

## Guidelines – Individuals Fund 2021

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

### Queensland Government commitments

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:

- Aboriginal peoples and Torres Strait Islander peoples
- people from a culturally and linguistically diverse background
- Australian South Sea Islanders
- older people (over 55 years old)
- young people
- people with disability\*
- LGBTIQ+

\*Note that funding recipients are expected 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 as well as to regional Queenslanders where appropriate.

A component of the Individuals Fund delivers outcomes under the Visual Arts and Craft Strategy (VACS) (a partnership with the Australia Council for the Arts) and Queensland Government's Backing Indigenous Arts (BIA). If eligible, successful applicants to the Individuals Fund may be funded through either the VACS or BIA initiatives. To learn more about the VACS or BIA initiatives, please refer to the [Frequently Asked Questions](#).

# Individuals Fund

## What is the Individuals Fund?

The Fund is for artists and arts workers to participate in professional and career development opportunities that enhances skills and builds employment opportunities. Its objectives are to:

- propel careers to the next level of professionalism
- fast track development of talent and leadership
- develop new markets and new audiences for new work
- offer significant and inspirational opportunities for professional development and to expand industry networks.
- digital adaptation for delivery of works
- creative developments
- small project activities.

## How much can I apply for?

Applicants can apply for up to \$7,000, including up to \$1,000 for equipment purchases directly related to the creation and delivery of the funded project.

## When can I apply?

- Round Opens: 16 February 2021
- Closed Closes: 28 March 2021
- Funding Outcomes: June 2021
- For Activities Commencing: 1 July 2021 to 30 June 2022

Note: One funding round each year.

## Who can apply?

### Eligible applicants must:

- be an individual
- have an active Australian Business Number (ABN) that is 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
- be currently living in Queensland
- have satisfied the reporting requirements of any previous Arts Queensland funding
- be an Australian citizen or permanent resident.

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**Note:** Arts Queensland also accepts applications to the Individuals Fund made on your behalf by an auspice organisation. Auspicing bodies are not restricted to the number of individual applications it manages. Auspicing bodies may seek funding for administration activities of auspicing an approved grant. Auspicing fees are included in the \$7,000 maximum grant value.

**An auspicing body must:**

- be Queensland based
- have an active ABN in the name of the auspicing body
- have a bank account in the name of the auspicing body
- agree to support an individual who is unable to make an application on their own behalf and manage any approved grant
- agree to support an individual that meets the objectives of the auspicing bodies constitution
- submit the application in the name of the Individual (not the auspicing body)
- be a small to medium arts/cultural organisation previously funded by Arts Queensland since 1 January 2019.
- have satisfied the reporting requirements of any Arts Queensland funding.

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

## What is ineligible?

### The following are ineligible for funding support:

- Applications submitted after the closing date
- Incomplete applications without all mandatory support material
- Funded activities that occur before 1 July 2021 and after 30 June 2022.
- Applications requesting more than \$1,000 contribution for equipment costs (e.g. software, cameras)
- Interstate and International travel costs pertaining to restricted destinations at the time of application submission
- Activities that do not align with the Fund objectives
- Emailed or hand-delivered applications will not be accepted
- Activities associated with formal study, or contribute to course assessment, at an accredited educational or training institution in Australia or overseas. Applicants who are students must submit a letter from a relevant supervisor to confirm their application does not contribute to their studies. Short-term courses, workshops or other training that does not contribute to a qualification are eligible.
- Activities that are the responsibility of a different specialist funding body or government agency.
- Applicants that are a current Arts Queensland employee or previous employee who ceased employment less than six months prior to the Fund closing date
- Applicant is an employee of an Arts Statutory Body or the Department of Communities, Housing and Digital Economy, unless the application includes a covering letter from the applicant's employer detailing the applicant's role and employment details, a statement that the application does not relate to carrying out duties of their role and how any potential conflict of interest will be addressed.

### In relation to auspicing applications

- Auspicing bodies must have satisfied the reporting requirements of any previous Arts Queensland funding.

# Individuals Fund

## How do I apply?

Arts Queensland applications are managed online through [SmartyGrants](#). You can save and continue working on an application until the round closing date. Visit the following web link to access the Individuals.

## How are applications considered?

### Assessment criteria

Assessment criteria ensures all applications are assessed consistently and fairly by an independent peer assessment panel. The panel may decide to offer reduced funding if ineligible, uncompetitive or inflated budget items are identified. Peer assessors moderate applications with consideration of available funding, balance across art forms, geographic spread, target groups, and government priorities.

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

### Quality

- What evidence can you provide to demonstrate a high standard of artistic or cultural achievement in your field that is appropriate to this stage of your career?
- How will funding support your professional standing to personnel you work with?

