

CREATORS FUND

Overview & Guidelines

2022

Program Dates

Please refer to the [Creators Fund funding page](#) for program dates.

It takes approximately 12 weeks from the closing date until funding outcomes are available.

We encourage you to use the application drafting tools before submitting your application online in the Department of Jobs, Precincts and Regions (DJPR) Online Grants Portal.

Applications must be submitted on the DJPR online grants portal via the unique link on the [Creators Fund funding page](#) by **3pm on the closing date**. Please note that late applications will not be accepted.

The 2022 round supports activity commencing 1 July 2022.

Definitions

Throughout this document:

- **Collectives** refers to an ensemble or group of professional creatives who work together.
- The term **First Peoples** is used to refer to Traditional Owners of Victoria and all other Aboriginal and Torres Strait Islander peoples who reside in this state.
- The term **Deaf and Disabled** people will be used. A lived experience of disability can be visible or invisible, including physical, sensory, cognitive, intellectual, developmental, mental illness and/or neurodiversity. We recognise and support the right of the Deaf community to label their experience as one of cultural and linguistic difference. We recognise the diversity within the Deaf and Disabled communities and that the terminology and language used is evolving.
- The acronym **CALD** is used and is inclusive of people from culturally and linguistically diverse backgrounds, including but not limited to people born overseas, people with one or both parents born overseas and people who speak a language other than English at home.
- The term **Regional** refers to the 48 Victorian local government areas classified as regional by the Victorian State Government. You can find the list of these local government areas [here](#).

Refer to the FAQs for more glossary terms.

Program Principles and Strategic Priorities

The Creators Fund program is guided by the principles and priorities set out in the Victorian Government's [Creative State 2025 strategy](#).

- *First Peoples first* – place First Peoples knowledge, practice, protocols and cultural authority front-and-centre and forge stronger and enduring partnerships with First Peoples creative communities.
- *For every Victorian* – regardless of cultural background, age, gender identity, income or ability every Victorian can take up their right to participation in the cultural and creative life of the state.
- *Whole of state* – people in remote, regional, and outer-metropolitan areas have improved and more equitable access to cultural experiences, creative expression and creative careers.
- *Health and wellbeing* – foster healthy, safe and respectful working environments.
- *Environmental impact* – the creative industries reduce environmental impact in everything they make, share, present, tour and consume.

Overview

The Creators Fund helps independent creatives to take their practice and their careers to the next level, by providing them with one of the most important and scarce creative resources – time.

Time to research, innovate and take risks.

The program supports creatives to undertake a sustained period of intensive research and development or experimentation of new ideas and concepts.

The program's focus is not on supporting full concept realisation and presentation, or on audience engagement activities. Instead, it allows creatives to focus on the initial exploratory stages of new ideas that includes testing, deep research and development, and experimentation.

It's open to individual creative practitioners and collectives across all disciplines, and at all career stages. The program provides financial support for up to six months for creative practitioners to delve into new ideas and ways of working that will provide career advancement and innovation within the creative industries.

Aims & Priorities

The Creators Fund aims to:

- Encourage deep research and experimentation to support creative practitioners in achieving innovation, and advancement in their careers.
- Afford practitioners with an opportunity to take creative risks.
- Support creative practitioners to broaden, deepen or diversify their creative practice.
- Promote original and expansive thinking.
- Encourage cross-disciplinary and cross-industry collaborations.
- Engage with independent artists, creatives and collectives that reflect the diversity of the Victorian community, including individuals and collectives from across metro, outer suburban and regional Victoria.

This program will encourage and prioritise support to applications from:

- First Peoples creatives
- Deaf and Disabled creatives
- Culturally and linguistically diverse creatives
- Under-represented cohorts (such as LGBTIQ+ creatives)
- Regionally based creatives
- Young people (aged 25 years and below).

Areas of Support

Creators Fund provides financial support for up to six months for creative practitioners to undertake the following activities that will enable career advancement and innovation within the creative industries:

- **Intensive creative research and development** of new ideas/concepts
- Practice-based **experimentation**.

Applications can be for solo activity or activity undertaken by creative collectives/collaborations.

