

Live Music Support Program Round 4: Program Guidelines

Introduction

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. Indoor live music venues, in particular, continue to experience significant viability challenges as a result of necessary social distancing restrictions and other factors.

What is the Live Music Support Program?

The Live Music Support Program (LMSP) Round 4 provides grant funding for Queensland-based indoor live music venues, building on earlier support delivered via the Queensland Government's Arts and Cultural Recovery Package and LMSP Round 2 and Round 3. This program acknowledges the continuing impacts of COVID-19 on the financial viability of live music venues, and the importance of music venues for Queensland communities, artists, and the economy.

Due to competitiveness, it is expected that not all applicants will receive the funding level requested. All eligible applicants are assessed by members of an external peer assessment panel which makes recommendations for grants to be approved. All funding decisions are final. Funding offered through LMSP Round 4 can be used to support overhead or programming costs, enabling venues to continue to program live music following an extended period of operating at reduced capacity levels.

The Program's objectives are to:

- Relieve short term cost pressures for live music venues operating at reduced capacity
- Support employment of venue staff, technical crew and artists
- Ensure venues that program original live music 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 ecology.

Further Support

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 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.

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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.

When can I apply?

Applications Open: 18 March 2022

Applications Close: 4pm on 18 April 2022

Funding Announcement: Early June 2022

For costs incurred from: 1 October 2021 to 31 December 2021

How to submit your application

Arts Queensland applications are managed online through SmartyGrants. You can save and continue working on an application until you are ready to submit. 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 Arts Queensland on a USB device posted to our office. Please contact Arts Queensland for requirements before submitting your application via post. Please note USB devices will not be returned to you.

Arts Queensland 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 Arts Queensland using the contact details at the end of these guidelines.

Who can apply?

LMSP Round 4 will provide further financial relief to assist **dedicated** live music venues to continue operating following an extended period of social distancing restrictions.

A **dedicated live music venue** is defined as a business located in Queensland whose primary function is to program or host original live music primarily in an indoor space subject to restricted density. To demonstrate that the venue is a dedicated live music venue requires evidence of regular,

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ticketed original live music programming, and evidence of the proportion of venue space that is dedicated to music performance (which may include associated infrastructure or equipment), e.g. entire venue or separate band room.

An indoor space is an area, room or premises that is or are substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are:

- a. permanent or temporary; or
- b. open or closed.

This definition is consistent with that for the Public Health Direction referred to as *Restrictions on Businesses, Activities and Undertakings Directions (No. 29)*, in place effective from 8 October 2021 to 16 December 2021 and the superseded Public Health Directions in place during the funded period of 1 October 2021 to 31 December 2021.

Eligibility

To be eligible, all applicants must:

- be the owner or operator of a venue that is based in Queensland and that:
 - meets the definition of a dedicated live music venue; and
 - can evidence a history of regular original live music programming.
- have operated the venue as a dedicated live music venue prior to March 2020 and be operating at time of application
- confirm that the venue is operating in accordance with the current Public Health Directions and COVID Safe Checklist
- be able to provide evidence of a significant decrease in Q2 FY 2021-2022 revenue relative to normal operating conditions (i.e. pre-March 2020) of the venue
- 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
- not be an employee referred to under the heading 'Ineligible applications'.

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

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Ineligible applications

Applications will be deemed ineligible if:

- they do not satisfy the above eligibility criteria
- they are incomplete or do not contain all mandatory support material (refer below)
- requested items have been funded for the period of 1 October 2021 to 31 December 2021 by a grants program administered by the Queensland Government
- funding is requested for food and beverage
- funding is requested for the purchase of equipment
- funding is requested for activities that occurred before 1 October 2021 and/or after 31 December 2021
- requested items have already been funded via Arts Queensland Live Music Venue Support Program or Live Music Support Program Rounds 1, 2 or 3
- 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 much can I apply for?

You can apply to LMSP Round 4 to meet costs associated with operating your venue between 1 October 2021 to 31 December 2021.

The maximum amount of funding you can apply for is based on the size of your venue as set out in the table below. The venue capacity range associated with each funding tier reflects the space/s of your venue that are subject to occupant density restrictions under a Public Health Direction and used **for regular and consistent live music programming**. Evidence of this programming may be requested by Arts Queensland to confirm which funding tier your venue is eligible for.