### Impact

- How will funding support your artistic/cultural growth and impact your career?
- How will funding lead you towards potential future partnerships / collaboration and employment opportunities?
- What on-going social benefits and/or positive legacy do you expect as a result of this funding?

### Viability

- How will the funding provide an effective use of resources and value for money?

NOTE: The peer assessor panel will be provided with the AQ funding history over the prior 12 months, of all applicants to this program.

## What to attach with my application?

An application must include a completed online application form and all compulsory support material. Applications that do not include all compulsory support material will be ineligible.

### Compulsory support material includes:

- Your CV (max. two A4 pages).
- Up to three examples that demonstrate the quality of your work.
- A minimum of one and up to three letters of support from professional artists or arts organisations in your area of practice or involved with the project which provide relevant comment in supporting your application and the quality of your practice.
- For proposals involving Aboriginal peoples and/or Torres Strait Islander peoples must provide evidence you have followed required protocols to obtain support, permissions and confirmation of involvement from the relevant people, communities and organisations. This includes demonstration of how you will acknowledge First Nations cultural and intellectual property.
- For proposals involving people from culturally and linguistically diverse backgrounds; people with disability; children or young people: provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.
- For students: provide a letter from a relevant supervisor to confirm that your application does not contribute to your studies.
- For auspiced applicants: provide a signed letter by the authorised officer of the auspicing body agreeing to manage successful funding. The letter should also advise what support is being offered to the individual by the auspicing body in relation to upskilling, mentoring, governance and administration of the grant.

### Other suggested support material (if applicable to your proposed activities)

- An itinerary with dates, times and locations of your activities / meetings.
- Evidence of your acceptance into an activity / program / residency.
- Evidence of communication with and interest from clients / partners / communities of interest relevant to your activities.

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## Application Outcomes

### Unsuccessful and Ineligible applications

You will receive an email advising of the result of your funding application.

### Successful applications - outcomes

You will receive an email advising of the result of your funding application. You will not receive a separate contract. Your successful application will continue to 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 an EFT form and tax invoice to Arts Queensland for the full grant amount.

### Successful applications - acquittal and reporting requirements

Funding recipients will be required to submit an outcome report via SmartyGrants within 30 business days of completing activities. The outcome report collects information about achievements, successes and outcomes.

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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## Governance

### Auspicing an application

If the application is successful, the auspicing body will receive any funds allocated and is responsible for the management of the grant and the acquittal of grant funds. The auspicing body must:

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

### Acknowledgement of Funding

All recipients of funding programs, including Auspicing Bodies must correctly acknowledge the Queensland Government's contribution, details can be found at [Arts Queensland](#).

### Rules, breaches and enforcement

Breaches of these funding guidelines will result in:

- being ineligible for future funding from Arts Queensland.
- grant funds being recalled.

### Goods and services tax (GST)

If the approved applicant is registered for GST, you must acquit the grant using invoices to the value of the grant excluding GST spent on the goods or services.

If the approved applicant is not registered for GST, you must acquit the grant using invoices to the value of the grant including GST spent on the goods or services



# Individuals Fund

## 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.

## Terms and conditions

Read the terms and conditions for the Arts Queensland grant.

By submitting an application for funding you, your group or organisation, if successful, will enter into a Funding Agreement with the Queensland Government.

If successful, the Funding Agreement is made up of:

- The Guidelines pertaining to the grant fund as specified in the application
- The approval letter
- The application and any schedules or attachment
- The [Terms and Conditions Version 8](#).

NOTE: the funding guidelines and application form constitute the particulars referred to in the Terms and Conditions and, outlined above, form part of the Funding Agreement binding successful grant funding applicants.

By submitting an online application form, you, in the State of Queensland do solemnly and sincerely declare that:

- I have read the Guidelines relating to grant funding administered by Arts Queensland.
- The information supplied in the Application Form, to your knowledge, is true and correct.
- The applicant will keep and maintain, for a period of five years, the necessary records to substantiate the application outlined in the application form.
- You are authorised by the applicant to make this declaration on its behalf.

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

### Explore [Arts Acumen](#)

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

### Key Documents

It is recommended that you review and familiarise yourself with the following key documents (all available online through links provided) prior to submitting your application:

- [Frequently Asked Questions](#)
- [Terms of Funding](#) – version 8
- Arts Investment - [Important Information for Applicants](#) – for details on Right to Information, processes for feedback and review of decisions, agreements and contracts, acknowledgments, reporting and acquittal requirements for successful applicants.

# Individuals Fund

## 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](mailto:investment@arts.qld.gov.au)

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