

Backing Indigenous Arts

Building Skills & Opportunities
Funding guidelines



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Cover photo: Torres Strait Islander musician Dave Dow from Tanks Arts Centre's – Music from the Cape and Beyond showcase.

Help for applicants

Please read these guidelines and the relevant application form before you begin preparing your proposal. This information will explain the Building Skills and Opportunities (BS&O) Program and provide useful information to help you complete your application.

Essential steps to take before you apply

1. Confirm that you are eligible to apply under the BS&O Program (see page 7).
2. Identify the art form area that best suits your project.
3. Clarify how your project meets the objectives and assessment criteria of the BS&O Program.
4. If you need additional information or advice, contact Arts Queensland and ask to speak with the Arts Development Officer - BIA.

Arts Development Officers are available to provide assistance with the completion of the application form and provide advice on addressing the selection criteria.

Translating and interpreting services

Applications and support material may be submitted in any language.

If you have difficulty understanding this information and would like to talk to staff in your first language:

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

Contact us

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

- downloading from www.arts.qld.gov.au
- phoning (07) 4048 1411 or toll free 1800 175 531
- emailing receptioncairnsaq@arts.qld.gov.au
- visiting Arts Queensland at Shop 16 Village Lane, 20 Lake Street, CAIRNS QLD.

About Backing Indigenous Arts

Backing Indigenous Arts (BIA) is an initiative that aims to strengthen and promote Aboriginal and Torres Strait Islander arts especially in Far North Queensland.

Inspired by rich traditional cultures, Queensland's vibrant Indigenous arts make a vital contribution to the wellbeing of Aboriginal and Torres Strait Islander artists and communities, especially in regional areas where they provide employment opportunities. Indigenous arts industries also enrich Queensland's cultural identity and play a significant role in the economy through employment, marketing, sales and tourism.

BIA supports the development of Aboriginal and Torres Strait Islander arts through an integrated program of targeted investment in the following four areas:

- Indigenous Art Centre (IAC) network in Far North Queensland.
- Cairns Printmaking Centre (Djumbunji Press)
- Cairns Indigenous Art Fair (CIAF) and
- Building Skills and Opportunities (BS&O) program.

BIA aims to:

- expand economic opportunities for artists by creating a more sustainable industry in partnership with artists, local councils, communities and arts organisations including IACs
- build the skills of Aboriginal and Torres Strait Islander artists and arts and cultural workers through education and training, mentoring and artists in residence programs
- increase opportunities in areas such as dance and music, youth arts, writing, story-telling and cultural tourism.

For more information about the BIA program you can contact:

Arts Development Officer – BIA

Arts Queensland

Cairns Regional Office

Postal: PO Box 5300, Cairns QLD 4870

Street: Shop 16 Village Lane, 20 Lake Street Cairns QLD 4870

Phone: 07 4048 1412

Toll free: 1800 175 531

Email: receptioncairnsaq@arts.qld.gov.au

Fax: 07 4048 1410

About Building Skills and Opportunities

This program focuses on building skills and providing opportunities for Aboriginal and Torres Strait Islander artists, young people, communities and organisations. It includes all art forms – visual arts, craft, design, dance, music, theatre, writing, new media and community arts and cultural development – both traditional and contemporary. Support is also available for areas such as arts and cultural administration, business development, curating and interpretative services.

Examples of activities supported by this program include (but are not limited to)

- arts, education and training strategies with Education Queensland and Training Queensland
- artists in residence and mentoring
- dance and music programs including festivals, touring and showcase opportunities
- youth arts programs
- writing with a focus on writing for radio
- digital story-telling and production
- cultural tourism.

The BS&O Program supports three main types of projects:

- Arts Queensland (AQ) projects – negotiated and managed by Arts Queensland and have a longer term, strategic focus
- Partnership projects – initiatives with other government agencies, communities and organisations, deliver strong arts outcomes and may also contribute to broader social, cultural, community, youth, health, education or training outcomes
- Local projects – developed and managed by individuals, artists, communities, organisations and businesses

The primary focus of BS&O at this stage is on Far North Queensland (including Cairns and other towns, the Cape, Gulf and Torres Strait). However, special consideration may be given by Arts Queensland to opportunities in other areas that contribute to the strategic priority of advancing Aboriginal and Torres Strait Islander arts and culture in Queensland.

