

Arts Queensland General Funding Guidelines

These General Funding Guidelines should be read together with the specific Fund guidelines. Key terms used in Arts Queensland's Funding Guidelines are defined in the [Glossary of Terms](#).

Arts Queensland's General Funding Guidelines provide key information for all applicants including:

[Access and Support](#)

[Overview of Arts Queensland Priorities](#)

[Eligibility for Funding](#)

[Assessment Criteria](#)

[Expectations of applicants](#)

[Application assessment](#)

[Successful applications](#)

[Questions and feedback](#)

[Information privacy and right to information](#)

[Glossary of terms](#)

Access and support

Communication and translation support

These Guidelines are also provided in the following languages:

1. Chinese Languages
2. Indian
3. Tagalog (inc. Filipino)
4. Vietnamese
5. Spanish
6. Italian
7. Korean
8. Japanese
9. German
10. Samoan

Applications may be submitted in any language. If you require interpreter services to access funding guidelines and other Arts Queensland information you can:

- telephone the Translating and Interpreting service on 13 14 50 during business hours.
- contact Arts Queensland about speaking with an interpreter.

If you are deaf, have a hearing impairment and/or a speech impairment and need to communicate with someone at Arts Queensland you may wish to use the National Relay Service (NRS).

For more information on how to access this service, please visit the NRS webpage

<https://www.communications.gov.au/what-we-do/phone/services-people-disability/accesshub/national-relay-service>

Online applications

Arts Queensland uses Smartygrants, an online grant application system.

Please contact Arts Queensland if you:

- are not able to use Smartygrants because it doesn't meet your access needs, or
- experience technical difficulties completing the online application.

You can also refer to the [Smartygrants Help Guide for Applicants](#).

Contact Arts Queensland on (07) 3034 4016 or toll free 1800 175 53, or email investment@arts.qld.gov.au

Support for developing applications

Arts Queensland's website provides [tips and resources](#) for developing grant applications including a guide to creating budgets.

While Arts Queensland staff can provide technical and general advice to potential applicants, including types of projects eligible for funding and advice on the application process, staff cannot help directly with your application. To maintain a fair and equitable process, staff are unable to edit or correct any applications or provide advice on the content or decisions required within the application.

Applicants requiring additional support to make an application should contact a relevant arts organisation or service for assistance.

Arts Queensland Funding

Arts Queensland funding demonstrates a commitment on behalf of the public, to Queensland arts and culture, ensuring the principles of integrity, accountability, and consultation drive our delivery on our responsibilities and approach, and communicating outcomes.

Funding is invested across the arts, cultural and creative sector, from independent artists to large arts organisations, supporting opportunities for Queenslanders to access arts and cultural activity, attract visitors and provide creative employment. Arts Queensland's [Peer Assessment panels](#) assess the merit of funding applications and make recommendations for funding to the Director General or their Delegate.

Creative Together 2020-2030 – A 10-year Roadmap for arts culture and creativity in Queensland

[Creative Together 2020-2030](#) is the Queensland Government's 10-year vision to see Queensland renewed and transformed – socially, culturally, and economically - through arts, culture, and creativity.

A strong and sustainable sector remains at the core of Creative Together, with key priorities comprising:

- Embrace Brisbane 2032 across Queensland
- Elevate First Nations arts
- Activate Queensland's places and spaces
- Drive social change and strengthen communities
- Share our stories and celebrate our storytellers.

To help deliver on the *Creative Together* vision and key priorities, Arts Queensland is seeking the following investment [outcomes](#):

- An innovative and resilient arts and cultural sector
- Queensland stories reflect the diversity of Queensland communities
- Access to arts and culture for all
- First Nations-led investment
- Employment opportunities for Queensland artists and artswomen
- Arts drives social and economic benefits for Queenslanders and their communities
- Queensland is known for its arts and cultural experiences and as a cultural tourism destination.

Cultural Engagement Framework

Developed in collaboration with the [First Nations Arts and Cultures Panel](#), the [Cultural Engagement Framework](#) is a guide to respectful engagement with First Nations peoples, organisations and communities in the development of and presentation of arts and cultural work.

