

# Live Music Australia application - Round 2

## Form Preview

### Before you begin

\* indicates a required field

Please read the [Live Music Australia Grant Guidelines](#) and [Frequently Asked Questions \(FAQs\)](#) thoroughly before applying.

Please note that Live Music Australia cannot fund an activity that has already occurred. The activity that you are seeking funding for cannot commence or take place prior to entering into a grant agreement with the Commonwealth. To allow for the assessment process, and if successful, the time to negotiate a grant agreement, you should refer to the indicative dates in the guidelines to determine the timeframe for your project.

You should keep a copy of your application and any supporting documentation. Application receipt will be acknowledged via a Smartygrants confirmation email along with an application reference number.

### Tips and hints

- Make sure your application is clear, well-articulated and succinct. Avoid repeating information. Use paragraphs and bullet points to make your application easier to read. Proofread it carefully.
- Don't assume any background knowledge about you or your area. Explain your project as you would to someone who is not familiar with your venue.
- Unconfirmed activities, participating artists, partnerships and cofunding raises concerns about the viability of your project. Where possible, you should confirm as many activities and partners as possible.
- Provide a clear and transparent budget. Break down large sums and show how you have calculated different items and wages. Clearly indicate which project costs you intend to use the grant for, and which costs will be covered by other funding sources.
- Provide relevant, compelling and well-presented support letters.
- Where possible, collate your support material, combining individual images or documents in a single PDF. Provide URLs that direct the assessors to material you wish them to review. Avoid providing URLs to general pages such as home pages.

The Australian Government recognises the significant impact of COVID-19 on the Australian live music industry, and the devastating effects caused by the closure of live music venues and the cancellation of concerts, gigs and tours. In response to this unprecedented situation, funding under this program in 2020-21 will include the opportunity to apply for support for activities that allow live music venues to be ready to re-open and assist in the recovery and re-booting of the sector.

Please refer to the [program guidelines](#) which have been adjusted to reflect the impact of COVID-19.

Ready to submit?

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### Have you read the grant guidelines? \*

Yes

It is strongly recommended applicants read the guidelines prior to starting a submission.

### Privacy statement

The Department of Infrastructure, Transport, Regional Development and Communications will treat your personal information according to the [Australian Privacy Principles](#) and the *Privacy Act 1988*.

We will use the information collected in this form to administer this grant under the Live Music Australia program. Your information may be provided to our external advisors as part of the assessment process. The contact details you provide in this form may also be disclosed to the Minister for the Arts and other Members of Parliament. Your name, contact details and other personal information will not be provided to any other person or organisation unless it is required by law.

For further information about our privacy obligations (including in relation to how to access or collect personal information or make a complaint) and our contact details for privacy matters, please see our [Privacy Policy](#).

### Applicant organisation

\* indicates a required field

#### Applicant organisation name: \*

Organisation Name

Must be the full legal name of the applicant organisation that matches the ABN provided below. If successful this name will be entered into the legally binding grant agreement.

#### Trading name (if applicable);

### Applicant organisation ABN

#### Applicant ABN: \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

### Are you registered for the GST? \*

Yes

No

### Who Live Music Australia will fund

To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST (if applicable)
- be a permanent resident of Australia
- have an account with an Australian financial institution
- comply with all regulatory, industry and legal requirements in relation to copyright, licensing and employment

and be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- a sole trader with employees
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a not-for-profit organisation
- an Australian local government body
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#) .

We can only accept applications from:

- venues or organisations that currently support, or are seeking funding to support, live performance of predominantly original music by Australian artists.
- an organisation that supports live Australian music.

### The following entities are NOT eligible for Live Music Australia funding:

- an individual (unless you are a sole trader with employees)
- an unincorporated association
- overseas resident/organisation
- any organisation not included in the eligibility requirements above

Applicants can include start ups or new venues who have not previously hosted live music, but are seeking funding in order to do so.

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For the purpose of this application 'Applicant' is the business or organisation undertaking the project and will be referred to as the 'organisation' throughout.

