

Victorian Live Music Venues Support 2022 Overview & Guidelines

Program Dates

Applications open 17 February 2022, applications close **3pm 17 March 2022**.

It takes approximately 4 – 6 weeks from the closing date until funding results are available.

Overview

The *Victorian Live Music Venues Support Program 2022* provides funding to established and dedicated original live music venues across the state to help venues to stabilise their business and operations in the wake of coronavirus (COVID-19) restrictions.

This program is open to venues previously supported through the 2020 Live Music Venues Package.

Aims & Priorities

The *Victorian Live Music Venues Support 2022* program aims to:

1. Help eligible venues to cover the increased upfront costs associated with programming and safely reopening to capacity audiences.
2. Support the stabilisation of established and dedicated original live music venues that demonstrably contribute to the broader Victorian live music industry; and
3. Assist eligible venues to:
 - safely re-open to capacity audiences, including support for the implementation of vaccine requirements and offsetting costs to upgrade or obtain air purification systems to allow better ventilation
 - pay artists appropriate fees and wages and offset higher-than-normal event costs
 - quickly re-establish audience confidence and willingness to attend live music events through marketing and promotion, as well as presenting popular one-off live music experiences
 - manage upfront risks and costs associated with a return to commercial trading, while managing accumulated debt.

The *Victorian Live Music Venues Support 2022* program aims for the best use and a broad distribution of State Government funds across Victoria to maximise the benefit for the Victorian community.

Eligibility

The *Victorian Live Music Venues Support 2022* program is an invitation only program for venues significant to the health and growth of the live music industry, that are:

- Previous recipients of the *Victorian Live Music Venues Program 2020*; or
- Have received funds via a strategic initiative through the overall 2020 *Victorian Live Music Venues Package* in 2020; or
- Able to demonstrate significant support direct to artists, musicians and live music industry workers.

Demonstrating Eligibility

In addition to aligning with the *Victorian Live Music Venues Program 2020* aims & priorities, applicants must:

- Demonstrate that they are operating a licensed venue in Victoria, with a primary business model of presenting original live music performances;
- Provide a current liquor licence;

- Provide a current/valid a copy of their [OneMusic](#) licence for public performance of music;
- Attest that they continue to have dedicated performance and audience spaces to support live music performance;
- Provide a budget demonstrating payment artists/musicians at \$250 per person, per show, as a minimum;
- Hold a valid Australian Business Number (ABN); and
- Attest that evidence supporting an applicant's claims against the assessment criteria can be provided upon request.

Where a venue has been sold (or the business has moved to a new live music venue) since initially benefiting from a grant through the 2020 *Victorian Live Music Venues Package*, the new owner/operator of the venue is eligible to apply if they can demonstrate continued commitment to live music programming.

Applications from program priority target groups, that do not meet all eligibility criteria, but demonstrate significance to the Victorian Live Music Industry, may be accepted at the sole discretion of the Department. These expressions of interest, or applications received via alternate industry support programs, will be considered on a case-by-case basis.

Who is not eligible?

The following organisations are not eligible for support under this program:

- Venue operators that have not acquitted their previous grant
- Venue operators that have sold the venue, to which the previous grant was awarded / attached
- Unlicensed venues.

Before applying, you are strongly encouraged to speak with program staff.

Funding Available

Venues will be invited to apply for up to 50% of the value of a previously approved grant through the 2020 *Live Music Venues Package* or \$20,000, whichever is greater.

This funding is intended to assist venue stabilisation while the increased costs associated with reopening in changing coronavirus restrictions make re-commencement of live performance to capacity crowds infeasible or uncommercial.

Note that applicants applying for \$50,001 or greater must provide additional financial documentation to confirm ongoing viability (see support material guidelines).

Recipients must commit to:

- Artists/musicians being paid \$250 per person, per show, as a minimum, and
- Distributing a minimum 40% of the total grant received towards paying artists/musicians/music industry workers, aligned to proportion of activity (and emphasis of the program) on activation of venues and recognising the relevance of COVID-19 restrictions to possible activities.

Additionally, funding may be used to meet the following business costs:

- Event marketing
- Staff wages, contractors (e.g., production staff, security)
- Venue staging and modifications including signage, sneeze screens and minor capital works not requiring a building permit and including modifications required for delivery of outdoor performances, where relevant

- Re-establishing supply chains and re-engaging with audiences.

What will not be funded

- Funding will not be provided to venues that do not pay creatives/artists at an industry standard rate
- Funding may not be used for capital works requiring a building permit.

