

10,000 Gigs: Victorian Gig Fund 2025
Artist Fee Assistance for Venues

Overview and Guidelines

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# 1. Program overview

**Program 10,000 Gigs: Victorian Gig Fund -** Venues Artist Fee Assistance 2025

**Funding amount** **$5,500** **(excl. GST)** per venue to deliver 10 gigsor **$11,000 (excl. GST)** per venue, to deliver 20 gigs.

**10,000 Gigs: Victorian Gig Fund** will fund venues to provide Victorian musicians with paid performance opportunities in the state of Victoria. It has two eligibility groups:

* **Live Music Venues (State-wide)** whose primary business model is presenting live music with a capacity between 50-1200 people
* **Local Venues (Outer-metro and Regional Victoria only)** with a capacity less than 1200 people. (e.g. record stores, bookstores, community centres, town halls, hospitality venues etc.) See Creative Victoria [glossary](https://creative.vic.gov.au/funding-opportunities/applicants/glossary) for definitions.

**Applications open date** Thursday 30 January 2025

**Applications close date** Thursday 27 February 2025, 3pm – please see the [Victorian Gig Fund webpage](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/10%2C000-gigs-the-victorian-gig-fund) for updates.

Applications must be submitted by **3pm** on the application closing date.

**Activity dates** This round supports activities starting from **1 July 2025**. Your gigs must finish within 12 months of this date.

**Eligibility Criteria**  Refer to [‘**Am I eligible**’](#_Am_I_eligible?) section below.

**Application Form** Complete the online **Application Form** available via the [Victorian Gig Fund program webpage](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/10%2C000-gigs-the-victorian-gig-fund).

**Application outcomes** This is a competitive program; funding results will be notified approximately 14 weeks from the date **applications close**.

**Real-time updates** The information in these Guidelines may occasionally change. Please check the Victorian Gig Fund program webpage for any updates.

##

## 1.1 Program objectives

10,000 Gigs: Victorian Gig Fund 2025 supports live music venues to attract artists and provide more gigs[[1]](#footnote-2) to audiences, particularly in regional Victoria and outer metropolitan Melbourne.

The program aims to grow the Victorian live music scene by boosting both income and gig opportunities for Victorian musicians, increasing their live performance experience and capability and exposing them to new audiences, and by supporting venues to grow their audience base and profile.

## 1.2 Program outcomes

10,000 Gigs: Victorian Gig Fund 2025 aims to achieve the following end-of-program outcomes:

* Musicians are generating an income from performing live music
* Musicians are gaining more experience from playing live music at gigs and are more capable live music performers
* More music audiences are engaging with and listening to more diverse Victorian artists
* Musicians and venues are growing their audience base and their profile across Victoria
* Music creators are generating income from gigs through increasing live performance royalties payable to composers by APRA AMCOS

This program supports the following longer-term outcomes:

* There is a sustainable supply chain of live music to a wider range of audiences
* More Victorians are participating in live music across the state
* More musicians are able to sustain a music career

# 2. Eligibility

## 2.1 Am I eligible?

There are two eligibility groups for this program.

**Group 1: Licensed Live Music Venues (State-wide)**

To apply as an operator of a licensed live music venue, the business must:

* be a legal entity[[2]](#footnote-3)[[3]](#footnote-4) and have an active Australian Business Number (ABN)
* hold and maintain appropriate insurances, including public liability insurance, and permits.

The nominated venue must:

* be located in Victoria with a demonstrated history of programming live music
* hold a liquor licence
* have a venue capacity of 50-1200 people, demonstrated by evidence such as your liquor license, red-line plan, floorplan or pictures of the space
* hold a OneMusic licence for public performance of music in that venue

**Group 2: Local Venues (Outer-metro and Regional Victoria only)**

To apply as an operator of a local venue (for example, a record store, bookstore, community centre, town hall, hospitality venue etc.), the business must:

* be a legal entity and have an active Australian Business Number (ABN) that has been held on and from 1 January 2022
* hold and maintain appropriate insurances, including public liability insurance and any required permits required to hold live music performances

The nominated venue must:

* be located in outer-metropolitan\* or regional Victoria
* have a venue capacity of less than 1200 people demonstrated by either a liquor licence if held, or other evidence such as a floorplan, pictures of the space or other documentation – see Section 6
* have a demonstrated capability to stage live performance
* have, or be in the process of obtaining, a OneMusic licence for public performance of music

Creative Victoria will only accept one application per venue, as defined by its ABN. If you run several separate venues with differing ABNs, you may submit an application for each venue.

