



Government of South Australia
Department for Innovation and Skills

Music Development Office

CONTEMPORARY MUSIC GRANT PROGRAM HANDBOOK APRIL 2020



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GENERAL

ABOUT THE PROGRAM

Funding assistance for the Contemporary Music Grant Program (**CMGP**) is provided by the South Australian Government, through the **Music Development Office (MDO)**, as part of the Department for Innovation and Skills.

Funding is made available to:

- Strengthen the South Australian contemporary music sector through long-term strategies that build on its national and international reputation and that are acknowledged with pride at home.
- Support emerging professional and professional South Australia-based artists to create quality original music and live performance opportunities locally, nationally and internationally.
- Assist in the development and sustainability of South Australia-based, nationally focused music businesses that support local artist career development.

The Contemporary Music Grant program is divided into two areas of focus: **Artist Development** and **Industry Development**:

- **Artist Development Grants** provide funding for artist and audience development and the creation of original South Australian music.
- **Industry Development Grants** aim to support local music businesses to establish and strengthen sustainable partnerships and collaborative projects that support and develop the careers of professional musicians and contribute to a buoyant SA music sector.

KEY DATES APRIL 2020 ROUND

“Round Opens” = Online applications will be viewable in the [grants portal](#) from this date

“Closing Date” = Online applications must be submitted by 11:59pm on this date

“Notification of Results” = A precise date cannot be named, due to variations in processing time. Applicants will be notified by email of their result no later than the Eligible Start Date.

“Eligible Start Date” = Successful applicants cannot use grant funding to claim or reimburse expenses for activity prior to this date.

ROUND
Round Opens: Monday 6 April Closing Date: Friday 1 May Notification of Results: mid-late June Eligible Start Date: 1 July 2020

ELIGIBLE APPLICANTS

- **SA musicians**, writing and performing their own music, and **SA industry** that supports these artists, are eligible to apply for funding to help build careers in the music industry.
- Based in **South Australia** minimum 6 months if a new resident or new business
- **18+** years old
- Applicants who have overdue funding acquittals with the State Government are not eligible to apply for this program.
- Applicants must be Australian citizens or have permanent resident status (or equivalent, e.g. bridging visas leading toward this status).

ELIGIBLE PROJECTS

- Projects that seek to **create or support original work** (no cover material)
- All genres of music are eligible, as long as the work is original

The following applications are **ineligible**:

- Projects already completed, or due to be completed, before the commencement of the funding period (eligible start date). Funding will not be provided retrospectively
- Projects without professional arts or industry outcomes, e.g. amateur productions, as well as projects forming part of a course of study, including graduation activities
- Projects that feature fundraising, competitions, awards and prizes
- Start up business costs and the purchase of equipment

CRITERIA

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

- The artistic and/or professional merit, quality and skills of the project participants
- The efficacy of the project planning, including budget and timeline, and effective use of resources with realistic outcomes
- The timeliness and significance of the objectives of the project, as they address career development goals of the applicant
- Demonstrated outcomes that will develop the professional career of the artists / industry involved
- Demonstrated efforts to collaborate, innovate and/or build capacity for the South Australian music sector
- The contribution the project makes (directly or indirectly) toward a progressive the South Australian music sector
- Opportunities for audience development

CATEGORIES

BACKGROUND

Applicants can choose from the following categories in this round:

- Recording
- Touring (national and/or international)
- Marketing
- Festivals & Events
- Skills and Development

You may choose **only one category** per round. Applications in all categories draw from the same funding pool, and are assessed on the strength of the individual application.

Categories may vary by

- The maximum amount of funding within that type of activity
- Eligible expenses
- In some cases, there may be a need for additional Support Material, noted below

Read each category's details below carefully to ensure your application aligns to the respective funding amount and eligible expenses.

In some categories, funding requests cannot exceed 50% of the total eligible expenses.

RECORDING

Recording supports projects that produce a quality master audio and/or video recording of original South Australian music. The recording needs to demonstrate exceptional potential and be particularly timely for the artist's career development. You can apply for up to \$10,000 towards costs associated with the project. Funding requests cannot exceed 50% of the total project budget.

ADDITIONAL SUPPORT MATERIAL

You must provide links to demo material for at least **80% of the music you wish to record** via a private Soundcloud page or Dropbox. If these pages are **password protected**, please include the password in your application via a text file or Word doc. For music videos, link to a copy of the music you wish to use for the clip.

ELIGIBLE EXPENSES

Eligible expenses include studio hire, producer and engineer fee, session artist fees, mixing, mastering, physical production (up to 1000 units), graphic design of artwork directly related the release (e.g. cover art).

