

# VicArts Grants

## Overview & Guidelines

## Program Dates

Please refer to our [VicArts Grants Web Page](#) for program dates.

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

## Overview

The **VicArts Grants** program invests in the creative endeavours and professional practice of Victoria's independent artists and arts companies. It provides one-off support for discrete projects and programs that will develop and bring dynamism to Victoria's arts sector.

The program is open to new ideas, new modes of practice and new approaches to delivery of the arts that will build on Victoria's position as a cultural leader.

The program also includes a 2-year funding stream, providing 2 years of continued annual support to a limited number of successful applicants.

## Aims & Priorities

The **VicArts Grants** program aims to develop a strong, innovative and diverse independent arts sector in Victoria. It does this by:

- Supporting a broad range of independent artists and arts organisations.
- Increasing the availability and accessibility of the arts to the Victorian public and to build audiences.
- Supporting projects and programs by emerging and early career creatives.
- Supporting projects and programs in regional Victoria.
- Supporting projects and programs that reflect the diversity of First Peoples' arts and cultural practices in Victoria.
- Supporting projects and programs that reflect diverse communities in Victoria.
- Supporting the interstate and international touring of Victorian artists and Victorian works.
- Assisting artists and arts organisations in building the sustainability and financial viability of their professional practice and engaging in partnerships or collaborations with Victorian industries, organisations or communities.

The **VicArts Grants** program aims for the best use and a broad distribution of State Government funds across the Victorian arts sector to maximise the benefit for the Victorian community.

## Areas of Support

**VicArts Grants** supports a range of projects and programs for example:

- **Creative Development** of new work, practice-based research and experimentation.
- **Presentation** of new work/s, productions, exhibitions, publications or curated programs and festivals.
- Professional artists collaborating with **Victorian Communities** (see [Making Art with Communities](#))
- **National** and **international** residencies/presentations/touring and market development activity.

Applications can be for smaller scale, individual projects, through to larger projects or programs that extend over multiple years. Applications are encouraged from a wide range of art forms. These include, but are not limited to, visual arts, literature, dance, circus, cabaret, music, theatre, multidisciplinary and experimental work.

## Eligibility

The **VicArts Grants** program accepts applications from individuals and organisations including arts, non-arts, community and local government (also see [General Eligibility](#)).

The primary focus of the proposal must include Victorian-based [individual professional arts practitioners](#) (emerging to established) and/or Victorian-based [professional arts ensembles](#) and [organisations](#) AND an artistic project/program.

### Please note:

- Creative Victoria will only accept one application per applicant (including under auspice) in each funding round.
- Auspice bodies may apply on behalf of multiple applicants.
- State-owned cultural agencies and organisations receiving funding through Creative Victoria's Organisations Investment Program are not eligible for funding through **VicArts Grants** (except where acting as an auspice body).

### **VicArts Grants does not support:**

- Projects and programs that do not pay artists at an industry standard rate.
- Contemporary music industry proposals (including recording, touring, professional development). These should be directed to [Music Works Grants](#). **Note:** The **VicArts Grants** program does support music projects such as composition, community music projects and curated programs for ensembles. Call program staff to ensure you are applying to the most appropriate funding program.
- Projects and programs that do not follow correct protocols when working with First Peoples' artists and/or communities.
- Applicants that have an overdue Creative Victoria (or former Arts Victoria) acquittal.
- The entire cost of a project/program.
- Reimbursement for project expenses already incurred, or other retrospective funding.

- Competitions, eisteddfods, awards or fundraising activities.
- Conferences, business/meetings and costs associated with these.
- Private tuition, training, study or course work. This includes work that will be used for the purposes of academic assessment.
- Filmmaking including the development or production of narrative shorts, participation at film festivals, features or animations, TV shows, documentaries or script development for any of these (excluding community collaborations). Film-making projects should be directed to [Film Victoria](#).
- Business start-up costs, capital purchases or recurrent administrative, infrastructure and other organisational costs not directly associated with the project/program.
- Costs for non-Victorian artists, arts ensembles and organisations.

