

Live Music Support Program Guidelines

Introduction

The Queensland Government recognises the important role of arts and culture in delivering significant social and economic outcomes for Queenslanders. Creative Together 2020-2030 is the Queensland Government's 10-year vision which will see Queensland renewed and transformed through arts, culture and creativity, with a focus on growing a strong and sustainable sector that can adapt to meet audience demand, embrace innovative delivery models, attract investors and build financial sustainability.

Creative Together priorities:

- Elevate First Nations arts
- Activate Queensland's local places and global digital spaces
- Drive social change across the state
- Strengthen Queensland communities
- Share our stories and celebrate our storytellers.

The arts and cultural sector has been significantly impacted by the COVID-19 pandemic and associated restrictions with artists and arts workers facing additional challenges in the current environment. In June 2020, the Queensland Government announced an Arts and Cultural Recovery Package of \$22.5 million over two years which underpins Creative Together and supports the Roadmap's first two-year action plan, Sustain 2020-2022, focusing on stabilising Queensland's arts companies, securing jobs for artists and arts workers, and delivering COVID safe cultural experiences to Queensland audiences.

In addition to this investment Arts Queensland, in consultation with the sector, has refocussed existing grant programs to further strengthen sector activity and provide economic opportunity, employment and audience engagement during the recovery phase.

What is the Live Music Support Program?

Live music venues are a critical part of Queensland's music ecosystem and make an important economic, social and cultural contribution across the State. Venues incubate new talent, develop artists, provide employment, and facilitate a direct connection between artists, audiences and communities.

While social distancing restrictions have eased for some parts of the arts and cultural sector in recent months, indoor live music venues continue to experience considerable impacts to their operations and viability. The Live Music Support (LMS) program is designed to build on earlier support offered through the Live Music Venue Support program in 2020 and early 2021, acknowledging continuing viability challenges and the importance of Queensland's live music venues for the broader music and cultural ecology.

The LMS program offers contestable grant funding to Queensland-based indoor live music venues to offset revenue losses and stabilise business operations in 2021 while social distancing restrictions remain in place. Venues with a capacity of up to 499 people are eligible to apply for up to \$60 000, and venues with a capacity greater than 500 people can apply for support of up to \$80 000.

The Program's objectives are to:

Live Music Support program

- Relieve short term cost pressures for live music venues at a time that operation is curtailed.
- Support employment of venue staff, technical crew and artists.
- Ensure live music venues are in a strong position to safely resume full operations when restrictions are lifted.
- Support the current and future viability of Queensland's live music venues.

Further Support

Support for Live Music Touring is available through the [Touring Queensland Quick Response Fund](#) (TQF Quick), with grants of up to \$20 000 to support the delivery of touring performances.

Live Music Venues can seek further support through the [Queensland Arts Showcase Program](#) (QASP), which provides project funding to support vibrant and accessible arts and cultural experiences in Queensland.

Queensland Government commitments

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

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

Target Groups

Arts Queensland is committed to realising the ambitions of the *Queensland Aboriginal and Torres Strait Islander Economic Participation Framework*, the *Queensland Cultural Diversity Policy*, the *Queensland Youth Strategy* and the *National Arts and Disability Strategy*.

Applications which include the following target groups as creators, participants or audiences will strengthen the implementation of Queensland Government commitments:

- Aboriginal people and Torres Strait Islander people
- people from a culturally and linguistically diverse background, including Australian South Sea Islanders
- older people (over 55 years old)
- children and young people (0–25 years old)
- people with disability*
- LGBTQI+

Note that funding recipients are required to meet legal obligations in relation to accessibility including access to web content.

Applicants are encouraged to explore how they might direct their activities to these specific target groups as well as to regional Queenslanders where appropriate.

Live Music Support program

When can I apply?

Applications Open: 1 April 2021

Applications Close: 19 April 2021 at 4pm

Funding Announcement: Early-May 2021

For Costs Incurred: From 29 March 2021 until 30 September 2021

Note: AQ may offer a second round subject to outcomes.

How much can I apply for?

You can apply to LMS to support costs associated with operating your live music venue between 29 March 2021 and 30 September 2021. You must apply for funding in accordance with the below:

- Up to \$60 000 for venues with a capacity of up to 499 people.
- Up to \$80 000 for venues with a capacity of greater than 500 people.

LMS funding can be used to cover any business costs, including (but not limited to) rent, utilities, staff costs, financial, legal or other professional costs to support sustainability, programming costs, or upgrades and adjustments (cleaning, security) necessary to operate within the current restrictions environment.

How to submit your application

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

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

AQ cannot accept emailed or hand-delivered applications.

You will receive an email or letter notifying you that your application has been received. If you have not received an acknowledgment within 5 days of submitting your application please contact AQ using the contact details at the end of these guidelines.

Who can apply?

