



Australian Government
Attorney-General's Department
Ministry for the Arts



GUIDELINES

ANZAC CENTENARY ARTS AND CULTURE FUND
PRODUCTION AND COMMISSIONING FUND
ROUND 2 GUIDELINES | 2014-2018



CLOSING DATE

EXPRESSION OF INTEREST
CLOSE AT **5PM AEST ON**
THURSDAY 30 OCTOBER 2014

Please note that late entries will not be accepted.

Expressions of Interest must be submitted by email to anzac@arts.gov.au.

CONTACT DETAILS

If you have any questions regarding the Anzac Centenary Arts and Culture Fund Production and Commissioning Fund, you can:

- visit www.arts.gov.au/anzac
- email anzac@arts.gov.au, or
- phone **02 6141 4994**.

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SECTION 1 INTRODUCTION

1 INTRODUCTION

1.1 Background: Anzac Centenary

In 2014, worldwide commemorations marking the centenary of the First World War will start, continuing until 2018. For Australians, the 'Anzac Centenary' will be one of the most significant commemorations to take place in the lives of current generations.

The Anzac Centenary Advisory Board determined that the Anzac Centenary should focus on two themes:

- the centenary of the First World War
- a Century of Service—commemorating more than a century of service and sacrifice by the men and women who have served, and continue to serve, Australia and its allies during war and on peacekeeping operations.

The Australian Government has committed more than \$140 million over seven years to activities to commemorate the Anzac Centenary, including \$4 million for an Arts and Culture Fund. The Arts and Culture Fund will be delivered over four years from 2014-15 to 2017-18.

Art is a fitting way to celebrate the extraordinary spirit that characterises Australia's fighting men and women and the Anzac legend. Projects supported through the Anzac Centenary Arts and Culture Fund will tell the story of the Anzacs and how their sacrifice shaped our nation. Artistic expression will convey a multitude of themes, stories, reflections and messages about Australia's experiences of war at home and abroad in powerful and diverse ways, contributing an extra dimension to the broader Anzac Centenary commemorative program.

2 THE ANZAC CENTENARY ARTS AND CULTURE FUND

The purpose of the Anzac Centenary Arts and Cultural Fund is to support individuals, organisations and groups, including cultural institutions, artists and arts organisations, to create and access artistic and cultural activities, including physical and virtual exhibitions and the creation, presentation, publication and performance of artistic works with the objective of interpreting, exploring and contributing to the Anzac story and the Anzac legacy.

In order to balance major national projects with significant community outreach, and to empower all communities to commemorate and remember their own history of service and sacrifice in ways of their choosing, the Arts and Culture Fund will be delivered in two streams:

2.1 Production and Commissioning Fund

\$2 million will be available through a Production and Commissioning Fund, under the leadership of the Creative Advisor. The Creative Advisor, with the assistance of the Creative Advisory Panel, will commission a range of projects with an emphasis on national and regional collaboration and reach.

Funding received from the Anzac Centenary Arts and Culture Fund can be for a maximum of 70 per cent of the total project budget. Each of the project partners (minimum three project partners) must each contribute a minimum of 10 per cent of the total project budget. For example, if there are five project partners, a maximum of 50 per cent of the total project budget would be offered.

There is no minimum or maximum funding limit for any individual application. The Creative Advisory Panel reserves the right to recommend partial funding for a project. There is no set number of grants that will be awarded. The total number of grants awarded will depend on the applications received.

2.2 Public Grants Program

A \$2 million open Public Grants Program will be administered by the Ministry for the Arts, providing funding to individuals, organisations and groups for collaborative, commemorative arts and culture projects that engage local communities, particularly in regional Australia, and produce high quality artistic outputs. For information about the Public Grants Program visit www.arts.gov.au/anzac-centenary/public-grants-program

These Production and Commissioning Fund Round 2 Guidelines outline the eligibility and selection criteria, as well as the terms and conditions of funding, for the Production and Commissioning Fund Round 2 only. The Public Grants Program is managed through a separate process not covered by this document.

3 OBJECTIVES

3.1 Anzac Centenary Arts and Culture Fund objectives

The Anzac Centenary Arts and Culture Fund will support the development, production, presentation, exhibition or performance of arts and culture projects that enhance our understanding of the Anzac legacy.

