



Grant Guidelines

Arts and Screen Employment Pathways Pilot Program



Easy Read



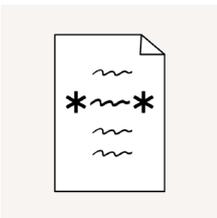
About Easy Read



This is an Easy Read book.



Easy Read uses simple words and pictures to explain ideas.



New words are ***bold with stars***.



We tell you what new words mean.



Easy Read is a summary.



Get more information here

www.arts.gov.au/employmentpathways

About this book



This book explains our ***grant*** guidelines in Easy Read.



A grant is money you get from the government to help pay for your work.



This grant is for an organisation to run the ***Arts and Screen Employment Pathways Pilot Program***.



We call it **the Program**. It helps

- d/Deaf and disabled artists



- d/Deaf and disabled arts, cultural, screen and digital games workers.

The Program is for people in

- their early career
- the middle of their career.

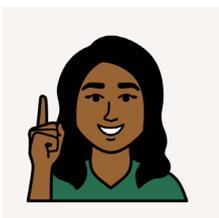


The Program offers ***paid placements*** for d/Deaf and disabled artists and arts workers across Australia.



Placements mean you

- practice working in a job for a short amount of time



- build your work skills.



There will be a process to **apply** to host or do a placement **later in 2026**.

About the grant



The grant is for a service delivery organisation to run the placements.



The ***grant organisation*** will match artists with ***host organisations***.



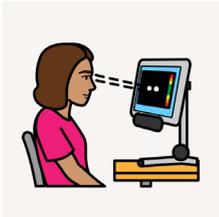
The grant organisation will run the placements.



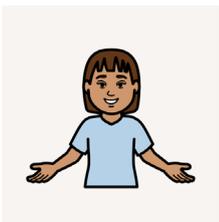
Host organisations are workplaces where artists and arts workers go to learn.



The grant organisation will help host organisations be ***accessible*** and ***inclusive***.



Accessible means things are easy to find and use for d/Deaf and disabled people.



Inclusive means everyone is welcome, including d/Deaf and disabled people.



The grant organisation will help and pay artists on placements.



For example

- training and mentors



- check-ins.



The grant organisation will plan and make ***access adjustments***.



Access adjustments are changes a workplace makes to meet a worker's access needs.



The grant can also pay for

- collecting information about the placements



- grant organisation costs to run the placements such as wages.

Who can apply?

Organisations that apply must

- have an Australian Business Number
- be able to charge GST



- be a legal Australian organisation



- have an Australian bank account



- be able to sign legal contracts.



Organisations must not have any unsolved issues with past grant projects.



Organisations must agree to follow all laws and ***policies*** for the grant.



Policies are rules we all follow in our work.



Organisations can have different business structures.



For example

- a company



- a not-for-profit company



- a trust.



Organisations can be an ***incorporated association***.



An incorporated association is a legally approved group or club.



Organisations can be an ***incorporated not-for-profit organisation***.



This is a registered group that does not make money for owners.



Organisations can be a ***sole trader***.



A sole trader is 1 person running a business.



Organisations can be a ***partnership***.



A partnership is 2 or more people who run a business together.



You can be a ***local or territory government body***.



This means a council or local government group.



Organisations can be an ***Aboriginal or Torres Strait Islander Corporation***.



This is a legally approved First Nations organisation.

What skills do you need?



Organisations can only apply if

- they have experience and skills in disability access and inclusion



- they understand the Australian arts, cultural, screen and digital games sectors.



If organisations apply with other people, at least 1 applicant must have the above experience.

How much money is in the grant?



The grant will pay **\$2.2 million** all up.



Payments happen over **3 years** in smaller parts.

Things you cannot do with the grant



Grant money **cannot** be used to pay for

- land



- large building projects



- activities that happened before the grant started.



Grant money **cannot** be used to pay

- wages for people to do work that is not part of the Program



- general bills. For example, electrical bills for the business.



Grant money **cannot** be used to pay for

- overseas travel

- placements already paid another way



- costs of writing your grant application



- jobs that the Government already pays for.

Choosing who gets the grant



We follow 5 ***assessment criteria***.

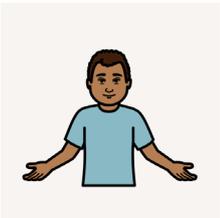


Assessment criteria are things we look for when we read applications.



Assessment criteria help us

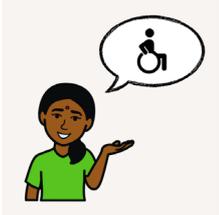
- be fair



- measure all applications the same way.

5 assessment criteria

1 Disability Skills



We look at your skills and knowledge of disability access and ***equity***.



Equity means people get the help they need to take part.



For example, some people need more support than others to take part.

2 Arts experience



We will look at work you have done before in the Australian arts, cultural, screen and digital games sectors.

3 Capability and capacity



Capability means you have the skills and experience to do the work.



Capacity means you have the right team of people who can do the work in time.

4 Viability and quality



Viability means your work plan will show how you are set up to do the work and manage risks.



Quality means your work will be

- done to a high standard



- accessible.

5 Value



Value means the money from the grant will be used in the best possible way.

How to apply



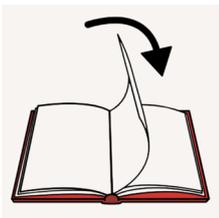
You can only apply 1 time.



You must fill in the online form on the ***SmartyGrants*** website.



