



Arts South Australia  
Public Art and Design

# Commission Support Funding HANDBOOK



## About the Grant

**Public Art & Design Commission Support Funding Grants** are available for the commissioning of site-specific ephemeral, temporary and permanent new public art works by practicing professional South Australian artists for presentation in a high profile, publicly and accessible location throughout South Australia.

Assistance is provided for costs directly arising from the involvement of the artist/s in the development, fabrication, installation and realisation of their concept and for mentoring and professional development opportunities linked to public art projects.

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

Funding up to \$15,000 is available.

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

## Applicant 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 South Australian Government funded arts and cultural organisations\*) 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 Commission Support funding that the applicant provide evidence of a commitment to fund a minimum of 50% (cash or in-kind) of the total 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.

\*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:

- Artist/mentor/mentee fees\*
- costs directly arising from the involvement of the artist/s, creatives and professionals in the development, fabrication, installation and realisation of the public art commission
- travel

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 a public art outcome or presentation
- projects without professional outcomes, fundraising, competitions, awards and prizes
- projects forming part of a course of study
- start-up business costs and the purchase of equipment

\*An appropriate artist's fee is determined by the overall project scope, budget and timeline the number of artists involved and the commissioning approach. Further advice can be provided by Arts South Australia staff.

## Criteria

Public Art and Design applications will be assessed on the applicant's ability to demonstrate that the proposed project meets the two key criteria of **Artistic Merit** and **Viability** and the other criteria of **Engagement** and **Development**.

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, they are provided as a guide.

<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 of the project</li><li>• the context in which the project is being undertaken</li><li>• the potential contribution of the project to the development of the art form.</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 project</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><li>• the track record, creative achievement and skill of the artist or artists involved in the project</li><li>• demonstration of best practice and the method and process employed to select the artists/artist teams</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 ways to engage with audiences and community</li><li>• the potential to provide opportunities and public art outcomes that increase access, social inclusion and cultural diversity.</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 South Australian artists</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 at a national and international level.</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 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)

## Applying as an organisation

As an organisation (this includes any group, collective of more than one person and Local and State Government agencies), 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.

## 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 provide:

<p><b>(A) Project description and project details</b></p> <p>(1000-word limit)</p>	<ul style="list-style-type: none"> <li>• a project description, outlining what the project is, why you want to do it and how the project will be facilitated</li> <li>• demonstration of best practice regarding the selection of participating artist/s</li> <li>• project and risk management approach</li> <li>• details of project partners and outline of financial and in-kind commitment</li> <li>• letters of confirmation as appropriate</li> <li>• timeline illustrates the stages of the project and shows a viable approach to planning.</li> </ul>
<p><b>(B) Artist Brief</b></p>	
<p><b>(C) Artist's Concept Proposal</b></p>	<ul style="list-style-type: none"> <li>• written concept proposal</li> <li>• plans, drawings, engineering details and maquettes (where relevant) of the proposed work</li> <li>• Artist's CV</li> </ul>

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.

The total size of attachments and uploads must fit within the 10MB limit for each application

Support material must be clearly labelled and numbered in the sequence you want the peers to view it, and it may consist of:

URLs, web links such as Vimeo and YouTube with a maximum of 10 minutes of video and/or audio recording (edited highlights of 3-5 minutes are recommended)

- PowerPoint of up to 10 images, clearly labelled as appropriate
- PDF's of additional background information, reports, articles and other relevant documents.

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

Submit your **Full Budget and Notes to Budget** in the Key Application Attachments section of the online application form.

Please note: you will need to **submit** the budget template in the online form for be able to complete the application – this template may be left blank.

Please provide:

<b>(D) Full Budget</b>	A balanced income and expenditure budget which: <ul style="list-style-type: none"><li>• identifies items for which Arts South Australia funding is sought</li><li>• notes confirmed and unconfirmed income items</li><li>• identifies the value and source of in-kind contributions</li><li>• shows confirmation of the Commissioners contribution to the project</li></ul>
<b>(E) Notes to Budget</b>	<ul style="list-style-type: none"><li>• detail of calculations for such things as artist fees (include professional fee benchmarks for reference).</li><li>• if you have applied for funding from other sources, notes to budget should indicate the timing of notification for unconfirmed funds</li><li>• a contingency statement for significant unconfirmed funds</li></ul>

## 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.

### 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 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>Unsuccessful 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>