The Production and Commissioning Fund aims to achieve the following objectives.

- Every Australian has the opportunity to access high-quality arts and cultural activities that commemorate the Anzac Centenary.
- Australia's cultural institutions, artists and arts organisations explore issues and themes relating to the Anzac Centenary to enhance our understanding of the Anzac legacy.

SECTION 2

PRODUCTION AND COMMISSIONING FUND

4 ELIGIBILITY

4.1 Eligibility criteria

All applicants, projects and applications must meet the following eligibility criteria. Expressions of Interest and applications that are incomplete or do not meet the eligibility criteria and fully address the selection criteria will not progress in the assessment process.

- Applications for the Production and Commissioning Fund will only be accepted at the invitation of the Creative Advisor and Creative Advisory Panel.
- Projects must address the Anzac Centenary Arts and Culture Fund objectives, and eligibility and assessment criteria.
- Projects must deliver a high quality arts and culture outcome that commemorates the Anzac Centenary.
- Projects must respect the commemorative involvement, service and sacrifice of Australia's servicemen and women, and of other nations involved in military conflicts. Projects that do not enhance our understanding of the Anzac legacy or fit within the spirit of the Anzac Centenary commemorative program will be ineligible.
- Projects must involve a minimum of three project partners. Each partner must contribute a minimum of 10 per cent of the total project budget.
- Projects funded through the Production and Commissioning Fund are not eligible to apply through the Public Grants Program. Similarly, projects funded through the Public Grants Program are not eligible for funding through the Production and Commissioning Fund.

4.2 Eligible activities

The Arts and Culture Fund Production and Commissioning Fund will support the development, production, presentation, exhibition or performance of collaborative arts and culture projects that enhance our understanding of the Anzac legacy including, but not limited to: the impacts of service on those returning from war, the contribution of women, Indigenous Australians, Australians from culturally and linguistically diverse backgrounds, and those on the home front, in any of Australia's war efforts. The Arts and Culture Fund is open to all types of artistic media, provided the project meets the eligibility and selection criteria.

4.3 Ineligible activities

The following activities are not eligible for funding:

- ongoing administration costs of an organisation associated with a project
- infrastructure projects and projects involving the purchase of non-art product assets, such as the purchase, renovation or maintenance of a building, purchase of computers
- heritage activities such as conservation of, or signage at, heritage sites. Arts projects located at heritage sites are eligible
- research projects that do not result in an arts and culture outcome
- the design, development or installation of war memorials
- components of projects that have been funded by state or territory governments
- event management
- reoccurring activities (projects or activities held every year), except where the applicant can demonstrate that funds will be used to either enhance an eligible project or activity, or include a component which commemorates a significant military anniversary
- devolved grants (a grant requested by an applicant with the purpose of distributing grants to other parties)
- digitising art, photography or historical document collections exclusively for the purpose of digital preservation is ineligible, except where the digitisation of historical documents will ensure audience access and participation as a component of a broader arts and culture project.

Projects that do not directly support the objectives or planned outcomes of the Anzac Centenary Arts and Culture Fund will not progress in the assessment process.

Funding is not available for activities that have already occurred. The component of a project that is funded through the grant may not commence until the funding agreement is signed by both parties.

5 SELECTION CRITERIA

All eligible applications will be competitively assessed against the following selection criteria. Each of the four selection criteria will carry equal weighting. To be successful, projects must fully address and demonstrate value against all four selection criteria.

5.1 The Anzac legacy

- The applicant must demonstrate how the project will promote a greater understanding and recognition of the Anzac legacy. 'Anzac legacy' should be interpreted broadly to include any aspect of Australia's military history and participation in any war or peacekeeping effort.

5.2 Artistic and cultural merit

- The application must demonstrate a clear artistic or cultural vision.
- The application should show that the applicant aims to deliver a high level of professional excellence and enhance cultural identity and appreciation.
- Where relevant, the applicant must also demonstrate professionalism in collection management, preservation, display and significance assessment.
- If applicable, the skills of the artist/s involved in the project should be demonstrated.

