



Australian Government



TORRES STRAIT REGIONAL AUTHORITY

Culture Art and Heritage Programme

Grant Guidelines

SECOND COMMON FUNDING ROUND 2019 (CFR 2019-2)

PART A – INITIATIVE INFORMATION

Background

Culture, Art and Heritage (CAH)

The diversity and strength of our culture and heritage is a vital resource in our communities and region. For future generations it is important that our culture, heritage and art are not only maintained and sustained, but developed. There is an abundance of talent in traditional art, craft, music, song and dance. Developing and supporting our artists and communities to express themselves is crucial to maintaining our artistic and cultural wellbeing. The Culture Art and Heritage Programme recognise that targeted initiatives are needed to achieve this.

Goal:

Protect, promote, revitalise and maintain Torres Strait Islander and Aboriginal traditions and cultural heritage.

Objectives and aims (TSRA Development Plan 2014-18)

- Strong, supported and respected Ailan Kastom.
- An active and sustainable Arts and Craft Industry.
- Cultural values and protocols are integrated into service planning and management practice.
- The unique cultural heritage and histories of the region are preserved, maintained and promoted.
- The Copyright, Intellectual Property and Traditional Knowledge of Torres Strait Islander and Aboriginal People in the region is protected.

Initiatives

The TSRA will offer grants under one category called the Culture, Art and Heritage Grants to assist the community to undertake Culture, Art and Heritage projects to achieve these shared goals.

Culture, Art and Heritage grants will be offered for projects that cover, but are not limited to, the following:

- Arts Development - including visual arts, contemporary performance arts, and contemporary music.
- Cultural Maintenance grants - including support for language projects, storytelling, cultural practice, celebrations, festivals, ceremonies and traditional dance and music.
- Heritage – including support for family histories, preservation of historical materials e.g. photographs, community histories; and restoration or conservation of artefacts.
- Significant Events / Milestone Events – including events that are considered significant and relevant to the Torres Strait and Northern Peninsula region. Before you begin your application you **MUST** contact the **TSRA Culture Arts and Heritage Programme** on **07 40690 700** or via email CAHTeam@tsra.gov.au to confirm eligible events.

Planned benefits

Short term:

- Communities are able to undertake activities strengthening Ailan Kastom including protocols, language and cultural maintenance.
- Traditional artefacts located, documented and preserved.
- Recording and repatriation of cultural materials and knowledge from national and international institutions and agencies.
- Increased use of cultural practices, specifically languages, within communities.
- Increased: a) Art and craft skills levels; b) Production of art and craft.
- Increased income for individuals and businesses derived from arts and crafts.

Long Term:

- Increased international recognition of the value of Torres Strait Islander & Aboriginal arts and culture.
- Cultural Heritage records including sites, artefacts, stories and histories owned and securely accessible by Torres Strait Islanders.
- Increased knowledge, and application of copyright and intellectual property rights in relation to arts, crafts, culture and traditional knowledge.
- Increased incorporation of cultural values and protocols into service planning and management practices.

PART B- INITIATIVE INFORMATION

Who can apply (eligibility?)

Any incorporated organisation or individual from the Torres Strait and Northern Peninsula Area communities of Bamaga and Seisia. Organisations or individuals without an ABN will have to engage an incorporated organisation to auspice the grant i.e. an organisation like a council or other incorporated community organisation will need to receive the money, acquit the expenditure, and assist with the final outcome report. Please note that the artistic/cultural outcomes must accompany the financial acquittals.

Board Members and employees of the Torres Strait Regional Authority **are not eligible** to apply for grant funding either in their own right or on behalf of another person or organisation. Organisations who wish to apply for grant funding, and who have TSRA Members or employees who hold Director positions within their organisation, must ensure that other Directors are used to sign the grant application forms.

As this is a grants programme, applications that have an economic development focus will not be supported. Applicants are encouraged to contact our Economic Development Programme to obtain further information about support for new businesses.

Please note that there is limited funding available each year. All grants must align with the TSRA Torres Strait Development Plan.

Church and/or religious activities without creative arts and cultural maintenance projects as part of the program, will not be supported.

Please contact our Culture Arts and Heritage team to discuss your project.

