

# Regional Development: Touring Victoria

## Overview & Guidelines

2018

CREATIVE VICTORIA

Economic Development,  
Jobs, Transport  
and Resources

## Program Dates

**Round opens:** 1 February 2018 using the [Creative Victoria Grants Portal](#).

**Round closes:** 5pm, 1 March 2018 for tours taking place from 1 July 2018 onwards.

**Round opens:** 14 June 2018 using the [Creative Victoria Grants Portal](#).

**Round closes:** 5pm, 12 July 2018 for tours taking place from 1 January 2019.

It takes approximately 12 weeks from the closing date until funding results are available.

## Overview

Touring Victoria provides support for Victorian arts and cultural organisations or professional creative practitioners touring a professional production, performance, exhibition or program to [regional and outer-metropolitan](#) Victoria. Tours need to demonstrate market demand and involve partnerships with presenting organisations, galleries or venues.

This program is being delivered under the Victorian Government's creative industries strategy, Creative State. It aims to increase participation and access and engage more Victorians in cultural and creative endeavour.

**Note:** The State Government of Victoria defines rural and regional Victoria as the 48 local government areas including six alpine resort areas set out in Schedule 2 of the [Regional Development Victoria Act 2002](#).

## Aims & Priorities

Touring Victoria aims to:

- Ensure that Victorians in regional Victoria and outer metropolitan Melbourne have access to a wide range of professional arts experiences.
- Support professional Victorian-based presenters, galleries, arts companies, and creative practitioners to deliver quality touring shows in regional Victoria and outer metropolitan Melbourne.
- Support new and existing touring circuits throughout the State and sustain main-stage Victorian touring activity.
- Enhance the quality, quantity and diversity of touring activity throughout Victoria.

## What can be funded

Examples of touring activity supported include:

- Touring a single production, performance or exhibition, taking in multiple destinations in regional Victoria and outer metropolitan Melbourne.
- Touring a single production, performance or exhibition to a single destination in regional Victoria or outer metropolitan Melbourne on a one-off, exclusive basis.
- Touring a program of more than one production, performance or exhibition to multiple destinations in regional Victoria and outer metropolitan Melbourne.

**Please Note:** tour coordination/management costs for tours to regional Victoria and outer metropolitan Melbourne are funded, except where the applicant or tour coordinator receives ongoing or recurrent Creative Victoria funding for this activity, such as through the Organisations Investment Program.

Priority is given to:

- Tours to regional Victorian destinations.
- Tours where presenters pay a performance or exhibition fee to bring the tour to their communities. Self-presented tours that do not include partnerships with local presenters are a low priority.
- Tours where the majority of presenters are confirmed. For tours of a production, performance or exhibition to one destination on a one-off, exclusive basis, presenter partnerships and community support must be confirmed.
- Supporting direct on-road touring costs and the associated costs of delivering community engagement activities in regional and outer metropolitan Victorian locations.
- Tours that include community engagement activities and/or professional development opportunities for local creative practitioners and other creative industries professionals.

**Please Note:** While your touring itinerary or program can include inner metropolitan destinations, Touring Victoria funding supports regional and outer metropolitan touring costs only.

## Eligibility

Touring Victoria accepts applications for tours that present works by Victorian arts and cultural organisations and professional creative practitioners that have a history of presenting quality, professional work in Victoria.

**Please Note:** State-owned cultural agencies and other cultural organisations receiving recurrent funding through Creative Victoria, including through the Organisations Investment Program, are eligible to apply to Touring Victoria. This includes cultural organisations applying for contemporary

music tours, where they would not be eligible to apply to Creative Victoria's [Music Works Grants](#) program.

## What will not be funded

The following activities are not funded through Touring Victoria:

- Core marketing, administration and organisational overhead costs including salaries.
- Tours that are predominantly schools-based.
- Competitions, eisteddfods, awards or fundraising activities.
- Tours of contemporary music – these should be directed to Creative Victoria's [Music Works Grants](#) program.
- Creative development of new work

Applicants who have not satisfactorily acquitted a previous grant, including individuals who have been principal in an organisation that has not acquitted a previous grant, are ineligible to receive further funding.

## Funding Available & Requirements

There is no upper limit to the level of grant. Applicants intending to apply for more than \$25,000 need to discuss their tours with Touring Victoria staff prior to the closing dates.

**Please note:** Demand for Creative Victoria project funding is high. Applicants must not assume they will be successful, or enter into commitments based on that assumption, before receiving formal notification of the outcome of their application. Nor should applicants assume that if they are successful once they will be successful again in the future.

All applicants are encouraged to plan for contingencies and consider other funding sources and options should their application be unsuccessful.

