

Arts Investment

Important Information for Applicants

This information applies to all Arts Queensland funding programs.

Information Privacy and Right to Information

The information you provide in your application may be used by Arts Queensland for the following purposes:

- processing and assessing your application – for this purpose, the information may be provided to assessors engaged by Arts Queensland and Local Councils
- verifying other funding incomes for your project – for this purpose, the information may be provided to other funding agencies nominated in your application
- reviewing and evaluating Arts Queensland funding programs, strategies, plans and services – we may contact you for this purpose
- training
- systems testing and process improvement
- compiling statistics.

If your application is successful, the information you provide in your funding application, the amount of funding you receive, the information you provide in your progress reports and/or outcome report/s and text and images relating to your funded activity may be used by Arts Queensland, including publication on its website and/or other Queensland Government websites as part of the Government's Open Data initiative, for the purposes listed above and for the following purposes:

- processing, paying and administering your funding
- reporting, including in the Arts Queensland annual report
- promoting funding outcomes and Queensland's arts and culture – for this purpose, the information (including your contact details) may be provided to Queensland Government Members of Parliament, the media, local government, Australia Council and state government agencies, who may contact you directly.

Arts Queensland treats all personal information in accordance with the *Information Privacy Act 2009*. The provisions of the *Right to Information Act 2009* apply to documents in the possession of Arts Queensland.

Paying award industry rates

Applicants must pay at least award rates or industry recommended rates of pay to arts and cultural workers involved in the project.

Pay scales and conditions may be prescribed by legally binding industrial awards and agreements, such as those monitored by the [Media, Entertainment and Arts Alliance \(MEAA\)](#). In other cases, appropriate industry standards have been recommended by arts industry organisations, such as:

- [Australian Writers' Guild](#)
- [Musician's Australia](#)
- [Australian Society of Authors](#)
- [Australian Production Design Guild](#)
- [National Association for the Visual Arts](#)

Where an industry standard clearly applies, applicants are expected to meet those rates of pay.

Ineligibility of current and former Arts Queensland employees and others

Arts Queensland employees and former employees who ceased employment less than six months before the closing date of the investment program are not eligible to apply. Applicants who are current employees of an Arts Statutory Body or the Department of Environment and Science, are ineligible unless their application includes a covering letter from their employer. The letter will need to include the applicant's role and employment details, a statement that their application does not relate to carrying out duties of their role and how any potential conflicts of interest will be addressed.

Feedback and review of decision

Applicants can request feedback on their application. In the first instance please contact Arts Queensland to request feedback.

All funding decisions can be reviewed under the *Judicial Review Act 1991*. An applicant dissatisfied with the decision can request, in writing, within 28 days of receiving notification of the decision, a written statement in relation to the decision of the Minister for the Arts or other decision maker.

Please note: The funding decisions made by Arts Queensland for Live Music Venues Support are firm and final.

Applicants may also apply to the Supreme Court for a review of the decision made on their application. The *Judicial Review Act 1991* provides a process for a review of the decision-making process and not the merits of the application.

Submitting your application

Online submission through [SmartyGrants](#) is the preferred method for submitting applications Arts Queensland's funding programs. Some Arts Queensland funding programs allow applicants to submit via several methods, please refer to your particular fund guidelines.

Due to security procedures Arts Queensland cannot accept hand-delivered or couriered applications or memory sticks/USBs at reception on the ground floor or Floor 16 reception at 111 George Street (hand delivered or by courier).

If circumstances prevent you from providing your application in the online format, applications can be provided to Arts Queensland on a memory stick/USB but must be submitted by post (in a padded

envelope). Please contact an Arts Queensland Officer on (07) 3034 4016 or toll free 1800 175 53, or email investment@arts.qld.gov.au to discuss these alternative arrangements.

For audit purposes, Arts Queensland is required to retain the memory stick/USB and other supplied support material.

