**Play Local**

**Frequently Asked Questions**

**What is meant by artists programming costs?**

Arts Queensland will only fund artist programming costs through Play Local. Artists programming costs can include the amount going to the artist/arts organisations themselves, as well as agent/producer fees associated with the performance, and costs of crew that the artist or arts organisations supplies themselves.

Costs that are not eligible would be the costs of your venue staff to program or contract artists or deliver the performance.

You will need to ask your artists/arts organisations to include the breakdown of their costs in the quote they supply to you.

**How do I acknowledge the Play Local support provided by Arts Queensland?**

If your application is successful you will be sent links to the approved wording, logos and guidance on their use.

**I am a hotel/pub/club that regularly programs live music. Am I eligible to apply?**

We recognise that a mix of venues support live music in different ways and that venues that are not solely dedicated to live music can play a vital role in the local music ecosystem, particularly in regional and remote communities.

Hotels, Clubs, Bars, venues of this nature are not specifically excluded from applying but you must be able to demonstrate you have a specific area in your venue which regularly and frequently hosts live performances of original music (ie artists performing their own work, not covers of other artists work).

To be competitive, all applicants will need to provide evidence of how their venue:

* contributes to Queensland’s arts and cultural ecosystem
* helps develop local talent and support a pipeline of artists
* was affected by COVID-19 related restrictions on mass gathering
* intends to re-engage with core local and new audiences

Please read the criteria in the guidelines closely for all the points your application will need to address.

**If I apply before the closing date will I get an answer sooner than 14 August 2020?**

You should not expect to hear the results of your application before that date. We anticipate Play Local will be a highly competitive fund and any decision you make to enter into agreements without confirmation of funding is at your own risk.

**I don’t have all my artists confirmed, should I still apply?**

Your application will be less competitive if you don’t have confirmed artists and evidence of their fees.

Artists do not have to be contracted at the point of application as this might be dependent on receiving Play Local funding.

**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 evidence of the fees the artists or organisations in your program will charge. These are the only costs eligible for Play Local funding.

Part of the assessment of your application will look at how Play Local funding is helping you to earn income or attract other support that assists your venue to recover from COVID- related closures. It is therefore important to show the viability of your program by including other income as well as the costs to your venue of delivering the proposed program.

***Budget tips:***

* Providing quotes and cost breakdowns can help to build a stronger budget.
* Cost breakdowns should make it clear to assessors the number of people involved and their hours and rate. This will help you evidence the impact on employment of your proposed activity.
* Include estimates of income you expect to generate from tickets, merchandise, or food and beverage sales and
* Include any in-kind you might be contributing yourself or receiving from third parties, for example publicity or discounts on equipment hire.
* Include funding from other sources (such as sponsorship or other grants programs) 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>

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

Your proposal may include multiple performances from different artists or arts organisations over any time period within the eligible date range. You can also apply to support a single performance.

Funding through Play Local can complement, but not duplicate, funding received through other AQ initiatives.

For example, if an artist or arts organisation has received Queensland Arts Showcase Program funding for a creative development leading to a performance at your venue, you cannot apply for Play Local for that same performance. Similarly, in some cases artists and arts organisations are able to apply to Creative to Go for performances in regional Queensland.

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

**Can I submit more than one Play Local application?**

No, you can only submit one application to Play Local for consideration.

**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 that you engage in.

If you want to work **outside the current restrictions**, for example performing to more people than the current cap, then you need to operate under an approved COVID Safe Industry Plan and attach your certificate of compliance,

Large and complex venues may work to an **approved site specific plan** rather than an industry plan.

You need to let AQ know which sort of plan you are operating under. 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>

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

Arts Queensland staff can give you general guidance about applying to Play Local. 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>

**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.