



Arts South Australia

**ARTS
ORGANISATIONS
PROGRAM**

GRANT HANDBOOK

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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 multi-year funding for small to medium arts organisations to support Creativity, Success, Artistic risk, Ambition, Reach and Access.

Annual funding provides between \$50,000 and \$100,000 per annum.
Multi-year funding provides more than \$100,000 per annum over a three-year term.



KEY DATES

Closing date: 5pm, 27 August 2018
Notification date: November 2018



AMOUNTS AVAILABLE

Annual funding - between \$50,000 and \$100,000 per annum.
Multi-year funding - more than \$100,000 per annum.



CONTACT

Angela Salomon
Manager, Arts Organisations & Programs
Phone: (08) 8463 5446
Email: angela.salomon@sa.gov.au

APPLICATION ADVICE

You should discuss your application with the relevant Arts South Australia Program Manager.

WHAT MAY BE FUNDED:

- 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 WILL NOT BE FUNDED:

- 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.

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, Arts South Australia 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, Arts South Australia's communications to you will be as if you have applied as an individual.

ASSESSMENT ADVICE

Applicants will be assessed on the written application and a discussion between members of the organisation and the Arts Organisations Program Peer Assessors. The peers may also take into account:

- o attendance at, and appraisals of events, performances and exhibitions
- o invited, external peer reviews
- o industry reviews, videos and recordings, referee reports and other support material
- o previous Arts Organisations Program annual acquittal reports, including audited reports and KPIs
- o broader Government policies, directions and priorities.

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.

Late applications are not accepted.

PERFORMANCE-BASED FUNDING AGREEMENTS

All funded organisations will be required to enter into a performance-based funding agreement with Arts South Australia for the period of funding.

Fixed level multi-year funding arrangements may be subject to change if the budget or policies of Arts South Australia are reduced or changed.

REPORTING

Annually funded organisations will be required to:

- submit a revised program and budget
- submit an acquittal report.

Multi-year funded organisations will be required to:

- submit a revised annual program and budget for each year of the funding term
- submit six-month 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
- submit an annual acquittal report.

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, 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
- be legally constituted (e.g. as an incorporated association or a company).

All applicants to the program must contact Arts South Australia to verify eligibility and provide a copy of the organisation's 2017 or 2016-17 signed audited financial statements.

Applicants with overdue acquittal/s will not be considered for funding.

In addition, Multi-year 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 & Craft Strategy (VACS) four-year funding
 - Multi-year project funding
 - Local Government
 - Collaborations with other organisations
 - Corporate partner
 - Sponsorship, philanthropic/donor
- demonstrate diverse income sources and work towards a minimum 30% income which is derived from sources other than Arts South Australia
- demonstrate that the organisation's base level of 'earned income' is achievable and can be sustained
- nominate one national and one international organisation as aspirational benchmarks of artistic quality and business practice.

CRITERIA

Annual and Multi-year applications will be assessed on the organisation's ability to meet all the following criteria:

- **Artistic Merit**
- **Viability**
- **Engagement**
- **Development.**

Artistic merit may refer to:

- innovation, originality, quality, creativity and ambition
- the track record, creative achievement and skill of the artist or artists involved
- the context in which the work is being undertaken
- the potential contribution to the development of the art form
- evidence of experimentation, risk taking and bravery.

Viability may refer to:

- the planning and resources required to achieve the potential of the proposal
- the ability of the applicant to meet the logistical challenges of the proposal
- evidence of strong financial and operational management, including a realistic budget and timeline
- evidence of additional resources and support, including other sources of income and in kind contributions.

Engagement may refer to:

- the potential to grow audiences and their critical understanding of the art form
- the development of new markets, locally, nationally and/or internationally
- the development of new ways to engage with those markets
- 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
- evidence of deeper engagement with, and the involvement of, particular communities and/or audiences and the delivery of artistic benefits to them.

Development may refer to:

- the development of artist and art form practice
- the potential to enhance the skills and/or professional reputation of the applicant
- the capacity to forge new pathways for artist and sector development
- the capacity to develop new networks, collaborations and partnerships
- the contribution to South Australia's reputation as a centre of cultural leadership at a national and international level, and the resultant economic benefits

HOW TO APPLY

Before submitting an application, be sure to read the following information:

Step 1

Read this handbook.

Step 2

Register in Arts South Australia's online grants portal - grants.arts.sa.gov.au.

Step 3

Consider how your proposal meets the criteria.

Step 4

Contact one of the officers listed in this handbook to discuss your proposal. Officers 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.