Funding agreements for all Arts Queensland funds require applicants to adopt and apply the principles of this framework.

General eligibility for funding

Before assessment by Peer Assessment panels, Arts Queensland checks eligibility of all funding applications against the general eligibility below and fund-specific eligibility criteria.

Applicant eligibility

Applicants can apply for funding under their own name (as an individual, collective or organisation) or be auspiced by another body that makes the application on their behalf, where applicable.

To be eligible to apply for Arts Queensland funding, you must meet the following criteria:

Eligibility Criteria	Applicant applying under own name	Applicant applying through Auspice body
Have an active Australian Business Number (ABN)	Applicant name	Auspice Body name
Have a bank account in the same name	Applicant name*	Auspice body name
Have completed any Arts Queensland outcome reporting that is due	Yes	Both Auspice Body and Applicant
Not owe Arts Queensland any money	Yes	Yes
Applications submitted per funding round	One	One per auspiced applicant**

*If you are under 18 years of age you will need to have your application co-signed by your legal guardian to confirm they will take responsibility for managing any funding. In this case, the bank account will be in the name of the legal guardian.

**You cannot submit an application in your own name and through an auspice body in the same round. Auspicing bodies may apply on behalf of multiple applicants in the same round.

Application eligibility

All applications for funding from Arts Queensland must demonstrate the proposal:

- directly benefits Queensland artists and arts workers, and/or Queensland communities through arts led activities
- meets the purpose of the specific fund to which you are applying
- requests less than 100% of the proposal's costs (please note that specific funds will have different maximum percentages).

Applications must:

- be submitted by the [published closing time and date of the funding round](#)
- be submitted via Smartygrants, unless you have been given permission by Arts Queensland to submit your application in another way
- only request funding for activity or expenses that occur after their Fund's '[Activity start date](#)' and that directly relate to their proposal.

What is auspicing?

An auspice body takes responsibility for all legal and financial obligations, including how the grant funding is spent and ensuring the funded activity is completed and acquitted in time.

Auspice bodies submit the application on behalf of the applicant and complete the certification on the application form. They are not considered to be the applicant.

Who can be auspiced?

Arts Queensland permits auspicing for applicants who:

- do not have an ABN or bank account
- are seeking to increase their grant writing and administration skills by working with the auspice body
- are unable to meet their obligations under the funding agreement without the support of an auspice body
- are under 18 years of age and do not have a legal guardian e.g., young people in residential care, or receiving disability or housing support services.

Unless advised in specific program guidelines Arts Queensland will not fund:

- Purchase, planning or maintenance of infrastructure
- Fundraising activities, awards, competitions, eisteddfods, prizes, private tuition
- Contingency costs
- Repayment of debts and loans
- State Government agencies
- Activities that are the primary responsibility of another Queensland Government department or agency
- Current Arts Queensland employees or former employees who ceased employment less than six months before applying
- Educational institutions seeking funding for core business**
- Employees of Arts Statutory Bodies, Arts Owned Companies and the Department of Communities, Housing and Digital Economy (DCHDE) unless their application is unrelated to their role**
- Program or project costs covered by other State, local or Federal governments or philanthropic funding

Organisations that receive multi-year Arts Queensland funding will be asked to demonstrate how their proposed activity is different from what they are already funded to deliver.

Arts Queensland will check to ensure there is no duplication of costs supported by other funding programs or Australian Government funding programs.

**Educational institutions, and employees of Arts Statutory Bodies and the DCHDE must contact Arts Queensland before making any application to discuss eligibility and the additional supporting material they will need to provide.

Compulsory support materials

Support material helps to build your case for funding and provides evidence that your application meets the funding criteria. Compulsory support material will vary from fund to fund.

If you don't supply all the support material relevant to your fund it is unlikely that your application will be recommended for funding.

In the following instances, if you do NOT provide the relevant compulsory support material, your application will be **ineligible** and your application will not be progressed to assessment.

