

## Program Guidelines

### What is the Live Performance Impact Fund?

Live performances produced and delivered by Queensland's small to medium arts organisations in Queensland live performing venues are a critical part of the rebooting of Queensland's economic recovery. This targeted package provides support for businesses who experienced cashflow issues and immediate economic hardship due to the Omicron outbreak impact.

From 13 December 2021, venue capacity restrictions were lifted as Queensland borders were reopened, allowing fully vaccinated people to attend venues, however this coincided with the Omicron variant of COVID-19 which significantly impacted performances and attendance of audiences to performance activities. To reimburse losses (sunk costs) in relation to the Health Directives, this financial support provides cost recovery for Queensland Live Performance venues and producing Performing Arts companies that had been most affected during the peak Omicron wave of the pandemic.

The Live Performance Impact Fund will provide grants that reimburse 'sunk' costs associated with the cancellation or rescheduling of live performance activities due to Omicron that were scheduled to take place between 13 December 2021 to 26 February 2022 and claim costs for COVID health and safety measures implemented over the same period.

The purpose of this program is not to address cancellations or impacts due to the recent flood events in Queensland. For support in this area, please contact Arts Queensland on (07) 3034 4016 or toll free 1800 175 531 and an officer will direct you to Disaster Assistance programs you may wish to consider.

### How much can I apply for?

Funding is available up to \$20 000 to meet costs associated with the cancellation, rescheduling of indoor and outdoor programmed live performances or implementation of new COVID health and safety measures at a dedicated live performance venue between the periods of 13 December 2021 to 26 February 2022.

The application must meet the objectives as outlined below under Assessment (page 3).

### When can I apply?

Applications Open: 23 March 2022

Applications Close: 20 April 2022

Funding Announcement: by the end of May, approximately six weeks after closing date.

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## Who can apply?

Eligible	Not Eligible
<ul style="list-style-type: none"> <li>• Queensland-based indoor and outdoor performing arts venues</li> <li>• Producing Performing Arts companies</li> <li>• Outdoor live music venues</li> <li>• Performing arts festivals</li> <li>• Organisations funded via Arts Queensland multi-year Organisations Funds</li> <li>• Local Government owned venues</li> <li>• Live Music venues who have applied to Live Music Support Program Round 4 can apply to LPIF for activities after 1 January 2022.</li> </ul>	<ul style="list-style-type: none"> <li>• Live Music Venues who have applied to Live Music Support Program Round 4 cannot apply to LPIF for activities held prior to 31 December 2021</li> <li>• Arts Statutory Bodies</li> <li>• State Government Owned Companies</li> <li>• Organisations funded through the National Performing Arts Partnerships Framework</li> <li>• Pubs, clubs RSLs and hotels that do not have a dedicated live performance venue</li> <li>• In addition, any applicants that do not meet the eligibility criteria.</li> </ul>

As some applications will be eligible for both Live Music Support Program (LMSP) Round 4 and Live Performance Impact Fund (LPIF), assessment of both programs will progress concurrently to ensure duplication of funding does not occur.

If you have previously applied to the LMSP, it is recommended that you first apply to LMSP Round 4 (which supports activities from 1 October to 31 December 2021), and then submit a second application to LPIF for impacted activities after 1 January 2022.

## All eligible applicants must:

- Have an active Australian Business Number (ABN) registered in the name of the applicant.
- Have a bank account in the name of the applicant.
- Confirm that the applicant was/is still operating in accordance with restrictions issued by direction from the Chief Health Officer.
- Have satisfied the reporting requirements of any previous Arts Queensland funding.
- Not be insolvent or have owners / directors that are an undischarged bankrupt.
- Provide evidence that your Primary Purpose is to present or host live performances on a regular ongoing basis.
- Only one application per registered ABN will be accepted. This program does not accept applications from individuals.

