



Music Works – Evolve and Export

Overview and Guidelines

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# 1. Program overview

**Program** **Music Works – Evolve and Export** (2024)

**Funding amounts** **$10,000 - $20,000** (plus up to $3,000 access costs for applicants through the Deaf and Disabled stream)

The Evolve and Export focus area is for music industry professionals with a proven track record to undertake creative projects and professional development opportunities, including but not limited to:

* use of new techniques/instruments and technology
* pushing the boundaries of contemporary music in new and unexpected ways
* recording and release
* film and game soundtrack development
* attending international conferences and events
* national or international tour support
* international PR and marketing.

NB: For Uncovering Talent guidelines,please see the [Music Works funding page**.**](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works)

**Applications open date** 14 March 2024

**Applications close date** 18 April 2024, 3pm - please see the [Music Works](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works) funding page
for any updates

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

**Activity dates** This round supports activities starting from **1 September 2024** onwards. Your project must conclude within 24 months from the activity start date.

**Eligibility Criteria**  Refer to [‘**Am I eligible**’](#_1.3_Am_I) section below

**Application Form** Complete the online **Application Form** available via the [**M****usic Works funding page**](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works)

**Application outcomes** This is a competitive program; funding results are usually known approximately 13 weeks from the date **applications close**.

**Real-time updates** The information in these Guidelines may change from time to time, please check the [**Music Works funding page**](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works) for any updates.

## Program outcomes

The Music Works Grants objective is to fund activities that contribute to one or more of the following program outcomes:

* Victorian musicians, artists and music workers are creating new music
* Victorian musicians, artists and music workers are taking their creative content to new markets
* Victorian musicians, artists and music workers are improving their career stability through professional development
* Victorian musicians, artists and music workers are responsive to audience demand and new opportunities that are required for career development and sustainability
* Increased representation of Victoria’s diverse community within its music sector.

**Alignment with *Creative State Strategy 2025***

Supporting contemporary music is a key action in the *Creative State Strategy 2025.* The Music Works program aligns with stated government priorities outlined in the strategy which address pressing and systemic challenges facing our creative industries and identify areas for future collaboration and investment. Specifically, Music Works Grants 2024 contributes to:

* *Action Area C: Industry Stability and Growth*, which has the aim of creating stronger organisations, businesses and enterprises; increasing employment; encouraging sustainable operation as well as the production of creative products and services. This is of particular importance as the music industry rebuilds following COVID-19.

Music Works Grants, Creative Victoria’s core contemporary music program, will support the revival and continued growth of Victoria’s contemporary music industry, providing opportunities for music industry professionals to create new content, upskill and connect with new markets.

## 1.2 Application streams

This program has three streams:

1. **First Peoples creatives stream** - Applications led by Victorian First Peoples creatives can choose to be assessed in alignment with Aboriginal self-determination by an assessment panel of First Peoples music industry peers.
2. **Deaf and Disabled creatives stream** - Applications led by Victorian Deaf and Disabled creatives can choose to be assessed by either a panel of music industry peers with lived experience of deafness and disability (the Deaf and/or Disabled panel), the First Peoples assessment panel or the General stream panel.
3. **General stream** - All other applications will be assessed by music industry peers across a diverse range of genres and experience.

Please note:

* 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.
* Applications in the Deaf and Disabled stream and General stream that contain First Peoples activity may be reviewed by a Cultural Protocol Review panel of First Peoples creative industries peers. Applications must demonstrate cultural protocol to be supported. Please refer to the ‘[**Submitting support material**’](#_3.3_Submitting_supporting) section of these guidelines for more details on what to provide to demonstrate cultural protocol.
* If you are eligible to apply to more than one stream (for example, First Peoples and Deaf and Disabled), consider which panel you would prefer reviewing your application or speak to program staff.