\*The term regional refers to the Victorian local government areas classified as regional by the Victorian State Government. You can find the list of these local government areas [**here**](https://creative.vic.gov.au/funding-opportunities/applicants/glossary). The term outer metropolitan refers to Victorian local government areas determined as outer metropolitan by Creative Victoria. You can find the list of these local government areas [**here**](https://creative.vic.gov.au/funding-opportunities/applicants/glossary).

**Note:**

* Outer metropolitan and regional Local Councils (LGAs) with eligible venues may apply for this program. Please speak to program staff before submitting an application on behalf of an LGA-run venue.
* Bookers and promoters are encouraged to work with local venues to propose a series of gigs, however the local venue must be the applicant. Bookers and promoters cannot apply for this grant program.

**Other eligibility requirements**

* Applicants must comply with the **child safety requirements** if these are relevant to their circumstances. This may include the Child Safe Standards, the Victorian Funding Guidelines for Services to Children and the Victorian Government Policy on Institutional Participation in the National Redress Scheme for Institutional Child Sexual Abuse (please see Section 11 for specific information).

## 2.2 Who is not eligible:

This program does not fund:

* **Applications from** unincorporated associations, trusts, companies not incorporated in Australia, partnerships and individuals
* **Applications from** venues that do not hold licences, permits and insurances for live music performance, including:
* for Group 1 Venues, not already holding a OneMusic licence as at the date of their application; and for
* Group 2 Venues, venues which have not made an application for a OneMusic licence at the time of their grant application
* **electronic gaming revenue:** venues that receive revenue directly from electronic gaming machines as defined under the Gambling Regulation Act 2003 (Vic)
* **State government**-run venues or;
* venues who have already received State Government funding (including via agencies) for the gigs that they are applying for
	+ venues that receive multi-year funding from the State Government
* **venues that do not follow correct protocols:** venues that do not follow correct cultural protocols when working with First Peoples’ artists, Indigenous Cultural Intellectual Property (ICIP) and/or communities (see Section 7.2 below for further information).
* **overdue acquittals:** businesses that have an overdue Creative Victoria acquittal
* **location:** venues located outside of Victoria

# 3. Funding

## 3.1 Gig Performance eligibility

Applicants will be asked to provide a one-page proposed **Gig Performance Plan** for the venue against the requested grant amount and in line with requirements in Section 3.2 below. See Gig Performance Plan template available on the [Victorian Gig Fund program page](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/10%2C000-gigs-the-victorian-gig-fund).

Applicants will be asked to provide, where possible, the name of artists/acts and/or categories of acts they wish to use the funding for.

Gig performances must:

* be live music acts performed at the nominated venue
* be Victorian (or with the majority of act members being based in Victoria).
* take place between 1 July 2025 and 1 July 2026
* provide paid performance opportunities for the artists in line with the minimum rate for Artist Fees at Section 3.2

Multiple gigs/performances can take place over a single event

## 3.2 Available funding and uses

Funding will be used to cover:

* **Artist Fees (guarantees) at a minimum rate of $250 (excl. GST) per performer**
* Overhead costs, including marketing and promotion requirements for the nominated gigs. This amount is capped as below

You can apply for one of two grant amounts:

* **$5,500 (excl. GST)** to present 10 gigs. A minimum of $5,000 should go to artist fees, with the additional $500 provided to assist with overhead costs i.e. event set-up, marketing and promotion
* **or $11,000 (excl. GST)** to present 20 gigs. A minimum of $10,000 should go to artist fees, with the additional $1,0 00 provided to assist with overhead costs i.e. event set-up, marketing and promotion

Gigs must take place between 1 July 2025 and 1 July 2026. Venues can determine their own programming plan (refer to section 3.1) but must meet the minimum number of gigs (at least 10 or 20 as per funding amount).

