



ACT
Government

ARTS ACTIVITIES FUNDING APPLICANT HANDBOOK

Acknowledgement of Country

The Australian Capital Territory is Ngun(n)awal Country. The ACT Government acknowledges the Ngun(n)awal people as the traditional custodians of the Canberra region. Ngun(n)awal culture is essential to the identity of the ACT. For tens of thousands of years Canberra has been an important meeting place and is also deeply significant to other Aboriginal groups. The ACT Government acknowledges the historical dispossession and its continuing legacy for Aboriginal and Torres Strait Islander peoples, their strength and resolve and the resilience and value of their culture for all Australians. We pay our respects to their elders, past, present and future.

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INTRODUCTION

Arts Activities Funding provides support for Canberra artists, groups and organisations to undertake a range of arts activities including creative projects, professional or skills development, mentoring, residencies, and community arts engagement.

Activities can be across a broad range of artforms including dance, literature, music, theatre, visual arts, digital, new media and arts-based festivals.

Arts Activities Funding aligns to the aims of the *ACT Arts Policy 2015*. Applications for funding are encouraged from all members of the Canberra community. Should you have any questions or queries, please contact artsACT for help and assistance with information on funding or how to apply.

AT A GLANCE

UP-TO-\$5,000 CATEGORY

ABOVE \$5,000 TO \$50,000 CATEGORY

Funding

Requests from \$500 up to \$5,000.

Requests over \$5,000 and up to \$50,000.

Open

Applications can be made at any time; however, must be submitted at least six weeks before the activity start date.

Open twice each year.

- The first round will open **1 June** and close at 5.00pm **31 July**, and be announced by 31 October for activities to commence from 1 December.
- The second round will open **1 December** and close at 5.00pm **28 February**, and be announced by 31 May for activities to commence from 1 July.

Assessment

Applications are staff assessed. External peers may be consulted if required.

Applications are peer assessed.

Notification

Applicants will be advised of the outcome within six weeks of the application submission date.

Applicants will be advised of the outcome within three months of the assessment round closing.

Funding term

Six months (up to 12 months can be requested where required).

Twelve months (up to 24 months can be requested where required).

Frequency

- Applicants can receive funding in the Up-to-\$5k category once each calendar year.
- Applicants can apply a maximum of three times to the Up-to-\$5k category per calendar year regardless of success.
- Applicants may also apply to the \$5–50k category for a different activity or another stage of the Up-to-\$5k activity.

- Applicants can only submit one application in each round.
- Artists can be involved in more than one application; however, can only be the applicant for one application.
- Applicants can receive a maximum of one \$5–50k funding each calendar year.
- Applicants may also apply to the Up-to-\$5k category for a different activity or another stage of the \$5–50k activity.

The total available budget for 2019–20 for Arts Activities funding is a minimum of \$775,000.

FUNDING AIMS

Arts Activities funding applications must strongly meet one or more of the following aims:

ARTS DEVELOPMENT

Supports:

- new and exciting ideas
- artists to develop their skills and practice.

ARTS PARTICIPATION AND ACCESS

Engages the community:

- as active participants in artistic skills development
- in inclusive and accessible arts activities that reflect the diversity of the community.

ARTS OPPORTUNITIES

Assists:

- artists and organisations to reach new audiences and markets
- artists and organisations to connect nationally and internationally including through residencies and cultural exchange
- work to be showcased to national and international audiences.

WHO CAN APPLY

- Applicants who reside in Canberra or whose practice is clearly based in Canberra.
- Groups (including unincorporated bodies, partnerships and individuals informally collaborating on an activity) where the majority of the members have a Canberra-based practice.
- Organisations registered under law (e.g. incorporated association, company limited by guarantee) and are based in Canberra.
- Individuals holding Australian citizenship, permanent resident status, New Zealand Special Category visa or on a temporary Australian visa which expires no less than two years from the date of application.

Groups or unincorporated organisations will need to nominate one person to take legal and financial responsibility for any funding, or be auspiced by an incorporated organisation. To find out more about auspicings arrangements see [*Auspicing arrangements.*](#)

Applicants who do not reside in Canberra must specifically and strongly demonstrate that their practice is based in Canberra. Generally this is only available to people living in the immediate Canberra region. You must provide a statement addressing the [*six points*](#) on demonstrating a Canberra-based practice, with a focus on the last two years. This information will be used to assess eligibility and therefore needs to be thorough and relevant. See [*Information for applicants.*](#) artsACT reserves the right to not accept an application from non-Canberra residents.

