



Arts South Australia  
Independent Makers & Presenters Program

# Japan Travel Fund HANDBOOK



## About the Grant

Established with funds made available by the former Bank of Tokyo (now part of MUFG Bank, Ltd.), this grant enables artists at any stage of their careers to undertake arts-based activity in Japan.

The grant is open to professional practicing independent artists based in South Australia who want to explore traditional or contemporary skills to inform their practice or develop projects through a Japanese connection.

Funds can be provided for any costs arising from a project, including travel, accommodation and living allowances.

Activity may involve:

- a residency at a significant institution
- working one-on-one with a Japanese artist
- participation in workshops or master classes
- project research and development.

Stand-alone presentation outcomes such as touring, performing or exhibiting in Japan will not be funded. Consideration may be given to presentation opportunities where they are an integral part of the development of a project.

## Applicant Eligibility

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

Employees of the South Australian Government or South Australian Government funded arts and cultural organisations\* may apply to the Japan Travel Fund. Applications must be for activity which is outside the day-to-day requirements and duties of the applicant's employment. Applications must include a statement from the employer confirming that the activity has been initiated by the applicant, not the organisation. The proposed activity must comply with agency or organisation policy relating to outside employment.

Applicants with overdue acquittal/s are not eligible for further funding.

\*Organisations funded through Arts South Australia (Major Organisations and Arts Organisations Program, Department for Industry and Skills and Department for Education and Child Development)

## Eligible Costs and Expenses

What this category funds:

- Accommodation
- Artists' fees
- Workshop / master class fees
- Living allowances
- Mentor fees
- Travel
- Venue/studio hire
- Materials (directly related to the development opportunity).

What this category **does not** fund:

- projects already completed, or due to be completed, before the commencement of the funding period. Funding will not be provided retrospectively
- projects without professional outcomes, such as amateur productions, the self-publication of literary works, fundraising, competitions, awards and prizes
- costs for study for a tertiary education qualification, including projects forming part of a course of study or graduation ceremonies
- screen-based projects aimed at the cinema, film festivals or television, and media projects with a purely commercial outcome (you should contact the South Australian Film Corporation). Some activity will be eligible when incorporated into projects in other art form areas.
- start-up business costs and the purchase of basic equipment.
- individual writers seeking to employ an editor to work on a manuscript or to market their own titles
- stand-alone presentation and touring
- manuscripts aimed at the education sector
- the preparation of work intended for, or the costs associated with, self-publication.

Rates of pay for artists can vary depending on the skills and experience the artist brings to the project. Where an award or industry standard clearly applies, applicants are encouraged to comply. Where there is no award, it is advisable to quote industry standard rates for artists.

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)

## Criteria

All applications are assessed against the following criteria.

**Artistic Merit** and **Viability** are the two key criteria to consider in your proposal.

Address the **Engagement** and/or **Development** criteria as they relate to your proposal - your proposal may meet all criteria.

You do not need to respond to each individual bullet point.

<b>ARTISTIC MERIT</b>
In assessing the <b>Artistic Merit</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• innovation, originality, quality, creativity and ambition</li><li>• the track record, creative achievement and skill of the artist or artists involved</li><li>• the context in which the work is being undertaken</li><li>• the potential contribution to the development of the art form</li><li>• evidence of experimentation, risk taking and bravery.</li></ul>
<b>VIABILITY</b>
In assessing the <b>Viability</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• the planning and resources required to achieve the potential of the proposal</li><li>• the ability of the applicant to meet the logistical challenges of the proposal</li><li>• evidence of strong financial and operational management, including a realistic budget and timeline</li><li>• evidence of additional resources and support, including other sources of income</li><li>• and in-kind contributions</li></ul>
<b>ENGAGEMENT</b>
In assessing the <b>Engagement</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• the potential to grow audiences and their critical understanding of the art form</li><li>• the development of new markets, locally, nationally and/or internationally</li><li>• the development of new ways to engage with those markets</li><li>• 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</li><li>• evidence of deeper engagement with, and the involvement of, particular communities and/or audiences and the delivery of artistic benefits to them.</li></ul>
<b>DEVELOPMENT</b>
In assessing the <b>Development</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• the development of artist and art form practice</li><li>• the potential to enhance the skills and/or professional reputation of the applicant</li><li>• the capacity to forge new pathways for artist and sector development</li><li>• the capacity to develop new networks, collaborations and partnerships</li><li>• the contribution to South Australia's reputation as a centre of cultural leadership</li><li>• at a national and international level, and the resultant economic benefits</li></ul>

## How to Apply

Before submitting an application, be sure to read the following information (refer also to the Grants Portal FAQ page at <http://arts.sa.gov.au/arts-south-australia-grants-portal-faq>)