Examples of some possible distributions of the $5,500 grant to achieve at least 10 gigs (all amounts GST exclusive):

* 10 x solo acts at $500 each ($500 per performer)
* 5 x solo acts at $250 each AND 5 x 3 piece acts at $750 each
* 10 x 2 piece acts at $500 each

plus $500 toward overhead costs i.e. marketing and promotion

Examples of some possible distributions of the $11,000 grant to achieve at least 20 gigs (all amounts GST exclusive):

* 20 x solo acts at $500 each ($500 per performer)
* 10 x solo acts at $250 each AND 10 x 3 piece acts at $750 each
* 20 x 2 piece acts at $500 each
* A contribution to a larger number of artists

plus $1000 toward overhead costs i.e. marketing and promotion

For example; *Sample Pub is applying for $11,000* (excl. GST)*to put on 20 gigs. They book 5 solo artists for 2 performances each, and 5 trio acts for 2 performances each for a total of 20 gigs. This amounts to 10 solo performances at $250 each ($2500) and 10 trio performances at $750 each ($7500), totalling $10,000. Sample Pub applies the remaining $1,000 toward marketing costs for the events.*

Applying venues can opt-in to be considered for a second tranche of funding to deliver an additional 20 gigs (applicable to both licensed and local venues). Creative Victoria will provide more information on the second tranche of funding following the outcome of the applications for the first tranche of funding.

## 3.3 What will not be funded?

Funding will not be awarded for activities that:

* for Group 1 venues, are not based in Victoria and are not licensed
* for Group 2 venues, are not based in outer metropolitan Melbourne or regional Victoria
* are primarily or substantially for the purposes of persuading, recruiting or converting
* do not feature live music as the primary entertainment form
* are gig performances for private events, competitions, prizes, eisteddfods, awards or similar

# 4.Assessment criteria

Each eligible application will be assessed by Creative Victoria program staff against the programs outcomes and objectives, and the **equally weighted** **assessment criteria** set out below:

### Capability to deliver

The objective of this program is to boost both income and gig opportunities for musicians. Applicant venues will be asked to make a short case to show that they are capable of supporting musicians to meet this Program’s outcomes.

The following will be considered:

**For Group 1: Licensed Live Music Venues**

* How the venue has supported musicians *e.g. a history of paying musicians sufficiently, a history of employing staff dedicated to live music performance such as sound engineers and talent bookers, etc.*
* Track record of the venue in delivering live performances, based on past programming, frequency and regularity of live music performances
* Period of operation as a live music venue
* Track record in supporting music performances and audiences across a range of genres and communities
* Importance to specific communities (such as First Peoples, LGBTQIA+ and/or local town community)

**For Group 2: Local Venues**

* Performance infrastructure and evidence of space to safely support the eligible audience numbers
* Importance of the venue to the local community as a performance or meeting space
* Previous live performances or events held at the venue
* Engagement with bookers and promoters for the proposed gig performance plan
* Evidence of venue capacity to support live performance

### Gig Performance Plan

This assessment considers both the attached **Gig Performance Plan** and the Applicant’s short response. Information should explain how the proposed gigs will support both musicians and the venue to grow their audience and profile, and to bring varied music experiences to local audiences or meet unmet demand.

The following will be considered:

* Artist payment model is in line with Section 3.2
* If the funding will extend the venue’s ability to employ artists or support new audiences.
* Meets demand for particular live music performers to play in the venue’s community
* Extent to which the proposed gig performers are new to the venue and community/patrons

# 5. Program process, contracting and payment

1. By submitting an application to this program via the online grants portal, the applicant business must acknowledge and agree to be bound by the conditions of the grant set out in the application form as well as these guidelines.
2. If the application is successful, the applicant will receive a formal notification that the application has been accepted. This forms a contract with the department.
	* If an application involves working with First Peoples artists, Indigenous Cultural Intellectual Property (ICIP) and/or communities there may be additional documentation or deliverables required from the applicant prior to the Department issuing a notice of acceptance.
3. An authorised representative of the applicant will need to acknowledge the notice of acceptance and confirm any required details (e.g. bank account information) to trigger the payment of the grant of either $5,500 (excl. GST) or $11,000 (excl. GST) under the conditions of the grant set out in the application form.
4. Grant recipients must present the performance gigs between 1 July 2025 and 1 July 2026 and pay all performers no less than the minimum Artist Fee outlined in section 3.2 above.
5. Once grant recipients have undertaken the minimum number of gigs and expended either $5,500 (excl. GST) or $11,000 (excl. GST) depending on the value of their grant, they will be required to submit acquittal documentation to the department, including.
* A signed statutory declaration attesting appropriate use of funds and adherence to the minimum $250/performer payment of artists
* An updated Gig Performance Plan reflecting actual gigs undertaken. Creative Victoria understands that the Gig Performance Plan may need to be updated as gigs and dates change, however funding must be used in accordance with the permitted uses of funding outlined in section 3.2 above.
1. The department reserves the right to audit your use of grant funds. If funding has not been expended as required, including by not holding the gigs in accordance with the Gig Performance Plan and/or by not paying performers at least the minimum rate, the department reserves the right to require the grant funds to be repaid to the department.

