

# Sustaining Creative Workers

## Overview & Guidelines

APRIL 2020

## Dates

Applications open 30 April 2020 and will be accepted until 1 June 2020 or until the funding pool is exhausted.

It takes a minimum of 3 weeks from submitting your application until funding results are available.

## Overview

### Aims & Priorities

*Sustaining Creative Workers* seeks to support independent creative practitioners, sole traders, freelancers and creative micro organisations/businesses that have been negatively impacted by coronavirus (COVID-19).

Applications are encouraged from a wide range of creative disciplines from across the sector, including but not limited to screen and digital games, fashion, design, visual arts/craft, literature, contemporary dance/physical performance, community creative practice, circus, cabaret, music, sound art, theatre, multidisciplinary and experimental work.

*Sustaining Creative Workers* aims to:

- Deliver quick-response funding to Victorian professional independent creatives negatively impacted by coronavirus
- Provide stabilisation and improve sustainability of independent creative practice, so that adaptation to the newly emerged environmental context is possible
- Achieve a state-wide reach

*Sustaining Creative Workers* will be delivered in partnership with Regional Arts Victoria and Arts Access Victoria.

This program will prioritise support for:

- Victorian First Peoples\* creative practitioners or micro organisations/businesses
- Deaf and Disabled creatives, artists and arts workers or disability-led micro businesses/organisations
- Culturally and linguistically diverse creative practitioners

\*Throughout this document, the term First Peoples is used and is inclusive of people identifying as Aboriginal, Torres Strait Islander, Indigenous and Koorie.

### Areas of Support

This program has four streams:

- **Stream 1:** *First Peoples creatives/artists, micro organisations/businesses from across Victoria*
- **Stream 2:** *Metro and Outer Metro Melbourne creatives/artists, micro organisations/businesses*
- **Stream 3:** *Deaf and Disabled creatives/artists and arts workers or disability-led micro organisations/businesses from across Victoria*

- **Stream 4:** Regional Victoria creatives/artists, micro organisations/businesses (excluding groups above) **NB – applications for this stream must be submitted through [Regional Arts Victoria](#).** For **Stream 4**, the applicant's postcode (for either their residence or location of the organisation/business) **must be in one of the 48 local government areas classified as 'regional' by the Victorian State Government.** You can find a list of these local government areas [here](#). Please contact Regional Arts Victoria if you are uncertain.

Types of activities the program will support may include, but are not limited to:

- Planning and adaptation to the newly emerged environmental context
- Research and development
- Products and/or skills development
- Exploration of new ways to engage audiences for existing or new work
- Development/exploration of markets for your creative work

Given the uncertain environment, confirmed outcomes or presentations are not required for this program.

**These guidelines relate to Streams 1, 2 & 3. For further information on Stream 4, and how to apply please visit the [Regional Arts Victoria](#) website.**

## Eligibility

### Stream 1

**Open to First Peoples who are:**

- Negatively impacted by coronavirus
  - Based throughout Victoria (including regional)
  - Professional creative practitioners/sole traders/freelancers, with a **minimum track record of 5 years** in professional public outcomes of their creative practice, or
  - Arts/creative micro organisations/businesses\* that have a Victorian registered Australian Business Number (ABN) with a **minimum track record of 5 years** in professional public outcomes of creative practice
- \* Micro organisations/businesses are those that employ less than 5 Full Time Equivalent staff.

### Stream 2

**Open to those who are metro or outer metro based and are:**

- Negatively impacted by coronavirus
  - Professional creative practitioners/sole traders/freelancers with a **minimum track record of 5 years** in professional public outcomes of their creative practice
  - Arts/creative micro organisations/businesses\* that have a Victorian registered Australian Business Number (ABN) with a **minimum track record of 5 years** in professional public outcomes of creative practice
- \* Micro organisations/businesses are those that employ less than 5 Full Time Equivalent staff.

### Stream 3

#### Open to Deaf and Disabled creatives, artists and arts workers or disability-led micro organisations/businesses who are:

- Negatively impacted by coronavirus
- Based throughout Victoria (including regional) and at any career stage

See also [General Eligibility](#).

