



Sector Project Grants Program Career Development Grant

Guidelines

Arts Queensland



Queensland the Smart State

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Image: Christina Waterson (installing), *Array*, 2007. State Library of Queensland.
Photograph: Phil Hargreaves

Help for applicants

Please read these guidelines and the relevant application form before you begin preparing your proposal. This information will explain the Career Development Grants Program and provide useful information to help you to complete your application.

Essential steps to take before you apply

1. Confirm that you are eligible to apply under the Career Development Grants Program.
2. Identify the art form area that best suits your project.
3. Clarify how your project meets the objectives and assessment criteria of the Career Development Grant Program.
4. If you need additional information or advice, contact Arts Queensland and ask to speak with an Arts Development Officer.

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) 3224 4896 or toll free 1800 175 531
- emailing info@arts.qld.gov.au
- visiting Arts Queensland reception at Level 16, 111 George Street, Brisbane, Qld

General information

Career Development Grants aim to support professional development activities that help individual practitioners to advance their own career, develop their practice or provide significant benefits to the sector. Proposals should represent a significant career milestone in relation to your past career achievements and future plans.

Career Development Grants are only open to individuals.

Closing date: Applications are accepted at any time throughout the year

Decisions advised: Applicants are generally notified between five and eight weeks of receipt of submission. Applications must be received at least five weeks before the project start date to be considered. In exceptional circumstances, exemptions to this timeframe may be granted after discussions with an Arts Development Officer.

Funding available: Up to \$5000

Career Development Grant funding is highly competitive and there is no guarantee your application will be successful even if it does meet the program requirements. The majority of grants awarded are less than \$5000. The average Career Development Grant awarded in 2007 was \$3428.

NB. Arts Queensland seeks to support a diversity of projects. Multiple applications for the same project may affect the funding decision. For example, this may result in only one application being funded or reduced funding being offered to multiple applicants.

Eligibility criteria

All applicants must:

- be an individual (partnerships, groups, collectives and organisations are not eligible)
- only submit one application at a time
- be a Queensland resident
- have satisfactorily acquitted any previous Arts Queensland grants
- be an Australian citizen or permanent resident
- either have an Australian business number (ABN) or nominate an accountable auspice body
- 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 they are emerging or professional artists, arts workers or cultural workers in the art form area to which the application is being made (see Glossary for definition of 'emerging artist' and 'professional artist').

An application will not be eligible for support if:

- the minimum support material (see page 10) has not been provided
- the application is requesting 100 per cent of the project costs*
- the project involves research, studio, coursework or other arts and cultural products that will form part of an academic assessment process
- the application is received by Arts Queensland less than five weeks before the project start date, unless prior approval obtained from an Arts Development Officer.
- the project does not pay industry recognised rates of pay to the personnel involved
- the application includes capital equipment costs (unless the equipment will be available for community use at the completion of the project and the applicant will contribute at least 50 per cent of the cost)
- the project involves the organising and running of artistic competitions or fundraising activities for either profit or charity
- the project is for an activity for which a specialist funding body exists (e.g. Pacific Film and Television Commission for filmmaking)
- Arts Queensland supports participation in the event through funding sources other than Career Development Grants. Further information on events that Arts Queensland supports can be found on the Arts Queensland website www.arts.qld.gov.au or by contacting Arts Queensland
- the applicant is an employee of an organisation that receives operational funding from Arts Queensland and the project is a professional development opportunity for their role within the funded organisation.

*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 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.

Artistic 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 merit 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 10.

Contribution to sector development through the delivery of art form goals

- Full details on art form goals appropriate to your project can be found in the Queensland Arts Industry Sector Development Plan. These are available at www.arts.qld.gov.au/policy/sectordevplans.html or by contacting Arts Queensland.
- Projects can occur in any location; however, priority will be given to support for international activities.
- International travel by bands will generally only be supported if the band has secured an official showcase at an internationally recognised music market.
- Band members must apply as individuals and there is a limit of \$2000 per person. A maximum amount of \$8000 per band applies, including management.
- For some projects, such as those involving new media, you may prefer to apply under another art form area such as visual arts or music if the sector plan goals of that art form are more relevant to your application.

