Privacy and introduction

Privacy statement

By completing this application you understand and agree to the way in which Arts Queensland and its third party service providers collect and manage your personal information. For further Arts Queensland privacy information go to https://artsqueensland.smartygrants.com.au/. For information about OurCommunity's privacy policy and terms of use.

Before you start

Please read the General Guidelines and fund-specific <u>guidelines</u> before making an application. If you need any help with completing or submitting your application, or if you are unsure about your eligibility for funding please call Arts Queensland on 07 3034 4016 or 1800 175 531.

For general advice on responding to fund assessment criteria, download the <u>Arts Acumen Assessment Criteria Toolkit</u>.

Please note: Save your work as your go by regularly clicking the SAVE button.

Applicant details

* indicates a required field

Applicant contact details

Are you applying as an *	
c , c a a pp. , g a c a	

If you are applying as a Group/Collective/Artist Run Initiative and have an ABN registered in your Group/Collective/Arts Run Initiative name, select Organisation in the check box below.

If you do NOT have an ABN registered in your Group/Collective/Artist Run Initiative name, select Individual in the check box below and enter the contact details of the person with a registered ABN.

Auspice bodies should use the name of the person or organisation they are applying on behalf of as the 'Applicant Name'. All of the following questions should be answered using the applicant's details, unless otherwise indicated.

Applicant name *	○ Individu Organisat		⊖ Org	ganisation	
	Title	First Name		Last Name	
What is the name of your Group/Collective/	Organisat	ion Name			
Artist Run Initiative					
Street address *	Address				
				ck on - Can't find m pace provided.	y address -
Postal address *	Address				
				ck on - Can't find m pace provided.	y address -
Daytime contact number					
*	Please ente	er area code			
Mobile phone number					
	Must be an	Australian ph	one nu	umber.	
Applicant website					
	Must be a l	JRL			
Primary contact email *					
	Must be an	email addres	S.		
For Organisations or Grou	ps/Colle	ctives/Art	ist R	un Initiatives	
Legal status (e.g. Incorp. assoc.) *					
Contact person for this application *	Title	First Name		Last Name	

Position in the organisation *	
Office contact number *	Must be an Australian phone number.
Contact email *	Must be an Australian phone number.
Contact email **	Must be an email address.
Auspice details	
Auspice body name *	Organisation Name
Auspice body street address *	Address
Auspice body postal address *	Address
Auspice body primary phone number *	
Auspice body primary website *	Must be a URL.
Auspice project contact *	Title First Name Last Name
Auspice contact position *	
Auspice contact phone number *	Must be an Australian phone number.
Auspice contact primary email *	Must be an email address.
Auspice contact mobile phone number	Must be an Australian phone number.

Auspice body legal status (e.g. Incorp. assoc.) *				
State Electorate and Local Government Area (LGA)				
Use the Electoral Commission LGA.	Queenslan	d website to find	d your State Elect	corate and
Please enter your Street address Use the Drop-down below to ente				
Select your State Electorate *	•			
Select your Local Government (LGA) *	t Area			
Australian Business Numb	oer (ABN)	details		
The name of the applicant must be 'Information from the Australian I ABN, enter the trading name in the	Business Re	gister", or a Tradi		
Applicant ABN *				
	information	rovided will be us n. Click Lookup at e ABN correctly.		
	Information	from the Australia	n Business Register	-
	ABN			
	Entity name	9		
	ABN status			
	Entity type			
	Goods & Se	rvices Tax (GST)		
	DGR Endors			
	ATO Charity		More informa	<u>ation</u>
	ACNC Regis			
	Tax Conces			
	Main busine			
	Must be an A	ABN.		
Trading name or professional name (if different)?				
GST Registered *	○ Yes		○ No	

