

# **Live Music Support Program**

## **Guidelines**

## Contents

Background .....	3
Program funding categories.....	3
Category One – Live Music Venues and Event Promoters .....	4
Category Two – Professional Touring Artists .....	6
Essential application materials.....	8
Application Process .....	9
Important policies and protocols .....	10
For more information .....	12

## The Program

### Background

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

The **MDO Live Music Support Program** provides financial support to established live music enterprises, which includes dedicated live music venues and event promoters, and professional touring artists. The purpose of the program is to enable eligible music businesses to invest in costs associated with planning and presenting live music so that venues, promoters and artists are **ready to open and perform** as border and trading restrictions allow.

The objective of the **MDO Live Music Support Program** is to enable South Australia's live music industry to be 'match-fit' and ready for when live music and touring resumes with the reopening of borders and easing of COVID-19 restrictions.

The assessment of applications will be through a competitive process with decisions made by a panel which will include industry representatives.

The **Live Music Support Program** will inject up to \$3 million into South Australia's live music industry to ensure the home of Australia's only designated UNESCO City of Music is ready to amp up post-pandemic.

### Program funding categories

The **MDO Live Music Support Program** offers two categories of funding: Live music venues and event promoters, and Professional touring artists.

#### Category One: Live music venues and event promoters

This funding category is to support dedicated live music venues and event promoters that deliver music-specific events. The funding is designed to cover the costs associated with preparing to host live music (venues) and plan events to be delivered (promoters) once borders open and restrictions are eased.

#### Category Two: Professional touring artists

This funding category is to support professional touring artists with the costs associated with preparing for interstate and international touring in anticipation of borders opening.

## Key dates

<b>Friday 29 October 2021</b>	Round opens
<b>Wednesday 3 November 2021</b>	Information session
<b>Friday 19 November 2021</b>	Closing date

“**Round Opens**” = full details for the round are available, including the Guidelines and FAQs. Applications can be submitted online from this date.

“**Information Session**” = live event presented by the MDO to discuss the grant program application process, assessment, criteria and eligibility. Details on page 14.

“**Closing Date**” = online applications must be submitted by 11:59pm on this date. Note: technical support from the MDO ceases at 5pm 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 by 31 December 2021.

**Note:** successful applicants cannot use grant funding to claim or reimburse expenses for activity that has occurred prior to the date of the funding submission. All approved grants through this program will be for eligible expenses incurred up to 30 June 2022.

## Category One – Live Music Venues and Event Promoters

### Eligibility

- You must be a:
  - ♦ **Dedicated live music venue**
  - Or
  - ♦ **Music-specific event promoter**
- You must be able to demonstrate that you have experienced a decline of at least 60% of income compared to pre COVID-19.
- You must be able to demonstrate that you derive more than 65% of your income from live music activity.
- If you are a music-specific event promoter, your businesses must be for-profit and be able to demonstrate a track record of delivering major music events that attract 10,000+ attendees.

If you are a previous MDO grant recipient and 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 to this program. If your current funded project is in progress but is not able to proceed as originally outlined in your previous application, you should contact the Program Manager to discuss options to seek a variation or extension if applicable (contact details on p.12).

### Evidence of eligibility

A range of evidence can be provided with your submission to demonstrate eligibility. This may include:

- Business Activity Statements
- Tax returns
- Financial statements (Profit and Loss Statements, Balance Sheet)
- Post-event reports

Please contact the MDO Live Music Support Program Manager if you are unsure about what evidence you can provide to demonstrate your eligibility.

### Funding available

Funding under Category One is delivered through three funding tiers. Which tier you apply under is determined by the capacity of your venue as written on the venue's liquor licence.

Event promoters can apply under Tier 1.

