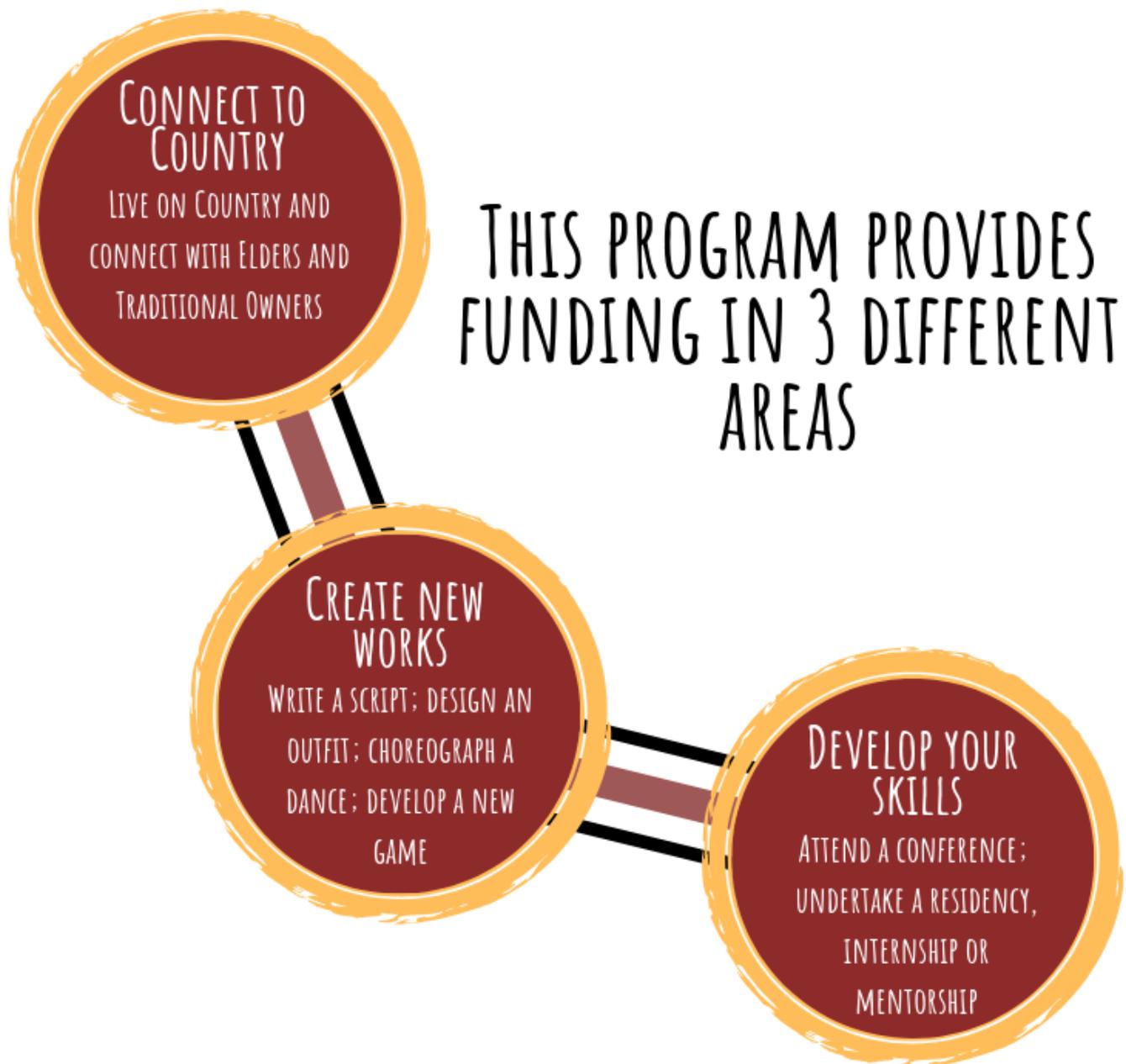


# First Peoples Investment Program (Pilot)

GUIDELINES

**Creative Victoria acknowledges the Traditional Owners and First Peoples living on the land that we now call Victoria. We celebrate the world's oldest living culture and recognise their creativity, beliefs and relationship with the land.**



