

Music Development Office
Live Music Venues Grant Program

Guidelines November 2020

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The Program

Background

Funding assistance for the **Live Music Venues Grant Program** is provided by the South Australian Government through the **Music Development Office (MDO)** within the Department for Innovation and Skills.

The MDO continues to work hard to reshape and simplify how we can support South Australian music in a way that acknowledges current challenges and complements other funding available nationally and throughout the State.

The **MDO Live Music Venues Grant Program** supports South Australian venues to continue to present live music, recognising the difficulty to do so viably with current COVID-19 capacity restrictions. The program also creates employment opportunities for artists and music industry professionals, to assist in their recovery from the restrictions caused by the COVID-19 pandemic.

Live music is supported by the **MDO Live Music Venues Grant Program** through offsetting costs for South Australian artist fees, and fees for creative personnel who directly contribute to the activity, such as sound engineers and lighting technicians.

This program complements the **MDO Project Support Grants**, which fund the creation, presentation, production and delivery of music within the South Australian music sector.

Venues may apply to both the **MDO Live Music Venue Grants Program** and to **Stream B (Music Businesses)** of the **MDO Project Support Grants**. Please note, while the Live Music Venues Grant Program supports both original and cover music, Project Support Grants only support original music. The two grant programs also have different eligible activity periods. All activity for the Live Music Venue Grants program must take place between 1 January – 30 June 2021, whereas the Project Support Grants can take place from 1 January – 31 December 2021.

About the Program

The inaugural round of the MDO Live Music Venues Grant Program will open for applications from **Wednesday 4 November to Thursday 26 November 2020**.

A total budget of \$500,000 is available in the round, to support delivery of live music between 1 January to 30 June 2021. Venues will be able to apply for **up to \$25,000** in eligible expenses.

Applications will be assessed by an independent panel of music industry experts. The panel will determine if a venue applicant meets the eligibility criteria and consider how the venue and its previous and proposed live music activity fits within the broader South Australian music ecosystem.

Please note: meeting eligibility criteria does not guarantee that an applicant will be successful. In competitive funding rounds, there are usually a greater number of worthy applications than the available funds can support, and thus eligible and strong applications may still be unsuccessful.

From January to June 2021 **successful applicants** will be paid the approved funding total in monthly instalments. Monthly payments will be based on actual costs incurred by the business (venue) for artist, sound and lighting technician fees during the previous month and subject to receipt of evidence that creative personnel have been paid by the venue.

Key dates

Wednesday 4 November 2020	round opens
Thursday 26 November 2020	closing date
December 2020	notification of results
1 January – 30 June 2021	eligible activity period

“**Round Opens**” = full details for the round are available, including the Guidelines and FAQs. Applications can be submitted online 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. You will be notified by email of the result of your application 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.

Eligibility

Eligible applicants

- the applicant must be a **South Australian venue** who supports South Australian professional artists in the presentation/performance of music, including original and cover music
- your venue must have been **based in and operating in South Australia for more than 6 months**
- your venue must have been delivering live music **prior to 22 March 2020**
- you must have a **South Australian registered ABN**
- you must be an **Australian citizen** or have **permanent resident status** (or equivalent, e.g. bridging visas leading toward this status).

If you have **overdue funding acquittals** with the South Australian State Government, you 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 or any other reason that may cause delays or a change of activity, you should contact the Grant Program Manager at mndo@sa.gov.au to discuss options to seek a variation or extension, if applicable.

NOTE: Any business that has entered into a funding/grant agreement with the Department for Innovation and Skills in the last 12 months to receive grant funding above \$200,000 or more is **NOT eligible** for this program.

Eligible activity and expenses

Live music activity funded through the MDO Live Music Venues Grant Program must take place within the eligible activity period of 1 January 2021 – 30 June 2021.

During this period, funding will reimburse costs of performances fees for South Australian artists, and fees for creative personnel who directly contribute to the activity.

Ineligible expenses include additional costs in the delivery of live music, including expenses associated with infrastructure, non-creative personnel staff (e.g. COVID Marshals), equipment purchase or hire, venue hire, marketing, booking agent fees, interstate and international artist fees. Venues seeking support for such expenses are encouraged to apply in Stream B of the MDO Project Support Grants.

Funding from the MDO Live Music Venues Grant Program cannot be applied to expenses that are **already covered** through other sources (e.g. grants, rebates, sponsorship).

For instance, if your venue's South Australian artist fees are funded by another source, you cannot use MDO Live Music Venues Grant Program funding to pay the **same artists**, or to increase their payment. You can however apply for artist fees for **additional** South Australian artists that are added to a live music program or event.

Please note, **salaries** already covered by the Commonwealth Government's **JobKeeper** package **are not eligible** for this funding. The JobKeeper payment is a subsidy for eligible businesses, to help keep more people in jobs through the course of the Coronavirus (COVID-10) outbreak. Visit business.gov.au for more detailed information on this support package.

Our colleagues at Music SA have also collated a list of resources on the [Music SA website](#) which include grants and other music industry funding you may find useful.