## 1.3 Am I eligible?

The program accepts applications from Victorian based [contemporary music industry](#_7._Definitions) professionals from all genres, with a proven track record in the industry. This may include artists/bands, managers, promoters, labels and other music industry businesses and organisations who:

1. is an individual, collective/group or micro to small organisation that meets Creative Victoria’s [general eligibility](https://creative.vic.gov.au/funding-opportunities/applicants/eligibility).
2. has an active Australian Business Number (ABN). If you do not have an active ABN, you can apply for an ABN [online](https://www.abr.gov.au/business-super-funds-charities/applying-abn) or apply for the grant through an [auspice body](https://creative.vic.gov.au/funding-opportunities/applicants/auspiced-applications) with an ABN.
* groups of individuals who join 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 if successful.
* unincorporated associations will need to either apply under auspice, or have an individual apply on behalf of the group.
1. has no overdue Creative Victoria (or former Arts Victoria) acquittals.

You **are not** eligible if you:

* don’t meet the eligibility criteria above
* submit more than one application (including as part of a collective or under auspice), in which case you must elect only one application to proceed with.

**Note:** you can only submit one application to either Uncovering Talent OR Evolve and Export

If you have never received funding from Creative Victoria before, you may be eligible for the Uncovering Talent focus area – please refer to the Uncovering Talent guidelines on the [Music Works](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works) funding page.

# 2. Funding

## 2.1 Funding amounts

You can apply for a grant between **$10,000** and **$20,000**.

**Accessibility costs:**

* **All applicants** are encouraged to include access costs within their project budgets that make activities accessible to a Deaf and Disabled audience (e.g. Auslan, captioning, audio description, materials in other formats).
* **Deaf and Disabled applicants** applying to the Deaf and Disabled creatives stream, may apply for the project costs, **plus up to $3,000** to cover any additional specific access costs that will help remove barriers for the musicians/industry workers directly involved in the project. These additional funds can only be used for access initiatives costs and cannot be repurposed for general project costs.

## 2.2 What will be funded?

The Evolve and Export focus area is for music industry professionals with a proven track record to undertake creative projects and professional development opportunities, including but not limited to:

* use of new techniques/instruments and technology
* pushing the boundaries of contemporary music in new and unexpected ways
* recording and release
* film and game soundtrack development
* attending international conferences and events
* national or international tour support
* international PR and marketing.

## 2.3 What will not be funded?

Program funding can’t be used for:

* festivals, competitions, prizes, eisteddfods, awards, or fundraising activities
* activity that does not follow correct protocols when working with First Peoples’ artists, Indigenous Cultural Intellectual Property and/or communities. (See Submitting [support material](#_3.3_Submitting_supporting) section for details on the support documentation to provide, or please speak to program staff)
* activities that do not pay creatives/artists at an industry standard rate
* activity that is eligible for support through other Creative Victoria programs
* private tuition, training, a certificate, degree, or other courses of ongoing study in government or private institutions. 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
* reimbursement for expenses already incurred, or other retrospective funding
* equipment purchases or hire costs that aren’t directly related to the applicant’s funded activity, and which don’t address the program’s aims and priorities. Any equipment costs included in budgets must be justified in your supporting documentation
* grant writing fees.

Creative Victoria may allow Music Works grant budgets to include payment to non-Victorian services when the overall outcome of the project benefits a Victorian artist or industry individual or organisation as per the assessment criteria.

**Will I get feedback on my application?**Any application feedback is provided at Creative Victoria’s discretion and may not be available when you’re notified of your funding outcome.

Please Note: demand for Creative Victoria funding is high.

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. 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.

**Complaints and feedback**

Any complaints or feedback you have about this grant opportunity may be made in relation to:

* the timeliness of the process
* communication provided by the Department
* adherence to the published program guidelines.

Send your written feedback to the program team at artsdevelopment@creative.vic.gov.au

## 2.4 Payment of grants

The payment of program funding 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 Funding Agreement.

If successful, recipients are required to provide the following documents at the point of contracting, prior to payment of funds:

* Further detail and confirmation of major partnerships/collaborations
* Further detail and confirmation of any unconfirmed income in application budgets.

If you receive payments through the Disability Support Pension, National Disability Insurance Plan, or other Federal Government support, you may wish to contact [Services Australia](https://www.servicesaustralia.gov.au/jobseeker-payment) to determine if any grant may affect your payment. You may also wish to contact your employer or the Australian Taxation Office about any potential impacts.