	Amount available	Eligibility
Tier One	Competitive grants of up to \$300,000	Dedicated live music venues with an over 500-person capacity  Music specific event promoters.
Tier Two	Competitive grants of up to \$100,000	Dedicated live music venues with over 200-person capacity
Tier Three	Competitive grants of up to \$50,000	Dedicated live music venues with over 100-person capacity

### Eligible activity and expenses

The **Live Music Support Program** is designed to support music businesses with the costs associated with preparing to host and deliver live music once borders reopen and restrictions are eased. Eligible activity can occur up to 30 June 2022.

Eligible expenses include:

- Operational costs associated with hosting live music, including equipment service and maintenance, marketing, and band engagement fees.
- Offsets to increased costs of services, insurances and similar policy premium caused by the pandemic.
- Salary and oncosts to employ critical staff who are necessary to support the return of live music activity within the business.

For example, the anticipated salary costs for the grant period, up to 30 June 2022, and the costs associated with maintaining a venue in preparation to host live music would constitute eligible expenses.

If you are unsure whether your anticipated costs will be eligible, contact the Program Manager for more information.

NOTE: Successful applicants will be approved to access funding of an agreed maximum amount over the grant period. Funding will be paid in instalments based on agreed funding milestones. Payment of the grant will be subject to an ongoing assessment of need.

## Category Two – Professional Touring Artists

### Eligibility

- You must be a:
  - ♦ **South Australian based professional touring musician**
  - ♦ you must have been **based in and operating in South Australia for more than 6 months**
- You must be an **Australian citizen** or have **permanent resident status** (or equivalent, e.g. bridging visas leading toward this status).
- You must be able to demonstrate a decline of a least 60% of income from music activity compared to pre COVID-19.
- You must be able to demonstrate that you derive more than 65% of your income from live music activity pre COVID-19.
- You must be able to demonstrate that you had interstate or international tours cancelled as a result of COVID-19 disruptions.

If you are a previous MDO grant recipient and 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 current funded project is in progress but is not able to proceed as originally outlined in your previous application, you should contact the Program Manager (details on p.13) to discuss options to seek a variation or extension if applicable.

### Evidence of eligibility

A range of evidence can be provided to demonstrate eligibility. This may include:

- Business Activity Statements
- Tax returns
- Financial statements (Profit and Loss and Statements, Balance Sheets)

- Notice of cancellations from venues or promoters
- Written confirmation from artist manager of cancellations and/or loss of income as a result of COVID-19

Please contact the Program Manager if you are unsure about what evidence you can provide to demonstrate your eligibility.

### Funding available

Up to \$50,000 is available for activity that commences on or after the date the funding agreement is signed by both parties to 30 June 2022 for costs associated with the preparation of future touring activity and/or touring activity that will occur during the funding period.

### Eligible activity and expenses

The **Live Music Support Program** is designed to support South Australian based professional touring artists with the costs associated with the planning and preparation of new touring activity once borders open and restrictions ease. Eligible activity can commence on or after the date the funding agreement is signed by both parties

Eligible expenses include:

- Creative personnel (inclusive of artists, tour managers, sound and lighting technicians, sound engineers, marketing and publicity services) and crew costs involved in planning and preparing for tours.
- Costs associated with rehearsals, including artist fees, venue and equipment hire, sound and lighting technicians.
- Costs associated with planning, booking and marketing tours.

For example, artists' salaries and marketing future tours is an eligible expense.

If you are unsure whether your anticipated costs will be eligible, contact the Program Manager for more information.

### Ineligible Activity and Expenses

- Costs that have already occurred before the commencement of the funding period (eligible start date). Funding will not be provided retrospectively.
- Activity not associated with the preparation of hosting live music or touring.

Funding from the MDO Live Music Support Program cannot be applied to expenses that are **already covered** through other sources (e.g. grants, rebates, sponsorship). However, successful applicants can use funding to offset costs that **build on** activity that has been supported through other sources, as long as it is not applied to the same exact expenses.

For instance, if an artist's fees are funded by another source, that would be an ineligible expense under this program. However, other expenditure associated with other artists, the costs of sound technicians etc., which are associated with the future live music event is eligible.

## Essential application materials

Applications to the MDO Live Music Support program are submitted online through a webform, linked via the [MDO website](#).

