**Queensland Arts Showcase Program**

**2020-2021 Guidelines**

**Introduction**

The Queensland Government recognises the important role of arts and culture in delivering significant social and economic outcomes for Queenslanders.

[*Creative Together 2020-2030*](https://www.arts.qld.gov.au/creative-together) is the Queensland Government’s 10-year vision, which will see Queensland renewed and transformed through arts, culture and creativity, with a focus on growing a strong and sustainable sector that can adapt to meet audience demand, embrace innovative delivery models, attract investors and build financial sustainability.

 *Creative Together* priorities:

* Elevate First Nations arts
* Activate Queensland’s local places and global digital spaces
* Drive social change across the state
* Strengthen Queensland communities
* Share our stories and celebrate our storytellers.

The Queensland Government’s $22.5 million [*Arts and Cultural Recovery Package*](https://www.arts.qld.gov.au/recovery) underpins Creative Together and supports the Roadmap’s first two-year action plan, Sustain 2020-2022, which focuses on stabilising Queensland’s arts companies, securing jobs for artists and arts workers, and delivering COVID-safe cultural experiences to Queensland audiences.

**What is Queensland Arts Showcase Program (QASP)?**

QASP provides project funding to support vibrant and accessible arts and cultural experiences in Queensland created by individuals, organisations or collectives and is delivered through three streams:

***Arts Accelerate***

Funding for new works by Queenslanders that:

* supports creative development, and public or digital presentation responding to audience demand
* creates new employment opportunities and/or cultivates new and emerging talent
* extends artists’ and/or organisations’ practice, audiences and markets
* stimulates sector recovery with a focus on demonstrated track record of presenting work in a venue.

***Arts Activate***

Funding for diverse arts and cultural events in Queensland that:

* creates employment opportunities and/or collaboration between artists
* supports vibrant and diverse range of original arts and cultural experiences for Queensland communities
* contributes to the activation of community and cultural infrastructure, including digital infrastructure.

***Arts Advantage***

Funding for arts-led projects which provide social benefits to Queenslanders across community sectors including health, youth justice, aged care, disability, education and early childhood that:

* creates employment opportunities
* develops and implements new programs that deliver social benefit outcomes to communities
* collaborates with government, business and not-for-profit agencies.

**How much can I apply for?**

Through QASP, Arts Queensland provides one-off grants of up to $30,000 (sole-funding) or up to $60,000 (co-funding) to create new works; activate arts and cultural initiatives and deliver social benefits across Queensland communities.

***NOTE:*** *Support of up to $3,000 in QASP funding can be used for equipment purchases directly related to the creation and delivery of the funded project.*

***In relation to sole-funding***

* No contribution (financial or in-kind) is required to be provided by the applicant if the funding request is $30,000 or less. However, should a contribution be provided, the application may receive higher consideration for Arts Queensland funding.

***In relation to co-funding***

* The ratio of Arts Queensland to other funding is 2:1, meaning Arts Queensland will provide no more than $2 for every $1 that is raised by the applicant from other sources (half of the total funding request must come from other income sources).
* Other income sources may include a contribution from the applicant (cash or in-kind), or investment from local, state or federal government agencies, businesses, not-for profit organisations, philanthropic or other private contributions.
* Contributions can be in-kind; however cash contributions may receive higher consideration for Arts Queensland funding.
* Any external investment must be new funding dedicated to the applicant’s current project and not previously provided.

***In relation to auspicing applications***

* Auspicing of applications is provided to assist in building capacity across the sector and enable access to grant funding for:
* applicants without an ABN
* new applicants and / or emerging artists/artsworkers seeking to upskill in applying for grant funding
* applicants with an ABN that have not been successful for an AQ grant.
* Applicants can include a fee for the auspice body in the project costs and up to a maximum of $3,000 of the total funding requested from Arts Queensland. This fee is to assist the auspice body with the administration of the grant, and be relevant to the service that will be provided to the applicant, which may include but is not limited to administration of the grant funds, accounting, funding acquittal, evaluation and marketing skills development.
* Auspice bodies must provide a signed letter by the authorised officer agreeing to manage successful funding and detail the support to be provided to the applicant.
* Auspice bodies are not restricted to the number of applications in which they auspice, however auspiced applicants are eligible for two approvals each financial year.
* Auspice bodies must have satisfied the reporting requirements of any previous Arts Queensland funding.
* Should an approved application require a variation to the conditions, the auspice body must provide a signed letter by the authorised officer agreeing to the change of conditions and how it will be managed.

