



Australian Government

Department of Communications and the Arts



Guidelines—Visions of Australia

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Funding guidelines

Introduction

The Visions of Australia regional exhibitions program is administered by the Department of Communications and the Arts and enables artists and organisations to shape Australia's cultural landscape, increase cultural diversity, and inspire, educate and entertain audiences across Australia.

Visions of Australia meets the strategic priorities of supporting participation in, and access to, the arts and encouraging greater private sector support for the arts.

Visions of Australia seeks to celebrate the intrinsic capacity of the arts to engage, inspire and make meaning for all Australians, while supporting the celebration of place and promoting a sense of community identity.

Objectives

Visions of Australia will:

- increase access for Australian audiences to exhibitions of quality Australian arts and cultural material, with a particular focus on regional and remote Australia
- encourage partnerships between organisations, particularly collaboration across the collections sector, to form curatorial partnerships and where appropriate, access to mentoring and skills transfer opportunities.

To achieve these objectives, Visions of Australia will offer funding for the development and or touring of exhibitions of cultural material originating, or created, in Australia, as well as cultural material originating from elsewhere that is held in Australian collections. Funding priority will be given to material that most strongly reflects Australian cultural life.

Funding

The Commonwealth will provide approximately \$2.4 million each financial year for Visions of Australia. The program delivers two funding rounds each year usually closing in the last week of September and March each year. The closing dates for applications are advertised on the Department of Communications and the Arts website at www.arts.gov.au

Funding will be available through annual or multiyear funding agreements subject to available funds.

There is no limit to the amount of funding that may be sought, however, applicants should keep in mind that the program seeks to support projects that deliver national outcomes and deliver a diverse range of quality projects in each of the program streams. To remain competitive, all applications for funding must be reasonable, include realistic budgets and represent value for money.

The final amount of any funding and length of funding term awarded will be determined by the Minister for the Arts, after assessment by the Department of Communications and the Arts and independent assessors, subject to the Visions of Australia budgetary limits.

Eligibility

Minimum eligibility

Who Visions of Australia will fund

To be eligible for funding, applicants must:

- be an Australian incorporated organisation
- have as their principal purpose the arts and/or cultural heritage (usually defined in the organisation's Constitution or Articles of Association, and reflected in the Annual Report and Business Plans)
- have an active Australian Business Number (ABN)
- be registered for the Goods and Services Tax (GST), if required by the Australian Tax Office
- not have any outstanding reports, acquittals or serious breaches relating to any Commonwealth funding.

Unincorporated groups with an arts or cultural heritage purpose are eligible for funding but must be auspiced by an organisation that meets the above criteria.

Individual business units and entities of local government or state government authorities with an arts or cultural heritage purpose (such as art galleries, museums or performing arts centres) are eligible to submit application.

What Visions of Australia will fund

Visions of Australia will fund tours to and from regional Australia.

To be eligible for funding a tour must include at least three venues located outside of the applicant's state or territory, with consecutive exhibition dates. Tours originating in metropolitan areas may include metropolitan venues but regional venues are a higher priority for funding. Visions of Australia supports touring of many types of exhibitions including but not limited to:

- cultural material of historic, scientific, design, social or artistic significance
- the work of contemporary visual or craft artists
- moving image and multimedia.

What Visions of Australia will not fund

- business start-up costs
- tours that only include capital city or metropolitan venues
- exhibitions with content that is either predominantly international or not part of an Australian Institution's collection
- commercial exhibitions with the main purpose of selling work
- tours that will commence before the funding is approved
- exhibition content which is predominantly film
- components of tours that are also funded by other programs administered by the Department of Communications and the Arts.

Eligible tours need to align clearly with the objectives of Visions of Australia.

If you are uncertain if your organisation or the tour you are considering may be eligible please contact the Department of Communications and the Arts prior to submitting your application.

What you can spend grant funds on

Visions of Australia funding is delivered through two streams:

- Development: for the costs of planning for the exhibition to tour. This includes research and design.
- Touring: for the costs to produce the exhibition and the costs to transport, install and dismantle the exhibition. Both buying and hiring equipment for the presentation of an exhibition is eligible, however, applicants will need to demonstrate that the most cost effective option has been chosen.

What you can't spend grant funds on

Visions of Australia grant funds may not be used for:

- core staff and administrative costs
- audit fees
- purchase or commissioning of new works
- specific items for which there is an expectation of funding from another source.

Assessment criteria

When preparing your Application you should clearly emphasise how you will meet the objectives of the stream you wish to be considered under. This will be a focus of assessment.

