



Australian Government

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

Festivals Australia Program Guidelines

Opening date:	09:00 AEDT 21 February 2022
Closing date and time:	23:59 (Midnight) AEDT (Canberra time) 18 March 2022
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications Office for the Arts
Enquiries:	If you have any questions, please contact the Festivals Australia team on: Telephone: 1800 590 577 Email: festivals@arts.gov.au Internet: www.arts.gov.au/funding-and-support/festivals-australia Address: GPO Box 2154 Canberra ACT 2601
Date guidelines released:	February 2022
Type of grant opportunity:	Open competitive

Contents

1. Festivals Australia processes	4
1.1 Introduction	5
2. About the grant program	5
3. Grant amount and grant period	6
3.1 Grant amount	6
3.2 Grant period	6
4. Eligibility criteria	6
4.1 Who is eligible to apply for a grant?	6
4.2 Who is not eligible to apply for a grant?	6
4.3 What qualifications, skills or checks are required?	7
5. What the grant money can be used for	7
5.1 Eligible grant activities	7
5.2 Eligible locations	7
5.3 Eligible expenditure	8
5.4 What the grant money cannot be used for	8
6. The assessment criteria	9
Criterion 1 – Quality (25% weighting)	9
Criterion 2 – Access (25% weighting)	9
Criterion 3 – Support and partnerships (25% weighting)	9
Criterion 4 – Value for money (25% weighting)	10
7. How to apply	10
7.1 Attachments to the application	11
7.2 Applications through auspice bodies	11
7.3 Timing of grant opportunity processes	12
7.4 Questions during the application process	12
8. The grant selection process	12
8.1 Assessment of grant applications	12
8.2 Who will assess applications?	13
8.3 Who will approve grants?	13
9. Notification of application outcomes	13
9.1 Feedback on your application	14
10. Successful grant applications	14
10.1 The grant agreement	14
10.2 How we pay the grant	14
10.3 Grant payments and GST	14
10.4 National Principles for Child Safe Organisations	14
11. Announcement of grants	15
12. How we monitor your grant activity	15

12.1	Keeping us informed	15
12.2	Reporting	15
12.3	Final acquittal report	16
12.4	Grant agreement variations	16
12.5	Compliance visits	17
12.6	Record keeping	17
12.7	Evaluation	17
12.8	Acknowledgement.....	17
13.	Probity.....	18
13.1	Enquiries and feedback	18
13.2	Conflicts of interest	18
13.3	Privacy	19
13.4	Confidential information	19
13.5	Freedom of information.....	20
14.	Glossary.....	20
	Attachment A. What is a single discrete activity?	22

1. Festivals Australia processes

The Festivals Australia Program is designed to achieve Australian Government objectives for arts and cultural development

This grant opportunity is part of the Festivals Australia Program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communications Outcome 6 to support and promote participation in, and access to, Australia's arts and culture through developing and supporting cultural expression. The Department plans and designs the Program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#).



You complete and submit a grant application

Festivals Australia grant applications are submitted in an online form through [SmartyGrants](#).



We assess the eligibility of all grant applications

We assess your application against the eligibility criteria and notify you if you are not eligible.



All eligible applications are assessed against assessment criteria

If your application is eligible, we assess it against the assessment criteria, including an overall consideration of value for money, and rank it against other applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you in writing of the outcome of your application.



We enter into a grant agreement

If your application is successful, we will enter into a grant agreement with you.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring progress, and making payments.



Evaluation of Festivals Australia

We evaluate the specific grant activity and the Festivals Australia Program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information about the Festivals Australia grant opportunity. You must read these guidelines before you submit an application.

The guidelines set out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grant activities will be monitored and evaluated
- responsibilities and expectations in relation to the grant opportunity.

2. About the grant program

The Festivals Australia Program is part of 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.

Festivals Australia enables artists and organisations to shape Australia's cultural landscape, increase cultural diversity and inspire, educate and entertain communities across Australia.

