

PRIME
MINISTER'S
LITERARY
AWARDS

Prime Minister's Literary Awards 2019 application guidelines

Opening date:	7 February 2019
Closing date and time:	AEST on 15 March 2019
Commonwealth policy entity:	Department of Communications and the Arts
Enquiries:	If you have any questions, please contact the Prime Minister's Literary Awards team on 1800 707 889 or at PLLiteraryAwards@arts.gov.au Questions should be sent no later than 11 March 2019
Date guidelines released:	7 February 2019
Type of grant opportunity:	Open competitive



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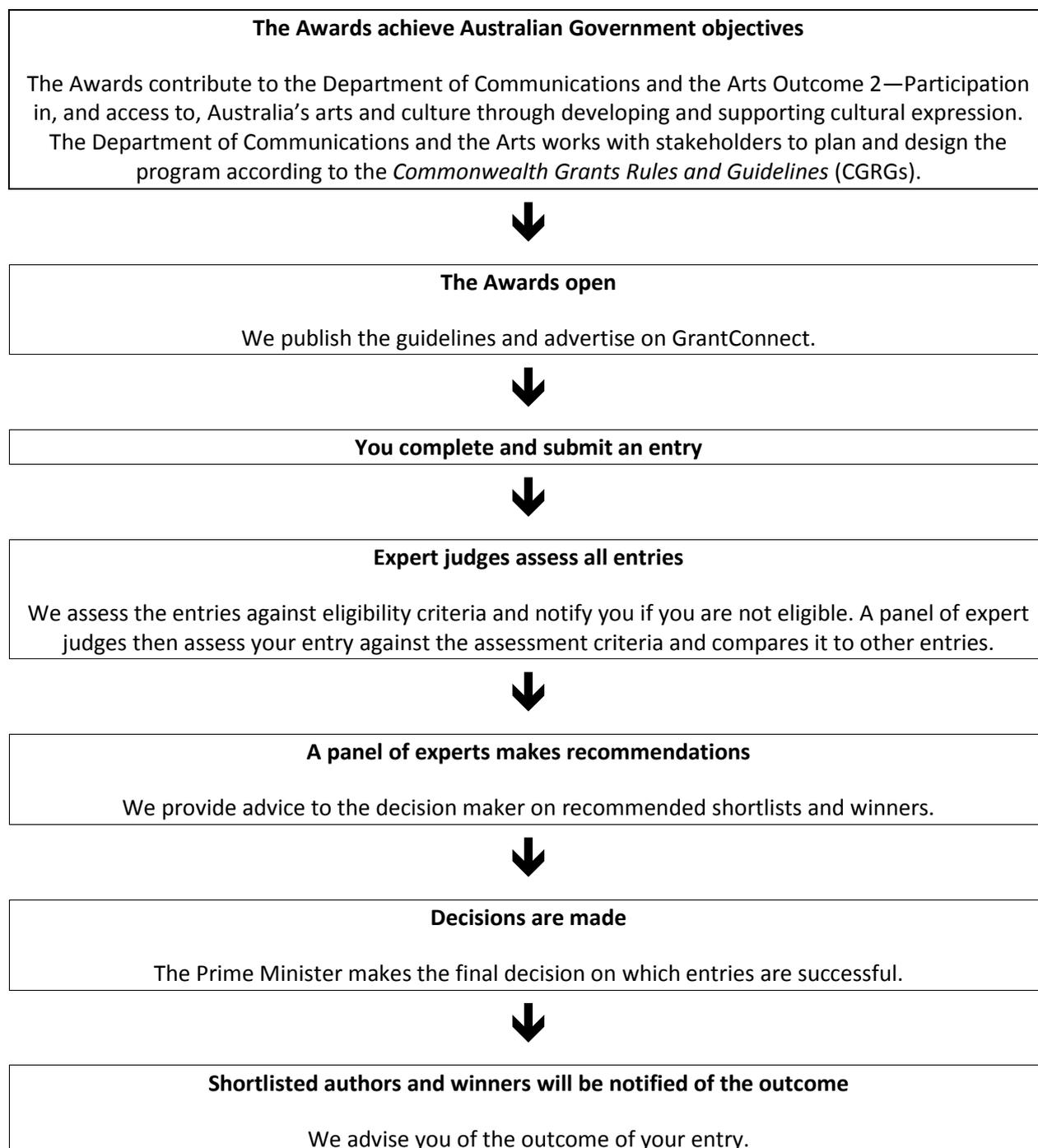


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1. Prime Minister's Literary Awards 2019 entry processes



1.1 About the Awards

The Prime Minister's Literary Awards (the Awards) is an annual program which accepts books published in the previous calendar year.

