



Australian Government

Playing Australia

PLAYING AUSTRALIA

Providing regional and remote communities with access to quality performing arts since 1992



PROGRAM INFORMATION AND GUIDELINES

Round 36 – Closing on 1 June 2010

Playing Australia is the Australian Government's national touring program which provides access to the performing arts to all Australians. It is designed to assist the touring of **professionally produced performing arts** across State and Territory boundaries where this is currently not commercially viable and there is a demonstrated public demand.

Assistance is provided on a **tour by tour** basis with no commitment to ongoing funding. There is no maximum grant amount.

For Further Information:

Visit: www.arts.gov.au/

Email: playing.australia@environment.gov.au

Freecall: 1800 819 461

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PROGRAM GUIDELINES

Playing Australia Program Objectives

Playing Australia is intended to assist performing arts organisations to expand their touring activities, help venues and locally-based organisers to host touring activities, and to encourage producers of programs of particular innovation and quality to tour their work across Australia. A principal objective of Playing Australia is to support tours to regional and remote Australia.

Playing Australia aims to:

- encourage and increase opportunities for high-quality professionally produced performing arts to tour to regional and remote areas, by assisting venues, tour coordinators, producers and local communities;
- distribute Australia's performing arts more equitably and assist the Australia-wide delivery of high quality performances;
- expand audiences for quality, innovative and uniquely Australian productions by increasing the diversity and frequency of performing arts experiences available to Australians;
- foster awareness of the performing arts and encourage cultural growth in the Australian community;
- promote more viable touring circuits and assist the development of a national touring infrastructure; and
- increase opportunities for productions from regional areas to tour across State and Territory boundaries.

Minimum Eligibility Requirements

1. In order to apply you must be, or must apply through, a registered legal entity (have an ABN) or an incorporated organisation, which is able to produce an annual audited financial statement and which has been in existence for at least 12 months.

If you are not a legal entity and have arranged for another legal body/entity to auspice your application, you and your auspice body should be aware that your auspice body will enter into a legal funding agreement with the Australian Government and will be responsible for the obligations of the agreement including managing and reporting of the grant funding.

Organisations seeking assistance need not be performing arts organisations although they must be able to demonstrate a track record of successful organisation of performing arts tours and must show evidence of strong links with presenters and venues.

2. Applications must be fully completed and submitted on the application form provided online for each round, including budget templates. Amended or altered applications will not be accepted. Do not use application forms from previous rounds as the form may have changed. You must complete a separate form for each tour that you are applying for. Applications containing more than one tour will not be accepted.
3. Applications must be submitted by the closing date. Applications can be submitted at any time once the grant round is open, up until the closing date. Late applications will not be accepted.
 - Emailed applications and support material must be submitted to playing.australia@environment.gov.au by **5pm** (Australian Eastern Standard Time) on the closing date. Applications emailed directly to individual program officers will not be accepted.
 - Hand-delivered applications and support material will only be accepted at the reception desk at 33 Allara St Canberra City and will be accepted no later than 5pm on the closing date (AEST).
 - Posted applications and support material must be POST-MARKED on or before the closing date and time. Express post is recommended in order to track your application. If you live outside the next business day delivery network it is recommended that you email playing.australia@environment.gov.au to confirm that your application has been posted.
4. Organisations that have outstanding reports or acquittals for previous grants from any Commonwealth Cultural program including: Playing Australia; Festivals Australia; the Contemporary Music Touring Program; and Visions of Australia, will not be eligible to apply. Please note that over due acquittals must be provided no later than 30 days prior to the closing date in order to maintain your eligibility. (Please contact the Regional Arts team if you have any concerns about this time-frame or if you are unsure if your organisation has any outstanding issues).

Tours Eligible for Support

The Playing Australia program supports a range of touring models, with a particular emphasis on touring to regional and remote locations. Tours that have some or all free performances are eligible. Applications for tours to festivals are generally considered only if the production is also touring to regional or interstate venues.

Commercial producers can seek support to bring commercial productions to areas outside established circuits, where the risk to commercial viability is greater. Commercial producers are encouraged to work closely with venues when developing applications.

Regional and Remote

A principal objective of Playing Australia is to support tours of professionally produced performing arts to regional and remote Australia. Tours that include metropolitan areas and capital cities are eligible but must demonstrate a significant regional reach. Productions that have already been presented generally receive priority for funding.

