

project funding

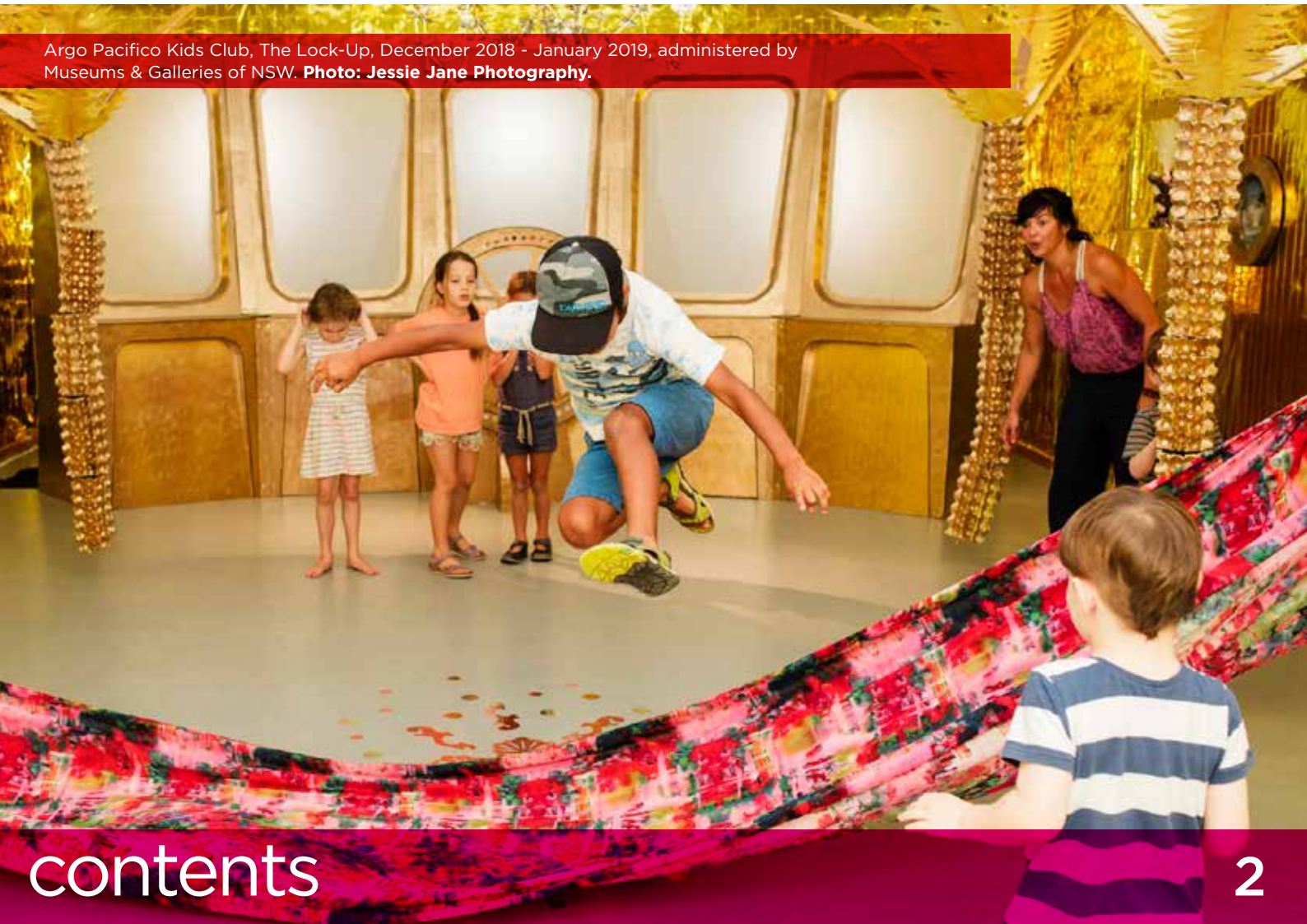
ARTS AND CULTURAL FUNDING PROGRAM GUIDELINES 2019/20



CONTENTS

MESSAGE FROM THE MINISTER FOR THE ARTS	3
ARTS AND CULTURAL FUNDING PROGRAM OBJECTIVES	4
OVERVIEW OF PROJECT FUNDING	6
OTHER FUNDING SUPPORT	6
WHEN CAN I APPLY FOR FUNDING?	7
WHO CAN APPLY FOR FUNDING?	8
HOW MUCH FUNDING IS AVAILABLE?	9
HOW WILL MY APPLICATION BE ASSESSED?	11
WHEN WILL I KNOW IF MY APPLICATION IS SUCCESSFUL?	16
WHAT SUPPORT IS AVAILABLE TO ME?	17

Argo Pacifico Kids Club, The Lock-Up, December 2018 - January 2019, administered by Museums & Galleries of NSW. Photo: Jessie Jane Photography.





