

Individuals Fund Guidelines 2022

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](#) 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 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 the Individuals Fund?

The Individuals Fund (IND) provides support for Queensland individual artists and cultural workers, (emerging and established) to participate in transformational professional and career development opportunities that enhances skills and builds employment.

Its objectives are to:

- propel careers to the next level of professionalism
- fast track development of talent and leadership
- develop new markets and new audiences for new work
- offer significant and inspirational opportunities for professional development and to expand industry networks
- digital adaptation for delivery of works
- creative developments
- small project activities.

How much can I apply for?

Through the IND, Arts Queensland provides one-off grants of up to \$7,000 per application including up to \$1,000 for equipment purchases directly related to the creation and delivery of the funded project.

When can I apply?

Round	Applications Open	Applications Close	Funding Announcement	For Activities Commencing
2022 Round	17 January 2022	4 March 2022	Late April 2022	from 30 May 2022

Note: AQ cannot fund retrospective activities. If your activity start date is before the above listed commencement date, your application will be deemed ineligible.

Who can apply?

Applicants must be an individual artists to be eligible, and must meet the following:

- be an individual.
- have an active ABN registered in the name of the applicant.
- have a bank account in the name of the applicant.
- be currently living in Queensland.
- have satisfied the reporting requirements of any previous Arts Queensland funding.
- be an Australian citizen or permanent resident.
- 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.

Auspicing of 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/arts workers seeking to upskill in applying for grant funding.
- Funding requested can include a fee for the auspice body as part of the project costs up to a maximum of \$1,500. This fee is to assist the auspice body with the administration of the grant and must 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 are not restricted to the number of applications in which they auspice, however auspiced applicants are eligible for one IND approval each calendar year.
- Any changes required to a funding agreement will need to be approved in writing by the auspice organisation.
- If an applicant begins an application in Smartygrants under their own email address they must contact Arts Queensland to change the online user to the auspice organisation's email. The auspice organisation will submit the application and agree to the certification at the end of the application form.
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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.
- provide a signed letter by the authorised officer agreeing 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). The letter must detail the support to be provided to the applicant.

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- 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).
- have satisfied the reporting requirements of any previous Arts Queensland funding.
- be the name on the certification of the application form.

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.
- If the applicant has received more than one IND Fund for the calendar year.

Eligible applications must

- 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.
- Auspiced applications must be submitted in smartygrants by their nominated auspice organisation and under their email address.

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.
- Organisations, Groups or Collectives (unless auspicing an application)
- Applicants who have previously received Arts Queensland funding under their own ABN and are seeking to be auspiced through their current application.
- Funded activities that occur before 30 May 2022 and after 1 June 2023.
 - 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.
- Applications requesting more than \$1,000 contribution for equipment costs (e.g. software, cameras).
- International travel
- Costs relating to COVID testing and quarantine requirements. Please refer to the Queensland Government Health website for all COVID updates, restrictions and travel advice.
- Purchase, planning or maintenance of infrastructure.
- 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.
 - Applicants who are students must submit a letter from a relevant supervisor to confirm their application does not contribute to their studies. Short-term courses, workshops or other training that does not contribute to a qualification are eligible.
- Touring costs (Arts Queensland's Touring Queensland Fund and Touring Queensland Quick Response 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).
- Any activities for the purpose of script writing and development for film and/or TV.
- Contingency costs.
- Repayment of debts and loans.
- 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

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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.

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

Assessment Criteria

The IND Fund 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 you provide to demonstrate a high standard of artistic and cultural achievement in your field that is appropriate to this stage of your career?
- How will funding support your professional standing to people you work with?
- Demonstrate timeliness and relevance of the work?

Impact

- How will funding support your artistic/cultural growth and impact your career?
- How will funding lead you towards potential future partnerships / collaboration and employment opportunities?
- What on-going social benefits and/or positive legacy do you expect as a result of this funding?
- How will the application strengthen and grow you as an individual artists?
- How many Queensland artists will be supported as a result of this funding?

Viability

- How will the funding provide an effective use of resources and value for money?
- Are all project components organised, negotiated and ready to be delivered?
- Provide realistic and achievable planning, including contingency and COVID-safe plans.

NOTE: The peer assessor panel will be provided with the AQ funding history over the prior 12 months, of all applicants to this program.

Queensland Government commitments

The Queensland Government is committed to recognising the value of the arts, culture and creativity, and ensuring they are an integral part of the lives and communities of all Queenslanders, and has developed *Creative Together: 2020-2030* as a whole of Government strategy to deliver significant social and economic outcomes to renew and transform Queensland.

The Queensland Government also has clear objectives for the community built around *Unite and Recover – Queensland Economic Recovery Plan*, including safe guarding our health, supporting jobs, backing small business, making it for Queensland and building Queensland, growing our regions, investing in skills, backing our frontline services and protecting the environment.

Population Groups

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 population groups as creators, participants or audiences will strengthen the implementation of Queensland Government commitments:

- Aboriginal peoples
- Torres Strait Islander peoples
- Australian South Sea Islander peoples
- Regional Queenslanders
- People with disability
- People from culturally and linguistically diverse backgrounds
- Older people (over 55 years of age)
- Youth (12 – 25 years of age)
- Children (0-11 years)
- LGBTIQ+

***Note:** Funding recipients are required 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 population groups where appropriate.