Applications are encouraged from a wide range of creative disciplines from across the sector, including but not limited to screen, fashion, design, digital games, visual arts, literature, dance, circus, cabaret, music, theatre, multi-disciplinary, experimental work, and cross-industry collaborations.

This program has three streams:

- **First Peoples creatives stream** - Applications led by Victorian First Peoples creatives will be assessed in alignment with Aboriginal self-determination by a First Peoples assessment panel.
- **Deaf and Disabled creatives stream** - Applications led by Victorian Deaf and Disabled creatives will be assessed by an assessment panel of creative industries peers with lived experience of deafness and disability.
- **General Stream** - All other applications will be assessed by specific creative industries peers depending on the creative discipline chosen (outlined on page 8).

Applications from non-First Peoples creative entities that contain First Peoples content may also be reviewed by a First Peoples panel to ensure cultural protocols are demonstrated in the applications.

Eligibility

This program accepts applications from individuals and collectives that meet Creative Victoria's [General Eligibility](#).

The primary focus of the proposal must include Victorian-based individual professional creative practitioners (emerging to established) and/or Victorian-based professional collectives AND a creative idea or activity that meets the program's aims.

Please note:

- Creative Victoria will only accept one application per applicant (including as part of a collective or under auspice) in each funding round. Auspice bodies may apply on behalf of multiple applicants.
- Individuals employed by State-owned cultural agencies, National Performing Arts Partnership organisations and organisations receiving funding through Creative Victoria's Organisations Investment, Creative Enterprises and Creative Ventures Programs or Regional Partnerships Programs are not a priority to receive funding through Creators Fund.
- Individuals undertaking full-time or part-time study at the point of commencing the proposed activity are not a priority to receive funding through Creators Fund.
- Please call program staff to ensure you are applying to the most appropriate funding program. Activity that is eligible for support through other Creative Victoria programs will not be a priority to receive funding through Creators Fund.
- Groups of individuals who join together as a collective must be legally constituted or nominate either an individual or an auspicing body to apply, and to take legal and financial responsibility for the grant should one be awarded.
- All applicants must have an active ABN. If you do not have an ABN, you can apply for an ABN [online](#) or apply for the grant through an auspice body with an ABN.

Creators Fund does not support:

- Screen-related activities that can be or have been supported through Film Victoria's funding programs (e.g. development, production or release/distribution support, industry placements).
- Activities that breach government public health directions.
- Previous recipients of a Creators Fund grant are not eligible for Creators Fund 2022.
- Applicants that have an overdue Creative Victoria (or former Arts Victoria) acquittal.
- Applicants who are currently in receipt of funding from Australian based like-minded programs (e.g. Fellowships etc).
- Competitions, prizes, eisteddfods, awards, or fundraising activities.

- Conferences, business/meetings, and costs not directly associated with the creative activity.
- Private tuition, training, study, or course work. This includes work that will be used for the purposes of academic assessment.
- Business start-up costs, capital purchases or recurrent administrative, infrastructure and other organisational costs not directly associated with the activity.
- Discrete business development opportunities.
- Activity that does not follow correct protocols when working with First Peoples' artists, content and/or communities.
- Non-Victorian creative practitioners or collectives.
- Activities that do not pay creatives/artists at an industry standard rate.
- Reimbursement for expenses already incurred, or other retrospective funding.

Funding Available & Requirements

Applications will be accepted for requests between **\$20,000** and **\$50,000**, for a funded period of up to six months of activity.

Successful applicants will be expected to dedicate the majority of their working time on the funded activity during the six-month period. Planning for time away from additional professional commitments should be outlined in the application.

Access Costs

- **All applicants** are encouraged to include access costs within their project budgets that make activities accessible to a Deaf and Disabled audience (e.g. Auslan, captioning, audio description, materials in other formats).
- **Deaf and Disabled applicants** applying to the Deaf and Disabled creatives stream, may apply for an additional amount of up to \$5,000 on top of their general project costs to cover additional specific access expenses that will help reduce barriers for Deaf and Disabled artists/industry workers involved in the project. These additional access costs may only be allocated towards access initiatives and may not be repurposed to cover general project costs.

Funding can be used to cover auspicing fee/costs if the application is being auspiced.

