



# Arts Organisations Program HANDBOOK

Closing date 13 September 2019

## About the Grant

The Arts Organisations Program provides funding to vibrant arts organisations that contribute to a sustainable and thriving arts culture in South Australia. The Arts Organisations Program provides Annual or Triennial funding for small to medium arts organisations to support Creativity, Success, Artistic risk, Ambition, Reach and Access.

## Applicant Eligibility

All organisations applying to this program must be:

- currently funded through the Arts Organisations Program or be recognised by Arts South Australia as having a recent, consecutive three-year track record of successful peer assessed projects funded through other Arts South Australia programs. It can also include peer assessed project funding through Carclew and Country Arts SA.
- legally constituted (e.g. as an incorporated association or a company).

New applicants to the program must contact Arts South Australia to verify eligibility and provide a copy of the past three years of financial statements, prior to an application being made.

New applicants will only be eligible for Annual funding up to \$110,000.

Applicants with overdue acquittals will not be eligible to be considered for funding.

Triennial applicants must also identify strategic investment partnership/s and/or funding for the funding term (cash and/or in-kind) which supports the organisation's business and operations. This may include:

- Australia Council for the Arts: four-year Arts Organisations funding and/or national Visual Arts and Craft Strategy (VACS) funding
- Multi-year project funding
- Local Government
- Collaborations with other organisations
- Corporate partner
- Sponsorship, philanthropic/donor.

## Eligible Costs and Expenses

What this program funds:

- core costs of the organisation, including salaries and on-costs, administration (including rent, insurance, telephone and power), marketing and promotion and the provision of member services
- artistic activity, such as creative development, production and exhibition expenses, publications, payment of artists' fees/salaries, or freight and travel costs.

What this program does not fund:

- applications that do not involve professional artists or emerging professional artists (artists in the first five years of their careers) in either process or outcome
- competitions, prizes, awards, or award exhibitions.

## Criteria

Applications will be assessed on the organisation's ability to meet all the following criteria:

<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>

## 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 application meets the criteria of the Arts Organisations Program
<b>Step 3</b>	Questions about the content, budget and application process should be directed to your nominated Arts South Australia contact.
<b>Step 5</b>	Log in to the <a href="#">online grants portal</a> and select the Art Organisations Program
<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 Art South Australia if you are unsure).

## 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.**

## ANNUAL APPLICANTS (up to \$110 000)

Please provide:

<b>Artistic Program</b> (Max 3 A4 pages)	A description of your program for 2020 including project outlines and details of key creative personnel.
<b>Vision</b> (Max 1 A4 page)	Your vision for next year and how this funding will help you achieve this.
<b>Achievements</b> (Max 1 A4 page)	A list of key achievements for this calendar year to date.
<b>Financial</b>	An unaudited Profit and Loss statement as at 30 June 2019.

<b>Quantitative data</b>	Provide a projected quantitative statistical summary for 2020 including broad statistics relating to your audiences, activities and presentations etc. using the <a href="#">Quantitative Data template (XLSX, 26KB)</a> . Please also refer to the <a href="#">Glossary of Terms document (DOCX, 32KB)</a> for further details.
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## TRIENNIAL FUNDING APPLICANTS (over \$110 000)

Please provide:

<b>Artistic Program</b> (Max 3 A4 pages) (Max 1 A4 pages)	A description of your program for 2020 including project outlines and details of key creative personnel, certified by your Chair.  A brief description of your forward plans for 2021 and 2022.
<b>Strategic Plan</b>	Your organisations' Strategic Plan (2020–2022) which must include: <ul style="list-style-type: none"> <li>• Vision</li> <li>• Organisational Structure</li> <li>• KPIs that include (as a minimum): <ul style="list-style-type: none"> <li>○ goals that reflect Arts Organisations Program criteria</li> <li>○ a less than 5% variation between budgeted and actual result</li> <li>○ employment of South Australian artists, creative or industry professionals</li> <li>○ number and type of audience engagement activities and forecast number of attendances at these activities.</li> </ul> </li> </ul>
<b>Achievements</b> (Max 1 A4 page)	A list of key achievements for this calendar year to date.
<b>Financial</b>	An unaudited profit and loss statement as at 30 June 2019.
<b>Strategic Investment Partnerships and/or Funding</b> (Max 1 A4 page)	Details of your organisation's Strategic Investment partnership and/or funding for the funding term (cash and/or in-kind including a brief comment about how the partnership supports the organisation's business and/or activities over the funding term).
<b>Quantitative data</b>	Provide a projected quantitative statistical summary for 2020 including broad statistics relating to your audiences, activities and presentations etc. using the <a href="#">Quantitative Data template (XLSX, 26KB)</a> . Please also refer to the <a href="#">Glossary of Terms document (DOCX, 32KB)</a> for further details.