5.3 Collaboration and reach

- Projects must be collaborative. A minimum of three projects partners must collaborate to deliver the project. Additional partners and contributors will be considered favourably.
- The applicant must describe when and where the work will be brought before an audience through performance, publication, exhibition or presentation during the Anzac Centenary period (2014-18). Projects that are delivered in more than one state or territory, and across a combination of major city and regional locations will be viewed favourably.
- The applicant must describe how the project will be accessible to diverse audiences, participants and communities or to a specific target group, including in line with the Australian Government's Multicultural Access and Equity Policy.

5.4 Project viability

- The applicant must show evidence of adequate planning and capacity to manage the project including a methodology that demonstrates how outcomes will be achieved, a viable timeline and/or a confirmed touring itinerary.
- The application must include a draft project schedule (timeline) for the proposed project, demonstrating that the delivery of the project from the start through to completion has been carefully considered and planned.
- The applicant must provide a realistic budget on the template within the application form that demonstrates value for money and includes:
 - income and expenditure targets
 - contributions of at least 10 per cent from each project partner
 - a sufficient level of detail to make an informed financial decision
 - an adequate provision for artist/creative fees, insurance and other liabilities.

6 TIMEFRAME

- Two grant rounds will be administered in 2014 to fund projects delivered between 2014-15 and 2017-18. The full \$2 million available through the Production and Commissioning Fund will be committed through these two grant rounds.
- Funded activities must be delivered between the date of the executed funding agreement and the agreed project delivery deadline, which must be before 11 November 2018.
- Applicants must identify the financial year in which their proposed project or activity will be delivered and the duration of the project or activity.
- Projects may be funded across multiple financial years if required and may be paid based on the delivery of milestones. This will be outlined in the funding agreement.

7 APPLICATION AND ASSESSMENT PROCESS

7.1 Guidelines

Please ensure you read these Anzac Centenary Arts and Culture Fund Production and Commissioning Fund Round 2 Guidelines carefully before submitting your application.

7.2 Application and assessment process

Round 2 of the Production and Commissioning Fund is being delivered through a two stage process.

Expression of Interest

Applicants are invited to submit Expressions of Interest for consideration by the Creative Advisory Panel. If you would like to submit an Expression of Interest, please contact the Ministry for the Arts by email at anzac@arts.gov.au to request an Expression of Interest form.

The Creative Advisor and Creative Advisory Panel will consider all Expressions of Interest in line with the objectives of the Fund before inviting a number of applicants to submit full applications.

Application stage

Applications for the Production and Commissioning Fund Round 2 are by invitation from the Creative Advisor and Creative Advisory Panel only. Application forms will be emailed to invited proponents. The application form must be submitted electronically.

Closing dates

Completed Expressions of Interest must be submitted by 5pm AEST on **Thursday 30 October 2014**.

Applications from invited proponents must be submitted by 5pm AEST on **Thursday 19 February 2015**.

Expressions of Interest and application forms must be submitted by email to anzac@arts.gov.au.

Please make sure you keep a copy of your application for your records.

Late applications

Applications lodged after the closing date may be accepted for assessment in cases where the delay in submission is due to exceptional and unanticipated circumstances. The decision to accept late applications will be at the discretion of the Director, Regional and Community Participation Section in the Ministry for the Arts.

Support material

All applicants should ensure the following support material is attached to their application:

- signed letters of current support from individuals, organisations, venues and other project partners who have agreed to be involved in the proposed project
- a draft project schedule (timeline).

Please note these documents are not required as part of the Expression of Interest.

7.3 Assessment process

Funding available through the Anzac Centenary Arts and Culture Fund is limited and, as we anticipate a strong demand for the funds, the application process will be highly competitive.

Your applications will be assessed in competition with other applications based on the responses you provide to the selection criteria in addressing the program objective. Key stages in the assessment process are:

- Applications will be competitively assessed by officials in the Ministry for the Arts and ranked comparatively with other applications received
- A ranked list will be considered by the Creative Advisor and the Creative Advisory Panel, who will make recommendations to the Minister for the Arts. These recommendations are made in the context of the funding objectives and the total available budget. Refer to the Terms of Reference at www.arts.gov.au/anzac-centenary/production-and-commissioning-fund for information about the role of the Creative Advisor and Creative Advisory Panel
- The Minister for the Arts will make the final funding decisions.