For more information contact Eliza Mango, a Taungurung woman and the Senior Officer for the First Peoples program at Creative Victoria. Eliza can be reached on 03 8683 3128 or by email at [FirstPeoples@creative.vic.gov.au](mailto:FirstPeoples@creative.vic.gov.au)

## Overview

The First Peoples Investment Program (Pilot) is an initiative of Creative Victoria's *First Peoples Action Plan for the Creative Industries* and the *Creative State Strategy*. It provides opportunities for individuals, groups and organisations to develop their professional and creative practice and increase pathways into the creative industries.

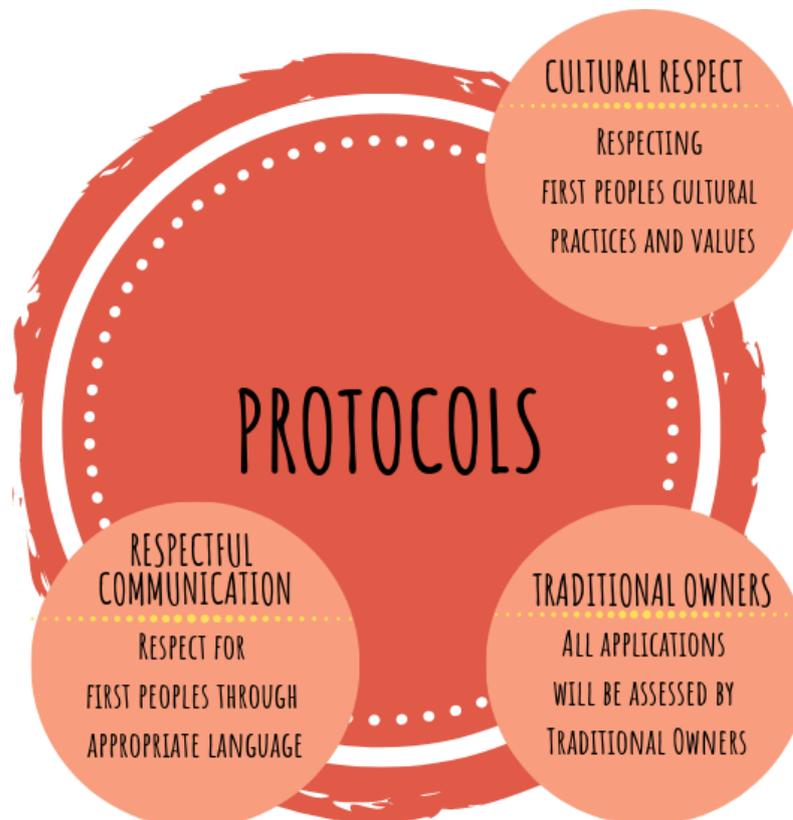
The program is for emerging through to established creative practitioners and people working in the arts and creative industries, as well as individuals who do not formally identify as creative practitioners. First Peoples organisations in Victoria are also encouraged to apply for creative and cultural support activities.

First-time applicants will be supported through the whole project process from the application through to the final reporting on how the funds were spent (acquittal report). This support may be through a community-based or sector-based mentor (paid for by Creative Victoria) and can be organised with Creative Victoria staff.

There is no closing date for applications to be submitted, so applicants can apply anytime up to 31 December 2019 or until the funding pool is exhausted. The pilot program will run as a pilot in 2019 laying the foundation for future Creative Victoria programs to support First Peoples projects and activities.

## Protocols

This program is run in accordance with the following protocols:



## Dates

**Applications are now open.** Applications can be made at any time up until **5pm, 31 December 2019**, or until the funding pool is exhausted.

It will take approximately **six weeks** from the time an application is accepted until results are available. Following this, payment of funding will rely on the applicant providing further information/documentation to Creative Victoria.