What activities will be considered for funding? (not limited to these examples)

- Projects locally managed that benefit the whole community e.g. festivals and events, language projects, recording local stories and songs.
- Production costs to develop traditional and contemporary art forms e.g. art and craft, song, dance.
- Local artists travelling to workshops or key cultural and arts events e.g. dance festival, or arts skills development in any art form or cultural learning.
- Costs of hosting a visiting artist to build local skills e.g. professional fees, training fees, accommodation, travel and living costs.
- Production costs for projects and events such as lighting, sound, rental of equipment, hire of venues, costuming, design fees, and promotional brochures.
- Purchasing of materials that are part of the project e.g. wood form-making for instruments/carvings, paint, canvas, framing, crates for transporting art.
- Training for artists and project managers e.g. marketing or management skills.
- Cost for touring of artwork to exhibitions.
- Marketing costs for the promotion of an artwork, exhibition or event.
- Only small capital items that are a necessary part of an artistic or cultural project.

- The conservation of restoration of artefacts, photographs, written histories of significance, display of historical material, archiving of heritage materials, family histories or similar.

(Please discuss your project idea with a TSRA CAH Project Officer)

What is not funded?

- Applicants who have failed to acquit or not submitted an Outcome Report for a previous grant.
- Activities already funded by other TSRA programmes or that could reasonably be funded by other government departments e.g. Qld Government or Federal Government funding programs.
- Activities that are run as part of a school curriculum or within school hours and which would normally be part of usual school activities (i.e. which should be supported by Education Queensland or similar).
- Activities which are unable to demonstrate a contribution to the Culture, Art and Heritage Program's aims and targeted benefits.
- Activities that start before the application has been approved and/or outside of eligible period.
- The purchase of capital items e.g. buildings or vehicles. Smaller items can be purchased when they are a necessary part of the project.
- Operational funding for organisations.
- Catering costs where the total cost of this aspect of the project is more than 10%
- Activities that may create an ongoing dependency on TSRA grant funding i.e. funding over multiple consecutive years.

Timing for submissions

Submissions are to be received in line with the due dates specified in the TSRA common funding round notices.

Applicants will be required to complete a grant funding application when applying for funds. A copy of the grant application is available on the TSRA website at www.tsra.gov.au or by contacting the TSRA Office on 1800 079 093.

Assessment Criteria and Process

Applications for initiatives under the Culture, Art and Heritage Program will be considered against the 7-point assessment criteria below and in comparison to other applications in the round.

1. All previous grants have been acquitted.
2. A high-quality project which benefits the local community.
3. Extent to which the project would contribute to the short and long-term benefits of the "Culture, Art and Heritage" Programme, specifically the objectives of supporting the continuation of 'Strong, supported and respected Ailan Kastom' and the development of an 'Active and sustainable arts and craft industry'.
4. Ability of the applicant to deliver the proposed project (i.e. track record of organisation or individual).
5. Demonstrated need for government funding.
6. Realistic and sound budget.
7. Evidence of 'in-kind' or financial support from sources other than the TSRA for your project.

Guidance on the Assessment Criteria

A range of factors will be taken into account when assessing the quality of a project such as:

- Opportunities and benefits it provides to the community and region;
- Outcomes it will achieve;
- Additional participants involved in project outside of region;

- Other sources of funding contributions. The extent to which delivering the project successfully is dependent on other funding sources being realised.
 - Support from significant community members through support letters confirming that the claims and benefits of the application.
- a. A high-quality project which benefits the local community.

The project will need to benefit the community to maintain, promote or revitalise culture through the production of artwork, language, song and /or dance etc. The application has to indicate in what way the community will specifically benefit from the project.

- b. Extent to which the project would contribute to the short and long-term benefits of the Culture, Art and Heritage Program, specifically the objectives of supporting the continuation of 'Strong, supported and respected Ailan Kastom' and the development an 'Active and sustainable arts and crafts industry'.

Applicants will need to outline in detail how the outcomes and benefits of the proposed project align with the goals of the Culture, Art and Heritage program.

- c. Ability of the applicant to deliver the proposed project (i.e. track record of organisation and individual).

The skills and experience of each key participant and the track record of the organisation are important to the success of a project. Applicants should ensure that the CVs of the key participants and a brief explanation of their roles are included in the submission.

