**Digital Adaptation**

**Frequently Asked Questions**

**What is Digital Adaptation?**

 *Digital Adaptation* is a limited-life funding program which is focussed on building the capacity of the arts and cultural sector to develop and present digital content, and to extend reach across Queensland and beyond by enhancing audience participation and engagement with the arts.

**Who can apply?**
To be eligible, all applicants must:

* be a Queensland-based practicing individual artist/sole trader, or an arts and cultural organisation, that has been in business for at least one year.
* 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.
* have a strategic plan that demonstrates a focus on developing and delivering digital content as part of its annual program of activities.
* conduct the activity in Queensland, and within 12 months of approval of funding.
* demonstrate significant impact on delivery of programming due to COVID-19 pandemic and associated restrictions.
* have ownership or long-term lease arrangements (for sole-use) of creative studios or performance venues (for arts and cultural organisations applying for up to $20,000 for venue equipment).

**How can I apply?**

Apply online, visit the following web link to access the application form, and submit your application by 4pm on 21 August 2020: <https://artsqueensland.smartygrants.com.au/>

Emailed or hand-delivered applications are unable to be accepted.

**Where can I find help to complete my application?**
You can contact Arts Queensland by phoning (07) 3034 4016 or toll free 1800 175 531 or email investment@arts.qld.gov.au.

Arts Queensland has developed a suite of resources to assist you in completing funding applications, including tips for applying, budget samples and helpful checklists. You can find these on the Arts Queensland Arts Acumen webpage: www.arts.qld.gov.au/arts-acumen

**How is my application assessed?**

The assessment criteria ensures all applications are assessed consistently and fairly by a panel of peers with industry experience. As funding is highly competitive it is important that you address the criteria and provide all required support material.

**Unsuccessful and Ineligible applications**

You will receive an email advising of the result of your funding application if it is unsuccessful or ineligible. You are invited to contact Arts Queensland for feedback if your application was unsuccessful.

**How are assessors chosen?**

Applications to are assessed by peers with industry experience and expertise.

Assessors need to adhere to strict conflict-of-interest and confidentiality guidelines and are selected depending on the skills mix required for each program.

**What costs can be covered or would be excluded?**

Funding is offered in two streams to support the delivery of digital programming;

* up to $10 000 for Individual artists and sole traders
* up to $20 000 for Arts and Cultural organisations

Grant funds may cover any costs specifically associated with delivering the activities within your approved application. Eligible costs can include, but are not limited to:

* equipment or digital software which will enable you to adapt your activities to a digital context
* upskilling or professional development for digital delivery of programming
* engagement of professionals with the expertise to determine the digital infrastructure and technology requirements for your proposed project, adapt your activities to a digital context, and/or produce high quality programming for you
* installation of equipment or technology within an existing creative studio or performance venue (only for organisations applying to the $20 000 stream)

Funding will **not** be provided for the following costs:

* General operating costs that are not incurred specifically for delivery of this project
* Costs associated with social media activities or online marketing strategies
* Training or professional development not directly related to the project
* Items purchased from overseas suppliers (without prior approval from Arts Queensland)
* Travel costs pertaining to restricted destinations at the time of submission.

**Do I need to make a financial contribution to the Project?**

Financial contributions (cash or in-kind) are not required to be provided by the applicant. However, the most competitive applications for Arts Queensland funding demonstrate investment from the applicant and/or other sources.

Other income sources may include a contribution from the applicant (cash or in-kind), or investment from local, state or federal government agencies, businesses, not-for profit organisations, philanthropic or other private contributions.

Contributions can be in-kind; however cash contributions may receive higher consideration for Arts Queensland funding. Any investment must be dedicated to the proposed project in the application.

**I am an independent artist/sole trader.  Do I need to have a formal Strategic Plan to be eligible to apply?**

The provision of a formal strategic plan is not an eligibility requirement. However individual artists and sole traders are required to demonstrate how the outcomes of the proposed project aligns to, and will help them achieve, their strategic artistic and financial goals and objectives as a professional artist.

**Can I apply for funding to upgrade my creative space or home studio if I operate my business from home?**

To meet the assessment criteria, an organisation with a venue or creative space will be required to demonstrate how it will be utilised as a collaborative space, accessible to the broader arts community.

**How do you demonstrate the audience demand or community need for your project, and the broader public benefit?**

Providing objective evidence that there is public demand or benefit for what you are proposing is critical to success. The track record of the applicant and/or project or program should be demonstrated, or if it is a new project or program, provide evidence of the applicant’s success with prior work.

