



Australian Government

Department of Communications and the Arts



Festivals Australia

Frequently Asked Questions

FUNDING

How often can I apply?

There is no limit to the number of applications you can make to Festivals Australia.

What are the closing dates for applications?

Festivals Australia delivers two competitive funding rounds usually closing mid-week of October and March each year. The closing dates for applications are advertised on the Department of Communications and the Arts website at <https://www.arts.gov.au/funding-and-support/festivals-australia>.

Should I apply for annual or multi-year funding?

Festivals Australia offers both annual and multi-year funding for projects. If you are seeking multiyear funding you will be required to provide a strongly argued business case demonstrating the need for and benefits of multi-year support and additional budget information.

Can I apply outside of an advertised funding round?

Where an opportunity has arisen unexpectedly, applicants may request out of round assistance from the program but you should contact us in the first instance. Any request will need to explain why the opportunity could not have been planned for within the normal funding cycles of the program.

ELIGIBILITY

Can individuals apply?

Individuals can apply for funding if their project is auspiced by an organisation that meets the eligibility criteria.

Will my previous record with the Department of Communications and the Arts or other Australian Government agencies be taken into account during the assessment of my application?

Your history as a funding recipient may be considered particularly your compliance with reporting and acquittal requirements. If you have a reasonable explanation for a delay in reporting you may explain this in your application for the assessor's consideration.

What types of organisations or entities are eligible for funding?

To be eligible, organisations must be registered under law or created by law. Examples include companies, incorporated associations, statutory authorities and universities.

Unincorporated groups (three or more individuals who do not form a legally constituted organisation) with an arts or cultural heritage purpose are eligible for funding but must be auspiced by an organisation that meets the eligibility criteria.

Applicants may be required to provide a certificate of incorporation or evidence of their current legal status.

Do you fund feature film, television or documentary?

While the program can support screen-based and multi-media art, it does not generally support activities associated with feature film, television or documentary. Funding for these activities can be sought from the Australian Government's primary agency for production of Australian screen activity, Screen Australia.

Do you fund organisational administration costs?

Festivals Australia does not fund operating costs for the festival, or the costs of general marketing, catering, security, insurance and publication of festival programs. However, administrative costs associated with undertaking the particular project to be funded may be included as part of an application.

If an item in the proposed project budget is deemed ineligible for funding, does that mean my entire project will be considered ineligible for funding?

If an item within the proposed project budget is deemed ineligible to receive funding, this does not mean that your entire application is automatically considered ineligible. Assessors are able to recommend partial funding.

If my application is successful, will I be granted the full amount I requested?

Partial or full funding can be offered to successful applicants. Assessment of applications will consider value for money which may include the need for funding support, the quality and viability of the project plan and timeline, remuneration arrangements for personnel involved and the viability and adequacy of the proposed budget.

Are there any other items not listed in the guidelines that the program will consider funding?

Where a sufficient need is demonstrated in regard to the success of the project, consideration will be given to funding items such as:

- Artist fees, in line with industry standards.
- Travel expenses – which can include domestic economy airfares unless an acceptable case is made for a different class of travel.
- Living away from home allowances – which can support basic rates unless a strong case can be made for a different allowance rate.
- Childcare expenses.
- Cameras and documenting equipment.

Do you fund the purchase of computer hardware?

Festivals Australia does not fund the purchase of computer hardware.

I currently receive funding from the Australia Council. Can I apply for funding under this program?

Yes, as long as the funding you receive from the Australia Council is not for the same component of the project as the one for which you are applying for funding through Festivals Australia.

I currently receive funding under another program of the Department of Communications and the Arts. Can I apply for funding under this program?

Yes, as long as the funding you receive is not for the same component of the project as the one for which you are applying for funding through Festivals Australia.

ASSESSMENT CRITERIA

How are the assessment criteria weighted?

Each assessment criterion is weighted equally.

What does “scale of the project” mean?

Scale of the project refers to the size and extent of the project within the festival, including how many participants and regional and remote venues involved.

How do I describe what the “benefits” of my project are?

Benefits are the advantages obtained by the arts and cultural sector, participants and audiences and community as a consequence of the project.

Does my project have to start by a specific date? For example, can I apply for a project a year or more ahead?

The Department welcomes forward planning and applications can be received up to 24 months ahead of festival commencement.