Step 5

Log in to the online grants portal at grants.arts.sa.gov.au and identify the funding program and round you wish to apply for.

Step 6

Click on 'Apply' to access the online application form.

Step 7

Complete the online application form and upload key application attachments and support material as outlined in this handbook.

Step 8

Your application will remain in draft and can be revised at any time until submitted.

Late applications will not be accepted

KEY APPLICATION ATTACHMENTS

MULTI-YEAR APPLICANTS

These key application attachments are **MANDATORY**. Files should be clearly marked according to the following headings, and uploaded to the **Key Application Attachments** section of the portal.

APPLICATION QUESTIONS

You can cross-reference the appropriate section and page number that addresses each point in your Strategic Plan and reference this in the specific questions outlined below.

In the event that your Strategic Plan does not address the questions, please respond directly to the questions below:

1. Your vision

Please tell us about your vision for the next three years (2019, 2020 and 2021) and how this funding will help you achieve this. *Max 1 A4 page.*

2. About your organisation

Please provide a brief summary of your organisation's purpose, core activity and the role you play in the arts and cultural sector including the material benefits you are providing to South Australian artists (e.g. artists' and creatives' fees, performance income, employment, exhibition and publication opportunities, career development and learning opportunities). *Max 500 words.*

3. Achievements

Please tell us about your key achievements over the past two and a half years (since 1 January, 2016) and provide an update on 2018 activities (including how you have engaged and built audiences and community participation). *Max 500 words.*

KEY APPLICATION ATTACHMENTS

MULTI-YEAR APPLICANTS

ARTISTIC PROGRAM DETAILS

Please provide a detailed artistic program for 2019 and a program outline for 2020.

STRATEGIC PLAN

Please provide a three-year Strategic Plan including Key Performance Indicators (KPIs) 2019–2021.

Multi-year applicants may use the Australia Council for the Arts' Strategic Plan Framework to develop its strategic plan. This Strategic Plan Framework outlines key areas for a strategic plan and can be downloaded [here](#).

KPIs must include the following:

- goals that link to Arts Organisations Program criteria
- working towards a less than 5% variation between budgeted and actual result
- employment of South Australian artists, creative or industry professionals
- number and type of audience engagement activities and number of attendances at these activities.

STATISTICAL DATA

Please provide a projected **quantitative** statistical summary for 2019 using the template provided [here](#). This includes broad statistics relating to your audiences, activities and presentations etc. Please refer to the **Glossary of Terms** found [here](#) for further details.

KEY APPLICATION ATTACHMENTS

MULTI-YEAR APPLICANTS

STRATEGIC INVESTMENT PARTNERSHIPS AND/OR FUNDING

Please provide details of your organisation's Strategic Investment partnership and/or funding for the funding term (cash and/or in-kind). As outlined below:

Partner	Brief comment about how the partnership supports the organisation's business and/or activities over the funding term

Evidence of strategic investment partnerships and/or funding

Please provide in your application evidence of your organisation's strategic investment partnerships and/or funding (e.g. confirmation of partnership and/or funding for the funding term).

ASPIRATIONAL BENCHMARKS

Please provide details of one national and one international organisation that you have nominated as aspirational benchmarks of artistic quality and business practice, as outlined below:

Organisation	Web link	Brief comment

KEY APPLICATION ATTACHMENTS

MULTI-YEAR APPLICANTS

ABOUT YOUR ORGANISATION

Governance Structure

Please provide details of your organisation's Board of Management (or equivalent) as outlined below:

Name	Member Position	Length of Tenure	Skills

Organisation Structure

How many people are currently employed in your organisation?

Please provide the name and position of the key people in your organisation as outlined below:

Name	Position	FTE (full-time and part-time)

KEY APPLICATION ATTACHMENTS

ANNUAL APPLICANTS

These key application attachments are **MANDATORY**. Files should be clearly marked according to the following headings, and uploaded to the **Key Application Attachments** section of the portal.

APPLICATION QUESTIONS

1. Your vision

Please tell us about your vision for next year (2019) and how this funding will help you achieve this. *Max 1 A4 page.*

2. About your organisation

Please provide a brief summary of your organisation's purpose, core activity and the role you play in the arts and cultural sector including the material benefits you are providing to South Australian artists (e.g. artists' and creatives' fees, performance income, employment, exhibition and publication opportunities, career development and learning opportunities). *Max 500 words.*

3. Achievements

Please tell us about your key achievements over the past year (2017) and provide an update on 2018 activities (including how you have engaged and built audiences and community participation). *Max 500 words.*

ARTISTIC PROGRAM DETAILS

Please provide a detailed artistic program for 2019.