Advice to applicants

The Minister for the Arts will announce all grant recipients. All applicants will be notified in writing of the outcome of their grant application.

Information about successful grants will be published on the Attorney-General's Department website. This will include the grant recipient's name, location, funding amount and project description.

8 BUDGET

Applicants must complete the budget template included in the application form and provide information regarding other income sources. Applicants must indicate whether income sources are confirmed or not.

9 FUNDING ARRANGEMENTS

9.1 Funding allocation

\$2 million is available across four years (2014-15 to 2017-18) through the Anzac Centenary Arts and Culture Fund Production and Commissioning Fund. A portion of these funds were committed through Round 1.

Funding received from the Anzac Centenary Arts and Culture Fund can be for a maximum of 70 per cent of the total project budget. Each of the project partners (minimum three project partners) must each contribute a minimum of 10 per cent of the total project budget. For example, if there are five project partners, a maximum of 50 per cent of the total project budget would be offered.

There is no minimum or maximum funding limit for any individual application. The Creative Advisory Panel reserves the right to recommend partial funding for a project. There is no set number of grants that will be awarded. The total number of grants awarded will depend on the applications received.

9.2 Payments

All funding will be subject to the terms and conditions set out in the funding agreement, including conditions relating to the deposit of funds, auditing and unspent program funds.

Payments will be made against the agreed schedule, set out in the funding agreement, following execution of the funding agreement by the Ministry for the Arts and on the provision of details of a bank account into which grant funds are to be paid. Payments against the schedule are subject to the Ministry for the Arts' acceptance of performance and financial reports, also set out in the funding agreement, and the demonstrated need for approved funds to continue the activity.

9.3 Funding agreement

Successful applicants will be required to enter into a funding agreement with the Commonwealth. The Funding Agreement sets out the nature of the relationship between the Australian Government and the funding recipient. Funding Agreement templates covering the standard terms and conditions of are available at www.arts.gov.au/anzac-centenary/news-and-publications.

The funding agreement will specify, among other things, the terms and conditions of the funding agreement, the objectives, key performance indicators, a timeframe, budget and reporting and audit requirements. Funded activities must not begin before the funding agreement is signed by both parties.

All funding recipients will need to certify that they have no outstanding grant acquittals or breaches relating to Australian Government funding.

The funding agreement will confirm your agreement to abide by relevant Australian Government laws and policies.

All funds provided by the Ministry for the Arts must be appropriately expended prior to the end of the funding period identified in the funding agreement.

10 TERMS AND CONDITIONS OF FUNDING

10.1 Reporting requirements

Reporting on Australian Government funded activities ensures that funding is used for the intended purpose and that funds can be fully accounted for.

Successful applicants will be required to provide reports to the Ministry for the Arts, as specified in the funding agreement, including:

- progress of the activity against the agreed objectives
- progress of the activity against the approved budget.

Successful applicants will be required to provide information to the Ministry for the Arts for inclusion on government websites including the Ministry for the Arts and the Anzac Centenary websites.

10.2 Acquittal and evaluation

At the end of the funding period, grant recipients will also be required to acquit all funding. This may include statutory declarations, independently audited financial statements or other financial information, as outlined in the funding agreement and attached schedules. The acquittal is normally required within 60 business days of the conclusion of the activity.

Grant recipients will also be required to provide information about their project to inform the Government's evaluation of the Anzac Centenary Arts and Culture Fund program.

Grant recipients will be provided with a standard acquittal and evaluation template to assist with acquitting their grant funding.

10.3 Acknowledgement of funding

Successful applicants will be required to acknowledge the Australian Government's support for the project by including the Australian Government Ministry for the Arts crest on all appropriate materials.

The following acknowledgement must also be included:

Supported by the Australian Government's Anzac Centenary Arts and Culture Fund.

Recipients must also apply the Department of Veterans' Affairs for approval to use the Anzac Centenary logo on all appropriate materials. The Anzac Centenary logo is a registered trademark that is protected by law to preserve the integrity of the design and to ensure it is not misused in any way. Any individual or organisation seeking to use the logo for any purpose must first obtain written authorisation from the Department of Veterans' Affairs. Further information regarding the Anzac Centenary Logo can be found on the Australian Government's Anzac Centenary website at www.anzaccentenary.gov.au/logo

10.4 Record keeping

Funding recipients must keep relevant records that can demonstrate the performance of the activity in meeting its objectives and performance indicators.