- d. Demonstrated need for government funding.

Given the strong demand for support under the Culture, Art and Heritage Programme, it is important to make a case that the funding request is to support a project that will achieve quality outcomes in line with the aims and objectives of the Culture, Art and Heritage Programme, and is unlikely to occur without government funding.

- e. Realistic and sound budget.

Applicants will need to complete the budget pro-forma which is part of the funding application template. It is important that budgets are accurate, clear, reasonable, and supported by evidence (ie. quotes from suppliers). Please make clear the amount that is being requested from the TSRA and what it will be used for. Also make clear any other funds that have been requested from other sources and if confirmed or not.

- f. Evidence of 'in-kind' resource or financial support secured for your project.

Applicants need to show how they as a community, organisation or individual, will contribute to the success of the project. The size and type of support expected will depend on the size of the funding request. For example, for grants of a lower amount, the applicant is not expected to make a significant financial contribution. An in-kind contribution is considered a valid contribution, for example where labour or use of venue or facilities is valued but no money is used in the exchange. Please indicate the proper commercial values for these 'in-kind' amounts.

Performance measures and Evaluation

How will you evaluate the success of your project? Grant applicants can offer both qualitative and quantitative evidence to measure the success of their project.

Example: qualitative – detailing quotes from community members and participants who witnessed the project outcomes, providing photographs.

Example: quantitative – detailing the number of Indigenous artists involved in the project.

PART C – ADMINISTRATIVE INFORMATION

Late applications

Applications received after the closing date will not be considered by the TSRA unless and extension for submission was granted. Approval for submission of a late application (maximum of 24 hours) must be sought through the TSRA Contracts Officer before the close of applications at

4pm on 8 October 2019, by phone on 07 4069 0700 or via email grantapplications@tsra.gov.au. You should confirm your request for a consideration of a late application in writing.

Funding Allocation

The TSRA may approve less funding than requested in an application, or approve an application in part. If this occurs, the TSRA will work with you to revise your project's objectives, activities and budget.

Funding Agreements

The TSRA will issue the Funding Agreement (FA).

Payments

All funding will be subject to the terms and conditions set out in the FA, particularly conditions relating to the deposit of funds, auditing and unspent program monies. All payments will be made in line with the schedule and milestones set out in the FA.

Conflict of Interest

Successful applicants need to undertake their activities in a way that avoids conflicts of interest, whether perceived or actual. This applies particularly to the selection of suppliers to the project, who must be chosen and engaged in an open and competitive process and in a way that maximises value for money.

Legal Advice

Please note that the TSRA does not provide legal advice to applicants. You should seek your own independent professional advice on all financial and legal matters, including compliance with any statutory obligations.

Tax and Government funding

There may be taxation consequences of obtaining funding from the TSRA depending on individual circumstances. Applicants should make their own enquiries about the taxation consequences (including income tax and Goods and Services Tax) of obtaining funding by consulting their financial adviser or the Australian Taxation Office Business Call Centre on 13 28 66.

Background Checks

The TSRA may at any time in the evaluation and selection process, examine the financial records of the applicant and undertake background checks, including criminal records, to determine the good character and business reputation of the applicant and/or funding recipient.

Privacy

The TSRA is accountable to Parliament and to the public in respect of all aspects of its Programs. Treatment of submissions is subject to special obligations placed on Australian Public Service employees by the *Privacy Act 1988* and the *Public Service Act 1999*, which govern the TSRA's use of the information provided. In this context, the TSRA is generally unable to accept grant submissions on a confidential basis.

Decision

The TSRA will endeavour to consider applications for funding and advise the applicant of the decision within 42 days from the closing date of the funding round or from the receipt of any additional information requested under these Guidelines.

Review Procedure

Applicants have the right to the review and appeal of any decision made. For grant funding, an appeal of decision together with any supporting evidence must be lodged in writing with the TSRA Chief Executive Officer within 60 days of the date on which the applicant was notified of the decision. The appeal must demonstrate that the evidence available to the delegate at the time of making the decision has substantially changed, as demonstrated by evidence that was either:

- Not in existence at the time the application was made; or
- In existence but not discovered until after the application was made.