KEY APPLICATION ATTACHMENTS

ANNUAL APPLICANTS

ABOUT YOUR ORGANISATION

Governance Structure

Please provide details of your organisation's Board of Management (or equivalent) as outlined below:

Name	Member Position	Length of Tenure	Skills

Organisation Structure

How many people are currently employed in your organisation?

Please provide the name and position of the key people in your organisation as outlined below:

Name	Position	FTE (full-time and part-time)

STATISTICAL SUMMARY

Please provide a projected **quantitative** statistical summary for 2019 using the template provided [here](#). This includes broad statistics relating to your audiences, activities and presentations etc. Please refer to the **Glossary of Terms** found [here](#) 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) 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:

- Video (MP4, QuickTime and Windows Media)
- Audio (MP3 and Windows Media)
- Images (JPEG and PowerPoint)*
- Written material (Word and PDF).

***Visual art, craft and design applicants** are required to submit images in PowerPoint form. The PowerPoint must be accompanied by an image list, including dates and full descriptions of the works.

Support material will not be accepted after the closing date.

FINANCIAL INFORMATION + KEY APPLICATION ATTACHMENTS

MULTI-YEAR + ANNUAL APPLICANTS

The following Budget form is what you will find in the portal as an editable form. You must complete two forms - Actual and Budget. Please note you can include comments in your budget forms.

In addition, please upload the following as Key Application attachments. This can be found on the first page of the online application form (1. Project/Activity Information):

- Signed audited financial report for 2017 (for organisations in calendar year operations) or 2016/17 (for organisations in financial year operations)
- Profit and loss statement as at 30 June 2018.

If you plan to use any cash reserves for the delivery of the 2019 program, please provide a full explanation of your Board's rationale and the impact on your organisation's overall financial position as a result of the use of reserves. This can be uploaded as a Key Application attachment.

Rates of pay for artists can vary depending on the skills and experience the artist brings to the project/activity. Where an award or industry standard clearly applies applicants are encouraged to comply. Where there is no award, it is advisable to quote industry standards. For guidance on awards and rates of pay or other arrangements, contact:

- Australian Writers' Guild (AWG)
- Media, Entertainment and Arts Alliance (MEAA)
- National Association for the Visual Arts (NAVA).

General

Please complete all the relevant fields below and attach your audited financial statement if you are completing your end-of-year (i.e. actuals) financial information.

Income

Event and/or Exhibition Income

Audience Income - Single Ticket Sales [?](#)

Audience Income - Subscription Ticket Sales [?](#)

Merchandising, Royalties, and Other Event Related Income [?](#)

Performance fees and Co-producer Income [?](#)

Subtotal

Comments

Other Activities Income

Activities and Services Income [?](#)

Retail Income 

0

Resources Income

0

Subtotal

0

Comments

Private Sector Income

Donations


0

Foundations 

0

Fundraising 

0

Sponsorship - Cash 

0

0

Subtotal

0

Comments

Other Income

Interest and/or Investment Income [?](#)

Sundry and Other Earned Income

Subtotal

Comments

Operating Grants

Arts South Australia

Australia Council

Local Government

Other State Government Funding

Other Funding (not from State Government)

Subtotal

Comments

Project Grants

Arts South Australia

Australia Council

Local Government

Other State Government Funding

Other Funding (not from State Government)

Subtotal

Comments

Capital Grants

Arts South Australia

Australia Council

Local Government

Other State Government Funding

Other Funding (not from State Government)

0

Subtotal

0

Comments

Total Income [?](#)

0

Expenditure

Salaries, Wages and Fees

Performers, Artists and Artworkers [?](#)

0

Ensemble, Orchestra Wages and Fees [?](#)

0

Creative Personnel


0


Production and Technical

0

Marketing and Business Development [?](#)

0

Own Venue Staff 

Management and Administrative 

Allowances & On-Costs

Comments

Program Costs (relating to Production, Exhibition, and Touring)

Venue and Exhibition Space Costs

Production and Exhibition Staging Costs

Travel and Touring Costs

Other Production and Exhibition Costs

Subtotal

Comments

Other Program Costs (excluding Production, Exhibition, and Touring)

Workshops, Classes and Seminar Costs [?](#)

Artist Development and Mentorship Costs [?](#)

Community Education Projects and Programs [?](#)

Community and Other Arts Projects and Programs [?](#)

Publications and Recordings for Sale

Cost of Sales [?](#)

Evaluation and Research Costs [?](#)

