

# Creators Fund

## Overview & Guidelines

## Program Dates

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

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

For activity commencing from 1 January.

## Overview

The Creators Fund paves the way for 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.

Open to individual creative practitioners and collectives across all disciplines, and at all career stages, the program supports artists and creatives to undertake a sustained period of intensive development, research and or experimentation.

## Aims & Priorities

The Creators Fund aims to:

- Afford practitioners with an opportunity to take time out to focus on their creative practice.
- Provide increased support for the initial stages of the creative development process, encouraging deep research and experimentation to assist creative practitioners in achieving excellence, innovation and advancement in their career.
- Kick start the development of significant creative works.
- 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.

The Creators Fund aims for the best use and a broad distribution of State Government funds to maximise the benefit for the Victorian creative sector.

Creative Victoria encourages applications from Victorian First Peoples' artists and creatives.

## Areas of Support

The Creators Fund provides financial support for three to six months to assist with the research and development of significant new work, and to support career advancement. The Creators Fund provides support for creative practitioners to undertake:

- **Intensive creative research** of new ideas and practice-based experimentation.
- **Creative development** activity pertaining to their creative practice, the development of significant new works and career advancement.

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

Applications are encouraged from a wide range of creative disciplines from across the sector, including but not limited to screen, fashion, design, game design, visual arts, literature, dance, circus, cabaret, music, theatre, multidisciplinary and experimental work.

## Eligibility

The Creators Fund accepts applications from individuals and collectives (see [General Eligibility](#) also).

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.

**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. For the August 2019 funding round, applicants must choose between applying to either the Creators Fund or [VicArts Grants](#).

Individuals employed by State-owned cultural agencies, Major Performing Arts organisations and organisations receiving funding through Creative Victoria's Organisations Investment or Regional Partnerships Program are not a priority to receive funding through Creator's Fund.

Individuals undertaking full-time or part-time study are not 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.

## Funding Available & Requirements

Applications will be accepted for requests between **\$20,000** and **\$50,000**, for a funded period of between **3 months** and **6 months** of activity.

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

If successful, recipients of grants **\$40,000 and above** will be required to provide:

- audited financial statements, letter from an accountant verifying your ability to manage the grant, or similar documentation that demonstrates your financial profile before funding is released.
- a certified independent financial auditor's opinion or certification on acquittal. Accounting fees may be included in the application budget.

### The Creators Fund does not support:

- Activity that is eligible for support through other Creative Victoria programs, for example support of the development, presentation, programming and touring of creative projects through [VicArts Grants](#) and [Music Works Grants](#). Please call program staff to ensure you are applying to the most appropriate funding program.
- 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 (eg Fellowships etc).
- Competitions, eisteddfods, awards or fundraising activities.

- Conferences, business/meetings and costs associated with these.
- 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.

## Assessment

### Assessment Process

The assessment process will be done in two stages:

#### STAGE ONE

External Advisory Panels comprising of creative practitioners, creative professionals and sector representatives assess and rank each application against the program aims and assessment criteria. Each application will be assessed by a Peer Assessment Panel representing two broad groups of disciplines (see [Peer Assessment Panel Guide](#) below).

After initial assessments have concluded, program staff consolidate panel recommendations and comments to develop a shortlist of applications.

#### STAGE TWO

Shortlisted applicants may be contacted via email with a request for further information, after which a final list of recommendations will be developed by a cross-disciplinary panel of industry peers for approval by the Minister for Creative Industries. This final step ensures that a balance of creative practices, and diversity across communities and geography is reflected in the list recommended applicants.

After notification of results, all applicants are encouraged to call for feedback on their application.

**Please Note:** Applicants must not assume they will be successful or enter into/give up commitments based on that assumption before receiving formal notification of the outcome of their application.

### Application Key Dates and Timeframe

You can begin entering your application online in the [Creative Victoria Grants Portal](#), from 9am on the start date. We encourage you to use the application drafting tools before submitting your application online in the Portal. Applications **must be submitted in the portal by 5pm** on the closing date. Please note that late applications will not be accepted.

