



ACT
Government

Arts Activities Guidelines 2022

December 2022

Arts Activities funding supports the delivery of activities that create, develop, and promote art and culture in Canberra.

**Chief Minister, Treasury and
Economic Development Directorate**

artsACT

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Acknowledgement

The ACT Government acknowledges the Country of the Canberra region where we conduct our business. We pay our deepest respects to Ngunnawal Elders, past, present, and emerging. In honour of the invitation, Ngunna yerrabi yanggu, we will work and walk with lightness on the lands of the Ngunnawal in all we do. The ACT Government is committed to learning from and walking alongside the Traditional Custodians who have looked across and looked after the lands and waterways since time began. We will listen closely and honour their stories, traditions and languages that have been – and continue to be – shared, enjoyed, and celebrated for millennia. The ACT Government values the generosity of all Aboriginal and Torres Strait Islander peoples who call Ngunnawal Country home and who are invited to share their diverse cultural and artistic expressions on these lands and with our community.

Introduction

Arts Activities Funding provides support for Canberra artists, groups and organisations to undertake arts activities including creating new work, professional or skills development, mentoring, residencies, and community arts and cultural development and engagement.

Activities can be across a range of artforms including dance, digital, literature, music, new media, screen, theatre, visual arts, and arts-based festivals.

Applications are encouraged from all members of the Canberra community. If you have questions, please contact artsACT for help with information about the program and how to apply, **before you submit an application.**

Arts Activities funding supports the delivery of activities that meet the three strategies in *Canberra: Australia's Arts Capital – a statement of ambition for the Arts 2021–2026* for Canberra to be recognised as Australia's arts capital:

- **Create** amazing art and culture - everywhere, at any time and for everyone
- **Develop** arts, cultural and creative industry, practice, and facilities - supporting creation and culture at all levels, via any path
- **Promote** our arts and culture - to attract artists, arts workers, visitors, and investment.

Arts Activities Funding Categories

	Up-to-\$5,000 category	Above \$5,000 to \$50,000 category
Funding	Requests from \$500 up to \$5,000.	Requests over \$5,000 and up to \$50,000.
Open	Applications can be made at any time; however, must be submitted at least six weeks before the activity start date, unless agreed by artsACT.	Open twice each financial year. <ul style="list-style-type: none"> The first round will open 1 June and close at 5:00pm 31 July and be announced by 31 October for activities to commence from 1 December. The second round will open 1 December and close at 5:00pm 28 February and be announced by 31 May for activities to commence from 1 July. Where the closing date is on a public holiday or weekend, the round will close the next business day at 5.00pm.
Assessment	Applications are assessed by artsACT staff. External peers may be consulted, if required.	Applications are peer assessed with recommendations being made to the Minister for the Arts, who is the final decision-maker.
Notification	Applicants will be advised of the outcome within <u>six weeks</u> of the application submission date.	Applicants will be advised of the outcome within three months of the application round closing.
Funding term	Six months (up to 12 months can be requested where required).	Twelve months (up to 24 months can be requested where required).
Frequency	<ul style="list-style-type: none"> Applicants can receive funding in the Up-to-\$5k category once each calendar year. Applicants can apply a maximum of three times to the Up-to-\$5k category per calendar year regardless of success. Applicants may also apply to the \$5–50k category for a different activity or another stage of the Up-to-\$5k activity. 	<ul style="list-style-type: none"> Applicants can only submit one application in each round for one activity. Artists can be involved in more than one application; however, can only be the applicant for one application. Applicants can receive a maximum of one \$5–50k funding each calendar year. Applicants may also apply to the Up-to-\$5k category for a different activity or another stage of the \$5–50k activity.

Recommended documents to read before you apply

- Canberra: Australia's Arts Capital - a statement of ambition for the Arts <https://www.arts.act.gov.au/policy/statement-of-ambition>
- Canberra: Australia's Arts Capital – Arts, Culture and Creative Policy 2022–2026 <https://www.arts.act.gov.au/policy/arts,-culture-and-creative-policy-20222026>
- Remuneration Principles and Practices for Artists and Arts Workers <https://www.arts.act.gov.au/policy/remuneration-principles-and-practices-for-artists-and-arts-workers>
- Peer Assessment www.arts.act.gov.au/funding/act-arts-fund-peer-assessment-panel
- Accessing the ACT Government Grants and Funding Programs <https://www.act.gov.au/grants>

Funding Strategies

Arts Activities funding applications must meet one of the following three strategies:

Create amazing art and culture – everywhere, at any time and for everyone.

This strategy supports:

- activities that create new and greater opportunities for creative participation, so that arts, cultural and creative life is visible, accessible, inclusive and reflects Canberra’s diversity; and
- partnerships and collaborations between artists and creatives and with other sectors to get better outcomes for arts, culture and creative practice.