Groups must demonstrate that the majority of their members have a Canberra practice.

You cannot apply if you have any unacquitted funding from the ACT Government. You can apply if you have funding that is not yet due to be acquitted.

An Aboriginal person that is a traditional custodian to Ngunnawal Country is eligible to apply, regardless of your residential address.

ELIGIBLE ARTFORMS

Disciplines may include (but are not limited to):

- visual arts and crafts
- contemporary design
- performing arts: music, theatre, dance, circus, comedy
- literature: fiction, non-fiction, poetry, illustrated narrative
- interdisciplinary: digital, animation, projection art or time-based media art which is not associated with a screen activity (including film, television or game development).

The ACT Government supports screen activities including film, television and game development through Screen Canberra. If you wish to undertake a screen activity, you should contact [Screen Canberra](#). Screen activities are not eligible to apply for Arts Activities Funding.

Screen activities

The following are considered screen activities and ineligible for Arts Activities Funding:

- the development or production of narrative shorts or features, pilots for television series, mainstream animation e.g. conventional character-based narrative cartoons
- documentaries, including documentaries on the arts
- film festivals
- screenwriting activities or script development for film and television
- composition of scores for use in film
- activities where members of the public take part, where the main or only artform being used is film
- interactive game development
- purchase of equipment for film and video activities.

ELIGIBLE ACTIVITIES

Activities may include, but are not limited to:

- creation or commissioning of a new artwork
- production or public presentation of new artworks or events
- professional or skills development
- participation in artistic skills or professional arts development workshops
- a residency or mentoring opportunity that is significant to the development of an arts practice
- revival and/or reinterpretation of existing material.

Arts Activities Funding has a focus on the creation of new work. While funding may be sought for the revival or reinterpretation of existing work, the application needs to clearly show how this is addressing the [*Funding aims*](#).

The purchase of equipment, including computer hardware and software, will not be supported unless it is an essential part in creating the artwork. Computer hardware and/or software will only be considered for highly specialised applications for creating artwork. You should consider if the equipment is available to borrow or hire.

Applications for the delivery of workshops or classes are expected to be self-supporting through participation fees. You may request funding if you can strongly demonstrate a need for support, for example, workshops that are targeted at communities or artists experiencing disadvantage.

ACTIVITIES INELIGIBLE FOR FUNDING

You cannot apply for activities that are:

- associated with a course of study or form a part of any assessment at an educational or training institution, including a degree, certificate or PhD course
- for or by government directorates, departments, authorities or agencies
- awards and competition prizes
- 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 where funding is sought for an activity that has already occurred
- fundraising for any cause or charity
- any building works, including minor repairs, maintenance, relocation or refurbishment activities
- purchase of any office furniture or equipment
- purchase of computer hardware and/or software for general administration, promotional or communication purposes
- the development, making or installation of permanent public artwork.

ARTS ACTIVITIES FUNDING

Arts Activities Funding has two categories:

- **Up-to-\$5k:** Up to \$5,000 per application for smaller projects.
- **\$5–50k:** Above \$5,000 and up to \$50,000 per application for larger projects.

For either category, applicants will need to demonstrate value for money and include a detailed budget and supporting documents. The more funding requested and the bigger the project, the more information you will need to provide. The amount of funding you are seeking should reflect the outcomes and benefits of the project.

Applicants are encouraged to seek funding from a variety of sources, particularly for larger projects. Information about other organisations that offer funding or support can be found in [Artist resources](#).

FUNDING CATEGORIES

UP-TO-\$5K

This category is open all year. Applications must be submitted at least **six weeks** before the start date of the activity.

\$5–50K

This category will open twice each year.

- Round one will open **1 June**. Applications will close at 5.00pm on **31 July**. Funding will be announced by 31 October and you can start from 1 December.
- Round two will open **1 December** at 5.00pm. Applications will close **28 February**. Funding will be announced by 31 May and you can start from 1 July.

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

APPLICATION PROCESS

Application is online through the grants web portal SmartyGrants. For more information about applying, please go to the [Step by step guide to applying online](#).

If, for accessibility reasons, you are unable to apply online, please contact artsACT for assistance.

INFORMATION REQUIRED

There are three main parts to the application:

- core application questions
- financial information
- support material.