Focus in 2009–2010

In 2009-2010, the focus is on projects that support arts development and promotion including:

- building the skills and showcasing the work of artists
- providing opportunities for experienced artists to create new work
- increasing employment in the arts and cultural sector
- supporting Aboriginal people and Torres Strait Islanders to maintain and strengthen culture.

About BS&O funding

Closing date:	3 July 2009
Decisions advised:	October 2009
Projects can commence:	1 November 2009
Completion date:	projects must be completed by 31 December 2010.
Funding available:	up to \$20 000.

How to apply

Applications must be submitted using the BS&O Application Form.

If you require assistance in completing the form, please contact Arts Development Officer – BIA (see contact details page 4).

You will need to submit:

- two hard copies of your completed application
- two copies of any required support material and documentation

Arts Queensland's Brisbane office must receive your application, including support material, by the closing date.

Late or incomplete applications may not be considered.

You can submit your applications to:

Backing Indigenous Arts
Building Skills and Opportunities
Arts Queensland
GPO Box 1436
BRISBANE QLD 4001

Eligibility criteria

All applicants must:

- either have an Australian business number (ABN) or nominate an accountable auspice body
- only submit one application in each round
- be based in Queensland or demonstrate that the project will directly benefit Queensland arts and culture
- have satisfied the reporting requirements of any previous Arts Queensland grants
- provide the minimum support material (see page 12 of these guidelines)
- be over 18 years of age or have their application co-signed by their legal guardian confirming they will take responsibility for managing any grant that may be offered to the applicant
- demonstrate that the project involves professional artists, arts workers or cultural workers in the art form area to which the application is being made (see Glossary for definition of 'professional artist').

An application will not be eligible for support if:

- the application is requesting 100 per cent of the project costs*
- the project contributes to, or forms part of, an academic course or assessment process
- the project begins before the project start dates published in these guidelines (see page 6)
- the application includes capital equipment costs amounting to over half of the total funding request, is not directly-related to the project, the equipment is not available for community use at the completion of the project and the applicant is not contributing at least 50 per cent of the cost
- the application core operations or capital works projects such as upgrades or construction of facilities. Limited support is available for equipment directly related to arts practice and production.
- the project involves the organising and running of artistic competitions or fundraising activities for either profit or charity
- the project involves schools or other training providers, unless the project forms part of a broader community cultural engagement process

*Please note: As an applicant, you should seek support from other sources. This may include financial or in-kind support from government or non-government funding sources. This demonstrates broad support for your project.

You should also contribute directly to the project costs. Your contribution may be either cash or in-kind. This demonstrates your commitment to the project.

Information for current and potential applicants for program funding (Indigenous Art Centre funding, s2m funding, major performing arts organisation funding or festival funding)

Applicants that already have confirmed Arts Queensland funding from one of the sources listed above, cannot apply for projects that occur during the period covered by their program funding agreement.

If an applicant is successful in applying for a Building Skills and Opportunities Grant and is later offered program funding from Arts Queensland, the program funding agreement will include conditions that address any duplication.

Information for Queensland Government staff, former staff and agencies

- Staff of Arts Queensland are not eligible to apply.
- Former staff of Arts Queensland are not eligible to apply either within six months of ceasing employment or within the length of time that the person was employed, whichever period is the lesser.
- Other Arts portfolio statutory authorities and other Department of Education, Training and the Arts staff may only apply if their application includes a covering letter from their employer that states the person's role and employment details, and satisfactorily explains how any potential conflict of interest will be addressed, and that their application does not relate to carrying out the duties of their role.

Assessment criteria

Applications will be selected that best respond to the following assessment criteria.

1. Contribution to the aims of BIA (by addressing one or more of the following):

- Increases economic opportunities and employment for artists
- Builds the skills of Aboriginal and Torres Strait Islander artists, arts and cultural workers, children and young people through education and training, mentoring and artists in residence programs
- Increases opportunities for showcasing, performance, exhibitions and career development of artists
- Builds partnerships that deliver arts outcomes and contribute to broader social, cultural, community, youth, health, education or training outcomes
- Supports the transfer of arts and cultural knowledge and skills across generations.