It is your responsibility to be aware of, and comply with, current Government **COVID-19 directions** and restrictions that apply from time to time (Directions) and take necessary measures to ensure your project activity is not in breach of your legal obligations including, the Directions. If your application is successful, you may be required to report to the Music Development Office/Department for Innovation and Skills on your compliance with the relevant Directions during the funding period. Failure to comply will result in the grant being withdrawn or terminated immediately.

Essential application materials

Applications to the MDO Live Music Venues Grant Program are submitted online through a webform, linked via the [MDO website](#). The program is NOT delivered through the Arts SA grants portal.

The application contains a series of multiple-choice items, as well as open-ended questions where you will enter information directly into the form. In some cases, you will be requested to upload PDF material or to provide weblinks.

IMPORTANT: DO NOT LINK to files/folders in **Dropbox** or other online storage systems. Any material submitted in this format **will not be accessed or reviewed** as part of your application.

The following are **mandatory** parts of the application.

Business information

You must provide a company description (250 words), and there is also an opportunity to include links to web pages that contain this information (e.g. website, social media accounts).

The application will ask a series of questions about your business activity as it relates to the delivery of live music, including the proportion of original versus cover music, frequency of activity, and percentage of your business income derived specifically from live music.

COVID-19 impact

You will be asked to describe how COVID-19 restrictions have had and/or continue to have an impact on your business activity. Include details of your current situation, and how funding through this grant program would support the development or recovery of your business. The application will also ask you to estimate the loss of income due to the restrictions, and to identify which government support you may have received due to COVID-19.

Live music activity

You will need to upload evidence of your live music activity, including copies of your Liquor Licence and OneMusic Licence, information on the capacity of your performance space, any key achievements regarding live music (e.g. awards, milestones), and evidence of your activity in the 12 months prior to 22 March 2020.

You will be asked to describe the role that your venue plays in the broader South Australian live music ecosystem. This can include the key demographics of your audience and performing artists (e.g. youth, disadvantaged), status of performing artists (emerging, established), any genres of focus (e.g. jazz, metal), your venue's importance to the geographic region, any collaborations or partnerships with other music industry businesses, etc.

For your proposed live music program from January – June 2021, you must provide a clear and concise description of the activity to be undertaken and how it would be supported 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 (including a timeline and/or itinerary)
- specific outcomes from the project (e.g. quantity of performances)
- activity expenses and income sources.

Application process

Before submitting your application

Read these Guidelines thoroughly, and consider how your application meets the eligibility requirements, budget (e.g. maximum grant amount), and timeframe (e.g. start and end date of the funding period). FAQs are available on the [MDO website](#).

Become familiar with the **Essential Materials** you will need to submit with your application. Applications that do not include these materials may be ineligible for assessment.

If desired, discuss your project with the Grant Program Manager to determine your eligibility. If this is your **first grant application to the MDO**, you are strongly encouraged to contact the Grant Program Manager.

Plan ahead. Late applications or materials will not be accepted. The webform will automatically stop accepting applications after 11:59pm on the closing date.

How to submit your application

All applications for the **MDO Live Music Venues Grant Program** must be submitted online through the MDO Web Form: <http://mdo.sa.gov.au/livemusicvenuesgrantprogram/>.

You will receive an **automatic email reply** when your application has been successfully received. If you do not receive this reply, contact the Creative Industries Business Support Officer for assistance on 08 7320 3337.

Assessment process

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 a panel of industry representatives, who rigorously assess applications against program criteria. The panel prepares funding recommendations for the Minister for Innovation and Skills for approval.

Please note, in competitive funding rounds, there are usually a greater number of worthy applications than the available funds can support.

Administration and notification

Processing of the grant round can be expected to take a **minimum of 6-8 weeks** from the closing date, and notification will occur **prior to or on the eligible starting date**.

All applicants – successful and unsuccessful – will be **notified by email** regarding their result. If you have not received an email about the status of your application (after the initial confirmation of submission) then the round is still being processed. The Music Development Office will **not be able to provide a specific notification date**.

Due to the high volume of applications expected in a round, **feedback** is not available for unsuccessful applicants unless there was a significant issue with the submitted materials (e.g. missing mandatory information, 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, and 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 applicants 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 live music activity 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.

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 peoples and cultures at every stage of a project's development. For more information on ATSI protocols click [here](#).

Information privacy

The MDO 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. Grant assessors are bound by a Code of Conduct.

If your application is successful, the Funding Agreement and associated documents for your 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

Please note, due to the amount of applications expected in a competitive round, staff will be unable to read drafts of applications or take multiple meetings with the same applicant.

You are encouraged to ask questions well in advance of the closing date and should expect delays in the days prior to the closing date as staff work to service a high volume of enquiries.

You may [register your interest](#) in attending an information session on the **Live Music Venues Grant Program** (venue TBC) on **Wednesday, 11th November, 10.30am sharp – 11.30pm.**

Grant Program Manager

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