Develop arts, cultural and creative industry, practice, and facilities – supporting creation and culture at all levels, via any path.

This strategy supports:

- artists and creatives to develop and enhance their practice to underpin cultural, social and economic outcomes for Canberra artists, arts workers and the broader community;
- activities for artists and creatives to develop their skills and practice, at any stage in their career, to build local talent and keep them in the ACT; and
- activities that encourage innovation, experimentation and cross-sector collaboration that will enhance Canberra’s cultural and creative vibrancy and economic sustainability.

Promote our arts and culture – to attract artists and creators, arts workers, visitors and investment.

This strategy supports:

- artists and creatives to reach new audiences and markets;
- activities that will enable artists and creatives to connect nationally and internationally including through residencies and cultural exchange; and
- work to be showcased to local, national and international audiences.

Activities can meet more than one strategy, however, it is recommended that applications focus on addressing one main strategy in justifying the funding request.

Eligibility - Who can apply?

Applicants who reside in Canberra.

- **Individual** Canberra residents holding Australian citizenship, permanent resident status, New Zealand Special Category visa or on a temporary Australian visa which expires no less than two years from the date of application.
- **Groups** based in Canberra (including unincorporated bodies, partnerships and individuals informally collaborating on an activity). The majority of the members of a group must reside in Canberra.
- **Organisations** registered under law (e.g. incorporated association, company limited by guarantee) and registered in Canberra.

Groups or unincorporated organisations

Groups or unincorporated organisations must nominate one person to take legal and financial responsibility for any funding or be auspiced by an incorporated organisation. To find out more about auspicing arrangements see [Auspicing arrangements](#), below.

Applicants not residing in Canberra

For applicants who do not reside in Canberra, an **exception** can be made where the applicant's practice is clearly based in Canberra. Applicants must specifically and strongly demonstrate that their practice is **primarily** based in Canberra and that you consistently promote yourself as a Canberra artist in all your promotional material, website, and CV. Generally, this exception is only available to people living in the immediate Canberra region.

You must provide a statement addressing all of the six points on demonstrating a Canberra-based practice, with a clear focus on the last two years. The six points are:

- Being recognised as an ACT artist by peers.
- Evidence of consistently promoting yourself as an ACT artist.
- Regularity of making and/or presenting work in the ACT.
- Employment in the ACT arts sector.
- Collaboration and active engagement with the ACT arts sector.
- Formal training or education in the arts in the ACT.

This information will be used to assess eligibility and therefore must be thorough and relevant. Your ABN and any applications made to other state and territory governments may also be taken into consideration in considering your ACT-based practice. See [Information for applicants](#). artsACT reserves the right to not accept an application from a non-Canberra resident(s) for any reason.

If you are an Aboriginal person that is a traditional custodian to Ngunnawal Country, you are eligible to apply regardless of your residential address.

Unacquitted funding

You cannot apply for funding if you have any unacquitted funding from the ACT Government, including arts funding. You can apply if you have funding that is not yet due to be acquitted.

ABN registered

At the beginning of the application, you will be asked for information about you, your group or organisation so we can contact you about your application. You are also asked for information about your ABN (if you have one), which will be used to pay your funding if you are successful. **Your ABN must be registered in the ACT.**

Eligible artforms

Disciplines may include (but are not limited to):

- visual arts and crafts;
- performing arts including circus, comedy, dance, music, theatre;
- literature including fiction, non-fiction, poetry, illustrated narrative, graphic novels;
- interdisciplinary including multi-media, arts-based podcasts, digital arts, animation and projection art; and
- screen, film, video, television and digital games.

Eligible activities

Arts Activities Funding must have arts outcomes as the fundamental priority. While other outcomes can be achieved through the activity including social, health or wellbeing outcomes, these cannot not be the primary focus of the proposed activity.

Activities may include, but are not limited to:

- creation of new artworks;
- production or public presentation of new artworks;
- artistic or professional skills development;
- residency or mentoring opportunities;
- community arts and cultural development;
- initiatives to enable increased accessibility and inclusivity in the arts; and
- marketing and promotion of arts activities.

Arts Activities Funding has a focus on the creation of new work. While funding may be sought for the revival or reinterpretation of existing work, the application must show how this is progressing the artform, developing the career pathway of artists and meets one of the strategies outlined under Funding Strategies.