### Organisation

If your organisation type is not listed above and you select 'No' you will not be able to progress in the application form, however if you feel you may be eligible for the opportunity please contact the music team to discuss at [music@arts.gov.au](mailto:music@arts.gov.au)

**Are you an eligible organisation, as listed above? \***

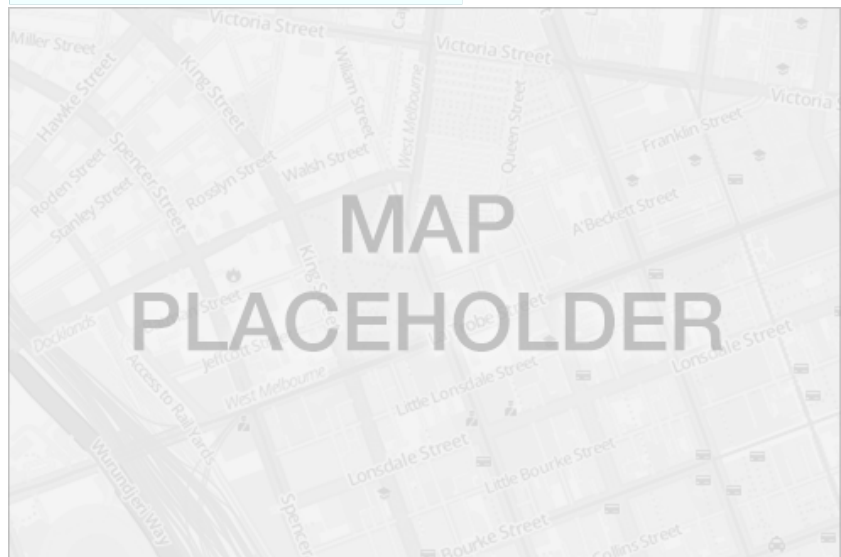
- Yes  No

### Applicant organisation location

- Please enter your organisation's physical office address. These details will be used to pinpoint your office on the map. Do not enter anything other than the exact information requested.
- Please check the map and if it is not correct please move the pin.
- *When recording your location, you may be presented with multiple address options. Please choose the most complete address with a **postcode** when making your selection.*

**Primary address \***

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Coordinates Required. Country must be Australia

### Applicant contact

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**Please provide the details of the person in your organisation who will be responsible for day-to-day contact with the Department of Infrastructure, Transport, Regional Development and Communications.**

*Please note your contact details may be made available to the Minister for the Arts and other Members of Parliament.*

**Contact name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

**Phone number \***

**Email \***

**Postal address \***

Address		
<input type="text"/>		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Website:**

## Organisation size

The following information will assist us to understand the size of your organisation. The size of your organisation will be considered in the context of the grant and activity.

**How many staff does your organisation employ? (expressed as Full Time Equivalent): \***

For part-time staff, you can use decimal points, e.g. someone who works two days per week would be represented as 0.4.

**What is your organisation's annual turnover? (to the nearest \$10,000): \***

## Joint Applicants

A consortia is an organisation who will partner with you to deliver the activity. The roles, responsibilities and resources they will contribute should be confirmed in a letter from the partner.

**Are you applying as a consortia or joint application? \***

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Yes

No

Please list the partnerships and collaborations which will contribute to your activity. You can add as many partners as you need by selecting the **Add More** button.

**Partner name \***

**Is this a new partnership? \***

Yes

No

**What will be achieved through this partnership? \***

Word count:

Must be no more than 100 characters.

**Please upload a letter from partners confirming their role in the project**

Attach a file:

A maximum of 5 files may be attached.

Links to web based file sharing sites such as Google Docs/Dropbox cannot be accessed and materials cannot be considered as part of your application.

## Supporting original live Australian music

\* indicates a required field

**Is your organisation applying as a: \***

- Live music venue
- Peak industry organisation
- Local government association
- Other music business

**Please provide a brief outline of your business / organisation and how it supports or plans to support original Australian music \***

Word count:

Must be no more than 100 words.

Original Australian live music is defined as live music performance by an artist that identifies as an 'original artist' and plays predominately 'original' music that is composed and written by themselves (or written for the artist by a songwriter as the first or exclusive artist).