10.5 Variations

Variations of 10 per cent or more to the approved activity or budget stated in the funding agreement require prior written approval from the Ministry for the Arts.

10.6 Conflict of interest

You must indicate any potential conflict of interest arising from your application. A perception of conflict of interest can arise if an individual (or their family members) associated with the application receives a direct benefit from a project.

Where the Ministry for the Arts establishes, from information provided by the organisation or from other information available to it, that a conflict of interest exists, this may be grounds for excluding the project from consideration.

If there is a possible perception of a conflict of interest, please include a statement addressing this and show why an actual conflict of interest will not result from the award of funding for the project.

10.7 Privacy

We will collect information about the applicant and their proposed project in order to satisfactorily assess applications for funding through the Anzac Centenary Arts and Culture Fund. If your application meets the eligibility criteria and proceeds to the assessment phase, we will provide your application to the Creative Advisor and Creative Advisory Panel members for consideration.

If your application is successful, we are required to publish details of the project, including the successful applicant and the amount of funding received on the Department's website.

We may also provide aggregated information with other Australian Government and state and territory government departments for reporting purposes.

Any personal contact information submitted through this application process will be treated as confidential.

If you are awarded an Anzac Centenary Arts and Culture Fund grant, under the terms of the funding agreement you will be obliged to meet the requirements of the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988.

These principles cover the collection, storage, use and disclosure of personal information. Under these principles, you should ensure that any personal information you may collect and hold is accurate, relevant to the purpose for which it was collected, up to date and not misleading. In most cases, personal information should not be used or disclosed to another person, body or agency without the individual's consent.

Individuals have the right to access their personal information and to complain if they think their personal information has been mishandled.

Information about the Privacy Act can be found at www.aaic.gov.au.

You should pay close attention to these principles in developing your project proposal. For example, if you are presenting case studies or evaluation data, personal information should be de-identified. Personal information about service participants should not be included without their explicit, informed and written consent.

10.8 Australian Business Number

An Australian Business Number (ABN) is the identifying number that individuals and organisations use when dealing with the Tax Office and other organisations in relation to GST. Applicants are required to have an ABN to be eligible for funding.

10.9 Taxation

The Ministry for the Arts does not provide advice on whether or how organisations pay GST. Depending on individual circumstances, there may be tax consequences arising from the receipt of funding from the Ministry for the Arts. Applicants should seek advice about tax consequences (including income tax and GST) arising from receipt of funding by consulting their financial adviser or the Australian Taxation Office at www.ato.gov.au or by calling **13 28 66** for businesses or **13 28 61** for individuals.

10.10 Compliance with laws and policies

Applicants must comply with all relevant statutes, regulations, by laws and requirements of any Commonwealth, State, Territory or local authority. For example, if successful applicants are required to work with youth under 18, they must apply for a Working With Children (WWC) Check from their respective state.

Applicants must also ensure all required permits are obtained prior to a project commencing. Inability to complete a project due to an applicant's failure to obtain a necessary permit may result in the applicant having to return grant funds to the Commonwealth.

11 COMPLAINTS PROCESS

11.1 Complaints mechanism

The Attorney-General's Department regards complaints as a way of both assessing and improving our performance. The Department will endeavour, where possible, to ensure that complaints are resolved promptly, fairly, confidentially and satisfactorily and that our procedures are improved as a result.

Complaints regarding an application under Anzac Centenary Arts and Culture Fund should first be made in writing to:

**Assistant Secretary
Access and Participation
Attorney-General's Department
4-6 National Circuit
BARTON ACT 2600**

or by email to anzac@arts.gov.au.

If you believe that the matter has not been resolved satisfactorily, you can then direct your complaint to the Attorney-General's Department Compliments and Complaints Officer by:

- email: **complaints@ag.gov.au**
- phone: **02 6141 2525**
- mail: **Compliments and Complaints Officer
Attorney-General's Department
Robert Garran Offices
National Circuit
BARTON ACT 2600**