



ACT
Government

Chief Minister, Treasury and
Economic Development

2018 ACT ARTS FUND - PROJECT FUNDING GUIDELINES

Purpose

Project Funding is part of the ACT Arts Fund and supports the aims of the [ACT Arts Policy](#) for the ACT 'to be a diverse and dynamic arts ecology valued locally, nationally and globally'.

The principles of the ACT Arts Policy are:

- Principle 1: Participation in and access to the arts
- Principle 2: Great art and great artists
- Principle 3: Vitality of the Canberra Region arts ecology
- Principle 4: Engage with Aboriginal and Torres Strait Islander arts and cultures

The purpose of Project Funding is to support:

- artistically interesting and exciting projects
- excellence in arts practice across artforms
- unique arts development opportunities for artists at all stages of their careers
- quality arts activities in which the ACT community can actively participate.

To simplify the application process, applicants are required to answer three questions about their proposed project (see 'Applying For Funding' below). However, applications will be considered in the context of the ACT Arts Policy and its vision and principles and the Project Funding purpose.

Equity and access for all members of the community, including for new applicants, is an important element of the Project Funding category. Project Funding is not intended to support the same activity on a year to year basis. If funding is sought for a project that has been funded previously, the application must demonstrate significant artistic growth and/or development. Applications from artists for activities that have been funded three times will need to demonstrate an exceptional need or opportunity.

Timeframe

Project Funding is offered once a year to support ACT artists, groups and organisations to do one-off arts activities.

Activities must start and finish within the 2018 calendar year.

Funding amount

Applicants can apply for up to \$40,000.

Applications must demonstrate value for money and include a detailed budget and supporting documentation. The level of funding requested should reflect the project outcomes and benefits.

Applicants are encouraged to seek funding from a variety of sources. Information about other organisations which offer funding or support can be found [here](#).

Eligibility criteria

Project Funding is open to ACT residents including:

- individuals
- groups or unincorporated organisations
- incorporated arts or community organisations

Groups or unincorporated organisations must nominate an individual member to take legal and financial responsibility for any funding or be auspiced by an incorporated organisation.

Applicants who do not reside in the ACT may be considered where their application **specifically and strongly** demonstrates an ACT-based arts practice or an activity with significant outcomes that is not available in the ACT.

Non ACT resident applicants need to specifically address each of the six points on demonstrating an ACT-based practice, with a significant focus on the last two years. For details about demonstrating an ACT-based arts practice, see the [Information for Applicants](#) page.

Applicants must be Australian citizens, have permanent resident status in Australia, or, if not a permanent resident, be on a temporary Australian VISA which expires no less than two years from the date of application.

Only one Project Funding application for one activity may be submitted by any individual or organisation each year. While artists may be involved in more than one project, they can only be the applicant signatory for one application. Applications must not include multiple projects.

Applications seeking support for film projects are not eligible to apply to artsACT for Project Funding and must apply to [ScreenACT](#). While artists may be involved in both film and Project applications, they cannot be the applicant signatory on both applications.

artsACT will not accept applications from applicants that have overdue unacquitted funding from the ACT Government.

artsACT reserves the right not to assess an application if it does not meet the eligibility criteria or all the requested information has not been provided.

Artists and Arts Workers fees and salaries

artsACT expects that artists professionally employed or engaged on an artsACT funded project will be remunerated for their work in line with industry standards.

Project application budgets should therefore reflect appropriate fees and salaries for artists and arts workers commensurate with their level of skill and experience, role and responsibility.

Ultimately, appropriate fees and salaries is the responsibility of the applicant. Any arrangements outside appropriate fees and salaries must be agreed to by the artists and included in the application.

For further information on fees and salaries, please also refer to the [Information for Applicants](#) and [Preparing your Budget](#) pages.

Activities not eligible for funding

- activities that are associated with a course of study or form a part of any assessment at an educational or training institution
- activities for or by government directorates, departments or agencies
- awards and competition prizes
- activities 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 program
- retrospective activities
- fundraising activities
- any building works, including minor repairs, maintenance, relocation or refurbishment activities
- office equipment including telephone, facsimile machines, photocopiers or other office furniture
- computer hardware and/or software for general administration, promotional or communication purposes

Film projects

Applicants seeking support for film projects must apply to [ScreenACT](#) through its Screen Arts Fund. The Screen Arts Fund is part of the ACT Arts Fund and has been provided to ScreenACT to specifically support film/screen projects.

Applicants **can not** apply to both Project Funding and the Screen Arts Fund in the same year. While artists may be involved in more than one project across Screen and Project funding, they can only be the signatory for one application in either the Project funding or Screen Arts funding.

Llewellyn Hall

Applicants seeking funding for the hire of Llewellyn Hall in 2018 must apply, and be assessed, through Project Funding. This is the same process as for 2017 funding where a separate Llewellyn Hall funding category was not offered.