Metropolitan

Tours to solely capital cities and metropolitan areas are only eligible in exceptional circumstances, where there is a compelling reason for such a proposal and where the applicant provides a compelling business case.

New work

Applications for the touring of productions which have not been presented may be eligible for support. Applicants must demonstrate a high level of demand from presenters/venues and strongly address the assessment criteria. Applicants must provide evidence of pre-production development of the work as funding is not available for the commissioning of new works.

International productions

Playing Australia primarily supports work produced by Australian companies. Work produced by international companies may only be considered in exceptional circumstances, where similar work is available in Australia.

Ineligible Tours

Tours that are solely film or multi-media related or predominantly schools-based tours are **NOT** eligible for support.

Eligible Costs

The following is a summary outline of cost items eligible and ineligible for Playing Australia Support. Page 8 provides tips on completing your budget.

Net Touring Costs

Playing Australia Funding is available primarily for the **Net Touring Cost (NTC)** which is the cost of travel fares, travel allowances and accommodation for the touring party, transport costs, freight and insurances associated with the interstate part of the tour, with the intent of extending the reach of the tour to incorporate regional and remote locations.

Playing Australia funds can support the NTC associated with providing **additional activities** (as defined in these guidelines) to regional and remote areas as part of the tour.

Down Time

Support for the NTC associated with an element of the tour itinerary that contains down time is only provided in exceptional circumstances. Applicants will need to explain the geographical factors or unavoidable complexities that will result in the down time and a sound justification for incurring the additional costs based on the benefit to the overall tour.

Tour Coordination Costs

Tour coordination costs relating to the components of tours within the applicant's home State will not be funded. However, where the applicant can clearly demonstrate that the scale and complexity of the tour warrants the cost, support for tour coordination costs may be considered for the other parts of the tour. Applicants must provide sound justification for requests for tour coordination costs and demonstrate that the tour contributes to national touring infrastructure.

Ineligible Costs

Any cost not clearly described in the Eligible Costs section of these guidelines is considered ineligible for Playing Australia support.

Intra-state costs

Funding for the components of a tour occurring in the company's home State (intrastate touring) will generally not be funded.

Contingencies

Playing Australia cannot provide contingency funding. Applicants are expected to manage the risk of unforeseen costs within the broader Tour Budget.

Pre-production / Remount

Playing Australia funding cannot be used for the pre-production element of the tour or for the cost of remount associated with touring productions.

Completing the application form

Please ensure that the application is fully completed in the format provided. Incomplete or amended application forms will not be accepted. Do not insert photo's or add additional text boxes etc. as this will make your application ineligible. If you wish to supply extra information you may provide attachments.

Where a question is not relevant to your proposal, this should be clearly indicated as not applicable with a N/A.

Providing a summary of the tour

The first page asks you for a brief summary outlining the tour in a standard format Eg:

SUMMARY: Red Centre Touring plans to tour the **puppetry** work '**Bush Bards**' - an **Alice Springs Theatre Company** production which is a **comedy** about **eccentric early Australia poets and playwrights**. The tour includes **42** performances at **28** venues across **QLD, NSW, ACT, VIC, TAS, SA, NT and WA** and comprises **6** Metropolitan and **22** Regional /Remote/Very Remote destinations.

Scale of Production

A guide in providing an indication of your production's technical scale.

	very large	large	medium	small
Pre rigging	Required	Required	Basic	Nil
Bump-in	2 days or more	longer than 1 day	4 hours to 1 day.	4 hours or under
Bump-in Crew	Large and experienced in all areas and probable overtime	Experienced – overtime may be required	Experienced small crew	1 or 2 technicians
Set	Large set pieces, revolve, water, other effects etc	Large set pieces.	Simple	Simple or none
Lighting rig	Digital desk 120+ channels	Digital desk Less than 120 channels	Digital desk. Medium rig	Uses existing rig with minor adjustments
Sound rig	Using touring system with radio mics, multiple speaker locations etc	House system and additional hired equipment	House system with additional items supplied by producer	House system
Audio visual rig	Multiple projectors, rear and front projection, multiple screens, live feed	1 or 2 Projectors and screens	Single projector and screen	Single projector or none
Operators	Experienced show crew ie: 4+ staff.	Small show crew ie: 2 – 4 staff.	1 or less venue crew	Touring staff only

Budgeting Tools

A range of tools is available to assist you in developing the budget for the tour including a full tour budget, a sample completed budget and a travel worksheet. These documents are available in MS Excel format, with appropriate formulae embedded, and can be downloaded from www.arts.gov.au

Applicants must submit a well considered full tour budget on the template provided for each round, along with a completed Travel Worksheet form. **Please note the budget template has been revised.** Do not use templates from previous rounds as old templates will not be able to be uploaded to the Playing Australia Database.