Each plays a role in creating a whole picture about your activity. Further information about how to address each of these components in your application can be found under [Writing your application](#).

At the beginning of the application you will need to provide some information about you or your organisation so we can contact you about your application. It also asks for information about your ABN (if you have one) which will be used to pay your grant should you be successful.

The application form asks questions about you as an applicant. This helps us understand who is applying for funding and how we can improve the reach of the program. You do not have to answer these questions. The answers to these questions do not form part of the assessment process.

You may also include a short video statement to support your responses to the application questions. The content, not the quality of videos will be considered by assessors. You must still provide written answers to the questions.

ASSESSMENT CRITERIA FOR APPLICATIONS

Applications are assessed against the following three criteria:

- **Quality:** How is the activity interesting, different and/or important?
- **Benefit:** How does the activity meet one or more of the funding aims?
- **Planning:** Can the activity be completed within the budget and timeline provided?
Do the key personnel have the necessary experience?

FUNDING TIMEFRAMES

In your application you will need to decide how long your project will take to complete.

For **Up-to-\$5k** projects, your activity should occur within six months of the application date. If you require more time, you may apply for up to 12 months but will need to provide information about why extra time is required.

For **\$5–50k** projects, your activity should occur within 12 months of the announcement date (31 October for the first round and 31 May for the second round). If your activity requires more time, you may apply for up to 24 months but will need to provide information about why extra time is required.

On the application form, you must provide an end date for your activity. You should allow sufficient time for all funded aspects of the activity to be completed. You will need to provide a report (acquittal) to artsACT one month after the end date.

If there are unexpected delays to your activity, you need to contact artsACT to discuss an extension to your grant period to avoid overdue acquittals. In most cases, extensions to your grant period can be agreed.

NUMBER OF APPLICATIONS PERMITTED

UP-TO-\$5K ACTIVITIES

You may submit one application at a time, and only receive funding once each calendar year. In exceptional circumstances, a second application may be considered when you have already been successful in the calendar year; however, you must discuss this with artsACT staff before applying.

If you apply for funding and are unsuccessful, you may seek feedback from artsACT staff and reapply for the same or a different activity. You can apply in this category up to three times a year and also apply to the **\$5–50k projects** category for a different activity or another stage of your **Up-to-\$5k** activity.

\$5–50K ACTIVITIES

You can submit one application at a time and can only receive funding in this category once each calendar year. You may, however, be part of more than one application. For example, you can apply for your own activity and be a paid artist or member of a group or organisation submitting another application. If you apply for funding and are unsuccessful, you may reapply in the next round for the same or a different activity. You are encouraged to seek feedback from artsACT staff on your application.

You can also apply to the **Up-to-\$5k** project category for a different activity or another stage of your **\$5–50k** project.

ASSESSMENT OF APPLICATIONS

Up-to-\$5k project applications will be assessed by artsACT staff. If the staff consider assistance is required with some aspect of the assessment, they will consult an external person with the necessary expertise.

All **\$5–50k** applications are assessed by a panel of artform specialists (peers) appointed by artsACT. Panel members are selected from the community and reflect a range of skills, artforms, backgrounds and ages. They often bring knowledge and experience across a number of artforms as well as an understanding of the ACT arts community.

To reduce the workload for peers and to allow for greater artform representation and discussion, artsACT may form more than one peer panel.

The names of panel members are listed on the artsACT website when the funding is announced.

If you are interested in being considered as a peer you can find more information under [*Peer assessment*](#). Peers cannot apply for funding in a round that they are assessing; however, may apply in other rounds.

Peer assessment panel

Role of the peers:

- read and assess the applications against the funding aims and the assessment questions
- provide a comment on each application
- attend a meeting to discuss and rank applications comparatively against other applications in the same artform
- provide reasons for the panel's ranking to artsACT

The assessment of funding applications by peers is guided by a Code of Conduct which requires that the peers' comments are objective and without personal or professional bias. Panel members are required to declare any conflict of interest and will be excluded from parts of the assessment process if necessary.

Peers must not disclose the deliberations of any assessment process in which they participate and cannot provide feedback to applicants.

Role of artsACT:

- assess applications for eligibility (ineligible applications will not be assessed by the panel)
- select the assessment panels
- oversee panel discussions, ensuring correct procedures are followed, and recommendations are made that meet the aims of the funding
- provide background information about applicants as required and taking minutes on panel discussions
- provide the final recommendation to the Minister for the Arts and Community Events based on the panel's advice, available funding, balance across artforms, and government priorities
- provide feedback to applicants.

