**Open Air**

**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 Cultural 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.

**What is Open Air?**

*Open Air* is a funding program that will support the activation of outdoor and non-traditional settings and the production and delivery of a program of works by artists and arts organisations in these spaces.

*Open Air* program objectives are to:

* Support employment opportunities for artists and arts workers across Queensland communities
* Support the activation of outdoor and non-traditional settings that can be effectively and efficiently utilised to showcase a program of new and existing works by artists and arts organisations
* Support the development of partnerships and networks which encourage collaboration on future opportunities for new approaches for the delivery of arts
* Support the engagement of local communities in arts and cultural experiences
* Support the use of Queensland based companies, suppliers and services firms.

**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**

*Open Air* provides funding of up to $80,000 (co-funding) to support the activation of outdoor and non-traditional external spaces and the programming activities and performances to be delivered in these spaces.

Applicants can seek to deliver a program of activity that supports Queensland artists and arts organisations. Activities need to occur after 1 October 2020 and before 31 December 2021.

Applications must include programming of local Queensland artists and arts organisations.

Funding 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 over 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.

Applications require co-funding from other partners. Co-funding arrangements:

* 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.

**Who can apply?**

Presenting venues, arts organisations, and local councils*.*

We cannot support applications direct from artists under the *Open Air* program.

Successful applicants will be required to obtain any required approvals prior to funding being released.

To be eligible, all applicants 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

 Applications will be deemed **ineligible** if:

* they are submitted after the published application closing date
* they are incomplete or do not contain all compulsory support material
* the application seeks to support artists or arts organisations from outside of Queensland
* the application seeks to support a single event or single performance
* the application seeks to support activity conducted in an indoor setting
* 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 Environment and Science, unless the application includes a covering letter from the applicant’s employer 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.
* Applications that do not provide written evidence to demonstrate commitment of financial contribution. Arts Queensland will pay no more than $2 for every $1 of financial contribution.
* The activities to be funded occur before 1 October 2020 or after 31 December 2021.
* State government agencies
* Existing organisations and programs that are funded by Arts Queensland need to demonstrate how the proposed activity differs from that which is already funded.

 **How is my application assessed?**All applications to *Open Air* will be assessed by a peer assessment panel, against the criteria and eligibility requirements outlined in the Guidelines for the program.

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

***QUALITY***

* What evidence can be provided to demonstrate a high standard of artistic and cultural activity and/or partnerships?

***IMPACT***

* How many Queensland based artists and arts organisations will be employed/ supported as a result of this funding?
* How many arts workers including technicians, designers, sound and audio workers will be employed as a result of this funding?

***ENGAGEMENT***

* How will the funding support new/innovative partnerships with artists, arts organisations and the applicant?
* How will funding provide access to, participation in and positive experiences of innovative and quality arts and culture for Queensland communities?
* How will the funding support increased engagement and participation with new and existing Queensland audiences?

***VIABILITY***

* How will the funding provide value for money in terms of the supporting the activation of outdoor settings to deliver a program of activity that provides maximum benefit for the art sector and audiences?
* How does the application demonstrate innovative approaches to deliver programs in a new environment?

 **How to apply?**Applications to Open Air will open on 17 August 2020 and will close on **10 September 2020**. Funding outcomes will be advised by 30 September 2020.

To apply online, visit the following web link to access the application form, and submit your application by the closing date: <https://artsqueensland.smartygrants.com.au/>

Emailed or hand-delivered applications are unable to be accepted.

**How to manage a successful 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](https://www.publications.qld.gov.au/dataset/info-arts-funding-applicants/resource/ee0fd828-2464-4209-bc19-113dbd7474e5) Version 7.

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.

**Acquitting an approved application**

To acquit the grant, you must provide Arts Queensland with the following within 30 business days of completing the program:

* an outcome report, including final budget showing funding expenditure

Invoices or receipts must be retained for expenditure items costing over $500, as Arts Queensland reserves the right to request proof of expenditure. Invoices and receipts must:

* 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 for 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 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 (outcome report) 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.

**Unsuccessful and Ineligible applications**
You will receive an email advising of the result of your funding application if it is unsuccessful or ineligible. You are invited to contact Arts Queensland for feedback if it was deemed unsuccessful by the peer assessment panel.

**What to attach**
An application must include a completed online form and all compulsory support material.

Compulsory support material includes:

* Applicants with existing outdoor venues need to provide evidence that their annual allocated programming budget has been significantly impacted as a result of COVID-19
* Arts organisations or presenting venues applying must provide a letter of support from their local council confirming partnership and the relevant approvals for use of council space are either approved or progressing through final stages of approval.
* Written evidence to demonstrate commitment of financial contributions
* Quotes dated after 1 October 2020 supporting the budget submitted for programming and equipment
* Budget and Project Plan for the proposed activities.
* 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.

**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.

***Acknowledgement of Funding***

All funding programs must correctly acknowledge the Queensland Government’s contribution, details can be found at the Arts Queensland webpage.

***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.

**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 can I find support in preparing my application?**

***Read the available Open Air program documents:***

You can find Open AirFrequently Asked Questions, Information for Applicants, and other information from<https://www.arts.qld.gov.au/aq-funding/open-air>

***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.

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.