

MUSIC PASSPORT GRANTS OVERVIEW AND GUIDELINES

JULY 2017

Program Dates

Round Opens: 26 July 2017

Round Closes: 30 June 2018 **OR** once the 2017/18 funding allocation is exhausted.

Projects can start at any time of year however please note that applications are collated and assessed five times per year in tandem with the [Music Works Quick Response Grants program](#). It takes approximately 3 weeks from the closing date until funding results are available.

Overview

Aims & Priorities

Music Passport Grants are for one off international opportunities that are not supported by other Music Works grant programs. These opportunities must further build economic opportunities for Victoria's industry with a priority for new international market and technology-focused projects. The program aims to:

1. Open up new international markets or increase the market share for Victorian contemporary music
2. Create new career and business opportunities for Victorian artists and industry in the contemporary popular music sector
3. Build on existing connections and programs (within and outside of the music industry) to create opportunities for Victorian musicians, music businesses and organisations.

Eligibility

The Music Passport Grants program is only available to not-for-profit organisations. Prospective applicants must call program staff before applying.

Please note:

- Creative Victoria will only accept one application per applicant (including under auspice) in each funding cycle (see [Music Works Quick Response Grants](#) closing dates as a guide or call program staff).
- Applicants can have only one successful application per financial year.
- Funding is not available where the project has been funded through Music Works grants already.

What will not be funded:

- For profit organisations except when partnered with a not-for-profit (NFP) organisation (where the NFP is the applicant)
- Touring or where the main activity is performance (see Music Works Grants)
- The entire cost of a project
- Reimbursement for project expenses already incurred
- Grant writing fees
- Applicants that have an overdue Creative Victoria (or former Arts Victoria) acquittal
- Capital purchases

Funding Available & Requirements

- Up to \$20,000 per application

There is a total pool of \$50,000 per annum available in 2017-2018 and 2018-2019. Once this pool is exhausted each year, no further funding will be available.

All applications **must demonstrate a minimum of 20 percent cash co-funding.**

Assessment

Assessment Criteria

Each application will be competitively assessed by three music industry professionals and Creative Victoria International Engagement and Music Works staff. Each application will be rated against the grant program **Aims** and the following four equally weighted **Assessment Criteria**:

1. MARKET OPPORTUNITY OR NEED	2. SUSTAINED INDUSTRY DEVELOPMENT
<p>The proposed activity develops new market opportunities for musicians, performers, managers, labels or other industry professionals. In assessing this criterion, the assessment panel may consider:</p> <ul style="list-style-type: none"> • If the proposed activity is timely and relevant in the context of developing new markets • How the activity will develop new networks and partnerships for the Victorian contemporary popular music industry • How the proposed activity is different from, or builds on, other music industry activity 	<p>The proposed activity develops the sustainability, economic growth and market share of the Victorian contemporary popular music industry. In assessing this criterion, the assessment panel may consider:</p> <ul style="list-style-type: none"> • Strategies for engaging new audiences and the industry in the activity • The measures in place that will demonstrate the success of the strategies in place • How the proposed activity will contribute to the quality and reputation of the Victorian music industry nationally and internationally • The economic return to Victoria and/or success indicators over 12 months
3. CAPACITY TO DELIVER	4. VIABILITY
<p>The application demonstrates the level of professional organisational capacity and long-term planning to deliver the project. In assessing this criterion, the assessment panel may consider:</p> <ul style="list-style-type: none"> • How the rationale for the project aligns with the organisation's business plan • The track record and reputation of the organisation in delivering projects of a similar scale to the one proposed\ • The demonstration of adequate resources and staff to deliver the project 	<p>The application demonstrates the level of planning required to deliver the proposed activity through provision of:</p> <ul style="list-style-type: none"> • A viable and realistic budget including an appropriate level of cash and/or in-kind contributions to the project • A clear commitment from partners, where applicable • Relevant supporting documentation • A viable timeline

Addressing the Assessment Criteria

To address the assessment criteria you are required to:

- Answer the four Application Questions (see below) in the online form using plain English (up to 2000 characters for each question including spaces).
- Provide a balanced budget (see the [Budget Drafting tool](#)).
- Provide appropriate and relevant Application Support Material & Documents.

APPLICATION QUESTIONS

1.	Describe the proposed activity. Clearly identify the market gap and opportunity that your project will address. Specify how the opportunity develops new markets.
2.	Detail a minimum of five measurable economic outcomes over the next 12 months and how the activity will contribute to sustained industry development.
3.	Demonstrate the alignment of the activity with your organisational business plan.
4.	How is the proposed activity different from, or how does it build on, existing activities?

Assessment Process

Music Passport Grant applications will be collated and assessed five times a year. These times are in line with [Music Works Quick Response Grants](#).