Subtotal

Comments

Marketing and Promotion

Marketing & Promotions

Business Development

Subtotal

Comments

Infrastructure Costs

Office Rent and Running Costs [?](#)

Office Consumables and Resources

Communications [?](#)

Travel [?](#)

Insurance [?](#)

Legal, Finance, and Governance

Depreciation [?](#)

Sundries [?](#)

Subtotal

Comments

Total Expenditure

Balance Sheet

Current Assets

Cash and Cash Equivalents

Receivables and Prepayments

Non-Cash Short Term Investments [?](#)

Inventories

Other Current Assets [?](#)

Total Current Assets

Non-Current Assets

Long Term Investments 

Long Term Receivables and Prepayments

Property, Plant & Equipment (Net)

Intangibles (Net)

Other Non-Current Assets 

Total Non-Current Assets

Total Assets

Total Assets

Current Liabilities

Current Trade Creditors and Other Payables

Current Interest Bearing Loans and Borrowings

Current Income In Advance (Including Grants in Advance)

Current Employee Benefits 

Other Current Liabilities

Total Current Liabilities

Non-Current Liabilities

Non-Current Interest Bearing Loans and Borrowings [?](#)

Non-Current Employee Benefits [?](#)

Other Non-Current Liabilities [?](#)

Total Non-Current Liabilities

Total Liabilities

Total Liabilities

Net Assets

Net Assets

Equity

Restricted and/or Designated Reserves

Asset Revaluation or Asset Impairment Reserve [?](#)

Contributed Equity

General Reserves

Retained Surplus (Deficit)

Total Equity

Financial Health Indicators

Reserves Ratio (benchmark 20%)

Working Capital (benchmark 2:1)

Earned Income as %

Financial Statements

Please attach a full set of financial statements in accordance with your funding agreement.

IMPORTANT INFORMATION

WORKING WITH CHILDREN IN ART

Arts South Australia has protocols to address the depiction of children in works, exhibitions and publications that it funds.

The 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).

Protocols can be downloaded [here](#).

RESPECTFUL BEHAVIOURS

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

Arts South Australia has taken a proactive, leadership approach to this serious issue, announcing that from 1 March 2018 it is a condition of all Arts South Australia funding and grants that recipients must adopt and implement a Respectful Behaviours policy and procedure.

Further information about Respectful Behaviours, and resources to assist you to develop a policy and procedure for your organisation or project, are available [here](#).

ABORIGINAL AND TORRES STRAIT ISLANDER PROTOCOLS

Arts South Australia endeavours 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.

For more information on ATSI protocols click [here](#).

INFORMATION PRIVACY

Arts South Australia collects personal information as is 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.

Arts South Australia complies with the Government's Information Privacy Principles (Department of the Premier and Cabinet Circular, dated 20 June 2016) when dealing with all personal information.

The information that you provide in your application may be used by Arts South Australia for:

- processing and assessing your application – Arts South Australia will provide the information to the peer assessors
- verifying other funding income for your project – Arts South Australia 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, Arts South Australia 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 & ACCESS

Arts South Australia is 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 the Arts South Australia contact know if you have specific accessibility requirements.

Accessing the Arts South Australia building:

The Arts South Australia offices in Wakefield House, Level 16, 30 Wakefield Street, are wheelchair accessible.

Deaf and Hearing-Impaired Artists:

When contacting Arts South Australia, 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 the Arts South Australia contact for the grant program you are applying to know if you require an Auslan interpreter.

AFTER YOU SUBMIT YOUR APPLICATION

ACKNOWLEDGMENT

You will receive an automated email acknowledging submission of your application.

ASSESSMENT

It is important to note that while Arts South Australia staff manage the funding programs, they do not determine the final outcomes.

Peer assessment is central to Arts South Australia's funding process. 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.

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.

There is usually a greater number of worthy applications than the available funds can support.

A summary of funding outcomes will be available on Arts South Australia's website following notification of applicants. Feedback on successful and unsuccessful applications is available by contacting the relevant Arts South Australia officer.

FUNDING AGREEMENTS

Successful applicants will be required to enter a funding agreement with Arts South Australia for the period of funding.

REPORTING

Successful applicants will be required to provide an artistic, statistical and financial acquittal within three months of the completion of the funding period.

APPROVAL, NOTIFICATION AND ADVICE

All applicants will be notified of funding outcomes in advance of the commencement date of activity considered in any grant round. Return of funding agreements and payment invoices will be managed through Arts South Australia's online grants portal.

Applicants are encouraged to seek feedback from Arts South Australia to assist with future applications.



Government
of South Australia



arts.sa.gov.au