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

## Peer Assessment Panel Guide

As part of the online application process, you will be asked to choose which peer assessment panel you prefer to assess your application in Stage One of the assessment process. The panels available are:

PANEL	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, VR, Screen-based Art, Digital Art etc
<b>Design</b>	Fashion, Design, Industrial / Product Design, Architectural and Landscape Design, Communications Design, Digital Design, Service Design etc.

## Assessment Criteria

As part of the application process, you will need to provide information about:

- Your idea/activity and its potential impact on your creative practice, career and/or the creation of a potential new work.
- The key creative practitioner(s), including recent examples of previous work.
- Your timeline and indicative plan.
- Your budget, covering the full period of funding.
- The partners or host organisations (if relevant).

Each application will be competitively assessed by an external peer assessment panel and rated against the Creators Fund **Aims** and the following three **Assessment Criteria**:

<p><b>1. CREATIVE MERIT</b></p>	<p>In assessing the <b>‘Creative Merit’</b> criterion the panel may consider:</p> <ul style="list-style-type: none"> <li>• The originality of the ideas and creative concepts to be explored during the funded period.</li> <li>• The level of experimentation evident in the creative processes to be undertaken during the funded period.</li> <li>• The creative capability and suitability of the practitioner(s) based on the Creative Support Material and other information provided.</li> </ul>
<p><b>2. IMPACT</b></p>	<p>In assessing the <b>‘Impact’</b> criterion the panel may consider:</p> <ul style="list-style-type: none"> <li>• The potential of the activity to contribute to the applicant/s creative practice.</li> <li>• If the proposed activity is timely and relevant in the context of the participant’s career.</li> <li>• The potential for significant new work to be developed.</li> <li>• The potential of the creative practitioner(s) to contribute to and enhance the quality and reputation of the Victorian creative sector</li> </ul>
<p><b>3. VIABILITY</b></p>	<p>In assessing the <b>‘Viability’</b> criterion the panel may consider:</p> <ul style="list-style-type: none"> <li>• The applicant’s past experience and capacity and to undertake the activity.</li> <li>• The budget is viable and realistic, including the provision of appropriate creative practitioner fee/s.</li> <li>• The inclusion of a viable timeline and/or level of planning required to undertake the proposed activity.</li> <li>• Where proposals involve working with diverse communities, the panel will consider if the creative practitioner(s) demonstrate best practice and appropriate cultural competencies.</li> </ul>

## Addressing the Assessment Criteria

To address the program assessment criteria, you are required to:

- Provide a very **short 1-3 sentence description** (up to 500 characters max) of the activity or idea, using the format detailed in the Application Drafting Tool.
- 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 Creative Victoria Budget Drafting Tool).
- Provide **Application Support Documents** and **Creative Support Material** (see below).

## Application Questions

1. What are the creative ideas/concepts you plan to explore during the funded period and what are the creative processes you plan to undertake?
2. How will an intense period of dedicated research and/or creative development contribute to the achievement of innovation and advancement within your creative practice?
3. How will the proposed activity engage with and contribute to the Victorian creative sector? For example, how will the learnings or outcomes be documented or shared with the sector?

## How to Apply

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 [Creators Fund Application Drafting Tool](#) and the [Creative Victoria Budget Drafting Tool](#).
5. Copy and paste the content of your application from your draft template into the online portal application form (please note: text will be cut off at the allocated character limit, so always check your character count before pasting information into the portal).
6. Upload your Application Support Documents and Creative Support Material documents/files/links – see the tables below for detailed information on types/limits.
7. Submit your completed application by **5pm on the closing date**.
8. 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 submitting an application, please email program staff describing the nature of the confirmation and include your application reference number.

## 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**.

- You can upload and submit up to 10 x files and/or URLs (external links) total.
- 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. Remember, each document must not exceed 25MB.
- 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 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 in order to gain access. Please note this type of supporting material will not be assessed by the peer advisory panel.

