**Youth And Arts Pathways**

**Guidelines**

**Introduction**

The arts and cultural sector has been significantly impacted by the COVID-19 pandemic and associated restrictions have created challenges for career opportunities and sustainability. Consultation with arts and cultural representatives identified the importance of supporting young people with career development and entry pathways and recognise the value young people bring as contributors and facilitators within the arts and cultural sector.

**What is Youth And Arts Pathways (*YAAP*)?**

*YAAP* is a funding program which will provide support to attract and retain young people within the arts and cultural sector. As such this program focusses on support for activities which target job retention and/or career development for young people.

**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)
* children and 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?**

*YAAP* provides funding for costs including but not limited to the delivery of training programs, workshops, placements or practical and technical skills development activities within professional arts practices.

Funding, up to the maximum of **$80,000**, is intended to support activities that will occur after 25 September 2020 and before 30 April 2021.

A maximum of 10% of the granted amount can be allocated to your internal administration costs to deliver the activities.

Applicants can submit more than one application to *YAAP* for different programs. However, applicants need to have satisfied the reporting requirements of any previous Arts Queensland funding.

**Who can apply?**

*YAAP* is designed to support Queensland’s young people within the arts and cultural sector during the phase of COVID-19 recovery where social distancing impacts the usability or viability of the sector. Arts Queensland is interested in supporting applications which best achieve career development for young people.

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

* be an arts and cultural organisation based in Queensland
* 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
* conduct the activity in Queensland.

Applications will be deemed **ineligible** if:

* they do not target young people of working age as defined by Queensland Government ages 15 to 25.
* they are submitted after the published application closing date.
* they are incomplete or do not contain all compulsory support material.
* the activities to be funded occur before 25 September 2020and after 30 April 2021.
* the applicant is an Arts Queensland shareholder company (not wholly owned)
* the applicant is recognised as a Major Performing Arts Organisation by the Queensland and Federal government.

The following costs are **ineligible** for funding support:

* infrastructure purchases and/or renovations;
* building maintenance and/or recurring fixed costs;
* business start-up costs;
* private tuition or study costs;
* travel costs pertaining to restricted destinations at the time of submission;
* fundraising activities;
* alcohol;
* awards, prizes, competitions, eisteddfods;
* loan or debt repayments;
* touring costs;
* equipment purchases exceeding $3000;
* contingency costs.

**How to apply?**

Applications to *YAAP* will open on 31 July 2020 and will close on 28 August 2020 for activities occurring after 25 September 2020 and before 30 April 2021. Funding outcomes will be advised by 25 September 2020.

To apply online, visit the following web link to access the application form, and submit your application by 4pm on 28 August 2020: <https://artsqueensland.smartygrants.com.au/>

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

**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.

* Demonstration of track-record of delivering professional arts and cultural activities for people aged 15 to 25 that provide engagement and skill development towards future participation in the arts sector.
* 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 will my application be assessed?**

*YAAP* Assessment criteria ensures all applications are judged consistently and fairly by the peer assessment panel. The ranked list of applications will be approved by the Minister with funding approved for applications up to the budget limit of the program. Applications which include stakeholder cash and/or in-kind support contributions towards the delivery and/or legacy of proposed activities will be considered more desirable where criteria has scored highly.

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 a high quality product and/or service to achieve meaningful experiences to enable job sustainability and/or career development?

***Reach***

* Will funding support young people’s employment prospects in the arts and cultural sector in regional communities?
* How will funding create new/innovative community/business partnerships for young people?

***Impact***

* How will the funding contribute to job sustainability and improved career development for young people in the arts and cultural sector?
* How many young people will be supported through this application?
* What ongoing social benefits and/or positive legacy will be provided to young people in their community?

***Viability***

* Does the application demonstrate value for money and potential for on-going employment opportunities?
* Is the applicant maximising their own resources and experiences in delivering high quality products and services?

As this program is offered in context of challenges associated with the COVID-19 pandemic restrictions and contains non-recurrent funding, the decisions made by Arts Queensland and the Minister are firm and final.

**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.

**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.

**Program Governance**

***Rules, breaches and enforcement***

Breaches of these funding guidelines will result in:

• 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](https://www.hpw.qld.gov.au/__data/assets/pdf_file/0011/3422/shortformtermsconditions.pdf) for the AQ grant.

By submitting an application for funding you, if successful, will enter into a contract with the Queensland Government.

To access the latest version of the terms and conditions applicable to all Arts Queensland grant funding applications, visit <https://www.publications.qld.gov.au/dataset/info-arts-funding-applicants>

Note that the funding guidelines and application form constitute the particulars referred to in the Short Form – Terms and Conditions and form part of the contract 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.

**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.

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

***Read the available YAAP documents***

You can find Frequently Asked Questions, Information for Applicants, and other information from <https://www.publications.qld.gov.au/dataset/info-arts-funding-applicants>

***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)