Applicants will be expected to provide a level of detail in their written application, support material and budget appropriate to the grant request.

If you are in receipt of payments through JobSeeker, the Disability Support Pension or similar, you may wish to contact [Services Australia](#) to determine if any grant may affect your payment. You may also wish to contact your employer or the Australian Taxation Office about any potential impacts.

Please Note:

- Demand for Creative Victoria funding is high, and this is an extremely competitive, time-limited program.
- Applicants must not assume they will be successful or make commitments based on that assumption before receiving formal notification of the outcome of their funding request.
- All applicants should plan for contingencies and consider other funding sources and options should their application be unsuccessful.
- Successful applicants should not assume that if successful once, they will be successful again in the future, and therefore consider how they will leverage the funding to build their sustainability beyond the funded period.
- Unincorporated associations will need to either apply under auspice, or have an individual apply on behalf of the group.

Auspicing

1. If you are planning on having your grant managed by an auspice organisation, you must have confirmed the auspice organisation's agreement to manage the grant in advance of the closing date and outline this arrangement in your application. Any legally constituted body may act as an auspice.
2. If the application is successful, the auspice organisation becomes the official 'recipient' and will receive any funds allocated and is responsible for the management of the activity and the acquittal of grant. Change of ownership of successful grants will only be accepted under limited circumstances.
3. For more information on auspicing, please see our website [here](#) or contact program staff.

Assessment

Assessment Process

Assessment of applications will follow the following process:

1. A check of the application details and the eligibility criteria.
2. All eligible applications will be competitively assessed by a panel of external industry peers against the program aims and assessment criteria.
 - Eligible applications **led by First Peoples creatives** will be assessed by a panel consisting of First Peoples creative industry peers.
 - Eligible applications **led by Deaf and Disabled creatives** will be assessed by a panel consisting of creative industry peers with lived experience of deafness and disability.
 - Eligible applications in the **General stream** will be assessed by specific creative discipline industry peers.
 - **All eligible** applications from non-First Peoples creative entities that contain First Peoples content may also be reviewed by a First Peoples panel. Refer to the **Application Support Documents** section below on what to provide to demonstrate you have correct protocols in place when working with First Peoples' artists, content and/or communities. Activity that does not demonstrate correct protocols will not be supported.
3. Peer recommended applications will also undergo a due diligence check and any adverse findings may be taken into consideration during the assessment process (e.g. overdue grant acquittal; organisation/business is, or notice has been given to be, placed under external administration; a petition for bankruptcy has been presented or the winding up/deregistration of an organisation/business has been initiated). Any information provided in the application may be shared and subject to verification with other government departments/agencies, as required.
4. An internal Creative Victoria moderation process, which takes into consideration any findings and recommendations from Steps 1, 2 and 3 is undertaken to develop a final list of recommendations that reflect the program's aims and priorities to ensure a balance of creative disciplines, diversity of creatives and geography. The final list of recommendations is subject to approval by the Minister for Creative Industries.
5. All applicants will be advised in writing via email of the outcome of their application approximately 12 weeks from the closing date.

6. Application feedback may not be provided for this program at the time of notification of results. Any feedback will be at Creative Victoria’s discretion.

Assessment Criteria

Each application will be competitively assessed by external industry peers and evaluated against the program **Aims**, and equally weighted **Assessment Criteria**:

1. RESEARCH MERIT	<p>In assessing the ‘Research Merit’ criterion the panel may consider:</p> <ul style="list-style-type: none"> • The originality of the ideas and/or concepts to be explored during the funded period. • The level of research and/or experimentation evident in the creative processes to be undertaken during the funded period. • The capability and suitability of the practitioner(s) based on the Creative Support Material and other information provided.
2. IMPACT	<p>In assessing the ‘Impact’ criterion the panel may consider how the proposed activity impacts the creative(s) involved and the Victorian creative industries:</p> <ul style="list-style-type: none"> • The potential of the activity to expand, deepen or diversify the professional practice of the creative practitioner(s). • If the proposed activity is timely and relevant in the context of the practitioner(s)’ career development. • The potential for new partnerships, ways of working, cross-disciplinary collaboration or innovative practices. • The potential of the creative practitioner(s) to contribute to and enhance the quality and reputation of the Victorian creative industries.
3. VIABILITY	<p>In assessing the ‘Viability’ criterion the panel may consider:</p> <ul style="list-style-type: none"> • The applicant’s experience and capacity and to undertake the activity. • The budget is viable and realistic, including the provision of appropriate creative practitioner fee/s. • The inclusion of a viable timeline and/or level of planning required to undertake the proposed activity. • Where proposals involve working with diverse communities, the panel will consider if the creative practitioner(s) demonstrate best practice and appropriate cultural competencies. • Whether the project can proceed in a COVID-Safe way in 2022 or adapt at short notice in response to changing COVID-19 health restrictions, or whether the application presents a viable contingency plan.