2. Artistic and/or cultural merit and innovation

Arts Queensland seeks to support projects that contribute to the development of the arts sector. Projects of the highest quality artistic or cultural value, or which demonstrate innovation will be favourably viewed. Support material should be provided to allow these elements to be assessed. For further advice on support material see page 12.

3. Demonstrated benefit to the community, including opportunities to engage with and participate in the arts

- All projects funded by Arts Queensland must result in a public outcome.
- Letters of support should be included in the application from representatives of the communities that will benefit from the project.

4. Evidence of collaboration with arts and/or non-arts partners

As an applicant, you should seek support from other sources. This may include financial or in-kind support from government or non-government funding sources. This demonstrates broad support for your project.

5. Project viability, track record of the applicant and value for money.

- Arts Queensland cannot support projects that present an unacceptable risk. It is important to include relevant information that demonstrates that the project has been adequately planned. Marketing and promotional plans and timelines should be included in the application along with any other documents that support the likelihood of the project achieving its objectives.
- Arts Queensland aims to support a diverse range of applicants and projects. The funding and acquittal history of the applicant will be taken into consideration during assessment.

Please note that balance across art forms, geographic locations and existing BIA projects will also be considered.

Assistance completing the budget

Step 1

List all expenses that will be incurred in the execution of your project and total these figures (see expenditure table for more information).

Step 2

List all sources of income and resources that you can dedicate to delivering the project and allocate a value to these items (see income table for more information).

Step 3

Total the income identified in step 2 and subtract this figure from the total of the expenses calculated in Step 1. The resulting figure should be the amount of the grant that you are applying for.

$$\begin{array}{rclcl} \text{total expenses} & - & \text{total income without the grant} & = & \text{grant request} \\ (F+G+H+I) & - & (A+B+C+D) & = & (E) \end{array}$$

Step 4

Complete the AQ Grant breakdown column by identifying how much of the grant will be allocated to the items listed in the expenses column

Step 5

Ensure that:

- Total income, including Arts Queensland grant request, equals total expenses
- Total of AQ grant breakdown equals AQ grant request

Income	
Section A Earned income	Admission fees, box office, performance or public access income, membership fees, publications or merchandise sales, subscription fees, contract fees, broadcast fees and recordings Fees from workshops or special conferences being presented by the applicant Any sundry income such as interest received
Section B Other grant income	Any other grants you have applied for or received for this project. We will need application and notification dates
Section C Your own contribution	Your own financial contribution (in cash and in kind) to the proposed project
Section D Sponsorships, donations and fundraising	Any corporate and private sponsorships or donations, both cash and non-cash (contra). Where the sponsorship is given in kind (e.g. free advertising, materials), be sure to reflect the cash value of the materials or services provided Any in-kind contribution by artists of their time should be calculated at award rates or industry recommended rates of pay to arts and cultural workers

Expenditure	
Section F Salaries, fees and allowances	<p>In the section <i>About the personnel involved</i>, itemise all:</p> <ul style="list-style-type: none"> • wages and fees (but not expenses) paid to artists, curators, writers and other creative personnel, as well as all expenditure on permanent or contract administrative personnel related to this project, and administrative and management fees (e.g. coordinators) • tutorial or tuition fees • marketing and promotion costs • associated on-costs such as holiday pay, leave loading, workers' compensation, superannuation, payroll tax, staff amenities, and staff and volunteer insurance • allowances for travel, accommodation and touring. <p>Write total costs in the table on the page following that section.</p> <p>Note: Creative personnel may include a musical director, composer, conductor, artistic director, associate director, director, choreographer, librettist, writer, designer, tutor, museum or cultural heritage workers.</p> <p>Production/technical staff may include those who help produce a performance, broadcast, publication or recording, including stage management, recording engineers, producers and mechanists.</p>
Section G Production, program and direct costs	<p>Costs which can be directly related to your project, including the expenses of creative personnel (but not their fees); archival documentation; commissions; royalties; conferences; equipment expenses; exhibitions (including exhibition development; touring and international projects); freight packing and crating; gallery or venue hire (other than regular gallery space); installations; materials; seminar or workshop costs; opening or launch costs.</p> <p>Production costs such as costumes, equipment hire and maintenance, fares and travel, freight, lighting and sound, scenic and staging, ticketing costs (ticket printing, ticket agency charges)</p> <p>Recording and audio costs such as soundtracks, musical instruments and equipment, amplification, studio hire and all costs associated with the preparation and generation of sound for a production</p> <p>Manufacturing costs of a recording, or pressing costs</p> <p>Visuals including props, costumes, lighting, slides, video, film, special effects and jacket costs</p>
Section H Administration costs	<p>Audit and accounting, consumables, bank charges and taxes, electricity, legal and licence fees, office supplies, stationery and printing, telephone and fax, and insurances (such as public liability, equipment, but not workers' compensation or for volunteers)</p>
Section I Promotion, documentation and marketing costs	<p>Advertising (press and electronic), posters, pamphlets, programs, flyers, photos and promotional videos of the project, other printed or promotional material, marketing and audience initiatives, and other services used directly in marketing your project, but excluding expenditure on personnel, production, touring, administration costs</p>