## 2-Year Funding

The **VicArts Grants** program now accepts applications for 2-year funding. In addition to the eligibility requirements above, please note:

- The funding stream will provide 2 x years of continued annual support to a limited number of successful applicants.
- Successful applicants will not be eligible for further support through the **VicArts Grants** program during the period of the 2-year grant.
- Applications will be accepted for requests to be allocated across a 2-year period (e.g., applicants requesting support of \$50,000 will receive \$25,000 per year for 2 years).
- Successful applicants will not be eligible to apply for successive 2-year grants.
- Successful applicants will adequately demonstrate sustainability and need, along with the aims of the VicArts program by answering the two additional questions outlined in the 2-year application.

## Funding Available & Requirements

Applications will be accepted for requests between **\$5,000** and **\$60,000**.

Applications for 2-year support can apply for up to **\$60,000** yearly (**\$120,000** total)

Solo projects (i.e. one artist working alone) will be eligible to apply for up to **\$20,000**.

Applicants will be expected to provide a level of detail in their written application, support material and budget (including levels of co-funding/financial contribution) appropriate to the grant request, and Creative Victoria will not support the entire financial cost of a project/program.

Based on the level of funding there are the following specific requirements:

LEVEL OF FUNDING	REQUIREMENTS BASED ON FUNDING AMOUNT
<p><b>Applying for \$5,000 - \$19,999</b></p>	<p>Applications must address all assessment criteria and provide appropriate artistic support material and supporting documents.</p> <p>It is recommended that applications provide an appropriate level of co-support (co-funding, in-kind support, cash co-funding, etc) as Creative Victoria does not support the entire financial cost of a project/program.</p>
<p><b>Applying for \$20,000 and above</b></p>	<p>In addition to the above, the application must have a <u>minimum of 20%</u> of the request in cash co-funding (e.g. generated fees/income and/or applicant cash contribution and/or other funding partners such as government, corporate, philanthropic, private etc.).</p>
<p><b>Applying for \$40,000 and above</b></p>	<p>In addition to the above, applications for \$40,000 and above will only be accepted from <a href="#">legally constituted organisations</a> (including local government) and;</p> <p>If successful, will be required to provide a Business Plan, Audited Financial Statements or similar documentation that demonstrates the organisation's financial profile before funding is released. Note: applications from local government are exempt from this requirement and;</p> <p>If successful, will be required to provide a certified practicing accountant/ independent financial auditor's opinion or certification on acquittal. Accounting fees may be included in the application budget.</p> <p>Applicants must speak to program staff prior to submitting an application for \$40,000 or above.</p>
<p><b>Applying for 2-Year funding (At any level of funding)</b></p>	<p>In addition to the requirements specific to the level of funding requested, applicants applying for two-year funding should ensure they apply under the <b>VicArts Grants 2-Year</b> funding round and respond to the additional questions, providing a strongly argued case demonstrating the need for and benefits of two-year support.</p> <p>They should also include detailed timelines and additional budget information for the 2-year funding period. Applicant <b>must</b> speak to program staff prior to submitting an application for 2-year funding.</p>

**Please Note:** Demand for Creative Victoria project funding is high, and **VicArts Grants** is an extremely competitive program to enter. 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 funding. Nor should applicants assume that if they are successful once, they will be successful again in the future.

All applicants should plan for contingencies and consider other funding sources and options should their application be unsuccessful. After notification of results, all applicants are encouraged to call for feedback on their application.

## Assessment Process

Advisory Panels comprising of artists, arts professionals and community representatives assess and rank each application against the program aims and assessment criteria. Each application will be assessed by one of the artform panels, as nominated by the applicant (see **Artform Peer Assessment Panel** table below). 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. This final step ensures that a balance of art form, types of activity, diversity across communities and geography is reflected in the list recommended projects.

### Artform Peer Assessment Panel Guide

As part of the online application process, you will be asked to choose which artform peer assessment panel you want to assess your application. The artform panels available are:

ARTFORM PANEL	EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO:
<b>Cross Artform / Multi-Artform</b>	Cross-disciplinary work or applications that include multiple artforms and/or forms that are emerging/experimental etc.
<b>Dance / Physical Performance</b>	Dance, Circus, Physical Theatre.
<b>Literature</b>	Poetry, Spoken Word, Fiction, Creative Non-fiction, Literary Podcasts, Graphic Novels.
<b>Music</b>	<b>VicArts Grants</b> supports most forms of music including experimental, sound art, jazz, opera, choral and classical across activity such as composition, concert series, community programs and festivals. <b>VicArts Grants</b> does not support contemporary music industry activity involving recording, touring, contemporary music festivals and professional development (see <a href="#">Music Works Grants</a> ).
<b>Theatre</b>	Text Based Performance, Puppetry, Cabaret, Comedy, Music Theatre etc.
<b>Visual Arts</b>	Sculpture, Painting, Drawing, Craft, Photography, Installation etc.