If you are applying for a tour with an extensive itinerary, the budget should be submitted in A3 format and each budget line must be clearly visible on each page. Make sure your destinations are in the same order on both the itinerary and the budget.

Guidance for Completing the Budget

The Travel Worksheet and Tour Budgets are in one spreadsheet. Please complete the Travel Worksheet before the Tour Budget. Budgets must be submitted in **Excel Format only** (not PDF) to enable uploading into the Playing Australia System.

When completing the budget template care must be taken to only include eligible costs in the Net Touring Costs section of the budget as this section of the budget directly reflects what you will be able to spend Playing Australia funding on throughout the tour.

The other areas of the budget template reflect the income and expenses that the applicant is solely responsible for.

NTC should be calculated as total projected costs **for the tour**, taking into consideration possible CPI (Consumer Price Index) variations. **NTC should** be calculated independently for each destination and not averaged across the whole tour.

Playing Australia expects that costs are budgeted realistically and that applicants will seek to gain efficiencies and savings where possible. For example utilising budget airfares, accommodation and making group bookings etc. Notes to the Budget section of the application should be completed in conjunction with the budget template. This section should include discussion on any reductions in cost that have been achieved and justification of any costs that could be considered to be high. Eg: Notes on Freight Costs should include a justification where vehicles are hired and provide an indication of their size and days of hire required etc.

Agreed industry travel allowance rates are to be used when calculating travel costs within the budget. You should check with the Media and Entertainment and Arts Alliance (MEAA) on (02) 9333 0999, or at www.alliance.org.au or other appropriate union or professional associations, for the current agreed travel allowance rates and note your source of information in the Notes to the Budget section.

Please ensure that the budget tables tally correctly and that transposing of figures from one area of the application to another is done correctly.

Royalties to be paid must be clearly shown in **both the income and expenditure** sections of the budget. In addition you must state the basis on which royalties are allocated in the 'notes to the budget' section of your application

To support the application, all legs of the tour should be included in the itinerary and in the budget, not just where Playing Australia support is requested.

Supporting documentation

Applicants are invited to provide additional information to support their application. Please note that supporting documentation will not be returned and for your privacy will be securely destroyed if your application is not successful.

Venue Confirmation

Venue Confirmation Forms are provided with the application form and must be completed by each venue/network/agent involved in the tour. Where a tour involves non-managed venues, such as community halls and other less conventional venues, evidence of support from the local authority or community group is essential.

Community Support

Where an applicant is self-presenting, written evidence of community support for the tour should be provided. It is important that there is strong evidence that the community is enthusiastic about having the production and offers considerable support.

Where additional activities outside the core performances are proposed and they complement an efficient touring itinerary, applicants must clearly demonstrate community support for these activities.

Contextual Information

Providing additional information that helps to contextualise your application is welcomed.

Seven major performing arts companies, the Australian Chamber Orchestra, Bangarra Dance Theatre, Bell Shakespeare Company, Circus Australia, Opera Australia, Sydney Dance Company and the Australian Ballet, currently provide additional information in the form of three year projections of their touring plans and potential funding requirements.

These companies are required to submit a complete application for each Playing Australia Round in which they seek funding, but submit their applications within the context of their three year projections. If you are able to provide similar contextual information please provide it as part of the supporting documentation.

Optional Support Material

If you are submitting an application relating to a music tour, you should include a recording, preferably on CD, DVD or a web link to examples of your work.

Steps in the Assessment

Initial screening

Applications will be registered and email confirmation of receipt will be sent to applicants notifying them of the unique application ID number. You should use this ID number in any further enquiries in relation to your application.

All applications received by the notified closing date will undergo an initial eligibility check. Applications which do not meet minimum eligibility requirements will be set aside and receive no further consideration.