- If your proposal involves First Nations arts, cultures and communities and you have not provided evidence of proper consultation, consent, and permission from appropriate community representatives. Please read the [Cultural Engagement Framework](#) for guidance on working with Aboriginal and Torres Strait Islander arts and cultures.
- If you are an education institution, or an employee of an Arts Statutory Body, Arts Owned Company or DCHDE and you do not provide a letter from an authorised officer in your organisation stating that the funded activity is outside core business / your role and giving details of any financial or in-kind support the project will receive from the institution.
- If you're an auspice body and you do not provide evidence the application content, budget, and the auspice services have been approved by the artist/organisation on whose behalf the application has been submitted.

Note

- Some funds may have additional eligibility criteria, including compulsory support material and ineligible costs.
- If unsure about eligibility or eligible costs, please contact Arts Queensland to discuss your application before you submit it.

Arts Queensland reserves the right to modify the Fund Guidelines at any time. Applicants will be notified of changes.

Assessment Criteria

Independent Peer Assessors review eligible funding applications against the specific criteria of each fund in addition to the following **general criteria**.

High quality

- Creative idea or concept is innovative and will deliver high quality arts and cultural work
- Professionals involved are highly skilled and well regarded
- Includes collaborators and partners who will help create great cultural outcomes

Strong impact

- Creates new employment opportunities and skills development for Queensland artists and arts workers
- Builds new audiences and markets and reputation for Queensland arts and cultures
- Responds to community needs and helps deliver government priorities including the principles of the [Cultural Engagement Framework](#)

Sustainable value

- Demonstrates value for money, sound governance, and ethical business practices, including paying amount not less than industry award rates, recommended or agreed minimum rates, and adhering to cultural protocols
- Proposed activity has a strong delivery plan including understanding potential risks and their management
- Will contribute to the sustainability and growth of Queensland's arts and cultural sector

Expectations of applicants

Respectful approaches

To help deliver on Arts Queensland's priorities and investment outcomes, you may have chosen to focus on the following groups as creators, participants, or audiences:

- Aboriginal peoples
- Torres Strait Islander peoples
- Australian South Sea Islander peoples
- Regional Queenslanders
- People with disability*
- People from culturally and linguistically diverse backgrounds
- Older people (over 55 years of age)
- Youth (12 – 25 years of age)
- Children (0-11 years)
- LGBTIQ+ peoples.

Arts Queensland expects that your approach in working with these groups will be respectful and that your application will demonstrate how you have considered the needs of the group/s and how you will follow appropriate protocols when working with them.

You will need to provide evidence of consultation with, and support from, these groups as part of your funding application's compulsory support materials.

All funding recipients are required to meet legal obligations, including in relation to:

- accessibility, including access to web content; and
- safeguarding requirements when working with children, young people, or vulnerable adults.

Indigenous Cultural and Intellectual Property Rights

Indigenous Cultural and Intellectual Property (ICIP) is based on the principle of self-determination and refers to First Nations peoples' interests in protecting their cultures, heritage and knowledge and includes the intangible and tangible aspects of cultural practices, cultural expressions, resources, and knowledge systems.

Arts Queensland expects that applicants will respect and acknowledge ICIP, gain appropriate consent from owners prior to ICIP use and pay for the use of ICIP where appropriate. For more information on ICIP please refer to the Arts Law website's [ICIP page](#).

Intellectual Property Rights and Moral Rights

Applicants must not infringe Intellectual Property Rights or Moral Rights of any person in delivering funded activities.

Intellectual Property Rights includes all present and future rights in relations 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.

Moral Rights means the right of integrity of authorship (the work is not treated in a way that harms the maker's reputation), the right of attribution of authorship (the right to be identified and named as creator of the work), and the right not to have authorship falsely attributed to someone else.

For more information on Intellectual and Moral Rights obligations please refer to the [Arts Law website](#), the [Australian Copyright Council website](#) and Arts Queensland's [Terms of Funding](#).

Industry Award Rates

Applicants must pay at least minimum award rates or industry recommended rates of pay to arts and cultural workers involved in funded projects and programs.

Pay scales and conditions may be prescribed by legally binding industrial awards and agreements, such as those monitored by the [Media, Entertainment and Arts Alliance \(MEAA\)](#). In other cases, appropriate industry standards have been recommended by arts industry organisations, such as:

- [Australian Writers' Guild](#)
- [Musicians Australia](#)
- [Australian Society of Authors](#)
- [Australian Production Design Guild](#)
- [National Association for the Visual Arts](#)

Where an industry standard clearly applies, applicants are expected to meet those rates of pay.