Support material

Two copies of all support material must be included with your application. Applications are registered through Arts Queensland's Brisbane office and a copy sent to the Cairns Regional Office for immediate processing. Arts Queensland will also send your application to two Indigenous advisers for assessment. If your application does not include sufficient copies of your support material to allow it to be processed and/or reviewed by these parties simultaneously, the support material may not be taken into consideration.

The following support material is **compulsory**:

- a CV for all key personnel (no longer than one A4 page)
- written confirmation of the participation of the key personnel
- written confirmation ie. support letters from Aboriginal and/or Torres Strait Islander communities and organisations
- written confirmation of broad community support
- written confirmation of venues (if applicable)
- written confirmation of significant partnerships (if applicable)
- written confirmation of involvement from the relevant communities and organisations for proposals involving people from culturally and linguistically diverse backgrounds, people with a disability or children and young people, must be provided (if applicable)
- itinerary of either proposed or confirmed travel/tour arrangements (if applicable).

Support material is a critical component in assessing your application. You should consider including any material that will assist Arts Queensland in understanding your project. This material may include:

- letters from professional artists or organisations showing support for your project
- evidence of interest from potential clients (e.g. venues, organisations, events)
- examples of previous work that demonstrates the quality of the artwork and artists involved in the project (maximum 10 minutes length if CD or DVD)
- reviews or market research that provides evidence of demand for your project
- quotes for significant budget items.

Please note:

Letters of support must include an original signature or contact details for the author.

A copy of support material must be retained by Arts Queensland for audit purposes. Extra copies of support material will be returned after applicants are notified of the funding results.

Submitting your application

Please provide two hard copies of your completed BS&O application, including two copies of all support material.

Your application must be delivered to Arts Queensland or be postmarked by the closing date. Applications should be complete, with all relevant documentation included. Documentation that is sent separately to the application form will not be considered.

Late or incomplete applications will not be assessed.

All applications must be typed in black ink on white A4 paper.

Please do not staple or bind your application. Applications pages must be able to be easily separated.

You can submit your applications

in person:

Arts Queensland
Level 16, 111 George Street
Brisbane Qld 4000

by post:

Arts Queensland
GPO Box 1436
Brisbane Qld 4001

How are applications assessed?

Funding is highly competitive, and there is no guarantee your application will be successful even if it does meet the program requirements.

After Arts Queensland receives your application, it is checked and either registered for assessment or identified as ineligible or incomplete.

Assessment and funding decisions are based on the information provided in your application, including support material. All eligible applications will be assessed in terms of how well they address the assessment criteria.

Arts Queensland staff will be involved in the assessment process with input from staff in specific art form areas and industry experts (if required). An external Aboriginal adviser and a Torres Strait Islander adviser will also provide their recommendations to the assessment panel.

Who assesses applications?

Building Skills and Opportunities program applications are assessed through the following process.

- Step 1: Applications within each art form are short-listed by Arts Queensland staff against the assessment criteria and 2009-2010 priorities.
- Step 2: External Indigenous advisers and internal art form advisers (as required) provide referee reports for short-listed applications using the assessment criteria.
- Step 3: The relevant Arts Queensland staff consider the industry expert assessment reports and prepares a list of recommendations within their budget allocation.
- Step 4: Recommendations are moderated internally by Arts Queensland before being submitted through the Deputy Director-General, Arts Queensland to the Minister for the Arts, who determines the funding outcomes.