## 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 20 images 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
- 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 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.
- If you have applied for funding from other sources, notes to budget should indicate the timing of notification for 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

It is a legal obligation to prevent discrimination, sexual harassment and victimisation in all areas of employment and public life. This applies to the arts and cultural sector, as much as to business, government and the wider community. The Department of the Premier and Cabinet is committed to a zero-tolerance approach to all forms of victimisation, bullying and harassment. For more information and resources visit 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 (ATSI) people and cultures at every stage of a project's development.

You can find out 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 website and other services.

We comply with the South Australian Government's [Information Privacy Principles](#) 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– 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 non-disclosure agreement set out in the Peer Assessors Code of Conduct.

If your application is successful, the Funding Agreement and associated documents 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 the **State Administration Centre, Level 12, 200 Victoria Square (Tartanyangga) Adelaide**, 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>	Applicants will be assessed on the written application. The peers may also take into account: <ul style="list-style-type: none"> <li>• attendance at, and appraisals of events, performances and exhibitions</li> <li>• invited, external peer reviews</li> </ul>



	<ul style="list-style-type: none"> <li>• industry reviews, videos and recordings, referee reports and other support material</li> <li>• previous Arts Organisations Program annual acquittal reports, including audited reports and KPIs</li> </ul> <p>Meeting the funding criteria and performing well in the past funding period does not entitle an applicant to funding beyond the current period. Ultimately, the success of the application will rest on its merits against the criteria in competition with other applicants.</p> <p>A summary of funding outcomes will be available on the Department of the Premier and Cabinet website following notification of applicants.</p>
<b>Funding Agreement</b>	<p>All funded organisations will be required to enter into a Funding Agreement with Arts South Australia for the period of funding.</p> <p>Fixed level triennial funding arrangements may be subject to change if the budget or policies of Arts South Australia are reduced or changed.</p>
<b>Revised Program and Budget</b>  If required, a revised program and budget must be uploaded into the Arts SA Grants Portal by the end of November 2019.	<p>Annual</p> <ul style="list-style-type: none"> <li>• A revised program and budget is required if the awarded amount is 75% or less than the amount requested.</li> </ul> <p>Triennial</p> <ul style="list-style-type: none"> <li>• A revised program and budget is required if the awarded amount for year one is 75% or less than the amount requested.</li> </ul>
<b>Reporting</b>  All reports must be submitted through the Arts South Australia Grants Portal.	<p>Annual</p> <ul style="list-style-type: none"> <li>• An artistic, statistical and financial acquittal is required within three months of the completion of the funding period.</li> </ul> <p>Triennial</p> <ul style="list-style-type: none"> <li>• An artistic, statistical and audited financial acquittal is required within three months of the completion of each year of the funding period.</li> <li>• A six-month unaudited financial report - Profit and Loss and Balance sheet by 30 September (for organisations in calendar operating) or 30 June (for organisations in financial year operating) for each year of the funding term.</li> <li>• All reports from triennially funded organisations must be certified by the organisation's Chair.</li> </ul>
<b>Approval, Notification and Advice</b>	<p>All applicants will be notified of funding outcomes by email by the end of November 2019. Return of funding agreements and payment of invoices will be managed through Arts South Australia's online grants portal.</p> <p>Funding will be paid from 1 January 2020.</p>