## What can the funding be spent on?

Eligible	Not Eligible
<ul style="list-style-type: none"> <li>• Costs to administer booking cancellations.</li> <li>• Marketing and communication costs directly associated cancellation, rescheduling or COVID safety requirements.</li> <li>• Backfill of staffing due to COVID illness, isolation or adherence to COVID vaccination mandates.</li> <li>• Purchase and/or hire equipment costs relating to COVID safety of staff or patrons eg PPE equipment COVID related cleaning costs.</li> <li>• Costs incurred due to rescheduling of performance or pivoting to digital delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• Food and beverage costs.</li> <li>• Standalone marketing activities not directly related to LPIF (for example advertising of gaming machines, meal offerings, etc).</li> <li>• Costs associated with COVID testing</li> <li>• Costs for activities before 13 December 2021 or after 26 February 2022.</li> <li>• General operating/recurring costs, including core business activities, business start-up costs, administrative and other organisational costs not directly associated with LPIF.</li> <li>• Contingency costs.</li> <li>• Repayment of debts and loans.</li> </ul>

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**Note:** Support of up to \$5,000 in LPIF funding can be used to purchase COVID safety services and assets, such as cleaning costs, PPE equipment (gloves, masks, sanitiser), safety equipment (bollards).

- Any costs which have already been funded for the period of 13 December 2021 to 26 February 2022 by a COVID support program administered by any Government.

## Step 1: Apply

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 please contact Arts Queensland.

Applications will be deemed ineligible if:

- Submitted after the closing date.
- Submitted via email or hand-delivery.
- Reporting requirements of any previous Arts Queensland are not satisfied.
- Eligibility criteria is not satisfied.
- Mandatory support material is not provided, or applications are incomplete.
- Funding is requested for the purchase of COVID safety services and assets more than \$5 000.

**Note:** Arts Queensland may request additional documentation to confirm eligibility and proof of expenditure.

What to attach - Mandatory support material includes:

- Evidence, including dates of cancellation of live performances.
- Budget breakdown of significant items, evidence of sunk costs resulting from cancellation, rescheduling or implementation of COVID safety measures.
- Evidence of regular, ticketed performing arts/original live music programming.
- Evidence the performance/live music programming is the primary focus of the venue (eg the venue cannot operate without the live performance program).
- All relevant COVID Safe Checklists the venue has/is operating under as required by Queensland Government since 13 December 2021.

## Step 2: Assessment

LPIF applications are checked for eligibility by Arts Queensland staff. All eligible applications are assessed by members of an external peer assessment panel (each application receives at least three assessments). The panel meet to moderate the round, which includes considering program's objectives and Government priority areas. The panel make 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.

Applicants are advised that some applications may not be funded due to high demand. All funding decisions are final.

Program Objectives

- Relieve short term cost pressures, including employment backfill costs, resulting from cancellation or rescheduling of performances due to COVID impacts in the period of 13 December 2021 to 26 February 2022.
- Support costs to ensure patrons are provided a safe environment.

Assessment Criteria

LPIF assessment criteria ensures all applications are assessed consistently and fairly by the peer assessment panel. The peer assessment panel may decide to offer reduced funding if ineligible, uncompetitive or inflated budget items are identified.

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When preparing your application, you should address the following assessment criteria and demonstrate how success will be measured:

1. Applicant's significance and contribution to Queensland's performing arts ecology.
  - Demonstrated history and role of the applicant in:
    - presentation of performance and productions
    - activation of venue space, including employment of Queensland artists through regular programming
  - Scale and nature of operations relative to the LPIF application.
2. Financial need and impact of COVID-19 on the venue's operations between 13 December 2021 and 26 February 2022
  - Demonstrated financial impacts of COVID-19
  - Evidence of arts workers and other workers employment costs to be supported by LPIF funding
  - Evidence of COVID safety measures, including equipment costs to be supported by LPIF funding.

## Step 3: Outcomes

All successful and unsuccessful 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. 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.

## Step 4: Funding agreement and grant payment

If you are approved for funding, Arts Queensland will send you a funding agreement and a request for your payment details. If you do not return the signed funding agreement and payment details within 30 business days of receipt of the offer, the offer of funding will lapse and will no longer be available for you to accept.