Extent of opportunity in relation to the applicant's experience, past professional development and potential for career advancement

- Priority will be given to applicants who demonstrate that their project is a unique or rare opportunity.
- Applicants that have previously received grants must demonstrate that the new project offers career, artistic, cultural, commercial or public benefits over and above previously funded projects.

Assistance completing the budget

Arts Queensland does not fund salaries for applicants undertaking career development projects. Expenses incurred by the applicant that directly relate to the execution of the project (e.g. living expenses) are eligible and should be included in the budget as production/program and direct costs (section G).

Step 1 – List all expenses that will be incurred in the execution of your project and total these figures

Salaries, fees and allowances

- In the section About the personnel involved, itemise all:
 - 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.
- Write total costs in the table on the page following that section.
- 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.
- Production/technical staff may include those who help produce a performance, broadcast, publication or recording, including stage management, recording engineers, producers and mechanists.

Production, program and direct costs

- 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
- 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)
- Recording or 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
- Manufacturing costs of a recording, or pressing costs
- Visuals including props, costumes, lighting, slides, video, film, special effects and jacket costs

Administration costs

- 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)

Promotion, documentation and marketing costs

- 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 or administration costs

Step 2 – List all sources of income and resources that you can dedicate to delivering the project and allocate a value to these items

Earned income (A)

- 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

Other grant income (B)

- Any other grants you have applied for or received for this project. We will need application and notification dates

Your own contribution (C)

- Your own financial contribution (in cash and in kind) to the proposed project

Sponsorships, donations and fundraising (D)

- 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

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

$$(F+G+H+I) - (A+B+C+D) = E$$

or

total expenses less total income without the grant = grant request

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 – Check the figures

Ensure that:

Total income, including Arts Queensland grant request, equals total expenses

Total of AQ grant breakdown equals AQ grant request

Support material

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 of venues (if appropriate)
- written confirmation of significant partnerships (if applicable)
- itinerary of travel/tour arrangements (if appropriate).

Applications involving staff of Arts portfolio statutory authorities (excluding Arts Queensland and the Executive Management Team of the Department of Education, Training and the Arts who are ineligible) and other Department of Education, Training and the Arts staff must provide a covering letter that states the person's role and employment details, and satisfactorily explains how any potential conflict of interest will be addressed.

For proposals involving Aboriginal people, Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, people with a disability, children and young people, written letters of support and confirmation of involvement from the relevant communities and organisations must be provided.

Support material is a critical component in assessing your application. You should consider including key 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/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.

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

Applicants should provide sufficient support material to enhance their application. However, excessive, unnecessary information may adversely affect the assessment process.

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

If you need further assistance to complete your application, you can contact Arts Queensland and speak with an Arts Development Officer.

Submitting your application

Please provide one signed hard copy of your application, including all support material.

Arts Queensland must receive your application, including support material, a minimum of five weeks prior to the start date of the project (unless prior approval obtained from an Arts Development Officer)

Late or incomplete applications will not be assessed.

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

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

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?

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.

All applicants must select a single art form area that is most relevant to their project. Arts Queensland staff from the art form area you select on the application form will be involved in the assessment process, although input from staff in other art form areas and industry experts may be sought if required.

Who assesses applications?

Career Development Grant applications are assessed by Arts Queensland officers and are approved by the delegate of the Minister for the Arts.

Notification

If your application is successful, Arts Queensland will notify you by mail and you will receive a funding agreement. You may not be offered the total amount of funding that you requested. In this instance, Arts Queensland officers may ask you 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. You and the auspice body (if applicable) will be required to sign the funding agreement before funds are transferred.

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 may 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 Career Development Grant, you will be paid 100 per cent of the grant, generally within two weeks of Arts Queensland receiving the correct documentation with your signed agreement.

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 payment.

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

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 or of a poor standard, it may affect how your future applications are considered in terms of financial integrity and managerial competence.

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.

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.
- 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.
- 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.