-Safe plans) and working with children (if applicable)
  - Tour-ability (scope, scale, size) of the proposed work or exhibition
  - Evidence of an effective promotional or communications campaign including examples of high quality marketing materials relevant to the type of activity proposed.
2. *IMPACT: Maximises employment and community impacts through the touring activity*
- Maximises employment opportunities for Queensland based artists and arts workers
  - Delivers legacy outcomes for communities through artist and arts worker development, community capacity building, social and/or educational benefits
  - Utilises touring party time effectively to reach, and deliver activity to, multiple parts of the community
  - Demonstrates ability and willingness to meaningfully engage with communities in the planning, delivery and evaluation of activity
3. *DEMAND: Evidence of market demand by regional Queensland communities*
- A commitment by venues, schools or communities to present the product
  - A clear, evidence-based rationale for how audience, attendee or participation estimates have been calculated and that they are appropriate to levels of COVID restrictions (where relevant)
  - Confirmation of practical or financial support from partners (which could include shared responsibilities with the applicant for marketing, community engagement or audience development or commitments of space, staff or physical resources)
  - Evidence the work is relevant to its proposed activity destinations, attendees and audiences.
4. *ENGAGEMENT: Provides access to positive and varied experiences of arts and culture for Queensland communities*
- Maximises opportunities to increase attendance or participation numbers, or reach new markets in new communities
  - Leverages activity in larger population centres to extend further into smaller or more remote communities
  - Demonstrates how the activity is accessible to and meets the needs of the targeted communities
  - Where appropriate, maximises opportunities for communities to engage with the diversity of the Queensland arts and cultural sector (geographically, culturally, by art form, organisation size etc )
  - Demonstration of how proposed project addresses barriers to accessing arts experiences (due to location, community size, economic hardship, access needs, language or cultural barriers).
5. *QUALITY: Artistic achievement, cultural relevance, curriculum links (where relevant) of the work*
- High quality touring arts product
  - The professionalism and track record of applicant with a proven history of delivering high quality arts activities
  - Positive audience and industry feedback to proposed or past works and activities
  - Demonstrates strong links to the Australian Curriculum/Early Years Learning Framework, supported by quality education resources (if relevant)

Applications will be assessed by independent peer assessors, with recommendations approved by the Deputy Director-General. Applicants may be requested to provide additional follow-up information as part of the assessment process.

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Recommendations will be moderated to ensure balance across areas such as geographic regions, art forms, target audiences and applicant types.

Arts Queensland strongly recommends reading the [TQF Frequently Asked Questions](#) document for examples of the type of activity delivery approaches that deliver value-for money and efficiency.

## 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, local presenters
- Schools and kindergartens

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.

## 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)
- include at least two Queensland communities in their touring proposal (or at least one regional location if applying for artists in residence only)
- have satisfied the reporting requirements of any previous Arts Queensland funding
- 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.

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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 8 weeks from the funding round closing date
- the application requests 100% of the tour or residency costs
- a residency-only application is requesting more than \$20,000
- 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.

## How to apply

### When to apply

Funding will be allocated across 3 rounds per year.

**Round 1:** Opens 12 February 2021, closes midday 15 March 2021 (projects from 10 May 2021)

**Round 2:** Opens 21 April 2021, closes midday 16 June 2021 (projects from 11 August 2021)

**Round 3:** Opens 18 August 2021, closes midday 13 October 2021 (projects from 9 December 2021)

Funded activities for tours or residency must commence at least 8 weeks after the round closing date.

You will be notified of the outcome of your application in approximately 6 weeks from the date the round closes.

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 tour, residency or program of tours.

Retrospective funding requests will not be supported by the Fund.

You can lodge an application up to three years in advance of proposed tour dates for work currently in development that demonstrate confirmed demand for touring.

## Application and assessment process

**Step 1** You should make contact with Arts Queensland to determine the suitability of your application prior to submission.

**Step 2** Applications submitted by Round closing date.

**Step 3** The application will be checked by Arts Queensland for eligibility.

**Step 4** Your application will be assessed by a dedicated panels of external peer assessors with relevant expertise to the funding stream. The Panel will:

- assess your application against the Fund criteria and prioritise applications demonstrate efficiency and value-for-money (please see TQF Frequently Asked Questions for examples)
- moderate with consideration of: available funding, balance across art forms and type of artists engaged, geographic spread, target groups and government priorities
- make recommendations to the Deputy Director-General, Arts Queensland.

The Arts and Education panel will also prioritise applications that deliver:

- access for disadvantaged schools (as determined by school size, remoteness, ICSEA score below 1000).

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Step 5 Deputy Director-General, Arts Queensland will consider the recommendations and make a final decision on the funding offer.

## 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/TouringQueenslandFund>

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

Your application must be received by Arts Queensland by the round closing date.

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** the mandatory support material indicated in the application form or your application will be deemed ineligible.

Some support material is compulsory for all applicants such as tour itinerary, communication and evaluation plans, artist CVs, examples of this or past work, certificate of public liability insurance, a copy of your certificate of compliance if operating under a COVID Safe Industry Plan, and letters of confirmation and/or support (letters of indicative interest may be considered sufficient confirmation for schools components of applications).

Depending on the nature of your application there may be other mandatory support material: for example projects that involve Aboriginal people and Torres Strait Islander people must show evidence of demand and support from Traditional Owners or Local Elders, and Arts and Education stream application must provide evidence of links to the relevant area of the Australian Curriculum. Please speak to Arts Queensland if you are in any doubt about what is mandatory for your application.

## How to manage a successful application

The Terms and Conditions of funding for TQF 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)



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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 all tour locations are already confirmed and there are no changes to the application tour itinerary then you will be sent a letter of agreement confirming the funding offer and the target outputs for your tour.

Arts and Education touring applicants with some unconfirmed locations, and TQF applicants with changes to planned itineraries since the submission of their application, will need to confirm the final tour itinerary and budget with Arts Queensland before a letter of agreement can be sent.

If you are approved for funding you will be required to provide an EFT form and tax invoice to Arts Queensland for 90% 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.

## 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.

## What services are available to help me organise a tour for my production or exhibition, or a tour into my community?

Tours can be self-managed, or negotiated through any Queensland tour coordination service.

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arTour offers a range of services available to presenters and producers:

- collaborations and partnerships
- brokering new regional, national and international opportunities for Queensland venues and artists
- a suite of contemporary touring programs and resources, including templates, tips and best practice
- fee-for-service touring support.

arTour can be contacted via its website: [www.artour.com.au](http://www.artour.com.au), by email at [info@artour.com.au](mailto:info@artour.com.au) or on telephone (07) 3872 9041.

Visual arts applicants may wish to consider engaging specialists for assistance with:

- developing funding applications, budgets and itineraries
- exhibition development and logistics (e.g. freighting and crating consultants)
- venue servicing.

Museums and Galleries Queensland can be contacted via its website: [www.magsq.com.au](http://www.magsq.com.au), by email at [information@magsq.com.au](mailto:information@magsq.com.au) or on telephone (07) 3059 9740.

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

### Read the available TQF program documents:

You can find further information about the Fund, including [FAQs](#), copies of the application and outcome report forms at <https://www.qld.gov.au/recreation/arts/funding/organisations/touring/>. 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)

# Touring Queensland Fund

- Website: [www.arts.qld.gov.au](http://www.arts.qld.gov.au)