<b>Step 1</b>	Read this handbook
<b>Step 2</b>	Consider how your proposal meets the criteria
<b>Step 3</b>	Contact an officer listed 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
<b>Step 4</b>	If you are a new applicant, register in Arts South Australia's online grants portal – <a href="http://grants.arts.sa.gov.au">http://grants.arts.sa.gov.au</a> . If you are a previous applicant, but have not logged in to the portal before, email <a href="mailto:ASAGrants@sa.gov.au">ASAGrants@sa.gov.au</a> to be issued with a temporary password.
<b>Step 5</b>	Log in to the online grants portal at <a href="http://grants.arts.sa.gov.au">grants.arts.sa.gov.au</a> and identify the funding program and round you wish to apply for
<b>Step 6</b>	Click on 'Apply' to access the online application form
<b>Step 7</b>	Complete the online application form and upload Key Application Attachments and Support Material
<b>Step 8</b>	Your application will remain in draft and can be revised at any time prior to the round closing (until you click 'Submit').

### **Late applications will not be accepted**

**You will not be able to submit an application if you have an overdue acquittal (check with an officer if you are unsure)**

## Key Application Attachments

It is **MANDATORY** that you include the items listed below in your application.

Files should be clearly labelled and uploaded to the Key Application Attachments section of the online application form.

### **Combine items to keep the number of individual documents to a minimum.**

<b>Project Description</b> (Maximum one page, and must be in Arial 11pt font)	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.
<b>Artistic Statement</b> (Maximum two pages, and must be in Arial 11pt font)	Provide a more thorough artistic statement on your conceptual ideas, professional benefits and objectives of the project, outline of activities associated with the project and other relevant information that may not fit into your project outline
<b>Letters of Support and Confirmation of Activity</b>	Provide letters of support (up to five) and confirmations
<b>Project Partners</b>	Include letters of confirmation and support by project partners and participants of the proposed activity if applicable
<b>Biographical Information</b>	Your CV should be limited to two pages. If there is more than one artist involved in the project, please provide a brief CV or biography on each person, of no more than 400 words per person.
<b>Timeline</b>	Timeline that illustrates the stages of the project and shows a viable approach to planning.
<b>Notes to Budget</b>	Notes to budget may include explanations for income and expenditure items, including box office calculations, artist fee calculations and breakdowns, currency conversions, quotes and expected notification of unconfirmed funding requests.

**Please note: The maximum file upload per application (including all Key Application Attachments and Support Material) is 10MB**

## Support Material

Support material should assist the peers in their understanding of your application. We prefer to receive support material via URLs (web links such as Vimeo and YouTube) 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 (ensure that the total size of attachments and uploads fits within the 10MB limit for each application):

- Video (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**

**Please note: the maximum file upload per application (including Key Application Attachments and Support Material) is 10MB**

## Budget

Complete and finalise the budget template provided in the online application form.

### **BUDGET TIPS**

- Your budget **MUST** be a balanced income and expenditure budget.
- Arts South Australia does not fund activity in entirety.
- 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 **MUST** include a list of expenditure items for which Arts South Australia funding is sought (if not indicated in the online template).
- Notes to budget should include detail of calculations for such things as box office and artist fees (include professional fee benchmarks for reference). Box office income should be conservatively estimated at 40% of the capacity of the venue.
- 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.

## 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: Arts South Australia is situated in Wakefield House, Level 16, 30 Wakefield Street. We 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

<b>Acknowledgment</b>	You will receive an automated email acknowledging submission of your application.
<b>Assessment</b>	<p>It is important to note that while Arts South Australia staff manage the funding programs, they do not determine the final outcomes.</p> <p>Peer assessment is central to Arts South Australia's funding process.</p> <p>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.</p> <p>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.</p> <p>There is usually a greater number of worthy applications than the available funds can support.</p> <p>A summary of funding outcomes will be available on Arts South Australia's website following notification of applicants.</p> <p>Feedback on successful and unsuccessful applications is available by contacting an Arts South Australia officer.</p>
<b>Funding Agreements</b>	Successful applicants will be required to enter a funding agreement with Arts South Australia for the period of funding.
<b>Reporting</b>	Successful applicants will be expected to provide an artistic, statistical and financial acquittal within three months of the completion of the funding period.
<b>Approval, Notification &amp; Advice</b>	<p>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.</p> <p>Applicants are encouraged to seek feedback from Arts South Australia to assist with future applications.</p>
<b>Draft (Unsubmitted) Applications</b>	<p>All draft (unsubmitted) applications will be deleted from the online grants portal one month after the round closing date.</p> <p>Please email <a href="mailto:ASAGrants@sa.gov.au">ASAGrants@sa.gov.au</a> if you wish to retain access to a draft application.</p>