Marketing expenses and event expenses (e.g. launches) are *not* eligible.

MAXIMUM AMOUNT: \$10,000

Funding requests cannot exceed 50% of the total eligible expenses for this category.

TOURING

Touring grants are available to support scheduled performances in regional SA, interstate or internationally, that build audiences and/or professional networks.

For the purposes of this grant, a tour is defined as **three or more confirmed performances** in recognised music and/or house concert venues.

ADDITIONAL SUPPORT MATERIAL

Applications for touring must provide written evidence of at least **three confirmed performances** in recognised music venues at the point of submitting an application. These dates must be locked in, with confirmation from the venue owner, booking agent, festival promoter or other source of the booking. The assessment panel will accept an updated

touring itinerary via email before funding decisions are made, and this should be discussed with the Grants Officer.

Applicants requesting support towards international touring must be able to demonstrate approved relevant visa status. Applicants may also like to consider whether the project is relevant for developing a working relationship with [Sounds Australia](#) prior to submitting an application.

ELIGIBLE EXPENSES

Examples include travel and accommodation, visas, freight, equipment hire, advertising, professional fees for services provided by publicists, tour managers, contract musicians, technicians.

Production of merchandise or replication of physical units are *not* eligible.

MAXIMUM AMOUNT: \$10,000 Regional SA and National Touring

MAXIMUM AMOUNT: \$15,000 International Touring

Funding requests cannot exceed 50% of the total eligible expenses, capped at \$15,000.

MARKETING

Marketing offers support for campaigns to develop audiences for new music being released into targeted markets. Funding is available for marketing new releases, tours, concerts, launches and shows that seek to develop the commercial value of South Australian music.

ELIGIBLE EXPENSES

Examples include professional fees for services provided by publicists, web developers and/or photographers, advertising, design and production of promotional and marketing collateral.

Production of merchandise or replication of physical units are *not* eligible.

MAXIMUM AMOUNT: \$5,000

FESTIVALS AND EVENTS

Festivals and Events grants are available for activities that support live performance opportunities for South Australian artists, and audience development for contemporary music in South Australia.

ADDITIONAL SUPPORT MATERIAL

It is strongly recommended that applicants provide evidence of confirmed bookings for acts on the intended festival or event bill, wherever possible.

ELIGIBLE EXPENSES

Examples include equipment hire, advertising, professional fees for services provided by technicians, artist performance fees.

Production of merchandise or replication of physical units are *not* eligible.

MAXIMUM AMOUNT: \$10,000

Funding requests cannot exceed 50% of the total eligible expenses for this category.

SKILLS AND DEVELOPMENT

Skills and Music Development grants support projects by professional artists and industry workers that foster skills development for the applicant and/or other participants. Projects may include residencies, mentorships and attachments, collaborative songwriting projects, attendance at music industry conferences, events and master classes.

ELIGIBLE EXPENSES

Examples include travel, accommodation, registration fees, daily allowances and mentor fees.

Projects forming part of a course of study, including graduation activities, are *not* eligible.

MAXIMUM AMOUNT: \$5,000

STRATEGIC PARTNERSHIPS

Grants of up to \$10,000 for micro and small to medium South Australian music businesses to match cash investment through strategic partnerships that will increase capacity to support SA artists and contribute to a progressive music sector.

Applicants must be based in South Australia as a

- A micro or small to medium music business* with a proven track record, operating to further the music sector in South Australia, and
- Not be in receipt of Organisations Funding through the Music Development Office

Partnerships of in-kind or contra relationships **are not** eligible. It is expected that the investing partner will be a registered business with a commercial interest in South Australia, or a South Australian based artist.

**The Australian Bureau of Statistics defines 'micro' business or enterprise as a type of small business, often registered, having five or fewer employees. A 'small' business is defined as one that employs fewer than 20 people, whereas 'medium' businesses generally have between 20 and 200 employees.*

It is expected that the majority of these grants will be awarded for strategic partnerships between industry and a South Australian artist, or between industry partners that can clearly demonstrate the benefits of the partnership to South Australian artists.

Partnerships must be for a minimum 12-month term with applications for funding to match amounts of cash investment received no more than 3 months prior to submission.

All successful applicants must connect with [Creative Partnerships Australia](#) at least once either prior to, or during the term of the partnership.