***NOTE: Applications that are ineligible to be auspiced***

* If the applicant has previously received Arts Queensland grant funding under their own ABN they cannot apply to be auspiced.

**Who can apply?**

For you or your organisation/group to be **eligible**, it must meet the following:

***An organisation/group must***

* have an active ABN in the name of the applicant.
* have a bank account in the name of the applicant.

***An individual must***

* have an active ABN in the name of the applicant.
* have a bank account in the name of the applicant.
* be over 18 years of age or have the application co-signed by their legal guardian confirming they will take responsibility for managing any funding that may be offered to the applicant. In this case, the bank account will be in the name of the legal guardian.

***An auspicing body must***

* have an active ABN in the name of the auspice body.
* have a bank account in the name of the auspice body.

be a small to medium arts/cultural organisation previously funded by Arts Queensland since 1 January 2019.

* agree to support an individual, organisation or group who is unable to make an application on their own behalf and manage any approved grant (further details below).
* agree to support an individual, organisation or group that meets the objectives of the auspice bodies constitution.
* submit the application in the name of the applicant (individual, organisation or group).

**Eligible applications must**

* Be submitted by a Queensland based individual, organisation or collective or show evidence as to how the activity will directly benefit Queensland arts and culture.
* Where applicable, show evidence of demand and support for activities that involve Aboriginal and Torres Strait Islander people.
* Demonstrate the project can be completed within 12 months from approval.
* Applicants can submit multiple QASP applications, but will only be eligible for two QASP approvals each Financial Year.

**The following are ineligible for funding support**

* Applications submitted after the published round closing date.
* Incomplete applications lacking compulsory support material.
* Applicants who have not satisfied the reporting requirements of any previous Arts Queensland funding.
* Applicants who have previously received Arts Queensland funding under their own ABN and are seeking to be auspiced through their current application.
* Projects which have already commenced, including any items that were ordered, committed to (with a signed document or paid deposit) or purchased before the funding is approved.
* Equipment purchases totalling over $3,000, or equipment requests not directly related to the project delivery.
* International travel.
* Interstate travel costs pertaining to restricted destinations at the time of submission.
* Infrastructure purchase, planning or maintenance.
* Fundraising activities, awards, competitions, eisteddfods, prizes, conferences and research costs.
* General operating/recurring costs, including core business activities, business start-up costs, administrative and other organisational costs not directly associated with the project or program.
* Training, private tuition or study, including course assessment costs.
* Touring costs (Arts Queensland’s Playing Queensland Fund supports touring activities).
* Any activities that are the responsibility of another Queensland Government specialist funding body (e.g. Screen Queensland is the Queensland Government agency responsible for supporting film and screen projects and the broader sector).
* Contingency costs.
* Repayment of debts and loans.
* Educational institutions (excluding Tertiary education institutions who may be considered for funding by providing a statement from an authorising officer of the institution confirming that the activity is outside of core business and does not receive direct financial support from the institution).
* Applicants who have already been approved for two QASP grants within the Financial Year of their current application.
* State government agencies.
* Current Arts Queensland employees or former employees who ceased employment less than six months before applying. Employees of Arts Statutory Bodies and the Department of Communities, Housing and Digital Economy should consult the ‘Important Information for Applicants’ document before applying.
* Arts Queensland shareholder companies (other than those wholly owned by the Queensland Government); Arts Statutory Bodies; and Major Performing Arts Organisations (as recognised by State and Federal Governments) are ineligible to apply.
* Applicants receiving investment through Arts Queensland’s Organisation Fund who are unable to demonstrate how the project differs from core business activities.

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

**Queensland Government commitments**

Arts Queensland is committed to realising the ambitions of the *Queensland Aboriginal and Torres Strait Islander Economic Participation Framework*, the *Queensland Cultural Diversity Policy*, the *Queensland Youth Strategy* and the *National Arts and Disability Strategy*. Applications which include the following target groups as creators, participants or audiences will strengthen the implementation of Queensland Government commitments:

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

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

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

Components of the Program deliver outcomes under the Visual Arts and Craft Strategy (VACS) (a partnership with the Australia Council for the Arts) and Queensland Government’s Backing Indigenous Arts (BIA). If eligible, successful applicants to the Program may be funded through either the VACS or BIA initiatives. To learn more about the VACS or BIA initiatives, please refer to the Frequently Asked Questions (FAQ) at:

<https://www.qld.gov.au/recreation/arts/funding/organisations/arts-showcase>

**Assessment Criteria**

QASP assessment criteria ensures all applications are assessed consistently and fairly by the peer assessment panel. The peer assessment panel may decide to offer reduced funding if ineligible, uncompetitive or inflated budget items are identified.