The Awards celebrate the contribution of Australian literature and history to the nation's cultural and intellectual life.

The Awards play an important role in supporting a national appreciation of Australian literature. Entries are sought for books of high literary merit, and in the case of the Prime Minister's Prize for Australian History, scholarly accomplishment.

The Australian history category recognises outstanding work that contributes significantly to an understanding of Australian history.

They provide acknowledgement and prizes to the authors and illustrators that have published the best works of Australian literature each year.

The Awards will be undertaken according to the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs) finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf.

1.2 About the Award guidelines

These guidelines contain information for the 2019 **Prime Minister's Literary Awards**.

This document sets out:

- the purpose of the Awards
- the eligibility and assessment criteria
- how entries will be managed and assessed
- the roles, responsibilities and expectations in relation to the applicants and the Department of Communications and the Arts.

You must read this document before filling out an application.

2 Award amount

The Australian Government provides a total of \$600,000 a year for the Prime Minister's Literary Awards.

Awards will be presented in six categories: fiction, non-fiction, young adult literature, children's literature, poetry and Australian history. Up to \$100,000 will be awarded in each category—\$80,000 for the winning entry and \$5,000 each for a maximum of four shortlisted entries. All prizes are tax-free.

The prize money awarded to winning and shortlisted authors and creators is an untied grant.

If a shortlisted or winning entry is a work of joint authorship, each author, illustrator or photographer must be identified on the application form and will receive an equal share of the prize money.

If a shortlisted or winning book entry is the collective work of a community group, the full amount of the prize money will be paid to the community group as a whole and each identified co-author should receive an equal share of the prize money.



If a shortlisted or winning entry is entered by a registered organisation, the prize money will be awarded to the registered organisation. Each identified (key member) should receive an equal share of the prize money.

Where a public sector organisation (such as an arm of the Australian Defence Force or a state or territory government department) wins or is shortlisted, no prize money will be paid.

3 General eligibility criteria

We cannot consider your entry if it does not satisfy all of the eligibility criteria.

Eligible entries:

- The entry must have been first published or released between 1 January 2018 and 31 December 2018.
- Entries must have been made available for general sale, broadcast or distribution in Australia between 1 January 2018 and 31 December 2018 and be available to the general public via more than one distribution outlet.
- The entry must be published or produced in the English language.
- Books must have an International Standard Book Number (ISBN).
- Books must be deposited to the National Library of Australia (and relevant state library/libraries) as is required for legal deposit under the *Copyright Act 1968*. For more information on this criterion please refer to: www.nla.gov.au/legal-deposit/what-is-legal-deposit.
- Books primarily published electronically are eligible as long as they are also available in some kind of hard copy format, for example, by print-on-demand.
- Books must be edited by a professional editor.
- Authors and producers are required to have considered any legal risks associated with their work, particularly in relation to copyright and defamation law.

Non-eligible entries:

- Second edition books.
- Published or electronic versions of books originally released in a previous calendar year.
- Works consisting primarily of photographs or illustrations that include only limited descriptive text or captions.
 - However, works in the children's literature category consisting of images or pictures only, with no text, are eligible.
- Biographies of, or works by, current (at the time of entry) members of an Australian or foreign parliament or executive.
- Books that are collections of essays or stories by multiple contributors, compiled by an editor, that acknowledge the work of the authors in their own right.



3.1 Category-specific eligibility criteria

Fiction

- Awarded to the works of fiction with the highest literary merit.

Australian history

- Awarded for outstanding publications, productions or bodies of work that contribute significantly to an understanding of Australian history.
- Eligible works include: print media, including a published book, website, journal or magazine; an interactive or online project; a film or documentary for any form of distribution (including television, cinema, online, or radio); other forms of multimedia; or a series of these.
- The subject of eligible works may include, but is not limited to, historical events, historical figures (including biographies) and works about a particular theme, concept or issue.
- If a series or group of works is entered, the series must have been first published or broadcast between 1 January 2018 and 31 December 2018.
- If a non-book entry is the collective effort by a group of people or an organisation:
 - The organisation must be registered as an Australian company and have an Australian Company Number (ACN) and Australian Business Number (ABN).
 - Key members of the creative team, (such as the producer, writer, and director) must include Australian citizens or permanent residents of Australia.
 - The application form must include the names of all key personnel who are entitled to share the prize money.

