Northern Territory Arts Grants Guidelines
Project Round and Open Categories

All grant applications must be made online using Grants-Tracker: https://nretasgrants.nt.gov.au

Before applying for a grant through Grants-Tracker you should read the NT Arts Grants Guidelines in their entirety including detailed eligibility and category information.
Contacts
For more information or advice on the Northern Territory Arts Grants Program including eligibility and how to apply, contact an Arts Broker on (08) 8999 8981 or free call 1800 678 237 or email arts.office@nt.gov.au

More information on the Northern Territory Arts Grants Program is available at www.arts.nt.gov.au

Arts NT
PO Box 496
PALMERSTON NT 0831

Level 1
9-11 Cavenagh Street
DARWIN NT 0800

Email: arts.office@nt.gov.au
Telephone: (08) 8999 8981
Free call: 1800 678 237
Facsimile: (08) 8999 8949

Information and Privacy Provision
The information you provide in your grant application is used to process and assess your application. To assist in the promotion and development of arts and culture in the Northern Territory, Arts NT shares information from successful applications and submissions with related commonwealth, state and territory agencies and local and national media as required.

If you have any queries or wish to access the personal information provided in your application form, please contact a Business Systems Officer on 8999 8981 or free call 1800 678 237.

Grants-Tracker
All grant applications must be submitted using Grants-Tracker. Paper-based applications will not be accepted. If you are unable to use Grants-Tracker due to access or technology issues please contact an Arts Broker on 1800 678 237 or arts.office@nt.gov.au

Funding Acknowledgement
Grant recipients who receive support through the Northern Territory Arts Grants Program, must prominently acknowledge this support in all media releases and promotional activities. For more information please refer to page 10 of the NT Arts Grants Guidelines.

Updated February 2016
REF: DOP2016/0005

2016 Northern Territory Arts Grants Guidelines
Translation

If you have difficulty with the English language and would like an interpreter, please contact Arts NT on 8999 8981 to arrange an interpreter. Alternatively, you can also contact the Interpreting and Translating Service NT on (08) 8999 8506 or http://www.itsnt.nt.gov.au/

Indonesian
Apabila anda mengalami kesulitan dengan bahasa Inggeris, hubungilah Arts NT pada nomor 08 8999 8981 atau nomor gratis 1800 678 237 untuk mengurus seorang juru bahasa.

Vietnamese
Nếu quý vị gặp trở ngại tiếng Anh, xin liên hệ Arts NT qua số điện thoại 08 8999 8981 hoặc gọi số miễn phí 1800 678 237 để xin giúp thông dịch viên.

Somali
Haddii aad dhib ku qabto luuqada Ingiriiska, fadlan kala xirriir Arts NT 08 8999 8981 ama wecitaanka bilaashka ah 1800 678 237 si lagu qabto turjubaan.

Simplified Chinese
如果您对使用英语沟通有困难，可联系北领地艺术署（Arts NT）联系，或免费电话 1800 678 237，以便安排翻译人员协助。

Traditional Chinese
如果您對使用英語溝通有困難，可與電話和北領地藝術署 (Arts NT) 聯繫，來電請撥 08 8999 8981 或免付費電話 1800 678 237，以便安排譯員人員協助。

Filipino
Kung kayo ay nahihirapang magsalita o makaunawa ng wikang Ingles, mangyari lamang na tumelepono sa ArtsNT sa 08 8999 8981 o free call 1800 678 237 para makipag-ayos ng isang tagapagsalin sa wika.

Arabic
في случай تواجد مشاكل باللغة الإنجليزية، يرجى الاتصال بArts NT على رقم 08 8999 8981 أو الاتصال مجانًا على رقم 1800 678 237 لتنظيم مترجم.

Khmer
តើក្នុងរយៈពេលសូមអរគុណសុំជាអ្នកស្នាលាខ្លាំងមួយដែលមានបញ្ហានេះ។ Arts NT អាចទាញយកលើការជួបជញ្ជូនប្រយោជន៍នេះ។

French
Si vous avez des difficultés pour communiquer en anglais, veuillez téléphoner à Arts NT (08 89 99 89 81 ou numéro vert 1800 67 82 37) pour organiser l'aide d'un interprète.

Thai
หากท่านมีปัญหาในการสื่อสารภาษาอังกฤษโปรดติดต่อ Arts NT ที่หมายเลข 08 8999 8981 หรือหมายเลขโทรศัพท์ 1800 678 237 เพื่อขอความช่วยเหลือ.
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About the NT Arts Grants Program

Funding is available for arts and cultural activities from the Northern Territory Government through Arts NT.

Arts NT is a branch within the Department of Arts and Museums.

Arts NT

Vision: To support the growth of a thriving arts community, vital to the Territory.

A community where all Territorians have access to creative and cultural expression, experiences and opportunities through education, recreation and employment in a vibrant, valued and sustainable arts sector.

The Northern Territory Government is committed to developing arts and culture through strategic investment and coordinated service delivery to ensure support and opportunity for the community to engage with the arts and to celebrate cultural diversity.

Arts NT goals aspire to:

- support the growth and development of the sector;
- provide expert advice on sustainable arts;
- support access and participation in arts; creativity and cultural expression;
- support vibrant arts spaces and places; and
- build a professional team and working environment.

The Northern Territory Arts Grants Program offers artists, organisations and community members access to support for initiatives that further the vision of exploring, expressing and showcasing Northern Territory identity through arts and culture.

Arts NT’s primary role is to support and develop the artistic and cultural potential of the Territory through policy, operational and financial support and advice to the arts sector, community and government.

Through its programs Arts NT aims to develop responsive and appropriate mechanisms for the support and development of Northern Territory artists and the broader arts sector.

Arts NT aims to ensure that all Territory residents have access to a variety of arts and cultural activities either as audience or as active participants.

Arts NT’s programs and services facilitate a diverse range of arts and cultural activities across the Territory by:

- managing an arts grants program open to artists and arts organisations and also not-for-profit community organisations or groups interested in running arts activities or employing artists for specific projects;
- funding arts organisations that provide core services, arts programs and events to the Territory community;
- funding community festival development to support regional, remote and major urban showcases;
- supporting physical infrastructure for arts and cultural activity including direct funding and in-kind support through the provision of office, rehearsal, workshop and storage accommodation;
- acting as the national advocate through liaison with key government and non-government bodies;
- implementing initiatives such as research, reviews, scoping and pilot projects; and
- ensuring an equitable spread of funding across regions, communities and art forms in the Northern Territory.

“To support the growth of a thriving arts community, vital to the Territory”
Eligibility and Applications

Who can apply to the Northern Territory Arts Grants Program?

Applicants must be current residents of the Northern Territory.

Entities operating outside of the Northern Territory, such as national / peak organisations, are not eligible to apply, but are encouraged to form partnerships with Northern Territory based organisations and/or artists who are eligible to apply for support for projects that will benefit the Territory.

Employees of the Northern Territory Government are ineligible where there is a direct conflict of interest. NT Government agencies, including government schools and public hospitals are ineligible to apply to project rounds small grants and community festival categories.

Definitions:

Individuals: must be Australian citizens or have permanent residence status and must be current residents of the Northern Territory. Temporary visa holders are not eligible to apply. Applicants under the age of 18 cannot apply to the Program.

Groups: which are not legally constituted must identify an individual within the group who will be legally and financially responsible for the grant on behalf of the group. The individual must meet the above criteria for individuals.