MESSAGE FROM THE **MINISTER FOR THE ARTS**

Create NSW acknowledges the Aboriginal people across the State and their continued connection to their lands, waters and culture.

We respect elders past and present and the role that Aboriginal artists play in contributing to their culture.

Creativity, arts and cultural activities enrich our lives profoundly. Australia's history reaches back more than 60,000 years with its roots in First Peoples' culture and traditions, and today, our stories are informed by our profound diversity. Expressions of our culture, the stories of a multicultural population from across the globe, shape our experiences and our aspirations and reflect who we are to the world.

I invite and encourage NSW artists, practitioners and organisations to apply for support through the Arts and Cultural Funding Program. This year we have streamlined the process to make it easier for applicants and we have created new Artform Assessment Boards with leading arts and cultural practitioners to assist in decision making.

The Program supports arts and cultural organisations, and the creative talent that makes this State great. This year we have increased the opportunity for a broader range of projects and activities to apply for support.

Through funding for core programs, individual projects and professional development, the arts will thrive and deliver creative excellence that reflects our diverse communities.

In addition, we will continue to offer targeted support for the development of the NSW Aboriginal arts and cultural sector. Based on the principles of self-determination, and supporting the cultural aspirations of Aboriginal communities in NSW, this will drive forward our strong sense of national identity.

The NSW Government wants the people of NSW to experience how creativity makes a vital contribution to the liveability of their communities and the enjoyment of their everyday lives. Participating in creativity has benefits for everyone. It develops critical thinking skills through arts education, improves our mental health, accelerates recovery and rehabilitation in hospitals, connects diverse audiences from across the State and enhances the wellbeing of our communities.

We are committed to increasing access to creativity, arts and culture that enables us to reflect and celebrate who we are, express our identity and activate gathering places across NSW for everyone's benefit.

Hon. Don Harwin MLC, **Minister for the Arts**



ARTS AND CULTURAL FUNDING PROGRAM OBJECTIVES

The Arts and Cultural Funding Program is guided by **three** key objectives:



Grow creative leadership and programming excellence in NSW

- We foster world-class arts and cultural ambition by investing in creative leadership and programming excellence – including contemporary, innovative and daring practices, the delivery of new works and support for plans that bring works to new audiences
- We support organisations, artists and arts and cultural workers that facilitate an understanding of different cultures and opportunities for creative encounters that help build a cohesive and open society.



Strengthen NSW arts and cultural activity that drives community and social benefits

- First Peoples' arts and culture is acknowledged as a key pillar of arts and culture in Australia, and we promote new opportunities for their professional development, self-determination and leadership
- We support arts and cultural activity that benefits the many in NSW, inclusive of the wide variety of communities and the diverse creative ecology across the State
- Our activity delivers accessible creative experiences that nurture creative skills, improve well-being and enable a widely-engaged and diverse community of artists in NSW
- We are committed to increasing equity in accessing resources and opportunities amongst underrepresented groups across the State.



Showcase NSW as a leader for strategic arts and cultural governance and strong financial management

- We support projects and programs that exemplify financial resilience backed by best-practice governance, budgeting, marketing and strong strategic planning that demonstrates increased creative production, sustainability and activation in NSW
- We support the continual improvement of the sector through activity that delivers opportunities for professional development to foster strong leadership and delivery
- Successful projects demonstrate their economic viability through the use of strategic partnerships, diversified income streams and innovative approaches that build organisations' capacity to secure funding from alternative sources.

Justene Williams, *Two Fold*, 2016, performance at Museums & Galleries of NSW IMAGinE Awards 2018, National Art School. **Photo: Tim da-Rin**





Studio A artist Thom Roberts, *Thom Roberts Counts Trains*, for The National New Australian Art 2019 at Carriageworks. **Photo by Tim Oxford**

OVERVIEW OF PROJECT FUNDING



Project funding supports excellence, innovation and creativity within the NSW arts and cultural sector. It aims to deliver a dynamic and diverse range of arts and cultural experiences to communities across NSW, contribute to the development of a vibrant and accessible arts and cultural sector, and support the employment and development of professional NSW-based artists and arts and cultural workers.