# 6. Application content

## 6.1 What do I include in my application?

Before submitting your application through the online grants portal, we recommend that you use the [application drafting tools](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/creative-projects-fund) available to download on the [program webpage](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/creative-projects-fund) under ‘Guidelines and Tools’.

You will need to:

* **answer the two application questions** in the online form using plain English (up to 2000 characters for each question, including spaces, punctuation, and paragraph spaces):
* **How does the venue support live music performance?**
	+ Please refer to [Assessment Criteria 1:](#_Capability_to_deliver) Capability to Deliver when formulating your response
* **Tell us about your gig performance plan**
	+ Please refer to [Assessment Criteria 2](#_2._Gig_Performance) when formulating your response
* upload the **required support material** as outlined 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 your access needs before submitting content that includes via video/audio.

# 7. Support Material

Support material will be used to assess your application against the assessment criteria.

## 7.1 Required Support Material

The application form will outline where to upload the required support documents. A drafting tool for the Gig Performance Plan is available to download on the [program webpage](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/10%2C000-gigs-the-victorian-gig-fund) under ‘Guidelines and Tools’.

A separate budget, timeline or letters of support are not required for this application. If you include these documents as support materials, they may not be considered or assessed as part of your application.

* **Gigs Performance Plan (required)**

Please use the Gigs Performance Plan drafting tool available on the [program webpage](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/10%2C000-gigs-the-victorian-gig-fund).

* **Licensing documents (required)**
	+ For licensed venues: Current liquor licence and red line plan
	*Electronic copies of these documents can be downloaded through your* [*Liquor Portal*](https://liquorportal.vcglr.vic.gov.au/liquorportal/) *account.*
	+ For unlicensed venues: Documentation indicating venue permits and capacity *e.g. permits, photos of venue, floorplans, temporary liquor license (if held at time of application)*
	+ Current OneMusic licence, or evidence of application to get a licence, where required to meet eligibility

In addition, you can also provide up to 2 URLs to your website or other relevant material.

## 7.2 Additional Support Material (where relevant)

|  |
| --- |
| * **Letters of confirmation**
 |

* 1 page maximum per letter
* Letters of confirmation should be from the Victorian acts or representative agents in your Gigs Listing.

|  |
| --- |
| * **Support documentation to include if your gigs involve First Peoples collaboration and/or Indigenous Cultural Intellectual Property (ICIP)**
 |

* First Peoples budget details (*how much are First Peoples collaborators being paid?*).
* Letters of confirmation from First Peoples collaborators/communities (up to 2 pages).
* Cultural safety protocol strategies (if appropriate)
* First Peoples community engagement plans (if appropriate).

**Notes:**

* + Indigenous Cultural and Intellectual property (ICIP) may refer to artistic work, stories, languages, tangible and intangible cultural property, and contemporary and historical records. Please refer to the [Arts Law ICIP webpage](https://www.artslaw.com.au/information-sheet/indigenous-cultural-intellectual-property-icip-aitb/) for more detailed information.
	+ Please refer to Creative Australia’s (previously Australia Council) [Protocols For Using First Nations Cultural and Intellectual Property In The Arts](https://australiacouncil.gov.au/workspace/uploads/files/protocols-for-using-first-nati-5f72716d09f01.pdf). In particular, the project checklist (pages 168 to 172) can be used as a resource to guide considerations when engaging with ICIP, creatives and cultural heritage
	+ ‘First Peoples First’ is one of the key guiding principles of the [Creative State 2025 strategy](https://creative.vic.gov.au/about/our-strategy). 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](https://www.firstpeoplesrelations.vic.gov.au/victorian-aboriginal-affairs-framework-2018-2023)
	+ If you are unsure of what documentation is required, contact program staff to discuss
* **Child safety compliance documents (if applicable)**
	+ As noted in Section 2.1, applicants must comply with the child safety requirements if these are relevant to their circumstances. This may include the Child Safe Standards, the Victorian Funding Guideline for Services to Children and the Victorian Government Policy on Institutional Participation in the National Redress Scheme for Institutional Child Sexual Abuse (please see Section 11 for specific information).