## Aims

The First Peoples Investment Program aims to:

- Provide opportunities to strengthen the creative and professional practice of First Peoples
- Provide opportunities for First Peoples to make new work
- Increase opportunities for the broader community to engage with First Peoples cultural content

When deciding which project you will apply to the program with, consider how it fits in with these aims.

## Areas of Funding

There are **three streams** to the program. To apply for funding, your project or activity must align with one stream.

### Stream 1: Connect to Country

This stream of the program is focussed on providing First Peoples with the opportunity to engage or re-engage with the cultural practice of First Peoples of Victoria. Funding will support individuals to live on Country in Victoria to connect with Elders and Traditional Owners, and exchange ideas of cultural and creative practice. This is an opportunity for Traditional Owners of Victoria to re-engage with their Country, or for First Peoples living in Victoria to learn from local Elders and community.

The aim of the Connect to Country stream is for individuals to have an immersive experience on Country in Victoria and explore how that experience could inform their creative practice. It is expected that you will document your experience for acquittal purposes.

Applications for cultural exchange outside of Victoria will not be considered through this stream; these projects are supported through Creative Victoria's VicArts Grants.

#### **This stream will accept applications from:**

- First Peoples of Australia who are living in Victoria
- First Peoples organisations based and operating in Victoria
- This stream is open to creative practitioners at all career stages

#### **Funding available**

- \$1,000 to \$5,000 for individuals (ie. one creative practitioner per project)
- \$1,000 to \$10,000 for groups and organisations

## **Stream 2: Develop your skills**

Professional development needs can vary across individuals and can range from attending an international conference relevant to practice development or internships and mentorships with an established creative business.

Applicants will need to demonstrate how participation in their nominated professional development activity will contribute to their professional and/or creative practice growth, and to the creative industries in Victoria. Funding will support local, national or international opportunities.

### **This stream will accept applications from:**

- First Peoples of Australia who are living in Victoria
- First Peoples organisations based and operating in Victoria
- This stream is open to creative practitioners at all career stages

### **Funding available**

- \$1,000 to \$5,000 for individuals (ie. one creative practitioner per project)
- \$1,000 to \$10,000 for groups and organisations

## **Stream 3: Create something new**

This stream is specifically for new and emerging creative practitioners who have not received funding from Creative Victoria before. It will provide funding for First Peoples to participate in the development of new creative products or artwork.

Applicants can apply for funding to create new work in any area of the creative industries. Additionally, funding will be available to First Peoples organisations in Victoria for activities/programs that encourage new and emerging creative practitioners to develop their creative skills.

Mid-career to established creative practitioners are encouraged to apply for projects through Creative Victoria's VicArts Grants program.

### **This stream will accept applications from**

- First Peoples of Australia who are living in Victoria who have not received funding through Creative Victoria before
- First Peoples organisations based and operating in Victoria for projects that directly benefit practitioners who have not received funding from Creative Victoria
- This stream is open to new and emerging creative practitioners

### **Funding available**

- \$1,000 to \$20,000

## **Please note:**

- **In 2019 individuals and groups will only be able to receive one grant per stream**
- Organisations may apply on behalf of multiple applicants

## Program Eligibility

- Individuals, groups or organisations that have not acquitted a previous Creative Victoria (or former Arts Victoria) grant are not eligible to apply for this program.
- Organisations receiving multiyear funding from Creative Victoria are not eligible to apply, unless they are acting as an auspice or undertaking activity that falls outside their current programming

### What will not be funded

- Applications for projects that start less than 8 weeks after the application has been submitted via the Creative Victoria Portal
- Costs for individuals, groups and organisations that are not based in Victoria
- Reimbursement for project expenses already incurred
- Private tuition, study or course-work unrelated to the Creative Industries and the proposed project
- Competitions, eisteddfods, awards or fundraising activities
- Traineeships and apprenticeships
- Capital works or recurrent administrative, infrastructure and other organisational costs not directly associated with the project

Applicants seeking more funding are encouraged to apply for alternative funding options such the [VicArts Grants](#) program or the [Australian Council](#) funding programs.

## Application Process Overview

1

Contact program staff to talk through your idea and let them know if you need assistance with your application.

