



Australian Government

Department of Infrastructure, Transport, Regional Development and Communications
Office for the Arts

Live Music Australia Frequently Asked Questions (FAQs)

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Contents

1.	About the program	3
1.1	Introduction.....	3
1.2	Office for the Arts.....	3
1.3	Contacting the Office for the Arts	3
2.	Making an application	3
2.1	Who can apply?	3
2.2	Where do I apply?	4
2.3	When can I apply?.....	4
2.4	What can I apply for?.....	4
2.5	Can I apply more than once?.....	4
2.6	Can I submit an application on behalf of a group?	4
2.7	Can I apply outside of an advertised round?	4
3.	Completing the application form	5
3.1	Can I preview the application form?.....	5
3.2	How do I make my application competitive?	5
3.3	Do I need to have an APRA licence to apply?	5
4.	Getting help with my application	5
4.1	Who can I talk to about my application?.....	5
4.2	Who can help if I have problems submitting my application?	5
5.	Funding and acquittal	5
5.1	How much money can I apply for?	5
5.2	The Guidelines say I have to contribute towards the grant. What does this mean?.....	6
5.3	I'm currently receiving, or am applying for, funding from another government source. Can I still apply to this program?.....	6
5.4	If I'm successful, will I receive the full amount I requested?	6
5.5	If I'm successful, when and how will I get paid?	6
5.6	If I'm successful, how long do I have to spend the grant?	7
5.7	If I'm successful, do I have to acquit the grant when the activity is completed?	7
6.	Assessment Process	7
6.1	Who will assess my application?	7
6.2	How long will it take to assess my application?	7
6.3	If my application is unsuccessful, can I ask for feedback?	7
7.	Amendment	7

About the program

1.1 Introduction

The Live Music Australia program will provide grant funding of \$20 million over four years, from 2020-21. The focus of the program is on small to medium venues that support quality original Australian live music, staged by professionally operated venues.

The Australian music industry is facing particular pressures in light of the severe impacts of COVID-19. To support the industry at this time, the first year (2020-21) of the Live Music Australia program has been adapted to assist live music venues in the recovery phase. Applications are sought for proposals that prepare venues to be able to open when restrictions on public gatherings and live music performance are lifted. This may include opportunities to implement new ideas such as developing or attending online training or initiatives to build new audiences. It may also include improvement and minor building works or adaptations on venues during their closure, for example to assist with noise attenuation or accessibility.

The Live Music Australia program is an open competitive grant opportunity that contributes to the Australian Government's Arts and Cultural Development Program that supports participation in, and access to, Australia's arts and culture through developing and supporting cultural expression.

The objectives and intended outcomes of the program are outlined in the **Live Music Australia Guidelines**. Please make sure you read the Guidelines in conjunction with these FAQs.

1.2 Office for the Arts

The Office for the Arts is part of the Department of Infrastructure, Transport, Regional Development and Communications. The Office for the Arts develops policies and delivers programs that encourage excellence in the arts, help to protect our cultural heritage and support public access to, and participation in, arts and culture in Australia. This is achieved through the delivery of strategic advice, policy development, effective program and grants management, regulatory management and collaborative stakeholder engagement.

For more about the Office for the Arts, see www.arts.gov.au

1.3 Contacting the Office for the Arts

For enquiries relating to the Live Music Australia program, please contact the Contemporary Music Team within the Office for the Arts.

Phone: 02 6271 1711

Email: music@arts.gov.au

2. Making an application

2.1 Who can apply?

The eligibility criteria for applicants is outlined in section 4 of the program Guidelines.

2.2 Where do I apply?

The grant opportunity is advertised on the Australian Government's [GrantConnect](#) website. You will need to register as a user and create a password to access this site.

Applications must be submitted via [SmartyGrants](#), an online grants administration system, which you can access through GrantConnect or from the [Live Music Australia program page](#) on the Office for the Arts website. You will need to register as a user and create a password to access SmartyGrants.

If you have accessibility issues with using the online SmartyGrants system, please contact music@arts.gov.au for assistance.

2.3 When can I apply?

Application rounds for Live Music Australia will be open twice per financial year over four years, from 2020-21 to 2023-24 (eight rounds in total).

You must submit your application between the opening and closing dates that will be advertised on GrantConnect and the Live Music Australia program page on the Office for the Arts website.

2.4 What can I apply for?

Eligible grant activities, including examples, are outlined in section 5 of the program Guidelines.

2.5 Can I apply more than once?

Yes. There is no limit to the number of times you can apply over the four year period of the Live Music Australia program, but you can only apply once per application round.

You may reapply to the program regardless of whether you have been successful or unsuccessful for a previous application. Furthermore, you may reapply for the same or a similar activity, provided you are not seeking to fund activities already paid for under a previous successful grant.

If your application was previously unsuccessful, it is recommended that you include new or more detailed information when submitting your next application and ensure the activity you are applying for has outcomes aligned with the Live Music Australia program's objectives.

2.6 Can I submit an application on behalf of a group?

Yes. Joint or consortia applications are eligible for funding under the Live Music Australia program. Please see section 7.2 of the program Guidelines.

2.7 Can I apply outside of an advertised round?

Generally, you cannot apply for funding outside of the advertised opening and closing dates for each round.