### Projects involving Aboriginal or Torres Strait Islander Cultural Material/Content/Communities

For the protection of Aboriginal and Torres Strait Islander arts practice from misappropriation, moral and copyright infringement, appropriate documentation must be submitted if you propose to work with Aboriginal or Torres Strait Islander stories/cultural material that is not your own. Please call program staff to discuss further.

# Assessment

## Assessment Criteria

Applications are assessed against the criteria outlined below:

1. QUALITY	2. VIABILITY
The quality of the touring performance, exhibition or program.	Tour viability, based on planning, timeline and budget, in the context of the scale and complexity of the tour.  Level of contribution to the tour from sources other than Creative Victoria, in particular performance or exhibition fees from the organisation(s) presenting the tour.
3. ENGAGEMENT	4. REGIONAL DEMAND
Experiences offered to regional and outer-metropolitan Melbourne communities including post-show talks, workshops and masterclasses, artists/curator talks.  Appropriate levels of engagement and partnerships developed with presenters.  Professional development opportunities for arts practitioners and other arts professionals based in regional Victoria and outer metropolitan Melbourne.	Demonstration of audience reach and market demand through an itinerary confirmed with the majority of presenters.  Demonstration of relevant community interest and support, mandatory if touring to one destination only.

## Assessment Process

Advisory Panels comprising of artists, arts professionals and community representatives assess and rank each application against the program aims and assessment criteria. Creative Victoria program staff and an appointed Chair attend panel meetings. After the panel meetings have concluded, program staff consolidate panel recommendations and comments to develop a final list of recommendations for approval by the Minister for Creative Industries.

It takes approximately 12 weeks from the closing date until funding results are available. Applicants will then be advised in writing of the outcome of their submission.

# How to Apply

## Preparing an Application

An online application to Touring Victoria comprises of:

- information on the proposed tour/s or touring program, addressing the assessment criteria
- a budget using template provided
- a tour itinerary using the template provided
- artistic and other support material (notes on what can be provided as support material are in the Application Drafting Tool (doc file)

To prepare your application, you should:

1. Read all the program information.
2. Contact program staff with any questions.
3. Draft your application using the [Application drafting tool](#) (DOC, 327.5 KB) and [Budget drafting tool](#) (XLS, 103.0 KB).
4. Enter your application into the online Grants Portal.
5. Upload your completed [Tour Itinerary template](#) (XLSX, 15.7 KB) and artistic and other support material
6. Submit your completed application.

**Please Note:** If you are also applying to Federal Government national touring programs for this tour you must upload your itinerary and budget forms as support material for your Touring Victoria application. Use Creative Victoria's online budget form in the Grants Portal to provide a top level summary of your budget and the Touring Victoria Tour Itinerary template for the Victorian itinerary only.

## Tour Proposal

Provide a clear and comprehensive description of your tour and what you are proposing to do. You must cover the following:

### The Tour

- Describe the production, performance, exhibition or program that is touring or being developed to tour.
- Provide credentials of performers, artists, curatorial or other key creative personnel involved in the tour, including touring history highlights.
- Provide details of community engagement experiences and professional development opportunities such as post-show talks, workshops and masterclasses, artists/curator talks, and skills exchange activities. This is mandatory for tours to one destination.

## Management of the Tour

- Provide credentials of the personnel, agent or organisation responsible for managing and coordinating the tour and tour partnerships.
- Explain the itinerary. If you are applying for support of the Victorian leg of a national or international tour, you must also provide information on the itinerary outside Victoria.
- Upload a completed Tour Itinerary template. Note that program staff may contact presenters to check details.
- Describe the type and level of partnerships with presenters including marketing, publicity, audience development and community engagement.
- If applying to Federal Government touring programs for this tour, upload that itinerary and budget form as support material.

## Benefits of the Tour

Explain the benefits or beneficiaries of the tour. For example, they may include:

- Improving access for a particular audience, region or community.
- Building or expanding a demonstrated audience base or market niche.
- Providing professional or development opportunities for the artist(s) on tour or artists and arts professionals at the destinations toured to.
- Contributing to the development and continued vitality of an art form or cultural sector.

## Responsibilities

If your application is successful, please be aware that as a recipient of Creative Victoria funding, you will be required to:

- **Notify Creative Victoria of any proposed changes to your funded project.** This may include changes to creative personnel, itineraries (dates, venues etc.) and expenditure of approved funding. You will be required to contact program staff to discuss any proposed changes before they occur, where possible.
- [Publicly acknowledge](#) the support of the Victorian Government using specific logos and text.
- [Acquit your grant](#) by submitting a written report on the outcomes of your funded project within 30 days of project completion.

**Please note** that conditions of funding will be detailed in a common funding agreement.

# Contact

To find out more or to discuss your application, please find the appropriate Creative Victoria staff member to contact by clicking [here](#).