LMS is designed to provide financial relief to assist indoor live music venues to continue operating through 2021 while social distancing restrictions are in place, and enable the employment of artists and arts workers in the sector.

An indoor live music venue is defined as a business whose primary function is to program or host live original music and whose primary music presentation space is indoors.

The fund aims to support businesses that present work across the full genre range of contemporary music, including (but not limited to) rock, pop, punk, metal, hip-hop, jazz, and indie, and applicants must be able to provide evidence a history of regular original live music programming.

Live Music Support program

Eligibility

To be eligible, all applicants must:

- be a venue that is based in Queensland and that:
 - meets the above definition of an indoor live music venue.
 - can evidence a history of regular original live music programming
- have been operational for at least 12 months prior to application.
- be able to provide evidence of a decrease in Q2 FY 2020-2021 revenue relative to normal operating conditions (i.e. pre-March 2020).
- have an active Australian Business Number (ABN) that is in the name of the applicant.
- have satisfied the reporting requirements of any previous Arts Queensland funding.
- not be insolvent or have owners / directors that are an undischarged bankrupt.

Only one application per registered ABN will be accepted. This program does not accept applications from individuals.

Ineligible items

Applications will be deemed ineligible if:

- they do not satisfy the above eligibility criteria.
- they are incomplete or do not contain all compulsory support material.
- funding is requested for food and beverage.
- funding is requested for activities that occur before 29 March 2021 and/or after 30 September 2021.
- requested items have already been funded for the period of 29 March 2021 to 30 September 2021 by a grants program administered by Arts Queensland.
- the applicant is a current Arts Queensland employee or previous employee who ceased employment less than six months prior to the application closing date.
- the applicant is an employee of an Arts Statutory Body or the Department of Communities, Housing and Digital Economy, unless the application includes a covering letter from the applicant's employer detailing the applicant's role and employment details, a statement that the application does not relate to carrying out duties of their role and how any potential conflict of interest will be addressed.

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

How are applications considered/assessed?

Applications are checked for eligibility by Arts Queensland staff. All eligible applications are assessed by members of an external peer assessment panel made up of music industry representatives, against the equally-weighted Assessment Criteria outlined in these Guidelines.

The panel meet to moderate assessments, which includes consideration of available funding, value for money, geographic spread, target groups, and government priorities. The panel may decide to offer reduced funding.

The panel make funding recommendations which are approved by the Director-General.

The panel will be provided with the Arts Queensland funding history over the prior 12 months of all applicants to this program.

Live Music Support program

Assessment Criteria

When preparing your application, you should address the following assessment criteria:

1. Venue significance and contribution to Queensland's music ecology

- Demonstrated history and role of the venue in supporting;
 - a diversity of original music artists, including Queensland artists through inclusive and regular programming and other activity
 - engagement and reach with diverse audiences over time, including any involvement in touring circuits
- Scale and nature of venue operations relative to the LMS funding request.

2. Financial need and impact of COVID19 on the venue's operations

- Artist fees and / or associated employment supported directly supported by LMS funding.
- Demonstrated financial impacts of COVID-19 on revenue and / or cost in the past 12 months.
- Financial forecasts for 2021 relative to normal trading conditions.

What to attach

A complete application must include your application form and all mandatory support material. Support material is important to provide evidence of the information and claims in your application. Applications that do not include all mandatory support material will be deemed ineligible.

If there are special circumstances pertaining to your organisation's situation that might require consideration of an alternative payment schedule than listed in these guidelines, please advise in your application and provide any relevant supporting information.

Arts Queensland reserves the right to reopen application forms and request further information to clarify elements of an application.

Mandatory Support Material (all applications):

- An indication of whether you are operating under your own COVID Safe Work Health and Safety plan or an approved COVID Safe industry plan or site-specific plan, and a copy of your certificate of compliance if operating under an industry plan.
- Evidence of the financial impact of the COVID19 pandemic on your business, either via Quarterly Business Activity Statements (BAS) over at least two quarters, or via a dated and signed letter from a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants.
- Evidence of a history of regular original live music programming, and upcoming programming plans until 30 September 2021.

Application Outcomes

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

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

Live Music Support program

How to manage a successful application

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

- The Guidelines pertaining to the grant fund as specified in the application
- The application and any schedules or attachments
- [Terms of Funding \(Version 8\)](#)

You will not receive a separate Funding Agreement (which you may have been provided for previous Arts Queensland grants), and your successful application will continue to be managed through SmartyGrants.

You can log onto SmartyGrants at any time to view the details of your approved application. If you are approved for funding you will be required to provide an EFT form and tax invoice to Arts Queensland for the amounts as listed in your payment schedule provided to you by your Arts Queensland Client Manager.

You may be asked to supply additional information to demonstrate that funding conditions have been met before payment can be made.