SUCCESSFUL APPLICATIONS FOR FUNDING

artsACT will email applicants on the outcome of applications after the decision has been made. Once all applicants have been notified, the names of successful applicants, their projects and the amount for which they have been funded will be placed on the artsACT website.

Depending on the activity start date, artsACT cannot guarantee payment of grant funds before the activity begins.

If you would like to know more about the requirements for successful applicants please see [*Information for successful applicants*](#).

If there are unexpected delays or material/significant changes to your activity, you need to contact artsACT to discuss these changes. In most cases, extensions to your grant period or minor changes to your activity can be agreed.

FEEDBACK ON APPLICATIONS

After the funding announcement has been made, all applicants, successful and unsuccessful, may contact artsACT to seek feedback or comments on their applications. In most cases, an artsACT staff member will arrange a time to call the applicant back after they have reviewed the application and any comments made by the peer panel. They will be able to provide general advice on how applications may be improved but will not provide individual panel member's comments.

AUSPICING ARRANGEMENTS

Financial and legal aspects of grants may be auspiced by an incorporated organisation or company limited by guarantee. Applicants applying on this basis must include a letter from the organisation that explains how the auspice arrangement will work.

Many organisations supported by the ACT Government will auspice funding applications. A list of these organisations is under [*Key Arts Organisations*](#) or you can arrange your own auspicing arrangements.

Applicants may be charged a fee for the service, which should be included in your budget.

If your application is successful, you will receive a letter advising that the Deed of Grant has been sent to the auspicing body. Both you and the auspicing body must sign the Deed. The auspicing body will return the Deed and send artsACT an invoice. It will receive and manage the funding including any contracts with artists/employees.

Applicants will still be responsible for submitting the acquittal at the end of the activity but will need help from the auspicing organisation to complete the financial information required.

TAX ON FUNDING

The Australian Taxation Office (ATO) considers any funding payment to be taxable income for the purposes of your annual income tax return. If you receive funding, you are encouraged to discuss the tax implications with your tax agent or the ATO.

You do not need an ABN; however, if you do not have one, you must complete and attach a 'Statement by Supplier' form, otherwise, funding cannot be provided.

The form is available from the Australian Taxation Office at:

<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

CONFIDENTIALITY

All material submitted as part of an application is provided in confidence.

Applications will be read by artsACT staff and peer panel members (where relevant). Staff and panel members must keep all material confidential.

artsACT will only use and/or disclose personal information in accordance with relevant legislation, including the [Information Privacy Act 2014](#). Applicants should be aware the provisions of the [Freedom of Information Act 2016](#) apply to documents in artsACT's possession. Details of applications will not be made available to third parties without the permission of the applicant.

The names of successful applicants, the title of their projects, and the funding amount will be posted on the artsACT website. The ACT Government may also promote the successful applicants for the benefit of the ACT Arts Fund and the applicant.

ASSISTANCE WITH APPLICATIONS

artsACT staff are available to advise applicants on how to articulate to articulate their projects, construct a budget and select support materials. To ensure probity and equity, artsACT is not able to read or comment on draft applications.

A public information session will be held to provide general advice on applying for Arts Activities Funding.

Twenty minute one-on-one sessions will also be offered. These sessions give applicants a chance to talk about their activities in more detail and ask any questions about writing an application. Sessions may be booked by contacting artsACT (contact details below).

artsACT is committed to supporting applicants living with disability. Information can be provided in alternative formats (large print, electronic or Braille) upon request. If you need extra assistance due to disability, language barriers or any other factor that may disadvantage you in completing your application, please contact us. Family, friends, mentors and/or carers can attend meetings with you.

If you are deaf, or have a hearing or speech impairment, contact us through one of the following:

- National Relay Service (NRS) www.relayservice.gov.au then ask for 1800 199 090.
- TTY users phone 133 677 then ask for 1800 199 090.
- Speak and Listen users phone 1800 555 727 then ask for 1800 199 090.

For interpreting assistance in languages other than English, telephone the Translation and Interpreting Service on 13 14 50.

Please contact artsACT on (02) 6207 2384 if you would like to talk to a staff member. You can also email us at artsact@act.gov.au.

ARTFORM INFORMATION

Across all artforms, where you are creating or presenting new work, you should consider what your creative vision for the work is, and what experience you seek to provide to your audience, to give context to your work and convey this in the application.