2

If you want, we can put you in touch with a community mentor or creative practitioner to assist you with your application (this will be paid for by Creative Victoria).

3

Lodge your application through Creative Victoria (details below).

4	Your eligible application will be reviewed by three peer assessors including Traditional Owners of Victoria and First Peoples who are creative industry experts. The peer assessors will provide advice to Creative Victoria about whether your project should be funded along with advice (if relevant) on how to strengthen your project/planning/delivery.
5	Based on the peer recommendations, Creative Victoria will seek approval of funding from Creative Victoria's Chief Executive.
6	Creative Victoria program staff will contact you to let you know if your project will be funded, and what additional information you need to provide before funding can be released. This may include a simple invoice and acceptance of the funding agreement, through to more detail on your project, budget and project planning with the assistance of a mentor (paid for by Creative Victoria).
7	After all the additional information has been emailed to Creative Victoria, your funding will be released to you.
8	Once you start your project, remember to stay in touch with Creative Victoria program staff to let them know how you're going, if the project changes in any way, or if you need additional assistance. Creative Victoria will organise networking events and opportunities for the participants of all the First Peoples Programs. If you would like to be invited to be part of this network, let us know.
9	At the conclusion of your project you will need to report on and acquit your grant. Application and acquittal information may be received in alternative formats, for example through an informal interview rather than a written report. All successful applicants are listed on the Creative Victoria website.

## Assessment

All eligible applications will be assessed by peer assessors including Traditional Owners of Victoria and First Peoples who are creative industry experts.

These applications will be assessed against the program **protocols** and the following two equally weighted **Assessment Criteria**:

1. IMPACT	<p>When the peers assess your application, they will consider:</p> <ul style="list-style-type: none"> <li>• Why is the activity timely and important?</li> <li>• How will the activity contribute to the professional and/or creative practice of this individual or group?</li> <li>• How will this activity benefit First Peoples of Victoria, the Victorian creative industries, and community?</li> </ul>
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## 2. PLANNING AND ACHIEVABILITY

When the peers assess your application, they will consider:

- How this project will be delivered, for example through an achievable timeline that steps out key dates and milestones.
- Is the budget achievable and realistic? Has the applicant included appropriate fees for creatives and mentors?
- Has the applicant attained permission, support and confirmation from Traditional Owners or relevant communities / partners / organisations? If not, have other measures been sought?

### Addressing the Assessment Criteria

To address the assessment criteria, you are required to:

- Answer the three **Application Questions** (see below) in the online form using plain English (up to 2000 characters for each question including spaces).
- Provide a balanced **Budget** (see the [Budget Drafting tool](#)).
- Provide appropriate and relevant **Application Support Material and Documents** (see Table below).

### Application Questions

1. Tell us who is involved in this project, who their mob is and provide some basic information about their creative practice/s. Where several people are involved, please provide this information for each person.
2. Describe what the project is and where it will take place.
3. Describe why you want to do this project and what practical benefits will it have. For example, new skills, knowledge and/or networks developed for each participant.

Additional information you will need to provide in your application:

- Evidence of support from Traditional Owners of Victoria and other relevant support (for the *Connect to Country* stream)
- Evidence of support from partners (for the *Develop your skills* and *Create new work* streams)
- Project Dates/Timeline
- How much you think the entire project will cost (total expenditure) and how much of this you will need from Creative Victoria (funding amount). It is OK if you need Creative Victoria to cover the entire cost, but it is also good to show if you have other sources of support (eg. in kind support).
- What kind of additional support might you need (eg. mentoring), and if you have a particular mentor in mind that you'd like to work with.
- Let us know if you would like to participate in activities that Creative Victoria will organise for other participants of the First Peoples programs. For example, networking events, workshops and peer-to-peer exchange activities.