Payment schedule

If you are approved for funding, your funding will be paid in the following instalments:

- 50% on approval (following receipt of EFT Form and tax invoice to Arts Queensland for the amount listed in your payment schedule)
- 50% on date three months after 29 March 2021 (following receipt of supporting evidence and tax invoice to Arts Queensland for the amount in your payment schedule)

If there are special circumstances pertaining to your organisation's situation that might require consideration of an alternative payment schedule, please advise in your application and provide any relevant supporting information.

Reporting you will need to do if successful

All successful applicants will be required to submit an outcome report to Arts Queensland by 31 October 2021. The outcome report collects information about outputs and outcomes, including artistic, cultural, social and economic returns on investment, and the expenditure of grant funding.

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

Should social distancing restrictions still be in place at the time your second payment is due, you must provide to Arts Queensland;

- An updated forward 3 month program
- Evidence your venue remains open and operational

To acquit the grant, you must provide Arts Queensland with:

- an outcome report; and
- invoices or receipts on how the grant was spent, if requested.

If requested, invoices or receipts must be provided for expenditure items costing over \$500, and:

Live Music Support program

- be dated from 29 March 2021 until 30 September 2021
- be issued in the name of the organisation or individual that was approved the grant
- describe the items/services purchased
- be issued on commercial terms, ensuring there are no conflicts of interest

The following will not be accepted as evidence of approved expenditure:

- invoices or receipts dated before 29 March 2021
- items not approved or eligible
- purchase/sales orders, quotes or statements.

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

Arts Queensland may request the return of grant funds if they are unspent at the time of acquittal, or due to breaches of the funding Guidelines.

Governance

Acknowledgement of Funding

All recipients of funding programs must correctly acknowledge the Queensland Government's contribution, details can be found on the Arts Queensland webpage.

Rules, breaches and enforcement

Breaches of these funding guidelines will result in:

- Being ineligible/you being ineligible/both parties being ineligible for future funding from Arts Queensland.
- grant funds being recalled.

Goods and services tax (GST)

If the approved applicant is registered for GST, you must acquit the grant using invoices to the value of the grant excluding GST spent on the goods or services.

If the approved applicant is not registered for GST, you must acquit the grant using invoices to the value of the grant including GST spent on the goods or services

Terms and conditions

Read the terms and conditions for the Arts Queensland grant.

By submitting an application for funding you, your group or organisation, if successful, will enter into a Funding Agreement with the Queensland Government.

Note, that if successful, the Funding Agreement is made up of;

- a) The Guidelines pertaining to the grant fund as specified in the application
- b) The application and any schedules or attachment
- c) [Terms of Funding – Version 8](#)

Live Music Support program

Note that the funding guidelines and application form constitute the particulars referred to in the Terms of Funding and, outlined above, form part of the Funding Agreement binding successful grant funding applicants.

By submitting an online application form, you, in the State of Queensland do solemnly and sincerely declare that:

- I have read the Guidelines relating to grant funding administered by Arts Queensland.
- The information supplied in the Application Form, to your knowledge, is true and correct.
- The applicant will keep and maintain, for a period of five years, the necessary records to substantiate the application outlined in the application form.
- You are authorised by the applicant to make this declaration on its behalf.

Intellectual Property Rights

- a) Intellectual Property Rights includes all present and future rights in relation to copyright, trademarks, designs, patents, trade, business or company names, trade secret, confidential or other proprietary rights, or any rights to registration of such rights whether created before or after the date of this Agreement, and whether existing in Australia or otherwise.
- b) Title to, and all Intellectual Property Rights in, the Funded Activities and Recipient's Material vests in the Recipient.
- c) The Recipient grants, and will ensure that relevant third parties grant, Arts Queensland a perpetual, irrevocable, royalty-free, world-wide and non-exclusive licence to use, communicate, reproduce, publish, adapt and modify Recipient's Material, the Recipient's existing material and any third party material as part of Recipient's Material.
- d) The Recipient warrants to Arts Queensland that:
 - (i) it has the right to grant the licence to Arts Queensland under clause (c) above; and
 - (ii) neither its performance of the Funded Activities nor Arts Queensland's exercise of the licence granted to it under clause (c) above will infringe the Intellectual Property Rights or Moral Rights of any person.

Client Survey

From time to time Arts Queensland conducts client surveys. These surveys are voluntary and may be emailed to applicants. They support continuous improvement of the grant processes. All responses will remain confidential.

Where can I find support in preparing my application?

You can find further information about the LMS program, including Frequently Asked Questions, Important Information for Applicants, Terms of Funding (Version 8) and other information on the Arts Queensland website at <https://www.arts.qld.gov.au/aq-funding/live-music-support-program>

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

Explore Arts Acumen

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

Protocols for working with First Nations Artists and Communities

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

Contact us

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

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

Email: investment@arts.qld.gov.au

Website: www.arts.qld.gov.au

Translating and interpreting services

Applications may be submitted in any language. If you have difficulty understanding this information and would like to talk to staff in your first language:

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