Activities ineligible for funding

You cannot apply for activities that are:

- associated with a course or study at an educational or training institution;
- part of any assessment at an educational or training institution, including a degree, certificate or PhD course;
- programs or activities for or by any government agency including the ACT Government;
- awards, prizes or competitions, or fundraising for any cause or charity;
- undertaken by a school, involving school children during school hours and/or activities that are a part of the school curriculum, or a part of a before or after school-based care programs;
- retrospective activities where funding is sought for an activity that has already occurred;
- any building works, including minor repairs, maintenance, relocation or refurbishment activities;
- purchase of any office furniture or office equipment;
- purchase of computer hardware or software for general administration, promotional or communication purposes;
- the development, making or installation of permanent public artwork including murals or street art;
- presenting workshops, (art) classes or conferences, as these activities are expected to be self-supporting through participation fees. In some circumstances, you may request funding if you can strongly demonstrate a need for support, for example, workshops that are targeted at communities or artists experiencing disadvantage. Please discuss with artsACT any proposals that include workshops, classes or conferences before applying; and
- screen content that is an advertising program or commercial, a training film, a film of a public event, a news, current affairs, infotainment, magazine or reality program.

The purchase of equipment will not be supported unless it is an essential part of creating the artwork. You must consider if the equipment is available to borrow or hire, particularly for any short-term usage. You should also include in the application whether the equipment will be shared with other artists, and if not, why not. The purchase of computer hardware or software will only be considered for highly specialised digital applications that are an essential part of creating artwork or content.

Funded Arts Organisations

Arts Activities funding requests from individual artists cannot include the direct costs of an any artsACT funded Arts Organisation (under the **Arts Organisation Investment Program**), including to pay for staffing, access to an organisation's programs, promotion or administration. Individual applications from artists can include these costs as in-kind support from the organisation where appropriate.

Funded Arts Organisations cannot provide cash support to applicants for Arts Activities funding. It is expected that the Arts Organisation has budgeted for all program and administrative costs for artists to access their programs without the applicant having to apply for additional funding through Arts Activities category. Applicants for Arts Activity funding where the activity involves the programs, services or facilities of a funded Arts Organisation are advised to discuss the circumstances of their request and activity with artsACT before applying.

Please read the funding guidelines on Arts Organisations on our website at:

[ACT Arts Organisation Investment funding - artsACT](#)

Application process

Application is online through the online SmartyGrants grants portal.

For more information about applying, please go to [Appendix 2 - Tips for writing your application](#).

If, for accessibility reasons, you are unable to apply online, please contact artsACT for assistance.

Information required

There are three main parts to the application:

- application questions;
- budget; and
- support material.

Each part plays an important role in presenting your activity for assessment. Further information about how to address each of these components in your application can be found in **Appendix 2 - Tips for writing your application**.

Funding timeframes

Timeline information: In your application you must say how long your project will take to complete. On the application form, you must provide an end date for your funded activity. You must allow sufficient time for all funded aspects of the activity to be completed.

For **Up-to-\$5k projects**, your activity should occur within six months of the application date. If you require more time, you may apply for up to 12 months and must provide information about why extra time is required.

For **\$5–50k projects**, your activity should occur within 12 months of the announcement date (31 October for the first round and 31 May for the second round). If your activity requires more time, you may apply for up to 24 months and must provide information about why extra time is required.

Auspicing arrangements

Financial and legal aspects of grants may be auspiced by an incorporated organisation or company limited by guarantee. Applicants applying on this basis must include a letter from the organisation that explains how the auspice arrangement will work.

Many organisations supported by the ACT Government will auspice funding applications. You can see the names of organisations receiving Arts Organisation Investment funding on the artsACT website. Alternatively, you can arrange your own auspicing arrangements with another organisation.

Applicants may be charged a fee by the auspicing body for their services, which can be included in your budget.

If your application is successful, you will receive a letter advising that the Deed of Grant has been sent to the auspicing body. Both you and the auspicing body must sign the Deed. The auspicing body will return the Deed and send artsACT an invoice. It will receive and manage the funding including any contracts with artists and employees.

Applicants will still be responsible for submitting the acquittal at the end of the activity but should get help from the auspicing organisation to complete the financial information required.

Number of applications permitted

Up-to-\$5K activities: You can only submit one application at a time, and only receive funding once each calendar year. In exceptional circumstances, a second application may be considered when you have already been successful in the calendar year; however, you must discuss this with artsACT staff before applying.

\$5–50K activities: You can submit one application for one activity only and can only receive funding in this category once each calendar year. You may, however, be part of more than one application. For example, you can apply for your own activity and be a paid artist or member of a group or organisation submitting another application, as long as you do not sign the application as the recipient of the funds or the contact office. If you apply for funding and are unsuccessful, you may re-apply in the next round for the same or a different activity. You are encouraged to seek feedback from artsACT staff on your application.

You can also apply to the Up-to-\$5k project category for a different activity or another stage of your \$5–50k project.

