



Music Development Office

MUSIC DEVELOPMENT OFFICE PROJECT SUPPORT GRANTS

HANDBOOK APRIL 2020



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MDO PROJECT SUPPORT GRANTS HANDBOOK APRIL 2020

GENERAL

ABOUT THE PROGRAM

Funding assistance for the **Music Development Office Project Support Grants** is provided by the South Australian Government, through the **Music Development Office (MDO)**, within the Department for Innovation and Skills.

In this challenging time, the MDO has been working hard to reshape and simplify the way we can support South Australian music in a way that complements other funding available nationally and throughout the State. Our current round of the Contemporary Music Grant Program has been re-purposed to ensure the South Australian music industry can continue to develop, create and connect in this time.

The new **Music Development Office Project Support Grants** will support artists and music businesses through financial contributions allowing them to continue to develop new content and new ways of working, planning and connecting under the current COVID-19 conditions.

With this in mind, we have decided to **remove the categories** of touring, recording, marketing, festivals/events, and skills development **and replace them with three distinct streams** of funding:

Stream A) Creative Development Support Grants - to support artists, songwriters and producers in the development and/or release of new original music composition or content. Grants of up to \$5,000 will support projects / activities during 15 May 2020 – 30 September 2020.

Stream B) Music Business Project Support Grants – Up to \$20,000 will be available to support self-managed artists, artist managers, promoters, live music venues, and other music businesses / organisations who facilitate the creation, production and performance of original music. Grants will be available to assist in the development and implementation of strategies that aid the recovery of businesses impacted by COVID 19 restrictions.

Stream C) Music Industry Initiatives Support Grants – the MDO will consider applications from individuals or organisations with a proposal for new innovative approaches, initiatives and activities that will support or stimulate the music sector during the restriction period imposed by the threat of COVID-19. Grants of up to \$20,000 will be available to support initiatives / activities from 15 May 2020 – 30 September 2020.

KEY DATES APRIL 2020 ROUND

Recognising the industry's urgent need for support, the MDO has reduced the usual grant round timings to ensure a quick turnaround of funds for all successful applicants. Please note the updated timings:

DATES:

Round Opens: Wednesday 8 April

Closing Date: Friday 17 April

Notification of Results: End of April

Eligible Activity Period: 15 May – 30 September*

“Round Opens” = Full details for the round are now available, including the essential Handbook, FAQs, and how to apply. Applications can be submitted 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 Activity Period” = Successful applicants cannot use grant funding to claim or reimburse expenses for activity prior to the beginning of this period. Projects must be completed by the end of this period, *with the exception of Stream B (*please see page 7 for more info*).

ELIGIBLE APPLICANTS AND PROJECTS

- Applicants must be **professional South Australian musicians** over 18 years old, writing and performing their own music, or **local music businesses /organisations** who support these artists in the development, delivery or production of **original music**.
- Applicants must have been in **operation in South Australia for more than 6 months**.
- Applicants must have a **South Australian registered ABN** to be eligible to apply.
- Applicants who have **overdue funding acquittals** with the State Government are not eligible to apply for this program. If you are a previous grant recipient whose project is still in progress, or whose acquittal is forthcoming but not overdue, you are still able to apply in this round. If your project has been impacted by COVID-19, you may also contact the Grant Program Manager to discuss options to seek a variation or extension.
- Applicants must be **Australian citizens** or have **permanent resident status** (or equivalent, e.g. bridging visas leading toward this status).

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. hobbyist or amateur productions, as well as projects forming part of a course of study, including graduation activities.

The Music Development Office has repurposed the previous Contemporary Music Grant (CMPG) program to ensure the music industry can continue to develop, create and connect during this time.

Please note, **salaries are not eligible within this funding**. This is covered by the Commonwealth Government's **JobKeeper** package. The JobKeeper payment is a subsidy for eligible businesses, to help keep more people in jobs through the course of the coronavirus outbreak. Visit business.gov.au for more detailed information on this support package.

For **living expenses**, we encourage you to apply for Commonwealth Government funding through its **stimulus package**. Information on the Commonwealth Government's economic response to the COVID-19 pandemic is available at: treasury.gov.au/coronavirus.

There is also support available through the state government at: business.sa.gov.au. Our colleagues at Music SA have collated a list of current resources [HERE](#) which include grants through the **Australia Council for the Arts** which you may find useful.

ASSESSMENT

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

Applications will be assessed by industry peers according to the criteria outlined in the "FUNDING STREAMS" section below.

In this round, the peer panel is comprised of music industry experts with a local and national perspective, who will make funding recommendations to the Minister for Innovation and Skills. Funding is approved based on their recommendations.

The panel will rigorously assess applications against program criteria to prepare recommendations. Please note, in competitive funding rounds, there are usually a greater number of worthy applications than the available funds can support. As such, the panel may choose to offer partial funding to some applicants. If your project cannot proceed without being fully funded, you may choose to note this in your application.