## Programming of original artists

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It is understood that venues have been closed in response to COVID-19. Please provide live music programming from prior to your venue's closure demonstrating your venue's commitment to hosting original artists. You may wish to provide a plan for future programming from when you anticipate that you will be able to reopen, if the lifting of restrictions is known in your state or territory.

### Past programming

Please provide live music programming from prior to your venue's closure. E.g. link to your venue's website showing calendar of past programming highlighting original acts.

**Web link to past programming**

**OR**

**Upload past program**

Attach a file:

Links to web based file sharing sites such as Google Docs/ Dropbox cannot be accessed and materials cannot be considered as part of your application. Maximum file size of 25MB.

### Future programming

If possible, please provide a plan for future programming of original live music.

**Web link to future programming**

**OR**

**Upload program**

Attach a file:

PDF format preferred. Maximum file size of 25MB.

## Venue information


\* indicates a required field

### Supported venues

Please list the venue(s) that will be supported by this grant below. Please list your individual venue or click the '**Add More**' button to add additional rows if your activity spans multiple venues.

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Venue name	Venue Address	Venue's usual capacity
		
	Address Line 1, Suburb/Town, State/Province, and Postcode are required. Coordinates Required. Country must be Australia	Must be a number.

This page contains questions that are specific to live music venues.

**Does the venue/s host live music performances? \***

- Yes
  No

***It is understood that venues have been closed in response to COVID-19. Please provide answers to the following questions based on numbers from prior to your venue's closure.***

**How does your venue book live music acts? \***

**Word count:**

For example, do you have an employee responsible for booking music events (an in-house booker)?  
Must be no more than 100 words.

**How do you pay live music artists?**

**Word count:**

Must be no more than 100 words.  
For example, set fee by artists or agent.



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### On average, how often do you host performances of original live Australian music? \*

- More than 3 nights a week
- 1-3 nights a week
- Fortnightly
- Monthly
- Infrequently throughout the year

### What is your average weekly audience number for live music? \*

- Less than 50
- Between 50-500
- Between 500-1000
- Greater than 1000

Report your pre COVID audience numbers.

### Do you have a OneMusic licence? \*

- Yes
- No

Further information on OneMusic licences is available at <https://onemusic.com.au/>

### What are the significant barriers to hosting original Australian live music? \*

- Access to artists
- Access to audience
- Costs
- Staff expertise
- Other:

Select all that apply.

## Project details

\* indicates a required field

### Activity title \*

Must be no more than 15 words.

Please keep the title short and succinct e.g. Venue or organisation name - Installation of sound attenuation.

### Detailed Live Music Australia grant activity description \*

Word count:

Must be no more than 300 words.

The detailed description should only be about the activity itself including how, what, where and when.

### Short activity description, suitable for public release \*

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### Word count:

Must be no more than 25 words.

Summarise the individual elements that will be delivered on completion of the project, this should reflect the budget table. For example Installation of PA system at the Railway Hotel to host a series of local original artists.

### Activity type

#### What will the majority of grant funding deliver? \*

- Infrastructure upgrade or purchase of equipment
- Artist performance costs
- Professional development of venue staff
- Presentation or promotion of live performance

Presentation includes ancillary costs associated with staging live music, including wages for technical staff.

#### If appropriate, estimate the number of live music events supported with grant funding

Must be a number.

### Activity dates

- You **must not** commence your activity until you have entered into a grant agreement with us or have approval to do so.

#### Proposed activity start date \*

This is the date that the component of the activity that would be funded through Live Music Australia will commence. If successful this date will be included in your grant agreement.

#### Proposed activity end date \*

This is the date that the component of the activity that would be funded through Live Music Australia will end. If successful this date will be included in your grant agreement.

### Work Plan

The work plan below should set out the **key deliverables / milestones** for your activity. If approved, the work plan will form part of your grant agreement. The planned completion dates should occur throughout the activity period and should be **listed in chronological order**.