Organisations: must be legally constituted and not-for-profit, e.g. an incorporated association or a local government statutory authority. Organisations must be an Australian entity registered and operating in the Northern Territory.

Arts organisations which currently receive over $100 000 in annual funding through the Northern Territory Arts Programs and Services (NTAPS) grant program are not eligible for additional funding through the Project Round and Open Categories to support core arts programs.

Activities not funded

There are many activities that are beyond the scope of the Northern Territory Arts Grants Program (AGP) regardless of their merit.

Arts NT does not accept applications for:

- activities that have already commenced or been completed, or that will commence before advertised notification dates;
- applicants who have outstanding acquittal reports;
- projects or activities that do not have a clearly defined arts component;
- activities that are the exclusive responsibility of other funding bodies or government agencies;
- deficits from previous activities or deficit budgets;
- fund-raising or charitable events;
- commercial or business ventures;
- creative industry business ventures such as fashion or screen industry projects;
- capital equipment or real estate purchases;
- restoration or conservation of cultural material;
- research or studio work that will be offered for academic assessment;
- auditions or interviews for courses at academic institutions;
- music, film or theatrical auditions;
- the cost of prizes for competitions or awards;
- delivery of accredited training;
- education based activities including curricular activities in primary and secondary schools except where specifically eligible under category guidelines e.g. Artists in Schools;
- undergraduate, diploma and postgraduate studies except where specifically eligible under category guidelines;
- multiple projects from one applicant. Applicants may submit one application per Project Round;
- multiple applications through AGP grant categories for the same project / activity are not accepted;
- programs and projects which have already received significant funding support from Arts NT may not be competitive or a priority for ongoing or additional support; and
- attendance at awards, ceremonies and competitions is not a current priority.

NB Applications for extracurricular activities with strong arts outcomes utilising educational structures and institutions, particularly in remote areas, will be considered providing they meet all relevant criteria.
How to Apply

Before applying for a grant through Grants-Tracker you should read the NT Arts Grants Guidelines in its entirety including eligibility and category information.

All applicants should:

- check that all previous funding from Arts NT has been acquitted;
- read this guide and/or visit www.arts.nt.gov.au for details on grant categories;
- speak to an Arts Broker to check eligibility and to discuss the grant category suitable for your project;
- apply online using Grants-Tracker: https://nretasgrants.nt.gov.au
- ensure that all support material uploaded is current and compatible with Microsoft Office.

Applications will not be considered outside of the advertised timeframes.

All grant applications must be submitted online using Grants-Tracker. Paper-based applications will not be accepted.

The submission date for open grant categories is recorded as the day on which all relevant application information is received by Arts NT.

Applicants should note that Arts NT receives more applications than the Northern Territory Arts Grants Program can fund. Arts NT must also try to ensure an equitable spread of funding across regions and art forms in the Northern Territory.

Do not make any financial commitments on the expectation that you will receive funding.

Do I need an Administering Body?

You must have legal status as an entity to manage a grant. Depending on the size of the grant that status may be as an individual or as a legally constituted body.

Administering bodies are often referred to as auspicing bodies. For grants over $10 000, individuals must have an administering / auspicing body to take legal and financial responsibility for administering the grant.

For grants of up to $10 000, individuals are able to administer their own funding and are not required to have an administering / auspicing body.

Individuals who do not have an Australian Business Number (ABN) will have grant funding taxed before payment unless they can provide a completed Tax Office 'Statement by a Supplier' form (NAT3346-2.2008).

Unincorporated associations, groups and other bodies with no legal status are required to nominate a legally constituted not-for-profit organisation or an individual to take legal and financial responsibility for administering the grant.

Examples of legally constituted organisations are:

- NT incorporated associations
- NT incorporated Aboriginal associations
- companies limited by guarantee in the NT

You should enter into a written agreement* with your administering / auspicing body, which sets out your and their respective rights and responsibilities in relation to the grant administration and financial management. It is recommended that the agreement contain a dispute resolution clause setting out procedures to be followed should any dispute between parties arise.

*Auspicing bodies should note: if an applicant fails to meet the obligations of the funding agreement, the auspicing body will be responsible to meet the obligations of the funding agreement in its entirety.

Most administering bodies will charge an administration fee which should be included as part of the submitted budget. An auspicing rate or administration fee of up to 10 per cent of the total grant value is permissible by auspicing bodies, including local government. This will be assessed in line with all other budgetary items allocated in the grant application.
Supporting Documents / Support Material

Budget Support Material

You need to include a summary of the income and expenses of your project or activity. This can be entered directly into Grants-Tracker for all categories. Any budget item over $1,000 must have a supporting quote, uploaded with your application. Collective budget items over $1,000 will need to be broken down to individual costs and may not require a quote.

The Budget Step by Step Guide available on the Arts NT website will assist you with information on budgetary requirements.

You also need to include a list of all key organisers and artists, with their main responsibilities and skills identified. List the fee or salary you intend to pay each of them. For more information on artist fees refer to page 13.

NB The Northern Territory Arts Grants Program will not provide support equal to the total cost of an activity. You must demonstrate that you have significant financial or in-kind support from other sources.

Support Letters

A maximum of five support letters will be considered for the application. Only current support letters relevant to the project are useful for the assessment.

Arts NT also accepts email documentation that shows support for the project. Emails can be uploaded on Grants-Tracker as a pdf or image file. Note that emails are only acceptable if it is clearly shown they were sent by the supporter.

Participant Forms

It is a requirement for all applications to include proof of participation from key artists and key organisers involved in the project. Complete and upload a Participant Form, available on the Arts NT website at www.arts.nt.gov.au or provide confirmation in an email which shows support and participation in the project. Key participants should confirm their involvement in the project and whether this will be paid or in-kind.

Artistic Support Material

You will need to supply appropriate, high quality material to support your application as applications are assessed on the basis of the submitted materials. Please only supply the relevant number and type of high quality support material as described. Any additional support material items will not be assessed.

Artistic support material can include images, video or audio samples, published or printed material of current or previous work, as well as media reviews and examples of marketing and promotional materials. Please ensure that the support material provided in electronic format is compatible with Microsoft Office.

The following number of support material items will be accepted:

- 5 support letters;
- 1 video / audio recording (max 10 minutes);
- 1 published item e.g. excerpts from a play, book or short story, agreements with artists or contracts;
- 2 media reviews or marketing and promotional examples;
- 2 other support material; including agreements, contracts, letters etc; and
- 10 images (max 10 MB per image).

Additional support material will not be accepted or viewed.

Submission of Application

All grant applications must be submitted online via Grants-Tracker https://nretasgrants.nt.gov.au
Assessment Process

How your application is processed

a. Submit application
Applications must be submitted online using Grants-Tracker, by 5.00pm of the closing date.

b. Eligibility check
Arts NT performs an eligibility check on the application. If the application is not eligible you will receive an email advising you of the reason/s.

c. Assessment
Assessment of all applications is on the basis of the information supplied in the application and the accompanying support material.

Please ensure you select the appropriate funding category as your application cannot be assessed under any other category once submitted.

Quick Response
Arts Brokers assess applications against published criteria and prepare recommendations for approval by the Minister for Arts and Museums.

Community Festivals
Arts Brokers assess applications against published criteria and provide recommendations for approval by the Minister for Arts and Museums.

Project Rounds
A peer-based Assessment Panel assesses applications against published criteria and makes recommendations for approval by the Minister for Arts and Museums.

