



## JON LEMON ARTIST IN RESIDENCE PROGRAM – HANDBOOK MARCH 2019 ROUND

### ***ABOUT THE PROGRAM***

The **Jon Lemon Artist in Residence (JLAIR) program** is offered in recognition of one of the world's leading and most experienced live-sound engineers and aims to support South Australian song writers, producers and engineers to create new music through collaboration.

South Australian-born, **Jon Lemon** has worked with many world class, successful artists including Sia, Christina Aguilera, Lana Del Rey, Nine Inch Nails, Smashing Pumpkins and The Cure, just to name a few. When he's not traveling the globe for his craft, he happily resides in the state's Fleurieu Peninsula, and has a great passion for nurturing local songwriting.

Through the JLAIR program, South Australian song writers, music producers and engineers can apply to become an '**Artist in Residence**', working in one of the two song writing rooms based at [St Paul's Creative Centre](#). These "Songspace" rooms at St Paul's are purpose built and uniquely designed to provide a comfortable, creative space to assist artists with developing new work.

Funding assistance for the JLAIR program is provided by the South Australian Government, through the **Music Development Office (MDO)**, as part of the Department for Industry and Skills.

### ***KEY DATES***

**Round Opens: Friday 8 February 2019**

Online applications will be viewable in the [grants portal](#) from this date

**Closing Date: Friday 8 March 2019**

Online applications must be submitted by 11:59pm on this date

**Notification of Results: late April 2019**

A precise date cannot be named, due to variations in processing time. Applicants will be notified by email of their result no later than 30 April.

**Eligible Start Date: 1 May 2019**

Successful applicants cannot use grant funding to claim or reimburse expenses for activity prior to this date.

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## **AMOUNTS AVAILABLE and RESIDENCY ACCESS**

- Up to **\$2,000** per project; details of eligible expenses are outlined in a later section
- Maximum **2 weeks free use** of the Songspace rooms at St Paul's Creative Centre

The 2 weeks of residency dates **do not** need to be consecutive days.

Projects can take place anytime between 1 May 2019 - 30 April 2020.

Business hours at St Paul's are 9am-5pm, Monday to Friday. If **after hours access** is desired for a project, artists are required to undergo additional screening and training to facilitate this, **at the discretion** of the Centre Coordinator.

The vast majority (min 75%) of a project's collaborative activity must take place **on site in the Songspace rooms**, during the residency.

Project partners may communicate & collaborate remotely e.g. through file sharing and home studio use. However, this must be **additional** to on site residency terms outlined above.

Once a project has officially ended, partners may continue their work if desired, outside the parameters and budget of the funded project. Continued access of the Songspace rooms will be allowed (pending availability) at a sponsored rate of 50% hire fee for 12 months following a project.

### **About the Songspace Rooms**

Artists in Residence have access to a suite of amenities and equipment in the Songspace rooms, including digital interfaces, hard drives, and software that will facilitate demos of new material.

[Download the specs \(PDF\) >](#)

Artists in Residence also enjoy Membership Benefits as a hot desk [co-worker](#) at St Paul's, including use of meeting space, wifi & printing, and access to members-only events and facilities.

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## **ELIGIBLE APPLICANTS**

- **Artists** (musicians), **sound engineers**, or **music producers**
- Based in **South Australia** (minimum 6 months if a new resident)
- **18+** years old
- Applicants who have outstanding funding acquittals with the State Government are not eligible for this program.

## **ELIGIBLE PROJECTS**

- **Collaborative** projects; applicants must work with at least one representative from the categories below
- Projects that seek to **create new, original work** (no pre-existing or cover material)
- All genres of music are eligible, as long as the work is original

This new work does not need to be publicly released, and applicants may use the opportunity to experiment with their collaborative work.

## **CATEGORIES BACKGROUND**

The March 2019 round of the JLAIR program sees the addition of project **categories**.

The expansion of the program recognises the opportunities that songwriters / composers may pursue that will put them on the path to potential **new or alternate income streams**. These opportunities may occur within the music industry, as well as other creative sectors.

The addition of a **regional music** category encourages applicants to select artists / sound engineers / producers from outer metro and regional areas in South Australia to collaborate in the CBD.

Applicants may choose **one category** (one project) per round.

All categories are eligible for the same maximum funding (\$2,000) and 2 weeks of free Songspace usage. See details of Eligible Expenses below, which may vary between categories.

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## PROJECT CATEGORIES

In the **Key Application Documents**, **eligible applicants** will select **one** of the following four categories which best represents their **collaborative partner(s)** for their project.