Late applications may be considered if there are exceptional and unanticipated circumstances (examples are provided in section 7 of the Guidelines). If you believe you have a case to submit a late application, you must provide a request in writing **prior to the closing date** to the Office for the Arts at music@arts.gov.au. You may only submit a late application if the Office for the Arts provides formal agreement for you to do so.

3. Completing the application form

3.1 Can I preview the application form?

Yes. You can preview the application form in the online SmartyGrants system.

3.2 How do I make my application competitive?

Consider the following tips when writing your application:

- Make sure your application clearly addresses the program objectives (see section 2 of the program Guidelines) and the assessment criteria (see section 6 of the program Guidelines).
- Use plain language and make sure your answers are concise. Word limits are the maximum allowed and included as a guide – if you can answer in less words, then feel free to do so!
- Don't assume assessors know anything about your organisation or your activity. Background information and supporting documentation is important, but make sure it is relevant to the application and your activity.
- Make sure any supporting images, videos or documents are high quality and professionally presented.

3.3 Do I need to have an APRA licence to apply?

No. An APRA licence is not mandatory. This question is asked for only data collection purposes and context.

4. Getting help with my application

4.1 Who can I talk to about my application?

If you wish to discuss your application prior to submitting, or have any questions that are not covered here, please contact the Contemporary Music team at music@arts.gov.au or on 02 6271 1711.

4.2 Who can help if I have problems submitting my application?

If you experience technical issues using SmartyGrants, please refer to the Help Guide for Applicants and the Applicant Frequently Asked Questions on the first page of the online application form. You can also contact the SmartyGrants support desk at service@smartygrants.com.au or on 03 9320 6888. The support desk hours are Monday to Friday 9:00 am to 5:00 pm (AEST).

5. Funding and acquittal

5.1 How much money can I apply for?

The maximum amount you can apply for in a single application is \$100,000. However, if your activity is to support the purchase of equipment and or to cover infrastructure costs, you should generally not request more than \$25,000.

5.2 The Guidelines say I have to contribute towards the grant. What does this mean?

All applicants are required to contribute towards the cost of their activity. Contributions may include your own money, financial contributions from other parties (co-investment, partnerships, other grants), and/or in-kind support from yourself or others (goods or services provided without a fee).

As outlined in section 3.1 of the Guidelines, there is no minimum or maximum amount of contribution, however it should be relative to the nature and scale of the activity.

Contributions should be shown in the 'Other Income' section of the application form and this information will help determine your need for the grant and your activity's value with money.

5.3 I'm currently receiving, or am applying for, funding from another government source. Can I still apply to this program?

Yes. As long as the funding you are currently receiving, or will receive, is for a different component of the activity that is not covered by the funding you are applying for under the Live Music Australia program.

You are expected to clearly identify all funding sources in your budget. You are also expected to separate the expenditure items that will be covered by the Live Music Australia grant from the expenditure items that will be covered by other funding sources.

5.4 If I'm successful, will I receive the full amount I requested?

Partial or full funding may be offered to successful applicants. The assessment of applications will consider value with money, which includes the need for funding support, the quality and viability of the activity plan and timeline, and the viability and adequacy of the proposed budget. The overall competition for the funds available for a round will also be taken into account when grants are offered.

5.5 If I'm successful, when and how will I get paid?

It is anticipated that applicants will be notified within three months of the closing date of a round.

If successful, you will be required to enter into a legally binding grant agreement with the Commonwealth and you will not be paid until the agreement is fully executed (signed by yourself and the Commonwealth). It is anticipated that the execution of agreements will take between 1 and 3 weeks.

There are three different types of agreements that may be used under the Live Music Australia program. Sample grant agreements are available on the Department of Finance website. The type of agreement will be determined based on the scope and complexity of the grant, as outlined in section 10 of the program Guidelines.

Payment or payments will be made as set out in the grant agreement. Generally there will be one payment made via a single electronic bank transfer. However, some grants may include a number of instalments, paid subject to the successful completion of reporting milestones.

5.6 If I'm successful, how long do I have to spend the grant?

Successful activities will be funded for a maximum duration of 12 months. Your grant agreement will specify any conditions regarding the completion date of your activity and the acquittal of grant monies.

5.7 If I'm successful, do I have to acquit the grant when the activity is completed?

Yes. You will have to complete at least one report in order to acquit the grant funds. The complexity and number of reports you will be required to complete depends upon the nature and scope of your activity. Reporting requirements will be outlined in your grant agreement and a sample report template will be provided with your agreement or on request.

Failure to acquit your grant may prevent you from applying for any future Australian Government funding.

6. Assessment Process

6.1 Who will assess my application?

Applications will be assessed by the Office for the Arts, with input from qualified music industry representatives. We may also seek input from other government officials, such as state and territory arts funding bodies and the Australia Council. For more information please see section 8.2 of the Guidelines.

All assessors are required to perform their duties in accordance with the [Commonwealth Grants Rules and Guidelines](#), including abidance to the provisions on conflicts of interest and privacy. Please see section 13 of the Guidelines.

6.2 How long will it take to assess my application?

It is anticipated that the assessment and approval processes will take approximately 10-12 weeks from the closing date of the application round. Applicants will be notified of funding outcomes within 3 months.

6.3 If my application is unsuccessful, can I ask for feedback?

Yes. You may request feedback within three months of being advised of the outcome. It is preferable to request feedback by email by contacting music@arts.gov.au

7. Amendment

This document may be amended from time to time by the Office for the Arts. Revisions will be published on the GrantConnect website