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

How to submit your application

Arts Queensland applications are managed online through SmartyGrants. You can save and continue working on an application until the round closing date. To apply online, visit the following web link to access the application form: <https://artsqueensland.smartygrants.com.au>.

If you do not have online access you can submit your application to AQ on a USB device posted to our office. Please contact AQ for requirements before submitting your application via post. Please note USB devices will not be returned to you.

AQ cannot accept emailed or hand-delivered applications.

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 AQ using the contact details at the end of these guidelines.

What to attach

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

Compulsory support material includes

- Your CV (max. two A4 pages).
- A minimum of one and up to three letters of support from professional artists or arts organisations in your area of practice or involved with the project which provide relevant comment in supporting your application and the quality of your practice.

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- Evidence that the development can be completed within 12 months from approval.
- Up to three examples that demonstrate the quality of your work.
- Where applicable, evidence of demand and support for activities that involve Aboriginal and Torres Strait Islander people.
- For proposals involving Aboriginal peoples and/or Torres Strait Islander peoples must provide evidence you have followed required protocols to obtain support, permissions and confirmation of involvement from the relevant people, communities and organisations. This includes demonstration of how you will acknowledge First Nations cultural and intellectual property.
- For proposals involving people from culturally and linguistically diverse backgrounds; people with disability; children or young people: provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.
- For students: provide a letter from a relevant supervisor to confirm that your application does not contribute to your studies.
- 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. This letter must certify that the Auspice organisation will be responsible for ensuring the funding is paid to the applicant and applied toward the fund project efficiently and in accordance with the terms of the funding.

Note: Other suggested support material (if applicable to your proposed activities)

- An itinerary with dates, times and locations of your activities / meetings.
- Evidence of your acceptance into an activity / program / residency.
- Evidence of communication with and interest from clients / partners / communities of interest relevant to your activities.

How is my application assessed?

The IND Fund 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 Director-General, Department of Communities, Housing and Digital Economy. The peer assessor panel will be provided with the Arts Queensland funding history of all applicants to this program.

Application Outcomes

All successful and unsuccessful applicants will receive an email advising of the result of your funding application when the funding results are announced.

Ineligible applications will be notified once the application has been deemed ineligible by Arts Queensland staff. You are strongly encouraged to discuss your application with Arts Queensland prior to submitting to minimise the risk of your application being deemed ineligible.

How to manage a successful application

You can log onto SmartyGrants at any time to view the details of your approved application.

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

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

- (a) The Guidelines pertaining to the grant fund as specified in the application.
- (b) The application, Letter of Offer and any schedules or attachments.
- (c) Terms of Funding – Version 8

If you are offered the full amount of funding requested, with no special conditions of funding:

- sign and date all copies of the letter of offer and schedules.
- provide an invoice and EFT form for any payment instalment due.

To provide COVID Safe Events, you are required to comply with all applicable Commonwealth, State and local government laws, including public health directions, when planning, preparing and delivering the Funded Activities.

You will need to keep invoices/receipts as proof of expenditure. AQ conducts Quality Assurance activities and may request verification of expenditure.

Reporting you will need to do if successful

All successful applicants will be required to submit an outcome report to Arts Queensland within 30 business days of completing your funded activities. The outcome report collects information about outputs and outcomes, including artistic, cultural, social and economic returns on investment, and the expenditure of grant funding.

It is recommended that you familiarise yourself with the outcome report before you submit your application. The outcome report templates, as well as a range of associated tools and resources, are available from the AQ webpage.

You may also be asked to submit photos representing the project, and a quote from a project representative which may be used by AQ or Arts Minister's office in social media for promotional purposes to promote funding outcomes.

The acquittal document will be submitted via SmartyGrants. You cannot apply for further funding from Arts Queensland until the grant acquittal is approved. Your acquittal documentation will be assessed by an Arts Queensland staff member and you may be asked to provide further information about the acquittal.

Variations may be considered (eg if COVID restrictions change, preventing opportunity for activity to be undertaken), please contact Arts Queensland as soon as possible to discuss any proposed variation.

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.

Governance

Further information on the following items can be found in the *Important Information for Applicants* and *General Frequently asked questions* documents on the Arts Queensland website:

- Auspicing an application
- Acknowledgement of Funding
- Rules, breaches and enforcement
- Overseas suppliers
- Goods and services tax (GST)
- Terms and conditions
- Intellectual Property Rights

Arts Queensland reserves the right to modify the Fund Guidelines at any time. Applicants will be notified of changes.

Client Survey

From time to time Arts Queensland 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?

You can find further information about the IND Fund, including Frequently Asked Questions, Important Information for Applicants, Terms of Funding (Version 8) and other information on the Arts Queensland [website](#).

It is recommended that you review and familiarise yourself with these key documents prior to submitting your application.

Explore Arts Acumen

Arts Acumen is an Arts Queensland online resource, which includes a range of information and opportunities to foster knowledge growth, connections and access to industry intelligence. Toolkits on application writing, budget preparation and selection criteria are available from www.arts.qld.gov.au/arts-acumen.

Creative Business Champions Hub

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/>.

Protocols for working with First Nations Artists and Communities

Guidance on best practice approach for working with First Nations artists and communities can be found on the Australia Council for the Arts website: [Protocols for using First Nations Cultural and Intellectual Property in the Arts](#).

Contact us

Arts Queensland is happy to provide support wherever it can to applicants. Business hours are 9:00am to 5:00pm; Monday to Friday.

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

Email: investment@arts.qld.gov.au

Website: 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:

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