

# Artists in Residence program

## Frequently Asked Questions 2018-19

### 1. What is the purpose of the Artists in Residence program?

The Artists in Residence (AIR) program supports the important role of arts in the education of Queensland students. The AIR program provides arts and education funding to Queensland schools and kindergartens seeking to increase their engagement with arts and culture through partnerships with artists, arts and cultural organisations and facilities.

The objectives of AIR are to:

- foster new relationships between kindergartens, schools and the arts and cultural sector
- support innovative arts education initiatives in Queensland kindergartens and schools
- support implementation of the *Australian Curriculum – The Arts and the Early Years Learning Framework* through high quality arts education initiatives.

For information on funding that supports arts touring, career development, arts projects and organisational or other funding please visit Arts Queensland's funding webpage at [www.arts.qld.gov.au](http://www.arts.qld.gov.au).

### 2. Who can apply to the AIR program?

The applicant must be a Queensland Government-approved kindergarten program provider **OR** a recognised Queensland school – this includes primary and secondary government and non-government schools with an ICSEA value of 1000 or less. Further information about ICSEA can be found here: [https://acaraweb.blob.core.windows.net/resources/About\\_icsea\\_2014.pdf](https://acaraweb.blob.core.windows.net/resources/About_icsea_2014.pdf) and on the MySchool website [www.myschool.edu.au](http://www.myschool.edu.au)

Schools and kindergartens in Indigenous communities are encouraged to apply.

The ABN must be registered in the same name as the applicant. All applications will be assessed on their individual merit against the same assessment criteria.

Artists working with students must have a Blue Card prior to their commencing child-related work or activities within a school or kindergarten unless an exemption exists under the *Working with Children (Risk Management & Screening) Act 2000*.

For example, the following volunteers may be exempt:

- Parent of a child enrolled at the school; or
- a legal guardian of a child enrolled at the school.

A volunteer requires a Blue Card irrespective of the frequency of the child-related work.

### **3. How much can I apply for?**

Applicants can seek funding from \$5,000 up to \$20,000.

### **4. When should I apply?**

The 2018-19 AIR program opens for applications on 10 September 2018 and closes 29 October 2018.

### **5. How often can I apply to the AIR program?**

Applicants can only submit one application for funding from the 2018-19 AIR program.

### **6. Can Councils apply to the AIR program?**

Local Government is not eligible to apply to the AIR program, however Councils may partner with a recognised school or kindergarten that is eligible to apply.

### **7. Can universities apply to the AIR program?**

Universities are not eligible to apply to the AIR program, however they may partner with a recognised school or kindergarten that is eligible to apply.

### **8. How do I apply to the AIR program?**

You can apply online through the Arts Queensland funding website:

<https://artsqueensland.smartygrants.com.au>

Contact Arts Queensland on phone (07) 3034 4016 or toll free 1800 175 531 or email at [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au) if you are unable to submit your application online.

### **9. What could an AIR project look like?**

Your project should increase your kindergarten's or school's engagement with arts and culture through partnerships with artists, arts organisations or arts facilities. Your project can be in any art form or across multiple art forms and can include visual arts, music, dance, design, theatre, performance, digital media, textiles, song and film.

Some examples of the types of activities supported by the AIR program in 2018-19 might include:

- purchase of arts materials, tools, instruments or equipment and the time of an arts professional who can help students and teachers to use them
- the cost of transport and materials for a class to take up residency once a week in a local arts facility culminating in a showcase event or exhibition
- fees for a local artist or company to conduct a residency in a school or kindergarten
- costs associated with a program of arts incursions or excursions
- transport and accommodation costs for an artist to undertake a residency in regional/remote school

Case Studies of previously funded projects are available at:

<http://www.arts.qld.gov.au/case-studies/investment-program/569-artist-in-residence-program>

## 10. How can applicants address the AIR assessment criteria?

Applicants might consider the following key questions:

Criteria		Considerations
Quality	Demonstrate capacity to deliver innovative arts and cultural experiences that are responsive to the needs of the kindergarten or school	<ul style="list-style-type: none"> <li>Who will deliver particular projects or activities? Provide evidence of the quality of their work.</li> <li>The types of outcomes expected from the program of activities and how these are important in the kindergarten or school and curriculum context.</li> <li>How will the activities provide high quality experiences for students and teachers and grow the arts capacity of the school or kindergarten?</li> <li>How do the activities respond to the identified needs of the kindergarten or school?</li> <li>Any innovative aspects of proposed program of activities. How it is innovative for the particular school or kindergarten?</li> </ul>
	Support implementation of the <i>Australian Curriculum – The Arts and the Early Years Learning Framework</i> through high quality arts education initiatives	<ul style="list-style-type: none"> <li>How will the proposed activities complement the planned work units of teachers and students?</li> <li>What are the expected learning outcomes for teachers and students?</li> </ul>
Reach	Addresses the needs of students in schools or kindergartens in communities experiencing disadvantage	<ul style="list-style-type: none"> <li>How will the needs of particular groups of students such as Aboriginal students, Torres Strait Islander students, students from remote areas, students with disabilities and those for whom English is an additional language be addressed?</li> </ul>
	Fosters and develop new partnerships between kindergartens or schools and artists, arts organisations or the cultural sector	<ul style="list-style-type: none"> <li>Who in the school or kindergarten will be engaged through the proposed program of activities?</li> <li>Who in the community will be involved with the activities? eg local artists, organisations, facilities.</li> </ul>

Criteria		Considerations
Impact	Delivers an increase in arts education skills and knowledge in the kindergarten or school community and/or within the Queensland arts and cultural sector	<ul style="list-style-type: none"> <li>• What new skills and knowledge will the activities provide for the students, teachers, artists and the school community?</li> <li>• What difference will the activities make to the school's or kindergarten's culture and community?</li> </ul>
Viability	Demonstrates good planning, including appropriate timelines and budget, with clearly defined roles and responsibilities of the project participants and a clear method for measuring outcomes	<ul style="list-style-type: none"> <li>• Does the proposed project or activities demonstrate sound planning and good use of resources in response to the school's or kindergarten's needs?</li> <li>• What processes or tools will be used to measure learning and development outcomes?</li> </ul>

#### 11. How are assessors chosen?

Applications to the AIR program are assessed by arts and education experts drawn from Arts Queensland's Peer Assessment Pool.