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

***Quality***

* What evidence can be provided to demonstrate a high standard of artistic and cultural product, processes, partnerships and/or services?

***Engagement***

* How will funding support engagement with previous and new audiences?
* How will funding create new or innovative business partnerships?
* How will funding provide positive experiences, innovative and quality arts and culture for Queensland communities?
* How will the project address accessibility for culturally and geographically diverse audiences, participants and communities or to a specific target group?
* How will the funding contribute to sustained reactivation of venue space?

***Impact***

* How will funding provide partnership / collaboration and employment opportunities for Queensland artists and art workers?
* How many Queensland artists will be supported as a result of this funding?
* What on-going social benefits and/or positive legacy will be provided to Queensland communities and how?
* How will the application strengthen Queensland’s reputation as an arts and cultural destination?
* How will the funding stimulate the sector economy?

***Viability***

* Are all project components organised, negotiated and really to be delivered?
* How will funding provide an opportunity for art workers to create leverage in the industry?
* How will the funding provide value for money and add value to industry (rather than business as usual activities/projects)?
* How does the application demonstrate innovative ways to reduce the cost of service delivery into the future?
* How does the application demonstrate capacity to manage and achieve high quality outcomes in a cost effective way?

**How to apply**

QASP applications are managed online through Smarty Grants. You can save and continue working on an application until the round closing date. Visit the following web link to access the QASP application form:

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

Emailed or hand-delivered applications cannot be accepted.

**What to attach**

An application must include a completed online application form and all compulsory support material.

***Compulsory support material includes***

* CVs for all key artists and arts workers.
* Up to three examples of your work.
* Letters of support for key partners.
* Marketing plan.
* Evaluation plan.
* If applicable, a signed letter by authorised officer of auspicing body agreeing to manage successful funding. The letter should also identify the funding sought to administer the grant and what support is being offered to the applicant in relation to up-skilling, mentoring, governance and administration of the grant.
* Budget breakdown of significant items such as artist fees and quotes for expensive project costs.

**2020-2021 QASP Rounds**

Completed application forms must be submitted in Smarty Grants by **midnight** on the round closing date. Funding announcements are expected to be made approximately 6 - 8 weeks after the round closes.

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| --- | --- | --- | --- |
| **Round**  | **Opening Date** | **Closing Date** |  **Funding Announcement (during week commencing)** |
| 4 | 1 May 2021 | 4pm on 30 May 2021 |  Mid July 2021 |

**How is my application assessed?**

QASP applications are checked for eligibility by Arts Queensland staff. All eligible applications are assessed by members of an external peer assessment panel (each application receives at least three assessments). The panel meet to moderate the round, which includes considering Government priority areas. The panel make funding recommendations which are approved by the Minister for the Arts. The peer assessor panel will be provided with the Arts Queensland funding history over the prior 12 months, of all applicants to this program.

**How to manage a successful application**

If you are approved for funding, for the purposes of delivery and acquittal of your activity, the Funding Agreement will be made up of:

* The Guidelines pertaining to the grant fund as specified in the application;
* The application and any schedules or attachment; and
* The Terms and Conditions as found at: <https://www.publications.qld.gov.au/dataset/terms-of-funding-version-8>

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

You can log onto SmartyGrants at any time to view the details of your approved grant application. If you are approved for funding you will be required to provide an EFT form and tax invoice to Arts Queensland for the full grant amount.

**Acquitting an approved application**

To acquit the grant, you must provide Arts Queensland with the following within 30 business days of completing the project or program:

* an outcome report ; and
* invoices or receipts on how the grant was spent.

Invoices or receipts must be provided for expenditure items costing over $500 and:

* be dated on or after the date the grant or variation was approved
* be issued in the name of the organisation or individual that was approved the grant
* describe the items/services purchased
* be issued on commercial terms, ensuring there are no conflicts of interest.

