



Arts South Australia

JON LEMON

ARTIST IN RESIDENCY

Contemporary Music

GRANT HANDBOOK

CONTENTS

*	3	ABOUT THE GRANT
*	4	KEY DATES, AMOUNTS, CONTACT
*	5	APPLICATION ADVICE
*	6	ELIGIBILITY
*	7	CRITERIA
*	8	HOW TO APPLY
*	9	KEY APPLICATION ATTACHMENTS
*	11	SUPPORT MATERIAL
*	12	BUDGET
*	17	IMPORTANT INFORMATION
*	20	AFTER YOU APPLY

ABOUT THE GRANT

The Jon Lemon Artist in Residence is offered in recognition of one of the world's leading and most experienced live-sound engineers. Having worked with such artists as Sia, Lana Del Ray, Nine Inch Nails and The Cure (just to name a few), Jon is a proud South Australian and regularly returns to his home state when not touring the globe for his work.

This Program in Jon Lemon's name aims to support South Australian song writers, producers and engineers to create new music through collaboration. It recognises the value of collaboration to create new work and to develop ongoing professional relationships that contribute to industry development.

For a special themed round of the program (August 2018), you can apply for \$2000 for a project that enables you to work collaboratively with experts in games development towards a new body of work.

Successful applicants will be paired with reps from two of the hottest game developers in Adelaide: Novus Res, known for their acclaimed range of Virtual Reality (VR) games, and Mighty Kingdom, Australia's largest independent game developers.

These masters will guide you through the ins and outs of the composing process, where you will work on new music together from the initial conceptual stages of a game to a theoretically "market-ready" product.

Over 8 days (non-consecutive), you'll work collaboratively on a music brief for a 'demo' product, and also gain valuable insight into how to market your musical work in this capacity in future. This project will also help to introduce South Australia's games creatives to a larger network of local artists who could potentially compose new original content for them.

This project offers \$2000 to the successful applicant(s), and this funding is intended to support the Artist in Residence for the duration of their time in the program, and can be put towards loss of income.

The duration of the residency is 8 mandatory days (these can be non consecutive, and/or split into half days or after hours). Successful applicants will schedule these days in consultation with the games reps, and the total project should be completed within a 3 month period between 1 October - 31 December.

ABOUT THE GRANT

Up to 2 successful applicants will be chosen in a peer assessed process, for individual participation in their respective projects.

The residency will take place in the songwriting rooms at St Paul's Creative Centre. Successful applicants will also be granted temporary hot desk membership at the Centre during their time in residence.

Successful applicants may also be asked to participate in public forum discussions about song writing in the St Paul's professional development program, as part of their residency.

Note: Songspace rooms are located on Level 1 of St Paul's Creative Centre. In your application, please include any special access needs you may have (e.g. wheelchair).



KEY DATES

Closing date: 5pm, 6 August 2018
Commencement date: 1 October 2018



AMOUNTS AVAILABLE

\$2000 total per successful applicant,
for 8 days of a project.



CONTACT

Elizabeth Reid
Project Officer, Contemporary Music
Phone: (08) 7320 3307
Email: elizabeth.reid@sa.gov.au

APPLICATION ADVICE

Before submitting an application, be sure to read the following information regarding key attachments, support material, working with children, respectful behaviours, Aboriginal and Torres Strait Islander protocols, and the application checklist at the end of this handbook.

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.

ELIGIBILITY

South Australian based musicians and music industry representatives that are creating and working with original, South Australian music of all genres are eligible to apply.

Eligible expenses for this grant include support for the Artist in Residence for the duration of their time in the program e.g loss of income or other costs associated with the project.

Applicants residing in South Australia are able to include interstate artists or producers / engineers as part of their collaborative project.

Applicants who have any outstanding funding acquittals with Arts South Australia will not be eligible for this program.

Please check the commencement date for the round to which you are submitting an application.

Projects that start during or after the month following the commencement date are eligible for funding.

