

# Artists in Residence program

## Guidelines 2018-19

The Queensland Government recognises the important role of arts in the education of every Queensland student from early years to secondary school in Indigenous and non-Indigenous communities. The benefits of arts in education include:

### Better education outcomes

- arts in education boosts critical thinking and development in areas such as literacy and numeracy

### Innovation

- arts in education develops creative skills, problem solving capacity, communication, collaboration, self-management and leadership skills

### Inclusivity

- arts in education increases students' engagement with school and learning and helps improve the culture of education environments, and
- strengthens cross cultural capacity, perseverance, civic engagement and creative, supportive communities.

### Purpose

The Artists in Residence (AIR) program 2018-19 will provide arts and education funding to kindergartens and schools seeking to increase their engagement with arts and culture through partnerships with artists, arts organisations and/or arts facilities.

## Objectives

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The objectives of the AIR program 2018-19 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.

## How much can be applied for?

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

## Who can apply?

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The applicant must be an approved kindergarten provider or recognised Queensland school and the development of projects in partnership with participating artists or organisations is encouraged.

## Key dates

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10 September 2018	Program opens
29 October 2018	Program closes Online applications must be submitted by 5pm
10 December 2018	Applicants advised of outcome
29 January 2019	Projects can commence from this date
13 December 2019	All projects must be completed by this date

## Eligibility criteria

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All applicants must be either:

- a recognised Queensland school – this includes primary, secondary, government and non-government schools – with an ICSEA value of 1000 or less or
- an approved kindergarten program providers funded under the Queensland Kindergarten Funding Scheme (QKFS) and are in receipt of the low socio economic subsidy and/or the remote area subsidy.

Additionally, all applicants must:

- submit a completed AIR Fund 2018-19 application form
- have an Australian Business Number (ABN) and
- have satisfied the reporting requirements of any previous Arts Queensland funding.

The project must:

- take place in a recognised Queensland school or a Queensland Government–approved kindergarten;
- meet all necessary Queensland Government legislative requirements including those provided, for example, under the Work Health and Safety Act 2011 and the Working with Children (Risk Management and Screening) Act 2000 and
- be delivered between 29 January 2019 and 13 December 2019.

Applications will be deemed ineligible if:

- the application form is incomplete or altered in any way
- the application is emailed. Applications must be submitted via Arts Queensland’s online forms (<https://artsqueensland.smartygrants.com.au>)
- the application asks for 100 per cent of project costs.

Applications that involve partners who are recipients of core and/or administered funding through Arts Queensland must demonstrate how the project activity differs from what the organisation is currently funded to deliver.

## Assessment criteria

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Applications are assessed by an independent Assessment Panel against the following four criteria:

### Quality

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- Demonstrates capacity to deliver innovative arts and cultural experiences that are responsive to the needs of the kindergarten or school.
- Supports implementation of the *Australian Curriculum – The Arts or the Early Years Learning Framework* through high quality arts education initiatives.

### Reach

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- Addresses the needs of students in schools or kindergartens in communities experiencing disadvantage.
- Fosters and develops new partnerships between kindergartens or schools and artists, arts organisations or the cultural sector.

### Impact

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- Delivers an increase in arts education skills and knowledge in the kindergarten or school, community and/or within the Queensland arts and cultural sector.

### Viability

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- 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.

## Support material

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Applicants should include the following items in support of their application:

- A brief CV for all key personnel and confirmation of their participation
- Up to three letters from individuals, or organisations in your area of practice that provide relevant comment in support of your application
- For proposals involving Aboriginal people, Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with a disability, provide evidence that the required protocols have been followed to obtain support and confirmation of involvement from the relevant people communities and organisations
- Confirmation of significant partnerships
- Quotes for significant budget items
- Examples of previous work that demonstrate the quality of the cultural workers or artists involved in the project /program.

## Application process

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- Step 1:** Submit a project application including support material to Arts Queensland by the closing date.
- Step 2:** Arts Queensland determines eligibility.
- Step 3:** An Assessment Panel, with representatives from the arts and education sector will:
- assess applications against the program criteria and moderate with considerations of available funding, geographic spread, target groups and government priorities; and
  - make recommendations to the Minister for the Arts
- Step 4:** The Minister for the Arts will consider the recommendations and make a final decision on the funding offer.

Applicants will be advised of the outcome of the assessment process by 10 December 2018.

## Important information for all applicants

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These guidelines should be read in conjunction with the AIR Frequently Asked Questions (FAQ) document available at <https://publications.qld.gov.au/dataset/artist-in-residence-program>.

Please refer to the document Arts Investment – Important Information for Applicants on the AIR webpage [www.qld.gov.au/recreation/arts/funding/organisations/schools](http://www.qld.gov.au/recreation/arts/funding/organisations/schools) which provides important information on:

- information Privacy and Right to Information
- processes for feedback and review of decisions for unsuccessful applicants
- agreements and contracts, acknowledgments, reporting and acquittal requirements for successful applicants

Arts Acumen is an initiative developed by Arts Queensland, and aims to support individuals and organisations across Queensland by providing resources, information and opportunities to foster knowledge growth, connections and access to industry intelligence. Arts Acumen has been developed in consultation with arts sector individuals and advisory bodies ([www.arts.qld.gov.au/arts-acumen](http://www.arts.qld.gov.au/arts-acumen)).

## Submitting your application

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The preferred method for submitting your application is online at <https://artsqueensland.smartygrants.com.au>

For support with technical issues related to the online application, please contact an Arts Queensland Grants Officer by email at [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au) or on telephone (07) 3034 4016 or toll free 1800 175 531.

If circumstances prevent you from being able to provide your application in this format, please contact Arts Queensland.

Incomplete or late applications will be deemed ineligible and will not be assessed.

You will receive an email or letter notifying you that your application has been received. If you have not received an acknowledgment within 5 days of submitting your application please contact an Arts Queensland Grants Officer.

## Acquittal and reporting requirements for successful applicants

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Funding recipients will be required to submit an outcome report to Arts Queensland within 30 business days of completing the project.

The outcome report collects information about outputs and outcomes from the project including artistic, cultural, social and economic returns on investment.

It is recommended that you familiarise yourself with the outcome report before you submit your application, so you understand the obligations that come with government funding as well as the types of outcomes Arts Queensland is interested in evaluating from its investment.

The outcome report template, as well as a range of associated tools and resources, are available at <http://artsengage.initiatives.qld.gov.au/arts-acumen/resources/evaluation-and-reporting>

## Translating and interpreting services

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Applications may be submitted in any language. If you have difficulty understanding this information and would like to talk to staff in your first language:

- telephone the Translating and Interpreting service on 13 14 50 during business hours
- contact Arts Queensland about speaking with an interpreter.

## Contact us

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Further information about the program, including copies of the guidelines and application forms, can be obtained from:

- AIR webpage ([www.qld.gov.au/recreation/arts/funding/organisations/schools](http://www.qld.gov.au/recreation/arts/funding/organisations/schools))
- Phone (07) 3034 4016 or toll free 1800 175 531
- Email [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au)