The NT Arts Grants Assessment Panel represents regional, community and art form interests. The Panel is drawn from the NT Register of Peers, or, where appropriate, from other industry representatives, and is selected according to diversity of location, community and arts sector experience.

The role of Arts NT staff in regard to peer assessed arts grants application is to:

• provide information and advice to prospective applicants about grant categories and eligibility;
• assess eligibility;
• provide secretariat support to assessment panels; and
• provide additional information to the assessment panel during meetings, at the request of the Chair of the Panel.

It is the applicant’s responsibility to ensure that the application is complete. Arts NT takes no responsibility for notifying applicants regarding incomplete applications. Incomplete applications will not be eligible for assessment.

d. Notification
You will receive a formal letter in the mail notifying you of the outcome of your application by the notification date. If your application is successful you will receive a letter offering you a grant.

Accompanying the letter will be:

• a Funding Agreement which outlines the conditions of funding, including acknowledgement requirements;
• a fact sheet outlining the importance of acknowledging funding sources; and
• a request for you or your administering body’s bank account details.

All copies of the Agreement must be signed by you, and where appropriate the administering body, and returned to Arts NT before your grant payment can be made. It is recommended that projects that depend on grant funding are not started until all the parties concerned have signed the funding agreement.

5. Feedback
After the notification date, you can obtain verbal feedback on your application by contacting an Arts Broker. See the inside cover for contact details.

Some applications meet the published assessment criteria yet are unsuccessful. Arts NT receives more applications than are able to be supported within the available funding.

After each Project Round an Assessment Report is compiled detailing trends and general comments and results.

Assessment reports summarising feedback and outcomes can be viewed at www.arts.nt.gov.au
**Appeals**

Grants decisions are not subject to appeal.

**Acquittal of Grants**

Acquitting a grant means accurately accounting for funding. This is done by submitting:

- **statistical and financial reports** when your project is finished;
- an **artistic report** to report on the actual artistic outcomes of the funded activity; and
- a report answering to any **special reporting conditions** indicated in the Funding Agreement.

You are not eligible to apply for another grant or receive any future payments until you have satisfactorily acquitted all previous grants.

For further details about how to successfully acquit your grant, obtain a copy of the Acquittal Form from www.arts.nt.gov.au and read Useful Tips to Write Acquittals, or contact a Systems Officer on 8999 8981.

Acquittals for Project Round and Community Festivals grants may now be completed online through Grants-Tracker: https://nretasgrants.nt.gov.au

Acquittal reports allow Arts NT to fulfil its accountability obligations to the Northern Territory and Australian Governments. The report is also important for arts development and promotional work to showcase Northern Territory achievements in the arts.

**Self-acquittal of NT Quick Response Grants**

Commencing 1 September 2015, grant recipients who receive funding through the NT Quick Response Scheme of the Northern Territory Arts Grants Program are no longer required to provide an acquittal report after completing their arts project or activity unless specifically requested via email.

Instead, Arts NT will conduct ongoing audits by observation through Regional Arts Brokers and annual audits will be conducted by Systems Officers on selected grant recipients.

This will involve issuing an Audit Request Package via email to the selected grant recipient and will include a cover letter, fact sheet and acquittal form including financial and artistic report templates.

All grants must be acquitted in line with signed arts grants funding agreements. Self-Acquittal of small grants only applies to grants issued under the new acquittal arrangements and will be clearly identified in your arts funding agreement.

**How long do I have to keep the documentation?**

For the purposes of acquittal the grant recipients are required to keep evidence of receipt and expenditure of the funding received for 12 months after the completion date of the activity.

Arts NT may request an acquittal report from a small number of grant recipients of the NT Quick Response Scheme as part of an audit. This allows Arts NT to fulfil its accountability obligations to the Northern Territory Government.

For more information on the self-acquittal process please contact a Grants Systems Officer on (08) 8999 8981.

**Obligations of auspicing bodies and acquittals**

Auspicing bodies are **not eligible** to apply for another grant or receive any future payments until all grants have been acquitted – this includes grants administered on behalf of an applicant.
**Funding Acknowledgement**

**Northern Territory Arts Grants Program**

Recipients, who receive support through the Northern Territory Arts Grants Program, must prominently acknowledge this support in all media releases and promotional activities.

The Northern Territory Government reserves the right to limit and withdraw the use of its name and logo by the grant recipient.

You must use the Northern Territory Government logo or where it is not possible, funding must be acknowledged by using the phrase:

*Proudly sponsored by the Northern Territory Government*

**FestivalsNT acknowledgement**

Community Festivals and initiatives funded through FestivalsNT must use the Northern Territory Government and FestivalsNT logo or where it is not possible, funding must be acknowledged by using the phrase:

*Proudly sponsored by the Northern Territory Government and FestivalsNT*

Through the FestivalsNT initiative, festivals and events have the opportunity to be promoted on the Tourism NT website [www.travelnt.com/events](http://www.travelnt.com/events) and may be included in the Northern Territory festivals and events calendar. For more information contact a Regional Arts Broker.

Any information you distribute that promotes activities that have received support from the Northern Territory Government such as media releases, advertisements, posters or flyers, publications, or printed banners needs to include the Northern Territory Government logo. The logo may vary in size but must always be reproduced in appropriate proportion to the context in which it is being used. To ensure clarity, the logo must always be surrounded by adequate space, clear of text or images.

Recipients are encouraged to invite the Minister for Arts and Museums or his/her nominated representative to attend public events associated with a project, and as appropriate, to launch or open the project.

For further information please visit: [www.artsandmuseums.nt.gov.au/arts/logos](http://www.artsandmuseums.nt.gov.au/arts/logos)
Indigenous Cultural Content

Applying for funding for Indigenous arts projects

If applying for a project involving Indigenous cultural content, which includes Indigenous artistic and cultural practice or activities and outcomes involving Indigenous artists and their communities, you will need to:

- complete the Indigenous Cultural Content section within the application;
- include evidence of appropriate consultation, permissions and support from relevant Indigenous individuals, community or language groups with regards to the project;
- provide letters of support for the agreed activity from elders, custodians, Land Councils or other appropriate community and artist representatives; and
- provide evidence that your project adheres to Indigenous art and cultural protocols.


You are required to identify your project as Indigenous if you are an Indigenous applicant. This will identify the project you are undertaking as Indigenous owned and/or controlled, and will assist Arts NT to fulfil its allocation commitment towards Indigenous applicants. If you are Indigenous tick ‘Yes’ in Section 2 of the application form or in your online application when questioned: ‘Is this an Indigenous project?’

Any application that involves Indigenous cultural content is required to address Section 5 to show how well the activity meets the Indigenous Cultural Protocols as part of the assessment criteria.

This requirement applies equally to Indigenous and non-Indigenous applicants, those applying from elsewhere to work in Indigenous communities, and those applying from Indigenous communities. Assessors cannot assume support for your activity – the responsibility is on the applicant to demonstrate community support and that all protocols and requirements have been met. Please speak to an Arts Broker if you have any questions with regards to this.

Indigenous Protocols

The Australia Council for the Arts has published Indigenous protocols guides to help Australians better understand the use of Indigenous cultural material.

The guides for the following art form areas can be downloaded at www.australiacouncil.gov.au

- Visual Arts
- Performing Arts
- Music
- Writing
- Media Arts

They are relevant to anyone working in or with the Indigenous arts sector, including:

- Indigenous and non-Indigenous artists;
- people working within related fields of Indigenous art form practice;
- federal and state / territory government agencies;
- industry agencies and peak organisations;
- galleries, museums and arts centres;
- educational and training institutions; and
- Indigenous and targeted mainstream media.

