



Arts South Australia Made in Adelaide Program:

Artists' Top-Up Grants Funding Guidelines



**Government
of South Australia**

Department of the
Premier and Cabinet

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About the Program

The Made in Adelaide Program (the Program) is designed to support the strong presence of South Australian artists and arts organisations in Edinburgh during their summer festival season.

It is intended to grow access and participation at this important international marketplace for our local artists and companies.

The Program will support opportunities to capitalise on the positive impact that has been achieved with the Made in Adelaide brand and build the international reputation of South Australian artists and arts organisations.

The Program objectives are to:

- strengthen Adelaide's position as Australia's Festival City
- increase artists and arts industry participation in reciprocal attendance between Edinburgh and Adelaide
- increase interest in South Australian arts and cultural product including our festivals
- generate export sales of local arts and cultural product
- open the door for future arts and cultural collaborations, co-productions, international programming and partnerships.

Applications close at midnight on Sunday, 28 April 2019.

About the Grant

Artists' Top Up Grants support independent practicing professional South Australian artists to build sustainable careers in the arts and to grow their international profile through access and participation at the Edinburgh Fringe.

These Grants aim to expose our artists to international markets, to enable new relationships to be established, and existing relationships to be enhanced, with the goal of securing export sales of artistic product, while opening the door to future arts and cultural collaborations.

Funding is available to assist local artists with the presentation of their work in Edinburgh this year.

Amounts available

Up to \$4000 for individuals and up to \$6000 for groups.

Eligibility

Who is eligible?

- Applicants must be Australian citizens or have permanent resident status and live, or be primarily located, in South Australia.
- Applicants must be registered with the Edinburgh Fringe Society to participate in the 2019 Edinburgh Fringe.
- Practicing professional South Australian artists involved in the performing arts, literature or visual art craft and design are eligible to apply. Please note that: Funding for Contemporary Music in South Australia is available through the Music Development Office (MDO), which is part of the Creative Industries Directorate of the Department for Industry and Skills: <http://mdo.sa.gov.au/>

Who is not eligible?

Applicants with an overdue acquittal/s are not eligible for further funding and will not be able to submit an application through the online grants portal. Please check with an Arts South Australia officer if you are unsure.

What will be supported?

This category provides funding support for costs associated with the presentation of work during the Edinburgh Fringe including:

- travel and accommodation
- marketing costs
- hire of equipment
- freight
- creatives fees
- technical personnel and production costs
- materials
- administration costs.

What will not be supported?

This category does not fund activity already completed, or due to be completed, before the commencement of the funding period.

Please note that funding will not be provided retrospectively for Edinburgh Fringe registration fees.

How to apply?

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

- Read these guidelines.
- Consider how your proposal meets the criteria.
- Contact the listed arts 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.
- If you are a new applicant, register in Arts South Australia's online grants portal <http://grants.arts.sa.gov.au>. If you are a previous applicant, but have not logged in to the portal before, please email: ASAGrants@sa.gov.au to be issued with a temporary password.
- Log in to the online grants portal at: <http://grants.arts.sa.gov.au> and identify the funding program and round you wish to apply for.
- Click on 'Apply' to access the online application form.
- Complete the online application form and upload 'Key application attachments' and 'Support material'.
- Your application will remain in draft and can be revised at any time prior to the round closing (until you click 'Submit').

Applying as an organisation

- If you are applying as an organisation (this includes any group, 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, act or collective of more than one person. If you choose this option, your application will be managed as if you have applied as an individual.

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**. (Please note: The maximum file upload per application including all 'Key application attachments' and 'Support material' is 10MB).

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

Item	Description
Project Outline (maximum two pages, and must be in Arial 11pt font)	<ul style="list-style-type: none"> Your project outline should be a clear and concise description of the activity to be undertaken with the Grant. (e.g. 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).
Artistic Statement (maximum two pages)	<ul style="list-style-type: none"> Provide a more thorough artistic statement on the intended outcomes from presenting your work in Edinburgh, including the professional benefits, future objectives and any other relevant information that may not fit into your project outline.
Confirmation of Activity	<ul style="list-style-type: none"> Provide confirmation of your registration for the 2019 Edinburgh Fringe.
Project Partners	<ul style="list-style-type: none"> If possible include supporting documentation from your venue in Edinburgh.
Biographical Information	<ul style="list-style-type: none"> 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.
Timeline	<ul style="list-style-type: none"> A timeline that illustrates the stages of the project and shows a viable approach to planning.
Budget	<ul style="list-style-type: none"> Complete and finalise the budget template provided in the online application form. Your budget MUST be a balanced income and expenditure budget. Identify the budget items being supported by Arts South Australia through this funding request.

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 are unable to provide URLs, you can submit material files in the following formats (please 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).

Support material will not be accepted after the closing date

Late applications will not be accepted

Criteria

All applications are assessed against the following criteria, noting that **Artistic Merit** and **Viability** are the key criteria for this Grant category. Address the **Engagement** and **Development** criteria as they relate to your proposal. You do not need to respond to each individual descriptor.

Criteria	Description
Artistic Merit	<ul style="list-style-type: none">• Innovation, originality, quality, creativity and ambition.• Track record, creative achievement and skill of the artist or artists involved.• Context in which the work is being undertaken.• Potential contribution to the development of the artform.• Evidence of experimentation, risk taking and bravery.
Viability	<ul style="list-style-type: none">• Planning and resources required to achieve the potential of the proposal.• 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.
Engagement	<ul style="list-style-type: none">• Potential to grow audiences and their critical understanding of the art form.• Development of new markets, locally, and internationally.• Development of new ways to engage with those markets.• 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 audiences and the delivery of artistic benefits to them.
Development	<ul style="list-style-type: none">• Development of artist and art form practice.• Potential to enhance the skills and professional reputation of the applicant.• Capacity to forge new pathways for artists and sector development.• Capacity to develop new networks, collaborations and partnerships.• Contribution to South Australia's reputation as a centre of cultural leadership at a national and international level.

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 (ATSI) 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 South Australian 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 and 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 advise the Arts South Australia contact if you have specific accessibility requirements.

Accessing the Arts South Australia building – we are located in the:

State Administration Centre,
Level 12, 200 Victoria Square
ADELAIDE SA 5000.

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

You will receive an automated email acknowledging submission of your application.

Please note that all draft (unsubmitted) applications will be deleted from the online grants portal one month after the round closing date.

Please email ASAGrants@sa.gov.au if you wish to retain access to a draft application.

How are applications assessed?

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 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 an Arts South Australia officer.

Notification

All applicants will be notified of funding outcomes by email in advance of the commencement date of their project.

Funding agreement

Successful applicants will be required to enter into a Funding Agreement with Arts South Australia for the period of funding.

Payment will be made in accordance with the terms and conditions of the agreement

Return of funding agreements and payment of invoices will be managed through Arts South Australia's online grants portal.

Reporting requirements

Successful applicants will be expected to provide an artistic, statistical and financial acquittal within three months of the completion of the funding period.

For more information:

Arts South Australia

Department of the Premier and Cabinet

T 8463 5445

E Sandra.naulty@sa.gov.au

W <https://arts.sa.gov.au/>