1. **Music** - Includes other artists (musicians), sound engineers, and/or music producers. These music collaborators can be locally based, or from interstate / overseas. If they are based in **regional South Australia**, applicants are advised to choose the next category (Regional Music).
2. **Regional Music** - Includes other artists (musicians), sound engineers, and/or music producers, **who are based in regional South Australia**. These regional music collaborators must travel to take part in the residency **on site at St Paul's Creative Centre**, in the Adelaide CBD. See eligible expenses for details.
3. **Visual & Performance Art** - Includes visual artists (e.g. painters, sculptors), or performance artists (e.g. dancers, actors). Examples of collaborative projects include composing along to the work of a visual artist in a live performance capacity, composing for a live theatre or dance performance.
4. **Creative Industries** - Includes those working in creative fields that require new music as part of their activity, e.g. game developers, filmmakers. Examples of collaborative projects include composing new work for use in the development of a video game, composing for film or animation projects.

The Music Development Office will **NOT be facilitating the pairing** of applicants and other collaborators for any of these categories. It will be the responsibility of the applicant to develop a project that aligns with one of the categories above, and to secure the participation of others.

It is recommended that collaborators provide **letters of support and confirmation** of their interest / availability to participate in the project.

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## CRITERIA

Applications will be assessed by industry peers according to the following criteria:

- The artistic and/or professional skills of the people involved in the project
- The creative and collaborative objectives for the residency, as they address career development goals of the applicant
- The efficacy of the project planning, including budgeting, schedules, travel logistics

## ELIGIBLE EXPENSES

Eligible expenses for this grant include **support** for the Applicant for the duration of their time in the program, e.g. funds put toward loss of income from other employment.

Eligible expenses also include **fees for service** from project collaborators.

For projects whose collaborators are based **regionally, interstate or overseas**, eligible expenses include **travel costs** for their transit and residence in Adelaide, for the period of the project that takes place **in the Songspace rooms**.

Applicants are encouraged to itemise these expenses for their projects, and to obtain written quotes where applicable.

## HOW TO APPLY

### Before submitting your application:

1. You are encouraged to **discuss your project** with the Grant Program Officer to determine applicant and project eligibility.
2. First time applicants should attend an information session on **Monday 18<sup>th</sup> February**; check the [MDO Facebook](#) for details.
3. **Read this Handbook** thoroughly, and consider how your project meets the criteria, budget needs, and timeframe (e.g. eligible start date).
4. Applicants must **register for the [grants portal](#)**

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Applications will be accepted through an online [grants portal](#). This portal was developed by Arts South Australia, but is also used by the **Music Development Office** (Department for Industry & Skills), for the administration of the Contemporary Music Grant Program, and Jon Lemon Artist in Residence.

Register via your **preferred email address**. User details will be connected with this email throughout the grant management process. If you are unsure if you are already registered, or cannot retrieve your password through the automatic function, please contact the Program Officer.

### Submitting your application:

1. Once registered for the portal, select the relevant grant program from the home page list and click on **“Apply”**
2. Enter your Project Title and proceed. You will then see **tabs** at the top of the screen: Project / Activity Information, Support Material, Budget, Other, Submit. See **Key Application Documents** below for information specific to this grant round.
3. You may **save your work and return** to it any time, up until the closing date/time. No late applications can be submitted through the portal.

Previous applicants with **overdue acquittals** are not able to submit new projects through the portal.

### **KEY APPLICATION DOCUMENTS**

In the grants portal section “Key Application Documents”, please upload the following items. These can be contained in **one document** – Word or PDF.

#### **Project Description**

Up to one page, including your:

- **Category**– Choose the most appropriate category from the list in this handbook, and name it at the top of your Project Description
- **Collaborative process** and all project participants, along with their area of expertise and role in the project

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- **Expected outcomes** including any specified composition performance and our product. This program allows collaboration for the sake of experimentation as well, without the requirement for a specified outcome. If this reflects your type of project, it is advisable to note it as such.
- **Preferred dates** for the residency in the Songspace rooms. Please note whether there is flexibility in your proposed schedule. Keep in mind that applicants may not be advised of the outcome from the round until right before the eligible starting date.

### Career Development Statement

Up to one page, describing how this project aligns with your current needs as an artist / sound engineer / producer, addresses your future goals, and significantly contributes to your career development. If this is the case for collaborators as well, this information can be included.

### Adelaide UNESCO City of Music Statement

In December 2015, Adelaide won the prestigious international designation as a UNESCO City of Music. Adelaide joins 115 other cities in 54 countries as part of UNESCO's Creative Cities Network. It is the only UNESCO City of Music in Australia. The Music Development Office is proud of this designation, and would like you to consider how you may recognise this in your project.

Please provide a **short description** of how your project contributes to Adelaide UNESCO City of Music, and how you will recognise this in your project. While use of the UNESCO City of Music branding is encouraged to strengthen our identity in this space, use of the logo by successful applicants must be approved by Rebecca Pearce, Director, Office of Adelaide UNESCO City of Music, via email at [beck.pearce@adelaidefestivalcentre.com.au](mailto:beck.pearce@adelaidefestivalcentre.com.au).