#### Activity - task to be undertaken

#### Achievement - What will be Planned date of completion achieved by this activity?

Activity - task to be undertaken	Achievement - What will be Planned date of completion achieved by this activity?
	Must be a date.

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**Does your activity involve running professional development or training? \***

- Yes  No

Please detail the proposed activities below. For each different type of training add a new section by clicking the 'Add More' button.

**Who will receive training or development? \***

e.g. booking staff, venue owners etc.

**Anticipated attendance \***

Number of people attending. Must be a number.

**What type of training will be delivered? \***

Type of training delivered.

**Comments**

## Budget

\* indicates a required field

### Income - Live Music Australia grant

**Total grant amount requested (GST exclusive) \***

\$

What is the amount (in whole dollars) that you are requesting? Maximum \$100,000

### Grant expenditure

The budget below should outline the items that grant funding would be spent on. If your application is successful, the budget will form part of the grant agreement.

- Your budget should be exclusive of any GST.
- If successful you cannot change how you spend your grant money without getting our formal approval.
- Please make sure you have read the guidelines so you only include eligible expenditure.

**Please ensure your budget separately identifies and clearly differentiates cost items and select the appropriate category from the drop down list.**

List below only those items that will be paid for with the Live Music Australia grant. If there is a co-contribution to this cost item, please include it in the other income contribution column. For example, \$30,000 of artist fees could be attributed \$20,000 to grant and \$10,000 to other income.

<b>Expenditure description</b>	<b>Expenditure category</b>	<b>Grant contribution</b>	<b>Other income contribution</b>	<b>Item total</b>
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		\$		\$		\$
		Must be a dollar amount.		Must be a dollar amount.		This number/amount is calculated.

<b>Total grant contribution</b>	<b>Total other income contribution</b>	<b>Total item expenditure</b>
\$	\$	\$
This is calculated and must equal the grant amount requested.	This number/amount is calculated.	This number/amount is calculated.

### Other Income (not including the Live Music Australia grant)

Outline any additional income such as your own funds or funds being contributed by a financial partner, other government support or grants.

Indicate whether the funding is tentative, pending your activity going ahead, or confirmed and received.

Income source	Category	Confirmation	Cash/In-kind	Amount
				\$
				Must be a dollar amount.

**Other income total**

\$

This number/amount is calculated. The other income total should equal the total other income contribution in the previous section.

**Grant request and expenditure balance**

\$

This number/amount is calculated. The above 'Request and expenditure balance' field calculates the Grant Amount Requested minus your Total Grant Contribution. Balancing these two items will result in the calculated field being ZERO. You will not be able to submit your application if these two items do not balance.

**Overall activity balance**

\$

This section calculates your income minus your expenditure to ensure your budget balances. If your budget balances the result in the calculated field will be ZERO. You will not be able to submit your application if your budget does not balance.

### Please summarise the relevant assumptions, justifications and rationale for calculating your proposed budget

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Word count:

Must be no more than 150 words.

### **Upload copies of quotes for equipment, services and/or consultants to support your proposed budget**

Attach a file:

A maximum of 10 files may be attached.

Links to web based file sharing sites such as Google Docs/Dropbox cannot be accessed and materials cannot be considered as part of your application.

## Outcomes - Criterion 1

\* indicates a required field

### Outcomes

The intended outcomes of Live Music Australia are:

- increased live performances of original Australian music that create a stronger and growing Australian music industry, well positioned for the future
- more live music venues, that are agile and sustainable, and employ skilled venue professionals
- stronger touring circuits across Australia creating new domestic markets for Australian music

Refer to page 10 of the Guidelines for further information.

### **How does your project contribute to one or more of the Live Music Australia program outcomes listed in the Grant Guidelines? \***

Word count:

Must be no more than 300 words.

### **If you have evidence to support your response to Criterion 1 please supply it here.**

Attach a file:

A maximum of 5 files may be attached.

For example, marketing plans or letters of support. Links to web based file sharing sites such as Google Docs/Dropbox cannot be accessed and materials cannot be considered as part of your application.