Notification

If your application is successful, the Minister will notify you by mail. You will then receive a funding agreement from Arts Queensland. You may not be offered the total amount of funding that you requested. In this instance, Arts Queensland officers may ask successful applicants to provide an updated budget and proposal that will be negotiated prior to the agreement being finalised.

If your application is unsuccessful, Arts Queensland will notify you by mail. You can seek general feedback on your application by contacting Arts Queensland and asking to speak to an Arts Development Officer.

Important information for successful applicants

If your application is successful, you will receive a funding agreement from Arts Queensland. It is your responsibility and that of the auspice body, if applicable, to ensure that you understand your obligations under the funding agreement.

Successful applicants should advise Arts Queensland in writing about changes of address or other contact details throughout the project to ensure we can contact you easily.

Agreement processes

Arts Queensland will send you two copies of the grant agreement and a request for your payment details.

1. If you are offered a grant for the full amount you requested, with no special conditions of grant:
 - sign and date both copies of the agreement
 - return both copies with your payment details
 - Arts Queensland will return one counter-signed copy for your records.
2. If Arts Queensland has set special conditions on your grant, these will be listed in your agreement:
 - sign and date both copies of the agreement to show you have read, understood and accepted these special conditions of grant
 - return both copies with your payment details and all of the material requested to meet the conditions of grant. If you have been offered less funding than you requested, you will be required to revise your original budget and project to show that it can still be completed, and you can still achieve the outcomes within the revised budget
 - after Arts Queensland has approved any material you have provided in response to conditions of funding or reduced funding, a counter-signed copy will be returned to you and your grant payment will be processed.

Project variation

Grant funds cannot be used for any activities except those specified in your funding agreement, which includes your application and letter of offer, unless a variation of the funding agreement is sought from and approved in writing by Arts Queensland.

You should request approval from Arts Queensland in writing immediately if there are changes to:

- project personnel
- project timelines
- budget
- project funding from other sources
- location or venue(s)
- anything else that would alter the outcomes of the project.

If you anticipate any possible changes to your project, you should contact Arts Queensland and speak with an Arts Development Officer. If you fail to obtain written approval, you may be required to repay the grant and you will not be eligible for future funding.

For applicants requiring an extension to their project timelines, written approval needs to be sought prior to the original due date of the Outcome Report.

Payments

If you are offered a Development and Presentation Grant, you will be paid 95 per cent of your total grant generally within two weeks of Arts Queensland receiving the correct documentation with the signed agreement from you. The remaining 5 per cent of the grant will be paid after your outcome report is received and approved by Arts Queensland.

Tax

Grants paid by Arts Queensland may be considered as part of your income in a financial year and may therefore be subject to tax. Under the tax system amendments introduced on 1 July 2000, grants paid to artists and arts organisations may be subject to the goods and services tax (GST) and the pay as you go (PAYG) withholding tax.

Arts Queensland cannot give you specialist advice about taxation or legal issues. Further information about the GST and other tax issues is available from the Australian Taxation Office's (ATO) website at www.ato.gov.au or by telephoning the Business tax enquiries line on 13 28 66 or the Personal tax enquiries line on 13 28 61.

Goods and services tax

If you or your organisation has an Australian business number (ABN) and is registered for GST, your grant will be grossed up by 10 per cent to cover the GST liability. Arts Queensland will issue recipient created tax invoices on your behalf with your payments.

Please note that your agreement incorporates the following terms:

- You will not issue invoices in respect of the supply.
- You acknowledge that you are registered for GST when you entered into this agreement and that you will notify Arts Queensland if you cease to be registered for GST.
- You will provide all necessary information to Arts Queensland to enable Arts Queensland to issue correct recipient created tax invoices.

A copy of the recipient created tax invoice for your records and taxation purposes will be provided with your payment.

If you or your organisation has an ABN but is not registered for GST, any grant Arts Queensland pays to you will not be grossed up for a GST component. This is because you will have no liability to remit any part of the grant money to the ATO. Arts Queensland will not issue an invoice on your behalf.