Application assessment process

Arts Queensland Peer Assessors assess applications and make recommendations for Arts Queensland funding and provide advice on programs and policy.

In 2022, Arts Queensland and the First Nations Arts and Cultures Panel co-designed a new approach to Peer Assessment to support 50% First Nations led representation on all Arts Queensland assessment panels and 100% First Nations representation for First Nations-specific funds.

Following a call for Expressions of Interest, Arts Queensland is currently finalising the outcomes of this process. Peer Assessors will be allocated to a specific fund panel, which will provide assessors with oversight of these funding programs across a 12 month to 2-year period. This approach will provide assessors with a strategic view across several rounds of applications in a program. Arts Queensland will engage industry experts from time to time to support Peer Assessment panels.

Information on Arts Queensland Peer Assessors is available on the Arts Queensland [website](#).

The Peer Assessment process is as follows:

- | | |
|---------------|---|
| Step 1 | Applications are submitted via Smartygrants by the Round closing date. If you don't receive an email confirming your application has been received, please contact Arts Queensland. |
| Step 2 | Arts Queensland checks the eligibility of applications. You will be notified if your application is found to be ineligible. |
| Step 3 | <p>Eligible applications are sent to a panel of independent Peer Assessors for assessment.</p> <p>The Peer Assessors assess eligible applications against the General Criteria and make funding recommendations for the Director-General or delegate's approval.</p> <p>Recommendations may be moderated to ensure balance across areas such as geographic region of applicants or activities, artforms, diversity and applicant types.</p> <p>The Panel may seek additional advice from industry experts to support moderation and recommendations.</p> <p>The Panel's recommendations may include specific conditions of funding or a reduced funding amount.</p> |
| Step 4 | The Director-General or delegate will consider the recommendations and make a final decision on the funded applications and their funded amounts. |
| Step 5 | Applicants will be notified of the outcome of their application. |

Successful applications

Funding agreements

If your application is successful, Arts Queensland will send you a funding agreement and a request for payment details, with instructions on how to return the documentation as this may vary from fund to fund. If the signed funding agreement and payment details are not returned within 30 days, Arts Queensland may withdraw the offer of funding.

The funding agreement will require compliance with these General Funding Guidelines and the specific Fund Guidelines.

If any special conditions have been set for funding and/or an offer of reduced funding has been made, Arts Queensland will contact you to confirm any additional actions you must take before receiving funding.

Arts Queensland may seek confirmation that applicants who have been auspiced understand their obligations under the funding agreement.

Arts Queensland encourages applicants to seek independent legal advice before signing a funding agreement.

Communications support

Arts Queensland requires successful applicants to supply images and quotes about their projects through Smarty Grants as soon as possible. This assists Arts Queensland to promote funding outcomes including your activity.

Payments

Funding agreements will include the amount of funding to be received at different stages of project delivery, and any milestones or actions that must be satisfactorily completed to access the next funding instalment.

If applicants are registered for GST, funding will be increased by 10 per cent to cover the GST liability. Applicants must notify Arts Queensland if they cease to be registered for GST.

Funding paid by Arts Queensland may be considered as part of an applicant's income in a financial year and may therefore be subject to tax.

Arts Queensland cannot give specialist advice about taxation. Further information about the GST and other tax issues is available from the Australian Taxation Office's (ATO) website at www.ato.gov.au or by telephoning the Business Tax enquiries line on 13 28 66 or the Personal Tax enquiries line on 13 28 61.

Key obligations in delivering the funded project or program

It is the applicant's responsibility to ensure they understand **all** obligations of the funding agreement. Obligations include:

- **Acknowledging funding** - Successful applicants must acknowledge Arts Queensland support in all published materials associated with the activity. The [Arts Queensland website](#) details how to use the Queensland Government logo and provides standard acknowledgement text.
- **Financial Record Keeping** - Applicants should keep invoices/receipts related to funded activity as proof of expenditure. Arts Queensland may request these as part of its Quality Assurance activities.