Recipients must adhere to and report on compliance with the following guidelines:

- The most recent *Best Practice Guidelines for Live Music Venues* published by Music Victoria. These may be accessed [here](#).
- WorkSafe's *A Guide for employers: Work-related gendered violence including sexual harassment*, accessible [here](#).
- FairWork's *An employer's guide to employing young workers* which may be accessed [here](#).
- Victorian government guidance on creating LGBTIQ workforce inclusion plans (available [here](#)) and the LGBTIQ Inclusive Language Guide which may be downloaded [here](#).
- The most recent Coronavirus (COVID-19) guidelines for easing of restrictions/reopening which may be accessed [here](#).

Assessment

Application and Assessment Process

Eligible applicants will be invited to submit an application through the Department of Jobs, Precincts and Regions grant portal.

Assessment of applications will follow the process as outlined below:

1. Confirmation of applicant's details and eligibility against the eligibility criteria outlined above.
2. All applications will undergo an internal probity check to:
 - Identify any adverse finding associated with the applicant
 - Confirm the legal status of the applicant
3. All applications will be considered by program staff against the program aims, eligibility and assessment criteria.
4. Financial risk assessment for applications of up to \$50,000 will be based on the existing financial analysis conducted during the *Live Music Venues Program 2020*. For applications of \$50,001 or greater, an additional financial risk assessment will be undertaken by an external financial analyst based on the provision of 2020-21 Profit and loss statements and balance sheets.
5. Eligible applications from applicants not previously assessed through the *2020 Live Music Venues Package* will be recommended to a panel of industry peers for review against the program assessment criteria and endorsement and outcomes of the financial analysis where relevant.
6. Final moderation by Creative Victoria program staff, taking into consideration any findings and recommendations from Steps 4 and 5 will be undertaken to develop a final list of recommendations that reflects the program's aims and priorities.
7. Recommendations will be approved by the Minister for Creative Industries, based on program staff and external analysis, where required.
8. It takes approximately six weeks from the close of applications until results are available. Applicants will be advised in writing via email of the outcome of their application.

Please note that applicants not previously assessed through the competitive *Live Music Venues Program 2020* may be required to submit financial statements and additional documentation to demonstrate the organisation's financial profile regardless of funding requested.

Assessment Criteria

Each application will be re-assessed by industry professionals and Creative Victoria staff and evaluated against the grant program **Aims** and the following 3 equally weighted **Assessment Criteria**.

<p>Significance and contribution of the venue to Victoria's live music industry over time</p>	<p>The venue's significance and contribution to Victoria's live music industry over time will be taken into consideration when assessing the following:</p> <ul style="list-style-type: none"> • Period of operation • Industry reputation of the venue, including: <ul style="list-style-type: none"> ○ record of wage and workplace regulation compliance and the safe management of staff/contractors, patrons and performers; and, ○ importance of venue to State/national live music industry touring circuit. • Frequency / regularity of original live music performances held at the venue • Whether the venue has staff or engages contractors dedicated to live music performance, such as sound engineers or talent bookers
<p>Importance of the venue to a community or region in which the venue is located</p>	<p>The venue's importance to a community or region in which the venue is located will be taken into consideration when assessing the following:</p> <ul style="list-style-type: none"> • Number of jobs to be retained/created • Benefits to allied businesses (e.g. food, staging, tech) • Evidence of programming including number of gigs/events/sessions; diversity of performers; average audience size • Importance to a particular community (such as First Peoples, LGBTQI+)
<p>Viability and impact</p>	<p>The following will be taken into consideration when assessing viability and impact:</p> <ul style="list-style-type: none"> • Proposed budget • Scenario planning for the venue, including: <ul style="list-style-type: none"> ○ Business; ○ Health and safety; and, ○ Programming. • Engagement with audiences and community

Addressing the Assessment Criteria

To address the assessment criteria you are required to:

- Complete the online application form
- Provide a balanced **Budget** (see the Budget Drafting Tool on the program [web page](#)).
- Provide Application **Support Material & Documents**.

