**Digital Adaptation**

**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. In June 2020, the Queensland Government announced an Arts and Culture Recovery Package of $22.5 million over two years to stabilise Queensland’s arts companies, secure employment for artists and arts workers and deliver COVID-safe cultural experiences for Queensland audiences.

In addition to this investment Arts Queensland, in consultation with the sector, has refocussed existing grant programs to further strengthen sector activity and provide economic opportunity, employment and audience engagement during the recovery phase.

*Digital Adaptation* recognises that the creation and delivery of programming is anticipated to become increasingly important for the arts and cultural sector in a post-COVID19 recovery phase and beyond.

**What is Digital Adaptation?**The objectives of the *Digital Adaptation* fund are to:

* support the development and presentation of high quality digital programming that will showcase Queensland stories and diversify and increase audience reach.
* maintain and enhance audience experience, engagement and participation in arts and cultural activities
* build the capacity of the Queensland arts sector to invest in and deliver innovative arts practice and diversify future revenue streams

**Queensland Government commitments**

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 and Torres Strait Islanders
* people from a culturally and linguistically diverse background, including Australian South Sea Islanders
* older people (over 55 years old)
* young people
* people with disability\*.

\*Note that you will be required to meet legal obligations in relation to accessibility including access to web content.

You are encouraged to explore how you could direct your activities to these specific target groups and regional Queenslanders.   
  
**What you can apply for**  
*Digital Adaptation* provides grants to support the Queensland arts and cultural sector’s capacity to develop and deliver high quality digital programming.

Funding is offered across two streams, applicants may submit one application per project:

**Individuals can apply for up to $10,000 for equipment and training** to support:

* the upgrade or purchase of suitable equipment and technology which will enable you to adapt your activities to a digital context
* digital production upskilling/professional development opportunities that will enable you to deliver digital activities and programming
* the engagement of appropriate expertise to adapt your work to a digital context or produce high quality digital programming for you

**Organisations can apply for up to $20,000 for equipment and training** to support:

* the upgrade or purchase of portable equipment and technology suitable to your proposed digital programming activities
* the installation of equipment and technology within an existing creative studio or performance venue, to create a collaborative space available to the broader arts community
* digital production upskilling/professional development opportunities for artists or arts workers
* the engagement of appropriate expertise to help create new high quality programming and/or adapt existing artistic product for presentation across digital platforms
* the engagement of appropriate expertise to determine the digital production and technical requirements best suited for your venue and proposed future activity

Please note that financial contributions (cash or in-kind) are not required to be provided by the applicant. However, applications that demonstrate investment from the applicant and/or other sources will be highly regarded.

**Assessment Criteria**

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

**Quality**:

* What evidence can be provided to demonstrate your innovation and contribution to the Queensland arts and cultural sector through delivery of a high standard of artistic and cultural product?
* What evidence can be provided to demonstrate your track record in developing and delivering online content?

**Viability:**

* How can you evidence demand for your proposed activity or project? How will it meet audience needs?
* What evidence can be provided to demonstrate that the proposed project represents good value for money and will deliver a return on investment to help build the long-term viability of your business?

**Reach**:

* How will the proposed project support stronger engagement with existing audiences and/or extend accessibility of your work to new audiences or to specific target groups?

**Impact**:

* How will digital infrastructure and/or programming assist you or your organisation meet its long-term artistic and financial strategic goals and objectives, during a post-COVID19 recovery phase and beyond? How does the project align with your organisation’s Strategic Plan?
* How many Queensland artists and arts workers will be supported as a result of this funding?

**Who can apply?**

Arts and cultural organisations and individual artists or sole traders can apply to this fund.

To be **eligible**, all applicants must:

* be a Queensland-based practicing individual artist or sole trader, or arts and cultural organisation with a history of presenting public performances, activities or exhibitions
* demonstrate significant impact on delivery of programming due to COVID-19 pandemic and associated restrictions
* have an active Australian Business Number (ABN) that is in the name of the applicant
* provide evidence of ownership or long-term lease arrangements (for sole-use) of a creative studio or performance venue (if applying for up to $20,000 for venue equipment)
* have been in business for a minimum of one year and have a strategic plan that demonstrates a commitment to digital delivery
* conduct the proposed activity in Queensland
* demonstrate the project can be completed within 12 months from approval
* have satisfied the reporting requirements of any previous Arts Queensland funding.