## Assessment Criteria

Each application will be competitively assessed by a peer assessment panel and rated against the VicArts Grants program [Aims](#) and the following four equally weighted **Assessment Criteria**:

1. ARTISTIC MERIT	2. ARTIST AND SECTOR DEVELOPMENT
<p>In assessing the ‘<b>Artistic Merit</b>’ criterion the panel may consider:</p> <ul style="list-style-type: none"> <li>• The artistic rationale, artistic process, level of experimentation and context of the work.</li> <li>• If the project demonstrates an appropriate level of Artistic Merit for the proposed project/program.</li> <li>• The capability and suitability of the artist(s) based on the Artistic Support Material and other information provided.</li> <li>• If the artists and project display best practice in contemporary community–based arts.</li> </ul> <p>(for community applications only - refer to <a href="#">Making Art with Communities</a>).</p>	<p>In assessing the ‘<b>Artist and Sector Development</b>’ criterion the panel may consider:</p> <ul style="list-style-type: none"> <li>• If the proposed activity is timely and relevant in the context of the participant's career.</li> <li>• The potential for the artist(s)/participant(s) and/or the Victorian arts sector to develop through the proposed project/program.</li> <li>• The potential for the project/program to develop new networks and partnerships for the Victorian arts sector.</li> <li>• If the project/program contributes to and enhances the quality and reputation of the Victorian arts sector.</li> </ul>
3. AUDIENCE AND/OR COMMUNITY ENGAGEMENT	4. VIABILITY
<p>In assessing the ‘<b>Audience and/or Community Engagement</b>’ criterion the panel may consider:</p> <ul style="list-style-type: none"> <li>• If an appropriate audience/community for the project/program has been identified (for community-based applications, the proposed community must confirm participation in writing)</li> <li>• If the proposal includes strategies for building on existing audiences, developing new markets and/or engaging a community.</li> <li>• If the marketing/distribution campaign is co-ordinated and appropriate (where applicable).</li> <li>• If the application demonstrates opportunities for audience development and/or community engagement and participation.</li> </ul>	<p>In assessing the ‘<b>Viability</b>’ criterion the panel may consider:</p> <ul style="list-style-type: none"> <li>• If the budget is viable and realistic and demonstrates an appropriate level of cash and/or in-kind contributions from sources other than Creative Victoria and the lead artists.</li> <li>• The inclusion of relevant and appropriate support materials.</li> <li>• The inclusion of a viable timeline and/or confirmed touring itinerary.</li> <li>• If the application demonstrates the level of planning and individual/organisational capacity required to deliver the proposed activity.</li> </ul>

## Addressing the Assessment Criteria

To address the program assessment criteria, you are required to:

- Provide a very **short description** (up to 500 characters max) of the project or program, using the format detailed in the Application Drafting Tool
- Answer the three **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 [VicArts Grants budget drafting tool](#)).
- Provide **Application Support Documents** (see below)
- Provide **Artistic Support Material** (see below)

### APPLICATION QUESTIONS

1. What is the artistic concept/idea of the proposed activity and how do you plan to deliver it?
2. How will the proposed activity contribute to the development and sustainability of the artists', organisations' or participants' practice and what contribution does the proposed activity make to the quality and reputation of the Victorian arts sector?
3. What strategies will you employ to identify, engage and develop new audiences **and/or** which community will you engage with and how will you collaborate with them?

### ADDITIONAL QUESTIONS – 2-YEAR FUNDING ONLY

4. Why is there a need for 2-year funding support and what are the key benefits to your program / project securing 2-year support?
5. 2-year funding will not be granted consecutively. How will your program / project move towards a more sustainable model during and after the 2-year period of funding?