Submitting an application through support via the National Relay Service

The NRS is available for people who are deaf, have a hearing impairment and/or a speech impairment and people wanting to communicate with them. For more information on how to access this service, please visit the National Relay Service webpage <https://www.communications.gov.au/what-we-do/phone/services-people-disability/accesshub/national-relay-service>

Funding Agreements (QASP, Play Local, Creative to Go, First Nations Commissioning Fund only)

If your application is successful, the Funding Agreement is made up of:

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

You will not receive a separate contract (as you may have with previous successful Arts Queensland applications), your successful application will continue to be managed through Smartygrants.

It is your responsibility to ensure that you understand your obligations for the funding.

Successful applicants should advise Arts Queensland in writing about changes of address or other contact details throughout the project.

Agreement process

On notification of successful funding you will be asked to upload an invoice and an EFT form to Smarty Grants. If you do not return the documents completed and signed within 30 days, the offer of funding will lapse and will no longer be available for you to accept.

If Arts Queensland has set special conditions on your funding and/or you have been offered reduced funding, you will need to submit all of the material requested to meet the conditions of your funding.

If you have been offered less funding than you requested, you will be required to revise your original budget and project plan to show that it can still be completed and you can still achieve the outcomes within the revised budget.

Once Arts Queensland has approved any material you have provided in response to these conditions of funding or reduced funding, your payment will be processed.

Please contact the relevant Arts Queensland Officer if you require further information.

Funding Agreements (all other Arts Queensland funding programs)

If your application is successful, you will receive a funding agreement from Arts Queensland. It is your responsibility to ensure that you understand your obligations under the funding agreement.

Successful applicants should advise Arts Queensland in writing about changes of address or other contact details throughout the project.

Agreement processes

Arts Queensland will send the funding agreement and a request for your payment details. If you do not return the documents completed and signed within 30 days, the offer of funding will lapse and will no longer be available for you to accept. Original signed documents must be returned to Arts Queensland via post unless alternate arrangements have been approved by the relevant Client Manager.

1. If you are offered the full amount of funding requested, with no special conditions of funding:
 - sign and date all copies of the funding agreement
 - return all copies with your payment details
 - provide an invoice for any payment instalment due

2. If Arts Queensland has set special conditions on your funding and/or you have been offered reduced funding these will be listed in your agreement. You will need to:
 - sign and date all copies of the agreement. It is your responsibility to read, understand and comply with these special conditions of your funding offer
 - return all copies with your payment details and all of the material requested to meet the conditions of your funding agreement. If you have been offered less funding than you requested, you will be required to revise your original budget and project plan to show that it can still be completed and you can still achieve the outcomes within the revised budget

Once Arts Queensland has approved any material you have provided in response to these conditions of funding or reduced funding, your payment will be processed.

Please contact the relevant Arts Queensland Officer if you require further information.

Variations to your funded activity

Funding cannot be used for any activities except those specified in your funding agreement, unless a variation of the funding agreement is sought from, and approved in writing by Arts Queensland.

In the current environment resulting from impact of COVID-19, Arts Queensland is considering many options of variations proposed by our funding recipients.

Please request approval from Arts Queensland in writing immediately if there are any changes to:

- key personnel
- timelines
- budget
- funding from other sources
- location or venues
- types of activity
- anything else that would alter the outcomes of the agreed activity.

If you anticipate any possible changes, you should contact Arts Queensland and speak with your client manager. If you fail to obtain written approval, you may be required to repay the funding and you may not be eligible for future funding. For applicants requiring an extension to the agreed activity, written approval needs to be sought prior to the original due date of the Outcome Report.

Tax

Funding paid by Arts Queensland may be considered as part of your income in a financial year and may therefore be subject to tax. Under the tax system amendments introduced on 1 July 2000, funding paid to artists or any other entity may be subject to the goods and services tax (GST) and the pay as you go (PAYG) withholding tax.

Arts Queensland cannot give you specialist advice about taxation or legal issues. Further information about the GST and other tax issues is available from the Australian Taxation Office's (ATO) website at www.ato.gov.au or by telephoning the Business tax enquiries line on 13 28 66 or the Personal tax enquiries line on 13 28 61.