The following will be **ineligible** for funding support:

* Applications submitted after the published closing date
* Incomplete applications lacking compulsory support material
* Applicants who have not satisfied the reporting requirements of any previous Arts Queensland funding
* Applicants who are under the age of 18 and the application has not been co-signed by their legal guardian
* Project costs already supported through Arts Queensland project funding
* Projects that commence prior to 25 September 2020 and/or cannot be completed within one year of funding approval
* Projects which have already commenced, including any items that were ordered, committed to (with a signed document or paid deposit) or purchased before the funding is approved
* Applications seeking funding to support social media activities or online marketing strategies
* Travel costs pertaining to restricted destinations at the time of submission
* General operating/recurring costs, including core business activities, business start-up costs, administrative and other organisational costs not directly associated with the project or program
* Training or professional development not directly related to the project or program.
* Any activities that are the responsibility of another specialist funding body (i.e. Screen Queensland)
* Items purchased from overseas suppliers (without prior approval from Arts Queensland). This grant program supports the Queensland Government’s ‘Buy from Queensland’ policy
* Contingency costs
* Repayment of debts and loans
* Educational institutions (excluding Tertiary education institutions who may be considered for funding by providing a statement from an authorising officer of the institution confirming that the activity is outside of core business and does not receive direct financial support from the institution)
* State government agencies
* Arts Queensland shareholder companies (other than those wholly owned by the Queensland Government); Arts Statutory Bodies; and Major Performing Arts Organisations (as recognised by State and Federal Governments) are ineligible to apply.
* Local Councils and business entities or initiatives of local Councils.
* Current Arts Queensland employees or former employees who ceased employment less than six months before applying. Employees of Arts Statutory Bodies and the Department of Environment and Science should consult the ‘Important Information for Applicants’ document before applying.

Please note: Arts Queensland may request additional documentation to confirm eligibility.

**How to apply**

All applications to *Digital Adaptation* will open on 24 July 2020 and will close on **21 August 2020.** Funding outcomes will be advised by 18 September 2020.Funded activities must commence after 25 September 2020 and conclude within one year of the funding outcomes announcement date.

Applications must be submitted online. Follow the web link to access the application form, and submit your application by **4pm on 21 August 2020**: <https://artsqueensland.smartygrants.com.au/>

Please note: Arts Queensland cannot accept emailed or hand-delivered applications.

**What to attach**

A complete application must include your application form and all compulsory support material. Support material is important to provide evidence of the information and claims in your application. Applications that do not include all applicable compulsory support material will be ineligible.

**Compulsory**:

* A Project Plan for your proposed activity, including but not limited to:
* Proposed program or activity and key timelines
* Target audience and community groups with evidence of demand driven through digital pilot programming undertaken to pivot business delivery since April 2020, as a response to the COVID-19 pandemic
* Projected short and long-term positive outcomes for you or your business, evidencing connection to your organisation’s strategic plan
* Budget with quotes for all significant expenditure items. Budgets should be attached as excel documents, not PDFs
* Confirmation of key artists or creative personnel involved with the proposed project, the artist/s costs and evidence that any payable artist fees and allowances adhere to the relevant industrial Award, published by the appropriate industry body.
* An indication of whether you are operating under your own COVID Safe work plan or an approved COVID Safe Industry Plan or site-specific plan.
* A copy of your certificate of compliance if operating under a COVID Safe Industry Plan.
* For proposals involving Aboriginal and Torres Strait Islander people please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant people, communities and organisations.
* For proposals involving people from culturally and linguistically diverse backgrounds; people with disability; children or young people, please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

**How applications will be assessed**

* Applications will be assessed against the assessment criteria and scored by peers with relevant industry experience, with support from an Arts Queensland staff member.
* The ranked list of applications will be reviewed by an Arts Queensland delegate, with funding approved by the Minister for the Arts for applications up to the budget limit of the program.

**How to manage a successful application**

**If you are approved for funding, for the purposes of delivery and acquittal of your activity, the Funding Agreement will be made up of;**

* + 1. The Guidelines pertaining to the grant fund as specified in the application
    2. The application and any schedules or attachment
    3. The Terms and Conditions as found at; <https://www.hpw.qld.gov.au/__data/assets/pdf_file/0011/3422/shortformtermsconditions.pdf>

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

You can log onto Smartygrants at any time to view the details of your approved grant application. If you are approved for funding you will be required to provide a tax invoice to Arts Queensland for the full grant amount.

**Reporting you will need to do if successful**

Depending on the approved project and terms of your funding agreement, you may be required to submit a progress report to Arts Queensland advising of progress towards key performance outcome targets or milestones within your project plan.

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.