**NOTE:** *this support material is not required where underage participants will be under parental/guardian supervision*

Examples of where Child abuse insurance may be required (please refer to the FAQ’s available on the [program webpage](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/10%2C000-gigs-the-victorian-gig-fund) for further examples and information}

* + An example of where Child abuse insurance may be required is where a gig involves children who are the target audience and can attend/spectate without the ongoing presence and supervision of their parent(s) or guardian(s)
	+ An example of where Child abuse insurance may not be required is where children are the target audience but can only attend/spectate with the ongoing presence and supervision of their parent(s) or guardian(s)

For further information on Child Safety requirements please refer to Section 11 of these Guidelines.

## 7.3 Support Material Guidelines

Keep the following in mind when you are compiling your support material:

* **Suitability**: Not all listed materials will be relevant to your project.
* **Conciseness**: Ensure documents are concise and directly support your application.
* **Clarity**: Label every file with a clear and descriptive title.

**Submission Limits**:

* You can upload up to 10 files total
* Each file must be under 5MB. Combine multiple images or letters into a single PDF or PowerPoint if necessary
* For audio, provide direct links to audio content hosted on the web and not a paid streaming service, for example, Soundcloud links are acceptable but Spotify or Apple Music links are not.

**File Naming and Uploading:**

* Avoid special characters (%&\*?/\ < >) in file names as they can corrupt documents.
* Upload documents directly into the application form.
* Do not submit URLs linking to live documents in Google Drive, Dropbox, or other websites where files can be edited after submission.
* Provide links only to publicly available sites (not membership based) and ensure that they directly open the material. If using private videos (e.g., Vimeo), include password details in your application.

**Accepted File Types:**

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

# 8. How to apply

You must submit your application online using the Department’s online grants portal before the program closing date. To prepare your application you should:

1. **read program information and guidelines thoroughly**
2. **draft your application** using the application drafting tool which is available to download on the program webpage under ‘Guidelines and Tools’
3. refer to our support material notes above and ensure you prepare **required** **support material** ahead of time
4. **contact program staff with any questions** – contact details are on the 10,000 Gigs: Victorian Gig Fund program webpage
* program staff are unable to read or review any draft applications or support documents.
1. **log in or register to the online grants portal** (once the funding round opens) using the unique link on the 10,000 Gigs: Victorian Gig Fund program webpage
2. **begin your application in the online grants portal**
3. **copy and paste the content of your application** **from your drafting tools**, into the online grants portal
* text will be cut off at the character limit, so always check your character count before pasting your information into the portal.
* the option to submit responses to the application questions in video or audio format is available for those with accessibility requirements. Please contact program staff before submitting via video/audio.
1. **upload your application support documents**, including the required support documents and creative support material – see section 7 for limits and file types
2. submit your completed application in the online grants portal by **3pm on the closing date**
3. you will receive an **email to confirm your application has been received**
4. once submitted, your application cannot be changed.
* To advise on any updates (such as confirmation of gig dates/artist bookings), please email program staff and include your application reference number.

# 9. Assessment process:

1. Each application will undergo an eligibility check.
2. Eligible applications are then assessed against the program’s equally weighted assessment criteria by Creative Victoria program staff.
3. Applications from non-First Peoples applicants that contain Indigenous Cultural Intellectual Property (ICIP) and/or propose gigs with First Peoples collaboration may also be reviewed by a First Peoples Cultural Protocol Review panel to ensure best practice is followed. The Department may request additional information from these applicants to address feedback provided by the First Peoples Cultural Protocol Review panel before advising of an application outcome.
4. Recommended applications will undergo a due diligence check and any adverse findings may be taken into consideration during the assessment process, such as:
* applicant has overdue grant acquittals
* the 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 OneMusic (APRA AMCOS/PPCA) and other Victorian government departments/agencies as required.
* the public reputation of the venue and the impact on the ability to deliver program outcomes.
1. Recommended applications will be circulated to a panel of industry peers for feedback. This may include an assessment of the reputation of the venue in supporting musicians.
2. Findings and recommendations from steps 1-5 will be considered by Creative Victoria to develop a list of recommendations that:
	* reflects the programs’ objectives and alignment with Creative State 2025 strategy
	* ensures a balance of genre, diversity and geographical location of activity
	* takes into account any reputational findings, including upholding the Victorian Governments commitment to the protection of the rights of all Victorians to be free from racism, vilification and discrimination of any kind, and ensures every Victorian feels safe and can participate in all aspects of Victorian life, irrespective of Aboriginality, gender, sexual orientation, ethnicity, faith, language, culture, migration or visa status, class, ability and age.
3. The final list of recommendations is subject to approval by the Minister for Creative Industries
4. All applicants will receive a formal notification of the outcome of their application approximately 14 weeks from the closing date

At any time during the assessment process Creative Victoria may request that applicants provide further information if deemed necessary.