- **Using funding only for the purposes approved by Arts Queensland** - Arts Queensland may request the return of grant funds if they are unspent, or if the applicant has not performed all parts of the Funded Activities, or due to other breaches of the Funding Guidelines or funding agreement.
- **Complying with all relevant legislation** from Commonwealth, State and local governments including, but not limited to, complying with any public health directions; workplace health and safety; and working with children.
- **Being properly insured** - Applicants must maintain sufficient insurance for funded activity. If applicants do not have sufficient insurance covering the project activity period at the time of application, they will need to ensure they take out sufficient insurance prior to entering into the funding agreement. Arts Queensland may request evidence of the currency of the applicant's insurance."

Changes and variations

Applicants may request a variation to the terms and conditions of a funding agreement due to changed circumstances, including a change in the timing of payments, or in milestone due dates.

If the application is auspiced both the auspice body and the applicant need to approve the request for changes in writing.

Each request will be considered by Arts Queensland to ensure funding program objectives are being achieved and will continue to be achieved, and the proposed changes still align with the funding agreement, including the Guidelines and the approved scope of the project.

Please contact Arts Queensland as soon as possible to discuss any proposed variation, as funding cannot be used for activities or budget allocations other than those specified in the funding agreement unless Arts Queensland approves the variation in writing.

Reporting

Your funding agreement will specify when and how you will need to provide outcome reports and/or progress reports for your funded activities, and whether there are payments dependent on that reporting.

The outcome report collects information about outputs (what was done) and outcomes (the change or difference it made), including artistic, cultural, social, and economic returns on investment, and the expenditure of grant funding.

We recommend that you review the outcome report before applying to understand what information you will be asked to provide. Outcome report previews, as well as a range of associated tools and resources, are available on the [Arts Queensland website](#).

Outcome reports will be evaluated by Arts Queensland and applicants may be asked to provide further information before a report can be finalised.

Applicants who have overdue reporting or who have not provided the additional information requested will be ineligible for further funding.

Questions and feedback

Applicants are encouraged to contact Arts Queensland with any enquiries or concerns in relation to their application, or to request feedback on unsuccessful applications to assist in strengthening future applications.

All funding decisions can be reviewed under the *Judicial Review Act 1991*. If an applicant is dissatisfied with the funding decision, a written statement of reasons in relation to the decision can be requested. The request must be made in writing and within 28 days of receiving notification of the decision to investment@arts.qld.gov.au.

Applicants may also apply to the Supreme Court for a review of the decision made on their application. Under the *Judicial Review Act 1991*, the Supreme Court can only review the decision-making process and not the merits of the application.

Information Privacy and Right to Information

The information an applicant provides in their application may be used by Arts Queensland for the following purposes:

- processing and assessing the application – for this purpose, the information will be provided to peer assessors engaged by Arts Queensland
- verifying other funding incomes for the project – for this purpose, the information may be provided to other funding agencies nominated in the application
- training of Arts Queensland staff
- systems testing and process improvement
- compiling statistics
- reviewing and evaluating Arts Queensland existing funding programs, strategies, plans and services.

If an application is successful, the information provided in the funding application, the amount of funding received, the information provided in progress reports and/or outcome report/s and text and images relating to the funded activity may be used by Arts Queensland, including publication on its website and/or other Queensland Government websites as part of open data initiatives, for the purposes listed above and for the following purposes:

- the processing, payment, and administering of funding, including monitoring, and assessing delivery of the funding agreement
- Arts Queensland's own reporting and evaluation of its activities
- publishing aggregated (non-identified) data to support sector intelligence
- promoting funding outcomes and Queensland's arts and culture – for this purpose, the information (including applicant contact details) may be provided to Queensland Government Members of Parliament, the media, local government, Australia Council, and state government agencies, who may contact applicants directly
- promotional purposes e.g., case studies.

Arts Queensland manages all personal information in accordance with the *Information Privacy Act 2009* and all documents in Arts Queensland's possession or control are subject to the *Right to Information Act 2009*.