Assessment of applications

Assessment criteria for applications

Applications are assessed against the following criteria:

1. **Eligibility:** Is the application from an eligible applicant, for an eligible activity and artform?
2. **Funding Strategies:** How strongly the activity meets one of the three strategies – Create, Develop or Promote.
3. **Quality:** The quality of the activity and how it progresses the artform and/or benefits your career.
4. **Planning:** Can the activity be successfully completed within the budget and timeline; is the budget reasonable; and do the key personnel have the necessary skills and experience to deliver the outcome?

Applications that are not eligible may not be considered against the remaining three criteria. Applicants will be informed if their application is assessed as ineligible for funding. The remaining criteria (Funding Strategy, Quality and Planning) are weighted equally.

Assessment process

Up-to-\$5k applications are assessed by artsACT staff. External industry expertise may be sought if required.

\$5–50k applications are assessed by a panel of peers (artform specialists) appointed by artsACT. artsACT engages members of the arts community with specific artform interest, knowledge and experience as artform peers. Peers provide advice and assist in the assessment of applications across a range of funding categories. The peers' recommendations are provided to the Minister for the Arts, who makes the final decision.

Membership of peer assessment panels is determined by the skills mix required for each funding category. All panel members are paid for their involvement. The timing, workload and payment vary depending on the category being assessed.

To reduce the workload for peers and to allow for greater artform representation and discussion, artsACT may form more than one peer panel for each \$5-\$50k round.

The names of panel members are listed on the artsACT website after funding is announced.

Peers cannot apply for funding in a round that they are assessing, however, they may apply in other rounds.

More information: www.arts.act.gov.au/funding/act-arts-fund-peer-assessment-panel

Role of the peers

- Read and assess the applications against the funding strategies and the assessment questions.
- Provide comments on each application.
- Attend a moderation meeting to discuss and rank applications comparatively against other applications in the same artform.
- Provide reasons for the panel's ranking to artsACT.

Role of artsACT

- Assess applications for eligibility (ineligible applications will not be assessed by the panel).
- Select the assessment panels, oversee panel discussions, ensuring correct procedures are followed, and recommendations are made that meet the funding strategies, provide background information about applicants as required and take notes on panel discussions.
- Provide recommendations to the Minister for the Arts based on the peers' advice, available funding, balance across artforms, and government priorities.
- Provide feedback to applicants.

Confidentiality

All material submitted as part of an application is provided in confidence. Applications will be read by artsACT staff and peer panel members (where relevant). Staff and panel members must keep all material confidential.

artsACT will only use or disclose personal information in accordance with relevant legislation, including the [Information Privacy Act 2014](#). The provisions of the [Freedom of Information Act 2016](#) apply to documents in artsACT's possession. Details of applications will not be made available to third parties without the permission of the applicant.

The names of successful applicants, the title of their projects, and the funding amount will be published on the artsACT website.

The ACT Government may also promote the successful applicants through the media including the Government's social media accounts for the benefit of the ACT Arts Fund and the applicant.

Acknowledgement of funding

The ACT Government requires appropriate acknowledgment of its funding. Successful applicants will be required to acknowledge artsACT funding and include the ACT Government logo in written material, including in advertising, signage, websites and promotional material. Similarly, verbal acknowledgment is required in formal speeches, launches and events associated with a funded activity.

Successful applicants are asked to inform artsACT of significant outcomes in their funded work, so that the ACT Government can assist in promoting the work and achievements of Canberra artists.

Next steps for successful applications

artsACT will email applicants on the outcome of applications after the decision has been made. Successful applicants will receive a Letter of Offer and a Deed of Grant that outlines the grant conditions. The Deed of Grant may include special conditions. artsACT will explain the administrative process in accompanying correspondence.

In the **\$5–50k round**, once all applicants have been notified, the names of successful applicants, the details of their projects and the funding amount will be published on the artsACT website.

Extension/Budget variation

If there are unexpected delays or significant changes to your activity, you must contact artsACT to discuss these changes. In most cases, extensions to your grant period or minor changes to your activity can be agreed. See **Extension/ Budget variation**.

You must also contact artsACT if you are seeking a budget variation and provide an explanation along with a revised budget.

Acquittal

You must provide a report (acquittal) to artsACT one month after the end date of your activity. You will be asked to provide a statement that describes your activity, including achievements and a final budget showing how the funding was spent. The acquittal will also be used to collect data to demonstrate and promote the cultural, social, and economic impact of arts, culture and creative industries.

Tax on funding

The Australian Taxation Office (ATO) considers any funding payment to be taxable income for the purposes of your annual income tax return. If you receive funding, you are encouraged to discuss the tax implications with your tax agent or the ATO.