Any information provided in the application may be shared and subject to verification with other Victorian government departments/agencies and OneMusic (APRA AMCOS) as required.

## 9.1 What do you need to provide at the end of your funded activity?

If you receive a grant from Creative Victoria, you’ll need to complete an acquittal report at the conclusion of your funded activity. This is an online process which evaluates the gigs and reports back on how the funds were spent.

The requirements for Victorian Gig Fund 2025 acquittal reports include:

1. a signed statutory declaration attesting appropriate use of funds and adherence to the minimum $250/performer payment of artists, including by providing a breakdown of the number of performers per gig and amounts paid per performer
2. a description of your project and how it met your objectives
3. an evaluation of the impact of your project, including information like attendance figures, community impact and creative outcomes
4. supporting documentation, including reviews, photos, recordings etc.
5. feedback on the Creative Victoria program

Acquittals reports must be completed and submitted within 30 days of activity completion.

# 10. Definitions

Throughout this document, in the Gig Performance Plan template and application form:

* For the purpose of this fund, the term **Gig** refers to one performance opportunity or act.
* The term **Licensed Venue** is used to refer to a venue which holds a current Victorian liquor license under the Liquor Control Reform Act 1998.
* The term **Unlicensed Venue** is used to refer to a venue which does not hold a current Victorian liquor license. A venue is still considered ‘unlicensed’ if a permit is required for a temporary limited license or other permit.
* An **authorised representative** is a person who is authorised to enter into contracts for and on behalf of the organisation. *For example, for companies, this should be a director, and for associations, this should be a committee member.*
* An **operator** is the venue, or business which owns the venue, that is applying to the program.
* 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 **First Peoples-led** applies to the individual creative practitioners, organisational staff, or collective members. This does not include First Peoples advisory committees, governing boards, etc. If you fall outside of this eligibility criteria and still think your application is First Peoples-led, please contact program staff for further guidance
* 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 its experience as one of cultural and linguistic difference. We recognise the diversity within Deaf and Disabled communities and that the terminology and language used is evolving
* The acronym **CALD** describes 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 Victorian local government areas classified as regional by the Victorian State Government. You can find the list of these local government areas [here](https://creative.vic.gov.au/funding-opportunities/applicants/glossary)
* The term **outer metropolitan** refers to Victorian local government areas determined as outer metropolitan by Creative Victoria. You can find the list of these local government areas [here](https://creative.vic.gov.au/funding-opportunities/applicants/glossary)
* **Due Diligence checks:** Applicants may be subject to due diligence checks to enable the department to assess financial and other non-financial risks associated with the application. Such checks may include:
	+ the potential for reputational risk to the State
	+ the risk profile, financial viability and management capacity of the applicant’s business over the duration of the proposed activity
	+ where the proposal has already been fully funded by the applicant through other means
	+ the delivery performance of other grants contracted with the Victorian Government and whether the applicant has failed to meet key contractual obligations

Outcomes from such assessments may be considered in any decision to recommend or award a grant and in contracting with successful applicants. The department may, at any time, remove an applicant from the application and assessment process, if in the department’s opinion, association with the applicant may bring the department, a minister or the State of Victoria into disrepute.

Refer to the FAQs and glossary for more definitions.

# 11. Grant conditions & responsibilities

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

The application form will set out the grant conditions that apply to the Recipient’s project and use of the grant funds. All applicants must agree to these grant conditions when submitting their application.

Once the agreement has been executed, the grant recipient (successful applicant) will be required to commence their funded activity from either 1 July 2025 or the date they receive a notice of acceptance from the Department (whichever is the later date) and complete their funded activity by 30 June 2026. If a recipient does not commence the funded activity during that period, the department may terminate the grant and/or require repayment of the grant, in its absolute discretion.”

**Funding will be conditional upon compliance with conditions of grant and all applicable laws, including *the Equal Opportunity Act 2010* and the *Racial and Religious Tolerance Act 2001*, to ensure a safe environment for all Victorians in connection with any funded activity.**

Recipients must uphold the Victorian Government’s commitment to the protection of the rights of all Victorians to be free from racism, vilification and discrimination of any kind, and ensures every Victorian feels safe and can participate in all aspects of Victorian life, irrespective of Aboriginality, gender, sexual orientation, ethnicity, faith, language, culture, migration or visa status, class, ability and age.

