



CONTEMPORARY MUSIC GRANT PROGRAM – HANDBOOK POCKET GRANTS

ABOUT THE PROGRAM

Pocket Grants of up to \$1000 are to be made available to music focussed businesses that are working with South Australian artists, to assist with unexpected opportunities. Pocket Grants are to support music business travel and once-off business that arise at short notice. Applications are received via email and are assessed internally by the Music Development Office to enable a quick turnaround so that opportunities may be taken up with the necessary momentum.

KEY DATES

No unsolicited applications.

Prospective applicants must first contact the relevant Program Officer for guidance on the eligibility of their project.

AMOUNTS AVAILABLE

- Up to **\$1,000** per project
- Applicants can apply for up to 50% of eligible expenses

ELIGIBLE EXPENSES

- Examples include travel expenses to conduct significant business activity / attend meetings interstate, service fees for significant business related expenses (e.g. legal, promotional)

ELIGIBLE APPLICANTS

- **Music focussed businesses** that are working with **South Australian artists**
- Applicants who have outstanding funding acquittals with the State Government are not eligible for this program.

CRITERIA

Applications will be assessed according to the following criteria:

- The artistic and/or professional skills of the people involved in the project
- The significance of the opportunity in terms of its importance and timeliness for the career development goals of the South Australian artists
- The efficacy of the project planning, including budgeting, schedules, travel logistics

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HOW TO APPLY

Before submitting your application:

1. You must **discuss your project** with the Grant Program Officer to determine applicant and project eligibility. No unsolicited applications will be allowed, and the Pocket Grant round will not appear in the grants portal list until a date advised by the Program Officer.
2. **Read this Handbook** thoroughly, and consider how your project meets the criteria and budget needs, and timeframe. Please note, while Pocket Grants are assessed within as quick a turnaround time as possible, the processing may still take several weeks.
3. Applicants must **register for the [grants portal](#)**

Applications will be accepted through an online [grants portal](#). This portal has been developed by Arts South Australia, but is at present 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 Contemporary Music Pocket Grant program from the home page list and click on **“Apply”**
2. Enter your Project Title and proceed. You will then see a **series of 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 you submit the application.
4. You are advised to **notify the Program Officer** when you have submitted the application, to avoid further delays in processing.

Previous applicants with overdue acquittals will not be able to submit new projects through the portal.

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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

Your one-page project outline should be a clear and concise description of the activity to be undertaken with the grant, concentrating on, for example: what you want to do; why you want to do it; how you are planning to do it; who the artists involved are; when and where you intend to do it. Please include a timeline or itinerary.

Maximum two pages at 11pt font.

Career Development Statement

Describe how this project will benefit your professional development and career opportunities and/or that of the artist you are working with - for example, what is your/the artist’s professional goal and how will this project assist in achieving this?

Maximum one page at 11pt font.

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. 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.

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 the artist that the applicant is working with
- **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 \$1k).

At the bottom of the pop-up window, you can upload supporting documents for your eligible expenses, e.g. your own budget spreadsheet, quotes for major activity, and Budget Notes

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.

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. For Art Form Area, tick **Contemporary Music**.

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 auto-email reply when your application has been successfully submitted through the portal.

Processing includes a series of administrative processes, assessment, and official approval through State Government. This can take several weeks from the submission of the application, and the Program Officer will not be able to offer a specific notification date. Please keep this in mind when devising your project schedule.

Applicants will be notified by email regarding their result, as soon as possible.

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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

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](#).

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](#).

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

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.

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.

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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

Grant Program Officer

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