Goods and services tax (GST)

If you or your entity has an Australian Business Number (ABN) and is registered for GST, your funding will be grossed up by 10 per cent to cover the GST liability. Arts Queensland, on request, will issue recipient created tax invoices on your behalf with your payments.

Please note that your successful funding incorporates the following terms:

- you will need to issue invoices in respect of the supply
- you acknowledge that you are registered for GST when you entered into this agreement and that you will notify Arts Queensland if you cease to be registered for GST
- you will provide all necessary information to Arts Queensland to enable Arts Queensland to issue correct payments.

If you or your entity has an ABN but is not registered for GST, any funding Arts Queensland pays to you will not be grossed up for a GST component. This is because you will have no liability to remit any part of the funded money to the ATO. Arts Queensland will not issue an invoice on your behalf.

Acknowledgements

- All successful applications will need to acknowledge Arts Queensland support in all published material associated with the activity.
- The [Arts Queensland funding website](#) details the requirements regarding the use of the Queensland Government logo and standard text of acknowledgement.

Reporting on your project/activity outcomes

- One of the standard conditions of the funding is that you provide Arts Queensland with a completed report for the funded activity.
- For the Individuals Fund, Queensland Arts Showcase Program, Organisations Fund, Playing Queensland Fund, Arts Infrastructure Fund (now closed) and Artist in Residence Program (now closed) outcome report templates can be accessed on the Arts Queensland funding website at www.qld.gov.au/recreation/arts/funding/reporting.
- For other funds, a reporting template will be provided.

Arts Queensland will notify you if your outcome report is satisfactory and if funding has been acquitted.

If your outcome report is unsatisfactory, Arts Queensland will notify you and you may be required to provide further information.

Your outcome report provides information about the returns achieved with investment. Outcome reports include:

- data about outputs of your activity – e.g. number of attendees/participants, number of activities, regional coverage, employment, etc.
- data about the artistic, cultural, social and economic outcomes of your activity
- information about any challenges you experienced during the activity and what you learnt from them
- a detailed statement of income and expenditure
- any required documentation including photographs, videos, catalogues, press clippings or programs, which should acknowledge Arts Queensland funding where appropriate.

Data from outcome reports may be used by Arts Queensland to:

- monitor if you achieved Key Performance Outcomes (KPOs) as outlined in your funding agreement (if applicable)
- develop a short case study about your activity to be published on the Arts Queensland website (with your permission) – for examples of case studies, go to <http://artsengage.initiatives.qld.gov.au/case-studies>
- publish aggregated (non-identified) data about overall returns on Arts Queensland investment

If you need advice about preparing your outcome report or you have concerns about the due date you should contact Arts Queensland on telephone 07 3034 4016 or 1800 175 531 and ask to speak to the relevant Arts Queensland staff member. If your outcome report is late, or of a poor standard, it may affect how your future applications are considered in terms of financial integrity and managerial competence.

Glossary of terms

- **Aboriginal or Torres Strait Islander**
 - Aboriginal peoples and Torres Strait Islander peoples are the first inhabitants of Australia. An Aboriginal person is someone who:
 - is of Aboriginal descent
 - identifies as an Aboriginal person
 - is accepted as an Aboriginal person by the community in which he or she lives.
 - A Torres Strait Islander person is someone who:
 - is of Torres Strait Islander descent;
 - identifies as a Torres Strait Islander person
 - is accepted as Torres Strait Islander person by the community in which he or she lives.
- **Australian South Sea Islander** — Descendants of South Sea Islanders brought to Australia for labour purposes from the 1860s to just after the turn of the twentieth century.
- **Acclaimed Artist** — an artist or group of artists with a high-profile and is considered nationally and internationally renowned outside of their artistic genre. It is expected that the Acclaimed Artist is familiar to most Australians, has great popular appeal and is regarded as being prominent or successful in their chosen field. Australian or Queensland artists may be included.
- **Acquittal /Acquittal report**— A record, provided by the funding recipient, of the project or activity and how the funds were spent.
- **Artist** — see acclaimed artist, emerging artist, established artist and professional artist.
- **Artist Run Initiative** — Artist Run Initiatives (ARIs) are unincorporated collectives of professional practising visual artists, craft practitioners and designers and incorporated, not for profit arts organisations that identify as an ARI. ARIs are characterised by the following qualities; they are managed and operated by artists, they operate on a non-profit basis, they have a continuing program of creative activities. Funding is available to support ARIs through the Queensland Arts