THEATRE AND DANCE

Activities may include creative development or production of new work, theatre script development or other performance related activity including touring and residencies. Given the complexity and high cost of developing and producing quality theatre or dance, staged development of your project should be considered. Productions must evidence high quality scripts, choreography, dramaturgy, artistic direction and production values including a marketing strategy.

Where applicable, applications should include appropriate development and rehearsal time, a fully costed marketing strategy, and realistic box office revenue.

Amateur groups are eligible to apply. Activities may include employing a mentor, for example, a professional set or lighting designer to work closely on a project with emerging designers, or employing key actors or dancers to work with an emerging director or choreographer focusing on artistic development and skills transfer.

LITERATURE

Activities may include researching, drafting, and/or editing a manuscript, undertaking a residency, participating as an invited speaker at a writers festival, or conducting a literary event or project.

Applications seeking funding for publishing costs are generally not competitive in comparison to other applications. Proposals seeking costs for self-publishing should include printing and design quotes, and an effective marketing and distribution plan.

If costs towards publication by a publishing house are being requested, a contract to publish or a letter of offer demonstrating the publisher's commitment to the project must be provided. This should include a financial contribution towards the publication costs, appropriate royalties, and an effective marketing and distribution plan.

MUSIC

Activities may include songwriting, composition, developing a new musical work, the staging of a musical performance, touring, residencies, or the recording or documentation of musical performance. All stages of the creative process, from research and development, writing to production, performance and distribution are eligible.

Music performance activities should include realistic box office income and a well-developed marketing plan and associated costs.

Applications seeking funding for recording, mixing or mastering of tracks or albums will need to demonstrate an understanding of the market include an effective marketing and distribution plan of the completed product. Sales revenue only needs to be included where the income will be earned in the funding period, that is, between the activity start and end dates.

VISUAL ARTS

Activities may include researching or creating new work, developing new work for an exhibition, mounting an exhibition, staging a visual arts and craft event, undertaking a residency, or attending a visual arts convention or festival.

Proposals seeking support to mount an exhibition must include a letter of confirmation from the participating gallery/exhibition space. Where the venue is unable to be confirmed, you should explain when confirmation will be available and offer alternative venue options.

Applications for digital media exhibitions or installations may benefit from the inclusion of schematics to assist the panel's understanding of the scale and impact of the proposed work.

The focus of Arts Activities Funding is the artistic development of an artist, group or organisation. Therefore applications should clearly indicate the development aspects of exhibition and catalogue requests.

DIGITAL/MULTI ARTS

Activities may involve a number of artforms. You will need to choose one artform, usually the one which is most prominent, against which the application will be assessed. If you are applying to the **\$5–\$50k** category, your application will be read by a multi-artform panel.

COMMUNITY ARTS

A community-based arts project is one created by, with, and for the community where an artist works with a community to assist the creative process.

Applications should demonstrate community involvement in all stages of the project and have a focus on the participants' artistic development, the creative processes and the artistic outcomes. Community-based arts projects often also achieve a range of other outcomes including social wellbeing; however, the emphasis must be on arts development. Where you are planning to work with a particular community sector, the application *must* include evidence of the agreed involvement of that community.

Applicants are also encouraged to consider the information provided in the ACT Government's [*Social Inclusion in the Arts: 2017 Plan*](#) and the [*Community Arts and Cultural Development Program*](#).

FESTIVALS

Arts festivals or specific arts components within a festival can be supported through Arts Activities Funding. Festival costs can include artists' fees, venue hire, and administrative costs. You will need to choose the artform in which you wish the application to be assessed. Applications for festivals should consider the sustainability of the event, the audience reach and marketing, and the festival landscape.

If planning a festival, you are encouraged to also contact Events ACT www.events.act.gov.au.

Think carefully about why you are doing the activity. This will help you decide how it meets one or more of the Funding Aims. For example, if your main focus is to learn new artistic skills and techniques, it is likely to meet the *Arts Development* aim. However, if your aim is to raise your profile as an artist, your activity may meet *Opportunities for Canberra arts and artists*.

When answering the question, avoid using general statements such as ‘this will develop my skills as an artist’ or ‘by doing this, I will attract new audiences’. Be specific—give details of the skills/techniques you currently have and those that you expect to learn or develop in doing the activity, or the strategies you will use to identify, target and access new audiences.