#### Ineligible:

- Applicants based outside of Victoria
- State-owned cultural agencies or organisations in receipt of multi-year organisation funding from Creative Victoria or the Australia Council for the Arts (except where acting as an auspice body)
- Applicants that are in receipt of a grant in the 2020 rounds of VicArts Grants, Music Works Major Funding programs and Innovation in Marketing Fund
- Creatives in full-time employment, including at tertiary institutions

#### Please note:

- One application can be submitted per individual or organisation/business up until 1 June 2020
- 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
- Auspice bodies may apply on behalf of multiple applicants

## Funding Available

- Up to \$5,000 for individuals, sole traders and freelancers
- Up to \$10,000 for collectives, micro-organisations and businesses
- Up to \$2,500 in additional access funding for applications from Deaf and Disabled creatives, artists, arts workers and disability-led organisations/businesses

The program is currently open on an ongoing basis and applicants can apply once anytime up to 1 June 2020 or until the funding pool is exhausted.

If you are in receipt of JobSeeker or JobKeeper support, you may wish to contact [Services Australia](#) to determine if any grant payments may affect your JobSeeker payment or contact your employer/ATO about impacts on your JobKeeper payments.

#### **What will not be funded**

- Tertiary education qualifications, including projects forming part of a course of study
- Reimbursement for expenses already incurred, or due to complete before the funding period
- Competitions, eisteddfods, awards or fundraising activities

- Amateur or hobby pursuits
- Screen-related activities (e.g. development, production or release/distribution support, industry placements) that can be supported through [Film Victoria](#)'s funding programs
- Presentations, gatherings or interstate and international activities that breach current State Government and Commonwealth Government public health measures and restrictions to slow the spread of coronavirus
- Living expenses that can be covered by the Commonwealth Government's JobSeeker package
- Business support (including ongoing staff salaries or rent) that are eligible for the Victorian Government's [Business Support Fund](#) or the Commonwealth Government's JobKeeper package
- Applicants that have an overdue Creative Victoria (or former Arts Victoria) acquittal

## Assessment

### Assessment Process

Applications will be grouped by the creative/artform and will be assessed by Creative Victoria and creative industry peers. Assessment will be based on how the application meets the program aims and assessment criteria.

Applications by First Peoples creatives/organisations/businesses will be assessed by members of Creative Victoria's First Peoples Partnership Group, consisting of Elders and First Peoples creative industry experts.

Applications by Deaf and Disabled creatives, artists and arts workers will be assessed with input from Arts Access Victoria and peers.

Recommendations will be approved by the Chief Executive, Creative Victoria.

It takes a minimum of three weeks and a maximum of six weeks from the application submission date until results are available. Applicants will be advised in writing via email of the outcome of their application.

Due to the large volume of applications we anticipate receiving, application feedback will not be provided for this program.

### Assessment Criteria

Each application will be competitively assessed by Creative Victoria staff and industry experts/peers. Each application will be rated against the program **Aims** and the following two **Assessment Criteria**:

### Stream 1: First Peoples creatives/artists, micro organisations/businesses from across Victoria

1. PROFESSIONAL MERIT	2. POTENTIAL IMPACT
<p>The applicant's career stage and type of practice will be taken into consideration when assessing the following:</p> <ul style="list-style-type: none"> <li>An appropriate level of professional merit as demonstrated by the applicant's biography and/or profile/ curriculum vitae.</li> </ul>	<p>The applicant's career stage and type of practice will be taken into consideration when assessing the following:</p> <ul style="list-style-type: none"> <li>Does the proposed activity contribute to the sustainability and/or development of the applicant's professional creative practice in 2020?</li> <li>Track record of Victorian public outcomes within a professional context as demonstrated by their biography and professional profile/ curriculum vitae.</li> <li>Where applicable, the applicant's track record of engaging with Victoria's diverse communities.</li> </ul>

### Stream 2: Metro/Outer Metro creatives/artists, micro organisations/businesses

1. PROFESSIONAL MERIT	2. POTENTIAL IMPACT
<p>The applicant's career stage and type of practice will be taken into consideration when assessing the following:</p> <ul style="list-style-type: none"> <li>An appropriate level of professional merit as demonstrated by the applicant's biography and/or profile/ curriculum vitae.</li> </ul>	<p>The applicant's career stage and type of practice will be taken into consideration when assessing the following:</p> <ul style="list-style-type: none"> <li>Does the proposed activity contribute to the sustainability and/or development of the applicant's professional creative practice in 2020?</li> <li>Track record of Victorian public outcomes within a professional context as demonstrated by their biography and professional profile/ curriculum vitae.</li> <li>Where applicable, the applicant's track record of engaging with Victoria's diverse communities.</li> </ul>