## Inclusion and diversity

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**What does your venue or proposed activity do to address inclusion for both artists and audiences? For example strategies to create safe spaces that support women, all ages, people with a disability, accessibility, First Nations etc. \***

Word count:  
Must be no more than 100 words.

## Expertise and Capacity - Criterion 2

\* indicates a required field

### Expertise and capacity

**The demonstrated expertise and capacity of the organisation to undertake the grant activity.**

You should demonstrate this through the following:

- prior experience in managing funds and/or acquitting government funding
- appropriate business or governance structures in place
- experience of personnel undertaking the activity.

**Please detail the expertise, experience and capacity of your organisation to manage the grant funding \***

Word count:  
Must be no more than 150 words.

### Key personnel

Please list any key personnel involved in delivering your activity.

Name	Role in the activity	Experience
		Must be no more than 50 words.

### Team demographics

Please provide some statistical information on your proposed activity team:

Number of female personnel:  
  
Must be a number.

Number of male personnel  
  
Must be a number.

Number of non-specific personnel

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Number of personnel that identify as  
Aboriginal and/or Torres Strait Islander:

0

Number of personnel that identify as  
Culturally and Linguistically Diverse:

0

Number of personnel that identify as persons  
with disability:

0

**Team size: \***

This number/amount is calculated.

**Is the activity disability led? \***

Yes

No

A disability led project is defined as one in which people with disability themselves are leading the activity.

## Demonstrated need for grant - Criterion 3

\* indicates a required field

### Wider benefits of the grant

You should demonstrate how your project will provide ongoing benefits to the Australian music sector.

**Please describe how your activity benefits or fills a need within the music sector or the wider community. \***

### Value for Money

Value with relevant money is a comparison of the value of the grant in relation to the extent to which the evidence and application demonstrates it will meet the outcomes and objectives of the Live Music Australia program.

In determining value for money, we will consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:

- the quality of the project proposal and activities;
- fitness for purpose of the proposal in contributing to government objectives;
- that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and
- your relevant experience and performance history.

**Is there any information, not already supplied with the application, to further demonstrate that your grant request represents value for money?**

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**If you have supporting documentation to demonstrate the need for the grant or value for money please upload it here:**

Attach a file:

A maximum of 5 files may be attached.

For example, letters of support. Links to web based file sharing sites such as Google Docs/Dropbox cannot be accessed and materials cannot be considered as part of your application.

## Certification

\* indicates a required field

### Optional additional information

**If there is anything else that you would like to tell us about that you have not been able to include in the structured questions, please include here:**

Word count:

Must be no more than 150 words.

### Conflict of Interest

**Are there any potential perceived or actual conflicts of interest arising from this proposed activity? \***

Yes

No

**Please provide a statement addressing the potential perceived or actual conflicts of interest: \***

Word count:

Demonstrate why a conflict of interest would not result from the funding, or how the conflict will be managed.

### Reporting compliance

**Do you have any outstanding reports, acquittals or serious breaches relating to any Australian Government funding? \***

Yes

No

**Please briefly outline which program you have outstanding reports, acquittals or serious breaches for and why: \***



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**I the Applicant Contact am authorised by my group/organisation to complete this application and certify that: \***

- I acknowledge that the Office for the Arts may refer this application, or any part of it, to external independent assessors or other government agencies for assessment, reporting, advice or comment.
- I acknowledge that contact details provided in this application may be disclosed to the Minister for the Arts and other Members of Parliament.
- To the best of my knowledge the statements made in this application are true.
- If my application is approved, I will be required to accept the terms of the grant agreement.
- If successful, I will only spend the grant funds in accordance with the approved budget.
- If successful, I will undertake the project as described in this application.
- I acknowledge that I cannot change the approved project or budget without prior approval and I will notify the Office for the Arts as early as possible to seek approval for a variation if required.
- If successful, I will provide reports to the Office for the Arts in accordance with the requirements of the grant agreement.

All above criteria must be confirmed.

**Date of Certification: \***

Must be a date

**Where did you first hear about Live Music Australia**

- Facebook
- Media coverage
- From a friend/colleague
- Media release
- Twitter
- Other:

Select all that apply.