The protocol guides endorse Indigenous cultural and intellectual property rights; the rights of Indigenous people to own and control their cultural heritage. These rights are confirmed in the United Nations Declaration of the Rights of Indigenous Peoples, 2006, which states that Indigenous people have the right to practice and revitalise their cultural traditions and customs.

In Australia, Indigenous heritage comprises all objects, sites and knowledge transmitted from generation to generation. Indigenous people have a living heritage. Their connection with the land, water, animals, plants and other people is an expression of cultural heritage.

Writing, music, performing arts, visual arts and media arts, are some of the mediums for transmitting Indigenous cultural heritage.1

1 Australia Council for the Arts, Protocols for working with Indigenous Artists, 2015.
**Working with Children**

**Protocols for working with children in art**

The Australia Council for the Arts has developed a set of protocols to address the depiction of children in works, exhibitions and publications that are the recipients of government funding.

The Northern Territory Government supports the protocols for working with children in art which were adopted by the Australia Council under the direction of the Federal Government.


There are three critical issues which have been considered in the development of the protocols:

1. **Creation**
   
   Ensuring that the rights of children are protected throughout the artistic process, based on informed consent about the process and the intended outcome of the artwork;

2. **Exhibition and performance**
   
   Ensuring that artworks involving images of children have been produced and will be presented with due care and sensitivity; and

3. **Distribution**
   
   Protecting images of children from being exploited, including use of the images beyond the original context of the creative work.

The protocols for working with children in art developed by the Australia Council for the Arts are available online at [www.australiacouncil.gov.au](http://www.australiacouncil.gov.au)

All applicants must adhere to the Australia Council protocols when applying to the Northern Territory Arts Grants Program and refer to, and comply with, the Northern Territory Care and Protection of Children Act.

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**Requirement to hold a Working with Children Clearance Notice and Ochre Card in the Northern Territory**

It is mandatory in the Northern Territory for people who have contact or potential contact with children in certain specified areas of employment to hold a Working with Children Clearance Notice according to section 187 of the Northern Territory Care and Protection of Children Act (the Act).

Clearance Notices are designed to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or voluntary work. Everyone who is issued with a Working with Children Clearance Notice will also receive an Ochre Card. The Ochre Card is valid for two years and must be carried as easy proof of a Working with Children Clearance Notice.

Employers, volunteer organisations and agencies must ensure that any of their staff or volunteers has a current Working with Children Clearance Notice and Ochre Card.

Employers or volunteer coordinators who are responsible for staff working or volunteering with children need to ensure that the people working or volunteering have a valid Working with Children Clearance. A bulk application process can be arranged through SAFE NT, the body responsible for conducting checks associated with Clearance Notices and issuing of Ochre Cards.

The Northern Territory Government has produced a comprehensive booklet and frequently asked questions that address the many issues relevant to Clearance Notices. The booklet is available from their website at [www.workingwithchildren.nt.gov.au](http://www.workingwithchildren.nt.gov.au)
Further Information

Copyright and Intellectual Property

All applications must provide details of arrangements relating to copyright and intellectual property associated with the proposed activity. This includes details about authenticity, cultural ownership and appropriate contracts to artists for the publishing of their work.

Copyright information and advice are available from:
Arts Law Centre of Australia,
www.artslaw.com.au
Artists in the Black
www.aitb.com.au
Australian Copyright Council
www.copyright.org.au
Creative Commons
creativecommons.org.au

Taxation

Grants paid by Arts NT may be considered part of your income in a financial year and therefore be subject to tax. You must determine your own taxation responsibilities. Further information is available from the Australian Taxation Office (ATO) by calling 13 28 66 or by referring to their website www.ato.gov.au

Successful grant recipients who have an ABN and are registered for the purposes of GST will be paid the grant amount plus GST. If the successful grant recipient is not registered for the purpose of GST, they will receive the grant exclusive of GST.

Successful grant recipients who are administering their own grants up to $10 000 and do not have an ABN must provide Arts NT with a completed ‘Statement by a Supplier’ form (NAT3346-4.2008). The grant will then be paid exclusive of GST.

Indigenous artists who qualify for a Zone A rebate (special or ordinary) and do not have an ABN are eligible for consideration under the PAYG withholding Variation 30. This varies the withholding amount to zero where payment is for artistic works. Further details are available from the ATO.

Artists Fees

Assessment Panels consider the rates of pay and fees for artists and arts workers documented in all grant applications. Pay scales and conditions are often prescribed under relevant industrial awards and agreements or recommended by a peak organisation.

More information is available from:
Media, Entertainment and Arts Alliance
www.alliance.org.au
Australian Society of Authors
www.asauthors.org
Australian Writers’ Guild
www.awg.com.au
Musicians’ Union
www.musicians.asn.au
National Association for Visual Arts:
www.visualarts.net.au
Live Performance Australia
www.liveperformance.com.au
## Grants at a Glance

### Northern Territory Arts Grants Program

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<td><strong>Quick Response Scheme</strong></td>
<td></td>
<td>Up to $1 500 per grant.</td>
<td>Individuals, Groups, Organisations</td>
<td>The Quick Response Scheme offers artists and arts workers support to access professional development opportunities in a flexible and responsive manner.</td>
<td>Open all year</td>
<td>15 working days after submission.</td>
</tr>
<tr>
<td><strong>Community Festivals</strong></td>
<td></td>
<td>Up to $10 000</td>
<td>Festival Organising Committee</td>
<td>The Community Festivals category supports regional and remote community festivals to develop and present artistic programs and cultural maintenance initiatives in community arts celebrations.</td>
<td>Open all year</td>
<td>30 working days after submission.</td>
</tr>
<tr>
<td><strong>2016 Project Round 1</strong></td>
<td>Arts Development</td>
<td>Up to $15 000</td>
<td>Individuals, Groups, Organisations</td>
<td>The Arts Development category is to support projects across all art forms for the research, development or creation of new work or community cultural development projects.</td>
<td>29 March 2016</td>
<td>June 2016</td>
</tr>
<tr>
<td><strong>Project activity to start after 1 July 2016</strong></td>
<td>Presentation and Promotion</td>
<td>Up to $15 000</td>
<td>Individuals, Groups, Organisations</td>
<td>The Presentation and Promotion category is for the support of projects which present, exhibit, distribute or promote Northern Territory arts practice.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Skills Development</strong></td>
<td></td>
<td>Up to $15 000</td>
<td>Individuals, Groups, Organisations</td>
<td>The Skills Development category is for the support of arts initiatives that aim to foster skills, knowledge and experience of the participants and build community capacity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emerging Artists</td>
<td></td>
<td>Up to $10 000</td>
<td>Individuals or Groups</td>
<td>This category prioritises support for emerging artists to access funding for arts development, presentation and promotion or skills based projects.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Quick Response Scheme

The Quick Response Scheme offers artists and arts workers up to $1,500 per grant to access professional development opportunities in a flexible and responsive manner.

Professional development opportunities may include participation and showcasing at specialist workshops, arts industry forums or national markets and showcasing events.

Applicants will need to demonstrate how the proposed professional development opportunity relates to the development of their professional career and provide written confirmation of the offer or other supporting material relevant to the opportunity.