Applications for funding will be assessed against the following assessment criteria:

Quality

- experience/calibre of the applicant organisation in the relevant field
- skills, expertise/calibre of the key personnel including participating artists
- scale of the tour
- benefits to the arts and cultural sector
- benefits to tour participants
- benefits to audiences and the Australian community - with a focus on regional and remote Australia.

Access

- audience appeal /demand
- how the tour widens audiences' access to art forms and mediums, styles, innovation or experimentation
- the geographic reach of the activity
- likely attendance/participation
- accessibility for persons with disability including participation of artists with disability
- the involvement and / or participation of Aboriginal and /or Torres Strait Islander peoples
- the involvement and / or participation of people from culturally or linguistically diverse backgrounds
- benefits to the artists involved of the exposure to wider audiences
- benefits to the artists involved of the opportunity for wider artistic expression.

Support and partnerships

- community support and engagement
- financial and tour partners

- level of co-contribution (cash and/or in-kind)
- creative partners
- level of co-creation, collaboration
- likely ongoing benefits of partnerships
- development opportunities.

Value for money

- the need for funding support
- the quality and viability of the tour plan and timeline
- the viability and adequacy of the proposed budget
- remuneration arrangements for personnel involved
- governance arrangements within the organisation (capacity to administer the funding)
- the applicant's funding history/compliance
- the overall public benefit of investing in the tour.

Application and assessment process

The allocation of funding through Visions of Australia is decided on an open and competitive basis.

What you will need to do

You will be required to submit an application online at www.arts.gov.au. The application form is designed to assist you to demonstrate how your proposal meets the objectives of Visions of Australia and to address the assessment criteria.

As part of the application you will be required to complete a tour work plan and detailed budget. You will also need to provide

- Quotes for all expenditure over \$10,000
 - All quotes must be submitted as a single PDF document. Please name and submit your file with the title 'Expenditure Quotes'.
- Sample Exhibition Content
 - You can provide either a PowerPoint presentation using the template below OR a URL link to five minute video file. Please name and submit your file with the title 'Sample Exhibition Content'.
- Venue Forms (Expression of interest for development applications and Confirmations for Touring applications)
 - Venue Forms must be submitted as a single PDF document. Please name and submit your file with the title 'Venue EOI - Confirmation Forms'.
 - The Department of Communications and the Arts will be looking for authentic programming statements that reflect the unique nature of each location as opposed to template responses. Clear, concise dot points are welcome for answering the programming statement.

The following optional supporting information may be provided:

- Brief biographical information on principal personnel. Maximum three pages as one PDF document.
- Press clippings and/or weblinks relating to the cultural material proposed for the exhibition tour. Maximum three pages as one PDF document.

No other optional support material will be accepted.

Applications must be submitted by the closing date for each of the two rounds per year. Program rounds usually close in the last week of September and March each year. The closing dates for applications are advertised on the Department of Communications and the Arts website at www.arts.gov.au.

Applicants seeking multiyear funding will be required to provide a strongly argued business case demonstrating the need for and benefits of multiyear support and additional budget information. Applications must be clear and succinct and supporting documentation kept to a minimum.

Assessors will only consider up to 10 pages of additional information so include only information directly relevant to your application.

Incomplete applications will be considered ineligible.

What we will do

The Department of Communications and the Arts assessors will consider each application in the context of the objectives of Visions of Australia and against the four equally weighted assessment criteria.

Where an opportunity has arisen unexpectedly, applicants may request a quick response from the program. Any request would need to explain why the opportunity could not have been planned for within the normal funding cycles of the program.

Applications will be assessed and ranked by at least three assessors including a combination of Department of Communications and the Arts and independent assessors. Assessors will consider quality, access, support and partnerships and value for money. The Department of Communications and the Arts may moderate assessments to ensure each assessment has properly considered the funding program objectives, Commonwealth policy objectives, and issues of overall funding balance. These processes inform the recommendations presented to the Minister for decision. As part of the assessment process, measures will be in place to ensure that not only are the best projects supported, but that there is also an appropriate mix across art forms and types of activity, between regional, urban and international projects and across a range of communities.

The Department of Communications and the Arts will maintain a Register of Independent Assessors comprising sector and community representatives formed through Expressions of Interest from the public. Senior Ministry staff will select assessors from the Register depending on the nature of applications received.

Assessors will determine whether your application meets the criteria to a high, medium or low degree. The final decision about any funding awarded will be determined by the Minister for the Arts, after assessment by the Department of Communications and the Arts and independent assessors.