Funding is available for a wide range of arts and cultural activity, including:

- creation of new work, practice-based research or experimentation and professional development
- production, exhibition, presenting, publishing or recording, touring and festivals
- promotion and marketing, market and/or audience development activity
- conservation and/or development of collections and archives (including Aboriginal Keeping Places and the digitisation of collections)
- purchase of capital infrastructure and equipment
- partnerships, capacity building and sustainability.

Funding is not available under this program for filmmaking, screen production, mainstream animation or film festivals (see screen.nsw.gov.au for funding opportunities in this area).

OTHER FUNDING SUPPORT



Creative Koori Projects and **Annual Organisation** funding guidelines are also available - visit the website for more information: create.nsw.gov.au

Guidelines for **Multi-year Organisation** funding will be released in August 2019. Multi-year Organisation funding is a contribution to a program of activity delivered by emerging and established leading arts and cultural organisations based in NSW. Funding will be offered through a multi-year agreement commencing from 2021.

Shalini Parthiban, Lingalayam Dance Company. Photo: Iqbal Barkat



WHEN CAN I APPLY FOR FUNDING?



There are **two** opportunities to apply for Project funding in the 2019/20 financial year:

ROUND 1

Opens: The first Monday in August (Monday, 5 August 2019)

Closes: The first Monday in September (Monday, 2 September 2019 at 5pm AEST)

ROUND 2

Opens: The first Monday in February (Monday, 3 February 2020)

Closes: The first Monday in March (Monday, 2 March 2020 at 5pm AEST)



IMPORTANT

- Applications must be received through our secure online grants system
- You can access the online application form using the **Apply Now** button on the Create NSW website: create.nsw.gov.au
- You may submit only **one application per round**. It may be to any one of the following categories: Project, Creative Koori Projects or Annual Organisation
- Late submissions will not be accepted
- Technical and administration support will be available until 5pm on the closing date
- See **page 16** if you require this information in a format which is accessible to you
- Please contact us well before the closing date with any technical or administration questions:



(02) 8289 6520



arts.funding@create.nsw.gov.au

WHO CAN APPLY FOR FUNDING?

To be eligible for Project funding you need to meet the following **three** criteria:

1 Applicant type

You must be an:

- Australian citizen; or
- permanent resident; or
- organisation/group located in Australia.

2 Project focus

Your project must be a clearly defined arts and cultural activity.

3 Benefit

Your project must benefit NSW by either:

- employing NSW artists or arts and cultural workers; and/or
- providing arts and cultural experiences to the people of NSW.



You are **ineligible** to apply for Project funding if:

- you are a Major Performing Arts company, State Significant Organisation, State Cultural Institution or Key Festival; or
- your project has commenced or already taken place
- you are applying for filmmaking, screen production, mainstream animation or film festivals (see screen.nsw.gov.au for funding opportunities in this area).

Funds Administration

You may engage an administrative body/third party (e.g. manager, agent or producing organisation) to receive and administer funds on your behalf. It is recommended that a fee for this service is included in your project budget.

HOW MUCH FUNDING IS AVAILABLE?

\$ There is **no upper limit** to the amount of funding you may request.

However, to be competitive, you must provide a level of detail in your written application, support material and budget appropriate to the level of your funding request (see **Assessment Criteria**).

This expectation will vary according to the following levels of your funding request:

- applying for less than \$20,000
- applying for at least \$20,000 but less than \$140,000
- applying for \$140,000 or more.



You may not request funding for the total cost of your project. You must include an independent financial contribution (cash and/or in kind) from other sources. This amount varies according to the level of your funding request:

FUNDING REQUEST	INDEPENDENT FINANCIAL CONTRIBUTION <small>(cash and/or in kind) from other sources</small>
Less than \$20,000	At least 10% of total budget
At least \$20,000 but less than \$140,000	At least 30% of total budget
\$140,000 or more	At least 50% of total budget

James Mangohig on bass guitar, *In Between Two*, Contemporary Asian Australian Performance. **Photo: Sarah Walker**





Ethan Green and Christian Tagliaferro in *The Outside Man*. Photo: Lisa Tomasetti for Merrigong Theatre Company

HOW WILL MY APPLICATION BE ASSESSED?