Operating entity	For profit	Not for profit
Auspicing body ABN		
Auspice Organisation ABN *	The ABN provided will be us	sed to look up the following bove to check that you have
	entered the ABN correctly.	-
	Information from the Australia	n Business Register
	ABN Entity name	
	ABN status	
	Entity type	
	Goods & Services Tax (GST)	
	DGR Endorsed	
	ATO Charity Type	More information
	ACNC Registration	
	Tax Concessions	
	Main business location Must be an ABN.	
	Must be all Abiv.	
Trading name or professional name (if different)?		
GST registered *	○ Yes	○ No
Operating entity	○ For profit	Not for profit
Have you or your organisation Arts Queensland funding before directly or through an application auspiced on your behalf? *	ore, either Auspiced bodies s	
If yes, under what name?		
Have you or your organisation the reporting requirements or previous Arts Queensland fur	f any	○ No ○ N/A

You must complete all overdue outcome reporting before you submit your application, otherwise you will be ineligible for funding. If you are experiencing difficulty completing your outcome reporting, please contact Arts Queensland.

Your application is not saved until you click on the Save Button. Please ensure that you regularly save your application.

Project/Program summa	nry
* indicates a required field	
Activity summary	
Activity name *	
Summary of activity *	
	Word count: Sum up your project in a sentence or two (max. 50 words)
Summary of objectives *	
	Describe three things you want the project to achieve in terms of benefits for participants and/or others (max 50 words)
What is the main art form	area of your activity
Art form *	 Classical Music Contemporary Music Comedy Dance Circus and Physical Theatre Theatre Community Arts Visual arts, craft and Festival design Writing
AQ funding request *	\$ This field will populate once you have completed your budget.
Project start date *	This date must be after the "Activity Start Date" for the funding round you are applying to

Project end date *	Must be a date later than the date in the Project start date field			
Project details				
* indicates a required field				
I am applying for				
I am applying for *	 ☐ Showcasing activities ☐ Attending key market events ☐ Bringing presenters/promoters/reviewers to see Queensland performances Choose all that apply 			
Location				
List all the locations in which you	activity will take place. Please give the country and city.			
Country	City			
Assessors will use the information you provide in the following sections and in the supporting material to assess your application against criteria in the General and fund-specific <u>guidelines</u> and the Fund objectives. Please Note: If your application is successful, the information you provide here will be the 'Funded Activities' to which you are bound in your funding agreement with Arts Queensland.				
Presenters/promotors/reviewers - \$2000				
Name(s), contact details and performance *	very short bio of the person(s) who will attend the			
You can also upload or share links to bios in the "Link to support material" section. Please make sure they are clearly labelled.				
Information about the performance *				

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Word count:

Must be no more than 200 words.

Please include dates and name of venue. You can also upload or share links to performance information in the "Link to support material" section. Please make sure it is clearly labelled.

I wish to provide: * O Written proposal

- Audio/Video submission
- O Written proposal and Audio/Video submission

Project Information

Your proposal must include ALL of the following information, although you may present it across one or many documents and links.

- a brief description of the opportunity
- a description of your planned activities and their timeline
- how the activity/project forms part of your long-term plan for national or international engagement, and/or growth of profile and market, and/or potential capacity to expand or replicate projects in other markets (note there is a dedicated upload for this for showcasing/touring applications)
- CVs or biographies for key personnel taking part in the activity
- evidence of partnerships and details about their involvement in the project practically and financially
- any risks associated with the activity and how they will be managed
- examples of your previous work that are relevant to the project

Written Document uploads

Please note: Maximum 50MB of support material allowed.

If you are uploading multiple files it is recommended that you save your progress after attaching 3 files.

Please clearly label your uploaded documents.

Attach a file:	
A maximum of 10 files may be attached Recommended no more than 5mb per a	

Video/Audio Uploads

Upload your video/audio using Arts Queensland's online file document file sharing system Digital Pigeon using the following link <u>upload file</u> or attach a file below. If attaching a file below the maximum file attachment size is 2mb.

Or upload video or audio response

Attach a file:

Upload limit 2mb per file
Once you have uploaded and sent your video/audio to Arts Queensland our Grants Officers will add it to your application. Please note: Depending on the file size and your internet connection files, some files may take longer then others to finish uploading.
Links to support material
You can also include links to supporting material Attach a file:
or provide a link below
Link 1 description
Link 1 description
Link 1
Must be a URL.
Link 2 description
Link 2
Must be a URL.
Link 3 description
Link 3
Must be a URL.
Notworking and angagement plan

Networking and engagement plan

Please complete the following information.

