

2027-2029 Peer Assessor EOI guidelines

About the program

Arts Queensland's **Peer Assessor program** provides an expert, transparent and accountable approach to the assessment and recommendation of funding applications. Peers also inform Arts Queensland (AQ) to drive business improvement and help the achievement of policy objectives, including [Queensland's Time to Shine: a 10-year strategy for arts and culture 2025-2035](#) priorities.

Arts Queensland's model of peer assessment enables a strong and collaborative approach to assessment that ensures representation of the diversity of Queensland communities and the breadth of artforms and experiences of the state's arts sector and related industries.

Key program details

Who can apply	Individuals based in Queensland
Remuneration	Eligible peers receive an honorarium for their time, based on the number of applications assessed and length of meetings or training attended.
Opening date	19 October 2026
Closing date	Monday 7 December 2026 at 2pm
Notification date	Late February 2027
Activity start dates	First round assessment for new panels is 19 March 2027
Eligibility	See section Eligibility criteria
Appointment length	Up to two years
Key documents	Frequently Asked Questions Queensland's Time To Shine Preview of application form
Need help	If you have general enquiries about the application process, guidelines or Application Form, or experience technical issues with the online application please contact us: Email: investment@arts.qld.gov.au Telephone: (07) 3034 4016 or toll free 1800 175 531

Communication and translation support

If you require support to translate these guidelines and other AQ information, you can telephone the **Translating and Interpreting service on 13 14 50** during business hours.

If you are d/Deaf, have a hearing impairment and/or a speech impairment and need to communicate with someone at Arts Queensland, you may wish to use the National Relay Service (NRS). For more information on how to access this service, please visit the [NRS webpage](#)

About Arts Queensland and its grant funding programs

Arts Queensland (AQ) is a division of the Department of Education, and is the Queensland Government's funding body for arts and culture in Queensland. AQ's investment in arts and culture supports five Arts Statutory Bodies (Queensland Museum Network, Queensland Performing Arts Centre, Queensland Art Gallery | Gallery of Modern Art, State Library of Queensland, and Queensland Theatre), and it operates and maintains the Queensland Cultural Centre in Brisbane, two theatres in Fortitude Valley and Cairns, as well as a number of rehearsal studios and arts tenancies.

AQ provides core funding to approximately 100 organisations across the State, as well as competitive project grant funding that supports the creation of new work and regional touring. These grants may also support activity that has a positive impact on education, health and wellbeing, cultural tourism, as well as helping build stronger arts businesses and showcasing Queensland's creative talent to the world.

The projects and activity funded by AQ cover the length and breadth of the State, and AQ's grant program are in high demand. In 2027, AQ's two recurrent funding programs are:

- the [Queensland Arts Project Fund](#) (QAPF) which supports the creation and presentation of new work in any artform
- the [Touring Queensland Fund](#) (TQF) helps regional communities access high-quality arts and culture through touring performances, workshops and exhibitions.

AQ also offers additional funding to boost the inclusion and participation of people with disability or who are d/Deaf as artists, participants and audiences.

Who are we looking for?

Given the diversity of projects and applicants, AQ seeks to build a peer assessor pool that reflects Queensland's diverse arts sector and the communities they engage in the arts. Across the State, nominations are sought from individuals with:

- expertise or a working knowledge of specific artforms (classical and contemporary music, multi-arts, performing arts, visual arts, craft and design, writing etc)
- expertise or a working knowledge of arts funding and delivery models, and the skills required to deliver strong project outcomes
- experience in a volunteer or professional capacity in the delivery of the arts in a range of community settings, and who value the contribution of the arts to building a cohesive and inclusive society
- experience in sectors that intersect with our arts funding programs; early childhood, primary school/high school /tertiary education, disability services, social impact, tourism and regional development, business development, Artificial Intelligence (AI) and immersive technology.

What's involved?

Peer Assessors will be invited to participate in the following ways:

- either as a member of funding panel for up to two years to support the assessment of the QAPF or TQF grants programs; or
- on a floating pool of assessors who support different funds as needed.

You will be able to nominate your participation preference on the application form.

Peers will draw on their deep knowledge of an artform or arts practice, or other relevant skills and experience, as well as their understanding of the needs of their communities.

Eligible peers will receive an honorarium for their time in assessing applications and attending training and meetings. A list of current fees can be found in the *Information for successful applicants* on page 6.

AQ aims to publish the dates of its funding programs in advance and you will be given a schedule of dates for your allocated fund. Most funding rounds have an assessment period of two-three weeks during which you'll be asked to complete your assessments at a time that suits you, followed by a moderation meeting or meetings shortly after. Moderation meetings typically last between a half or full day.