Non-fiction

- Eligible non-fiction works include biographies, autobiographies, histories, philosophy, literary criticism and works dealing with contemporary issues.
- The following non-fiction works are not eligible: textbooks and other works created for primary, secondary and tertiary educational purposes; newsletters; books which are primarily collections of interviews; oral histories; periodicals; instruction manuals; how-to books; bibliographies; dictionaries; encyclopaedias; guide books; catalogues; and self-help, lifestyle and hobby books.

Poetry

- Single poems are not eligible unless they are a novel length work of verse.
- Collected works of more than two poets are not eligible.

Young adult literature

- Works must be suitable for young adults aged 13 to 19 years old.

Children's literature

- Works must be suitable for children up to 12 years old.
- Books can have up to three creators. This must be either two authors and one illustrator or one author and two illustrators.
- Wordless picture books, or illustrated narratives, are eligible in this category only.



3.2 Who is eligible to apply?

To be eligible:

- The work must be the work of the named author/s and creator/s (not ghost written).
- Authors and creators must be Australian citizens or permanent residents of Australia.
- Authors and creators must be living on the date of entry.
- Eligible books shall have no more than two authors or one author with one illustrator or photographer.
 - The exception is in the case of children's books where books can have two authors and one illustrator or one author and two illustrators.
- Books that are the collective work of a community group or a community group and named authors, illustrators and/or photographers may be eligible. All contributors must be individually identified as a co-author of the book in the application form, and the work must meet all other eligibility criteria.

3.3 Who is not eligible to apply?

- Works may not be entered in the name of a committee or corporation unless the work is a non-book entry for the Australian history category.

4. The selection process

First we will check your entry against the eligibility criteria. Applicants with entries that are deemed ineligible will be contacted either by phone or email. Only eligible entries will move to the assessment process.

Eligible entries will be considered through an open competitive process. Expert judging panels will then assess your entry against the criteria set out below and against other entries. Your entry will be considered on its merits, based on how:

- well it meets the criteria
- it compares to other entries.

5. The assessment criteria

Assessment criteria:

- The Prime Minister's Literary Awards categories of **fiction, non-fiction, poetry, children's literature and young adult literature**, will be awarded to the applications deemed to possess the highest literary merit.
 - In illustrated works for children, the literary and artistic merit of the work as a whole will be considered by the judges.
- The **Australian history** category will be awarded for the most outstanding contribution to an understanding of Australian history.



6. The entry process

6.1 Overview of entry process

You must read these grant guidelines and the application form before you submit an entry.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your entry from further consideration.

You must address all of the eligibility and assessment criteria to be considered for the Awards. Please complete each section of the application form and make sure you provide the information we have requested.

You will receive an acknowledgement that your entry has been submitted via the online system.

6.2 Application process timing

Submit your entry/s to the Department of Communications and the Arts by the closing date below. Late entries will not be accepted.

Table 1: Expected timing for this opportunity

Activity	Timeframe
Application period	Open: February 2019 Close: March 2019
Assessment of entries/judging	16 weeks
Announcement of shortlisted works	Third quarter of calendar year
Announcement of winning works	Fourth quarter of calendar year

6.3 Completing the application

You must submit your entry on the online form at www.arts.gov.au.

If you have any technical difficulties, please contact 1800 707 889.

A work may only be entered into one category however, the judges reserve the right to transfer a work into another category if they deem it to be more suited to another category, for example between the children's and young adult literature categories. **Please note: a work cannot be shortlisted or win in more than one category.**

The authors' (and where applicable other creators) personal contact details must be included on the application form.

You must make sure that your application is complete and accurate and submitted in accordance with these guidelines and the application form.

You cannot change your application after the closing date and time.



If you find a mistake in your application after it has been submitted, you should contact 1800 707 889 straight away. We do not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

6.4 Attachments to the application

Eight (8) published copies of the relevant work must be received by the Department by the closing date, an additional two (2) copies may be requested if your entry is shortlisted. If you are entering a recording or documentary for the Prize for Australian History you will also need to provide eight (8) copies of your entry in a format that can be provided to the judges, an additional two (2) copies may be requested if your application is shortlisted.