Intellectual property

Where a project involves the use of copyright material, it is the applicant's responsibility to provide all the necessary information regarding intellectual property associated with project activities and deliverables. Additional intellectual property information can be obtained from the Australian Copyright Council website at www.copyright.org.au.

Privacy and freedom of information

The information you provide in your grant application is used for processing and assessing your application by Arts Queensland staff and industry experts. It may also be provided to other funding agencies nominated in your application for the purpose of discussing and verifying other grant incomes for your project. Some of this information may be used for training and system testing by Arts Queensland staff.

To help promote Queensland's arts and culture, Arts Queensland distributes information concerning successful grant applications to Queensland's State Members of Parliament, the media, other agencies and the general public. Arts Queensland may also publish this information in the Arts Queensland annual report and on its website.

Arts Queensland will not use personal information for any other purpose and will not disclose it without consent. All personal information provided by an individual in support of an application is managed in accordance with the Queensland Government Information Standard, Information Privacy (IS42).

The provisions of the Freedom of Information Act 1982 apply to documents in the possession of Arts Queensland.

Acknowledgments

All successful applications will need to acknowledge Arts Queensland's support in all published material associated with the project. The Arts Queensland website at www.arts.qld.gov.au details the requirements regarding the use of the Arts Queensland logo and a standard text of acknowledgment.

Reporting on your project outcomes

Outcome Report

One of the standard conditions of the grant is that you provide Arts Queensland with a completed Outcome Report for your project. A copy of the Outcome Report will be provided with your funding agreement. Electronic copies can be provided on request.

Your Outcome Report provides information about the success of the project, the outcomes achieved and how the grant was spent.

Arts Queensland requires that your Outcome Report is returned to us within four weeks of the agreed completion date of the project, together with any unspent money from the grant.

All Outcome Reports should include:

- a summary of any differences between the actual outcomes of the project and your original application
- details about the project outcomes including successes, short-term and long-term benefits, any difficulties you experienced during the project and what you learnt from them
- whether you met the performance indicators, if applicable
- a detailed statement of income and expenditure
- statistical information about the number of people employed and volunteers involved in the project
- any required documentation including photographs, videos, catalogues, press clippings or programs, which should acknowledge Arts Queensland funding as appropriate.

If you need advice about preparing your Outcome Report or you have concerns about the agreed date, you should contact Arts Queensland and ask to speak to an Arts Development Officer.

If your Outcome Report is late, it may affect how your future applications are considered in terms of financial integrity and managerial competence.

Acquittal

Your Outcome Report will generally be assessed within four weeks.

If your Outcome Report is satisfactory, you will be notified by Arts Queensland that the grant has been acquitted. Once the project has been acquitted, you will receive the final 5 per cent balance of your grant.

If your Outcome Report is unsatisfactory, you will be notified by Arts Queensland and may be required to provide further information. If you fail to provide the information, you may be required to repay the grant and you will not be eligible for future funding.

Other funding sources

Applications that attract funding from other appropriate sources demonstrate broad support for the proposal and will be well regarded. You can also contribute directly to the project through cash or in-kind contributions.

Other funding sources you may wish to consider include:

Asialink

Level 4, Sidney Myer Asia Centre

University of Melbourne, Gate 4

Parkville Vic 3010

p (03) 8344 4800

f (03) 9347 1768

www.asialink.unimelb.edu.au

Australia Council for the Arts

PO Box 788

Strawberry Hills NSW 2012

p (02) 9215 9000

tf 1800 226 912

f (02) 9215 9111

www.ozco.gov.au

Australian Government Culture and Recreation Portal

Grants and Services Finder

www.cultureandrecreation.gov.au/grants

Brisbane City Council

Cultural Grants Program

GPO Box 1434

Brisbane Qld 4001

p (07) 3403 8888

www.brisbane.qld.gov.au

Contemporary Music Touring Program

Department of the Environment, Water, Heritage and the Arts

GPO Box 2154

Canberra ACT 2601

p (02) 6271 1715

tf 1800 819 461

f (02) 6271 1697

www.environment.gov.au

Festivals Australia

Department of the Environment, Water, Heritage and the Arts

GPO Box 2154

Canberra ACT 2601

p (02) 6271 1661 or (02) 6271 1931

tf 1800 819 461

f (02) 6271 1697

www.environment.gov.au

Gambling Community Benefit Fund

GPO Box 2796
Brisbane Qld 4001
p (07) 3247 4284
tf 1800 633 619
f (07) 3247 4348
e gcbf@treasury.qld.gov.au
www.olgr.qld.gov.au