You’ll also be required to:

* notify Creative Victoria of any major changes or cancellations to the proposed gig performance plan. A major change may include a decrease in the number of gigs taking place, significant alteration to the payments of artists or a venue closure. Contact program staff as soon as you are aware a major change may occur during the activity period to discuss these 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 before publishing
* acquit your grant by submitting a brief written report on the outcomes of your funded activity within 30 days of project completion. This will include providing a statutory declaration attesting appropriate use of funds and adherence to the $250/performer minimum payment of artists. All 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.
* You are responsible for obtaining appropriate specialist advice and services relating to tax, legal, licences, insurances, permits, rights and other regulatory requirements.

### 11.1 Child safety requirements

**Child Safe Standards**

Victoria’s Child Safe Standards (the Standards) help organisations protect children and young people (i.e. individuals aged under 18 years) from harm and abuse. If you operate a **Schedule 1 entity** per the *Child Wellbeing and Safety Act 2005*, you must comply with the Standards, including when delivering funded activities, such as gigs.

The [Commission for Children and Young People’s website](https://ccyp.vic.gov.au/child-safe-standards/) has further information about who the Standards apply to and how to implement them, including minimum compliance requirements.

**Victorian Funding Guideline for Services to Children**

In accordance with the [Victorian Funding Guideline for Services to Children](https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new), all non-government organisations that are funded by the Victorian Government to deliver ‘services to children’ must be incorporated and insured against child abuse.

'Services to children' means services or activities where the organisation is responsible for the supervision of, or authority over, children (any person under the age of 18). **It does not include one-off activities, or incidental or ad hoc contact with children**.

If program funding will be used to deliver ‘services to children’, the department can only fund the applicant if it is incorporated and holds appropriate child abuse insurance.

Please contact Creative Victoria if you:

* do not know whether your proposed funded activities include ‘services to children’
* have any questions or concerns about obtaining appropriate insurance against child abuse (if the Funding Guideline applies to your circumstances).

*For further examples and guidelines on what constitute ‘services to children’ please refer to the FAQ’s available on the* [*program webpage*](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/10%2C000-gigs-the-victorian-gig-fund)*.*

**National Redress Scheme**

The National Redress Scheme (the NRS) enables eligible survivors of institutional child sexual abuse to access various forms of compensation, provided that the responsible entity has signed up to the NRS.

All recipients of Creative Victoria grant funding must comply with the [Victorian Government Policy on Institutional Participation in the National Redress Scheme for Institutional Child Sexual Abuse](https://www.justice.vic.gov.au/policy-institutional-participation-national-redress). This includes:

* disclosing to Creative Victoria if your organisation has previously received – or receives during the period of any funding agreement – a Notice of Redress Liability.
* engaging with the NRS operator promptly and in good faith.

### 11.2 Payment of grants

The payment of your grant is conditional on you meeting your obligations under your Funding Agreement with the Department, including fulfilling any payment milestone outcomes or deliverables set out in the grant conditions set out in the application form.

If you are registered for the Goods and Services Tax (GST), where applicable, we will add GST to your grant payment. Example: if the approved funding is $11,000 GST exclusive, the department will pay $12,100 (incl. GST) to a successful applicant who is registered for GST.

Grants to successful applicants not registered for GST are exempt from GST and the GST amount will not be paid to those successful applicants. Example: If the approved funding is $11,000 GST exclusive, the department will only process payments totalling $11,000 GST exclusive to a successful applicant not registered for GST.

### 11.3 Will I get feedback on my application?

Any application feedback is subject to Creative Victoria’s discretion and may not be provided when you’re notified of your funding outcome.

Please note: demand for Creative Victoria funding is high and it may not be possible to provide individual feedback to applicants at this volume.

We suggest that applicants:

* do not assume they will be successful or make commitments based on that assumption before receiving formal notification of the outcome of your funding.
* plan for contingencies for if their application is unsuccessful (e.g., identify other funding sources).
* do not assume that if they are successful in securing funding, they will be successful again in the future. Consider how to leverage the funding to build sustainability beyond the funded period.

### 11.4 Complaints

If an applicant wants to lodge a complaint or provide feedback to the department about the process for a grant application, requests can be made via this online [form](https://djsir.vic.gov.au/about-us/contact-us/complaints-form), or by sending a written request to programs@creative.vic.gov.au.

