



Arts South Australia

**ORGANISATIONS**

**Contemporary  
Music**

**GRANT HANDBOOK**

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# ABOUT THE GRANT

Contemporary music (Organisations) Funding supports programs and activities that provide accessible development pathways for South Australian professional artists and industry representatives, who may also access opportunities through Arts South Australia programs and initiatives for professional practicing artists.

Arts South Australia is interested in supporting organisations that actively contribute to the development of a sustainable South Australian music sector.

The intent of Organisations Funding is to support programs and activities that when considered all together, create a pathway for professional musicians and industry entrepreneurs from point of entry for early career support, through to ongoing career development.

Applications that demonstrate collaborative partnerships to strengthen resources and broaden accessibility will be highly regarded.

Click [here](#) to download the 2018 Public Report.



## KEY DATES

**Closing date:** 5pm, 3 August 2018  
**Commencement date:** January 2019



## AMOUNTS AVAILABLE

Discuss with Arts South Australia



## CONTACT

**Becc Bates**  
Manager, Contemporary Music  
Phone: (08) 7320 3307  
Email: [becc.bates@sa.gov.au](mailto:becc.bates@sa.gov.au)

# APPLICATION ADVICE

Organisations applying for funding must respond to all questions on the relevant application pages and demonstrate your ability to meet the funding criteria.

## Timeline

Applications are due by 5pm on Friday 3 August, 2018.  
Notification will be by the end of October, 2018.  
Funding for successful applicants will commence from 1 January, 2019.

## Application Process

Your application should include a completed Annual or Multi-year application form together with responses to all key application questions and information.

Do not submit any originals of support material – copies only. Ensure that all support material is labelled clearly.

Arts South Australia will provide you with the required templates, following verification of your eligibility. Please contact Becc Bates, Manager, Contemporary Music on (08) 7320 3306 or at [becc.bates@sa.gov.au](mailto:becc.bates@sa.gov.au) to discuss.

Applicants must have satisfactorily acquitted all previous Arts South Australia grants and have no outstanding acquittals and/or evaluation reports. It is important to note that late applications are not accepted and applications must be submitted by the dates specified.

# APPLICATION ADVICE

## 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

Applicants must be Australian citizens or have permanent resident status and live, or be primarily located, in South Australia.

All organisations applying to this program should either be currently funded through this program, or be recognised by Arts South Australia as having a track record of successful projects and business operations.

All applicants must be legally constituted (e.g. as an incorporated association, a company or a statutory body).

You must contact Becc Bates, Manager, Contemporary Music, Arts South Australia on (08) 7320 3306 or at [becc.bates@sa.gov.au](mailto:becc.bates@sa.gov.au) prior to preparing an application, to verify eligibility.

## What may be funded?

Assistance may be provided for, but is not limited to, the following:

- 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
- program activity expenses, e.g. development and presentation, publications, payment of artists' fees, freight and travel costs.

Funding is available for programs and activities that commence on or after 1 January, 2019.

## What will not be funded?

- Applications that do not involve South Australian professional artists in either process or outcome
- Competitions, prizes, awards or fundraising activities
- Accredited training/course delivery.

# CRITERIA

Applications will be assessed on the organisation's demonstrated ability to deliver all of the following outcomes:

- Develop and support the skills development of South Australian professional artists and industry representatives
- Build audiences and markets for South Australian Contemporary music, in local, national and/or international arenas
- Increase opportunities for South Australians to engage with Contemporary music through creative participation and/or through attendance
- Demonstrate cultural leadership in the South Australian music sector
- Involve the broader South Australian Contemporary music sector in the planning, development and delivery of programs and activities
- Develop ways of working in partnership with the broader Contemporary music sector locally, nationally and/or internationally
- Demonstrate the capacity for strong operational and financial management, effective planning, evaluation and use of resources.

## **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.

## **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.

## **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.

## **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 the funding in this handbook, visit [arts.sa.gov.au/grants](https://arts.sa.gov.au/grants) to see other funding programs or 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 3 of this handbook.

## Step 4

Grant applications will be accepted via Arts South Australia's online grants portal, [grants.arts.sa.gov.au](https://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.