### SUPPORT MATERIAL

In the grants portal section "Support Material", please upload the following items. These can all be contained in one document – Word or PDF – and/or provided by weblinks

- **Biography**– Provide information for applicant and all collaborators
- **Music / Video Samples** (weblinks preferred) – for applicant, and collaborators if relevant
- **Confirmation of participation** – letters of support / confirmation by collaborators

Quotes for eligible expenses can be uploaded in the **Budget** section.

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## **BUDGET**

In the grants portal section “Budget”, click on “Application Budget” for a **pop-up window**.

Fill in any fields relevant to your income and expenses for the project, including the amount requested from State Government (up to \$2k).

At the bottom of the pop-up window, you can upload supporting documents for your eligible expenses, e.g. quotes (if applicable).

If you click “Submit” in this window, it will finalise your budget and you will not be able to access the pop up again. If you want to continue working on the budget in future, click “Save” in the meantime.

Budgets must be “Submitted” (finalised) before a grant can be submitted in the portal.

### **Budget Tips**

- Your budget should depict a balanced income and expenditure.
- You may upload concise notes to your budget at the bottom of the budget pop up window.
- Notes to budget must include a list of specific expenditure items for which Music Development Office funding is sought.
- Notes to budget should include copies of quotes to support all major expenses.
- If you have applied for funding from other sources, notes to budget should indicate the timing of notification for unconfirmed funds.
- Notes to budget should include a contingency statement for significant unconfirmed funds.

## **OTHER**

In the grants portal section “Other”, tick boxes as appropriate for any engagement with specific groups or individuals. See “Important Policies and Protocols” below.

Tick the Activity Location as **Metropolitan Area**, as the residency will take place at St Paul’s Creative Centre in the Adelaide CBD.

For Art Form Area, tick **Contemporary Music**, and for **Artist Residency** for Arts Practice.

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## ***SUBMIT***

In the grants portal section “Submit”, tick boxes as appropriate. Either “Save” your application to continue working on it in future (up to the closing date/time), or “Submit”.

Once submitted, you will be able to view, but not edit, your application in the portal.

## ***AFTER YOU APPLY***

### **Processing & Notification**

You will receive an automatic email reply when your grant has been successfully submitted through the online portal.

Processing includes a series of administrative processes, peer assessment, and official approval through State Government. This can take up to 8 weeks from the closing date, and the Program Officer will not be able to offer a specific notification date.

All applicants will be notified by email regarding their result in the round, no later than the day before the eligible starting date. Please keep this in mind when devising your project schedule.

Feedback is generally not available for applicants unless there was a significant issue (e.g. missing Key Application Documents, or failure to meet eligibility requirements). However if you plan on submitting another application in future, you may contact the Program Officer for guidance.

### **Assessment**

It is important to note that while the Music Development Office manages this funding program, it does not determine the final outcomes.

Peer assessment is central to the MDO’s funding process. Peer panels are comprised of individuals who are recognised for their artistic achievements, artform knowledge and professional standing. Peers can include both artists and industry practitioners.

Peer panels make funding recommendations to the Executive Director, Industry, Skills and Entrepreneurship. Funding is approved based on their recommendations.

Panels rigorously assess applications against program criteria to prepare recommendations, and there are usually a greater number of worthy applications than the available funds can support.

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## **Funding Agreements and Reporting**

Successful applicants will be required to enter a funding agreement with the Department for Industry and Skills for the period of funding. Successful applicants will be expected to provide an artistic, statistical and financial acquittal within three months of the completion of the funding period.

Overdue acquittals will affect eligibility for applications to future rounds.

Return of funding agreements, payment of invoices and submission of acquittals will be managed through online grants portal.

## ***IMPORTANT POLICIES AND PROTOCOLS***

**Note:** as the Contemporary Music Grant Program was formerly delivered through Arts South Australia, the Music Development Office continues to reference their policies as relevant to the continuation of the program.

### **Working with children in art**

The Government of 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. The Government of South Australia is committed to a zero-tolerance approach to all forms of victimisation, bullying and harassment, including sexual harassment. Following the lead of Arts South Australia, the Music Development Office has taken a proactive, leadership approach to this issue, and it is a condition of all Music Development Office 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](#).

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## Aboriginal and Torres Strait Islander Protocols

The Music Development Office 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

The Music Development Office 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.

The MDO 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 the MDO for:

- processing and assessing your application – the MDO will provide the information to the peer assessors
- verifying other funding income for your project – the MDO 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, MDO 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.

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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, culture and creative industries.

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.

## ***FOR MORE INFORMATION***

### **Information Session**

A free information session will be hosted for prospective applicants, and will cover the information detailed in this Handbook, as well as offering the opportunity for Q&A.

### **Monday 18 February 2019**

5.30pm sharp – 6.30pm

St Paul's Creative Centre

Corner of Pulteney & Flinders St, Adelaide 5000

See the [MDO Facebook](#) - Events to RSVP.

### **Grant Program Officer**

Dr Elizabeth Reid

Program Officer, Music Development Office:

08 7320 3307

[elizabeth.reid@sa.gov.au](mailto:elizabeth.reid@sa.gov.au)

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