- Target Contact Name and/or Organisation the contact may be an individual, an individual within an organisation or an organisation without a named contact at present
- **Objective in contacting** what do you hope to achieve through meeting with this contact and could they contribute to the long term plan outlined in the previous section? e.g. potential sales, programming, artistic collaboration, insights
- **Notes** further details to support an assessment of the strength and viability of your plan, for example if you have already made contact or arranged an introduction or if it

will be a 'cold' approach; whether they will be at the event or you will meet with them outside of the key activity.

An update on the outcome of these contacts will form part of your Outcome Report.

Target Contact Name and/ Objective ir or Organisation	contacting	Notes
Compulsory support material - Sh	owcasing acti	vities
Evidence from the host organisations t showcase or exhibit or that you have b process. * Attach a file:		
Market development strategy outlining of national or international audiences a Attach a file:		
Other Compulsory support materi	al	
You must include these documents if they a	re relevant to you	r project.
Please note: Maximum 50MB of support mat	terial allowed.	
1. For applications involving Aboriginal and communities - evidence of proper cappropriate community representative Attach a file:	consultation, co	
A maximum of 3 files may be attached. If your application involves this group and you do be ineligible and will not be assessed.	NOT provide this e	vidence then your application will
2. For applications involving people fro backgrounds, people with a disability, you have followed required protocols to involvement from the relevant communattach a file:	children or your o obtain suppor	ng people - evidence t and confirmation of
A maximum of 3 files may be attached.		
At maximum of 5 mes may be accaeried.		

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If you are uploading multiple files it is recommended that you save your progress after attaching 3 files.

If you don't supply all the support material relevant to your fund and project it is unlikely that your application will be recommended for funding.

Budget - income and expenses

Please complete your project budget following the steps below.

Use whole dollar amounts, do not use commas.

- **Step 1** Complete the Item, Category and Amount columns in the **Expenditure** section for your project/program costs
- **Step 2** Enter the **income** you will receive for your project/program, completing information in **all** the columns for each item line
- **Step 3** If you have any in-kind, enter the items in the **In-kind** section, completing information in all the columns for each item line. The form will add this total to both your Income and expenditure totals

The form will calculate the difference between the income and expenditure. This is the **AQ** funding request.

- **Step 4** Return to the Expenditure section and indicate how much of the Arts Queensland funding request will be used for each expenditure item in the **AQ contribution amount column**.
- **Step 5** Check that the budget total sections to make sure:
 - You have allocated the exact amount of the AQ funding request across eligible items of expenditure.
 - You have not requested more than the allowed percentage of funding.

Budget tips:

- Budget information should be realistic and we recommend you provide current quotes for significant expenditure items in the supporting materials at the end of this section.
- For general advice on developing a budget, download the <u>Arts Acumen Budget Preparation Toolkit.</u>

Your application is not saved until you click the save button; please regularly save your application.

Expenditure

Expenditure instructions

Enter the expenses or costs required to do your project items on separate lines.

DO NOT enter in-kind expenses here, enter in the in-kind section of the budget.

Choose the category from the list that best suits the type of expenditure in your item description. More detail about what the categories mean can be found in the Online Glossary.

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You should give sufficient information in the Item Description so that the assessors can see:

- how the Amount has been calculated. E.g. hire at \$50 dollars a week for 6 weeks, or 100 items at \$200 each
- how many people involved in the project, the nature of their work and the length of their engagement.

Click on the + button to add more budget lines.

If you **are not GST registered:** amounts should **include GST** as this is part of the cost of the project.

If you **are GST registered:** Arts Queensland will pay the funds plus GST; amounts should therefore be **exclusive of GST**.

Click on the Maximise button (to the right) to view the table below in full view.

Item descriptionExpenditure category	Amount (\$)	AQ contribution Is expenditure amount (\$) in Year 1 or 2?
	Must be a dollar amount.	Must be a dollar amount.
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Total expenditure

Amount (\$)	AQ contribution amount (\$)	
\$	\$	
This number/amount is	This number/amount is	
calculated.	calculated.	

Income

Income instructions

Identify all the cash **income** sources (confirmed or unconfirmed) you will receive in order to do your project, including any cash money you will be contributing yourself and record them on separate lines.