Peer Assessor roles and responsibilities are outlined in the Peer Assessor Handbook.

All Peer Assessors will receive comprehensive training via an online induction prior to the first meeting of their panel. The induction will cover:

- overview of AQ's policy framework;
- roles and obligations of Peer Assessors, AQ, and others;
- Queensland Public Service Code of Conduct;
- objectives and criteria for AQ funding;
- application assessment process;
- general and fund specific guidance on how to assess, including best practice approaches to consistency in assessment;
- administration processes including invoicing and payment; and
- using SmartyGrants as a Peer Assessor.

What is Arts Queensland expectation of Peer Assessors?

- Be familiar with their panel's funding program, its guidelines and application process.
- Provide independent, evidence-based reviews of applications in a fair, transparent and consistent manner and by the agreed deadlines.
- Provide clear, concise, meaningful feedback to support assessment and feedback to applicants.
- Participate in panel meetings, induction, training and other formal meetings as required.
- Abide by the Queensland Public Service Code of Conduct including reporting and managing conflicts of interest and maintaining confidentiality.
- Not act in a way that would bring AQ and the Queensland Government into disrepute.

Assessment Criteria

Eligible applications will be assessed against the following criteria:

<i>High quality</i>	<i>Strong impact</i>	<i>Sustainable value</i>
Skills, experience and expertise as relevant to the scope of AQ funding programs (e.g. in-depth artform expertise, arts business experience, touring expertise, experience in related sector)	Evidence of understanding and interest in Queensland's arts and cultural sector. Understanding of, and connection to, their communities (geographic, areas of practice, diverse communities)	Experience relevant to assessing and comparing information packages (i.e. other grants funding experience, judging panels, academic assessment, comparing services and quotes, financial assessment)

Eligibility criteria

To be eligible for you must:
Be based in Queensland as your primary residence
Be an Australian citizen or permanent resident
Be over 18 years
NOT be an employee of an organisation that receives funding through the Organisations Fund 2026-2029 or BIA Multi-year funding.
Have completed any AQ progress or outcome reporting that is due
NOT owe AQ any money
Submit your completed application through SmartyGrants by the closing date and time
Submit all compulsory support material
Be deemed suitable to make recommendations for public funding and receive public money through honorariums (see <i>Community Expectations relating to Qld Govt Investment</i> below)

Community expectations relating to Queensland Government funding

The Queensland Government has made a commitment to enhance community safety through the introduction of a suite of changes focused on terrorist symbols and phrases including through the *Fighting Antisemitism and Keeping Guns out of the Hands of Terrorists and Criminals Amendment Act 2026*.

Accordingly, in its administration of public monies, as an agency of the Queensland Government AQ will not support individuals or activities that do not meet community expectations of suitability to receive public money. This could include promoting behaviour or speech that is hateful, insulting or that promotes racism or religious intolerance, or that is contrary to Anti-Discrimination or hate speech laws.

To undertake these due diligence processes, AQ will consider publicly available information.

The Queensland Government acknowledges the unique role the arts can play in considering different points of view, the exchange of ideas and commentary on contemporary issues.

Please see the Peer Assessor FAQs for examples of further guidance on considerations in determining suitability to receive public funding.

How to apply

Step 1	Read key documents and information This includes these guidelines, the Peer Assessor Handbook, the Queensland's Time to Shine strategy, and Application form.
Step 2	Check eligibility - You can find eligibility on page 3 - If you are in any doubt about whether you are eligible, contact Arts Queensland.
Step 3	Apply for an Arts Queensland SmartyGrants applicant account (if you don't have one already) - You won't be able to view or fill in the online form until you have an account. It's a quick and simple process. - If applying via SmartyGrants doesn't meet your access needs, contact AQ to discuss other ways to submit.
Step 4	Prepare your application - Update your CV – this is a compulsory piece of support material - Get two referees – you will need to supply their contact details - Complete your application form
Step 5	Submit your application by the due date Monday, 7 December

TIPS:

- If you don't receive an email confirming your application has been received, contact Arts Queensland.

Help with your application

While AQ staff can give you general advice about making an application to be a peer assessor, but staff cannot help you develop the content of your application.