The Program seeks to celebrate the intrinsic capacity of the arts to engage, inspire and make meaning for all Australians, while supporting the celebration of place and promoting a sense of community identity.

The Festivals Australia objectives are to:

- provide access to a diverse range of high-quality, innovative arts projects that grow audiences at festivals across regional and remote Australia;
- support partnerships and collaboration across the arts sector; and
- encourage community participation in arts projects at regional and remote festivals.

To achieve these objectives, Festivals Australia offers funding to support individual art projects that allow community members living in regional or remote Australia to participate in or appreciate an arts-driven experience at a:

- **festival** – which is defined by Festivals Australia as a regularly presented program of events (for example annually or biennially) that is open to the public and provides an opportunity to gather and celebrate
- **significant one-off community celebration** – which is defined by Festivals Australia as a schedule of events that is open to the public and is focused on an anniversary or launch of great significance to the community. For example, a special celebration of the town or the area's culture and history, a significant anniversary of a major local event, or the opening of a major new community resource could be the basis for an eligible significant one-off community celebration

Festivals Australia delivers two open competitive funding rounds each year, opening in February and September.

We administer the Program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

3. Grant amount and grant period

3.1 Grant amount

The Australian Government provides approximately \$1.2 million each financial year for the Festivals Australia Program.

There is no limit to the amount of funding that may be requested. However, the average funding request is around \$40,000. Applicants should keep in mind that the Program supports projects that deliver high-quality outcomes in regional and remote areas. To be competitive, all applications for funding must include realistic budgets and represent value for money.

Funding is provided through annual agreements, subject to available funds.

3.2 Grant period

If successful, you must complete your activity by the date specified in your grant agreement.

We will be as flexible as possible regarding uncertainties associated with COVID-19. If your project, event or activity is affected by COVID-19, we will work with you to manage your funding agreement.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

While projects may receive government funding from different sources, Festivals Australia funding will not be provided to cover costs that are funded by another source.

These eligibility criteria are subject to change, based on Australian Government policy. Should the eligibility criteria change, we will re-publish the grant guidelines and provide a notification on GrantConnect.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- be an Australian incorporated organisation¹
- have an active Australian Business Number (ABN)
- be registered for the purposes of GST, if required by the Australian Taxation Office
- not have any outstanding reports, acquittals or serious breaches relating to any Australian Government funding. A serious breach is one that has resulted in, or warrants, the termination of a grant agreement.

Unincorporated groups are eligible for funding if auspiced by an organisation that meets the above criteria. See Section 7.2 for details on applying through an auspicing body.

If you are uncertain whether your organisation or project is eligible please contact the Office for the Arts prior to submitting your application.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

¹ Applicants from the Australian external territories, such as Norfolk Island, are eligible to apply.

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- an individual (unless auspiced by an organisation that meets the eligibility criteria)
- an unincorporated association not auspiced by an organisation that meets the eligibility criteria
- an organisation based outside of Australia.

4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel must maintain a Working with Children check and Working with Vulnerable People registration as required.

5. What the grant money can be used for

5.1 Eligible grant activities

Festivals Australia will fund high-quality arts projects in a regional or remote area that participants and audiences can engage with, through activities like a parade, performance, workshop, installation or exhibition. **Projects must be a single discrete activity within the festival program, not a range of unrelated activities across the overall festival.**

See [Attachment A](#) for examples of a single discrete activity. Festivals Australia funding can be expended on one discrete project, per organisation, per festival. Funding will not cover the overall festival.

You may apply for more than one discrete activity, but funding will only be provided for one activity per organisation, per festival.

COVID-19 may limit the way audiences attend live events. Applications should demonstrate that activities can be undertaken in a COVID-safe manner.

The focus of each project could include but is not limited to the following artforms: circus, dance, film, literature, music, multimedia, cross-artform, theatre, puppetry, and visual arts and crafts.