Q3. HOW WILL THE ACTIVITY BE DELIVERED?

This question is your chance to show you have carefully planned your activity and understand what is required for it to be completed successfully. This includes having a clear plan of who will be involved, how long it will take, how much it will cost and what resources are required.

Describe in detail all the steps involved in planning, developing and doing your activity. Provide a timeline of the key stages. The timeline should match the activity start and end dates you entered at the beginning of your application.

Activities that seek to engage audiences or access new markets should include a marketing plan. The plan needs to demonstrate that you have researched and understood your audience/market. The plan should clearly describe the method/s you will use to engage with or distribute your product to your audience group or market. You can include a marketing plan as support material.

Marketing plan

A marketing plan should be included for activities seeking to connect with an audience, for example, performances, exhibitions, publications and music recordings. It will show assessors that you have identified an audience and have a strategy to connect with them. The strategy should be achievable within the funding period and relevant to your target audience. A good marketing plan helps you identify your audience/customers, identify your competitors, and to develop a strategy to make your activity stand out and be attractive to attend.

VIDEO STATEMENT

You may upload a video statement in addition to your written responses. This may support, but cannot substitute for, your responses to the application questions. Video statements should be short ie about two minutes. The content, not the video quality, will be considered by assessors.

FINANCIAL INFORMATION

Your budget should demonstrate that you have considered, researched and costed all elements of your activity. It should be supported by quotes for major expenditure items (as a guide, for items costing more than \$500). A sound budget provides confidence for the peers that your activity is achievable. The budget has two main parts:

- income
- expenditure.

INCOME

Income means all the money, including your funding request, and in-kind contributions that you expect to receive as part of your activity. You may expect to receive income through ticket sales, product sales, performance fees, artwork sales, merchandise sales, crowdfunding or sponsorship. In your budget, only include the income you will receive during the funding period.

You may also receive in-kind support, that is, some expenses may be offered free or at a discount. For example, use of equipment, a rehearsal space, a studio, professional service such as a photographer, graphic designer and volunteer labour (including your own), negotiated fees and allowances. To include it in your budget, you will need to put a value on the contribution. This amount should be agreed between you and the person/organisation making the contribution.

For performance income, factor in the number of performances, average ticket price and projected venue capacity. Be realistic in your ticket sales.

If your budget includes a large proportion of income generated from crowdfunding, you will need to demonstrate you have the ability to run a successful crowdfunding campaign.

All funding and sponsorship being sought from government, the Australia Council for the Arts, and/or other philanthropic sources should be included, whether or not this support has been confirmed.

EXPENDITURE

Expenditure is how much your activity will cost to do. It will vary depending on the activity but may include:

- **administration costs:** these relate to managing the activity, for example, telephone/internet, insurance, auspice fees, postage and stationery
- **marketing, promotion and distribution costs:** these relate to marketing to your target audience, for example, promotion and audience engagement activities, advertising, graphic design, merchandise photography, videography, public relations and production of marketing materials
- **creation, development, production and delivery costs:** these relate to creating, presenting and/or exhibiting work. Eligible items may include material costs, venue hire, lighting hire, set construction, manufacturing costs, recording fees, rehearsal space hire, props and audio visual costs, or costs associated with making your activity accessible to participants or audiences with a disability.
- **salaries, fees and living allowance costs:** your budget should include costing for all key personnel. If industry standard payment rates do not apply to your activity, then you must explain how the personnel costs have been calculated.

Standard payment rates

artsACT expects fair payment to professional artists being engaged in the activity in recognition of their professional status, skills and experience. Applications need to include fair payment to artists in the budget and should be appropriate to the level of skill and experience of the artists employed and reflect the accepted rates in the sector. You may wish to state the basis of these rates in your application.

These organisations may offer information on industry standard payment rates:

- National Association for the Visual Arts
- Media, Entertainment and Arts Alliance
- Australian Society of Authors
- Australian Writers' Guild
- Museums Australia.

Where applicants are seeking payment for their own time on a self-determined activity, it may be more appropriate to seek assistance with living expenses than the payment of an artist fee. Artist's fees will generally not be supported for an applicant being mentored, or to attend a workshop, conference or other professional development opportunity.

- **Travel and freight costs:** these relate to transporting people, equipment or goods. Eligible items may include fares (taxi, airplane, bus etc.), tolls, land or air freight, and vehicle hire.