If you are unsure which funding tier your venue fits into, please contact Arts Queensland prior to submitting your application.

Venue capacity* (<i>under normal operating conditions</i>)	Funding cap
Tier 1 (up to 300 pax)	Up to \$100,000
Tier 2 (301 – 500 pax)	Up to \$120,000
Tier 3 (501 – 1000 pax)	Up to \$180,000
Tier 4 (1001 – 1500 pax)	Up to \$230,000
Tier 5 (1501 – 2000 pax)	Up to \$280,000
Tier 6 (more than 2000 pax)	Up to \$380,000

* Note: this must reflect the capacity of the space/s used for regular and consistent live music programming.

Due to competitive nature of this fund, it is expected that not all applicants will receive the funding level requested.

LMSP Round 4 funding can be used to cover any expended business costs, other than items, including (but not limited to) rent, utilities, staff costs, financial, legal or other professional costs to

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support sustainability, and programming costs necessary to operate within the current restrictions environment.

How are applications considered/assessed?

All applications are checked for eligibility by Arts Queensland staff. All eligible applications are assessed by members of an external peer assessment panel.

The panel meet to moderate the round, which includes considering applicant eligibility and recommended funding based on the appropriate tier and available budget. The panel makes funding recommendations which are approved by the Director-General, Department of Communities, Housing and Digital Economy. The peer assessor panel will be provided with the Arts Queensland funding history of all applicants to this program.

When funding recommendations are made, consideration is given to available budget, therefore applicants may not receive the full amount requested. All funding decisions are final.

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):

- Quarterly Business Activity Statement (BAS), as lodged to the Australian Tax Office, for Q2 2021/22 (October–December) which clearly shows income earned during this period for the venue and the lodgement date. This is to provide evidence of the financial impact on your business revenue for the assessed period
- A BAS, as lodged to the Australian Tax Office, from pre-March 2020 and that reflects normal operating conditions for the venue. This BAS should be from no earlier than October 2019 (i.e. Q2 or Q3 2019-20)
- Evidence of how the venue is a dedicated live music venue including a history of regular original live music programming from February 2020 to 31 December 2021. These attachments (not links) must include the following details at a minimum: performance date, artist name, ticketed / non-ticketed, and whether the artist is performing original music. For more information, please refer to Frequently Asked Questions
- Current COVID Safe Checklist the venue is operating under.

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Application Outcomes

All successful applicants will receive an email advising of the funding application outcome.

Ineligible applications will be notified once the application has been deemed ineligible by Arts Queensland staff.

How to manage a successful application

If you are approved for funding, funding is to be provided to you in accordance with the terms and conditions of a funding agreement to be entered into between you and Arts Queensland. The funding agreement will be issued to you after you have been approved for funding.

Under the terms of the funding agreement, you may be asked to supply additional information to demonstrate that funding conditions have been met before payment can be made.

Successful applications will 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.

Payment schedule

It is proposed that once the funding conditions under the funding agreement have been met, including receipt by Arts Queensland of your EFT Form and tax invoice for the amount listed in your payment schedule, funding will be paid in one instalment.

Reporting you will need to do if successful

All successful applicants will be required to submit to Arts Queensland an outcome report by 30 July 2022. 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 template, as well as a range of associated tools and resources, are available from the Arts Queensland webpage.

The outcome report must 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 which may include receipts or invoices as evidence of expenditure.

If requested, invoices or receipts must be provided to Arts Queensland for the venue's business costs, which must:

- be dated from 1 October 2021 to 31 December 2021
- be issued in the name of the approved applicant
- describe the items/services purchased or business costs incurred
- be issued on commercial terms, without conflicts of interest, for a genuine expense incurred for the operation of the venue.

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

- invoices or receipts dated before 1 October 2021 or after 31 December 2021
- items for which funding has not been approved under the funding agreement
- purchase/sales orders, quotes or statements.

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 or agreement.

Governance

Arts Queensland reserves the right to modify the Fund Guidelines at any time. Applicants will be notified of changes.

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

Terms of Funding will be outlined in a funding agreement for successful applicants and aligned to information provided in these Guidelines and Application form.

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 LMSP Round 4, including Frequently Asked Questions, Important Information for Applicants, 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.

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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.