DO NOT enter in-kind income here, enter in the in-kind section of the budget.

Choose the category from the list that best suits the type of income in your item description. More detail about what the categories mean can be found in the Online Glossary.

You should give sufficient information that the assessors can see how earned income predictions have been calculated and the details of grants, sponsorships, and other financial partnerships.

Tell us whether the income is confirmed (i.e. a contracted fee or approved grant) or unconfirmed (sales not yet made or grant applications you don't know the outcome of) Click on the + button to add more budget lines.

Click on the Maximise button (to the right) to view the table below in full view.

Item descriptionIncome category	Confirmed funding?	Amount (\$)	Is income in Year 1 or 2?
		Must be a dollar amount.	
		\$	
		\$	
	Ì	\$	
		\$	
		\$	
		\$	
		\$	
		\$	

To				

Amou	nt (\$)	
\$		
This	number/amount is	
calci	ulated.	

In-kind

In Kind Instructions

In-kind income refers to the dollar value of any goods and services you receive but do not pay for. For example free or discounted equipment, materials, venue space, professional services (e.g. legal, financial) and the labour of volunteers.

Record in this section the value of discount you were given or the value of the item or service you were given for free. Both your income and your expenditure totals below will automatically be increased by the amount of in-kind support you record here.

Item	Category	Amount (\$)	For year 1 or 2
		Must be a dollar ar	mount.
		\$	
		\$	
		\$	
		\$	

Total In-kind

		\$
		This number/amount is calculated.
		calculated.
Totals		
Total expenditure amount (includes in-kind	Total income (includes in-kind)	AQ funding request (expenditure minus income)
\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.
		AQ contribution amount check
		\$
		This number/amount is calculated.
		The above two fields must be equal. If they are not equal please adjust your budget.
		\$ Calculated difference between the
		above fields.
AQ funding request as a % of total income	This number/amount is	calculated.
Notes to budget		
Please outline any informa calculated in your budget. notification date of any fu	Include the name of th	
Recommended suppor	t material	
Quotes for significant bud Attach a file:	get items	
	ivity, confirmation of ir	contracts showing fees to be n-kind or cash sponsorship and on-AQ sources

Any other information to support income or expense estimations

Attach a file:	
Please Note	
 Applications will be checked to ensure the from other Arts Queensland programs and Peer assessors will recommend the final amount requested in the application. 	
Key Outputs of your project	
Please complete the expected outputs below form part of your funding agreement with Arts	
Queensland based Artists/arts workers employed by the project	Must be a number.
Queensland based First Nations Artists or artsworkers employed by the project	Must be a number.
This is a subset of the total number of Queensland artists/artsworkers.	Must be a number.
Number of Queensland based Artists/ arts workers with disability employed by the project	Must be a number.
This is a subset of the total number of Queensland artists/artsworkers.	
Locations	
Country	City
This question is read only.	This question is read only.

Creative Developments	
Periods of creative exploration or concept development towards an end goal, whether or not they result in a finished work.	Must be a number.
New Works	
Count brand new works, or radically new or different interpretations of existing work that are given a public presentation (ie exhibited, performed, published, recorded)	Must be a number.
Publications/Recordings	
Count publications or recordings made for sale, broadcast or download as a result of this funding. Publications includes books, journals, magazines, one-off publications (such as major catalogues or curatorial essays), and musical scores.	Must be a number.
DO NOT COUNT: Exhibition or theatre programs, newsletters, social media and blog posts.	
Readership/Listeners/Viewers	
Count the number of people who access your publications or recordings in digital or physical form.	Must be a number.
Performances	
	Must be a number.
	Trade de a mamber.
Exhibitions	
	Must be a number.
Audience/Attendees	
	Must be a number.
Workshops	
-	Must be a number.