At least 50 per cent of the total budget for the activity must come from sources other than Arts NT. This may include in-kind support. Projects may commence during the assessment period upon consultation with an Arts Broker. It is recommended that projects that depend on a grant are not started until all the parties concerned have signed the Funding Agreement. Some applications meet the published assessment criteria yet are unsuccessful.

Arts NT receives more applications than are able to be supported within the available funding.

Eligibility

Quick Response grants are available for emerging and established artists and arts workers to access and participate in professional development activities.

Individuals, groups and organisations may apply.

Any applications involving international travel or individuals employed in organisations funded through the NTAPS category, in receipt of $100,000 or more, must be discussed with the Senior Arts Broker prior to submission.

Objectives

- Expression of identity through arts and culture;
- Provision of development opportunities for Territory artists or arts workers;
- Increased arts participation and success; and
- Employment of Territory artists.

Assessment Criteria:

1. How well the activity meets the objectives.
2. Quality of artistic outcomes.
3. Benefits to the NT community including relevance to regions.
4. Effective project planning including use of resources and a clear budget.
5. Capacity and skills of artists, arts workers and/or facilitators.
6. How the proposal will contribute to the individual, group or organisation’s future as an NT based artist/arts worker.

Projects involving Indigenous artists, content or community involvement, must include evidence of appropriate consultation, agreement or support.

Working with Children Clearance Notice numbers may be requested from applicants of festivals, projects and activities which include youth activities.

Acknowledgement

Funding Limit:
Up to $1,500 per grant to a maximum of $2,000 per financial year from any applicant.

Open all year

Notification Date:
15 working days after complete submission

Successful applications are subject to a self-acquittal process. Please refer to page 9 for more information.

Apply online via Grants-Tracker
Community Festivals

The Community Festivals category supports regional and remote community festivals to develop and present artistic programs and cultural maintenance initiatives in community arts celebrations.

Funding is available to develop and/or deliver an arts and cultural program of activities within a regional or remote festival.

For the purpose of Community Festivals:

A festival is a regular arts, community, cultural or regional public event organised by community members, with community support. It may include performances, exhibitions, displays, film screenings etc.

Regional / remote is defined as based outside of the major urban centres, of the Northern Territory.

Eligibility

The applicant must be the festival organising body. Festivals and organising bodies may include local government.

Festivals must have a community festival organising committee.

Before applying to Community Festivals, please contact an Arts Broker on 1800 678 237.

Objectives

To assist the sustainability and artistic development of regional and remote festivals that contribute to:

- cultural, economic, social and regional development;
- a strong sense of community identity;
- community ownership of the festival (evidence of a community based festival committee);
- development of Northern Territory artistic and cultural practice;
- appreciation of history, language and cultural diversity;
- enhanced community engagement with Northern Territory arts practice; and
- employment of Northern Territory artists.

Assessment Criteria

- How well the activity meets the objectives.
- Quality of artistic outcomes.
- Benefits to the NT community including relevance to regions.
- Evidence of community support.
- Effective project planning including use of resources and a clear budget.
- Capacity and skills of artists, arts workers and/or facilitators.
- Indigenous cultural content projects: How well the project meets the Indigenous cultural content protocols.

Projects involving Indigenous artists, content or community involvement must include evidence of appropriate consultation, agreement or support.

Working with Children Clearance Notice numbers may be requested from applicants of festivals, projects and activities which include youth activities.

Acknowledgement

You must use the Northern Territory Government and FestivalsNT logo, or, where it is not possible, funding must be acknowledged by using the phrase:

Proudly sponsored by the Northern Territory Government and FestivalsNT

Funding Limit:

Up to $10 000 per year

Open all year

Applications must be submitted at least 12 weeks before the start date of the festival.

Notification Date:

30 working days after complete submission

Apply online via Grants-Tracker
Project Round - Arts Development

The Arts Development category offers up to $15 000 to support the research, development or creation of new work, arts projects or community cultural development projects.

Some examples are research and/or development of theatre productions, creation of a new dance work, writing for publication, song writing / new musical material, the creation of new works prior to exhibition or new artistic work through community based arts and cultural activities.

Funding for the showcasing outcomes of any of these types of activities is not eligible under this category. Please refer to the Presentation and Promotion category on the next page.

Eligibility

Individuals, groups or organisations may apply.

Organisations in receipt of more than $100 000 per annum through the Northern Territory Arts Programs and Services (NTAPS) grant program are not eligible for additional funding through this grant category to support core arts programs.

Activities or projects directly associated with activities, festivals and programs in receipt of more than $100 000 from any category of the Northern Territory Arts Grants Program may not be eligible to apply. Please seek advice from an Arts Broker prior to submitting your application.

Objectives

- Expression of Northern Territory identity through arts and culture;
- Provision of development opportunities for Territory artists or arts workers; and,
- Increased arts participation and access; and
- Employment of Territory artists.

Assessment Criteria

1. How well the activity meets the objectives.
2. Quality of artistic outcomes.
3. Benefits to the NT community including relevance to regions.
4. Effective project planning including use of resources and a clear budget.
5. Capacity and skills of artists, arts workers and/or facilitators.
6. Indigenous cultural content projects: How well the project meets the Indigenous cultural content protocols.

Projects involving Indigenous artists, content or community involvement, must include evidence of appropriate consultation, agreement or support.

Working with Children Clearance Notice numbers may be requested from applicants of festivals, projects and activities which include youth activities.

Acknowledgement

Funding Limit:
Up to $15 000

Apply online via Grants-Tracker
Project Round – Presentation & Promotion

The Presentation & Promotion category offers up to $15 000 to support projects which present, exhibit, distribute or promote Northern Territory arts practice.

The activity may occur locally, nationally or internationally.

Some examples are: exhibition, performance and/or production including re-mount or re-development associated with a public presentation, touring, festival showcasing, publication, recording and/or printing, marketing, and audience development initiatives.

Funding purely for the development of a new work is not eligible under this category. Please refer to the Arts Development category.

Activities, which aim to tour or present work from other locations into the Northern Territory, are not eligible under this category.

Eligibility

Individuals, groups or organisations may apply.

Organisations in receipt of more than $100 000 per annum through the Northern Territory Arts Programs and Services (NTAPS) grant program are not eligible for additional funding through this grant category to support core arts programs.

Activities or projects directly associated with activities, festivals and programs in receipt of more than $100 000 from any category of the Northern Territory Arts Grants Program may not be eligible to apply. Please seek advice from an Arts Broker prior to submitting your application.

Objectives

- Expression of Northern Territory identity through arts and culture;
- Increased showcasing opportunities for, or promotion of, Territory artists;
- Showcasing of Northern Territory identity through arts and culture; and
- Employment of Territory artists.

Assessment Criteria

1. How well the activity meets the objectives.
2. Quality of artistic outcomes.
3. Benefits to the NT community including relevance to regions.
4. Effective project planning including use of resources and a clear budget.
5. Capacity and skills of artists, arts workers and/or facilitators.
6. Indigenous cultural content projects: How well the project meets the Indigenous cultural content protocols.

Projects involving Indigenous artists, content or community involvement, must include evidence of appropriate consultation, agreement or support.

Working with Children Clearance Notice numbers may be requested from applicants of festivals, projects and activities which include youth activities.

Acknowledgement

Funding Limit:
Up to $15 000

Apply online via Grants-Tracker
Project Round – Skill Development

The Skills Development category offers up to $15 000 to support arts initiatives that aim to foster skills, knowledge and experience of the participants and build community capacity.