## How to lodge your application

To lodge your application, you should:

1. Read program information and guidelines thoroughly.
2. Discuss your project or activity with Creative Victoria. At your request, they may put you in touch with a community mentor or creative practitioner to assist you with the next steps if this will be helpful to you.
3. Register for access to the [Creative Victoria Grants Portal](#).
4. Draft your application using the following tools:
  - Creative Victoria [Budget Drafting tool](#).
  - First Peoples Investment Program Application drafting tool.
5. In the online Grants Portal select the appropriate grant stream, then copy and paste the content of your application from the drafting tools into the online [Creative Victoria Grants Portal](#). (Please note: the system will cut text off at 2,000 characters, so always check your character count before pasting information into the portal).
6. Upload your Application Support Documents (files or links) – see the tables below for detailed information on types/limits.
7. Submit your completed application via the [Creative Victoria Grants Portal](#).

Please note that both application and acquittal information may be received in alternative formats, for example through an informal interview rather than accessing the online portal or writing a report.

## Application Supporting Material & Documents

Application Support Documents and materials provide supporting information to strengthen your proposal. Below are examples of the kind of materials and documents you may provide along with the file types and limits.

- Please ensure that you select material that is most relevant to your application and best supports your proposal. In addition, documents that are specific to your project (financial, timelines etc), assessors may want to see examples previous work that relates to your project, media articles about you and your practice, letters of support from your project partners etc.
- You can upload and submit up to 10 files and/or 10 URLs (external links).
- 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 25MB 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:**

<b>Documents</b>	Word (.doc .docx); Excel (.xls .xlsx); PowerPoint (.ppt .pptx); Acrobat (.pdf)
<b>Images</b>	.jpg .png .tiff
<b>Audio</b>	.mp3 .wma

**Video**

.mp4 .wma .avi .mov

For more information about the kinds of support documents and artistic support material you can provide, refer to the table below.

### Application Support Documents

TYPE	DESCRIPTION	LIMITS
<b>Timeline</b>	Summary of activity/project key dates, background information and future opportunities.	1 page
<b>Financial documents</b>	Additional information on financial aspects of the application; e.g. further budget detail or notes to clarify items in your budget, cost quotes, letters/emails confirming financial support.	2 pages
<b>Traditional Owner and Partner confirmations</b>	Letter/email from partner organisations or Traditional Owners / Elders. For applications to the Connect to Country stream, please include support from the Owners and communities that you plan to work with. Multiple letters should be scanned into one attachment.	1 page per partner
<b>Letters of support</b>	Written endorsement/s of the organisation or project from relevant industry professionals or peers (these should be scanned into one attachment).	3 letters
<b>Individuals bios</b>	Bio information for you, your organisation and your collaborators. These can be written into the online form or, if there are more than five individuals in a project, you can attach them as a separate document.	2 pages
<b>Creative support material</b>	Relevant creative material that will give the assessor a good sense of the skill or practice of your work (such as samples of creative writing, images, audio and video of current or previous works).	5-10 images and/or 10 pages of writing and/or 15 minutes of audio/video

## If your application is successful

If your application is successful, please be aware that as a recipient of Creative Victoria funding, you will 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 Creative Victoria program staff to discuss any proposed changes before they occur, where possible.
- **Acknowledge the funding support** by including the [Creative Victoria logo device](#) on all public promotional materials produced by the grant recipient in relation to the funded activity. Text acknowledging the First Peoples Investment program funding should accompany the Creative Victoria logo. Logos and text acknowledgement details are available on the [Creative Victoria website](#).

- **Acquit your grant** in Creative Victoria's online grants portal by completing a report online or through alternative formats (informal interview) about the outcomes of your funded activity within 30 days of completion. Failure to satisfactorily acquit funding will make you ineligible for future Creative Victoria funding and may result in action to recover the grant. For further details about acquitting a grant, visit the [Creative Victoria acquittals webpage](#).

**Please note** that conditions of funding will be detailed in a funding agreement provided to you by Creative Victoria.

## Contact

To find out more or discuss your application, please contact:

Eliza Mango a Taungurung woman and the Senior Officer for the First Peoples program at Creative Victoria.

Eliza can be reached on 03 8683 3128 or by email at [FirstPeoples@creative.vic.gov.au](mailto:FirstPeoples@creative.vic.gov.au).