



Aboriginal and Torres Strait Islander Arts  
Development

# Project Assistance HANDBOOK



## About the Grant

**Project Assistance** supports individuals and groups of Aboriginal and Torres Strait Islander artists in the creative development, production or presentation of new work. You can seek assistance across literature, performing arts and visual arts, craft and design.

Emerging artists applying for funding to create new work must demonstrate that the project is viable and that they have the skills and ability to undertake and complete the project.

You can also apply for funds towards presentation opportunities that will help to enhance your profile locally, nationally and internationally.

Funded activity for visual arts, craft and design projects can include:

- creative development of work
- making of work
- concentrated periods of work on a project
- exhibitions and touring regionally, nationally and internationally.

Applications to develop and create new work require evidence of the work's form and conceptual basis. It could be a concept drawing, prototype or an existing work indicating how the project will develop. If none of these are possible, provide a written description. Community organisations should seek funding from the Community Arts program.

Funded activity for musicians in the development of new work can involve periods in the recording studio or working with other artists. Musicians can apply for funding towards:

- performance opportunities
- administration costs
- performance fees
- venue hire
- promotion and publicity.

Theatre practitioners and dancers can apply for assistance with the development, production and presentation of new work. This could include costume, set making, venue hire and artists' fees.

Writers can apply for assistance to develop new work, including research and planning. Research projects are eligible if the writer has a track record of achievement in writing. Self-publishing of books is not supported in this program.

## Applicant Eligibility

Applicants must be Australian citizens or have permanent resident status and live, or be primarily located, in South Australia. South Australian Government funded arts and cultural organisations\* may apply to the Project Assistance category.

Employees of the South Australian Government or South Australian Government funded arts and cultural organisations\* may apply for project opportunities. Applications must be for activity which is outside the day-to-day requirements and duties of the applicant's employment. Applications must include a statement from the employer confirming that the activity has been initiated by the applicant, not the organisation. The proposed activity must comply with agency or organisation policy relating to outside employment.

Applicants with overdue acquittal/s are not eligible for further funding.

\*Organisations funded through Department of the Premier and Cabinet (Major Organisations and Arts Organisations Program), Department for Innovation and Skills and Department for Education.

## Eligible Costs and Expenses

What this category funds:

- administration
- commissioning fees
- creative fees (such as performers, composers, choreographers, designers, etc)
- producer fees
- technical personnel and production costs
- living allowance
- marketing costs
- materials
- hire of studio, venue and equipment
- travel
- freight
- curatorial cost, catalogue essay writer's fees, catalogue design and printing costs
- photography and documentation
- exhibition costs.

What this category **does not** fund:

- projects already completed, or due to be completed, before the commencement of the funding period. Funding will not be provided retrospectively
- projects without professional outcomes, such as amateur productions, the self-publication of literary works, fundraising, competitions, awards and prizes
- costs for study for a tertiary education qualification, including projects forming part of a course of study or graduation ceremonies
- screen-based projects aimed at the cinema, film festivals or television, and media projects with a purely commercial outcome (you should contact the South Australian Film Corporation). Some activity will be eligible when incorporated into projects in other art form areas.
- start-up business costs and the purchase of basic equipment
- individual writers seeking to employ an editor to work on a manuscript or to market their own titles
- manuscripts aimed at the education sector
- the preparation of work intended for, or the costs associated with, self-publication
- framing costs.

If you are unsure whether your project is suitable to apply for this grant, [please contact us](#).

Rates of pay for artists can vary depending on the skills and experience the artist brings to the project. Where an award or industry standard clearly applies, applicants are encouraged to comply. Where there is no award, it is advisable to quote industry standard rates for artists.

For guidance on awards and rates of pay or other arrangements, contact:

- [Australian Writers' Guild](#)
- [Media, Entertainment and Arts Alliance](#)
- [National Association for the Visual Arts](#)

## Criteria

All applications are assessed against the following criteria.

**Artistic Merit** and **Viability** are the two key criteria to consider in your proposal.

Address the **Engagement** and/or **Development** criteria as they relate to your proposal.

You do not need to respond to each individual bullet point.

