**Guidelines: Live Music Venue Support**

**Introduction**

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.

This program is part of this suite of initiatives and recognises that live music venues face particular challenges in the current environment, given the need for venues to operate at capacity in order to generate viable revenue streams that can, in turn, support programming.

Home to the iconic BIGSOUND festival, Queensland boasts a vibrant contemporary music sector that has an enviable track record of talent. The Queensland Government, through Arts Queensland, is committed to supporting the music industry towards post COVID-19 recovery, including through this program.

Live music venues are a critical part of Queensland’s music ecosystem and make an important economic, social and cultural contribution across the State. Venues incubate new talent, develop artists, provide employment, and facilitate a direct connection between artists, audiences and communities.

**What is Live Music Venue Support?**

Through the *Live Music Venue Support* program, we will provide Queensland-based live music venues with one-off grants, at a value commensurate with capacity, to offset revenue losses and stabilise business operations during and beyond COVID-19-related restrictions on mass gatherings. Venues with a capacity of up to 499 people are eligible to apply for up to $15 000, and venues with a capacity greater than 500 people can apply for support of up to $25 000.

The Program’s objectives are to:

* Relieve immediate cost pressures for live music venues at a time that operation is curtailed.
* Support employment of venue staff, technical crew and artists.
* Ensure live music venues are in a strong position to safely resume full operations as and when restrictions are lifted.
* Support the current and future viability of Queensland’s live music venues.

Live music venues are also encouraged to consider applying for Queensland artist programming support through the *Play Local* program, available from:

[www.arts.qld.gov.au/aq-funding/play-local](http://www.arts.qld.gov.au/aq-funding/play-local).

**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 funding recipients are expected 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.

**What you can apply for**

*Live Music Venue Support* funding can be used to cover any **business costs,** including (but not limited to) rent, utilities, staff costs (where not covered by other Queensland or Commonwealth Government financial assistance measures), financial, legal or other professional costs to support sustainability, or upgrades and adjustments (cleaning, security) necessary to operate within the current environment.

**Who can apply**

*Live Music Venue Support* is designed to provide short-term financial relief to assist venues to re-open for live shows.

A live music venue is defined as a business whose primary function is to program or host live original music. We are interested in supporting businesses that present work across the full genre range of contemporary music, including (but not limited to) rock, pop, punk, metal, hip-hop, jazz, and indie, **and applicants must be able to provide evidence of regular original live music programming in the last 12 months**. Venues for which programming of original live music is not their main activity are not eligible to apply for funding.

To be eligible, all applicants must:

* be a business or organisation that is based in Queensland and that:
  + meets the above definition of a live music venue.
  + can evidence regular original live music programming over the last 12 months
* have been operational for at least 12 months prior to application.
* have been highly impacted by the COVID19 pandemic and associated shutdown and restrictions.
* be able to provide evidence of a substantial decrease in revenue relative to normal operating circumstances.
* 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.

**Only application per registered ABN will be accepted.**

Applications will be deemed **ineligible** if they do not satisfy the above eligibility criteria and:

* they are incomplete or do not contain all compulsory support material.
* 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 employee 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.

**How much you can apply for**

You can apply to *Live Music Venue Supp*ort to support costs associated with operating your live music venue between the application outcome date and 31 December 2020 (if application made prior to 1 November 2020) or by 30 June 2021 (if application made after 1 November 2020). You must apply for funding in accordance with the below:

• Up to $15 000 for venues with a capacity of up to 499 people.

• Up to $25 000 for venues with a capacity of greater than 500 people.

Note, retrospective costs will not be funded.

You will receive formal notification of the application outcome as soon as possible following assessment. Arts Queensland will endeavour to advise of a funding decision within four weeks of application submission.

The funding decisions made by Arts Queensland are firm and final.

**How to apply**

Applications *to Live Music Venue Support* will open on **3 July and close once funding allocations are exhausted**.

Applications will be assessed on a first come, first serve basis, with consideration of the availability of funding, value for money, and the eligibility requirements described in these Guidelines.

To apply online, visit the following web link to access the application form: <https://artsqueensland.smartygrants.com.au/MusicVenueSupport>

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 the application Certification.
* 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.

**What to attach**

A complete application must include your completed application form and all compulsory support material. Support material is important to provide evidence of the information and claims in your application.

**Compulsory** - applications that do not include all compulsory support material will be ineligible.

* An indication of whether you are operating under your own COVID Safe Work Health and Safety plan or an approved COVID Safe industry plan or site-specific plan, and a copy of your certificate of compliance if operating under an industry plan.
* 2019 or 2019/20 financial statements, including a profit and loss statement and balance sheet.
* Evidence of the financial impact of the COVID19 pandemic on your business, either via Quarterly Business Activity Statements (BAS) over at least two quarters, or via a dated and signed letter from a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants.
* Evidence of regular original live music programming over the last 12 months, and upcoming programming details.

**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; and <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.

**What reporting you will need to do if successful**

If successful you will be required to acquit the total amount of funding via an outcome report to Arts Queensland by **31 December 2020** (if grant awarded prior to 1 December 2020)or by **30 June 2021** (if grant awarded after 1 December 2020). The outcome report collects information about outputs and outcomes, and will require evidence of expenditure for the total amount of funding provided.

To acquit the grant, you must provide Arts Queensland with:

* an outcome report; 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 or variation was approved;
* be issued in the name of the organisation or individual that was approved the grant;
* describe the items/services purchased; and
* 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 or variation 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. 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.

**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 AQ grant.

By submitting an application for funding you, your group or organisation, if successful, will enter into a Funding Agreement with the Queensland Government.

Note, that if successful, 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**

1. 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 this Agreement, and whether existing in Australia or otherwise.
2. Title to, and all Intellectual Property Rights in, the Funded Activities and Recipient’s Material vests in the Recipient.
3. The Recipient grants, and will ensure that relevant third parties grant, Arts Queensland a perpetual, irrevocable, royalty-free, world-wide and non-exclusive licence to use, communicate, reproduce, publish, adapt and modify Recipient’s Material, the Recipient’s existing material and any third party material as part of Recipient’s Material.

        (d) The Recipients warrants to Arts Queensland that:

    (i) it has the right to grant the licence to Arts Queensland under clause (c) above; and

    (ii) neither its performance of the Funded Activities nor Arts Queensland’s exercise of the licence granted to it under clause (c) above will infringe the Intellectual Property Rights or Moral Rights of any person.

**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**

**Read the available Live Music Venue Support program documents:**

You can find *Live Music Venue Support* Frequently Asked Questions and other information from: [www.arts.qld.gov.au/aq-funding/live-music-venue-support](http://www.arts.qld.gov.au/aq-funding/live-music-venue-support)

**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:

<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.