CRITERIA

Applications will be assessed by industry peers, which may include a representative from APRA AMCOS, in conjunction with the Music Development Office.

Applications will be assessed according to the following criteria:

- The artistic and/or professional skills of the people involved
- The creative and collaborative objectives for the residency
- Artistic quality and merit
- Project viability, including good planning and effective use of resources with realistic outcomes
- Demonstrated outcomes that contribute to the development of the professional career of the artist/s involved
- The contribution that the project makes to the development of the progressive music sector in South Australia
- Opportunities for audience development and engagement.

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

You are encouraged to discuss your budget with the relevant Arts South Australia project officer to determine your eligible expenses.

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

Step 1

Visit the Arts South Australia website to determine which program is suitable for your application. Follow the links to individual funding categories.

If you are not eligible for any of the funding in this handbook, contact Arts South Australia for information on other arts funding sources.

Step 2

Consider how your project meets the criteria.

Step 3

Discuss your proposal with the relevant program manager or arts development officer. Their names are listed as contacts on page 4 of this handbook.

Step 4

Grant applications will be accepted via Arts South Australia's online grants portal, grants.arts.sa.gov.au. You can write your application in Microsoft Word first and then transfer it into the portal; or visit the portal, register and complete your application directly. You are able to save a draft and continue to work on applications in the portal up until you submit them.

Step 5

If you are unclear about completing the application, speak to the relevant officer. Alternatively, talk to your artform service organisation (eg: Writers SA, Guildhouse, Music SA, Access2Arts) or someone who has successfully submitted an application.

Step 6

Submit the application through the online grants portal by the due date, ensuring you have also submitted all relevant key application attachments and support materials.

LATE APPLICATIONS WILL NOT BE ACCEPTED

KEY APPLICATION ATTACHMENTS

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

PROJECT DESCRIPTION

Please provide details for:

- why this opportunity to compose for games is of interest to you as a songwriter / producer / engineer
- how the benefits of this opportunity will apply to your career development
- your future goals that are of relevance to your participation in this project
- your experience (if any) you have in the field of composing for games (this experience is not essential criteria)

MUSIC AND VIDEO LINKS

Please provide links to music tracks and/or video clip of music that you have either written, produced or been the recording engineer for.

In addition, you may provide links to your general online presence. This may include links to official website, TripleJ Unearthed, Facebook page, Twitter feed, SoundCloud, Instagram, YouTube or Vimeo Channel etc.

KEY APPLICATION ATTACHMENTS

PROJECT DESCRIPTION

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. Please include a timeline or itinerary.

DEVELOPMENT STATEMENT

Describe how this project will benefit your professional development and career opportunities and/or that of the artist you are working with. For example, what is your/the artist's professional goal and how will this project assist in achieving this?

LETTERS OF SUPPORT AND/OR CONFIRMATION OF ACTIVITY BY PROJECT PARTNERS

Please provide letters of support validating the artist or project. For any project partners or key participants in the proposed activity, these letters should also include confirmation of their role in the project.

BIOGRAPHICAL INFORMATION

Your biography should be limited to two pages. If there is more than one artist involved in the project, please provide a brief biography on each person, of no more than 400 words per person. Alternatively, if the relevant biographies are available online, you may upload links to these.

KEY APPLICATION ATTACHMENTS

ADELAIDE UNESCO CITY OF MUSIC

In December 2015, Adelaide won the prestigious international designation as a UNESCO City of Music. Adelaide joins 115 other cities in 54 countries as part of UNESCO's Creative Cities Network.



Arts South Australia is proud of this designation and would like you to consider how you may recognise this in your project.

Please provide a short description of how your project contributes to Adelaide UNESCO City of Music, and how you will recognise this in your project.

While use of this branding is encouraged to strengthen our identity in this space, whenever the logo is used, it must be approved by Rebecca Pearce, Director, Office of Adelaide UNESCO City of Music via email at beck.pearce@adelaidefestivalcentre.com.au.

SUPPORT MATERIAL

Support material is extra items submitted in support of your written proposal.