Grants paid by Creative Victoria may be considered part of your income in a financial year and may therefore be subject to tax. Recipients must determine their own taxation responsibilities.

**Please note**: Successful recipients must sign their Funding Agreement and submit a valid invoice to Creative Victoria prior to 1 September 2024.

## 2.5 Auspicing

A legally constituted organisation or body may act as an auspice for your grant.

* If you plan on having your grant managed by an auspice organisation, you must have confirmed the auspice organisation’s agreement to manage the grant in advance of the closing date.
* Any legally constituted body may act as an auspice.
* If the application is successful, the auspice organisation becomes the official ‘recipient’. The auspice organisation will receive any allocated funds and is responsible for the management of the activity and acquittal of the grant.
* Change of ownership of successful grants will only be accepted under limited circumstances.
* Funding can be used to cover auspicing fees if the application is being auspiced.

For more information on auspicing, please see our website [here](https://creative.vic.gov.au/grants-and-support/information-for-all-applicants/auspiced-applications), or contact program staff.

# 3. Assessment criteria and supporting documents

## 3.1 Assessment criteria

Each eligible application will be assessed by external music industry experts against the program’s two **equally weighted** **assessment criteria** set out below.

### 1. IMPACT

When assessing ‘Impact’ the panel may consider:

* The originality and potential of the creative content
* The activity’s impact on the careers of those involved, including through paid work, collaborations, and potential to reach new audiences and markets
* The potential for developing partnerships, ways of working, cross-disciplinary collaboration, or innovative practices
* If the proposed activity has the potential to contribute to the quality and reputation of the Victorian music industry nationally and internationally
* Whether the project or activity addresses issues of equity and inclusion within the Victorian contemporary music industry

###  2. VIABILITY

When assessing ‘Viability’ the panel may consider:

* The track record and/or capacity/experience of the lead applicant and collaborators/partners to undertake the activity
* Whether there is a clear commitment from key collaborators to the proposed activity
* Whether the budget is viable and realistic, including contingency and the provision of appropriate fees to creatives/collaborators
* Project management and achievable planning, including a realistic timeline that accounts for any contingency/potential risks.
* If the application demonstrates an appropriate understanding of target audiences/communities nationally and/or internationally, and a clear strategy for engagement.
* Where proposals involve working with diverse communities, the panel will consider if the project planning demonstrates best practice and appropriate cultural competencies including budgeting.

## 3.2 What do I include in my application?

Before submitting your application through the Department’s Online Grants Portal, we recommend that you check out our [application drafting tools](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works).

You need to:

* **write a short 1-2 sentence description** (up to 500 characters) of the activity or idea, using the below format:
	+ Who will do what, with whom. What are the outcomes? For example*: To support Your Band to record their debut album at XYZ Recording Studios, in collaboration with producer Tom Blank.*
* **answer the application questions** in the online form using plain English (up to 2000 characters for each question, including spaces, punctuation, and paragraph spaces):
	+ Tell us about your project. To help answer this question, refer to the Viability criterion. You may also wish to consider these prompting questions: *What is it and how do you plan to do it?*
	+ Tell us why this activity is important. To help answer this question, refer to the Impact criterion. You may also wish to consider these prompting questions: *What is new about this activity or how does it build on previous activity? Why is it important for your career?*
* provide a **balanced budget** (see the [Creative Victoria Budget Drafting Tool](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works)).
* upload the **required support material** as outlined below.

## 3.3 Submitting supporting material

Application support material will be used by the panel to assess your proposal against the assessment criteria. Ensure that your supporting documents are relevant to the activity you are applying for.

### Required support material

The application form will outline where to upload the required support documentation. [Drafting tools](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works) for the budget and project management timeline can be found on the [website](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works). Please ensure that your selected material is concise, addresses the criteria and directly supports your proposal. Outlined below is what is required for each of the requested materials.

* + **Creative support material (required)**

Applicants can provide up to 3 pieces of creative support material that can be specific to the proposed project, indicative material or past material from prior projects.