<b>ARTISTIC MERIT</b>
In assessing the <b>Artistic Merit</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• innovation, originality, quality, creativity and ambition</li><li>• the track record, creative achievement and skill of the artist or artists involved</li><li>• the context in which the work is being undertaken</li><li>• the potential contribution to the development of the art form</li><li>• evidence of experimentation, risk taking and bravery.</li></ul>
<b>VIABILITY</b>
In assessing the <b>Viability</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• the planning and resources required to achieve the potential of the proposal</li><li>• the ability of the applicant to meet the logistical challenges of the proposal</li><li>• evidence of strong financial and operational management, including a realistic budget and timeline</li><li>• evidence of additional resources and support, including other sources of income and in-kind contributions.</li></ul>
<b>ENGAGEMENT</b>
In assessing the <b>Engagement</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• the potential to grow audiences and their critical understanding of the art form</li><li>• the development of new markets, locally, nationally and/or internationally</li><li>• the development of new ways to engage with those markets</li><li>• the potential to provide a broader range of people with opportunities to participate in arts experiences, through strategies that increase access, social inclusion and cultural diversity</li><li>• evidence of deeper engagement with, and the involvement of, particular communities and/or audiences and the delivery of artistic benefits to them.</li></ul>
<b>DEVELOPMENT</b>
In assessing the <b>Development</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• the development of artist and art form practice</li><li>• the potential to enhance the skills and/or professional reputation of the applicant</li><li>• the capacity to forge new pathways for artist and sector development</li><li>• the capacity to develop new networks, collaborations and partnerships.</li><li>• the contribution to South Australia's reputation as a centre of cultural leadership</li><li>• at a national and international level, and the resultant economic benefits.</li></ul>

In addition, the following criteria are considered when assessing Aboriginal and Torres Strait Islander funding applications:

- the appropriateness of a project’s content with regard to Aboriginal and Torres Strait Islander cultures
- the project’s overall benefits to the Aboriginal and Torres Strait Islander community: identify your target audience and describe how you might share your work, skills and experience with the Aboriginal and Torres Strait Islander community, arts industry peers and emerging artists.

## How to Apply

Before submitting an application, be sure to read the following information and visit the [Grants Portal FAQ page](#).

<b>Step 1</b>	Read this handbook
<b>Step 2</b>	Consider how your proposal meets the assessment criteria
<b>Step 3</b>	<a href="#">Email us</a> to discuss your proposal. We can support you in the preparation of your application, including answering questions about the content of your application, your application budget and the application process.
<b>Step 4</b>	If you are a new applicant, register in the <a href="#">online grants portal</a> . If you are a previous applicant, but have not logged in to the portal before, <a href="#">email us</a> to be issued with a temporary password.
<b>Step 5</b>	Log in to the <a href="#">online grants portal</a> and identify the funding program and round you wish to apply for
<b>Step 6</b>	Click on ‘Apply’ to access the online application form
<b>Step 7</b>	Complete the online application form and upload Key Application Attachments and Support Material
<b>Step 8</b>	Your application will remain in draft and can be revised at any time prior to the round closing (until you click ‘submit’).

### Late applications will not be accepted.

You will be unable to submit an application if you have an **overdue acquittal** (check with us if you are unsure).

## Applying as an organisation

If you are applying as an organisation (this includes any group, band, act or collective of more than one person), you will need to go to the My Organisations section of the portal and request that you are associated to an existing or new organisation.

Once you have submitted your request to be associated with an organisation, we will review and verify your request or contact you to discuss further.

You will be able to start an application on behalf of an organisation once your request has been verified. Please allow sufficient time for the verification process to ensure your application can be submitted before the closing date.

You may also apply as an individual and clearly articulate in your key application attachments that you are applying on behalf of a group, band, act or collective of more than one person. If you choose this option, your application will be managed as if you have applied as an individual.

## Key Application Attachments

It is mandatory that you include the items listed below in your application.

Files should be clearly labelled and uploaded to the Key Application Attachments section of the online application form.