Choose support material carefully and submit only material that is directly relevant. Ensure that the quality of your visual support material is of a high standard. Please check with the Project Officer if you have any queries, or if you have support material that can only be provided in hard copy.

Support material will be viewed by the panel and tabled at the assessment meeting.

Support material may include:

- books, publications, manuscripts, programs, catalogues etc.
- URL links to Vimeo, YouTube or other websites are preferred.

Music and video support material is preferred as links to online content, either on public or private webpages. If you link to a private page, please upload the password details in a text file or Word Doc for the peer assessors to be able to access the content. Applicants are encouraged to link to their best, most relevant work and/or highlights of longer productions.

Support material will not be accepted after the closing date.

BUDGET

A set funding amount of \$2000 is available for the project.

In the budget template in the portal application, enter the following:

INCOME \$2000 as funding request from Arts South Australia

EXPENSES \$2000 in Salaries & Fees / Artistic and creative personnel.

No quotes are required for this project, as funding is intended to support the Artist in Residence for the duration of their time in the program, and can be put towards loss of income.

Budget

Please complete the following income and expenditure details.

Income

Activity Income

Box Office and/or Gate

Registrations

Merchandise and/or Physical Sales

Online Sales

Exhibiting and/or Participating Fees

Comments

Grants

Arts South Australia requested amount

Local Government

Confirmed?

No Yes

State Government (Other than Arts South Australia)

Confirmed?

No Yes

Expenditure

Administration Costs

Telecommunications Costs (phone, fax etc)

Postage

Insurance

Photocopying

Rent

Administrators

Other

Comments

Marketing and Promotion Costs

Advertising

Photography and Filming

Design, Print and Distribution (e.g. posters)

Commonwealth Government

Confirmed?

No Yes

Other

Comments

Graphic Design

Website Design

Program, Catalogues and Publications

Publicist and/or Radio Service

Other

Comments

Private Sector Income

Sponsorship

Donations

Comments

Own Contribution

Own Contribution

Comments

Salaries and Fees

Administrator and/or Event Coordinator

Management

Agent and/or Producer

Tour Management and/or Sound Engineering

Artistic and/or Creative Personnel

Other Technical Staff

Artist Fees, Artist 1

Other, including in-kind

Other, including in-kind

Other, including in-kind

Other, including in-kind

Other Technical Staff

Artist Fees, Artist 1

Artist Fees, Artist 2

Living Allowance and/or Per Diems

Mentor Fee

Other

Comments

Operational Costs

Travel, Transport and/or Fares

Accommodation

Event and/or Running Costs

Venue and/or Studio Hire

Equipment and Production Hire

Materials and Physical Format

Manufacturing

Technical

Freight

Access

Other

Comments

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 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 assessment panel
- 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 assessment panel members or peer assessors will see it, and it may also be made available to those assessing future grant applications you make.

If your application is successful, the Grant 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 APPLY

PROCESSING

Applications are registered and processed by Arts South Australia staff. You will receive acknowledgment of receipt of your application via email. Submitted applications can be viewed at any time by logging into the portal.

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. Arts South Australia peer panels are comprised of individuals who are recognised for their artistic achievements, artform knowledge and professional standing. Most are practicing artists but panels also include arts managers, arts workers and others with relevant knowledge and experience.

Peer panels make funding recommendations to the Minister for the Arts or Arts South Australia (as his delegate). Funding is approved based on their recommendations.

Panels usually meet for one to two days. They rigorously assess applications against program criteria to prepare recommendations. If necessary, an application may be sent to external assessors for comment.

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

APPROVAL, NOTIFICATION AND ADVICE

Once the panels' recommendations are considered and approved, all applicants will be notified of the outcome by mail or email. Due to the length of the assessment process, applicants may not be notified of the outcome until close to the eligible start date. Applicants who are unsuccessful in a round, but who plan to submit future applications, may seek feedback from Arts South Australia if available.



Government
of South Australia



arts.sa.gov.au