GrantsLINK

Department of Infrastructure, Transport, Regional Development and Local Government
tf 1800 026 222
www.grantslink.gov.au/

Information Technology Online Program

Department of the Environment, Water, Heritage and the Arts
GPO Box 2154
Canberra ACT 2601
p (02) 6271 1879
f (02) 6271 1098
e ITOL@noie.gov.au
www.dcita.gov.au

Jupiters Casino Community Benefit Fund

PO Box 15137
City East Qld 4002
p (07) 3872 0815
tf 1800 336 958
f (07) 3872 0849
e jccbf@jccbf.org.au
www.jccbf.org.au

Pacific Film and Television Commission

Floor 15, 111 George Street
Brisbane Qld 4001
PO Box 15094
City East Qld 4002
p (07) 3224 4114
f (07) 3224 6717
e pftc@pftc.com.au
www.pftc.com.au

Playing Australia

Department of Environment, Water, Heritage and the Arts
GPO Box 2154
Canberra ACT 2601
p (02) 6271 1665
tf 1800 819 461
f (02) 6271 1122
e playing.australia@dcita.gov.au
www.dcita.gov.au

Queensland Events Corporation
PO Box 7990
Waterfront Place
Brisbane Qld 4001
p (07) 3222 1000
f (07) 3221 1684
e info@qldevents.com.au
www.qldevents.com.au

Regional Arts Development Fund
Arts Queensland
GPO Box 1436
Brisbane QLD 4001
p (07) 0334 4896
tf 1800 175 531
f (07) 3224 4077
e radf@arts.qld.gov.au
www.arts.qld.gov.au

Regional Arts Fund
(Commonwealth funding)
C/o Queensland Arts Council
GPO Box 376
Brisbane Qld 4001
p (07) 3846 7500
tf 1800 177 789
f (07) 3846 7744
e info@qac.org.au
www.qac.org.au

The Foundation for Young Australians
GPO Box 239
Melbourne Vic 3001
p (03) 9670 5436
f (03) 9670 2272
e fya@youngaustralians.org
www.youngaustralians.org

Visions of Australia
Department of Environment, Water, Heritage and the Arts
GPO Box 2154
Canberra ACT 2601
p (02) 6271 1832
tf 1800 819 461
e visions.australia@dcita.gov.au
www.dcita.gov.au