### Stream 3: Deaf and Disabled Creatives, Artists, Arts Workers and Disability-led creative organisations/businesses

1. CREATIVE MERIT	2. POTENTIAL IMPACT
<p>The applicant's career stage and type of practice will be taken into consideration when assessing the following:</p> <ul style="list-style-type: none"> <li>An appropriate level of creative merit as demonstrated by the applicant's biography and/or profile/ curriculum vitae.</li> </ul>	<p>The applicant's career stage and type of practice will be taken into consideration when assessing the following;</p> <ul style="list-style-type: none"> <li>Does the proposed activity contribute to the sustainability and/or development of the applicant's creative practice in 2020?</li> <li>Track record of public outcomes/creative outputs in Victoria as demonstrated by their biography and professional profile/ curriculum vitae.</li> <li>Where applicable, the applicant's track record of engaging with Victoria's diverse communities.</li> </ul>

In the online application, you will be asked to indicate the primary creative discipline of your project. The creative disciplines are:

CREATIVE DISCIPLINES	EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO:
<b>Cross or Multi-Disciplinary Practice</b>	Cross-disciplinary work or applications that include multiple creative practices and/or forms that are emerging/experimental etc.
<b>Dance / Physical Performance</b>	Dance, Circus, Physical Theatre.
<b>Literature</b>	Poetry, Spoken Word, Fiction, Creative Non-fiction, Literary Podcasts, Graphic Novels.
<b>Music</b>	Experimental, Sound Art, Jazz, Opera, Choral, Classical, Contemporary etc
<b>Theatre</b>	Text Based Performance, Puppetry, Cabaret, Comedy, Music Theatre etc.
<b>Visual Arts</b>	Sculpture, Painting, Drawing, Craft, Photography, Installation etc.
<b>Screen</b>	Game Design, Film, Television, Online, AR, VR, Screen-based Art etc.
<b>Design</b>	Fashion, Design, Industrial / Product Design, Architectural and Landscape Design, Communications Design, Digital Design, Service Design etc.

## Applications

- Complete the online form via the [Creative Victoria Portal](#) (Stream 4 regional applications via [Regional Arts Victoria](#))
- Answer **one application question** in the online form using plain English:  
Q: *Tell us what you aim to do during the funded period and how it will assist you to sustain and/or develop your creative practice* (up to 2000 characters for each question including spaces)
- Upload one CV or collective/organisation/business biography (maximum 3 pages)
- Provide one URL to your online profile, to demonstrate your most recent and relevant professional creative practice and public presentation/outcomes in your field
- No budget required

## Auspicing

This program accepts applications from auspice organisations applying on behalf of applicants. Any legally constituted body may act as an auspice. If the application is successful, the auspice organisation will receive any funds allocated and is responsible for the management of the project and the acquittal of grant funds. If you are planning on having your grant managed by an auspice organisation, please ensure your application is **submitted by that auspice body** on your behalf. For more information on auspicing, please refer to this [link](#) or contact program staff.

## How to Apply

The advice below relates to Streams 1, 2 and 3. For Stream 4, refer to [Regional Arts Victoria](#).

To prepare your application, you should:

1. Register for access to the [Creative Victoria Grants Portal](#)
2. Read program information and guidelines thoroughly
3. Contact program staff with any questions
4. Draft your application using the following tools:
  - Application Drafting tool (refer to the Links & Downloads section of the [website](#))
5. In the online Grants Portal, you will need to register as a user, 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).  
**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
6. Upload your CV or organisation/business biography (files or links)
7. Submit your completed application via the [Creative Victoria Grants Portal](#)

8. Once submitted, your application cannot be changed. You will receive an email to confirm your application has been received

## Application Supporting Material & Documents

- You only need to upload a **CV/ biography (3 pages max)** and **one URL** to your website which outlines your CV/ biography
- Uploaded file cannot be more than 25MB in size
- When providing your URL, 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 site, you must provide password requirements
- **Do not** provide links to Google Drive, Dropbox or other online hosting platforms that require viewers to enter personal identification in order to gain access. Materials provided using these platforms will not be assessed by the peer advisory panel

The following file types are accepted:

<b>Documents</b>	Word (.doc .docx); PowerPoint (.ppt .pptx); Acrobat (.pdf)
<b>Images</b>	.jpg .png .tiff
<b>Audio</b>	.mp3 .wma
<b>Video</b>	.mp4 .wma .avi .mov

## Responsibilities

If your application is successful, please be aware that as a recipient of Creative Victoria funding, you will be required to:

- **Accept a Common Funding Agreement** with Creative Victoria and satisfy any conditions of funding, which will be detailed in the Agreement
- **Notify Creative Victoria of any proposed changes to your funded project**
- **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 any publicity or marketing activities
- **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 project within 30 days of project completion

## Contact

To find out more or discuss your application, please contact the appropriate Creative Victoria staff member as indicated on the [website](#).