



Arts South Australia  
Independent Makers & Presenters Program

# South Australian Living Artist Publication HANDBOOK



## About the Grant

The annual South Australian Living Artist Publication supports the production of a major, high-quality book profiling an established South Australian visual artist with a significant track record of achievement in their area of practice. The book is developed and published in conjunction with the Board of the South Australian Living Artists (SALA) Festival and Wakefield Press.

The South Australian Living Artist Publication is designed to position South Australian visual art, craft and design practitioners in a national and/or international context.

The publication will:

- be a strategic promotional tool to assist in the development of the artist's audience and career profile
- focus on the artist's current practice and future career directions rather than take a purely retrospective approach in celebrating the artist's history
- provide a comprehensive analysis of the conceptual approach of the artist
- provide a significant resource for curators, galleries, collectors, researchers and students.

It also aims to support the development and profile of South Australian arts writers through:

- commissioning a professional arts writer (or writers) to write the book
- building the successful writer's catalogue of independent publications
- providing a mentorship opportunity for an emerging South Australian arts writer.

Nominations are invited from individuals and organisations for practising professional visual art, craft and design practitioners working and living in South Australia. Self-nominations will also be accepted.

Nominees will include a South Australian arts writer or writers to develop the content of the book and an emerging South Australian writer to undertake a mentorship.

The writer will be commissioned to research and prepare a major essay of approximately 6000 words, prepare a comprehensive CV and a bibliography of the artist and manage the selection, captioning and crediting of images used in the publication. The emerging writer will assist the writer at all stages of the project.

This category is assessed by a mix of:

- representatives of the SALA Festival Board and Wakefield Press
- Arts South Australia Visual Arts, Craft and Design assessment peers
- representatives of the broader independent arts sector.

The decision of the peers is final, and feedback will not be provided.

It is expected that the book will be released to coincide with a major exhibition of the artist's work.

The exhibition must at least be of national significance and may be international.

## Amounts Available

The successful artist is not paid a fee, but will be the subject of a high-quality book published by Wakefield Press that will be released during the SALA Festival. The successful writer(s) and emerging writer will be paid a stipend through Arts South Australia (total of \$10,500 shared between all writers) to research and write the book.

## Eligibility

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

## Who Can Nominate

- Nominees must be outstanding visual arts, craft and design practitioners living and working in South Australia
- South Australian writers, including those who have previously written a book in this series
- Nominations should include an emerging arts writer to be mentored on the project
- A nominator can make more than one nomination
- Nominations on behalf of an artist must include their contact details and signed permission
- Nominations must include contact details and signed permission from all writers, including the emerging writer.

## 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 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 applying, 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 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>Nomination Details</b>	Nominator contact details and signed confirmation of nominated artist and writer(s)
<b>Exhibition Timeline</b> (Maximum three pages, and must be in Arial 11pt)	The artist's planned career schedule for a period of two years from the announcement of the publication in August 2019, including a confirmed major national or international presentation coinciding with the release of the publication in August 2020 (
<b>Biographical Information</b> (Maximum two pages per CV, and must be in Arial 11pt)	Provide CVs for: <ul style="list-style-type: none"><li>• Nominated artist</li><li>• Writer(s)</li><li>• Emerging Writer</li></ul>
<b>Writer Approach</b> (Maximum 500 words per writer and must be in Arial 11pt)	A brief outline of the writer(s) proposed approach to the topic.
<b>Support Material</b> (Maximum 5 pages per writer)	Examples of the writer(s) previous work.

**Please note: the maximum file upload per application (including 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

You are not required to submit a budget for this category.

You will, however, need to submit the budget template in the online form to be able to complete the application - this template may be left blank.

## 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 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 can 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>