Consultation and client surveys

Arts Queensland may contact applicants to request their participation in surveys or consultation activities to evaluate its programs and services and help shape policy initiatives and new programs and services. Participation is voluntary and all survey responses will remain anonymous unless an applicant chooses to identify themselves.

Glossary of terms

These are key terms used in these General Funding Guidelines and in specific Fund Guidelines.

- **Attendees** – audiences for a live performance or event, or those viewing an artwork/exhibition in person, or those watching or listening to a one-off or live streamed online performance.
- **Audience Development** – the ongoing process of understanding the needs of, building relationship with, and growing audiences over time.
- **Auspecting / Auspice Body** – Auspecting is where someone other than the applicant takes responsibility for all legal and financial obligations, including how the grant funding is spent and ensuring the funded activity is completed and acquitted in time.
- **Australian Business Number (ABN)** – a unique identification number issued by the Registrar of the Australian Business Register to business entities.
- **Community** – a community can be any group of people who identify with each other through a common element that can include geographical location; shared cultural heritage, history, or other characteristics; age group; profession; or social or recreational interests.
- **Core operations / core business** – an organisation’s activities that would happen and incur costs, regardless of whether the proposed project would go ahead.
- **Core staff** – staff roles employed in an ongoing way by the applicant, regardless of whether the proposed project would go ahead
- **Cultural infrastructure** – includes buildings and equipment for arts and cultural activity.
- **DGR status** – is an entity or fund that can receive tax deductible donations.
- **GST (Good and Services Tax)** – the value added tax of 10% on most goods and services in Australia
- **Home location** – The town or city of residence of the artists or touring party, including outer suburbs and satellite towns of regional centres.
- **In-kind support** – in-kind support includes real project costs provided free of charge such as volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and should be included in the proposed budget.
- **Infrastructure** – basic organisational or physical structures required to run a business
- **Investment** – the provision of value toward something for its growth and/or maintenance.
- **LGTBIQ+** - an acronym for an individual who identifies as being lesbian, gay, bisexual, trans, intersex, or queer.
- **Metropolitan** – for the purposes of Arts Queensland funding, metropolitan Queensland is defined as all the areas inside the Brisbane City Council local government area.
- **New work** – a performance or artwork that has not had a public presentation.
- **Non-government organisation** – an organisation that is not subject to the control of the Commonwealth, a State or Territory and/or a local government.
- **Not-for-profit** – a legally constituted organisation whose constitution or rules state that profits or surpluses must be used to further the organisation’s artistic objectives. Any profits or surpluses cannot be distributed to owners, members or any other individual or group of individuals. The constitution or rules should also make provision for the transfer of assets to a similar organisation should they cease operations.
- **Operational funding** – contributions made by funding bodies that support the core operations and annual programs of arts and cultural organisations.
- **Outcome report** – a record, provided by the funding recipient, of the project or activity and how the funds were spent.

- **Participants** – people who actively participate in your activities e.g. attend a class to make something, sing in a choir, engage in a training workshop.
- **Partnership** – a partnership in relation to Arts Queensland is an agreement between the funding applicant and government, non-government or arts and cultural organisation or another entity. The agreement provides access to resources and opportunities that would otherwise be unavailable to the proposed activity.
- **Peer Assessor** – an arts industry expert or peer who is responsible for assessing funding applications against a set of funding criteria.
- **Performance Indicators** – measures of outcomes or outputs to evaluate activities.
- **Public outcomes** – people other than the artists and arts workers involved in the project, “the public” can view the work, or attend or participate in an activity. For example, a workshop for a school would be a public outcome, even though the general public would not be able to attend.
- **Regional** – for the purposes of Arts Queensland funding, regional Queensland is defined as all the areas outside the Brisbane City Council local government area.
- **Rural and remote** – For the purposes of Arts Queensland funding, rural and remote communities are defined as MMM4 – MMM7 using the [Modified Monash Model](#) (MMM) classification of remoteness
- **Significant budget item** – Budget items that make up a significant percentage of total expenditure or are of critical importance to the project.
- **Tour/Touring** – The same performance, exhibition or activity happening, in sequence, over a cohesive period of time in more than two external communities (i.e. it needs to be happening in at least 3 communities other than the applicant’s home location).