Committee Assessment

The Playing Australia Committee is a skills based panel of experts appointed by the Minister for the Environment, Heritage and the Arts. Eligible applications will be referred to the Playing Australia Committee for consideration against the assessment criteria. No single officer will be responsible for rating and ultimately recommending applications.

The Playing Australia Committee will provide a recommendation for consideration by the Minister for Environment, Heritage and the Arts who will make the final decision on which applications will receive funding.

It is expected that successful applications will be announced within approximately 3 months of the closing date for applications. All applicants will be notified in writing of the outcome of the assessment process.

Assessment criteria

The Committee uses the following criteria in assessing applications. Playing Australia is a competitive grant process and the level of funding sought often exceeds the funds available for a round:

1. *The extent of the tour*

- The regional extent of the proposed touring program.
- Evidence of audience demand.

2. *The quality of the production*

- The quality of the proposed production and the calibre of the production company, the artists and the arts workers involved.
- The contribution of the touring production to the development of Australian culture.

3. *The logistics of the tour*

- The efficiency of the proposed touring itinerary.
- Evidence of realistic budgeting.
- The level of contribution to the project from other sources, particularly the private sector, other levels of government, the venue and presenter.

In considering the criteria and making a final assessment, the Committee takes into account the Playing Australia objectives and all the information provided in the application form including geographical and genre spread.

The Committee recognises that some groups may have **special needs**, which will be taken into consideration, in assessing their touring proposal. The program encourages projects for and by people with disabilities; those from diverse cultural backgrounds, including Indigenous Australians; women; youth; and aged Australians.

The program is not intended to replace State, Territory or local government funding for intra-state destinations. Funding for the components of a tour occurring in the company's home State (**intrastate touring**) will generally not be funded. In some exceptional instances the Committee will consider funding intrastate elements of tours (for example in the case of extreme remoteness or if the logical itinerary for a tour requires it) but the application must provide sound business case.

The Committee appreciates the value of contributions to proposed projects from other sources, including State and Territory funding organisations and presenting organisations. This helps to demonstrate that the tour is not relying solely on funding from Playing Australia for all venues. A contribution from the relevant State/Territory government or arts organisation is especially important for those tours with a significant intra-state component.

In particular, **sponsorship** demonstrates to the Committee that there is a high level of support from the community, which indicates that there will be a positive response from the community to the tour.

Support for **additional activities** outside the core performances for communities that do not have access to particular skills development opportunities may be considered. Applicants must clearly demonstrate community support for these activities and show that they complement an efficient touring itinerary.

Factors such as the **remoteness** of destinations, the distance to be travelled, the associated increased costs and the level of contribution from the relevant State/Territory government are taken into consideration. Matching contributions are also looked upon favourably.

The Accessibility/Remoteness Index of Australia (ARIA) is used to assist in determining the regional and remote reach of the tour. The Accessibility /Remoteness Index of Australia (ARIA) was developed by the National Key Centre for Social Applications of GIS (GISCA). ARIA was designed to measure and classify remoteness in a physical, geographical way. It is based on a purely geographical methodology in which remoteness is defined on the basis of road distance from any point to the nearest town/service centre in each of five population sizes.

ARIA is a geographical concept and does not attempt to define the broader concept of accessibility which is influenced by many factors including socio-economic status or mobility of population. ARIA maps are available on the website at www.arts.gov.au and a search engine to assist applicants is under development. Please speak to a program manager for assistance with ARIA codes.

Funding agreement

Successful applicants will be required to enter into a contractual agreement with the Australian Government. A copy of the standard 'Funding Agreement' outlining the conditions of funding, including reporting requirements and obligations is provided at www.arts.gov.au.

It is recommended that all applicants familiarise themselves with the Funding Agreement prior to submitting applications as no negotiations will be entered into in relation to this Funding Agreement.

If you have questions on the structure of the Funding Agreement please contact the Playing Australia Team.

Funding of successful projects will be paid in accordance with contractual arrangements upon:

- return of a signed Funding Agreement; and
- receipt of a tax invoice.

Reporting requirements

All successful applicants will need to:

- keep records of project activities;
- monitor project results;
- keep proper accounting records for all project costs, including cash and in-kind contributions; and
- account in full for all expenditure on the activity.

