



Arts South Australia

**PROJECT SEED  
FUNDING**

**Public Art & Design**

**GRANT HANDBOOK**

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# ABOUT THE GRANT

Project Seed funding is available to a commissioner of public art towards fees for professional practicing South Australian artists to participate in the concept development stage of a public art project.

An appropriate artist's fee is determined by:

- the overall project scope, budget and timeline
- the number of artists involved
- the commissioning approach.

Applicants are required to provide details of their proposed project and supply appropriate material to substantiate the request. **See Application Advice** for details.

Funding up to \$15,000 is available.

Further advice can be provided by Arts South Australia Public Art and Design staff, and you are advised to contact them before preparing an application.



## KEY DATES

### ROUND ONE

Closing date: 5pm, 23 April 2018

Notification date: June 2018

Commencement date: 1 July 2018

### ROUND TWO

Closing date: 5pm, 13 August 2018

Notification date: October 2018

Commencement date: 1 November 2018

### ROUND THREE

Closing date: 5pm, 3 December 2018

Notification date: February 2019

Commencement date: 1 March 2019



## AMOUNTS AVAILABLE

Up to \$15,000



## CONTACT

Sue Lorraine

Arts Development Officer, Public Art and Design

Phone: (08) 8463 5447

Email: [sue.lorraine@sa.gov.au](mailto:sue.lorraine@sa.gov.au)

## APPLICATION ADVICE

Applicants to the Project Seed grant category are advised to contact Arts South Australia Public Art and Design staff to discuss:

- project rationale
- the artist brief and its development
- approach to artist selection process
- timeline
- amount of funding requested.

The Public Art and Design application form, attachments and support material will form the basis of your submission.

The draft artist brief will need to include information about the project, such as the budget, the commissioner's objectives, the planned location and proposed artist selection process.

For information on the development of a project and artist brief please refer to the Public Art and Design checklist documents:

- What is public art?
- Project Initiation & Development
- Developing an artist's brief

It is a general condition of funding in this category that Public Art and Design staff contribute to the development of the artist's brief and where appropriate an Arts South Australia peer assessor participates in the selection of artists and/or concepts.

Before submitting an application, be sure to read the information regarding support material in this handbook.

# 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 and artists receiving funding through this program must be Australian citizens or have permanent resident status and live, or be primarily located, in South Australia.

Applications are accepted from South Australian commissioners who may be, community groups, organisations (including those in receipt of ongoing Arts South Australia funds) and Local and State Government agencies.

The private sector is eligible for financial assistance only when in partnership with an eligible applicant, but not directly. The private sector may obtain advice on the commissioning of works of art for public places.

It is a requirement of Project Seed funding that the applicant provide **evidence of a commitment to fund the project implementation budget.**

Industry best practice will need to be demonstrated in the selection of participating artists. An open call is Arts South Australia's preferred method for the selection of artists. Where a limited call or direct selection process has been used, the rationale for this mode of selection must be strongly and clearly articulated in the application.

# CRITERIA

Public Art and Design applications will be assessed on the applicant's ability to demonstrate that the proposed project meets the two key criterions of **Artistic Merit** and **Viability** and either **Engagement** or **Development** as a third criterion.

In assessing applications the following will be used as a guide by peer assessors. You do not need to address all the bullet points outlined. If your proposed funded activity meets both the Engagement and Development criterions you are able to address them both.

#### **Artistic merit may refer to:**

- innovation, originality, quality, creativity and ambition of the project
- the context in which the project is being undertaken
- the potential contribution of the project to the development of the art form.

#### **Viability may refer to:**

- the planning and resources required to achieve the project
- 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.
- the track record, creative achievement and skill of the artist or artists involved in the project
- demonstration of best practice.

#### **Engagement may refer to:**

- the potential to grow audiences and their critical understanding of the art form
- the development of new ways to engage with audiences and community
- the potential to provide opportunities and public art outcomes that increase access, social inclusion and cultural diversity.

#### **Development may refer to:**

- the development of artist and art form practice
- the potential to enhance the skills and/or professional reputation of South Australian artists
- 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.

# 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](https://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](https://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

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 online application form.

## **DETAILS**

Is the proposed artwork considered temporary or permanent?

Please provide the address of the site where the artwork will be installed.

## **PROJECT DESCRIPTION**

Please read the Criteria specified in this handbook.

Please attach:

- a two page project description against the two key and third selected criteria for Project Seed funding applications outlining:
  - o Artistic Merit
  - o Viability
  - o Engagement and/or Development.

## **ADDITIONAL INFORMATION**

Please provide letters of support (where relevant).

# KEY APPLICATION ATTACHMENTS

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## **ATTACHMENTS**

Please attach:

- draft artist/project brief (information about preparing a brief can be found in the Developing an Artist's Brief checklist)
- approach to artist selection process
- timeline
- outline of the stakeholder consultation process
- necessary approvals and/or confirmation (both those confirmed and still required).

# 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: A total of 10 images for individuals and 20 images for groups should be provided via URL or PowerPoint. Images must be accompanied by an image list which includes dates and full descriptions of the works.

**Support material will not be accepted after the closing date.**

# BUDGET

Complete the budget template provided in the online application form.

## **BUDGET TIPS**

- Your budget must balance.
- Your budget should show evidence of additional resources and support, including other sources of income and in-kind contributions (see Viability criteria).
- Upload concise notes to your budget in the Key Application Attachments section of the online application form.
- Notes to budget should include detail of calculations for such things as box office and artist fees (include professional fee benchmarks for reference).
- Notes to budget should include copies of quotes to support all major expenses.
- If you have applied for funding from other sources, notes to budget should indicate the timing of notification for unconfirmed funds.
- Notes to budget should include a contingency statement for significant unconfirmed funds.

[Click here](#) to see an example of the budget template.

# 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 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.

## APPROVAL, NOTIFICATION AND ADVICE

All applicants will be notified of funding outcomes by email in advance of the commencement date for the 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](http://arts.sa.gov.au)