**Creative to Go**

**Guidelines**

**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.

The COVID-19 pandemic has had a significant impact on the presentation of live creative and cultural activity across Queensland and the restrictions on mass gatherings have affected the viability of delivering arts activities, especially in regional communities.

Recent audience surveys indicate that people across Queensland are eager to reengage with arts and culture as restrictions ease. This fund aims to support the reactivation of arts experiences across the state by minimising the financial risk to artists and arts organisations in meeting demand from regional communities, and enables them to respond quickly and flexibly to opportunities.

**What is Creative to Go?**

Through the *Creative to Go* program, Arts Queensland will provide Queensland-based artists and arts organisations with grants of up to $20,000 to support the delivery of live performances and engagement activities in regional Queensland. The Program’s objectives are to:

* enable regional communities to access high quality arts activities that COVID-19 restrictions may have made unviable for artists and venues to deliver
* support artists to respond flexibly and quickly to emerging venue and community demand
* reduce income risk to touring companies/artists, and thereby to venues, by helping offset the costs of artist fees and of delivering to regional communities
* encourage Queenslanders to re-engage with live arts experiences, and reconnect with their local performing and visual arts venues.

For the purposes of the Fund, regional Queensland is defined as all Queensland locations outside of Brisbane City Council boundaries.

Applications will be assessed by independent peer assessors, with recommendations approved by the Deputy Director General.

**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**

*Creative to Go* will fund the following types of activity in regional Queensland:

* artist in residence projects which engage the public with a performing arts venue, museum or gallery (projects may have performance, exhibition or new visual arts work as part of their outcomes)
* performances
* extension of confirmed touring activity (not funded through this application), which may include additional locations or community engagement activities including with schools
* adaptation of confirmed touring activity to address COVID-safe requirements or restrictions.

*Creative to Go* provides up to $20,000 that can be used to support artist and arts worker fees, travel and accommodation costs, travel allowances, transport costs including freight or vehicle hire, equipment hire, tour coordination, workshop materials.

If you are applying to adapt existing performances or exhibitions you may also include the costs of materials, construction and redesign.

You can only have one successful *Creative to Go* application at a time, and this must be acquitted before applying again. Activities must commence between 3 August 2020 and 31 January 2021.

When preparing your application, you should address the following assessment criteria:

* **Demand –** Provide evidence that your activity is wanted in the application locations and that presenting partners will provide local marketing support (if relevant). This could be evidenced through requests from venues or communities, or by providing tour bookings if you are applying to adapt existing work.
* **Quality –** What is your track record of delivering high quality arts activities? Include examples of the work you are applying for or previous work and any testimonials or reviews.
* **Reach –** What are the number and type of activities you are applying for and how many people do you expect to attend or participate? Consider COVID restrictions when estimating numbers.
* **Impact –** How does your proposed activity encourage people to participate in and/or engage with live arts experiences and their local venues? If applying to adapt existing work, how will the funding make your performance/exhibition more accessible in an environment of COVID restrictions? How does your proposed activity maximise opportunities for employment and development of Queensland based artists and arts workers?
* **Viability –** Demonstrate you have robust and reasonable budgeting that delivers value for money, and that you have an alternative plan’ for delivering activity if restrictions are reinstated.

Applicants must demonstrate that their proposed project will comply with COVID-safe work practices and social distancing requirements as set out by the Queensland Government at the time of application.

Recommendations may be moderated to ensure balance across geographic regions, art forms and audiences.

**Who can apply**

*Creative to Go* is designed to support regional communities by funding artists and arts companies to respond flexibly and quickly to emerging demand or opportunities.

To be eligible, all applicants must:

* be an artist, producer or arts organisation that is based in Queensland
* have an active Australian Business Number (ABN) that is in the name of the applicant
* be over 18 years of age, or have their application co-signed by their legal guardian confirming they will take responsibility for managing any funding that may be offered to the applicant
* have satisfied the reporting requirements of any previous Arts Queensland funding
* hold current public liability insurance that meets the requirements of the activity (minimum $10 million)
* demonstrate how this activity differs from what they or their organisation is currently funded to deliver through other Arts Queensland funding initiatives

Applications will be deemed ineligible if:

* they are incomplete or do not contain all compulsory support material
* funded activity starts less than 4 weeks from the date you submitted your application
* the applicant has not acquitted a previous *Creative to Go* grant
* 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 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 *Creative to Go* for funding of up to $20,000 to support activities commencing between 3 August 2020 and 31 January 2021. Retrospective costs will not be funded.

**How to apply**

Applications to *Creative to Go* will open **on 6 July 2020 and close once funding allocations are exhausted.** Applications will be assessed on a rolling basis as they are received, with consideration of the availability of funding, value for money, geographic spread and the eligibility criteria described in these Guidelines.

AQ will aim to confirm whether you have been funded within 16 business days of receiving your application.

You can submit an application to AQ either online via the AQ website or via a USB device posted to our office. AQ cannot accept emailed or hand-delivered applications.

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

If you do not have online access, you can post a **USB** (memory stick) containing:

* a completed Creative to Go application form
* a scanned signed copy of Section 5 – Certification
* all relevant support material (maximum 20MB).

Note that if you choose to submit an application using this method, your application must be readable on commonly available software, must be received before or on the application deadline. USB devices will not be returned to you.

USB devices must be posted (in a padded envelope with your contact details) to:

Arts Queensland

GPO Box 1436

Brisbane QLD 4001

**What to attach**

An 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;

* A budget with sufficient detail that assessors can see the number of people involved in the project, the nature of their work and the length of their engagement, how income predications have been calculated and whether support is cash or in-kind. Budgets should be attached as excel documents, not PDFs.
* Evidence of the quality of the proposed activity. This could take the form of examples of your work, reviews or testimonials.
* Written confirmation of community or venue demand.
* An indication of whether you are operating under your own COVID Safe WHS plan or an approved COVID Safe Industry Plan, approved event plan or approved site-specific plan.
* A copy of your certificate of compliance if operating under an Industry Plan.
* Current Certificate of Insurance.
* 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.
* For students, please provide a letter from a relevant supervisor to confirm that your application does not contribute to your studies.

**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.

**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 **within 30 business days of completing your activity**. 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
* 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
* 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.
4. 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 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 Creative to Go program documents:***

You can find Creative to Go Frequently Asked Questions, and other information from [https://www.arts.qld.gov.au/ aq-funding/creative-to-go](https://www.arts.qld.gov.au/aq-funding/play-local)

***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.