FUNDING STREAMS

Applicants can choose from the following funding streams in this round:

- Stream A) Creative Development Support
- Stream B) Music Business Projects Support
- Stream C) Music Industry Initiatives Support

Applications must choose between Stream A **OR** B. You can apply for C in addition but only A **OR** B, not both. People, for example, can apply for A and C or B and C, but not all three.

STREAM A) CREATIVE DEVELOPMENT SUPPORT

MAXIMUM AMOUNT: \$5,000

Creative Development Support grants support **artists, songwriters and producers** in the development and/or release of original music composition / content, during the funding period (15 May 2020 – 30 September 2020). All genres are welcome as long as the compositions are original music.

Such projects will produce a quality 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.

These grants also offer support for campaigns to develop audiences for new music being released into targeted markets, and online launches and shows during the funding period that seek to develop the commercial value of South Australian music.

CRITERIA and MANDATORY INFORMATION

Applicants must submit the following:

1. **Project / Activity Description** – In no more than 500 words provide 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, and when and where you intend to do it. Please include a timeline or itinerary, and any specific outcomes from the activity.
2. **Budget** – Applicants must submit an **itemised budget** indicating top line expenses and how funding will be used to support the project. Word limit 1000 including explanatory notes.
3. **Bio** – Applicants must provide an artist Biography or company description. Word Limit 250.
4. **Market Reach** – Applicants must highlight market demand for their artistic output. Please note the webform will ask for key statistics for social media presence, and any recent ticket sales /streams.

STREAM B) MUSIC BUSINESS PROJECTS SUPPORT

MAXIMUM AMOUNT: \$20,000

Music Business Projects Support grants support self-managed artists, artist managers, promoters, live music venues, and other music businesses/organisations who facilitate the creation, production and performance of original music. Grants will be available to assist in the development and implementation of strategies that aid the recovery of businesses impacted by COVID-19 restrictions. Planning for these strategies must begin during the period of COVID-19 restrictions, but their activation, and the use of funds to support this, may occur once the restrictions have been lifted.

CRITERIA and MANDATORY INFORMATION

Applicants must submit the following:

1. **Strategy** – no more than 500 words, applications from **individuals or organisations** must include an outline of strategies applied during COVID-19 that aid the recovery of their business.
2. **Budget** – Applicants must submit an itemised budget for these strategies, indicating top line expenses and how funding will be used. Word limit 1000 including explanatory notes.
3. **Outline of Impact** – 250 word statement of impact of COVID-19 restrictions on your business.
4. **Bio** – Applicants must provide an artist Biography or company description. Word Limit 250.

STREAM C) MUSIC INDUSTRY INITIATIVES SUPPORT

MAXIMUM AMOUNT: \$20,000

Music Industry Initiatives Support grants will consider applications from **individuals or organisations** with a proposal for new initiatives and activities that will stimulate innovative activity in the music sector during the restrictions imposed by the threat of COVID-19.

This should support new approaches to activity through the period of disruption. For example, an initiative could include the live streaming of performances in live music venues and possible monetisation models.

CRITERIA and MANDATORY INFORMATION

Applicants must submit the following:

1. **Outline of initiative(s)** – no more than 500 words, applications from **individuals or organisations** must include an outline of the initiative that describes how it will stimulate the music sector during the restrictions imposed by the threat of COVID-19.
2. **Budget** – Applicants must submit an itemised budget for the initiative, indicating top line expenses and how funding will be used. Word limit 1000 including explanatory notes.
3. **Outline of Impact** – 250 word statement of impact of COVID-19 restrictions on your business
4. **Bio** – Applicants must provide an artist Biography or company description. Word Limit 250.

HOW TO APPLY

BEFORE SUBMITTING YOUR APPLICATION

- **Read this Handbook** thoroughly, and consider how your project meets the criteria, budget needs, and timeframe (e.g. funding period).
- **Review the FAQs** available on the MDO website.
- **If desired, you may discuss your project** with the Grant Program Manager or a member of the Creative Industries team to determine applicant and project eligibility.
- Late applications will not be accepted, no exception.

SUBMITTING YOUR APPLICATION

All applications for the Music Development Office Project Support Grants (April 2020) must be submitted online through the MDO Web Form: <http://mdo.sa.gov.au/projectsupportgrants/>

You will receive an email reply when your grant has been successfully received.

AFTER YOU APPLY

PROCESSING & NOTIFICATION

Processing includes a series of administrative processes, peer assessment and recommendation for Ministerial approval. This process will be **expedited as much as possible** for the current round.

All applicants will be **notified by email in late April** regarding their result in the round. Please note there is no specific notification date.

Feedback is not available for applicants unless there was a significant issue (e.g. missing mandatory information, or failure to meet eligibility requirements).

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.

Successful applications will be advised of the process of returning of funding agreements, payment of invoices and submission of acquittals, when notified of the grant outcome.

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, or, 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

GRANT PROGRAM MANAGER

Elizabeth Reid
Program Manager, Music Development Office
Department for Innovation and Skills
Ph: 08 7320 3307
mdo@sa.gov.au

If the Grant Program Manager is unavailable, contact Emma Bargery (Business Support Officer), and she will direct your enquiry to another member of the Creative Industries Team.
Ph: 7320 3337