Showcase Program. One person must be nominated as the accountable representative of the group for management, reporting and financial matters, and all members of the group must sign a letter to Arts Queensland confirming their involvement and support for the nominated representative. Include this letter as support material. A group should be maintained for the duration of the project.

- **Arts portfolio** — the Arts portfolio comprises Arts Queensland, Queensland Art Gallery Board of Trustees, Board of the Queensland Museum, Queensland Performing Arts Trust, Queensland Theatre Company, Library Board of Queensland, Major Brisbane Festivals Pty Ltd, Aboriginal Centre for the Performing Arts Pty Ltd and Queensland Music Festival Pty Ltd.
- **Artsworker** — someone who works in the arts sector to support or manage artists and arts programs.
- **Assessor** — an assessor can be either an arts industry expert or peer who is responsible for assessing funding applications against a set of funding criteria.
- **Auspice** — an auspice is a small to medium arts organisation who manages grant funding on behalf of the applicant as well as providing mentoring and up-skilling support to the applicant.
- **Backing Indigenous Arts (BIA)** — aims to develop a sustainable and ethical Indigenous arts industry in Queensland. The initiative creates pathways for arts and cultural workers and artists to develop sustainable career options while strengthening and building awareness and appreciation of the uniqueness of Queensland Indigenous culture.
- **Children** — People aged 0-11 years.
- **Collective or cooperative** — collectives or cooperatives are community groups or groups of artists that are not incorporated. One person must be nominated as the accountable representative of the group for management, reporting and financial matters, and all members of the group must sign a letter to Arts Queensland confirming their involvement and support for the nominated representative. Include this letter as support material. A group should be maintained for the duration of the project.
- **Commercial approaches** — a focus on buying and selling arts activities with a view to making a profit.
- **Community** — a community can be any group of people who identify with each other through a common element that can include geographical location, shared cultural heritage, age group, profession or social or recreational interests.
- **Community benefit** — tangible and intangible benefits that can include positive cultural, social, economic and environmental outcomes.
- **Community Engagement** — the process of involving communities in matters that affect their lives; for example encouraging more people to enjoy and take part in arts and cultural activity.
- **Core operations / core business** — activities of an entity that incur fixed costs or discretionary costs which cannot be attributed to a specific project. Fixed costs are costs that would be incurred by the entity even if the entity's projects did not eventuate.
- **Craft worker** — a crafts practitioner who creates objects using ceramics, textiles, metals or other materials.
- **Cultural infrastructure** — infrastructure includes buildings and equipment for arts and cultural activities.
- **Culturally and linguistically diverse** — People from communities with diverse language, ethnic background, nationality, dress, traditions, food, societal structures, art and religious characteristics.
- **Cultural worker** — a person who manages or facilitates the development of cultural activity.
- **Demand** — 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.