Participants	Must be a number.
Certification support material * indicates a required field	
The following support material is compulsory f	or certain applicants.
Applications involving staff of Arts S Companies or the Department of Tr Islander Partnerships, Communities	eaty, Aboriginal and Torres Strait
Must include a letter from an authorising office employee's role and employment details, that duties of their role and is not funded by the or interest will be addressed.	the application does not relate to carrying out
Upload file Attach a file:	
Applications that are supported by	educational institutions
Must provide a statement from an authorising activity is outside of core business and detail a receive from the institution	officer of the institution that confirms the any financial or in-kind support the project will
Upload file Attach a file:	
Applications from Organisations Fur Pathways organisations	nd 2022-2026 and First Nations
Must provide a letter from an authorised office from activities already funded through Arts Qu	
Upload file Attach a file:	

Applications that have significant involvement from an Arts Queensland shareholder company, Arts Statutory Bodies or Major Performing Arts Organisations

Must provide a letter from an authorised officer confirming that the activity is separate from activities already funded through Arts Queensland.

Upload file Attach a file:
For Collective/Artist Run Initiatives
All members of the group must sign a letter to Arts Queensland confirming their involvement and support for the nominated representative.
Upload file Attach a file:
Auspiced applications
Auspice bodies must provide evidence that the artist/organisation on whose behalf the application has been submitted is aware of and has approved:
the application content,application budget,any fees for auspice services
This evidence can be uploaded as an email or letter from the applicant, or in a short video statement by the applicant.
File upload * Attach a file:

Statistical information

* indicates a required field

Statistical information

Information in this section is not used to assess your application. Information you provide will be used by Arts Queensland to evaluate access to its funding programs.

If you are an individual applicant, do you personally identify as belonging to any of the groups below? If you are a group or applying as an organisation, does your group/ organisation primarily exist for any of the groups below? (Tick only those that apply)

Performing Arts Market Development Fund

Do you or your group/ organisation identify with any of the groups below?	 □ Aboriginal peoples □ Torres Strait Islander peoples □ Australian South Sea 	 □ People from culturally and linguistically diverse backgrounds □ Older people (over 55 years of age) □ Youth (12 - 25 years of age) 			
	Islander peoples ☐ Regional Queenslanders ☐ People with disability	age) □ Children (0-11 years) □ LGBTIQA+			
Gender *	MaleFemale	Gender diversePrefer not to disclose			

Certification

* indicates a required field

Check your application

Have you attached all the compulsory support material needed for your project?

Check that the information you have uploaded or linked to covers all the following:

- a brief description of the opportunity
- a description of your planned activities and their timeline
- how the activity/project forms part of your long-term plan for national or international engagement, and/or growth of profile and market, and/or potential capacity to expand or replicate projects in other markets
- CVs or biographies for key personnel taking part in the activity
- evidence of partnerships and details about their involvement in the project practically and financially
- any risks associated with the activity and how they will be managed
- examples of your previous work that are relevant to the project

If you are showcasing your work you must include:

- an invitation from the host organisation (exhibiting activities) or evidence of selection through a competitive process
- market development strategy outlining how the activity will help achieve growth of national or international audiences and/or markets

These items may be compulsory for you , depending on your project:

- For applications involving Aboriginal and Torres Strait Islander cultures evidence you have followed required protocols and have the relevant support and approvals for your activities from appropriate community representatives.
- For applications involving people from culturally and linguistically diverse backgrounds, people with a disability, children or young people evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

Please contact Arts Queensland if	you have any questions abo	ut compulsory material.
I am over 18 years of age *	○ Yes	○ No
All applicants		
I, the undersigned, certify that:		
 I have read and I/my organis specific guidelines. I have read and I/my organis application and any schedule I acknowledge that if this appenter into a funding agreeme The statements in this application and belief. The supporting material is mapplication. I acknowledge that, if I am/ 	ation is able to comply with a s or attachment. olication is successful, I/my or nt with Arts Queensland. ation are true and correct to y own work or the work of the my organisation is successful	Il of the requirements of the reganisation will be required to the best of my knowledge, e artists named in this
held accountable to deliverable in this application will form payith; a) The <u>Guidelines</u> pertaining to the	art of the funding agreement be grant fund as specified in the	with Arts Queensland, along he application. b) The
 I/my organisation will keep at to substantiate the application reporting I/my organisation consent the training, systems testing or permit from other funding agencies in application to those funding a permit most appropriate industry exelection is approved Queensland's State MPs being understand I may be contacted. I/my organisation consent to the permit most approved the permit most appropriate industry exelection. 	and maintain, for a period of 5 n outlined in this form and an at information provided in this rocess improvement purpose ssion for Arts Queensland to a n support of this project and agencies for this purpose. ssion for Arts Queensland to a perts or Government represent, I/my organisation consent to given information about the ed directly by them.	years, the necessary records by progress and outcome is application may be used for s by Arts Queensland staff. Werify funding requested to provide information in this forward my information to the intative. To the media and a funded project and I
funding received being publis Government Open Data Porta	hed on Arts Queensland's we	
I agree to the above *	○ Yes	○ No
	For organisations groups, initiatives, the person sig is authorised on behalf of the contract and the Stat	ning is the person who the organisation to sign