Assessment Criteria

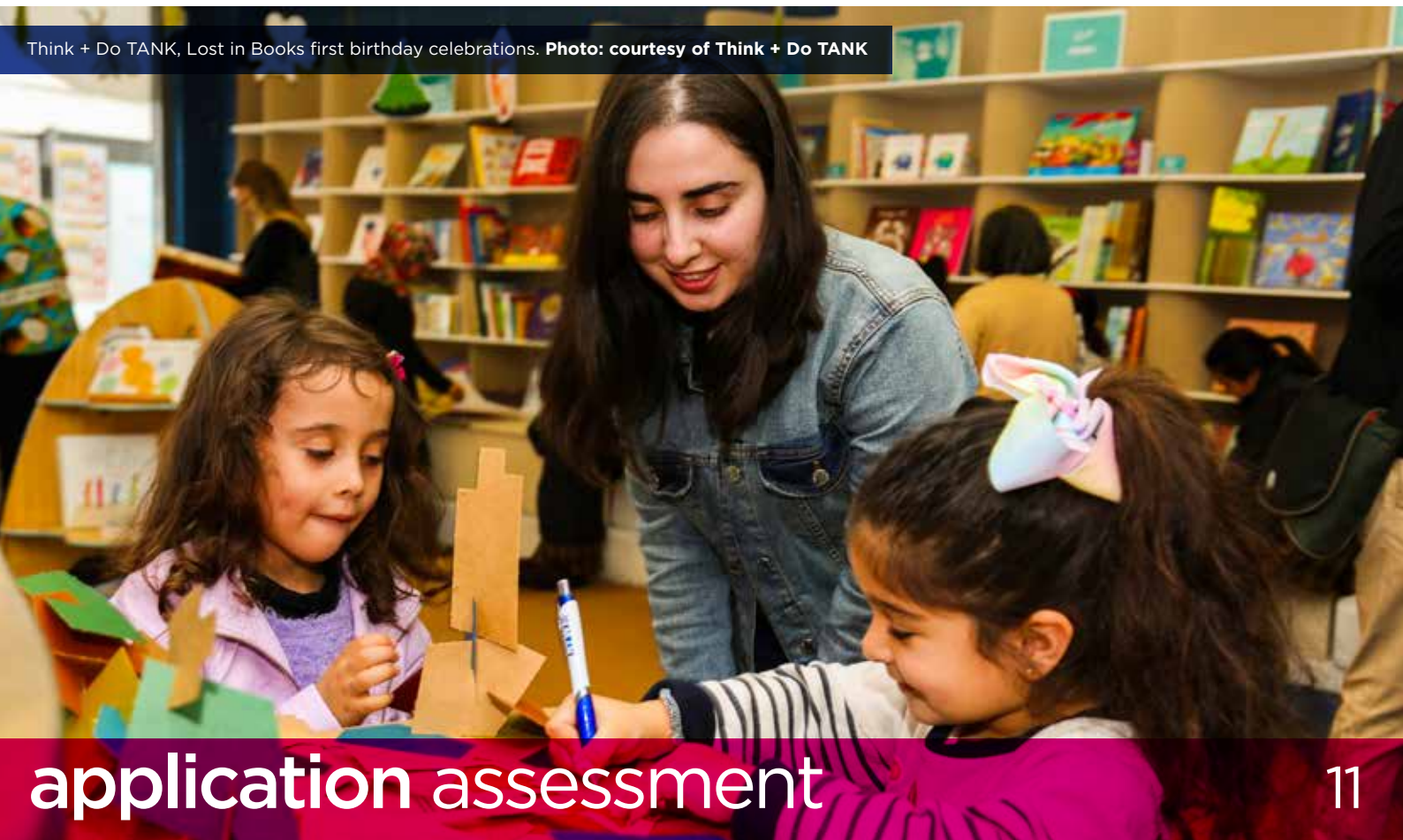
You must address the following **three** assessment criteria. The level of detail required in addressing each criterion will increase according to the level of funding request:



✓ REQUIRED ✗ NOT REQUIRED ● OPTIONAL

CRITERIA	FUNDING REQUEST		
	Less than \$20,000	\$20,000 and over but less than \$140,000	\$140,000 and over
1 Project merit	✓	✓	✓
EXCELLENCE	<p>The Artform Assessment Board may consider:</p> <ul style="list-style-type: none"> ■ the artistic rationale and/or vision for the project ■ the articulation of creative process and/or project delivery ■ the quality and reputation of previous work ■ how the project engages NSW artists, and arts and cultural workers ■ how the project provides arts and cultural experiences to the people of NSW ■ how the project profiles NSW/Australian stories, voices and practices ■ how the project contributes to the creative and cultural profile of NSW ■ your adherence to Aboriginal cultural protocols (where relevant). 		