## Auspicing

The **VicArts Grants** program accepts applications from auspice organisations applying on behalf of applicants. Any legally constituted body may act as an auspice. If the application is successful, the auspice organisation will receive any funds allocated and is responsible for the management of the project and the acquittal of grant funds.

If you are planning on having your grant managed by an auspice organisation, please ensure your application is **submitted by that auspice body** on behalf of you. **Change of ownership of successful grants will only be accepted under limited circumstances.**

For more information on auspicing, please see our website [here](#) or contact program staff.

## Supporting Material

In addition to completing the application form in Creative Victoria's Grants Portal, you must also provide relevant **Application Support Documents** and **Artistic Support Material** that best supports your proposal.

- You can upload and submit up to 10 x files and/or URLs (external links) total.
- 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. Remember, each document must not exceed 25MB.
- When providing URLs, only use links to publicly available (not membership-based) sites. Link must directly open to the material you want to submit. If you are linking to a private video on a site such as Vimeo, you must provide password requirements to your video.
- **Do not** provide links to Google Drive, Drop Box or other online hosting platforms that require viewers to enter personal identification in order to gain access. Materials provided using these platforms will not be assessed by the peer advisory panel.

**The following file types are accepted:**

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

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

### Application Support Documents

**Application Support Documents** provide supporting information to strengthen your proposal. Ensure that your supporting documents are relevant to the type of project you are applying for.

TYPE	DESCRIPTION	LIMITS
<b>TIMELINE</b> (All applicants to provide)	Summary of project/program key dates, background, activities during the proposed funded period and future opportunities.	1 page
<b>CURRICULUM VITAE/BIOGRAPHIES</b> (All applicants to provide)	For projects/programs with more than five artists, additional biographies can be uploaded as an attachment. (The on-line application form only provides space for five biographies).	2 pages

TYPE	DESCRIPTION	LIMITS
<b>FINANCIAL DOCUMENTS</b> (All applicants to provide)	Additional budget information which may include budget notes to clarify items in your budget, quotes, letters or emails confirming financial support. Providing a contingency plan for the budget (eg. what are your plans if you fail to secure unconfirmed income source outlined in the budget?) will also strengthen your application.	2 pages
<b>LETTERS OF SUPPORT</b>	Written endorsement/s of the artist or project from relevant industry professionals or peers.	3 letters (in one document)
<b>PRESENTER / PARTNER CONFIRMATIONS</b>	Correspondence that confirms venues, presenters, curators and project partners.	1 page per presenter
<b>MEDIA PORTFOLIO</b>	Relevant media reviews of the artist, organisation or work.	3 articles (in one document)
<b>PROJECT MARKETING / AUDIENCE DEVELOPMENT</b>	Summary of proposed marketing and audience development or distribution strategy, publicity proposals and outlines of professional services.	1 page
<b>TOURING ITINERARY</b> (National or International tours only)	Tour timeline, including venues and locations. See the <a href="#">VicArts Grants itinerary template</a> (XLS, 52KB).	1 page
<b>ARTISTIC PROGRAM DESCRIPTION</b> (Curated programs/festivals etc. only)	Summary of the proposed artistic program including artists involved and dates/locations.	2 pages
<b>COMMUNITY ENGAGEMENT STRATEGY</b> (Community-based projects only)	Identify communities involved and describe the process of engagement, including risk management procedures where necessary.	2 pages
<b>PROJECTS INVOLVING FIRST PEOPLES CULTURAL MATERIAL/ CONTENT/COMMUNITIES</b>	For the protection of First Peoples' arts practice from misappropriation, moral and copyright infringement, appropriate documentation must be submitted if you propose to work with First Peoples' stories/cultural material that is not your own.	Call program staff to discuss.