You do not need an ABN; however, if you do not have one, you must complete and attach a 'Statement by Supplier' form, otherwise, funding cannot be provided. The form is available from the Australian Taxation Office at: <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

Next steps for unsuccessful applicants

Applicants may contact artsACT to seek feedback or comments on their applications in both funding categories. In most cases, an artsACT staff member will arrange a time to call the applicant after they have reviewed the application and any comments made by the assessors or peer panel. They will provide general comment on how applications may be improved; however, they will not provide individual panel member's comments. After receiving feedback from artsACT staff, you can re-apply for the same or a different activity.

If you are unsuccessful for three consecutive applications, artsACT would normally prefer to meet with you before any further applications are submitted to avoid ongoing unsuccessful applications.

Appendix 1 - Artform information

Performance (including theatre and dance)

Activities may include creative development or production of new work, theatre script or choreography development, or other performance related activity including touring and residencies. Given the complexity and high cost of developing and producing quality theatre or dance, you should consider developing your project in stages or phases. Productions must evidence high quality scripts, choreography, dramaturgy, artistic direction, and production values including a marketing strategy.

Where relevant, applications are expected to include appropriate development and rehearsal time, a comprehensive marketing strategy, and realistic box office revenue.

Amateur groups are eligible to apply. Activities may include employing a mentor rather than a focus on presenting the work of itself. For example, a professional set or lighting designer to work closely on a project with emerging designers or employing key actors or dancers to work with an emerging director or choreographer focusing on artistic development and skills transfer.

Literature

Activities may include researching, drafting, and editing a manuscript, undertaking a residency, participating in a writers' festival or conference, or conducting a literary event or project. Applicants will need to demonstrate an active writing practice in their arts CV. Applicants should also describe how the proposed activity contributes one of the funding strategies, for example researching and drafting that is guided by literary mentor/s and will assist the further development of the author's skills as a writer and capacity to interact with the publishing industry.

Proposals seeking costs for self-publishing are expected to include printing and design quotes, and an effective marketing and distribution plan. It is beneficial to include evidence of an editor or other third party reviewing your work before publication.

If costs towards publication by a publishing house are being requested, a contract to publish or a letter of offer demonstrating the publisher's commitment to the project must be provided. This is expected to include the financial contribution towards the publication costs, appropriate royalties, and an effective marketing and distribution plan.

For activities that require extended time, you must justify any request for artists fees for yourself while undertaking your activity and it may be beneficial to seek a contribution to living expenses as an alternative.

Music

Activities may include song-writing, composition, developing a new work, the staging of a music performance, touring, residencies, or the recording or documentation of music performance. All stages of the creative process are eligible, including research and development, writing, production, performance, and distribution.

Given the complexity and high cost of developing and producing quality music performances, staged development of your project should be considered. Music performance activities are expected to include realistic box office income and a well-developed marketing plan and associated costs. You should also provide a context to your music and what you are trying to achieve with your music making.

Applications seeking funding for recording, mixing, or mastering of tracks or albums must demonstrate an understanding of the market include an effective marketing and distribution plan for the completed product. Projected sales revenue can be included where the income will be earned in the funding period, that is, between the activity start and end dates for the grant. You should highlight the benefits of the recording process, and the selection of the studio or sound engineer. You should also justify any request for artists fees for band members during the recording process.

Screen and Digital Games

Funding is available for the development of Canberra screen content across all technologies and formats including drama, documentary, animation, short film, narrative projects for online and digital games. Eligible activities can include script writing and development, development of a treatment and music composition. Applicants applying for script development are encouraged to work in collaboration with professional script editors, directors and producers rather than applying for funding to write a draft script in isolation. Applications to develop second and subsequent drafts of scripts are encouraged. For digital games development activities may include the conceptual design as well as development of the finished project. You can also apply for professional development opportunities including attending a festival, conference, a competitive industry lab or workshop, a mentorship or a residency.

Noting the high costs for the production and post-production of television and feature film content, these activities are unlikely to be able to be supported through the Art Activities Fund and should be discussed with Screen Canberra. However, funding to undertake production of a portion of the project to raise finance may be eligible.

Visual Arts

Activities may include researching or creating new work, developing new work for an exhibition, mounting an exhibition, staging a visual arts and craft event, undertaking a residency, or attending a visual arts conference, fair or festival.

Proposals seeking support to mount an exhibition must include a letter or email of confirmation from the participating gallery or exhibition space. Where the venue is unable to be confirmed, you should explain when confirmation will be available and offer alternative venue options.

Applications for digital media exhibitions or installations may benefit from the inclusion of schematics to assist the assessors' understanding of the scale and impact of the proposed work.