Demand can take the form of history of attendance/participation, confirmed interest from project or program partners, letters of support, and financial investment at a local level.

A clear and concise demonstration of how you will achieve project or program outcomes, how these will be measured and the proposed impact to your business, the Queensland arts and cultural sector and local community is critical.

**I have recently received grant funding through the Individuals Fund for training, which will help pivot my business to respond to COVID19. Can I also apply to this fund to support the cost of equipment required?**

Yes. However a clear and accurate budget will be required as part of your project plan, and applications seeking funding to cover the same project costs that are already supported through another Arts Queensland funding program will be ineligible.

**If I don’t have all the artists, creative personnel, proposed program, project partners, or equipment requirements confirmed, should I still apply?**
Your application will be less competitive if you don’t have the key components of your project confirmed at the time of application.

Contracts do not have to be in place however strong evidence of a well-developed plan of digital activities, expertise required, availability and demand is recommended.

**Can I submit more than one Digital Adaptation application?**
No, you can only submit one application to the Digital Adaptation Fund for consideration.

**Can my application be for more than one activity?**
Digital Adaptation funding is to support your capacity to create and deliver digital content through the purchase or upgrade of equipment, and developing or acquiring the appropriate technical skillsets. Where applicable, your proposal may include the creation and delivery of multiple digital performances, activities or initiatives. You can also apply for funding to support presentation of a single digital performance or activity.

**If I apply before the closing date will I get an answer sooner?**

You should not expect to hear the results of your application before 18 September 2020. We anticipate that this will be a highly competitive fund and any decision you make to commence your project or enter into agreements without confirmation of funding is at your own risk. Note retrospective funding will not be provided.

**What happens if funding is approved?**

When your application has been processed you will receive formal advice notifying you of the assessment outcome and, if successful, the advice will outline the next steps to progress payment. This includes finalisation of a funding agreement, provision of a tax invoice to Arts Queensland for the first instalment of grant funds and confirmation of Electronic Fund Transfer details.

**What are my obligations if my application is approved?**
If your application is approved you will be required to deliver your project as outlined in your application and:

* Comply with COVID-19 restrictions in place at the time of delivery.
* Comply with the terms and conditions of funding as outlined in the funding guidelines and application form.
* Collate clear and accurate reporting records of your activities to provide in your outcome report.

**What is meant by COVID-Safe plans and what do I need to attach to my application?**

All businesses need to have a COVID-Safe Work Health and Safety (WHS) Plan that includes COVID Safe strategies if they want to operate **within the current restrictions**, including sole traders who employ other people or interact with the public. Your plan should cover all the types of activity that you engage in.

If you want to work **outside the current restrictions** then you need to operate under an approved COVID Safe Industry Plan and attach your certificate of compliance.

You need to advise Arts Queensland which type of plan you are operating under. Please see the Arts Queensland COVID-19 information page for links to the most up-to-date information about restriction levels as well as resources to help prepare COVID Safe plans or find an approved industry plan. <https://www.arts.qld.gov.au/about-us/coronavirus-covid-19>

**Should I provide an evaluation plan?**

It is important to have an evaluation plan in place prior to the commencement of your project. Providing this plan upfront ensures processes are in place to collect valuable data throughout your project and demonstrates how you will know if you have achieved intended outcomes.

For more information about evaluating your project please visit the Arts Acumen resource page on the Arts Queensland website
www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting

**Would I be able to change my project after it’s been approved?**
Any proposed changes to an approved project will need to be submitted in writing to Arts Queensland for approval.

Should your proposed change be minor such as a short time delay or change of venue Arts Queensland staff will review and respond. If the changes are considered significant or you are unable to deliver your project you will be required to inform Arts Queensland of your intentions and return the grant funds and any outstanding grant funds will be withheld.

**What if I’ve already received funding through another Arts Queensland program?**
Please check that you have complied with the guidelines of Arts Queensland funding programs. For example if you have any outstanding reporting due to Arts Queensland for another funding program your application may be deemed ineligible.

If you have applied to another Arts Queensland funding program it must be clear that the funding you have received or have outlined in your applications are not funding the same expenditure item across grant programs. If this is unclear your second application to Arts Queensland would be deemed ineligible.

If you are uncertain after reading through the program guidelines and terms you can call or email Arts Queensland at: (07) 3034 4016 or toll free 1800 175 531, or investment@arts.qld.gov.au.