- **Disability** — People with disability may have an impairment from birth or acquired through illness, accident or the ageing process. It includes: physical, intellectual, psychiatric, sensory, neurological, learning disabilities, physical disfigurement and the presence in the body of disease causing organisms.
- **Disadvantage** — People may experience disadvantage due to economic, health, education, housing or family and community factors.
- **Diversity** — a variety of social and cultural characteristics exist.
- **Emerging artist** — an artist at an early stage in their career with no more than five years of professional experience. Emerging artists will have a demonstrated and recent track record of some professional work in their art form area, and will have created a modest body of artistic work.
- **Enterprise** — a small business or company with a focus on commercial activity e.g. selling goods or services and/or a social purpose e.g. services provision to communities.
- **Entrepreneurial** — organising and managing an enterprise or enterprises with considerable initiative and risk.
- **Established artist** — An artist who is at a mature stage in their career, who has specialised training in the art form, who has created an extensive body of independent work, who has garnered national or international recognition from their peers as having reached an advanced level of achievement.
- **Gender identity or gender expression** — Gender identity refers to a person’s internal, personal sense of identity in relation to the categories of male and female. Some people may not identify with either category. Gender identity can be separate from biological sex and may change over the course of a person’s life. Gender expression refers to a person’s public presentation of their gender, including their name, preferred pronouns, dress, hair, body language and voice.
- **Incremental impact** — the proposed impact of your activity with Arts Queensland funding, as opposed to its potential impact without Arts Queensland funding.
- **Infrastructure** — see Cultural infrastructure
- **In-kind support** — in-kind support includes real project costs provided free of charge such as volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and should be included in your proposed budget.
- **Innovation** — creating value from and applying new ideas to create new or significantly improved processes and products.
- **Investment** — the provision of value toward something for its growth, security and/or maintenance.
- **LGBTIQ+** — An acronym describing people of diverse sexual orientations, gender identities and sex characteristics, short for lesbian, gay, bisexual, transgender, intersex and queer. The + reflects that the letters of the acronym do not capture the entire spectrum of sexual orientations, gender identities and intersex variations, and is not intended to be limiting or exclusive of certain groups. Other commonly used acronyms include LGBT, LGBT+ and LGBTI.
- **Local** — an area specific to one of Queensland’s local government area divisions. Local activities may be created by artists in a local area, build the capacity of local artists and/or are for local community, participants or audience. This may include community festivals, major events that attract visitors to the local area or activities that increase participation in local arts and cultural activities.
- **New Work** — a performance or artwork that has not had a public presentation.
- **Non-government organisation** — an organisation that is not subject to the control of the Commonwealth, a State or Territory and/or a local government.

- **Not-for-profit** — a legally constituted organisation whose constitution or rules state that profits or surpluses must be used to further the organisation’s artistic objectives. Any profits or surpluses cannot be distributed to owners, members or any other individual or group of individuals. The constitution or rules should also make provision for the transfer of assets to a similar organisation should they cease operations.
- **Older person** — People aged 55 or older
- **Operational funding** — contributions made by funding bodies that support the core operations and annual programs of arts and cultural organisations.
- **Outcome report**— a record, provided by the funding recipient, of the project or activity and how the funds were spent.
- **Partnership** — a partnership in relation to Arts Queensland is an agreement between the funding applicant and government, non-government or arts and cultural organisation or another entity. The agreement provides access to resources and opportunities that would otherwise be unavailable to the proposed activity.
- **Peers** — experienced practising arts and/or cultural workers selected by Arts Queensland to assess a funding application.
- **Performance Indicators** or outcomes— measurable outcomes you intend to use to evaluate your project.
- **Professional artist, arts worker or cultural worker** — an individual who has specialist training in their field (not necessarily in academic institutions), is recognised by other professional practitioners working in the art form area, is committed to devoting significant time to the artistic activity, and has a record of public presentation.
- **Regional galleries** — Regional Galleries are those based in communities outside Brisbane City Council boundaries. They present quality exhibitions and related educational programs, service the cultural needs of communities as well as being the custodians of collections. They will have ‘A’ category facilities and full time professional staff. Funding is available to support Regional Galleries partnerships through Queensland Arts Showcase Program.
- **Regional** — Regional Australia is all of the towns, small cities and areas that lie beyond the major capital cities and their surrounding metropolitan areas. In Queensland this is all the areas outside the Brisbane local government area.
- **Youth/young people** — People aged 12-25 years.
- **Unique** — demonstrating rare, defining and attractive qualities in terms of artistic and cultural offering, frequency or accessibility of type of activity to a community.
- **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.