## APPLICATION QUESTIONS

Please provide the following information (maximum 4 pages) or submit your organisation's current Business/Strategic Plan and cross reference where appropriate.

1. What is your Organisation's purpose and ambitions, and where do you fit in the South Australian music sector, and national industry (if relevant)?
2. How are you working towards achieving your ambitions?
3. Identify your Organisation's strategic investment and/or funding partners, project partners and collaborators for the annual funding term.
4. How do you demonstrate cultural leadership in your area of business focus?  
*(Please describe how you are demonstrating excellence in your services, activities and initiatives.)*

In addition, please provide:

- information that demonstrates your Organisation's capacity to deliver a successful program of activities. This may include latest Annual Report, staffing and infrastructure, latest audited financial statements
- a brief overview of your organisation's program and activities in 2018 for reference
- a list of your organisation's current board members or directors, their years on the board/ as director, roles, skills and experience
- an outline of your organisation's staffing structure, including a list of all ongoing staff (full and part time) with names and a brief position description.

# KEY APPLICATION ATTACHMENTS

Adelaide holds the prestigious international designation as a UNESCO City of Music, and joins 180 other cities in 72 countries as part of UNESCO's Creative Cities Network.

More information is available [here](#).



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.

## PROGRAM DETAILS

Please provide the following information:

- a single page statement about the rationale of your 2019 program of activities.
- Program details for 2019, including dates, personnel and activities.  
*Describe projects for the period January – December 2019.*

The information you provide will form the basis of your 2019 Performance-based Funding Agreement.

You must submit a hard copy of your Program details along with your digital version of your application.

# KEY APPLICATION ATTACHMENTS

## STATISTICAL SUMMARY

Please provide a projected quantitative statistical summary for 2019 using the template supplied [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.

## FINANCIAL INFORMATION

Please provide a detailed financial plan using the Contemporary Music (Organisations) budget in the portal.

You should include all project/program activities in your budget. If applying for core operational funding, this should include activities that do not require subsidy from Arts South Australia's Contemporary Music Organisations program.

If you plan to utilise 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. Explanations may be provided in the comments section of the Budget, or uploaded as documents in the Support Material section of the application.

If you are not currently funded through the 2018 Contemporary Music (Organisations) program please also upload copies of your most current financial statements in the Support Material section of your application.

# SUPPORT MATERIAL

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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.

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## **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

You must complete a balanced income and expenditure budget in the portal, clearly indicating the budget items for which Arts South Australia funding is being sought.

If you are applying to the Australia Council for the Arts for this project, please explain in the comments field the amount being requested, the fund you are applying to, and the closing date. Provide the same information for any other sponsor organisation or funding programs you are applying to.

The following Budget table is what you will find in the portal as an editable “Finance Report” where you will fill in the sections that are relevant to your project. You can upload budget notes as an additional attachment in the **Support Material** section of the portal, for further explanation if necessary.

# 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)

Subtotal

Comments

Total Income [?](#)

## Expenditure

Salaries, Wages and Fees


Performers, Artists and Artworkers [?](#)


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

Creative Personnel

Production and Technical

Marketing and Business Development [?](#)

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.

[Upload](#)

# 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 SUBMIT YOUR APPLICATION

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

The Organisations assessment panel will assess all applications according to the extent to which the application addresses the criteria and application requirements.

## **AFTER YOU SUBMIT YOUR APPLICATION**

Applicants will be assessed on the basis of their written application and a round-table discussion between members of the organisation and the panel.

The panel may also take into account any of the following:

- attendance at, and appraisals of, events and/or activities by organisations
- invited, external peer reviews
- industry reviews, videos and recordings, referee reports and other support material
- previous Arts South Australia grant acquittal and evaluation reports
- broader Government policies, directions and priorities
- meeting the funding criteria and performing well over past funding periods will not necessarily 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 all other applicants.

A summary of the panel's recommendations will be provided to applicants. Feedback on successful and unsuccessful applications will also be available.

## **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.

## **REPORTING**

Organisations will be expected to provide an artistic and financial acquittal upon completion of the funding period.

## **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](http://arts.sa.gov.au)