The Regional Arts Services Network (RASN), funded through Arts Queensland, provides support for artists and arts organisations. Applicants requiring additional support to make an application should contact the services at <https://rasn.au/>

Decision-making process

Step 1	Eligibility check by Arts Queensland AQ checks your application against the eligibility criteria. You will be notified if your application is found to be ineligible.
Step 2	Longlisting by Arts Queensland Depending on the volume of applications we receive, AQ staff may review applications using the assessment criteria, before progressing a longlist to the Peer Assessment Panel.
Step 3	Shortlisting by Peer Assessment Panel A panel of industry and related experts will individually assess Arts Queensland's longlisted applications against the Assessment Criteria to provide a shortlist of peer nominations for the assessor pool.
Step 4	Arts Queensland's due diligence and final recommendations - In making final recommendations, AQ might consider the balance and diversity across the recommended pool of: - Artform expertise and other relevant skills - Diversity of geographic location and lived experience. - AQ may apply a risk identification framework as part of a final assessment process for peer recommendations and contact the referees you named in your application.
Step 5	Approval by Delegate The Deputy Director-General or Delegate will consider the recommendations and make a final decision on the peer assessor pool.
Step 6	Notification of result Applicants will be notified of the outcome of their application.
Step 7	Appointment commencement Recorded and in-person online training will be provided to peers.

Notification of outcomes

Applicants will be notified February 2027 via email.

Feedback for unsuccessful applicants

Due to the expected volume of applications, it will not be possible to provide individual feedback. However, we will include generalised feedback in the email we send you advising of the decision.

Review of decision

All funding decisions, including the appointment of peer assessors, can be reviewed under the *Judicial Review Act 1991*. If an applicant is dissatisfied with the decision, a written statement of reasons in relation to the decision can be requested. The request must be made in writing and within 28 days of receiving notification of the decision to investment@arts.qld.gov.au.

Applicants may also apply to the Supreme Court for a review of the decision made on their application. Under the *Judicial Review Act 1991*, the Supreme Court can only review the decision-making process and not the merits of the application.

Information for successful applicants

Peer assessor agreement

If your application is successful, you will receive a letter confirming your appointment and will be asked to sign an online certification agreeing to abide by a code of conduct.

Payments

Peer Assessors may be eligible for payment by way of an honorarium. Honorarium amounts consider the number and complexity of applications assessed and the number and length of induction, moderation and other meetings Peer Assessors attend.

For the majority of funding programs, honorariums are outlined in the table below.

Activity		
Application Assessment		\$30 each
	Less than 4 hours	More than 4 hours
Induction and training	\$141	\$282
Moderation and other meeting	\$141	\$282

Peer Assessors who identify with any of the following **are not** eligible to receive honorariums:

1. employees of Federal or State governments;
2. full-time employees of semi-government organisations and statutory authorities (Federal or State); and
3. full-time employees of state government owned corporations and colleges.

Employees of categories 2 and 3 above may be eligible to claim an honorarium if their appointment as a Peer Assessor is not connected to their employment and their participation in the assessment is undertaken outside of work hours.

Peer Assessors should confirm with AQ if they have any questions about their eligibility to claim payments for participating in the process.

Promotion and communications

AQ publishes a list of peer assessors on its website but does not identify which panels they assess.

Further information

Requesting permission to submit a late application

AQ does not have to accept applications or any additional information after the closing date and time.

AQ will only consider requests to submit a late application in exceptional circumstances, and we will assess a request on its merits, and in accordance with probity principles.

You must request permission to make a late application no later than 24 hours prior to the closing date and time. The request should include a detailed explanation of the circumstances that prevented you submitting your application on time. Where appropriate, you should provide supporting evidence to justify your claim of exceptional circumstances.

If you experience technical difficulties when submitting your application, please contact AQ as soon as possible.

Information Privacy and Right to Information

The information you provide in your application may be used by AQ for the following purposes:

- processing and assessing the application – for this purpose, the information will be provided to peer assessors engaged by Arts Queensland;

- verifying information in your application;
- training our staff;
- systems testing and process improvement;
- compiling statistics; and
- reviewing and evaluating our existing funding programs, strategies, plans and services.

If your application is successful, the information provided in your application may be used by AQ for the purposes listed above and for the following purposes:

- processing, payment, and administering of your peer assessment activities;
- Arts Queensland's own reporting and evaluation of its activities;
- publication of your name on its website; and
- promoting outcomes of the peer assessor program and Queensland's arts and culture – for this purpose, your name and LGA and electorate may be provided to Queensland Government Members of Parliament and their offices, the media, local government, Creative Australia, and state government agencies.

Contact details of successful applicants may be shared with relevant Queensland Government Ministers and officers, local Members of Parliament and their offices to share information about new funding opportunities, or to extend invitations to attend local events or consultations.

AQ manages all personal information in accordance with the *Information Privacy Act 2009* and all documents in Arts Queensland's possession or control are subject to the *Right to Information Act 2009*.

Consultation and client surveys

AQ may contact you to ask you to participate in surveys or consultation activities to evaluate its programs and services and help shape policy initiatives and new programs and services.

Participation is voluntary and all survey responses or consultation information will remain anonymous unless you choose to identify yourself.

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