Think + Do TANK, Lost in Books first birthday celebrations. Photo: courtesy of Think + Do TANK



CRITERIA	FUNDING REQUEST		
	Less than \$20,000	\$20,000 and over but less than \$140,000	\$140,000 and over
2 Project impact Choose and address one option (Audience, Cultural, Operational or Social Impact) that best represents the primary outcome of your project:	✓	✓	✓
AUDIENCE IMPACT	The Artform Assessment Board may consider how your project: <ul style="list-style-type: none"> ■ increases or diversifies audiences ■ satisfies existing audience demand ■ delivers long-term benefits for audiences ■ develops markets for NSW work nationally and internationally ■ meets existing demand for NSW work ■ engages international audiences with NSW work ■ develops international partnerships and collaborations ■ where relevant, increases the experience by Australians of Aboriginal and Torres Strait Islander arts and culture. 		
CULTURAL IMPACT	The Artform Assessment Board may consider how your project: <ul style="list-style-type: none"> ■ develops the artform and/or sector ■ contributes to the diversity of cultural expression ■ demonstrates a high level of innovation and experimentation ■ demonstrates leadership in area of practice ■ demonstrates creative collaborations across the sector ■ engages diversity of artists, arts and cultural practitioners. 		
OPERATIONAL IMPACT	The Artform Assessment Board may consider how your project: <ul style="list-style-type: none"> ■ outlines strategies for increasing philanthropic support or capacity building ■ develops partnerships across and outside the sector to enhance business sustainability ■ leverages requested funding for support from other sources ■ demonstrates strategies for increasing self-generated income ■ offers ability to secure matched funding through NSW Government support. 		
SOCIAL IMPACT	The Artform Assessment Board may consider how your project: <ul style="list-style-type: none"> ■ engages the NSW community in arts and cultural activities as creators, participants and/or audiences ■ provides social outcomes in identified areas of need in NSW, e.g. education, health and wellness ■ demonstrates strategies for social inclusion in identified areas of need in NSW, e.g. education, health and wellness ■ demonstrates the value of the project to NSW audiences/target market ■ supports volunteer engagement and development ■ increases the experience by Australians of Aboriginal and Torres Strait Islander arts and culture. 		

CRITERIA		FUNDING REQUEST		
3	Project viability Create NSW and the Artform Assessment Board consider:	Less than \$20,000	\$20,000 and over but less than \$140,000	\$140,000 and over
	■ a basic project budget and plan	✓	✗	✗
	■ a detailed and comprehensive budget	✗	✓	✓
	■ demonstration that budgeted costs are appropriate (e.g. fees, venue hire)	✓	✓	✓
	■ the diversity of revenue generated	✗	✓	✓
	■ your capacity to manage the funds and financial risk	✗	✓	✓
	■ a detailed project plan	✗	✓	✓
	■ the history, experience and expertise of key staff and creative delivering the project	✗	✓	✓
	■ the scope of partnerships and shared resources	✗	●	✓
	■ any applicable governance, committee, and project management arrangements	✗	●	✓
	■ any employment and/or investment in skills development	✗	●	✓
	■ risk management plans	✗	●	✓



Rika Hamaguchi in Bangarra's *Dark Emu*. Photo: Daniel Boud

ASSESSMENT PROCESS



You will receive an automated response from our secure online grants system once your application has been submitted. All applications then proceed through an assessment process as outlined below.

Artform Assessment Boards

All applications are assessed by Artform Assessment Boards. As part of the application process, you will be able to choose which Artform Assessment Board you want to assess your application. The Boards will consist of representatives from leading NSW arts and cultural organisations, independent organisations and individual artists.



Eligibility check

Once received through the online grants system, all applications undergo an eligibility check.

Eligible applications proceed to the three-stage assessment process.

If you are deemed ineligible, you will be advised in writing within 14 days of the closing date and your application will not proceed to assessment.