Creative Discipline

For the **General Stream**, you will be asked to choose which creative discipline peer assessment panel you want to assess your application. The creative discipline panels are listed in the table below.

For the First Peoples and Deaf and Disabled streams, you do not need to select a creative discipline panel as your application will be assessed by the First Peoples or Deaf and Disabled panels.

CREATIVE	EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO:
Cross or Multi-Disciplinary Practice	Multi/cross-disciplinary work or applications that include multiple creative practices and/or forms that are emerging/experimental.
Dance / Physical Performance	Dance, Circus, Physical Theatre.
Literature	Journals/Publications, Literary festivals, literary genres including Poetry, Spoken Word, Fiction, Creative Non-fiction, Literary Podcasts, Graphic Novels, Children's Literature, Memoirs etc.
Music	Experimental, Sound Art, Jazz, Opera, Choral, Classical, Contemporary etc.
Theatre	Text Based Performance, Puppetry, Cabaret, Comedy, Music Theatre etc.
Visual Arts	Sculpture, Painting, Drawing, Craft, Photography, Installation, Illustration, Ceramics, Jewellery, Textiles etc.
Screen	Digital Games, Film, Television, Online, Interactive media including AR/VR etc.
Design	Fashion, Design, Industrial / Product Design, Architectural and Landscape Design, Communications Design, Digital Design, Service Design etc.

Addressing the Aims and Assessment Criteria

You are required to:

- Provide a very **short 1-2 sentence description** (up to 500 characters) of the activity or idea, using the format detailed in the Application Drafting Tool.
- Answer the **Application Questions** in the online form using plain English (up to 2000 characters for each question, including spaces, punctuation, and paragraph spaces), including:
 1. What are the research ideas/concepts you plan to explore during the funded period and what are the creative processes you plan to undertake? (This question refers to the Research Merit criterion.)
 2. How would the proposed activity positively impact the professional practice of the creative practitioner/s involved and contribute to the quality and reputation of the Victorian creative sector? (This question refers to the Impact criterion.)
- Provide a **balanced budget** (see the Creative Victoria Budget Drafting Tool).
- Provide required and relevant **Application Support Material & Documents that respond to the aims and assessment criteria** (see below).

NOTE: The option to submit responses to the application questions in video or audio format is available for those with access requirements. Please contact Creative Victoria program staff to discuss before submitting via video/audio.

Application Supporting Material & Documents

Providing relevant **support documents** and **creative support material** is crucial to your application. Proposals must include both **application support documents** and **creative support material**.

- Not all types of application support documents will be appropriate for your activity. Peer panels have limited time. Please ensure that your selected material is concise and directly supports your proposal.
- You can upload and submit **up to 10 documents/files total**.
- Attached files can be no more than **5MB** in size each.
- It may be necessary to combine supporting material into one document in some instances, e.g. multiple images or letters of confirmation may be compiled into one PDF. Remember, each document must not exceed 5MB.
- When providing URLs, only use links to publicly available (not membership-based) sites. Link must directly open to the material you want to submit. If you are linking to a private video on a site such as Vimeo, you must provide login/password requirements to your video.
- **Do not provide links to non-public websites, Google Drive, Drop Box or other platforms where materials can be edited after submission. Do not provide links to online hosting platforms that require viewers to enter personal identification to gain access. Please note this type of supporting material will not be accepted.**

The following file types are accepted:

Documents	Word (.doc .docx); Excel (.xls .xlsx); PowerPoint (.ppt .pptx); Acrobat (.pdf)
Images	.jpg .png .tiff
Audio	.mp3 .wma
Video	.mp4 .wma .avi .mov

Application Support Documents

Application Support Documents provide supporting information to strengthen your proposal. Ensure that your supporting documents are relevant to the type of activity you are applying for.