Please note: the submitted copies of works, whether deemed eligible or not, become the property of the Australian Government and will not be returned to the entrant.

In addition, the following supporting documentation should be attached to the application form. There will be instructions in the application form to help you.

- Entrants are required to submit a brief summary of the relevant work, which will be used for promotional purposes if the work is shortlisted (up to 100 words).
- An image of the work (for example, the book cover artwork).
- An image and short biography (up to 100 words) of the authors/producers. (All images provided with the application must be at least 7.5cm by 11.5cm and 300dpi resolution).
- Works may be entered by publishers, literary agents, authors, producers or broadcasters. People or organisations entering a work on behalf of an author or producer are assumed to be submitting the entry with the consent of the author or producer. It is the responsibility of the person submitting the entry to ensure that the author or producer's consent is obtained before entering the work (confirmation of consent may be requested by the Department).
- While all reasonable care will be taken, no responsibility is accepted for loss or damage to submitted copies or for entries that are not received by the due time and date.
- Breach of these guidelines may render an entry invalid whether prospectively or retrospectively.
- We may request supporting documentation in relation to any or all of the eligibility criteria at any time.
- The Department's decision regarding the eligibility of an entry shall be final.

There is no entry fee for the Prime Minister's Literary Awards.

6.5 Questions during the application process

If you have any questions during the application period, please contact the Prime Minister's Literary Awards team on 1800 707 889 or at PMLiteraryAwards@arts.gov.au. We will respond to emailed questions within **three** working days.



7. Assessment of entries

7.1 Who will assess entries?

- Three panels, each of up to five judges, will consider the six award categories. One panel will judge the fiction and poetry categories, one will judge the non-fiction and Australian history categories, and one will judge the young adult and children's literature categories.
- Expert judges, including authors, publishers and academics, representing a broad cross section of the industry are appointed by the Minister for Communications and the Arts and the Prime Minister. Details on judges can be found at www.arts.gov.au/pm-literary-awards/current-awards/judges.
- Judges reserve the right to transfer a work into another category if they deem it to be more suited to another category.
- The judges may at their discretion call for eligible works which have not been entered in the Awards.
- The judges reserve the right not to recommend a particular Award in any year if they consider that the entered works are not of sufficient merit.
- It is important that the judging process is free from interference. To ensure a transparent process, any author, producer, publisher or literary agent who attempts to lobby, undertakes discussions or corresponds with a judge of these Awards in relation to an entry or entries may be permanently disqualified from these Awards.

7.2 Who will approve shortlists and winners?

The judging panels will make recommendations to the Prime Minister who will be the decision maker.

The decisions of the Prime Minister and the recommendations of the judges are final and no discussion or correspondence will be entered into concerning these decisions.

8. Notification of entry outcomes

You will be advised if your entry is successful, following a decision by the Prime Minister.

Shortlisted and winning entries will be announced by the Prime Minister.

In accordance with the *Commonwealth Grants Rules and Guidelines 2017* the Department of Communications and the Arts is required to report the names of winning and shortlisted authors and their prize money on the Australian Government's web-based facility GrantConnect within 21 calendar days after the winners' announcement takes place.

9. Successful Award recipients

The Australian Government expects that the recipients of the Prime Minister's Literary Awards will assist in publicly promoting Australian literature, Australian history and these Awards. For this reason recipients should be prepared to participate in a small number of public engagements and media opportunities at the time of, and in the year following, their Award.

If your work is shortlisted or wins an Award, information provided in your application may be used for publicity purposes, with the exception of personal information which will be treated in accordance with the *Privacy Act 1988 (C'th)*.



9.1 How the money will be paid and GST

The prize money is deposited into the winning and shortlisted recipients' accounts shortly after the winners are announced and following receipt of bank account details.

The cash prizes awarded as part of the Prime Minister's Literary Awards are not assessable as income under either section 6.5 or section 10.5 of the *Income Tax Assessment Act 1997*, or under paragraph 26(e) of the *Income Tax Assessment Act 1936*. In accordance with section 9-5 of the *A New Tax System (Goods and Services Tax) Act 1999*, no supply is made in connection with the receipt of the prize so the prize is not subject to GST.