The following will not be accepted as evidence of approved expenditure:

* invoices or receipts dated before the application or variation was approved, or not in the name of the applicant
* items not approved or eligible
* for items purchased overseas without written approval from Arts Queensland
* purchase / sales orders, quotes or statements.

The acquittal document will be submitted via SmartyGrants by the required due date. Your acquittal documentation will be assessed by an Arts Queensland staff member and you may be asked to provide further information about the acquittal. Arts Queensland may request the return of grant funds if they are unspent at the time of acquittal, or due to breaches of the funding Guidelines.

**Unsuccessful and Ineligible applications**

You will receive an email advising of the result of your funding application if it is unsuccessful or ineligible when the funding results are announced. If the application remains a priority, and you can rectify any eligibility issues you may submit a new application in the next funding round.

**QASP Governance**

***Auspicing an application***

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

* agree to accept legal and financial responsibility for the grant.
* agree with the applicant about how the grant will be managed.
* submit the application on behalf of an individual, group or organisation; and
* if approved, manage all aspects of the terms and conditions.
* provide up-skilling, mentoring, governance and administration support to the individual, group or organisation.

***Acknowledgement of Funding***

All funding programs must correctly acknowledge the Queensland Government’s contribution, details can be found at [Arts Queensland](https://www.arts.qld.gov.au/aq-funding/acknowledgement).

***Rules, breaches and enforcement***

Breaches of these funding guidelines will result in:

* both parties being ineligible for future funding from Arts Queensland.
* grant funds being recalled.

***Overseas suppliers***

The Queensland Government encourages you to buy local and support local suppliers.

If your application is successful, further approval must be sought from us to make any significant purchases (over $500) from an overseas supplier. Any items purchased from an overseas supplier without prior approval from us will be declined and grant funds will need to be returned.

Submit a written request to us at investment@arts.qld.gov.au that:

* includes a quote from the supplier
* explains why these items cannot be purchased in Queensland or Australia.

***Goods and services tax (GST)***

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

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

***Terms and conditions***

Read the terms and conditions for the Arts Queensland grant.

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

Note, that if 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.](https://www.publications.qld.gov.au/dataset/terms-of-funding-version-8)

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

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

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

***Intellectual Property Rights***

1. Intellectual Property Rights includes all present and future rights in relation to copyright, trademarks, designs, patents, trade, business or company names, trade secret, confidential or other proprietary rights, or any rights to registration of such rights whether created before or after the date of this Agreement, and whether existing in Australia or otherwise.
2. Title to, and all Intellectual Property Rights in, the Funded Activities and Recipient’s Material vests in the Recipient.
3. The Recipient grants, and will ensure that relevant third parties grant, Arts Queensland a perpetual, irrevocable, royalty-free, world-wide and non-exclusive licence to use, communicate, reproduce, publish, adapt and modify Recipient’s Material, the Recipient’s existing material and any third party material as part of Recipient’s Material.
4. The Recipients warrants to Arts Queensland that:

(i) it has the right to grant the licence to Arts Queensland under clause (c) above;
and

(ii) neither its performance of the Funded Activities nor Arts Queensland’s exercise of the licence granted to it under clause (c) above will infringe the Intellectual Property Rights or Moral Rights of any person.

***Client Survey***

From time to time AQ conducts client surveys. These surveys are voluntary and may be emailed to applicants. They support continuous improvement of the grant processes. All responses will remain confidential.

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

***Read the available QASP program documents:***

You can find QASP Frequently Asked Questions, Information for Applicants, and other information from:

<https://www.qld.gov.au/recreation/arts/funding/organisations/arts-showcase>

***Creative Business Champions***

The Creative Business Champions Hub provides free, expert, personalised online support to Queensland artists and arts workers. Covering a range of discipline areas, this service can help you develop arts business skills, competencies and networks to support business sustainability and growth. Find out more at: <https://rasn.org.au/cbc/>

***Explore*** [***Arts Acumen***](https://www.arts.qld.gov.au/arts-acumen)

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

***Contact us***

Phone: (07) 3034 4016 or toll free 1800 175 531

Email: investment@arts.qld.gov.au

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

**Translating and interpreting services**

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

* call the Translating and Interpreting service on 13 14 50 during business hours.

contact Arts Queensland about speaking with an interpreter.