Where the level of information provided is not sufficient for the assessors to make a recommendation they may, but are not obliged to, seek more information from the applicant. It is therefore recommended that you thoroughly address the criteria in your application. If you are unsure of how to address a particular criterion, Department of Communications and the Arts staff are available to provide factual information about the application process to applicants.

Applicants will usually be advised of the assessment outcome within three months of the closing date of each round. Applicants will be advised of the assessment outcome in writing.

Successful applicants will be listed in the Department's grants register, unless the Minister has obtained an exemption in accordance with the Commonwealth Grant Rules and Guidelines, paragraph 5.7. Unsuccessful applicants will be provided with feedback in writing.

Managing the tour

The funding agreement

Successful applicants will be required to enter into a standard Commonwealth Funding Agreement before commencement of the tour. The Funding Agreement will set out the nature of the relationship between the Commonwealth and the funding recipient, as well as reporting requirements such as progress and acquittal reports, including financial reporting.

You must not begin any activities that are to be paid for by this funding before your Funding Agreement has been signed by both your organisation and the Department of Communications and the Arts. All funds provided by the Department of Communications and the Arts must be spent in accordance with the approved budget prior to the end of the funding period identified in the funding agreement. If you experience any delays or are unable to spend your funds in accordance with your Funding Agreement for any reason, you must notify us as early as possible to request a variation.

The Funding Agreement will confirm your agreement to comply with all relevant statutes, regulations, by laws and requirements of any Commonwealth, State, Territory or local authority, for example in regard to working with vulnerable persons and obtaining all required permits prior to an activity commencing.

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 funds.

Payments will be made against the agreed schedule, set out in the Funding Agreement, following Execution of the Funding Agreement by the Department of Communications and the Arts and on the provision of details of a bank account into which funds are to be paid. Payments against the schedule are subject to the Department of Communications and 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.

Reporting requirements

Reporting on Commonwealth funded activities ensures that funding is used for the intended purpose and that funds can be fully accounted. Funding recipients will be required to provide reports to the Department of Communications and the Arts, as specified in the Funding Agreement, including progress of the activity against both the agreed objectives and the approved budget. Reporting requirements will be proportional to the scale of the project.

Recipients may also be required to provide information to the Department of Communications and the Arts for inclusion in government publications and on government websites including the Department of Communications and the Arts' website.

Acquittal and evaluation

At the end of the funding period, funding recipients will 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.

Funding recipients will be provided with templates where required to assist with acquitting their funding.

Funding recipients may also be required to provide information about their activity to inform the Commonwealth's evaluation of Visions of Australia.

Legislative authority

The legislative authority for Visions of Australia derives from Schedule 1AB of the *Financial Framework (Supplementary Powers) Regulations 1997* as amended.

Conflict of interest

Applicants must indicate any potential perceived or actual conflict of interest arising from proposed tours and state that, where the Department of Communications and the Arts establishes that a conflict of interest exists, the Ministry may decide not to consider the application.

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 of the tour, or how the conflict will be managed.

Department of Communications and the Arts assessors are also required as part of their duties to declare conflicts of interest.

Privacy

Personal information collected by the Department of Communications and the Arts is protected by the *Privacy Act 1988 (Cth)*. The Ministry collects personal information to carry out its functions properly and efficiently. The Ministry only uses personal information for the purposes for which it was given to the Ministry and for directly related purposes (unless otherwise required by, or authorised under, law). Contact details of successful organisations will be made available to the Minister for the Arts and other Members of Parliament.

Taxation

Funding payments will be exclusive of GST unless otherwise indicated. Payments to states, territories and local government do not attract GST. The Ministry does not provide advice on whether or how organisations pay GST. If required, applicants are advised to seek advice from a qualified professional or the Australian Taxation Office www.ato.gov.au. The applicant should be advised that the Department will report details of all payments to the Australian Tax Office.

Complaints mechanism

The Department of Communications and the Arts regards complaints as a way of both assessing and improving our performance. The Ministry will endeavour, where possible, to ensure that complaints are resolved promptly, fairly, confidentially and satisfactorily and that our processes are improved as a result. Complaints regarding any aspect of the application process should be directed to the contact address below.

Contact details

Department of Communications and the Arts, Department of Communications and the Arts:

Telephone: 1800 590 577
Email: visions@arts.gov.au
Internet: www.arts.gov.au
Address: GPO Box 2154
CANBERRA ACT 2601