**Please combine items to keep the number of individual documents to a minimum.**

Please provide:

<p><b>Project Description</b> (Maximum one page, and must be in Arial 11pt font)</p>	<p>Your one-page project outline should be a clear and concise description of the activity to be undertaken with the grant, concentrating on, for example: what you want to do; why you want to do it; how you are planning to do it; who the artists involved are; when and where you intend to do it.</p>
<p><b>Artistic Statement</b> (Maximum two pages, and must be in Arial 11pt font)</p>	<p>Provide a more thorough artistic statement on your conceptual ideas, professional benefits and objectives of the project, outline of activities associated with the project and other relevant information that may not fit into your project outline.</p>
<p><b>Letters of Support and Confirmation of Activity</b></p>	<p>Provide letters of support (up to five) and confirmations.</p>
<p><b>Project Partners</b></p>	<p>Include letters of confirmation and support by project partners and participants of the proposed activity if applicable.</p>
<p><b>Biographical Information</b></p>	<p>Your CV should be limited to two pages. If there is more than one artist involved in the project, please provide a brief CV or biography on each person, of no more than 400 words per person.</p>
<p><b>Timeline</b></p>	<p>Timeline that illustrates the stages of the project and shows a viable approach to planning.</p>
<p><b>Notes to Budget</b></p>	<p>Notes to budget may include explanations for income and expenditure items, including box office calculations, artist fee calculations and breakdowns, currency conversions, quotes and expected notification of unconfirmed funding requests.</p>

## Support Material

Support material should assist the peers in their understanding of your application. We prefer to receive support material via URLs (web links such as Vimeo and YouTube) or as digital files.

If you provide only one hard copy of a book, manuscript or other publication, for example, it will not be circulated to peers prior to assessment.

URLs may include video, audio, images, and written material and you must observe the following limits:

- 10 minutes of video and/or audio recording (edited highlights of 3-5 minutes are recommended)
- 10 images\*
- 10 pages of written material.

If you are unable to provide URLs, you can submit material files in the following formats (ensure that the total size of attachments and uploads fits within the 10MB limit for each application):

- video (QuickTime and Windows Media)
- audio (MP3 and Windows Media)
- images (JPEG and PowerPoint)\*
- written material (Word and PDF).

\*Visual art, craft and design applicants: A total of 10 images for individuals and 20 images for groups should be provided via URL or PowerPoint. Images must be accompanied by an image list which includes dates and full descriptions of the works.

**Support material will not be accepted after the closing date.**

**Please note:** the maximum file upload per application (including Key Application Attachments and Support Material) is **10MB**.

## Budget

Complete and finalise the budget template provided in the online application form.

### Budget Tips

- Your budget **MUST** be a balanced income and expenditure budget
- We will not fund your activity in entirety
- Your budget should show evidence of additional resources and support, including other sources of income and in-kind contributions (see Viability criteria)
- Upload concise notes to your budget in the Key Application Attachments section of the online application form
- Notes to budget **MUST** include a list of expenditure items for which funding is sought (if not indicated in the online template)

- Notes to budget should include detail of calculations for such things as box office and artist fees (include professional fee benchmarks for reference). Box office income should be conservatively estimated at 40% of the capacity of the venue
- Notes to budget should include copies of quotes to support all major expenses
- If you have applied for funding from other sources, notes to budget should indicate the timing of notification for unconfirmed funds
- Notes to budget should include a contingency statement for significant unconfirmed funds.

## Important information

### Working with Children in Art

We have protocols to address the depiction of children in works, exhibitions and publications that it funds. These protocols are designed to help artists and arts organisations understand their legal obligations and to establish responsible steps for artists when they are involving children in the creation, exhibition or distribution of creative works (including photography, painting, printmaking, performance, sculpture, written text, drawing and digital imagery).

To view the full Working with Children in Art protocols, please visit the [Department of the Premier and Cabinet website](#).

### Respectful Behaviours

The safety and wellbeing of everyone working in, and engaging with, the South Australian arts and cultural sector is of paramount importance. We are committed to a zero-tolerance approach to all forms of victimisation, bullying and harassment, including sexual harassment.

We have taken a proactive, leadership approach to this serious issue, with it a condition of all funding and grants that recipients must adopt and implement a Respectful Behaviours policy and procedure.

For more on Respectful Behaviours and a range of practical resources to help you develop a policy and procedure for your organisation or project, see the [Department of the Premier and Cabinet website](#).

### Aboriginal and Torres Strait Islander Protocols

We endeavour to work with artists and organisations to ensure respect and acknowledgement for Aboriginal and Torres Strait Islander people and cultures at every stage of a project's development.

