**Creative to Go**

**Frequently Asked Questions**

**What is the Creative to Go (C2G) definition of regional?**

In this program, the definition of ‘regional’ is all Queensland locations outside of Brisbane City Council boundaries. You can check a location using the Electoral Commission of Queensland’s interactive map: <https://results.ecq.qld.gov.au/local_area_maps/>.

**When should I apply?**

It is recommended that you apply as far in advance of your planned activity as possible so that you have an outcome on your application with plenty of time to plan or cancel, depending on the outcome. To be eligible you must apply at least 4 weeks before your activity start date.

**What is meant by “retrospective funding requests”?**

Arts Queensland (AQ) cannot fund activity that has taken place before a funding application is submitted or that will take place before the activity start date you give in your application (noting your activity start date cannot be less than 4 weeks from the date your application is submitted).

You can include these costs in your overall project budget but AQ funding cannot be allocated to them.

**I don’t have all my dates and venues confirmed, should I still apply?**

Your application needs to evidence the demand for your activity and may be less competitive if you have multiple unconfirmed elements.

It is important to balance being flexible with ensuring you have commitment from the majority of the presenters or communities involved in your activity, although the project itself might be dependent on receiving C2G funding. Artist-in-residence projects are expected to have their venue/host confirmed, subject to funding.

AQ assessors will balance the need for projects to be flexible in their approach with the likelihood that funded activity will be able to go ahead in roughly the same way as was approved.

**How much funding can I apply for?**

Funding is capped at up to $20,000 per application.

Regardless of amount, you must be able to substantiate your request with a reasonable budget for both income and expenditure.

We recognise that, due to the restrictions on audience or attendee numbers imposed by social distancing, you might have less potential to generate income from ticket sales or workshops fees or from presenter/venue fees.

Please include in your budget any in-kind support you might be contributing yourself or in-kind support from venues by way of marketing or technical support.

***Budget tips:***

* Providing quotes and cost breakdowns can help to build a stronger budget.
* Add more detail to your budget e.g. instead of describing accommodation as a lump sum (e.g. $2400) break this amount down (e.g. 4 people x 6 nights @$100/night). This detail can be included in the budget itself or in the notes to budget section of the application form.
* Include funding from other sources and indicate whether or not these amounts are confirmed.
* Double check the guidelines to ensure you are only allocating AQ funding to eligible costs.

For more information on building your budget, see the resources on Arts Acumen: <http://www.arts.qld.gov.au/arts-acumen/resources/funding-application-writing>.

Applications to C2G will be cross-checked against other AQ funding programs to ensure that funding is not duplicated.

**Can my application be for more than one activity?**

Your proposal may include activity dates that are not close to each other; however you must provide the rationale for why the activities should be considered together and make the case for viability, value for money, etc. If the activities are completely separate, with no connection in terms of product, logic, or purpose, it is recommended you make separate applications.

**Who can apply for artist-in-residence projects?**

Artists or arts companies can apply to deliver artist-in-residence projects based in, or connected to, regional performing arts venues, galleries or museums. The beneficiaries can be any members of the public, or the residency could be targeted at a particular group within community such as young people or the elderly.

Artist-in-residence projects that are for schools, but are not connected to engagement with a venue, gallery or museum, are not eligible under C2G. For these projects, you should consider applying to the Arts and Education stream of the Playing Queensland Fund for activities in 2021.

**What is meant by extension or adaptation of existing touring activity?**

Existing touring means that you have a performing or visual arts tour that is ready to go ahead with venues ready to accept it. It may have received funding from Arts Queensland or philanthropic sources, or may be funded through fees or ticket sales.

**Extension:** You can apply to C2G to contribute to the costs of extending the tour by taking in new venues or communities, or to deliver new or deeper community engagement activities in any gaps created by COVID-19 itinerary changes.

**Adaptation:** COVID-19 restrictions may have impacted the way you can deliver your planned touring activity.

**For visual arts**, this may mean the individual works in an exhibition need to be modified or exhibited in a different way to meet hygiene requirements, or curatorial changes need to be made as pieces may no longer be available due to changed touring dates.

For performing arts, this may mean modifications to the way or location in which work is presented to enable performances to go ahead, such as screening, or performing in alternative spaces to the ones planned. This may require additional touring equipment or modifications to set or lighting.

Please see the examples of types of funded activity at the end of this document.

**If I am successful in one C2G application, how long do I have to wait until I can apply for another one?**

You can have more than one successful application to C2G, but you must have completed and reported on the activity from the first application and your acquittal needs to be approved by Arts Queensland before you apply again.

Funding through C2G can complement but not duplicate funding received through other AQ initiatives.