A Final Report must be presented within 60 days of completing the project activities. This report should cover the results and achievements of the project and must include an itemised statement of expenditure of the grant.

Audit

If the grant payment is greater than \$50,000 (GST inclusive), an independently audited financial statement is required to be presented with the Annual and Final Reports.

Variations

Playing Australia recognises that circumstances may change after approval of the tour and this may result in itinerary changes, personnel not being available, venue booking dates being amended or cancelled, and budgets having to be revised.

Under the Playing Australia Variations Guidelines, variations to the agreed tour require prior approval by the Playing Australia Committee. You must notify the Playing Australia Secretariat as soon as possible of the proposed changes and then submit a written request for a variation to your contract.

Requests to vary the approved tour should be submitted well in advance of your need to implement them to give the Committee time to properly assess your needs and make a decision on the variation request. There is no guarantee that a variation will be agreed.

Disclosure of Information

The Australian Government Department of the Environment, Water, Heritage and the Arts is collecting the information on the Application Form to assess your project for funding and, to pay that funding if your application is successful. The Department may give some or all of this information to:

- The Playing Australia Committee who are responsible for assessing projects
- Members of Parliament and the media who may help in publicising successful projects
- Other stakeholders with an interest in the arts for the purposes of research, education or project development.

The name of the organisation listed as the applicant and the production company may be disclosed in documentation, such as media releases, and be made publicly available on the Australian Government Departments' websites.

Declaration form

Applicants must sign the Declaration and Authority provided as part of the application form. False or misleading information will make an application void and possibly invoke legal action to recover funds.

Confidentiality

Applications will be treated with confidence, be kept secure, and not be used so as to prejudice a fair, open and effective competition.

Financial Considerations

Australian Business Number

An Australian Business Number (ABN) is a single identification number identifying an entity to the ATO and other organisations.

Where the Department provides funding to a recipient that does not have an ABN, an amount may be withheld from the funding as required by legislation.

Goods and Services Tax Registration

Community Groups or other non-profit organisations with an annual turnover of \$150,000 or more, and other organisations with an annual turnover of \$75,000 or more, are required by law to be registered for the GST.

Goods and Services Tax

Unless otherwise indicated, funding provided by the Department is subject to GST.

Funding recipients that are registered (or required to be registered) for GST, may have to pay GST to the ATO on the funding it receives if it makes a supply in return for that funding.

Taxation implications

There may be taxation implications when obtaining funding from the Department depending on your circumstances. Applicants should be generally aware that unless exempt from income tax, funding provided under this program is included in your assessable income. Applicants should seek their own tax and financial advice in regard to all aspects of the funding and should contact the Australian Taxation Office Business Call Centre on 13 28 66 for information on their taxation and superannuation obligations.

Definitions

Playing Australia uses a number of terms commonly used in the performing arts, in a specific context in relation to funding applications. Therefore, applicants are advised to check below to ensure that they are using terms in the same way.

Additional activities – means additional activities outside the core performances such as workshops and master classes for artists and technicians, for communities that do not have current access to particular skills development opportunities.

Bump in/Bump out – means the period of time that is required by the production crew to physically install a set ready for a show, and the time taken to dismantle and pack it for transport to the next venue.

Per-seat subsidy - is the amount that Playing Australia is subsidising each paying individual attending.

Performing arts - For the purposes of the program, performing arts is defined as live performance.

Pre-production costs – means those costs associated with preparing the show for touring including: recasting associated with touring the production; artists', director's and management costs for the rehearsal time; venue costs associated with any rehearsal; and any set modification required to take the production on tour.

Professional activity - is defined as high quality performing arts productions that operate and are performed at a professional standard, with professional performers and artistic personnel paid at the appropriate recognised industry level.

Sell-off price – is the amount of money for which a performing arts company sells the production to a third party presenter for a fee, thereby eliminating box office risk for itself.

Scale of Production - A generalised guide to the production's complexity and technical scale.

Touring history -The previous touring history of both the production company and the touring organisation shows how the tour will extend the reach of the activity.

Tour management - means 'on the road' management, such as is undertaken by a tour manager or a person occupying a similar role for the duration of a tour.

Tour coordination/ tour administration - means activities associated with organising a tour from a central location, such as a state-based touring organisation.