SmartyGrants is an online website for people to look at and apply for grants.



A link to SmartyGrants is at the end of this book.



You must apply by **11.59 pm** Canberra time on **19 April 2026**.



Check your application carefully before you send it.



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



Contact us if you find a mistake or have a problem with the site.



We may not look at extra information or changes you send after the closing time.



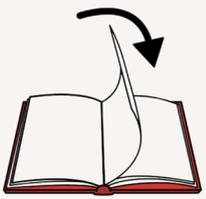
If something is missing or not clear, we might ask you for more information.



The grant documents and who gets the grant are on the ***GrantConnect*** website.



GrantConnect is a website to look at and apply for Australian Government grants.



A link to GrantConnect is at the end of this book.

Extra documents



There are extra documents we will ask you to share with us when you apply.



You need to include a ***work plan***.



A work plan shows what you will do and when you will do it.



You need to include a ***budget***.



A budget is a plan that shows how you will spend the money.



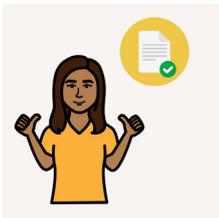
You need to share information about the main people who will do the work.



You need to explain their skills.



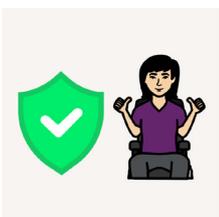
You need to include a ***risk management plan***.



A risk management plan is a plan for what you will do if something goes wrong.



Organisations need to show ***evidence of support*** from their board or leadership.



Evidence of support means proof that your leaders support you to do the work.



If you are applying with other groups, you need a letter of support from them.



You need to include a ***trust deed*** if you are a trust.



A trust deed is a legal paper that explains how your trust is run.



You can also share your skills and experience in disability access and the arts sector.

Joint applications



If you apply with other organisations, you must choose 1 main contact for us.

Who looks at your application?



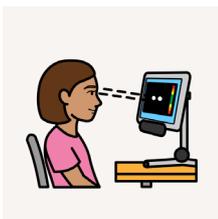
Each application will be checked by the Office for the Arts.



At least 1 worker from the Office for the Arts will read your application.



An ***external assessor*** will also read it.



The assessor is a person outside the Office for the Arts who has a disability and knows about the arts, cultural, screen and digital games sectors.



The Office for the Arts will give advice about which applications should get a grant.

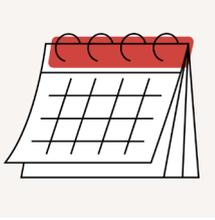


Creative Australia and Screen Australia workers will also help with this advice.



The Minister for the Arts makes the final decision about who gets a grant.

Timelines



Applications

- open at 9.00 am on **9 March 2026**
Canberra time



- close at 11.59 pm on **19 April 2026**
Canberra time.



We need up to 5 weeks to read the applications.



After grants are assessed, it will take up to 2 weeks to decide who gets the grant.



We will tell everyone the result. The grant work can start from **July 2026**.

How you get paid



If you get the grant, we will agree on

- the dates we pay you the grant money



- the amount we pay you each time.



Payment amounts will be guided by the amount of work at different times.

How we check your work



We will check your work over time.



We ask you to share reports with us to show us the work you are doing.



We will give you templates to help your reporting.



We might visit you while you are running an activity to see how the work is going.



We will collect ***data*** about your work.



Data is information that helps us measure

- what is working well

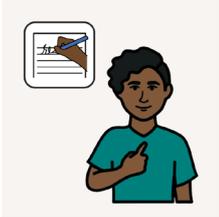


- what can be better in the future



- how the Program will lead to positive change.

Conflicts of interest



You must tell us if there is a ***conflict of interest***.



A conflict of interest is when something in your life could affect your decision or the project.

Your privacy



We follow laws to keep your information safe.

Complaints



The Office for the Arts has a
Client Service Charter.



A Client Service Charter is a document that

- explains how the Office for the Arts works with people



- tells you how to make a complaint about this program.



View the Client Service Charter

[www.infrastructure.gov.au/about-us/
corporate-reporting/client-service-charter](http://www.infrastructure.gov.au/about-us/corporate-reporting/client-service-charter)



You must send your complaint as an email or letter.



If you are not happy with how we handle your complaint, you can contact the ***Commonwealth Ombudsman***.



The Commonwealth Ombudsman

- works outside government



- looks at complaints about government.

Go to the Commonwealth Ombudsman site www.ombudsman.gov.au

SmartyGrants and GrantConnect



You must apply for our grant on the SmartyGrants website.



The link to SmartyGrants is here <https://artsgrants.gov.au>



You can look at the grant documents and who gets the grant on the GrantConnect website.



The link to GrantConnect is here www.grants.gov.au

Contact



Contact the Office for the Arts for more help.



See our website at www.arts.gov.au



Email us at arts.disability@arts.gov.au



Call us on 1800 080 090



Post a letter to us at
Office for the Arts
GPO Box 2154
Canberra ACT 2601

Help to call



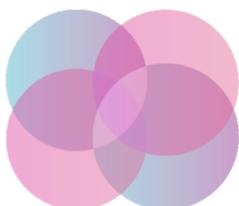
Call 131 450 for the Translating and Interpreting Service if English is not your first language.



Call 1800 555 660 for the National Relay Service if you have communication support needs.



Call 1800 555 677 if you use a teletypewriter or TTY.



Embrace **Access**

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