The focus of Arts Activities Funding is the artistic development of an artist, group, or organisation, therefore applications must clearly indicate the development aspects of exhibition and catalogue requests.

Multi-disciplinary

Activities may involve several artforms. If you are applying to the \$5–\$50k category, you must choose one artform, usually the one which is most prominent, against which the application will be assessed. Your application will be read by either the visual arts, literature and screen/digital games peer panel or the dance, theatre, and music peer panel, or both, where appropriate.

Community Arts

The ACT Government is committed to supporting the diversity of arts activity in the community to ensure strong community access to and engagement with the arts across the whole community. A community-based arts project is one created by, with and for the community where a professional artist works with a community to lead and assist the creative process of developing the artistic skills of the community. These applications will generally be considered against the Create funding strategy.

Applications are expected to demonstrate community involvement in all stages of the project and have a focus on the community participants' artistic development, the creative processes, and the artistic outcomes. While community-based arts projects often also achieve a range of other outcomes including social wellbeing, the priority and emphasis must be on arts outcomes. Where you are planning to work with a particular community sector, the application *must* include evidence of the agreed involvement of that community.

Festivals

Arts festivals or specific arts components within a festival can be supported through Arts Activities Funding. Festival costs can include artists' fees, venue hire, and administrative costs. You must choose the artform in which you wish the application to be assessed. Applications for festivals must consider the sustainability of the event, the audience reach and marketing, and the festival landscape. Festivals should also highlight the artistic benefits including skills or career development for the artists involved. If planning a festival, you are encouraged to also contact Events ACT www.events.act.gov.au.

If your activity relates to a festival or event that is receiving ACT Government funding including from artsACT, you are strongly advised to discuss your activity with artsACT before submitting an application. This is to consider the circumstances of your activity in the context of the festival or event, its program and budget, and any promotional objectives, and to consider if the activity is the responsibility of the festival.

Appendix 2 - Tips for writing your application

Assistance with applications

artsACT staff are available to advise applicants on how to articulate their projects, construct a budget and select support materials. To ensure probity and equity, artsACT is not able to read or comment on draft applications.

Public information sessions are held to provide general advice on applying for Arts Activities Funding in the \$5-\$50k process each year, shortly after each round is opened.

All applicants and in particular first-time applicants are encouraged to seek advice from artsACT to discuss their activities before applying.

Contact artsACT on (02) 6207 2384 or at artsact@act.gov.au to talk to a staff member.

Accessibility

artsACT is committed to supporting applicants living with disability. Information can be provided in alternative formats (large print, electronic or Braille) upon request.

If you need extra assistance due to disability, language barriers or any other factor that may disadvantage you in completing your application, please contact us. Family, friends, mentors, and carers can attend meetings with you.

If you are deaf, or have a hearing or speech impairment, contact us through one of the following:

- National Relay Service (NRS) www.relayservice.gov.au then ask for 1800 199 090.
- TTY users phone 133 677 then ask for 1800 199 090.
- Speak and Listen users phone 1800 555 727 then ask for 1800 199 090.

For interpreting assistance in languages other than English, telephone the Translation and Interpreting Service on 13 14 50.

Application questions

Your answers to the questions are expected to give assessors a clear idea of where you are in your artistic practice, your activity and what you want to achieve. You are encouraged to use the full word limit specified on the application form in your responses to the questions.

Question 1. What is the activity?

Provide a brief description of your activity. You **should** address both the artistic rationale behind the activity and the details of the proposed activity. Outline your idea and what outcomes you hope to achieve. Demonstrate why it is important in your artistic career, what is involved, who you will be working with and how they will contribute to the activity. If you are only seeking funding for one stage of a larger project, be clear about this in the application.

If key personnel are not Canberra-based, you should include reasons why they are being used and show that this expertise is not available in Canberra.

Although your arts CV will provide information about you as an artist, a brief description of your arts practice and how this activity fits within your practice and career development is highly beneficial and provides context about you and your proposed activity.

Question 2. How does your activity meet one of the Funding Strategies?

Your activity must meet one of the three strategies – **create, develop or promote** – and you should focus on the main strategy that best suits your activity. Your activity does not have to meet all three strategies. Generally, it is best to only address the most relevant strategy. Describe your situation now, what the activity will involve and the benefits and outcomes it will produce.

Consider the purpose of your activity. This will help you decide how it meets one of the Funding Strategies. For example, if your aim is to involve a community group in an arts activity, your activity may meet the **create** strategy. If your goal is to learn new artistic skills and techniques, it may meet the **develop** strategy. If your aim is to raise your profile as an artist, your activity may meet the **promote** strategy.