Applications under this category are for initiatives that service a group in the development of skills and may be focused on:

- Professional - art form or arts management development;
- Participation - engagement with arts practice; or
- Community - building community capacity through the arts.

Some examples are workshops, mentorships, residencies, short course or exchanges.

Eligibility

Individuals, groups or organisations may apply.

Organisations in receipt of more than $100 000 per annum through the Northern Territory Arts Programs and Services (NTAPS) grant program are not eligible for additional funding through this grant category to support core arts programs.

Activities or projects directly associated with activities, festivals and programs in receipt of more than $100 000 from any category of the Northern Territory Arts Grants Program may not be eligible to apply. Please seek advice from an Arts Broker prior to submitting your application.

Objectives

- Expression of Northern Territory identity through arts and culture;
- Provision of development opportunities for Territory artists or arts workers;
- Increased arts participation and access; and
- Employment of Territory artists.

Assessment Criteria

1. How well the activity meets the objectives.
2. Quality of artistic outcomes.
3. Benefits to the NT community including relevance to regions.
4. Effective project planning including use of resources and a clear budget.
5. Capacity and skills of artists, arts workers and / or facilitators.
6. Indigenous cultural content projects: How well the project meets the Indigenous cultural content protocols.

For a skills-based project:

7. How the proposal will contribute to the individual, group or organisation’s future as a Northern Territory based artists / arts worker.

Projects involving Indigenous artists, content or community involvement, must include evidence of appropriate consultation, agreement or support.

Working with Children Clearance Notice numbers may be requested from applicants of festivals, projects and activities which include youth activities.

Acknowledgement

Funding Limit:
Up to $15 000

Apply online via Grants-Tracker
Project Round - Emerging Artists

The Emerging Artists category offers up to $10,000 to support emerging artists.

Applications under this category are for emerging artists' projects in the following areas:

- Arts Development
- Skills Development
- Presentation and Promotion

Eligibility

Individuals or groups may apply.

If a group, all the members must meet the definition of 'emerging artist'. For the purpose of this category an emerging artist is defined as an artist within their first five years of professional practice. If you are unsure of your eligibility please contact an Arts Broker.

Activities or projects directly associated with activities, festivals and programs in receipt of more than $100,000 from any category of the Northern Territory Arts Grants Program may not be eligible to apply. Please seek advice from an Arts Broker prior to submitting your application.

Objectives

- Expression of Northern Territory identity through arts and culture;
- Increased development or showcasing opportunities for Territory emerging artists or arts workers;
- Increased arts participation and access; and
- Employment of Territory artists.

Assessment Criteria

1. How well the activity meets the objectives.
2. Quality of artistic outcomes.
3. Benefits to the NT community including relevance to regions.
4. Effective project planning including use of resources and a clear budget.
5. Capacity and skills of artists, arts workers and/or facilitators.
6. Indigenous cultural content projects: How well the project meets the Indigenous cultural content protocols.

For professional development:

7. How the proposal will contribute to the applicant or group’s future as an NT based artist / arts worker

Projects involving Indigenous artists, content or community involvement, must include evidence of appropriate consultation, agreement or support.

Working with Children Clearance Notice numbers may be requested from applicants of festivals, projects and activities which include youth activities.

Acknowledgement

Funding Limit:
Up to $10,000

Apply online via Grants-Tracker

3 See Glossary of Terms for definitions.
Northern Territory Arts Programs and Services

The Northern Territory Arts Programs and Services (NTAPS) category supports the delivery of arts programs and services by non profit arts organisations, that contribute to the Northern Territory’s cultural, social and economic development.

NTAPS supports invited organisations through twelve month, multiyear and triennial funding agreements. For more information view the NTAPS page on the Arts NT website at www.arts.nt.gov.au

Regional Arts Fund

The Regional Arts Fund is an Australian Government initiative supporting the arts in regional, remote and very remote / isolated Australia. The program is delivered in partnership with the Northern Territory Government.

The Australian Government and the Northern Territory Government have signed a four-year agreement for 2013-2016 to offer Territorian residents access to grants through the RAF, prioritising applications that benefit remote and very remote communities.

The following RAF grants are available to Northern Territory residents:

RAF Quick Response Grants
Open all year.

Up to $1 500 per grant for individuals and up to $3 000 per grant for groups and organisations to assist regional artists, arts organisations and communities to take up professional or skills development, or small project opportunities.

RAF Community Grants
Available once a year

Up to $20 000 to support applications which directly benefit the participating community and/or increase wider community access and participation of sustainable arts and cultural practice and that provide direct benefits to artist and/or arts workers.

For more information read the RAF Grants Guidelines available from Arts NT’s website at www.arts.nt.gov.au

NT Arts Organisations, Other Agencies and Funding Bodies

The following arts organisations may be able to offer you advice and support in your chosen art form. Some of the agencies listed below have either regular or occasional community grants or relevant support / advice programs.

NT Arts Organisations

Alice Desert Festival is an initiative of Red HOT Arts Central Australia and offers showcase opportunities to local artists from Alice Springs and wider Central Australia. T: 08 8953 6111 E: festival@redhotarts.com.au W: www.alicedesertfestival.com.au

ANKA Arnhem, Northern and Kimberley Artists Aboriginal Corporation is the peak advocacy and support agency for Aboriginal artists and art centres located in the regions of Arnhem Land, Darwin/ Katherine, Kimberley and Tiwi Islands. T: 08 8981 6134 E: info@ankaaa.org.au W: www.ankaaa.org.au

Artback NT Arts Development and Touring is the arts touring organisation for touring visual and performing arts within the Northern Territory and for touring Territory arts nationally and internationally. Artback NT has offices in Darwin and Alice Springs. T: 08 8924 4183 E: eo@artbacknt.com.au W: www.artbacknt.com.au

Arts Access Darwin provides advice and support for disability service providers and mainstream organisations interested in hosting arts activities and events for people with disabilities. Arts Access Darwin also assists in seeking funding and staging showcase disability arts events. T: 08 8945 7347 E: artsaccess@darwincommunityarts.org.au W: www.darwincommunityarts.org.au

Barkly Regional Arts is a networking and resource organisation that responds to the cultural and artistic needs of the communities in the Barkly Region. T: 08 8962 2799 E: admin@barklyarts.com.au W: www.barklyarts.com.au
Brown’s Mart Arts provides project support and management for the development, creation and production of new theatre. Brown’s Mart Arts also manages the precinct including the heritage listed theatre.
T: 08 8981 5522
E: venue@brownsmart.com.au
W: www.brownsmart.com.au

Central Craft represents, develops and promotes the professional crafts industry in Central Australia to promote and advance the crafts and education of these crafts and to encourage the highest standards of craftsmanship in all its forms. T: 08 8952 4417
E: info@centralcraft.org.au
W: www.centralcraft.org.au

Corrugated Iron Youth Arts is an arts organisation providing skills development and performance opportunities for young people aged 5-25 years in the Darwin region.
T: 08 8948 3200
E: info@corrugatediron.org.au
W: www.corrugatediron.org.au

Darwin Community Arts enriches and inspires Darwin by facilitating arts and cultural development that reflects and celebrates communities’ diversity and creativity.
T: 08 8945 7347
E: mail@darwincommunityarts.org.au
W: www.darwincommunityarts.org.au