Please note the limits below:

* + Up to 2 audio tracks totalling no more than 5 minutes each
	+ Two pages for support material provided in Word or PDF
	+ One video totalling no more than 5 minutes in length

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

* **Project management timeline – (required)**

(Up to 2 pages)

Step out your creative process and include a summary of:

* + The main stages and tasks of the project, between the project start date and end date
	+ For each stage and task identified you should include details of the activity and/or task detail and personnel involved
	+ Where engagement is occurring with audiences or communities, identify the community and detail location
	+ Include any contingency planning which accounts for any delays or risks to the activity
	+ Identify any background information and potential future opportunities outside of the project start and end date.

### Optional support material

* + **CV / additional biographies - (optional)**

(One page max per CV or one URL to your website that outlines your CV/biography)

The online application form only provides space for one biography – you may attach additional CVs or more detailed biographies as needed.

* + **Budget notes – (optional)**

(Up to 2 pages)

* + Additional budget/ financial/contingency information which may include notes to clarify items in your budget, breakdown and elaboration of income and expenditure items, quotes, correspondence confirming financial support where applicable
	+ List all key organisers and artists with their key role identified and the fee you intend to pay them
	+ You must declare all project partner and stakeholder arrangements, and whether these have been confirmed at the time of application. You may include the timing of notification for unconfirmed funds
	+ Breakdown of access costs as applicable.
	+ **Support documentation to include if your project involves First Peoples collaboration and/or Indigenous Cultural Intellectual Property (ICIP)**
* First Peoples budget line item in the budget section of your application
* Letters of confirmation from First Peoples collaborators /communities (up to 2 pages)

For organisations / as appropriate:

* Cultural safety protocol strategies
* First Peoples community engagement plans

**Notes:**

* + ICIP may refer to artistic work, stories, languages, tangible and intangible cultural property, and contemporary and historical records. Please refer to Arts Law website for more detailed information at <https://www.artslaw.com.au/information-sheet/indigenous-cultural-intellectual-property-icip-aitb/>
	+ 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).

**Additional support documents:** The below list is not exhaustive and offers examples of what can be provided as additional support documents:

* Letters of confirmation
* Letters of endorsement or support for the proposed activity
	+ Community engagement strategy (max. 2 pages)
	For activity working with community, identify communities involved and describe the process of engagement, including risk management procedures where necessary.

### Notes on supporting material

* Not everything listed above will be suitable for your project/activity.
* Assessors have limited time, so please make sure that documents are concise and directly support your application.
* You can upload and submit up to **10 documents/files in total.**
* Attached files cannot be more than **5MB** each. You may have to combine supporting material into one document, such as multiple images or letters of confirmation in one PDF or PowerPoint file.
* Avoid using “special” non-alphanumeric characters such as %&\*?/\ < > when naming PDF or word documents uploaded as support material. These characters can corrupt the documents, making them inaccessible to the assessor.
* Please upload documents directly into the application form.
* Do not provide URLs that link to documents on websites, Google Drive or Dropbox.
* **Don’t provide links to non-public websites**, Google Drive, Dropbox or other platforms where materials can be edited after submission.
* Do not provide links to online hosting platforms that require entering personal identification to access.
* If providing URLs, only use links to publicly available (not membership-based) sites. Links must directly open to the material you want to submit. If you’re linking to a private video (e.g. Vimeo), please provide login and password details.
* Soundcloud links are an acceptable platform for audio tracks.

**The following file types are accepted:**

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

# 4. Application & assessment process

## 4.1 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 and budget drafting tools](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works).
3. Refer to our support material notes above and ensure you prepare required support material.
4. Contact program staff with any questions
* Program staff are unable to read or review any draft applications or support documents.
1. Register for access once the funding round opens, using the unique link on the [Music Works program web page](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works) for the Department’s online grants portal to begin your application
2. 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 access 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 3.3](#_3.3_Submitting_supporting) for limits and file types.
2. Submit your completed application via the unique link on [Music Works program funding page](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works) 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.
* If you receive any confirmations related to your submitted applications – including additional funding, partnerships, etc – you can notify program staff who will provide the new information to peer assessors at their discretion.
* To advise on confirmations received after submitting your application, please email program staff and include your application reference number.

