**Open Air**

**Frequently Asked Questions (FAQs)**

This document contains FAQs which apply to Arts Queensland’s Open Air funding program.

**Am I eligible for funding?**

Eligible applications must:

* Be a presenting venue, arts organisation or local council
* Have an active Queensland-registered Australian Business Number (ABN) that is in the name of the applicant
* have satisfied the reporting requirements of any previous Arts Queensland funding

**Can individual artists apply for funding?**

No, *Open Air* does not support applications direct from artists.

**How much can I apply for?**

Applicants can apply for funding of up to $80,000 (co-funding) for the activation of outdoor and non-traditional spaces and the programming activities and performances to be delivered in these spaces.

**What are the co-funding requirements?**

Applications require co-funding from other partners. Arts Queensland will only provide funding for co-funded performances/events. Arts Queensland will not fund the entire cost of a project/program. Arts Queensland will only provide funding for co-funded activities and performances. The ratio of Arts Queensland to other funding is 2:1, with Arts Queensland providing no more than $2 for every $1 from co-contributed financial contribution.

In-kind contributions that provide a cash relief to the project budget are considered to be a financial contribution.

Your budget should demonstrate contributions from other partners, it is recommended to include letters of support from partners to evidence their support as outlined in your budget.

 **What are the timeframes to use the funding?**Funding is for activities that will occur after 1 October 2020 and before 31 December 2021.
 **What can I use the funding for?**Funding awarded through the Open Air program can be used for, but not limited to:

* Hire of infrastructure and equipment such as staging, lighting and audio to establish outdoor and non-traditional performance spaces that supports delivery of a program of activity of a specific period of time.
* Employment of technical contractors (Crewing Company, LX, SD, AV Operators).
* Artist fees to support the production of activities and performances across a range of genres, including dance, physical performance, literature, theatre, visual arts, and music to be delivered in outdoor and non-traditional spaces.
* Hire or purchase of equipment to ensure delivery in a COVID-safe manner.

**Can I apply if I already receive funding from Arts Queensland?**If the applicant is already funded by Arts Queensland, applicants need to demonstrate how this activity differs from that which is already funded.

 **Can I employ artists or arts organisations from outside Queensland?**

No, applications must support Queensland based artists and arts organisations only.

**Can I apply for funding to modify existing outdoor performance spaces?**

Yes, you can apply to modify existing outdoor performance spaces through the hiring of additional infrastructure.

**Can I apply for funding to activate non-traditional spaces that are indoors such as warehouses?**

No, applications to support activity to be conducted in an indoor setting are not eligible under *Open Air*.

**Can I apply for funding to support a single event or single performance?**

No, *Open Air* funding is for supporting a program of activity.

**What is defined as a single event or single performance?**

A single event or single performance is considered to be an activity which is solely delivered by an individual group or artist, and does not include a program of activity which supports various activity or multiple artists.

**What is a program of works/activities?**

A program works/activities supports the delivery of various activity or performances by artists over a specific period of time.

**Can I apply for a program of activity that only runs over one day?**

Yes, you can apply for a program of activity that runs for only one day.

**Is the purchase of equipment eligible?**

Funding can be used to purchase equipment associated with providing a COVID safe environment. Funding cannot be used to purchase infrastructure, however hire of equipment through local suppliers to support production is eligible.

**What quotes do I need to provide as part of my application?**

You need to provide quotes for all major expenses (over $500):

* hire of equipment
* employment of technical contractors
* hire or purchase of equipment to provide a COVID safe environment.

Quotes for programming should be included where available, however, for those items where quotes are not available or unable to be obtained at time of application, include details of the estimated costs in the budget. If your application is successful, payment of the first instalment may be subject to provision of quotes relating to programming.

**What support material do I need to include?**

Check the Fund guidelines to determine the compulsory support material to include with your application form. Support material is important to confirm the details in your application form. Make sure support material is high quality, targeted and that important information is easy to find. Without the mandatory support material, your application will be considered ineligible.

**How will my application be assessed?**

To ensure a transparent and equitable assessment process an independent panel of peer assessors with relevant industry expertise will review and assess all eligible applications and provide funding recommendations.

Application assessment will be against the eligibility criteria outlined in the Open Air fund guidelines. Therefore it is important that when preparing your application, you address the detailed assessment criteria listed in the funding application.

**What happens if my application is successful?**

You will receive an email advising of the result of your funding application.

All successful applications are managed through Smartygrants. If you are approved for funding, Arts Queensland will provide you with a Letter of Offer, outlining the payment schedule and Terms of Funding.

You will be required to provide a tax invoice to Arts Queensland for each payment milestone, and will need to confirm bank details prior to the payment of any funds.

Provision of COVID Safe Work Health and Safety plan or an approved COVID Safe industry plan or site-specific plan will need to be provided by successful applicants prior to release of funds.

**What happen if my application is unsuccessful?**

If your application was deemed unsuccessful or ineligible, you will receive an email advising of this outcome. You will also be able to contact Arts Queensland for feedback.

**What is the acquittal process for successful applicants?**

Check the fund guidelines for details on acquitting an approved application.

**Important information for all applicants**

Please refer to the document [*Arts Investment – Important Information for Applicants*](https://publications.qld.gov.au/dataset/info-arts-funding-applicants/resource/da2106d5-22b6-4f48-a527-7d1f6f4a2dd0) which provides information on:

• Privacy and Right to Information

• Processes for feedback and review of decisions for unsuccessful applicants

• Agreements and contracts, acknowledgments, reporting and acquittal requirements for successful applicants.

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| **Acknowledgements** | **Translating & interpreting services**  |
| Successful applicants are required to acknowledge Arts Queensland’s support in all published material associated with funded projects.The Arts Queensland [website](http://www.arts.qld.gov.au) details the requirements regarding use of the Arts Queensland logo and standard acknowledgement text.  | 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.
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