TYPE	DESCRIPTION	LIMITS
Timeline (All applicants to provide)	<p>Step out your creative process and include a summary of key dates, background, activities during the proposed funded period and potential future opportunities. Include any contingency planning which accounts for any delays or risks to the activity.</p> <p>Applicants will be expected to dedicate most of their working time during the funded period to the activity applied for. Planning for time away from additional professional commitments should be outlined.</p>	2 pages
Curriculum Vitae / Additional Biographies (All applicants to provide)	<p>For activities with more than five creative practitioners, additional biographies can be uploaded as an attachment for the most relevant creative practitioners involved. (The online application form only provides space for five biographies).</p>	1 page max per CV
Budget Notes (All applicants to provide)	<p>Additional budget/ financial/contingency information which may include notes to clarify items in your budget, breakdown and elaboration of income and expenditure items, quotes, correspondence confirming financial support where applicable.</p> <p>Breakdown of access costs as applicable.</p>	2 pages
Key Partner Confirmations	<p>Correspondence that confirms key activity/research partners, if applicable.</p>	1 page per partner
Media Portfolio	<p>Relevant media reviews of the creative practitioner/s, organisation or previous work.</p>	5 articles in 1 document
Activity involving First Peoples engagement and/or program content (All applicants with activity involving First Peoples)	<p>Appropriate documentation must be submitted if you propose to work with First Peoples stories/cultural material that is not your own, such as letters of confirmation from the First Peoples.</p> <p>Applicants must follow correct protocols when working with First Peoples artists, content and/or communities. Refer to Australia Council's Protocols For Using First Nations Cultural and Intellectual Property In The Arts, in particular the checklist in pages 168 to 172.</p> <p>One of the key guiding principles of the <i>Creative State 2025</i> strategy is First Peoples First. The Victorian Government is committed to the United Nations Declaration of the Rights of Indigenous Peoples, and the 11 guiding principles of Aboriginal Self-Determination as identified in the Victorian Aboriginal Affairs Framework 2018-23.</p>	As required and appropriate to your activity.

TYPE	DESCRIPTION	LIMITS
Community engagement strategy (For activity working with communities)	Identify communities involved and describe the process of engagement, including risk management procedures where necessary.	2 pages

Creative Support Material

Relevant **Creative Support Material** is a crucial part of an application to the Creators Fund program. It enables the panel to assess the artistic merit of the application and gives an indication of the quality of the proposed activity. Creative Support Material can be specific to the idea/activity for which funding is being sort, indicative material, past material from prior projects or a combination of all three.

Please note the allowable limits for support material below. If your creative practice is not listed or you are not sure which panel to apply to, please call program staff for advice.

CREATIVE PRACTICE	LIMITS
Cross or Multi Creative Practice	A combination of appropriate support material from this table, not exceeding any of the limits below.
Literature	Up to 15 pages of writing. Please indicate if work is in draft form.
Music	Maximum of three audio tracks totalling no more than 15 minutes in length.
Performing Arts (Theatre, Dance, Physical Performance)	Moving image excerpt(s) totalling no more than 15 minutes in length. Up to 15 pages of script from past projects, or up to 10 pages indicative writing and a synopsis, or a detailed director's treatment.
Visual Arts	Up to 10 images and up to 5 minutes of moving image where appropriate. Images should be accompanied by an annotated list of works that briefly explains each image and how it relates to the proposed work.
Screen	Moving image excerpt(s) totalling no more than 15 minutes in length. Up to 15 pages of script from past projects, or up to 10 pages indicative writing and a synopsis, or a detailed writer's/director's treatment. Game design documentation and examples of past titles.
Design	Indicative portfolio of up to 10 previous designs, prototypes, products or services where the applicant was the principle or lead designer. Fashion folio showing examples from past / current fashion ranges.
Creative Support Material Notes	A one-page summary outlining the creative support material provided, indicating its relevance to your proposal.