Darwin Entertainment Centre is the premier entertainment and convention venue in the Top End of Australia able to accommodate almost any kind of performance or event, large or small, and has played host to major national and international acts as well as Darwin-based artists.
T: 08 8980 3366
E: admin@yourcentre.com.au
W: www.yourcentre.com.au

Darwin Festival profiles the Northern Territory as a cultural destination of choice through contributing to the artistic, cultural and economic development of the Top End, whilst offering opportunities to showcase and interpret the cultural and artistic diversity of the region.
T: 08 8943 4200
E: contact@darwinfestival.org.au
W: www.darwinfestival.org.au

Darwin Symphony Orchestra performs a range of orchestral music for the community of the Northern Territory, whilst providing an avenue for growth of skill and experience of its players.
T: 08 8946 6488
E: dso@cdu.edu.au
W: www.dso.org.au

Desart is the Association of Central Australian Aboriginal Art and Craft Centres.
T: 08 8953 4736
E: admin@desart.com.au
W: www.desart.com.au

DVAA (Darwin Visual Arts Association) is a community based organisation dedicated to supporting both the production, promotion and appreciation of visual art by local artists in all media, as well as increasing public awareness and audience participation in contemporary visual art in Darwin.
T: 08 8981 9351
E: info@dvaa.net.au
W: www.dvaa.net.au

Godinymayin Yijard Rivers Arts and Culture Centre (GYRACC) is a new cross-cultural enterprise in the Katherine Region which provides a contemporary meeting place in which to celebrate, learn, create and share culture.
T: 08 8972 3751
E: shop@gyracc.org.au
W: www.gyracc.org.au

Happy Yess is a community run, not for profit, live original music and arts venue. Happy Yess is focused on supporting local original musicians and artists across a wide range of genres and artforms.
E: happyyessdarwin@gmail.com
W: www.happyyess.tumblr.com

InCite Arts is an arts organisation providing skills development and performance opportunities for young people, people with disabilities, Indigenous communities and other communities in the Central Australia region.
T: 08 8952 6338
E: info@inciteya.org.au
W: www.inciteya.org.au

Katherine Regional Arts works cooperatively with local, Territory and national organisations to develop and implement community driven arts and cultural initiatives across the Katherine region; provide advice, advocacy and promotional support for artist and organisations and increase community participation in the arts.
T: 08 8971 0928
E: eo@kathregionarts.org.au
W: www.katherineregionalarts.org.au

Music NT is the contemporary music office for the Northern Territory - representing, developing and servicing the NT contemporary music industry, while establishing and maintaining links with peak industry bodies on a national level.
Music NT has offices in Darwin and Alice Springs.
T: 08 8981 1995
E: manager@musicnt.com.au
W: www.musicnt.com.au
NCCA – Northern Centre for Contemporary Art is dedicated specifically to the promotion and support of contemporary visual art in the Northern Territory. T: 08 8981 5368 E: admin@nccart.com.au W: www.nccart.com.au

NT Writers’ Centre members range from hobby writers to published authors. Whatever the writing interests or experience, the NT Writers’ Centre can offer advice and point in the right direction. The NT Writers’ Centre has offices in Darwin and Alice Springs. T: 08 8941 2651 E: info@ntwriters.com.au W: www.ntwriters.com.au

Red Hot Arts Central Australia develops and promotes the distinctive cross cultural arts sector of Central Australia and as an umbrella organisation supports the development and marketing of the arts. T: 08 8952 2392 E: admin@redhotarts.com.au W: www.redhotarts.com.au

Tactile Arts develops and promotes the professional crafts industry in the Top End to promote and advance the crafts and education of these crafts and to encourage the highest standards of craftsmanship in all its forms. T: 08 8981 6615 E: admin@tactile.org.au W: www.tactilearts.org.au

Tracks is the premier performing arts company of the Northern Territory. It is known for its innovative, large-scale outdoor performances that bring together participants from diverse cultures and artistic disciplines. Tracks works with professional artists and community members to produce high quality, inclusive and innovative dance performances. T: 08 8924 4410 E:info@tracksdance.com.au W: www.tracksdance.com.au

Watch This SPACE is the contemporary experimental art space in Central Australia. Watch This Space supports local, national and international artists, both emerging and established to foster and value contemporary art practice in the central desert region through presenting a program of exhibitions and offsite projects that inspire and stimulate local, interstate and international audiences. T: 08 8952 1949 E: wts@wts.org.au W: www.wts.org.au

NT Government Agencies and Local Government

Northern Territory Government provides a range of services and grants. For more information visit: W: www.nt.gov.au

Local Government Association of the Northern Territory (LGANT) is a peak organisation representing the interests of Local Government in the Northern Territory and provides information on all Local Governments in the Northern Territory. W: www.lgant.asn.au

National Key Agencies and Funding Sources

Arts Law Centre of Australia is the national community legal centre for the arts. Arts Law is a not for profit company limited by guarantee which was established with the support of the Australia Council in 1983 to provide specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations. T: 02 9356 2566 or 1800 221 457 E: artslaw@artslaw.com.au W: www.artslaw.com.au

Australian Copyright Council is an independent non-profit organisation and provides information, advice and training about copyright in Australia. The Australian Copyright Council also produces publications, do research, and make submissions on copyright policy issues. T: 02 8815 9777 W: www.copyright.org.au

Australian Government - Ministry for the Arts The Ministry for the Arts is the Australian Government's arts and culture policy body and provides funding and grants to arts and cultural organisations and individual artists from across Australia to advance our rich cultural and Indigenous sectors. T: 02 6141 6666 W: www.arts.gov.au

Australian Network for Art and Technology (ANAT) is Australia’s peak national network and advocacy body for artists working at the intersection of art and science; emerging art practices; mobile and portable platforms and experimental sound. ANAT is offering quick response grants and professional development grants. T: 08 8231 9037 E: anat@anat.org.au W: www.anat.org.au
Asialink offers a wide range of artistic and cultural programs that enable Australians to develop their talents and experience by working in and with Asia, establishing personal contacts, on-going communication networks and further projects. Art form areas are Visual Arts, Performing Arts, Literature and Arts Management. T: 03 8344 4800 E: enquiries@asialink.unimelb.edu.au W: http://www.asialink.unimelb.edu.au/

Australia Council for the Arts provides grant programs to artists and arts organisations across the country in the fields of Aboriginal and Torres Strait Islander arts, community partnerships, dance, literature, music, new media arts, theatre and visual arts and craft. T: 02 9215 9000 or 1800 226 912 E: mail@australiacouncil.gov.au W: www.australiacouncil.gov.au

Copyright Agency Limited (CAL) provides simple ways for people to reproduce, store and share words, images and other creative content, in return for fair payment. In doing so, it connects the creators, owners and users of copyright material. The Copyright Agency has also been appointed by the Australian government to manage the artists' resale royalty scheme that commenced in June 2010. W: www.copyright.com.au

Creative Partnerships Australia promotes, encourages and facilitates business, philanthropic and donor support for the arts. The organisation works with the business sector, the arts and cultural sector (organisations and individuals), the philanthropic sector (foundations, trusts and individuals), and governments including local Councils throughout Australia delivering services including partnering, volunteering and giving programs. T: 08 8943 0657 W: www.creativepartnershipsaustralia.org.au

National Association for the Visual Arts (NAVA) manages an online meeting place for everyone involved or interested in Australian visual arts and craft. NAVA administers grants to assist artists in their professional development. It also publicises other grants, prizes, exhibition opportunities and residencies to NAVA members. T: 02 9368 1900 E: nava@visualarts.net.au W: www.visualarts.net.au

