**Live Music Venue Support**

**Frequently Asked Questions (FAQs)**

This document contains FAQs that apply to Arts Queensland’s *Live Music Venue Support* funding program. FAQs should be read in conjunction with *Live Music Venue Support* Program Guidelines, available from Arts Queensland’s website:

[www.arts.qld.gov.au/aq-funding/live-music-venue-support](http://www.arts.qld.gov.au/aq-funding/live-music-venue-support)

**How do I apply?**

Applications can be submitted via the SmartyGrants online application form, available from: <https://www.qld.gov.au/recreation/arts/funding>.

You must register in the SmartyGrants system prior to commencing an application form.

If you do not have online access, you can post a **USB** (memory stick) containing:

* a completed *Live Music Venue Support* application form,
* a scanned signed copy of Section 5 – Certification, and
* all relevant support material (maximum 20MB).

Note, that if you choose to submit an application using this method, applications must be readable on commonly available software, must be received before or on the application deadline. USB devices will not be returned to applicants.

USB devices must be posted (in a padded envelope with your contact details) to:

Arts Queensland

GPO Box 1436

Brisbane QLD 4001

AQ cannot accept emailed or hand-delivered applications.

**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](mailto: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 Arts Queensland’s Arts Acumen webpage: [www.arts.qld.gov.au/arts-acumen](http://www.arts.qld.gov.au/arts-acumen)

**I am a pub/club/RSL that regularly programs live music. Am I eligible to apply?**

The *Live Music Venue Support* program is designed to provide short-term financial assistance to venues that exist primarily to program original live music. While we acknowledge that a range of venues support live music in different ways, venues that primarily provide non-music related services such as pubs, clubs and RSLs are not eligible to apply for support through the *Live Music Venue Support* program. For more information on other funding programs, please check the Arts Queensland website at https://www.arts.qld.gov.au/aq-funding.

**How much can I apply for?**

If your venue capacity is 499 or below, you can request funding up to $15 000.

If your venue capacity is 500 or above, you can request funding up to $25 000.

These venue capacity thresholds refer to normal operating conditions, not COVID19-associated restrictions.

In your application you are required to provide evidence of your need for support through the *Live Music Venue Support* program, specifically to demonstrate the impact of COVID-19 restrictions on your business. This can be achieved by providing support material to your application including Business Activity Statements, where available, or a signed and dated letter from your accountant confirming revenue impacts of COVID-19 related restrictions.

Funding available through the *Live Music Venue Support* program is intended to subsidise live music venue re-opening and operations in the short term. Venues are also encouraged to consider other available funding support, such as the Queensland Government’s Queensland Small Business Adaption Grant.

**What can I use Live Music Venue Support funding for?**

Funding awarded through the *Live Music Venue Support* program can be used to cover any business cost associated with operating your venue between the application outcome date and 31 December 2020 (if grant awarded prior to 1 December 2020) or by 30 June 2021(if grant awarded after 1 December 2020). This can include, but is not limited to, rental and staffing costs (except where covered by other subsidy programs, such as JobKeeper), marketing and promotional activity, or upgrades or adjustments to the operation of your venue to ensure a COVID-safe practices are implemented (e.g. additional cleaning or security costs).

Any costs incurred prior to the application outcome date will not be supported.

**How will my application be assessed?**

Applications to the *Live Music Venue Support* program will be assessed against the eligibility criteria outlined in the Program Guidelines:

[www.arts.qld.gov.au/aq-funding/live-music-venue-support](http://www.arts.qld.gov.au/aq-funding/live-music-venue-support)

Applications will also be considered against funding availability with applications considered on a first come, first serve basis, and value for money as determined by Arts Queensland.

Incomplete applications, including those without the required support material, will be ineligible.

Funding decisions made by Arts Queensland are firm and final.

**Can I submit more than one application to the Live Music Venue Support program?**

No, you can only submit one application to the *Live Music Venue Support* program for consideration.

**Am I required to open my venue if I receive a Live Music Venue Support grant?**

The *Live Music Venue Support* program is designed to subsidise the re-opening or continued operation of live music venues in Queensland during COVID-19 restrictions and into the recovery period. The activation of venues, audience engagement with live music, and the employment of staff and artists are key objectives for the program.

As such, venues that receive support through the *Live Music Venue Support* program must demonstrate that they will continue operations in 2020/2021, including providing an outline of upcoming programming.

**What is meant by COVID-Safe working 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, for example performing to more people than the current cap, then you need to operate under an approved COVID Safe Industry Plan and attach your certificate of compliance.

Large and complex venues may work to an approved site specific plan rather than an industry plan.

You need to let AQ know which 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>

**When will I be notified of the funding outcome?**

You will receive formal notification of the funding outcome as soon as possible following assessment. We will endeavour to assess applications and confirm a funding decision within four weeks of application submission.

You will receive formal notification of the application outcome via email.

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

* + - The Guidelines pertaining to the grant fund as specified in the application;
    - The application and any schedules or attachment; and
    - The Terms and Conditions as found at <https://www.hpw.qld.gov.au/__data/assets/pdf_file/0011/3422/shortformtermsconditions.pdf>

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

You will not receive a separate contract, and your successful application will continue to be managed through Smartygrants.

After approval, successful applicants will receive 100 per cent of the eligible funding amount approved, upon submission of a valid tax invoice.

**Where can I find the Terms of Funding?**

The Terms of Funding can be located at <https://www.hpw.qld.gov.au/__data/assets/pdf_file/0011/3422/shortformtermsconditions.pdf> or you can obtain a copy by contacting an Arts Investment Officer on 07 3034 4016 or toll free 1800 175 531.

**What happens if funding is approved?**

If you receive funding through the *Live Music Venue Support* program, you will be required to acquit the funding via an outcome report to Arts Queensland. This includes the provision of evidence of expenditure of the grant, including invoices and receipts for items costing more than $500.

Outcome reports are to be submitted through SmartyGrants.