The MDO is part of the Department for Innovation and Skills, and its grant programs are **NO LONGER 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 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.

### Biography or Business Description (250 words)

You must provide an artist biography or business description. There is also an opportunity to include links to web pages that contain this information (e.g. website, social media accounts).

### Business information

The application will ask a series of questions about your business activity as it relates to the original contemporary music ecosystem of South Australia.

### Activity description (250 words)

You must provide a clear and concise description of the activity to be undertaken in relation to each eligible expense that will be applied for. This includes a breakdown of costs and budget.

### Your role in the South Australian ecosystem (250 words)

You will be asked to describe how your business or you as an artist fit within the broader South Australian music ecosystem. Examples can include your status as a performing artist (emerging, established), your scope of activity as an artist or venue (local, national, international), how your business or artistic activity supports certain demographics (e.g. youth, disadvantaged), any specific genres that you host (e.g. jazz, metal), your venue's importance to a geographic region, any artistic or business collaborations or partnerships, etc.

### Financial Position

You will be asked to demonstrate your eligibility including:

- demonstrating a decline of a least 60% of income from music activity compared to pre COVID-19.
- demonstrating that you derive more than 65% of your income from live music activity pre Covid-19.
- That your business is solvent and that the funding will not be used to pay existing creditors.



## Application Process

### Before submitting your application

Read these Guidelines thoroughly, and consider how your business and your proposed activity meets the:

- eligibility requirements
- eligible costs
- budget, e.g. maximum grant amount
- timeframe, e.g. start and end date of the eligible activity period.

**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.

**FAQs** will be available on the [MDO website](#).

**If desired, discuss your activity** with the Program Manager or a member of the Music Development Office team to determine applicant and expenses eligibility. If this is your **first grant application to the MDO**, then you are strongly encouraged to contact the Program Manager.

**Please plan ahead.** Late applications will not be accepted.

### How to submit your application

All applications for the **MDO Live Music Support Program** must be submitted online through the MDO Web Form, available on this web page: <https://mdo.sa.gov.au/mdo-live-music-support-program/>.

You will receive an **automatic email reply** when your grant has been successfully received. If you do not receive this autoreply, contact the Business Support Officer for assistance: 08 7320 3337. Please adjust your email settings to accept mail from [mdo@sa.gov.au](mailto:mdo@sa.gov.au), otherwise these notifications may be caught in a spam filter.

### Assessment process

Applications are assessed through a **competitive process**. It is important to note that while the **Music Development Office** manages this funding program, applications will be assessed by a panel of **industry representatives**. The panel prepares funding recommendations for the Minister for Innovation and Skills for approval.

Please note, in competitive funding programs, 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 from [mdo@sa.gov.au](mailto:mdo@sa.gov.au) 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.

### 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.

Up to 30% of the funding amount will be paid on execution of the agreement and on receipt of a valid tax invoice. A mid-project 'check-in' will be undertaken to determine the amount of the pre-approved funds that will be paid, following an assessment of the status of the business.

Recipients will be expected to provide a financial acquittal within one month of the completion of the funding period. Other required reporting will be included in the funding agreement.

Overdue acquittals, or unapproved expenditure of the funding, will affect eligibility for applications to future MDO programs.

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 proposed 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.

#### 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 activity, 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 the delivery of the activity. 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 to peer assessors for processing and assessing your application
- verifying other funding income for your activity – 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 activity 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

You may attend an **information session** on the MDO Live Music Support Program on 3 November 2021. For full details, visit [the MDO website](#) for a link to the EventBrite listing when available. **RSVP essential.**

## MDO Live Music Support Program Manager

For questions about the grant program terms and conditions, eligibility, criteria, assessment process:

Nicole Turvey  
Music Development Office  
Creative Industries  
Department for Innovation and Skills  
Ph: 08 7320 3337 | [Nicole.turvey@sa.gov.au](mailto:Nicole.turvey@sa.gov.au)