## 4.2 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 the assessment panel the applicant has chosen.
* All eligible applications from non-First Peoples creative entities that contain Indigenous Cultural Intellectual Property (ICIP) may also be reviewed by a First Peoples panel. Refer to the [Required Support Material](#_Compulsory_Support_Material) section above on what to provide to demonstrate you have correct protocols in place when working with First Peoples’ artists, ICIP and/or communities. Activity that does not demonstrate correct protocols will not be supported.
1. Once assessed by peers, recommended applications will also 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; 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 other government departments/agencies as required.
1. Findings and recommendations from steps 1, 2 and 3 will be moderated by Creative Victoria to develop a final list of recommendations that:
* reflects the program’s outcomes and alignment with *Creative State 2025* strategy
* ensures a balance of creative disciplines, diversity of creatives and geographical location of activity.
1. The final list of recommendations is subject to approval by the Minister for Creative Industries.
2. All applicants will be advised in writing via email of the outcome of their application approximately 13 weeks from the closing date.

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

# 5. Grant conditions & responsibilities

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

Successful applicants will be invited to enter into a legally binding grant agreement with the Department of Jobs, Skills, Industry and Regions (‘the Department’), as the department Creative Victoria is part of. The funded activity must not commence until the grant agreement has been executed (signed) by both the department and the applicant.

The grant agreement details all funding obligations and conditions such as:

* payments
* funding use
* grant activity deliverables
* monitoring and milestones
* reporting and acquittals
* audit and
* termination conditions.

Once the agreement has been executed, the grant recipient (successful applicant) will be required to commence the funded activity within the agreed timeframe. If a recipient does not commence the funded activity by the commencement date, the department has at its absolute discretion the option of terminating the agreement.

**Funding will be conditional upon you agreeing to comply with 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.**

You’ll also be required to:

* notify Creative Victoria of any proposed changes to your funded project. This may include changes to creative personnel, itineraries (dates, venues, etc.) and expenditure of approved funding. Contact program staff to discuss any proposed changes before they occur
* give permission to Creative Victoria to access and use relevant samples or images of your project/work in our publicity and marketing activities, reports and other not-for-profit government uses. Creative Victoria will consult with you before publishing
* cooperate with and give permission to Creative Victoria’s contracted marketing team to access and use relevant samples or images of your project/work in our publicity and marketing activities
* acquit your grant by submitting a brief written report on the outcomes of your funded activity within 90 days of project completion. Any specific requirements will be confirmed in a grant agreement.
* participate in a program evaluation, including the provision of information before, during and/or after completion of the funded activity. Information on activity outcomes and longer-term impacts may inform the evaluation of this program.
* New and varied funding agreements between the Victorian government and non-government entities for delivery of services to children or young people under 18 require that these entities are incorporated as separate legal entities and appropriately insured against child abuse. Therefore, all applicants are required to provide evidence that both incorporation and insurance is in place. Applicants must also comply with Child Safe Standards. Further information about services to children funding requirements can be found here and information about Child Safe Standards can be found [here](https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/).

You are responsible for obtaining appropriate specialist advice and services relating to tax, legal, licences, insurances, permits, rights and other regulatory requirements.

## 5.1 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. 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 artsdevelopment@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.

## 5.2 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 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), including processes set out to avoid conflicts of interest.

## 5.3 Conflict of interest for applicants

A conflict of interest is a situation in which someone has competing professional or personal interests or duties.

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

## 5.4 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>

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 in its annual report.

# 6. Definitions

Throughout this document:

* 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 **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 48 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).

For the purposes of this funding program:

* **Collectives** refers to an ensemble or group of professional creatives who work together.
* **Micro to small creative organisations/businesses** are defined for the purpose of this program as organisations within the creative industries with up to 10 Full Time Equivalent staff.
* **Victoria’s “contemporary music industry”** is defined as:
	+ Victorian musicians creating music now, with a clear intention and strategy to connect with audiences.
* Victorian individuals, organisations and businesses surrounding these musicians which make up the industry in which they operate.

# 7. Where to find out more

Program FAQ’s, application information and document templates are available via the Music Works funding page, [here](https://creative.vic.gov.au/funding-opportunities/find-a-funding-opportunity/music-works). To discuss an application, please contact the appropriate Creative Victoria staff member listed on the program page.

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