**Frequently Asked Questions (FAQs)**

This document contains FAQs that apply to First Nations Art, Craft and Design: Transforming Marketplaces (Transforming Marketplaces). You should read the FAQs in conjunction with the Transforming Marketplaces Guidelines.

1. **Is this funding only for Aboriginal and Torres Strait Islander applicants?**

Applicants must be Aboriginal or Torres Strait Islander peoples or organisations to be eligible to apply to Transforming Marketplaces. This initiative is a key part of the Queensland Government’s Creative Together 2020 – 2030 Roadmap for arts, culture, and creativity in Queensland, which includes ‘Elevate First Nations arts’ as a priority.

Non-Indigenous artists, collectives or organisations can pursue other funding opportunities available, including [Queensland Arts Showcase Program](https://www.qld.gov.au/recreation/arts/funding/organisations/arts-showcase) (QASP). Visit [www.arts.qld.gov.au/aq-funding](http://www.arts.qld.gov.au/aq-funding) to see if other funds suit your project/activity.

## **How do I evidence a track record of the ethical creation, development and sales of arts, crafts, and design products?**

Applicants must provide evidence of past ethical creation, development and sales of arts, crafts, and design products to provide Arts Queensland with a clear demonstration that your business satisfies the program’s objectives. Evidence can take the form of artist CVs, examples of previous product development initiatives you have led or developed, or samples of your creative works. Sales evidence must contain, at a minimum, sales data and financial information indicating your prior success in the retail sector. It would help if you also evidenced that your work has been developed following appropriate cultural protocols, specifically [Protocols for Using First Nations Intellectual Property in the Arts (Australia Council)](https://australiacouncil.gov.au/investment-and-development/protocols-and-resources/protocols-for-using-first-nations-cultural-and-intellectual-property-in-the-arts/), and if your sales strategies have followed best practice ([Indigenous Art Code](https://indigenousartcode.org/wp-content/uploads/2022/02/IartC_FAQ.pdf)).

1. **Can I submit one application to deliver multiple activities?**

Applicants may submit one application to Transforming Marketplaces. Applications can be for single or multiple related activities in the areas of retail and product development and/or digital capacity building.

1. **Applying as an existing recipient of Arts Queensland funding**

If your organisation is the recipient of operational funding through Arts Queensland, your application must demonstrate how the proposed project differs from what the organisation is currently funded to deliver. Recipients of operational funding should not include general administration/operational costs in their Transforming Marketplaces application.

1. **What does ‘in-kind’ mean in the budget section?**

In-kind resources are services, expertise, materials, and time that your project contributes but does not receive payment for through project funding.

Including in-kind and financial contributions in your application budget is essential in demonstrating to the Assessment Panel that you/your organisation and other partners are committed to and contributing to your project.

1. **Does this fund have a matched funding ratio?**

There is no specific amount you must contribute to the project budget in the application, nor is there a matched funding ratio; however, in-kind and cash contributions are important and highly considered during the assessment process.

1. **How are the assessors chosen?**

An all-Indigenous panel of industry-based peers assess all eligible applications.

The panel adhere to strict conflict-of-interest and confidentiality guidelines and are selected depending on the skills mix required for the initiative. A list of assessors is available on the Arts Queensland webpage: [www.arts.qld.gov.au/aq-funding/peer-assessment](http://www.arts.qld.gov.au/aq-funding/peer-assessment).

1. **Why is an evaluation plan essential?**

It is essential to have an evaluation plan in place before the commencement of your project. Providing this upfront ensures processes are in place to collect valuable data throughout your project and demonstrates how you will know if you have achieved intended outcomes.

Please visit the Arts Acumen resource page on the Arts Queensland website for more information about evaluating your project.   
[www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting](http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting)

1. **What are some tips to make your application stand out?**

• Avoid using acronyms, jargon and unnecessary language and use the spell and grammar check before submitting.

• Explain your project in simple language, who, what, where, why, when. Make sure you are clear about which parts are confirmed and still in negotiation. Explain your contingency plans if unconfirmed details need to change. Assume that the assessors know nothing about who you are or your project and explain everything clearly.

• Make sure your budget balances (total income = total expenditure). It is often helpful to complete the expenditure side of the budget first. Then you can insert your anticipated revenue, and the difference between expenditure and revenue will be the amount you need the government to invest in your project.

• Consider word limits and adhere to them – be concise.

• Provide relevant support material – again, be concise.

• Make sure you evidence demand for your proposed activity. Provide proof that your project is important and needed. This could be an email from an organisation you are working with expressing demand for the project.

• Get someone unrelated to the project to read your application to make sure it is clear.

• Please refer to the Arts Acumen webpage (www.arts.qld.gov.au/arts-acumen) for more tips on preparing your application.

1. **What happens if my application is successful?**

You will be required to enter into a funding agreement that will include Key Performance Outcomes based on the information in your application and the Transforming Marketplaces objectives.

The information provided in your application will be used as the basis for funds granted; however, alternative funding uses and funding amounts may be stipulated by Arts Queensland. Any amendments must be mutually agreed to.

Arts Queensland will send you a Letter of Offer and Schedules that apply to the funding. Once you sign, a legally binding funding agreement will come into existence. The funding agreement terms will be contained in the Letter of Offer, the Schedules, and the Terms of Funding.

You will also be required to provide evidence that you have adequate and relevant insurances to carry out the funded activity. If you do not have any insurance, please ensure you factor this cost into your application budget.

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

The Terms of Funding are located on the Arts Queensland webpage: www.qld.gov.au/recreation/arts/funding; or you can obtain a copy by contacting an Arts Investment Officer on 07 3034 4016 or toll-free 1800 175 531.

1. **What are the acquittal and reporting requirements for successful applicants?**

Funding recipients will be required to submit an Outcome Report to Arts Queensland within   
Thirty business days of completing the project or program. The Outcome Reports collect information about outputs and outcomes, including artistic, cultural, social, and economic returns on investment.

It is recommended that you familiarise yourself with the Outcome Report before submitting your application to ensure you understand the obligations that come with government funding and the types of outcomes Arts Queensland is interested in evaluating from its investment. The Outcome Report templates, data dictionary, and associated tools and resources are available at www.arts.qld.gov.au/aq-funding/outcome-reports.