FILLING OUT YOUR BUDGET

Your budget must balance, that is, the total income must be the *same* as the total expenditure.

Your funding request is the difference between your expenditure (how much it will cost) minus your income (how much money/in kind support you expect to receive) and must be included in the income column. Please only request funding in whole dollars and not cents.

In the expenditure column, list all the items you need for your activity. For each item, there is a drop down box in the *Grant expenditure* column where you will need to click on one of three options: *Full*, *Part*, or *No*. All amounts should be in Australian dollars and GST inclusive.

Below is an example of a basic budget, which should only be used as a guide to balancing a budget. It includes an example of including in-kind support.

Income description	Income amount (\$)
Funding request	\$5,000
Exhibition space hire: in-kind	\$500
Sales of artwork	\$500
Total income	\$6,000

Expenditure description	Grant expenditure	Expenditure amount
Material costs	Full	\$1,500
Salaries	Full	\$2,500
Exhibition space hire	No	\$500
Promotional material including graphic design	Full	\$1,000
Exhibition catering costs	No	\$500
Total expenditure		\$6,000

SUPPORT MATERIAL

Support material is critical to your application. High quality, recent examples of your work or practice will showcase your expertise and may capture the assessor's interest. Other support material, such as CVs, letters of support, and quotes can demonstrate good planning and management.

In general, the higher the funding request and more complex the activity, the more evidence of planning will be required. Keep in mind assessors may be reading a lot of applications and may not view all the support material in detail.

All applicants must provide:

- a current relevant CV of one-to-two pages for each of the key artists/personnel involved
- recent, high quality artform support material that is relevant to your activity
- quotes for major expenditure items
- if applicable, evidence of confirmation, for example, notice of acceptance to a residency, invitation to attend a conference, agreement from a venue to host an exhibition.
- Where you are planning to work with a particular community sector, you must include evidence of the agreed involvement of that community.

If applying to the **\$5–50k** category, depending on your activity, you may also attach:

- additional evidence of confirmation: this includes correspondence from key personnel/agencies involved including artists, venue/s, conference organisers, publishers, other collaborators and funding agencies. Where possible, letters of confirmation from key personnel should confirm their role, payment and the timeframe of their involvement
- letters confirming any sponsorship or other support (including in-kind support)
- letters of support: maximum of two and must be directly related to your activity
- relevant critical reviews of previous work
- additional information e.g. marketing plan, detailed timeline, accessibility plan.

If you propose to work with a particular sector of the community, you must demonstrate their support in the application and include a letter of support.

Activities containing representations of Indigenous artistic and cultural practice, or if the intended outcomes relate to Aboriginal or Torres Strait Islander artists or communities, must provide letters from the relevant communities or artists. Letters must show clear evidence of support and agreement for the activities to take place.

FORMAT

Support material must be attached to your online application. Hardcopy or late support material will not be accepted.

Please label all attachments with names that clearly reflect the contents, for example, 'CV for Joe Bloggs' *not* 'Document 1'.

The application form limits individual file attachments to 25MB. This should be enough for any word files or documents that are scanned or saved as a PDF, or for uploading audio (MP3) files and picture (JPEG or PNG) files.

If you wish to include audio and/or video files you must upload them to file streaming sites like Vimeo, YouTube or SoundCloud. Do not use Dropbox to deliver audio or video files. You can find instructions on how to use these sites at the following links:

- YouTube: https://support.google.com/youtube/topic/16547?hl=enGB&ref_topic=4355169
- Vimeo: <https://vimeo.com/upload>
- Soundcloud: http://help.soundcloud.com/?b_id=10674&t=604718

You may also provide web links if you have a website or material online. If you are directing assessors to a website, link to the material you want viewed. Assessors will not search websites for the support material. The relevant page/s need to remain static until the assessment process is complete.

MAXIMUM SUPPORT MATERIAL LIMITS:

- **Images:** maximum ten images, presented as a single PowerPoint or individual JPEG or PNG files.
- **Text and printed material:** maximum ten pages, presented as a Word document or scanned and attached as a PDF. This material may include excerpts from a published work or script, a synopsis, critical reviews, etc.
- **Audio files:** maximum three tracks up to six minutes in total, provided in mp3 format.
- **Video file:** maximum three files, and not more than six minutes in total, provided as URL web links.

It is your responsibility to upload support material that is accessible to the panel. You should prepare and attach support material well in advance of the closing date to ensure there are no technical issues.



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