To acquit the grant, documentation you must provide to Arts Queensland will include:

* an outcome report
* final budget with itemised income and expenditure; and
* invoices or receipts on how the grant was spent.

Invoices or receipts must be provided for expenditure items costing over $500, and:

* be dated on or after the date the grant was approved
* be issued in the name of the applicant that was approved the grant
* describe the items/services purchased
* be issued on commercial terms, ensuring there are no conflicts of interest.

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

* invoices or receipts dated before the application was approved, or not in the name of the applicant
* items not approved or eligible
* purchase/sales orders, quotes or statements.

The acquittal document will be submitted via Smartygrants by the required due date. 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. 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.   
 **Governance  
  
Rules, breaches and enforcement**

Breaches of these funding guidelines will result in:

* you being ineligible for future funding from Arts Queensland
* grant funds being recalled.

**Overseas suppliers**

The Queensland Government encourages you to buy local and support local suppliers.

If your application is successful, further approval must be sought from us to make any significant purchases (over $500) from an overseas supplier. Any items purchased from an overseas supplier without prior approval from us will be declined and grant funds will need to be returned.

Submit a written request to us at investment@arts.qld.gov.au that:

• includes a quote from the supplier

• explains why these items cannot be purchased in Queensland or Australia.

**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**

Read the terms and conditions for the Arts Queensland grant.

By submitting an application for funding your group or organisation, if successful, will enter into a Funding Agreement with the Queensland Government. Note that the Funding Agreement is made up of:

1. The Guidelines pertaining to the grant fund as specified in the application
2. The application and any schedules or attachment
3. 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.

By submitting an online application form, you, in the State of Queensland do solemnly and sincerely declare that:

* I have read the Guidelines relating to grant funding administered by Arts Queensland.
* The information supplied in the Application Form, to your knowledge, is true and correct
* The applicant will keep and maintain, for a period of five years, the necessary records to substantiate the application outlined in the application form
* You are authorised by the applicant to make this declaration on its behalf.

**Intellectual Property Rights**

**Title and Intellectual Property**

* Nothing in this Agreement transfers title to, or any Intellectual Property Rights in, the Material.
* Any Intellectual Property Rights in the Material owned or created by the Recipient will continue to remain the property of the Recipient.
* Where the Recipient acts as an agent or representative for individual artists for the Funded Purpose (for example, where the Recipient is an Aboriginal Arts Centre), the Recipient will not require those artists to transfer their Intellectual Property Rights in that Material to the Recipient.
* The Recipient grants, or must procure that the owner of the copyright in the Material grants, to Arts Queensland, a non-exclusive, non-commercial, worldwide licence to use, communicate, reproduce and publish the Material solely for Arts Queensland’s:
  + marketing and reporting purposes through any media, for the Funding Period; and;
  + archival purposes, in perpetuity.
* The Recipient represents and warrants to Arts Queensland that it has the right to grant the licences under this Agreement to Arts Queensland.
* Each party represents and warrants to the other party that it has the power and capacity to enter into this Agreement.

**Moral Rights**

* Arts Queensland must identify the creator of the Material, whenever Material is used for marketing or reporting purposes, or archival purposes.
* Arts Queensland must not, and must not let any other person, alter, crop, change or adapt the Material, or otherwise destroy or subject the Material to derogatory treatment.

**Indigenous Cultural and Intellectual Property (ICIP)**

* If the Material contains any ICIP, Arts Queensland must:
* comply with any restrictions on using and dealing with the ICIP in the Material about which the Recipient notifies Arts Queensland;
* not use, or let anyone else use, the Material in a context that may denigrate or damage the ICIP in the Material; and
* if asked to do so by the Recipient, acknowledge the traditional owners of the ICIP in the Material by including the following notice whenever the Material is used:

*This work embodies traditional ritual knowledge of the [NAME] Community. It was created with the consent of the custodians of the Community. Dealing with any part of this artwork for any purpose that has not been authorised by the custodians is a serious breach of the customary laws of the [NAME] Community.*

**Client Survey**

From time to time AQ 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 you can find support in preparing your application**  
Read the available *Digital Adaptation* program documents.

You can find *Digital Adaptation* Frequently Asked Questions and other information from<https://www.arts.qld.gov.au/aq-funding/digital-adaptation>

**Explore** [**Arts Acumen**](http://artsengage.initiatives.qld.gov.au/arts-acumen?lnk=QS02LTQ4NzUtNQ)

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: <http://www.arts.qld.gov.au/arts-acumen/resources/funding-application-writing>

**Contact us:**

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)

**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.