Regional Arts Australia is the key national body representing the broad and complex interests and concerns of those working with and for the arts in regional, rural and remote Australia. Arts NT is the NT Member of RAA. T: 08 8959 6015 E: info@regionalarts.com.au W: www.regionalarts.com.au

Internet Based Resources

Artbank supports established and emerging visual artists and craftspeople by buying contemporary Australian artworks and showcasing them through its rental scheme. W: www.artbank.gov.au

Artshub Australia - the online home for Australian arts workers. Arts Jobs, Arts News, Events and information - it's all on the Hub. Artshub is not free; there are different subscription models to access Artshub. W: www.artshub.com.au

Cultural Gifts Program offers Tax incentives for private donors of culturally significant items to public art galleries and other collecting institutions. W: www.arts.gov.au/cgp

GrantFinder makes it easier to find suitable and relevant grants for community projects from the many Australian government grants that are available throughout Australia. W: www.business.gov.au

Indigenous arts, culture and languages provides information about activities that promote Indigenous cultures. W: www.arts.gov.au/indigenous

Our Community is a web portal that provides information to non-profit groups about available grants and funding. Not all information is for free, different subscription models are in place. W: www.ourcommunity.com.au

Register of Cultural Organisations offers a register of cultural bodies qualified to offer a tax deduction to donors. W: www.arts.gov.au/roco
Glossary of Terms

**Acquittal** is a comprehensive report submitted at the conclusion of your project to inform Arts NT about the financial and artistic outcomes of your project. You must acquit every grant you receive.

**Administering (Auspicing) Body** is an incorporated organisation which agrees to take on the legal and financial responsibility of a grant on behalf of an applicant.

**Arts Brokers** are Arts NT staff allocated to work in close partnership with artists, arts organisations and regions as well as other stakeholders at all levels of government and community. They also provide advice and support to strengthen the role of arts in the broader community and provide equitable access to the arts across the region.

**Artist’s Fee** is the payment made for involvement in the project/activity. Pay scales and conditions are often prescribed under relevant industrial awards and agreements or recommended by a peak organisation. More information is available from: Media, Entertainment and Arts Alliance, Australian Society of Authors, Australian Writers’ Guild, Musicians’ Union and National Association for Visual Arts.

Guidelines for Artist Loan Fees are recommended in *Artists Scales of Fees & Wages* booklet available from NAVA.

**Arts Worker** is a person who manages or facilitates the development of arts and cultural activity.

**Artistic Merit** refers to the quality of the artistic work produced by the activity. It also refers to the value and quality of the concepts that inform the work as described in the application.

**Artistic Support Material** supports the grant application through providing high quality examples of current or previous artistic practice and arts projects. Artistic support material can include images, video or audio samples, published or printed material, media and marketing materials.

**Assessment Criteria** are the established and published standards used to evaluate the merits of an application in order to determine if a grant should be recommended.

**Best Practice** refers to the management practices and work processes that lead to outstanding or top-class performance and outcomes and provide examples for others.

**Community Ownership** describes the active agency of a community in artistic practice, by way of initiating, coordinating, developing, directing, creating, participating in and supporting an event, ceremony, workshops or mentoring in arts or cultural activity.

**Conflict of Interest** occurs when a member of the assessment panel has an interest that might compromise their objectivity in assessing applications. It has been practice that when either a real or perceived conflict of interest arises, the application is assessed without the assessment panel member in question being present or participating.

**Contingency** is a financial reserve set aside for uncertain costs.

**Copyright** is the ownership of intellectual property. Every time you use the intellectual property of someone else you need to get permission.

**Donations** may include cash, fees or time towards a project, new or used goods such as vehicles or equipment, or services. The donation of services is also called in-kind.

**Emerging Artist** is within the first five years of practice as a professional artist.

**Funding Agreement** is the document signed by the recipient and Arts NT that outlines the conditions of funding, including acquittal, reporting and acknowledgement requirements.

**Indigenous** describes someone who is of Aboriginal and Torres Strait Islander descent, identifies as an Aboriginal or Torres Strait Islander and is accepted as such in the community where he or she lives or comes from. You are required to identify if you are an Indigenous applicant by answering ‘Yes’ in for the question: ‘Is this an Indigenous project?’

**Indigenous Cultural Content** refers to Indigenous cultural material or Indigenous artistic practice and outcomes relating to Indigenous artists and their communities.

**In-kind Support** includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These...
Contributions should be given a dollar value and must be included in your proposed budget.

**Key Artists / Key Organisers** are those participants who are paid and/or significantly involved in the production of your project or activity. You are required to supply Participant Forms and CV's for your key participants.

**Key Performance Indicators (KPIs)** are the main aims and outcomes that are intended to be achieved by the activity. The Funding Agreement may specify that reporting is done against these KPIs.

**Legal Requirements** are federal and state standards and regulations including fair labour, civil rights, accessibility, age discriminations, lobbying with appropriate monies, accounting records and other published requirements to which an applicant accepting a grant must adhere.

**Letters of Support** provide evidence of community and arts sector support for the project. Letters of Support can endorse the competency of the key artists/arts workers involved, evidence the importance and viability of the project and confirm any in-kind or monetary support provided.

**Marketing/Public Relations/Promotions** are activities to tell the community about the project/activity. Such activities can include newspaper ad, radio interviews, television advertising, printing and mailing of brochures, flyers and posters etc.

**Not-for-Profit Organisation** is an organisation that is not operating for the profit or gain of its individual members.

**Own Contribution** is any income provided to the project by the applicant.

**Partnership** is when two or more organisations plan to participate in the project/ activity. In this case one organisation must serve as the lead applicant in the grant. The partnership must include an agreement that provides arts and cultural professionals with access to resources and opportunities that would otherwise be unavailable to them.

**Peer Assessment** is a process where experienced arts and cultural workers meet to assess grant applications based on published assessment criteria.

**Person with Disability** experiences loss or deterioration of personal and social functions across a range of life activities, due to a disorder, illness or injury.

**Professional Artist** has specialist training in his or her field of art, is committed to devoting significant time to the artistic activity, has a history of public presentation and is recognised by peers (professional practitioners in the art form area).

**Regional**: For the Australian Government's Regional Arts Fund (RAF), **Regionalinity** is a measure of remoteness of population. The whole of the Northern Territory is classified as Regional and is further broken down into Outer Regional (54.8%), Remote (21.7%) and Very Remote (23.5%). Major Cities and Inner Regions. categories from other jurisdictions are not used in the NT.

**Regional Arts Brokers** (see Arts Brokers)

**Risk Management** is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

**Skills** are an ability to perform a particular mental or physical activity that may be developed by training or practice.

**Target Audience/Participants** is a specific audience such as seniors or members of a specified geographic area or demographic group, for whom the applicant has designed the arts project/activity, or wishes to attract to the activity.

**Travel Allowance** or Per Diems are an estimated amount that would cover lodging and meal expenses for artists carrying out the project/activity outside the usual place of residence. The Australian Taxation Office lists reasonable travel allowance on their website.

**Variation to Grant Agreement** can be requested in writing to the Director of Arts NT. This can include variation in project dates or artistic personnel or changes to how the grant is spent as opposed to the original application.

**Volunteer** is a person who performs or offers to perform a service without a financial remuneration. It is recommended to value volunteer support as in-kind support at the usual rate of the service provided.