warrants they have authority to sign on behalf

	of the organisation group/collective/artist run initiative. For auspiced applications, the certification must be completed by an authorised person from the auspising body, and not the applicant.					
Name *	Title	First Name		Last Name		
Position						
Date *	Must be a c	late				
Legal Guardian						
If you are under 18 years of age, your application to be considered		guardian m	nust cor	nplete the	sectio	n below for
Legal guardian's name in full	*	Title	First N	ame	Last N	lame
As legal guardian, I agree to on this application on behalf of the applicant. *		○ Yes		0 1	No	
Please upload a copy of your letter agreeing to co-sign this application on behalf of this a	5	Attach a f	file:			
Date *						
Arts Queensland ENews						
Would you like to receive Arts Qu Name, Last Name, Postcode and						

O I wish to receive Arts Queensland eNews

O I do not wish to receive Arts Queensland eNews

in accordance with our Terms and Conditions (https://www.arts.qld.gov.au/about-us/email-

notification-terms-conditions).

I want to receive emails about	☐ Fundin☐ Arts se☐ New Pe	s Queensland enews g opportunities ector news erforming Arts Theatre u ar Roadmap	ıpdates	
I am interested in hearing about (select all that apply)	□ Circus□ Dance	e		
*	informatio	ent to Arts Queensland c n for communication pu erms and Conditions		
	Terms an privacy#e	d Conditions : https://v mail	www.arts.qld.gov.au/	
Feedback				
You are now coming to the end of your application process and before you REVIEW and click the SUBMIT button please take a few moments to provide some feedback.				
1. Did you engage with a Creative Business Advisor (CBA) through the RASN program in the development of this application or the initiative design *		O Yes O No The Creative Business Champions Hub provides free, expert, personalised online support to Queensland artists and arts workers. Covering a range of discipline areas, this service can help you develop arts business skills, competencies and networks to support business sustainability and growth. Find out more at: https://rasn.org.au/cbc/		
2. How did you find out about grant program?	: the fund/	AQ WebpageAQ FacebookMedia Release	AQ Client ManagerWord of mouthOther	
Other, please list				
3. Did you contact Arts Queer before or during the applicati process?		○ Yes	○ No	

What advice/support were you seeking? ☐ Further detail/clarification on eligibility requirements ☐ Further detail/clarification of detail in Guidelines or FAQs ☐ Clarification on mandatory support material	P □ Advice/support with application form □ Other	h completing the
Other, please list		
4. As part of Arts Queensland's Arts Acumen, there are free (optional) resources available to support you in applying for arts funding and submitting applications. Are you aware of these resources?	○ Yes	○ No
Did you make use of these resources to support you in writing your application?		○ No
Which resources did you use?	 □ Grant writing □ Budget toolkit □ Budget completion guide □ Business planning 	□ Evaluation and reporting resources□ Procurement resources□ Other
Other, please list		
What were the reasons?	☐ The resources did not contain the information I was looking for. ☐ Difficult to understand / apply the information/resources	☐ Did not require additional support in writing my application and/or have experience in applying for grant funding ☐ Other

Other, please list	

Contact Us

Arts Queensland

www.arts.qld.gov.au

Street address: Level 24, 111 George Street, Brisbane QLD 4000

Postal Address: GPO Box 1436 Brisbane QLD 4001.

Email: investment@arts.qld.gov.au

Telephone: +61 7 3034 4016 Toll-free Telephone: 1800 175 531 (outside Brisbane

metro)