**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
<b>Video</b>	.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.

<b>TYPE</b>	<b>DESCRIPTION</b>	<b>LIMITS</b>
<b>Timeline</b> (All applicants to provide)	Step out your creative process and include a summary of key dates, background, activities during the proposed funded period and potential future opportunities. Applicants will be expected to dedicate the majority of their working time during the funded period to the activity applied for. Planning for time away from additional professional commitments should be clearly outlined.	1 page
<b>Curriculum Vitae / Biographies</b> (All applicants to provide)	For activities with more than five creative practitioners / participants, additional biographies can be uploaded as an attachment. (The on-line application form only provides space for five biographies).	2 pages
<b>Financial Documents</b>	Additional budget information which may include budget notes to clarify items in your budget, quotes, letters or emails confirming financial support where applicable.	2 pages
<b>Letters of Support</b>	Written endorsement/s from industry professionals or peers relevant to your application.	3 letters (in one document)
<b>Partner Confirmations</b>	Correspondence that confirms partners if applicable.	1 page per presenter
<b>Media Portfolio</b>	Relevant media reviews of the creative practitioner/s, organisation or previous work.	3 articles (in one document)

TYPE	DESCRIPTION	LIMITS
<b>Activity involving First Peoples' Cultural Material / Content / Communities</b>	For the protection of First Peoples' arts practice from misappropriation, moral and copyright infringement, appropriate documentation must be submitted if you propose to work with First Peoples' stories/cultural material that is not your own.	Call program staff to discuss.

## 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
<b>Cross or Multi Creative Practice</b>	A combination of appropriate support material from this table, not exceeding any of the limits below.
<b>Literature</b>	For individuals: up to 15 pages of your writing. Please indicate if work is in draft form.
<b>Music</b>	Maximum of three audio tracks totalling no more than 15 minutes in length.
<b>Performing Arts</b>	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.
<b>Visual Arts</b>	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
<b>Screen</b>	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.
<b>Design</b>	Indicative portfolio of up to 10 previous designs, prototypes, products or services

	<p>where the applicant was the principle or lead designer.</p> <p>Fashion folio showing examples from past / current fashion ranges.</p>
<b>Creative Support Material Notes</b>	A one-page summary outlining the creative support material provided, indicating its relevance to your proposal.

## Auspicings

The Creators Fund 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 becomes the official ‘recipient’ and will receive any funds allocated and is responsible for the management of the activity and the acquittal of grant funds.

If you are planning on having your grant managed by an auspice organisation, you must have agreement by that organisation in advance of the closing date. Your application also needs to be **submitted by that auspice body** on your behalf. Changes to the official ‘recipient’ of successful grants will only be accepted under limited circumstances.

For more information on auspicings, please contact program staff.

## Responsibilities

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 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, where possible.
- [Publicly acknowledge](#) the support of the Victorian Government using specific logos and text.
- [Acquit your grant](#) by submitting a written report on the outcomes of your funded project within 30 days of project completion.

**Please note** that conditions of funding will be detailed in a common funding agreement.

## Contact

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

## Common Features of a Strong Funding Application

Regardless of the type of activity being proposed, there are some common ways to make your funding application potentially more competitive. A strong application will:

- Clearly outline the idea, what are the conceptual questions you will be asking, what is proposed, why it needs to happen, how it will be achieved, who is centrally involved and where it will take place.
- Involve creative practitioners with the relevant levels of skill and professional experience required for the proposed activity.
- Have key creative practitioners confirmed at time of application.
- Provide relevant support material that either shows the potential of the proposed activity, or the strength of practice through previous similar work.
- Provide detail on collaborators and partners roles, responsibilities and contributions to the activity and any outcomes.
- Include relevant letters of support/confirmation for applications that include residencies.
- Demonstrate potential or confirmed career advancement opportunities for Victorian creative practitioners.
- Provide a realistic and viable budget which includes an appropriate level of financial planning and budgeting.
- Pay creative practitioners and contributors in line with their level of contribution to the activity.