Assessors adhere to strict conflict-of-interest and confidentiality guidelines and are selected for their knowledge and experience of arts, education and children's and young people's cultural needs. Assessors will consider how applicants' proposed activities will deliver on the funding criteria and the objectives of the AIR program.

#### 12. How will Arts Queensland ensure the Artist in Residence program funds are equitably distributed?

Funding recommendations will be moderated by assessors with consideration of the available budget and to ensure balance across geographic regions and target groups.

Arts Queensland is committed to realising the ambitions of *Moving Ahead 2016-2022*, *Queensland Multicultural Policy and Queensland Multicultural Action Plan 2016-17 – 2018-19*, *Aboriginal and Torres Strait Islander Cultural Capability Action Plan 2017-20*, 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's commitments:

- Aboriginal people and Torres Strait Islander people
- people from a culturally and linguistically diverse background, including Australian South Sea Islander people
- children (up to 11 years old)
- young people (12 – 21 years old)
- people with a disability\*.

Applicants are encouraged to explore how they might direct their activities to these specific groups as well as to regional communities where appropriate.

If you are planning projects that are specifically designed for Aboriginal people and Torres Strait Islander people and communities you must supply evidence of demand and support for your activities.

\*Note that funding recipients are expected to meet legal obligations in relation to accessibility including access to web content.

### **13. What is meant by 'artists' in this program?**

The AIR program recognises that children, young people and teachers can be artists in their own right. The program also recognises the role of professional artists and arts workers in facilitating and creating high quality arts processes and products.

The AIR program supports artists in school communities and in the professional arts and cultural sector to collaborate and co-create for mutual benefit and innovative outcomes.

Applicant seeking assistance with developing an AIR application and/or sourcing an appropriate project partners can refer to the list of arts organisations supported by Arts Queensland at [www.arts.qld.gov.au/aq-funding](http://www.arts.qld.gov.au/aq-funding).

### **14. How do you demonstrate that your project is responsive to the needs of the kindergarten or school?**

Providing evidence that there is demand or benefit for what you are proposing is critical to success. The outcomes of your project should be relevant to the needs of students, school or kindergarten, and local community.

The track record of the applicant and/or project or program should also be demonstrated. Demand can take the form of history of attendance/participation, confirmed interest from project or program partners, letters of support, and any financial investment at a local level.

A clear and concise demonstration of how you will achieve project outcomes and how these will be measured is very important.

For helpful tips on preparing your funding application, please refer to Arts Queensland's Arts Acumen Funding toolkit online at [www.arts.qld.gov.au/arts-acumen](http://www.arts.qld.gov.au/arts-acumen).

### **15. Where can I find help to complete my application?**

Arts Queensland has developed a suite of resources to assist you in completing funding applications, including tips for applying, budget samples and helpful checklists. You can find these on the Arts Queensland's Arts Acumen webpage: [www.arts.qld.gov.au/arts-acumen](http://www.arts.qld.gov.au/arts-acumen).

### **16. What letters of support should I include with my application?**

Arts Queensland encourages the inclusion of letters of support as they are an important component to a competitive application. Letters of support should demonstrate demand and indicate industry and sector support.

If you are planning projects that are specifically designed for Aboriginal people or Torres Strait Islander people and their communities, you must supply evidence of demand and support for your activities. Please note that there is a maximum of 50MB of support material allowed.

**17. What are some tips to be concise and articulate and make your application stand out?**

- Avoid the use of acronyms and use the spell and grammar check.
- Make sure your budget balances. Often it is helpful to complete the expenditure side of the budget first. Then you can insert your anticipated revenue and the difference between expenditure and revenue will be the amount you need government to invest in your project.
- Consider word limits and adhere to them. Be concise.
- Provide support material that is relevant. Too much support material may result in all of the application not being read and considered.
- Make sure you provide evidence of the demand for the activities you are proposing.

**18. What happens if funding is approved?**

You will be required to enter into a funding agreement which will include Key Performance Outcomes based on the information in your application and the objectives of the fund.

The information provided in the application will be used as the basis for funds granted however alternative funding uses and/or funding amounts may be stipulated by Arts Queensland. Any amendments must be mutually agreed to.

Arts Queensland will send you a letter of offer and schedules that apply to the funding. You must sign and return a copy of the letter. Once you sign, a legally binding funding agreement will come into existence. The terms of the funding agreement will be contained in the letter of offer, the schedules and the terms of funding. You can find the terms of funding on the Artists in Residence funding page: <https://www.qld.gov.au/recreation/arts/funding/organisations/schools>.

If you do not return the documents properly signed and completed within 30 days, the offer of funding will be withdrawn and you will no longer be able to accept it.

**19. Where can I find the Terms of Funding?**

The Terms of Funding are located on the Artists in Residence funding page: <https://www.qld.gov.au/recreation/arts/funding/organisations/schools> or you can obtain a copy by contacting an Arts Investment Officer on 07 3034 4016 or toll free 1800 175 531.

**20. If my application is unsuccessful, can I reapply for the same project or program in the future?**

Yes however, it is advisable that you seek feedback on your application before resubmitting an application for the same or similar project or program.