How to Apply

Applications are submitted through the Department of Jobs, Precincts and Regions Online Grants Portal. To prepare your application, you should:

1. Read program information and guidelines thoroughly.
2. Draft your application using the Application Drafting Tool and the Creative Victoria Budget Drafting Tool.
3. Contact program staff with any questions.

NOTE: Program staff are unable to review draft applications.

4. Register for access, once the funding round opens, using the unique link on the [Creators Fund funding page](#) in the Department of Jobs, Precincts and Regions online Grants Portal to begin your application.
5. Copy and paste the content of your application from your draft template into the online Grants portal (please note, text will be cut off at the allocated character limit, so always check your character count before pasting information into the portal).

NOTE: The option to submit responses to the application questions in video or audio format is available for those with access requirements. Please contact Creative Victoria program staff discuss before submitting via video/audio.

6. Upload your Application Support Documents and Creative Support Material documents – see the tables above for detailed information on types/limits.
7. Submit your completed application via the unique link on the [Creators Fund funding page](#) in the Department of Jobs, Precincts and Regions Portal by **3pm on the closing date**.
8. You will receive an email to confirm your application has been received.
9. Once submitted, your application cannot be changed. However, if you receive any confirmations related to your submitted application – including additional funding, partnerships, etc – you can notify Creative Victoria and program staff will provide new information to peer assessors during assessment at our discretion. To advise on confirmations received after applying, please email program staff describing the nature of the confirmation and include your application reference number.

Other Information and Responsibilities

Creative Victoria reserves the right to amend these guidelines and any terms relevant to an application at any time, as it deems appropriate.

If your application is successful, you will be asked to enter into a written grant agreement in a form provided by the Department of Jobs, Precincts and Regions ('the **Department**'), as the department Creative Victoria is part of. **The provision of any funding is subject to a fully executed grant agreement being entered between you and the Department.** You will also be required to:

- **Notify Creative Victoria of any proposed changes to your funded activity.** This may include changes to creative personnel, itineraries (dates, venues etc.) and expenditure of

approved funding. You will be required to contact program staff to discuss any proposed changes before they occur.

- **Give permission** to Creative Victoria to access and use relevant samples or images of your activity/work in our publicity and marketing activities, reports and other not-for-profit government uses. Creative Victoria will consult with you in the first instance before publishing.
- **Publicly acknowledge** the support of the Victorian Government using specific logos and text.
- **Acquit your grant** by submitting a brief written report on the outcomes of your funded activity within 30 days of activity completion. Any specific requirements will be confirmed in a grant agreement.
- Participate in a program evaluation, including the provision of information before, during and/or after completion of the funded activity. Information on activity outcomes and longer-term impacts may inform the evaluation of this program.
- Where Victorian Government funding will support the care, education, services or activities for children (under 18 years), it is a whole of government requirement that the funding recipient is: A separate legal entity that can be sued in its own right in child abuse proceedings; and appropriately insured against child abuse. This requirement will improve the ability of child abuse survivors to bring a legal claim for compensation and ensure that successful claims can be paid. Please note: These requirements may not be applicable to all recipients. Please speak to program staff if you have any questions or concerns about this requirement.

Any personal information about the applicant or a third party in the application and activity reporting will be collected by Creative Victoria for the purpose of determining Program eligibility, assessing grant applications and administering grants.

- In making an application you consent to the provision of your personal information to State and Commonwealth Government departments and agencies and to your auspice organisation (if applicable), for the purpose of administering the Program. If you intend to include personal information about a third party in your application, please ensure that the third party is aware of, and consent to, this privacy statement.
- Any personal information about you or a third party will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic). For further information about Creative Victoria's commitment to Privacy please visit <https://creative.vic.gov.au/privacy>.

Any decisions on all matters pertaining to the award of grant funding under this Program is at Creative Victoria's absolute discretion. This includes approving a lesser amount than that applied for and amending funding conditions without notice.

Creative Victoria reserves the right to request applicants provide further information should it be deemed necessary.

Contact

To find out more or discuss your application, please find the appropriate Creative Victoria staff member to contact **by clicking [here](#)**.