For example, if you have received Queensland Arts Showcase Program funding for creative development leading to a performance in Toowoomba, you cannot apply for C2G for that Toowoomba performance, but you could apply to tour that show to Roma and Stanthorpe. Additional examples of types of funded activity are outlined at the end of this document.

Please also note that to be eligible for C2G, you must not have any overdue outcome reports for any previous Arts Queensland funding.

**What evidence of demand should I include with my application?**

C2G is intended to be a quick application so the minimum we would require is some confirmation that the activity has been requested or booked.

This could take the form of recent emails inviting you to bring your work to a community or venue, confirmation of venue booking or programming, or contracts with venues. These should include the nature and value of any support being offered, for example what marketing support they will provide or in-kind technical support.

Include any letters of support if you have them. The strongest letters of support will give details of why the writer is supporting your activity: why this activity is important for this community at this time, and what impact they believe it will have and why.

**What is meant by COVID Safe plans and what do I need to attach to my application?**

All businesses need to have a COVID Safe Work Health and Safety (WHS) Plan that includes COVID Safe strategies if they want to operate **within the current restrictions**, including sole traders who employ other people or interact with the public. Your plan should cover all the types of activity in which you engage.

If you want to work **outside the current restrictions**, for example performing to more people than the current cap or delivering workshops with higher risk activities, then you or your host venue (including schools) need to be working under an approved COVID Safe Industry Plan.

The COVID Safe Industry Plan may not cover all aspects of your planned activity, for example it might cover performances in a venue but not how your touring party interact with each other on the road. Large and complex venues may work to a **site specific plan** rather than an Industry Plan.

You need to let AQ know which sort of plan or combination of plans you are operating under. If you are working under a COVID safe industry plan you will need to attach your certificate of compliance.

Please see the Arts Queensland COVID- 19 information page for links to the most up-to-date information about restriction levels as well as resources to help prepare COVID Safe plans or find an approved industry plan. <https://www.arts.qld.gov.au/about-us/coronavirus-covid-19>.

**What happens if funding is approved?**

You will receive formal notification of the application outcome via email.

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.

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

After approval, successful applicants will receive 100 per cent of the eligible funding amount approved, upon submission of a valid tax invoice.

You 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.

**Where can I find the Terms of Funding?**

The Terms of Funding can be located at <https://www.hpw.qld.gov.au/__data/assets/pdf_file/0011/3422/shortformtermsconditions.pdf> or you can obtain a copy by contacting an Arts Investment Officer on 07 3034 4016 or toll free 1800 175 531.

**Who can give me advice about my application**

Arts Queensland staff can give you general guidance about applying to C2G. Please call (07) 3034 4016 or toll free 1800 175 531. Please note Arts Queensland staff cannot read your draft application or budget.

Arts Queensland’s Arts Acumen website has a suite of online resources than that can help you with developing your application, including budget writing tips, guides to developing marketing and evaluation plans, as well as engaging with communities: http://www.arts.qld.gov.au/arts-acumen/resources.

**Examples of the types of projects that could be funded in regional Queensland through Creative to Go**

Artist in residence projects which engage the public with a performing arts venue, museum or gallery.

* Two members of a performing arts company deliver school holiday workshops in a performing arts venue to young people resulting in a performance at that venue.
* A visual artist delivers in person and digital arts workshops for the general public, using a local museum collection as inspiration. The resulting works are exhibited locally.

Performances

* A theatre company is invited to perform their 3 person show in Bundaberg and Gladstone as part of those local council’s venue re-opening program of activities
* A cabaret artist and accompanist are invited to perform by a regional community and intends to books two more gigs en route.

Extension of existing touring activity that is not funded through this application

* A circus troupe is delivering community engagement workshops in western Queensland funded by the Tim Fairfax Family Foundation. They are asked to bring their workshops to a very remote community with no regular arts activity, extending their tour by 3 days including travel.
* A music ensemble has a gap in their tour due to the cancellation of a venue which they fill with concerts in retirement homes on the way to the next scheduled venue.
* An artist-in-residence project in an Emerald school funded through the Playing Queensland Fund extends its activity to deliver workshops to schools in nearby towns.

Adaptation of existing touring activity to address COVID-safe requirements or restrictions.

* A visual artist applies for materials and fees to adapt kinetic sculptures in a travelling exhibition to be battery powered rather than activated by the viewer. The exhibition has already been funded through PQF but has been paused due to COVID-19.
* A performing arts company receives funding for additional equipment and technical support costs to enable its touring performance to be delivered in outdoor spaces to larger audiences. The original tour was supported by fees from the venues and outdoor performances will increase COVID-safe audience numbers to a level which makes the performances viable for the venues.
* A tour with lots of community workshops needs to double the amount of materials so that participants do not have to share.