## Artistic Support Material

Relevant **Artistic Support Material** is a crucial part of an application to the **VicArts Grants** program. It enables the panel to assess the artistic merit of the application and gives an indication of the quality of the proposed project. Please note the allowable limits for artistic support material below:

ARTFORM	LIMITS
<b>Cross Artform/ Multi-Artform</b>	A combination of appropriate artistic support material from this table, not exceeding any of the limits below.  A <u>one-page</u> summary of the artistic support material provided, indicating its relevance to your proposal.
<b>Literature</b>	For individuals: up to 15 pages of your writing. Please indicate if work is in draft form. For anthologies or literary journals: up to 15 pages of indicative writing samples.
<b>Music</b>	Maximum of three audio tracks totalling no more than 15 minutes in length.
<b>Theatre / Dance / Physical Performance</b>	Moving image excerpt(s) totalling no more than 15 minutes in length.  Up to 15 pages of script from the project for which the funding is being sought, or for creative development proposals, up to 10 pages indicative writing and a synopsis.  A one-page design document or director's treatment (for presentation of work).
<b>Visual arts</b>	Up to 10 images for individuals, 20 for groups.  Up to 5 minutes of moving image where appropriate.  Images should be accompanied by an annotated list of works that briefly explains each image and how it relates to the proposed work
<b>Support Material Notes</b>	A <u>one-page</u> summary of the artistic support material provided, indicating its relevance to your proposal.

**If your artform is not listed above or you are not sure which panel to apply to, please call the VicArts Grants program staff for advice.**

## Application Key Dates and Timeframe

You can begin entering your application online in the [Creative Victoria Grants Portal](#), from **the opening date advertised**. We encourage you to use the application drafting tools before submitting your application online in the Portal.

Applications close at 5pm sharp on the advertised closing date. Your application **must be submitted in the portal by 5pm** on this closing date. Please note that late applications will not be accepted.

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

## How to Apply

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 [VicArts Grants application drafting tool](#) and the [VicArts Grants budget drafting tool](#) (XLS, 90KB)
5. Begin an application in the [Creative Victoria Grants Portal](#) ensuring you select either the **VicArts Grants** or **VicArts Grants 2-Year** funding programs.
6. Copy and paste the content of your application from your draft template into the online portal application form (please note: text will be cut off at the allocated character limit, so always check your character count before pasting information into the portal).
7. Upload your Application Support Documents and Artistic Support Material documents/files/links – see the tables below for detailed information on types/limits.
8. Submit your completed application by **5pm on the closing date**.
9. Once submitted, your application cannot be changed. However, if you receive any confirmations related to your submitted application - including additional funding, partnerships etc - you can notify Creative Victoria and program staff will provide this new information to peer assessors during assessment at our discretion. To advise on confirmations received after submitting an application, please email the artform program staff briefly describing the nature of the confirmation and include your application reference number.

## 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 **VicArts Grants** 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; and
- [Acquit your grant](#) by submitting a written report on the outcomes of your funded project within 30 days of the project completion.

From 1 July 2019, where funding will support the care, education, services or activities for children (under 18 years), it is a whole of government requirement that the applicant is:

- A separate legal entity that can be sued in its own right in child abuse proceedings; and
- Appropriately insurance against child abuse.

The new requirements will improve the ability of child abuse survivors to bring a legal claim for compensation and ensure that successful claims can be paid.

**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](#).

## Common Features of a Strong Funding Application

Regardless of the type of activity being proposed, there are some common ways to make your funding application potentially more competitive. A strong application will:

1. Clearly outline what is proposed, why it needs to happen, how it will be achieved, who is centrally involved and where it will take place.
2. Involve artist/s and creative practitioners with the relevant levels of skill and professional experience required for the proposed activity.
3. Have key artists and practitioners confirmed at time of application.
4. Provide relevant artistic support material that either shows the potential of the proposed activity, or the strength of the artist's/organisation's practice through previous similar work.
5. Provide detail on collaborators and partners roles, responsibilities and contributions to project outcomes.
6. Include relevant letters of support/confirmation for projects that involve communities, international activity or presentation outcomes.
7. Demonstrate potential or confirmed career advancement opportunities for Victorian artists. This could be through an extension of skills or development of new audiences.
8. Provide a realistic and viable budget which includes an appropriate level of cash and/or in-kind contributions to the project in line with the program requirements (VicArts Grants will not cover the entire financial cost of a project and will not fund non-Victorian artists fees).
9. Have a contingency plan detailed in the budget notes (particularly for large amounts of unconfirmed co-funding).
10. Pay artists in line with their level of contribution to the project.
11. Contribute to promoting Victoria's artistic strengths locally, nationally or internationally.