Organisations currently funded through the Key Arts Organisation or Program funding categories may apply for funding for the cost of hiring Llewellyn Hall as an exception. Key Arts or Program funded organisations **can not** apply for any other activities through the Project funding category.

Applications will need to respond to the Project Funding assessment questions and Project Funding Purpose, and compete on merit with all other applications received. In this process, Llewellyn Hall is treated the same as any other venue cost in a project application.

Applying for funding

Applicants are strongly encouraged to read the [Information for Applicants](#) section when preparing an application. artsACT [Arts Support staff](#) can provide general advice and can be contacted on (02) 6207 2384.

Applications, including all support material, must be made through the [artsACT online grants portal](#). Applicants will receive an automatic email notice once an application has been submitted.

Applications must be received by the due time and date. Late applications and/or support material will not be accepted.

The panel will assess responses to the questions below, comparative to other applications received, and in the context of the principles of the ACT arts Policy and the Project Funding purpose.

Assessment Questions

1. What is the project and why is it important?
2. How will it develop your (or the community's) artistic skills/practice?
3. How will the project be delivered?

What can Project Funding support?

Funding may support a variety of costs including artists' fees, studio or venue hire, materials, research, marketing and travel expenses.

Equipment purchase may be included in an application where the equipment is essential to the creation of the artwork. Applicants should first consider if the equipment is already available through another access organisations. Computer hardware and software will only be considered when it is an essential part of creating art work.

Workshops or classes are expected to be self-supporting through workshop fees. An application that includes a request to support workshops or classes should strongly demonstrate why these should be funded.

Auspiced applications

Applicants may have a legally constituted body, such as an incorporated organisation or company limited by guarantee, take responsibility for the funding. If entering an auspice arrangement, the application must include a written agreement between the applicant and the auspicating body detailing the financial, administrative and management responsibilities for the activity.

An auspicating body may charge a fee for this service. This amount should be included in the budget as an actual expense or an in-kind contribution if the auspicating body is not charging for its services.

The auspicating arrangement should also clearly articulate insurance arrangements and responsibilities and note that it does not create any employment arrangements between the parties.

If the application is successful, the auspicating body signs the Deed of Grant, receives and administers the funding including the execution of contracts with all artists/employees. The applicant co-signs the Deed of Grant and is responsible for the acquittal of the funding, with financial input from the auspicating body.

Assessment process

Applications are assessed by a multi-artform peer panel appointed by artsACT.

artsACT facilitates the panel meetings to ensure a fair and equitable process, the guidelines are followed, and to provide relevant information including funding and acquittal histories. A history of late acquittals may be considered in the assessment process.

Panel discussions are held in confidence and panel members will not provide comment or feedback on applications.

The assessment process is as follows:

- Applications will be assessed for eligibility by artsACT staff. Ineligible applications will not be considered by the panel.
- The panel will provide advice on applications against the Project Funding purpose and responses to the assessment questions.
- Applications will be ranked comparatively with other applications in the same artform.

- artsACT provides recommendations to the Minister for the Arts and Community Events for agreement, based on the panel's advice, available funding, balance across artforms, and government priorities.

The assessment process may take up to four months to complete. The funding outcome is anticipated by the end of October 2017.

Notification and feedback

Applicants will be advised in writing of the outcome of their application as soon as the decision has been made. artsACT cannot provide advice on the outcome of your application or feedback on applications until this time.

artsACT is able to provide general feedback on applications but will not provide individual panel member's comments.

Successful Applicants

Successful applicants will receive a letter with the Deed of Grant attached. The Deed represents artsACT's contract with you and by signing and returning it you agree to the terms and conditions.

Payment of funding cannot be made until the deed and any conditions have been agreed and accepted by all relevant parties. Payments take at least one month from receipt of an invoice.

Standard funding conditions require you to:

- deliver the project in accordance with your application
- seek prior approval for making any material changes to a funded project, including, for example, changes in the budget, key creative personnel, venue, or start or end dates
- respond to any requests for information from artsACT about the project or funding
- satisfactorily account for how the funding is spent
- comply with all applicable laws
- acknowledge the ACT Government's support in all material associated with the project including editorials/newspaper articles and in any speeches/events
- provide artistic and financial acquittal reports at the end of the project
- return any unspent funds at the completion of your project

Reporting and monitoring

Successful applicants will be required to provide an acquittal report within two months of the end of the funding period. The reporting requirements will be outlined in the Deed of Grant.

Confidentiality

All material submitted as part of an application to the ACT Arts Fund is provided in confidence. Applications will be read by external peers. The peers are required to maintain strict confidentiality.

artsACT will only use and/or disclose personal information in accordance with relevant legislation, including the [Information Privacy Act 2014](#). Applicants should be aware that the provisions of the [Freedom of Information Act 1982](#) apply to documents in artsACT's possession. Details of applications will not be made available to third parties without the permission of the applicant.

artsACT will announce and may also promote the successful applicants for the mutual benefit of the ACT Arts Fund and the applicant.