Advisory Panels, comprising three music industry professionals and Creative Victoria International Engagement and Music Works staff will assess applications. The Advisory Panels assess and rank each eligible application against the program aims and assessment criteria.

After assessing all applications, the Advisory Panel will convene to discuss and recommend applications for support. Creative Victoria staff then bring together all the panel recommendations, assessments and rankings to develop a final list of projects for recommendation to the CEO of Creative Victoria, for final approval.

Assessment key dates and timeframe

You can begin entering your application online in the [Creative Victoria Grants Portal](#), from 26 July 2017. Applications are collated on the closing dates of the Music Works Quick Response Grants at **5pm sharp**, and your application **must be submitted in the portal by 5pm** on this date.

It takes approximately 3 weeks from the closing date until funding results are available.

How to Apply

Before applying, you must speak to program staff.

To prepare your application, you should:

1. Register for access to the [Creative Victoria Grants Portal](#).
2. Read program information and guidelines thoroughly.
3. Contact program staff with any questions.
4. Draft your application using the following tools:
 - Music Passport Grants [application drafting tool](#)
 - Creative Victoria [Budget Drafting tool](#)

5. In the online Grants Portal, you will need to register as a user, then copy and paste the content of your application from the drafting tools into the online [Creative Victoria Grants Portal](#) (please note: the system will cut text off at 2,000 characters, so always check your character count before pasting information into the portal).
6. Upload your Application Support Documents (files or links) – see the tables below for detailed information on types/limits.
7. Submit your completed application by the next Quick Response Grant round closing date via the [Creative Victoria Grants Portal](#).

Application Supporting Material & Documents

Providing relevant supporting documents is crucial to your application.

- Not all types of application support documents will be appropriate for your project. Please ensure that you select material that is most relevant to your application and best supports your proposal.
- You can upload and submit up to 10 files and/or 10 URLs (external links).
- URLs must be publicly available (and/or include login/password requirements) and should link directly to the material you want to submit.
- Attached files can be no more than 25MB in size each.
- It may be necessary to combine supporting material into one document in some instances, e.g. multiple images or letters of support may be compiled into one PDF or PowerPoint file.

The following file types are accepted:

Documents	Word (.doc .docx); Excel (.xls .xlsx); PowerPoint (.ppt .pptx); Acrobat (.pdf)
Images	.jpg .png .tiff
Audio	.mp3 .wma
Video	.mp4 .wma .avi .mov

For more information about the kinds of support documents and artistic support material you can provide, refer to the table below.

Application Support Documents

Application Support Documents provide supporting information to strengthen your proposal. Below are examples and limits to the kind of support documents you may provide. Ensure that your supporting documents are relevant to the type of project you are applying for.

TYPE	DESCRIPTION	LIMITS
Timeline (highly recommended for all applicants)	A detailed summary of project milestones including but not limited to: <ul style="list-style-type: none"> • Project/Program Background • Activities during the proposed funded period • Future opportunities 	1 page
Organisation overview	A brief summary describing the organisation	2 pages in total
Organisation business plan (summary)	A business plan highlighting how the proposed activity aligns with the organisation's business plan	2 pages in total
Financial documents	Additional information on financial aspects of the application; e.g. further budget detail or notes	2 pages

Letters of support	Written endorsement/s of the organisation or project from relevant industry professionals or peers (these should be scanned into one attachment)	2 letters
Media portfolio	Relevant media reviews of the organisation or work. Maximum of three relevant media articles or references (these should be scanned into one attachment)	3 articles
Presenter confirmations/proposals	Relevant supporting correspondence from venues, booking agents, presenters and project partners (these should be scanned into one attachment)	1 page per presenter
Project marketing and audience development	A summary of the project's proposed marketing and audience development strategy, including publicity proposals and outlines of professional services	1 page
Audio Visual/YouTube/Social Media/Facebook/Websites	URLs must be publicly available (and/or include login/password requirements) and should link directly to the material you want to submit	Up to 10 URLs
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.	Call program staff to discuss.

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 Music Works program staff to discuss any proposed changes before they occur, where possible.
- **Acknowledge the funding support** by including the [Creative Victoria logo device](#) on all public promotional materials produced by the grant recipient in relation to the funded activity. Text acknowledging the Music Works program funding should accompany the Creative Victoria logo. Logos and text acknowledgement details are available on the [Creative Victoria website](#).
- **Acquit your grant** in Creative Victoria's online grants portal by completing an online written report on the outcomes of your funded activity within 30 days of completion. Failure to satisfactorily acquit funding will make you ineligible for future Creative Victoria funding and may result in action to recover the grant. For further details about acquitting a grant, visit the [Creative Victoria acquittals webpage](#).

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 contact the relevant member of the Music Works team. These contacts may change, so check the website for current information.

STAFF CONTACT	TELEPHONE
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