Assessment Stage 1

The Artform Assessment Board members individually assess and rank all applications against Project Merit and Project Impact assessment criteria.

Assessment Stage 2

Create NSW will review and provide advice to the Boards on how the applications meet Criterion 3: Project Viability.

Assessment Stage 3

The Artform Assessment Boards will meet to determine their final recommendations with reference to the assessment criteria, demographics and the distribution, range and scale of recommended applicants. This may include prioritising NSW applicants, as well as programs, individuals and outcomes that address people living and/or working in regional NSW, people living and/or working in Western Sydney, Aboriginal people, people from culturally and linguistically diverse (CaLD) backgrounds, people with disability, and young people. Prioritisation of recommended applicants ensures equity across the State and the best outcomes for NSW Government investment.

There may also be cross-Board consultation on applications as determined by the Board members.

Final recommendations are submitted for the consideration of the Minister for the Arts.

Further advice and/or clarification may be requested from applicants by Create NSW during the assessment process.

The NSW Government typically receives far more applications than it can support and even if your application meets the assessment criteria, you are not guaranteed funding. If you are successful, your application may not be funded to the amount you have requested.

WHEN WILL I KNOW IF MY APPLICATION IS SUCCESSFUL?



All applicants will be notified of the outcome of their applications publicly or under embargo* no later than the following dates:

ROUND 1

Touring (performing arts) projects only: Friday 31 October 2019

All other projects: Friday 6 December 2019

All successful Round 1 projects can start after 31 January 2020.

ROUND 2

All projects, including Touring (performing arts): Friday 19 June 2020

All successful Round 2 projects can start after 1 August 2020.

* Under embargo means that applicants are notified but cannot publicise the outcome until the official announcement has been made by the Minister for the Arts or Create NSW. The embargo period is taken seriously and failure to comply may impact your current or future funding eligibility.

What happens if my application is successful?

Successful applicants will be required to sign a funding agreement that covers your obligations, including:

- **Acceptance:** Return a signed contract, and any other required documentation, within two weeks of receipt
- **Publicity:** The NSW Government must be acknowledged in any marketing/publicity collateral
- **Timing:** Completion of your project must take place within two years of the funding commencing
- **Reporting:** Reporting and monitoring requirements will be appropriate to the scale of the funding received
- **Overdue Acquittals:** If you have received a grant or administered a grant from Arts NSW/Create NSW in the past and that grant has not been satisfactorily acquitted, payment of new funding may be delayed until acquittal has been submitted and approved.

How do I get feedback on my application?

When you are notified of the outcome of your application, you will also be provided with information on how to receive feedback.

An Assessment Meeting Report providing an overview of the round and the successful applicants will also be published on the website after the outcome of each round has been publicly announced. The report will contain feedback from the Artform Assessment Board that may assist you with future applications.


WHAT SUPPORT IS AVAILABLE TO ME?



Resources will be made available to assist you with your funding application. We recommend that you sign up to the Create NSW e-newsletter to stay informed of updates via our website create.nsw.gov.au.

Create NSW contact details

Contact a staff member if you need any advice between 9am and 5pm Monday to Friday:

 (02) 8289 6520


 arts.funding@create.nsw.gov.au

Create NSW staff are available to provide information to potential applicants on interpretation of these Guidelines, including types of projects eligible for funding, and advice on the online application process. Staff cannot help directly with your application. To maintain a fair and equitable process, staff are unable to edit or correct any applications.

ACCESSIBILITY



If you are an applicant living with disability, and you require this information in a format which is accessible to you, or if you require this information in another language, you can contact us between 9am and 5pm Monday to Friday:

 (02) 8289 6520

 arts.funding@create.nsw.gov.au

The National Relay service numbers are:

TTY users

Phone 133 677 then ask for (02) 8289 6520

Speak and Listen users

Phone 1300 555 727 then ask for (02) 8289 6520

Internet Relay users

Connect to NES then ask for (02) 8289 6520

OTHER INFORMATION



The following further information can be found on the website: create.nsw.gov.au

- Complaints process
- Privacy Policy
- Government Information (Public Access) Act 2009.

create with us

create.nsw.gov.au

DISCLAIMER

Every effort has been made to ensure this publication is free from error and/or omission at the date of publication (July 2019). The authors, publisher and any person involved in the preparation of this publication take no responsibility for loss occasioned to any person acting or refraining from action as a result of information contained herein.

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