Arts Queensland will be in contact if special conditions have been set for your funding and/or you have been offered reduced funding.

You will need to keep invoices/receipts as proof of expenditure. Arts Queensland conducts Quality Assurance activities and may request verification of expenditure.

You are required to comply with all applicable Commonwealth, State and Local government laws, including public health directions, during the term of the funding agreement.

## Step 5: Acquittal report

All successful applicants will be required to submit an outcome report to Arts Queensland within 30 business days of completing your funded activities. 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 Arts Queensland webpage.

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. You must keep all application evidence, supplier quotes, corresponding invoices and bank transactions for acquittal and audit purposes.

Variations may be considered (eg if COVID restrictions change, preventing opportunity for activity to be undertaken), please contact Arts Queensland as soon as possible to discuss any proposed variation.

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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 terms of funding.

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## Governance

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 Roadmap, 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 Queensland Government's \$22.5 million [Arts and Cultural Recovery Package](#) underpins *Creative Together* and supports the Roadmap's first two-year action plan, *Sustain 2020-2022*, which focuses on stabilising Queensland's arts companies, securing jobs for artists and arts workers, and delivering COVID-safe cultural experiences to Queensland audiences.

## 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.

## Population 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 population groups as creators, participants or audiences will strengthen the implementation of Queensland Government commitments:

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- Aboriginal peoples
- Torres Strait Islander peoples
- Australian South Sea Islander peoples
- Regional Queenslanders
- People with disability\*
- People from culturally and linguistically diverse backgrounds
- Older people (over 55 years of age)
- Youth (12 – 25 years of age)
- Children (0-11 years)
- LGBTIQ+

\*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 population groups where appropriate.

## 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](#)

Arts Queensland respects the cultural and spiritual significance of First Nations People and acknowledges that:

- (a) any ICIP belongs to the Traditional Owners of the ICIP; and
- (b) ownership of the ICIP will, at all times, remain with the Traditional Owners of the ICIP.

**Indigenous Cultural and Intellectual Property or ICIP** means First Nations Peoples' interests in their culture, heritage and knowledge and includes the intangible and tangible aspects of cultural practices, cultural expressions, resources and knowledge systems that have been, and continue to be, developed, nurtured and refined by First Nations People as part of expressing their cultural identity. ICIP excludes Intellectual Property Rights and Moral rights.

**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 the funding agreement, and whether existing in Australia or otherwise, but excludes Moral Rights;

**Moral Rights** means the right of integrity of authorship, the right of attribution of authorship and the right not to have authorship falsely attributed, more particularly as conferred by the *Copyright Act 1968* (Cth), and rights of a similar nature anywhere in the world, whether existing before or after the date of the funding agreement.

Arts Queensland may use images or material developed through funded initiatives for marketing, reporting or archival purposes and will seek approval from the applicant prior to doing so. Applicants are to advise Arts Queensland if the initiatives incorporates any ICIP, and if there are any restrictions on using the ICIP. Applicants are to advise Arts Queensland of the appropriate acknowledgement of Traditional Owners and the circumstances in which the acknowledgement must be made. Full details can be found in Arts Queensland's terms of funding.

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## Further Arts Queensland Support

Further information on the following items can be found in the *Important Information for Applicants* and *General Frequently asked questions* documents on the Arts Queensland website:

- Acknowledgement of Funding
- Rules, breaches and enforcement
- Overseas suppliers
- Goods and services tax (GST)
- Terms and conditions
- Intellectual Property Rights.

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

## Explore Arts Acumen

Arts Acumen is an Arts Queensland online resource, 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](http://www.arts.qld.gov.au/arts-acumen)

## 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](mailto:investment@arts.qld.gov.au)

Website: [www.arts.qld.gov.au](http://www.arts.qld.gov.au)

## 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.

## 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.

Version	Issue date	Details
2.0	28 March 2022	Updated

The LPIF Guidelines, FAQs and Application form were updated on the 28 March 2022. Please ensure you are working from the updated Version 2 of these documents published after this date.