You can find more about the ATSI protocols on the [Department for the Premier and Cabinet website](#).

## Information Privacy

We collect your personal information as reasonably necessary for the purposes and functions of:

- administering our grants and funding program
- keeping you informed about relevant upcoming events, grants funding initiatives and outcomes, our services, special events or client feedback surveys as well as our activities in general
- improving our websites and other services.

We comply with the [Government's Information Privacy Principles \(PDF, 230KB\)](#) when dealing with all personal information.

The information that you provide in your application may be used for:

- processing and assessing your application –we will provide the information to the peer assessors
- verifying other funding income for your project – we may provide information to other agencies nominated in your application
- processing, paying and administering your grant
- reviewing and evaluating our funding programs, strategies, plans and services – we may contact you for this purpose
- training
- systems testing and process improvement
- compiling statistics and reports.

The information you present to us in your application is treated as confidential, however, our staff and peer assessors will see it, and it may also be made available to those assessing future grant applications you make. Peer assessors are bound by a Code of Conduct.

If your application is successful, the Funding Agreement and associated documents for your particular project may be audited, which will mean disclosure of such documents, including your personal information, to auditors for audit purposes only.

If your application is successful, your personal details and the details of your application (including support material, the amount of funding you receive, the information you provide in your reports, and text and images relating to the funded activity) may be used, with your consent, for marketing and promotion of funding outcomes and South Australian arts and culture.

This may include publication on our website and/or other Government websites, notifying your local Member of Parliament, the media, local government, Australia Council and State Government agencies.

## Translation, Communication and Access

We are committed to making the application process accessible to everyone. We are able to organise interpreters for meetings as well as the translation of applications.

Please let us know if you have specific accessibility requirements.

We are situated in **State Administration Centre, Level 12, 200 Victoria Square (Tarntanyangga)**, which is wheelchair accessible.

### **Deaf and hearing-impaired artists:**

When contacting us, TTY users should phone 133 677 then ask for (08) 8463 5444.

Speak and Listen (speech-to-speech relay) users should phone 1300 555 727 then ask for (08) 8463 5444. Auslan interpreters can be arranged for meetings and to translate applications which are submitted in Auslan (in digital format).

Please let us know if you require an Auslan interpreter.

## After You Submit Your Application

<b>Acknowledgment</b>	You will receive an automated email acknowledging submission of your application.
<b>Assessment</b>	<p>It is important to note that while our staff manage the funding programs, they do not determine the final outcomes.</p> <p>Peer assessment is central to the grant funding process.</p> <p>Peer assessors are individuals who are recognised for their artistic achievements, artform knowledge and professional standing. Most peers are practicing artists, but they may also be arts managers and arts workers, or have relevant knowledge and experience.</p> <p>Peer assessors make funding recommendations to the Premier (or delegate) for approval. Peers usually meet for one to two days and rigorously assess applications against the criteria. If necessary, an application may be sent to external assessors for comment.</p> <p>There is usually a greater number of worthy applications than the available funds can support.</p> <p>A summary of funding outcomes will be available on Department of the Premier and Cabinet website following notification of applicants.</p> <p>Feedback on unsuccessful applications is available by contacting us at <a href="mailto:ASAGrants@sa.gov.au">ASAGrants@sa.gov.au</a>.</p>
<b>Funding Agreements</b>	Successful applicants will be required to enter a funding agreement with us for the period of funding.
<b>Reporting</b>	Successful applicants will be expected to provide an artistic, statistical and financial acquittal within three months of the completion of the funding period.
<b>Approval, Notification and Advice</b>	<p>All applicants will be notified of funding outcomes by email in advance of the commencement date for the round. Return of funding agreements and payment invoices will be managed through our online grants portal.</p> <p>Unsuccessful applicants are encouraged to seek feedback to assist with future applications.</p>
<b>Draft (unsubmitted) Applications</b>	<p>All draft (unsubmitted) applications will be deleted from the online grants portal one month after the round closing date.</p> <p>Please email <a href="mailto:ASAGrants@sa.gov.au">ASAGrants@sa.gov.au</a> if you wish to retain access to a draft application.</p>