Requests can be made in relation to the application process and adherence to these guidelines. Re-assessment of an application or overturning of a funding decision for a merit-based grant, will not be considered through the complaints process.

Once your complaint has been received by the department, it will be acknowledged within 2 working days and provided to the review team to be resolved.

Your complaint will be resolved within 28 business days unless further investigation is required. If further investigation is required, you may be contacted by phone or email asking for additional information.

### 11.5 Privacy statement

Any personal information provided for this program will be collected and used by the Department for the purposes of assessing eligibility, program administration, program review and evaluation.

The Department completes a range of eligibility assessments that may include data matching to clarify the accuracy and quality of information supplied. This is part of our auditing and monitoring processes and for confirming eligibility across this program.

In the assessment of an application for the program, it may be necessary to share personal information with State and Commonwealth Government departments and agencies, as well as other external experts such as OneMusic (APRA AMCOS). If personal information about a third party is included in the application, the applicant must ensure the third party is aware of and consents to the contents of this privacy statement.

The Department collects demographic information for economic reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.

Any personal information about the applicant 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) and other applicable laws.

Enquiries about access or correction to your personal information, can be emailed to programs@creative.vic.gov.au

Other concerns regarding the privacy of personal information, can be emailed to the Department’s Privacy Unit at privacy@ecodev.vic.gov.au. The Department’s privacy policy is also available by emailing the Department’s Privacy Unit.

### 11.6 Probity and decision making

The Victorian Government makes every effort to ensure the grant application and assessment process is fair and undertaken in line with the published program guidelines.

The decisions on all matters on recommending and awarding grant funding under this program is at the absolute discretion of the Minister and Department. This includes approving a lesser amount than that applied for.

These guidelines and application terms may be changed from time to time, as appropriate.

The Department may request the applicant provide further information should it be necessary to assess or acquit an application to the Program’s policy objectives.

Victorian Government staff work to the Code of Conduct for Victorian Public Service Employees (Section 61) of the *Public Administration Act 2004* (Vic). This includes an obligation to avoid conflicts of interest wherever possible and declare and manage any conflicts of interest that cannot be avoided.

### 11.7 Conflict of Interest for applicants

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations. A conflict of interest may arise where a grant applicant:

* Has a professional, commercial, or personal relationship with a party who is able to, or may be perceived to, influence the application assessment process, such as a Victorian Government staff member, or
* Has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicant from carrying out the proposed activities fairly and independently.

Applicants must advise the department of any actual, potential, or perceived conflicts of interest relating to a project for which it has applied for funding.

### 11.8 Communication requirements

If your application is successful, you’ll need to prominently acknowledge Victorian Government funding. You can find more information on this on our website [here](https://creative.vic.gov.au/resources/logos-and-acknowledgements).

Where possible, recipients are strongly encouraged to use the hashtag #10000Gigs in any social media posts or promotion for their funded gigs.

To provide transparency and accountability for the use of public resources, and to help promote Victoria's creative sector, Creative Victoria publishes information identifying successful grant recipients and the grants they have received. This information may be provided in advance to the Minister for the Creative Industries and other local Victorian government MPs. The Department may include the name of the recipient and grant amount in its annual report.

11.9 Compliance and Audit

Applications may be subject to audit by the Victorian Government, its representatives or the relevant Auditor-General and will be required to produce evidence (such as business activity statements, bank statements, financial reports, sales reports and invoices, payroll reports to demonstrate impact and turnover) at the request of the Victorian Government for a period of 3 years after the grant has been approved.

If any information in the application is found to be inaccurate, false or misleading, or grants are not applied for the purposes of the business in accordance with the terms of funding as set out in these Guidelines and any attached application, the grant will be repayable on demand.

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1. For the purpose of this fund, the term Gig refers to one performance opportunity or act [↑](#footnote-ref-2)
2. Applicant entities must be registered with appropriate regulator/s, which may include but are not limited to: Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, and/or other applicable regulators. [↑](#footnote-ref-3)
3. [1] Incorporated Trustees can apply on behalf of a Trust, provided the Trustee:

	* remains sufficiently liable for the performance of any agreement it signs
	* has a right to be indemnified from the assets of the Trust
	* is indemnified from the assets of the Trust.Eligible incorporated trustees exclude self-managed super funds. [↑](#footnote-ref-4)