Glossary of terms

- Aboriginal or Torres Strait Islander — Arts Queensland uses a definition that includes three elements: descent, identification and acceptance. An Aboriginal person or Torres Strait Islander is defined as someone who is of Aboriginal or Torres Strait Islander descent, identifies as an Aboriginal or Torres Strait Islander and is accepted as such in the community where he or she lives or comes from.
- Artist — see emerging artist; professional artist.
- Artform Adviser — an Arts Queensland Arts Development Officer from each of the four artform areas ie. 1) Visual Arts, Craft and Design 2) Dance & Music 3) Theatre, Writing & New Media 4) Creative Communities.
- Arts portfolio — the Arts portfolio comprises Arts Queensland, Queensland Art Gallery, Queensland Museum, Queensland Performing Arts Centre, Queensland Theatre Company, State Library of Queensland, Major Brisbane Festivals Pty Ltd, Pacific Film and Television Commission, Aboriginal Centre for the Performing Arts and Queensland Music Festival Pty Ltd.
- Arts worker — a person who manages or facilitates the development of arts and cultural activity.
- Assessor — an assessor can be either an arts industry expert or an internal advisor who is responsible for assessing grant applications against a set of funding criteria.
- Auspice body — an incorporated organisation or an individual with an ABN that manages a grant on behalf of an individual or an unincorporated entity. An auspice body is responsible for providing a financial report on the completion of a project. It is not responsible for the artistic direction or quality of the project.
- Children — children are people aged under 12 years.
- Collective or cooperative — collectives or cooperatives are community groups or groups of artists that are not incorporated but may be auspiced by an incorporated association or company or local government. One person will need to be nominated as the accountable representative of the group for management, reporting and financial matters, and all members of the group will need to sign a letter to Arts Queensland confirming their involvement and support for the nominated representative. Include this letter as support material. A group should be maintained for the duration of the project.
- Commercial entity — a business in which profits or surpluses gained by the business may be distributed to owners, members or other individuals or groups of individuals as designated by its constitution or articles of association.
- Community — a community can be any group of people who identify with each other through a common element that can include geographical location, shared cultural heritage, age group, profession or social or recreational interests.
- Community benefit — tangible and intangible benefits that can include positive cultural, social, economic and environmental outcomes.
- Community use — community use refers to the advertised and organised free use of equipment by arts and cultural organisations, community groups and the general public.
- Core operations — activities of an organisation that incur fixed costs or discretionary costs which cannot be attributed to a specific project. Fixed costs are costs that would be incurred by the organisation even if the organisation's projects did not eventuate.
- Craft worker — a crafts practitioner who creates objects using ceramics, textiles, metals or other materials.
- Creative business — see commercial entity.
- Critical peers — experienced arts or cultural workers invited to critique a creative work for the purposes of creative development.
- Cultural worker — a person who manages or facilitates the development of cultural activity.
- Culturally and linguistically diverse — people who were born, or whose parents were born, in a non-English speaking country.

- Designer — a designer is a business professional who develops solutions to commercial needs that require the balancing of technical, commercial, human and aesthetic requirements. A designer can be said to be both technician and artist. A designer plans things for manufacture or construction. The difference between a designer and a craft worker or artist is that designers usually develop things that have requirements set by others and will ultimately be produced by others. (Further information at www.dia.org.au)
- Emerging artist — an artist who has had no more than five years of professional experience.
- Far North Queensland — comprises geographic region from Cardwell north (including North Western Queensland, Cape York, Bulf of Carpentaria and Torres Strait Islands)
- Indigenous Adviser — An Aboriginal person and a Torres Strait Islander person with extensive arts and community knowledge and/or experience.
- Industry expert — an industry expert is an experienced arts or cultural worker selected by Arts Queensland to assess a grant application.
- Infrastructure — infrastructure includes the people and organisations, buildings and equipment that provide a support framework for arts and cultural programs.
- In-kind support — in-kind support includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and should be included in your proposed budget.
- Museum — Arts Queensland adopts the Museums Australia definition of a museum as an organisation that ‘helps people understand the world by using objects and ideas to interpret the past and present and explore the future. A museum preserves and researches collections, and/or makes objects and information accessible in actual and virtual environments. Museums are established in the public interest as permanent, not-for-profit organisations that contribute long term to communities. Museums may be designated by many names, including gallery and keeping place, and may include a range of other organisations that preserve and present tangible and intangible heritage resources for the public good’. (Further information at www.museumsaustralia.org.au)
- Not-for-profit — a legally constituted arts organisation whose articles state that profits or surpluses must be used to further the organisation’s artistic objectives. Any profits or surpluses cannot be distributed to owners, members or any other individual or group of individuals. The articles should also make provision for the transfer of assets to a similar organisation should they cease operations.
- Operational funding — contributions made by funding bodies that support the core operations and annual programs of arts and cultural organisations.
- Partnership — a partnership in relation to Arts Queensland project grants is an agreement between the grant applicant and government, non-government or arts and cultural organisations. The agreement should provide arts and cultural professionals with access to resources and opportunities that would otherwise be unavailable to them.
- Performance indicators — measurable outcomes you intend to use to evaluate your project.
- Professional artist, arts worker or cultural worker — an individual who has specialist training in their field (not necessarily in academic institutions), is recognised by other professional practitioners working in the art form area, is committed to devoting significant time to the artistic activity, and has a record of public presentation.
- Regional — regional areas include larger urban growth centres close to Brisbane such as the Gold Coast, Logan and Ipswich, regional centres, rural and remote areas and isolated communities across Queensland.
- Young people — a young person is a person aged 12 to 30 years inclusive.