Do I need to have confirmed venues or partners in order to apply?

No, but written evidence of confirmed venues or partners is highly desirable.

What do you mean by financial and project partners, and co-contribution?

Financial and project partners provide, or help with obtaining financial support for the project. This may include providing in-kind support.

Creative partners contribute to the organisation or execution of the project.

Co-contribution refers to cash or in-kind support. Assessment of applications will consider the level of support you can demonstrate you already have secured as well as the support you can realistically expect to receive.

Do I need to be able to demonstrate confirmation (or in-principle commitment) of co-contributions from other sources when I submit my application? Will an estimate of anticipated co-contributions as part of a clear, realistic fundraising plan suffice?

Written evidence of support from other sources is highly desirable.

Will co-contributions from state, territory and/or local governments meet the requirement to leverage funds from other sources?

Yes.

My organisation is an individual business unit of a local/state government. Will co-contributions from that local/state government meet the requirement to leverage funds from other sources?

Yes.

I have applied for funding from a state/territory/local government and/or a philanthropic foundation but have not yet heard back on whether my application was successful. Can the funding I have applied for count as a co-contribution for the purposes of my application?

Yes. Your application to Festivals Australia will ask you to indicate the status of confirmation for that support.

Can the support I leverage from other sources be entirely in-kind, or does some leveraged support need to be monetary?

The support can be financial, cash or in-kind support from other sources.

What happens if my committed/budgeted co-contributions fall through during the activity period?

You will need to advise the Department of Communications and the Arts as soon as possible and we will reconsider your funding agreement with you.

APPLICATION AND ASSESSMENT PROCESS

How do I submit an application?

You can submit your application online at <https://www.arts.gov.au/funding-and-support/festivals-australia>

Who can I go to if I am an artist with disability and need more assistance with my application?

The Department of Communications and the Arts staff can discuss your project with you and answer any specific questions you have in relation to the assessment criteria and how to complete and submit your application. If you need information on accessibility see www.artsaccessaustralia.org or one of the arts and disability peak bodies.

Who can I go to if I need technical assistance with my online application?

If you are having technical issues with Smartygrants, please contact:

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

service@smartygrants.com.au

Phone: Australia 1800 590 577

The Smartygrants support desk operates 9:00am - 5:00pm AEST, Mon - Fri.

Who will assess my application?

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.

Who are the Independent Assessors?

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

Do I get to know which Independent Assessor(s) assessed my application?

Independent Assessors' private contact details are kept confidential and held securely by the Department of Communication and the Arts. The Department does not publish or provide the names of individual Independent Assessors selected for each funding round; however, a complete list of Registered Independent Assessors is available on the website.

How long will it take for me to be notified of the decision on my application?

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.

What are the Commonwealth Grants Rules and Guidelines (CGRGs) and how are they relevant?

The CGRGs provide the overarching Commonwealth grants policy framework for better practice grants administration. The document sets out a range of rules and requirements that apply to government officials and Ministers involved in grant making. The rules are designed to ensure transparency and probity in the spending of public money. In 2013 the CGRG's were formally included in legislation, meaning that they are not just a guide to better practice; adhering to them is now a legislative requirement.

What is the grants register and why are my details published?

Under Commonwealth grants legislation, all Commonwealth entities must publish information on individual grants on their website no later than fourteen working days after the grant agreement for the grant takes effect (CGRG 5.3). Annual grants registers for the Department of Communications and the Arts are available at <https://www.communications.gov.au/who-we-are/departments/funding-reporting> Further information on web-based reporting requirements can be found at <http://www.finance.gov.au/resource-management/grants/>

PRIVACY

How will my personal information be handled?

Personal information collected by the Department of Communications and the Arts is protected by the *Privacy Act 1988* (Cth). We use this information to carry out our functions properly and efficiently, including contacting you in relation to your funding, consulting with the Australia Council and the provision of this information to Members of Parliament as required. The Department only uses personal information for the purposes for which it was given to the Department and for directly related purposes (unless otherwise required by, or authorised under, law).

COMPLAINTS MECHANISM

What can I do if I am unhappy about how my application has been handled?

Complaints regarding any aspect of the application process should be directed to the Department of Communications and the Arts via the Contact Form available at <https://www.communications.gov.au/who-we-are/contact-us>