When answering the question, avoid using general statements such as ‘this will develop my skills as an artist’ or ‘by doing this, I will attract new audiences’. Be specific and give details of the skills and techniques you currently have and those that you expect to learn or develop in doing the activity. Describe the strategies you will use to identify, target and access new audiences. You should back up your statements with evidence.

You are encouraged to use the full word limit for your answers.

Question 3. How will the activity be delivered?

This question is your opportunity to demonstrate that you have planned your activity carefully and understand what is required for it to be completed successfully. This includes having a clear plan of who will be involved, how long it will take, how much it will cost and what resources are required.

Describe with details all the steps involved in planning, developing, and undertaking your activity. Provide a timeline of the key stages. The timeline is expected to match the activity start and end dates you entered at the beginning of your application.

Activities that seek to create products (eg a book or recording), engage audiences or access new markets are expected to include a marketing plan. The marketing plan should demonstrate that you have researched and understood your audience or market. The plan should clearly describe the methods you will use to engage with or distribute your product to your audience group or market, or if you are engaging a marketing agency, how the agency proposes to promote your activity. You can include a marketing plan as support material.

Budget

Your budget must demonstrate that you have considered, researched and costed all elements of your activity. It is expected to be supported by quotes for major expenditure items (as a guide, those items costing more than \$500). A sound budget provides confidence for the assessors that your activity is achievable.

Please note that artsACT **does not fund contingencies** in your budget.

The budget has two main parts that **must** balance:

- income
- expenditure

Income

Income means all the money, including your funding request, and in-kind contributions that you expect to receive as part of your activity.

You can include income through ticket sales, product sales, performance fees, artwork sales, merchandise sales, other grants, crowdfunding, sponsorship or your own contribution. In your budget, only include the income you will receive during the funding period. You should justify any income sources with evidence or substantiation of the estimate.

You may also receive in-kind support, that is, expenses may be offered free or at a discount. For example, access to equipment or a studio, professional services provided at no charge, volunteer labour (including your own), negotiated fees and allowances. To include it in your budget, you must put a value on the contribution. This amount should be agreed between you and the person or organisation making the contribution.

For performance income, factor in the number of performances, average ticket price and projected venue capacity. Be realistic in your projected audience attendance and ticket sales, based on evidence or previous history.

If your budget includes income from crowdfunding, you should demonstrate you have the ability to run a successful crowdfunding campaign.

All funding and sponsorship being sought from government agencies (state, territory and local), the Australia Council for the Arts, and other philanthropic sources must be included, whether or not this support has been confirmed.

Expenditure

Expenditure is how much your activity will cost to do. It will vary depending on the activity but may include:

- administration costs of managing the activity; for example, telephone, internet, insurance, auspice fees, postage and stationery.
- marketing, promotion and distribution costs; for example, promotion and audience engagement activities, advertising, graphic design, merchandise photography, videography, public relations and production of marketing materials.
- creation, development, production and delivery costs; these relate to creating, presenting and exhibiting work. Eligible items may include material costs, venue hire, lighting hire, set construction, manufacturing costs, recording fees, rehearsal space hire, props and audio-visual costs, or costs associated with making your activity accessible to participants or audiences with a disability.
- salaries, fees and living allowance costs; the costs for all key personnel engaged in the activity. If industry standard payment rates do not apply to your activity, then you must explain how the personnel costs have been calculated. You are expected to explain any fees or salaries to yourself to deliver the activity and consider seeking a living allowance rather than a salary, or why a fee is necessary to undertake your activity, for example, foregoing paid work. Only seek what you need to undertake your activity.
- Travel and freight costs: these relate to transporting people, equipment or goods. Eligible items may include fares (taxi, airplane, bus etc.), tolls, land or air freight, and vehicle hire.

Filling out your budget

Your budget must **balance**. That means the **total income** must be the same as the **total expenditure**.

Your funding request is the difference between your expenditure (how much it will cost) minus your income (how much money and in-kind support you expect to receive) and must be included in the income column. Please only request funding in whole dollars (not cents), and only request what you need to undertake your activity.

In the expenditure column, list all the items needed for your activity. For each item, there is a drop-down box in the Grant expenditure column where you must click on one of three options: Full, Part, or No. All amounts must be in Australian dollars and GST inclusive.

Below is an example of a basic budget, which should only be used as a guide on how to balance a budget. It includes an example of including in-kind support. You may attach a more detailed budget to your application.

Income description	Income amount (\$)
Funding request	\$5000
Exhibition space hire: in-kind	\$500
Sales of artwork	\$500
Total income	\$6000

Expenditure description	Grant expenditure	Expenditure amount
Material costs and freight	Full	\$4000
Exhibition space hire and catering	No	\$1000
Promotional material including graphic design	Full	\$1000
Total expenditure		\$6000

Artist fees

The [Remuneration Principles and Practices for Artists and Arts Workers document](#) sets out the principles for modelling good practice for the engagement and remuneration of artists and arts workers. It can be used by artists and arts workers, arts organisations and those engaging artists.