Application questions and information

You will be required to enter the following information into the online application form via the DJPR Grants Portal. Where a written response is required, your responses must be less than 2000 characters each including spaces (i.e. approximately 250-300 words):

- *The overall capacity of your venue (use capacity noted on your venue Liquor Licence - you will be required to attach a current copy of your Liquor Licence and information will be verified by program staff) (Choose from list)*
- *Does your venue have dedicated staging/ infrastructure and audience space to support live music performance within the venue? (Yes/No)*
- *In the period 1 January 2022 – 1 June 2022, on average, how many days/nights will the venue host original live music (e.g. per week/month)?*
- *Does your venue employ/pay music booking, music marketing and/or live music production staff/contractors? If so, what is staff full time equivalent (FTE)?*
- *Please outline your venue’s contribution or value to the Victorian music industry over time. (2000 characters)*
- *Explain your venue’s scenario plan for the safe and effective staging of live music performances in the context of coronavirus restrictions, to support re/opening and commencement or continuation of live music performances. (2000 characters)*
- *If successful, what costs would this grant cover? (Choose from list)*
- *As noted in the Program Guidelines, recipients must commit to distributing 40% of the total grant received on paying artists, musicians and music industry workers. If successful, what amount of the overall grant would be allocated to artist fees? (Provide \$ amount)*
- *Has your business received JobKeeper? (Y/N)*
- *If successful, I attest that I will pay artists appropriate wages (minimum of \$250 per person per show).*

Application Supporting Material & Documents

Providing relevant supporting documents is crucial to your application.

- You can upload and submit up to 10 documents / files in total.
- URLs must be publicly available (and/or include login/password requirements) and should link directly to the material you want to submit.
- 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 support may be compiled into one PDF or PowerPoint file.

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 Documents

Application documents provide information to demonstrate eligibility and strengthen your case against the program assessment criteria.

TYPE	DESCRIPTION
Liquor Licence (required)	Liquor Licence showing an overall venue capacity of 50 to 1200 people
OneMusic Licence (required)	Current and valid OneMusic Licence for public performance of music
Financial documents	<p>A profit and loss statement showing full income and expenditure details for:</p> <ul style="list-style-type: none"> • FY21 (1 July 2020 to 30 June 2021) • FY20 (1 July 2019 to 30 June 2020) <p>A balance sheet showing full asset and liability details as at 30 June 2021, with prior year comparison for 30 June 2020.</p> <p>Applications seeking over \$50,000 may also be required to submit for approval a Business Plan, Audited Financial Statements or similar documentation that demonstrates the organisation's financial profile before funding is released.</p>
Budget (required)	<ul style="list-style-type: none"> • Provide as an attachment using the Budget Drafting Tool (you can download this from the program web page). • Show the income and expenditure for the period of the funding requested (1 May 2022 – 1 May 2023) and allocation of Creative Victoria grant funding. • Show distribution of at least 40% of the total grant received towards paying artists/musicians/music industry workers, and • Show artists/musicians being paid \$250 per person, per show, <u>as a minimum</u>.
Additional Venue Planning Documents	<p>Scenario planning for the venue, including:</p> <ul style="list-style-type: none"> • Business; • Health and safety; and, • Programming. <p>Engagement with audiences and community</p>

How to Apply

Before applying, you are strongly encouraged speak to program staff.

Applications are submitted through the DJPR Online Grants Portal. To prepare your application, you should:

1. Follow the link to the DJPR Online Grants portal which can be found in your email of invitation
2. Register for access to the DJPR Online Grants Portal.
3. Read program information and guidelines thoroughly.
4. Contact program staff with any questions.
5. Draft your application using the Application Drafting Tool and the Creative Victoria Budget Drafting Tool.
5. Begin an application in the DJPR Grants Portal (via link in invitation email)
6. Copy and paste the content of your application from your draft template into the DJPR 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)
7. Submit your completed application via the DJPR Grants 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.

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, please be aware that as a recipient of Creative Victoria funding, you will be required to:

- **Adhere to and report on compliance with the following guidelines:**
 - The most recent *Best Practice Guidelines for Live Music Venues* published by Music Victoria. These may be accessed [here](#).
 - WorkSafe's *A Guide for employers: Work-related gendered violence including sexual harassment*, accessible [here](#).
 - FairWork's *An employer's guide to employing young workers* which may be accessed [here](#).
 - Victorian government guidance on creating LGBTIQ workforce inclusion plans (available [here](#)) and the LGBTIQ Inclusive Language Guide which may be downloaded [here](#).
 - The most recent Coronavirus (COVID-19) guidelines for easing of restrictions/reopening which may be accessed [here](#).

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 project. 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 project/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 project 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 project reporting will be collected by the Department for the purpose of determining program eligibility and will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 (Vic).

- 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 the 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 the applicant provide further information should it be deemed necessary.

Contact

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

Please note: We are currently experiencing a high volume of enquiries.