9.2 Acknowledgement

On subsequent printings of shortlisted or winning works, publishers may print (as relevant):

- 2019 Prime Minister's Literary Awards Shortlist
- Winner of the 2019 Prime Minister's Literary Awards
- 2019 Prime Minister's Prize for Australian History Shortlist, or
- Winner of the 2019 Prime Minister's Prize for Australian History.

Artwork is available on request.

10. Evaluation

We evaluate the Award guidelines annually. Any changes to the guidelines are based on stakeholder feedback that we collect from various sources.

11. Probity

The Australian Government will make sure that the program process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

Note: These guidelines may be changed from time-to-time by the Department of Communications and the Arts. When this happens the revised guidelines will be published on the GrantConnect at www.grants.gov.au/.

11.1 Complaints process

The Department of Communications and the Arts Complaints Handling Policy www.communications.gov.au/who-we-are/department/client-service-charter applies to complaints about the Awards.

If you do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department of Communications and the Arts.



The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au.

11.2 Conflict of interest

As part of your application you will be asked to declare any potential, perceived or actual conflict of interest.

There may be a conflict of interest, or perceived conflict of interest, if the Department's staff, any member of the expert judging panel or advisor, and/or you or any of your personnel have a:

- professional, commercial or personal relationship with a party who is able to unduly influence the application selection process
- relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

If there is the possibility of a perceived conflict of interest, applicants should include a statement addressing this and demonstrate why a conflict of interest would not result from the funding, or how the conflict will be managed.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your application, you must inform us in writing immediately.

Where the Department establishes that a conflict of interest exists, it may decide not to consider the application.

Expert judges and other officials including the decision maker must also declare any conflicts of interest.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*.

11.3 Privacy: protection of personal information and confidentiality

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles. You must ask for the Australian Government's consent in writing before disclosing confidential information.



Your personal information can only be disclosed to someone else by the Department if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about Award entries and Award recipients under the Awards in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes and the contact details of successful organisations to the Prime Minister, Minister for Communications and the Arts and other Members of Parliament.

We may also reveal confidential information to:

- the expert judging panels and other Commonwealth employees and contractors to help us manage the Awards effectively
- employees and contractors of the Department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act 2013*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*.

You may read our [privacy policy](#) on the Department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information.

We'll treat the information you give us as sensitive and therefore confidential if it meets all of the four conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else
4. you provide the information with an understanding that it will stay confidential.



11.4 Freedom of information

All documents in the possession of the Australian Government, including those about the Program, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: The FOI Coordinator
 Department of Communications and the Arts
 GPO Box 2154
 CANBERRA ACT 2601

By email: foi@communications.gov.au.

12. Glossary

Glossary of terms

Term	Description
assessment criteria	The specified principles or standards against which entries will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings. (As defined in the CGRGs.)
author	A writer of a book.
Award/s	The Prime Minister's Literary Awards or a category under these Awards.
commencement date	The expected start date for the grant activity.
creator	An author, illustrator, photographer, co-author, producer, director, screen writer or any other significant contributor to the entry.
decision maker	The person who makes a decision to award the prize money.
eligibility criteria	The principles, standards or rules that applicants must meet to qualify for consideration of an Award. Eligibility criteria may apply in addition to assessment criteria. (CGRGs)
entry	The work of the author or creator being submitted to the Awards.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.



Term	Description
grant	<p>A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a) under which relevant money or other CRF money, is to be paid to a recipient other than the Commonwealth; and b) which is intended to assist the recipient achieve its goals; and c) which is intended to help address one or more of the Australian Government's policy objectives; and d) under which the recipient may be required to act in accordance with specified terms or conditions. <p>CGRGs section 2.3</p>
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities.
PBS Program	Described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
producer	A person who oversees all aspects of production on a television, film or media project.
selection criteria	Comprise eligibility criteria and assessment criteria. (CGRGs)
selection process	The method used to select potential recipients. This process may involve comparative assessment of entries or the assessment of entries against the eligibility criteria and/or the assessment criteria. (CGRGs)
untied grant	Prize money is awarded based on the shortlisted and winning entries decided by the Prime Minister. The Award recipient will not be required to enter into a grant agreement with the Commonwealth as no future activity is attached to the prize money.