Arts, cultural and creative practice makes an important and significant contribution to the cultural, social, and economic wellbeing of the ACT. The value of arts and creative work is recognised and remunerated fairly. All creative work is, by default, paid work. That is, no artists and arts workers should be expected to work for little or no pay. Where artists and arts workers agree to work unpaid, for low pay or 'in kind' compensation, agreement must be reached about the benefits and/or value for each party. Remuneration may take a range of forms, including exchange of goods or services or reciprocity acknowledging and respecting the artist, arts worker and their work.

Where applicants are seeking payment for their own time on a self-determined activity, particularly for extended time frames, you may wish to consider seek funding for living expenses rather than payment of an artist's fee. Artist's fees will generally not be supported for an applicant being mentored, or to attend a workshop, conference or other professional development opportunity.

Support material

Support material is critical to your application. The higher the funding request and more complex the activity, the more evidence of planning will be required.

High quality, recent examples of your work or practice will demonstrate your expertise. Other support material, such as CVs, letters of support, and quotes can demonstrate experience, good planning, and project management skills.

Assessors are likely to be reading a lot of applications and may not view all the support material in detail. artsACT does not accept late submissions of revised support material.

All applicants must provide:

- a current relevant artistic CV (two pages) for each of the key artists/personnel involved, their confirmation in being involved and why they have been engaged in the activity;
- recent, high quality artform support material that is relevant to your activity;
- quotes for major expenditure items;
- if applicable, evidence of confirmation for significant project items and personnel, for example, notice of acceptance to a residency, invitation to attend a conference, agreement from a venue to host an exhibition, or agreement from personnel to be involved in the activity;
- If you propose to work with a particular sector of the community, you must demonstrate their support in the application and include a letter of support from that community.

Depending on your activity, you should also attach:

- additional evidence of confirmation: correspondence from key personnel and agencies involved including artists, venues, conference organisers, publishers, other collaborators, and funding agencies;
- letters confirming any sponsorship or other support (including in-kind support);
- relevant critical reviews of previous work;
- a marketing plan, detailed timeline and/or accessibility plan, where relevant.

Letter of support must be directly related to your proposed activity. Letters of confirmation from key personnel should confirm their role, payment, and the timeframe of their involvement and their interest and expertise, what they will bring and why they want to be involved.

Aboriginal and Torres Strait Islander Arts Engagement

Activities containing representations of cultural arts practice, or if the intended outcomes relate to Aboriginal or Torres Strait Islander artists or communities, must provide letters from the relevant communities or artists. Letters must show clear evidence of support and agreement for the activities to take place. You are strongly advised to follow the Australia Council for the Arts Protocols on Aboriginal and Torres Strait Islanders.

Format tips

Support material must be attached to your online application and should be clearly labelled, for example, 'CV for Joe Bloggs' *not* 'Document 1'.

The application form limits individual file attachments to 25MB. This should be enough for any word files or documents that are scanned or saved as a PDF, or for uploading audio (MP3) files and picture (JPEG or PNG) files.

If you wish to include audio and/or video files you must upload them to file streaming sites like Vimeo, YouTube or SoundCloud. Do not use Dropbox to deliver audio or video files.

You may also provide web links if you have a website or material online. If you are directing assessors to a website, link to the material you want viewed. Assessors will not search websites for the support material. The relevant pages should remain static until the assessment process is complete.

Accessible support material and limits

It is your responsibility to upload support material that is accessible.

For the \$5-\$50K round, you should prepare and attach support material well in advance of the closing date to manage the risk of technical issues.

The following limits apply to support materials.

- Images: maximum ten images, presented as a single PowerPoint or individual JPEG or PNG files.
- Text and printed material: maximum ten pages, presented as a Word document or scanned and attached as a PDF. This material may include excerpts from a published work or script, a synopsis, or critical reviews.
- Audio files: maximum three tracks up to six minutes in total, provided in mp3 format.
- Video file: maximum three files, and not more than six minutes in total, provided as URL web links (not Dropbox).

Video statement

You may upload a video statement in addition to your written responses. This is an opportunity for you to talk about your application and the importance of the activity to your practice. This may support, but cannot substitute for, your responses to the application questions.

Video statements should be short; only about two minutes. The content, not the video quality, will be considered by assessors with simple phone recordings being acceptable.



artsACT
Chief Minister, Treasury and
Economic Development
Directorate

Date 2022