ADDITIONAL SUPPORT MATERIAL

All applications must include a Partnership Agreement signed by both parties that:

- Sets out the term of the Agreement
- Outlines the scope of the relationship including activities to be undertaken during the term, and
- Identifies milestones for measuring the success of the partnership

ELIGIBLE EXPENSES

The grant must be used exclusively for the purposes of supporting the partnership goals. You are encouraged to discuss your application with the Grants Officer.

MAXIMUM AMOUNT: \$10,000

Funding requests cannot exceed 50% of the total eligible expenses for this category.

HOW TO APPLY

BEFORE SUBMITTING YOUR APPLICATION

- You are encouraged to **discuss your project** with the Grant Program Officer to determine applicant and project eligibility.
- First time applicants should attend an **information session**; check the [MDO Facebook](#) for details.
- **Read this Handbook** thoroughly, and consider how your project meets the criteria, budget needs, and timeframe (e.g. eligible start date).
- Applicants must **register for the [grants portal](#)**
- Late applications will not be accepted, no exceptions

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 Innovation & 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

Once registered for the portal, select the relevant grant program from the home page list and click on **“Apply”**

- 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.
- 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.

THESE KEY ATTACHMENTS ARE MANDATORY.

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
- **Planning** – a project outline that shows 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 is involved, when and where you intend to do it. Please include a timeline or itinerary, and any specific outcomes from the activity.

CAREER DEVELOPMENT STATEMENT

Up to one page, describing how this project aligns with your current needs as an artist / industry practitioner, addresses your future goals, and significantly contributes to your career development and that of the project participants. For example, what is your professional goal and how will this project assist in achieving this? Why is this particular project timely, and essential to your next steps in your career?

MARKETING / PROMOTIONAL PLAN

Please describe in detail who the target market / audience is for this project and how you expect to connect with them. How will this activity contribute to your overall audience development strategy?

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.

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 project participants
- **Music / Video Samples** (weblinks preferred) – for applicant, and project participants if relevant
- **Confirmation of participation** – letters of confirmation by project participants of their role in the project
- **General letters of support** – you may include letters of support validating the project from relevant industry stakeholders

ADDITIONAL MATERIAL:

See details for **categories** above regarding additional requirements for **RECORDING, TOURING, FESTIVALS AND EVENTS** and **STRATEGIC PARTNERSHIPS**.

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

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 category maximum).

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 State Government 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.
- If your project cannot proceed without being fully funded*, you may choose to note this. (*part funding is sometimes considered by the peers).

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**, and the **Category** of your project for Arts Practice.

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. Please note, the notification may occur very close to the eligible start date, so plan your budget, timeline and any contingencies accordingly.**

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 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 on new applications.

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 Minister for Innovation and Skills. 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.

FUNDING AGREEMENTS AND REPORTING

Successful applicants will be required to enter a funding agreement with the Department for Innovation 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

Protocols for Working with Children in Art

If the project involves:

- employing any person under 18 years, with or without financial compensation
 - the exhibition or distribution of depiction of any persons aged under 18 years
- then:
- you must comply with the South Australian Government's *Protocols for working with children in art* and any relevant laws that apply in South Australia. This may include obtaining parental consents, statements from other artists and classifications, copies of which you must provide to the Department on request; and
 - you must also certify compliance with this clause in your Acquittal Report.

Child Safe Policies

From 11 April 2015, organisations providing cultural, entertainment or party services wholly or partly for children must provide a child safe environment.

As part of its obligation to establish and maintain a child safe environment, an organisation must:

- have in place [child safe policies](#) and procedures
- ensure [child-related employment screening](#) is undertaken for positions prescribed in the *Children's Protection Act 1993*
- lodge a [Child Safe Environments Compliance Statement](#) with the Department for Education.

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 MDO is committed to a zero-tolerance approach to all forms of victimisation, bullying and harassment, including sexual harassment. It is a condition of all MDO funding and grants that recipients must adopt and implement a Respectful Behaviours policy and procedure. This protocol was originally implemented by Arts South Australia, and 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 MDO 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 you provide in your application may be used by the MDO for:

- providing it to peer assessors for processing and assessing your application
- 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 including 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.

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 SESSIONS

A free information session will be hosted for prospective applicants prior to a round's closing date, and will cover the information detailed in this Handbook, as well as offering the opportunity for Q&A.

All sessions are held at **5.30pm sharp** for approximately one hour.

See the [MDO Facebook](#) - to RSVP when Events are listed, and for **further details on location** (locations may vary between rounds).

RSVPs open when each round opens. Sessions are free, but RSVP is recommended.

GRANT PROGRAM MANAGER

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Creative Industries Team
Department for Innovation and Skills

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