5.2 Eligible locations

The Program aims to deliver a broad range of artforms and **only projects taking place at festivals or significant one-off community celebrations in regional or remote Australia will be supported**. Organisations based in metropolitan locations may apply only where the project will be delivered in a regional or remote location at a festival or significant one-off community celebration. Projects delivered in metropolitan locations are not eligible for funding.

To determine eligible locations, the Program uses the Australian Statistical Geography Standard – Remoteness Areas (ASGS–RA). Under the ASGS–RA, Festivals Australia funding cannot principally benefit a location classified as Code RA 1 (major cities). To check if your project is taking place in an eligible location, visit the [Health Workforce Locator](#) and follow the directions below:

- Tick the box with the latest date next to 'ASGS– Remoteness Areas'
- Enter your address into the 'Find address' box
- Hit the 'Search Location' box
- Your location code will appear at the bottom
- All locations with Codes from RA 2 to RA 5 are eligible under the Program

5.3 Eligible expenditure

Festivals Australia grant funds may be used toward the cost of producing the project including:

- artist fees
- travel costs (only within Australia)
- materials
- venue hire
- equipment hire
- project administrative costs (costs cannot be associated with the festival as a whole)
- temporary engagement of a project coordinator.

The purchase of production equipment will only be considered where it is demonstrated to be more cost effective than hiring. You can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement.

Not all expenditure on your project may be eligible for grant funding. The Office for the Arts may give additional guidance on eligible expenditure if required.

Should your application be successful, you must incur the expenditure on your grant activity between the start and completion dates specified in your grant agreement.

5.4 What the grant money cannot be used for

Ineligible grant activities:

- a project at a festival or one-off community celebration in a location classified as 'Major Cities of Australia, Code RA 1' by the by the Australian Statistical Geography Standard – Remoteness Areas (major city location)
- more than one discrete project, per organisation, per festival
- an eisteddfod
- costs of the overall festival
- funding for activities that will commence before the funding is approved
- projects which do not deliver arts outcomes
- components of projects that are funded by other government programs.

Eligible projects need to align clearly with the objectives of the Program. See Section 2.

Ineligible expenditure:

- festival or business start-up costs
- general marketing for the festival
- catering
- security
- hire of amenities (toilets, garbage bins, heaters)
- insurance costs
- operating costs for the festival
- publication of festival programs
- infrastructure costs including building or fitting out permanent structures

- contingency costs.

Other expenditure items may also be ineligible. If you are uncertain about whether an expenditure item may be eligible, please contact the Office for the Arts prior to submitting an application.

6. The assessment criteria

Each application is assessed against the eligibility criteria listed in Section 4. Only eligible applications will move to the next phase.

Eligible applications are then assessed on their merits against the assessment criteria set out below and may be moderated against other applications.

The assessment process is a competitive one. Providing quality information that is clear and concise within the available word limits is essential.

Where possible, include measures of success within each assessment criteria to demonstrate how funding will assist your organisation to meet the Program's objectives.

You will need to address all of the following four assessment criteria in your application. All assessment criteria are given equal weighting.

Criterion 1 – Quality (25% weighting)

- experience/calibre of the applicant organisation in the relevant field
- skills, expertise/calibre of the key personnel including participating artists
- scale of the project
- benefits to the arts and cultural sector
- benefits to project participants
- benefits to audiences and the Australian community.

Criterion 2 – Access (25% weighting)

- likely attendance/participation, including visitors to the region
- audience appeal/demand, including visitors to the region
- location of the festival or one-off community celebration
- how the project widens audiences' access to artforms and mediums, styles, innovation or experimentation
- the involvement and/or participation of artists and other personnel with disability, and the accessibility of the project for persons with disability
- the involvement and/or participation of Aboriginal and/or Torres Strait Islander people
- the involvement and/or participation of people from culturally or linguistically diverse backgrounds
- benefits to the artists involved of the exposure to wider audiences
- benefits to the artists involved of the opportunity for wider artistic expression.

Criterion 3 – Support and partnerships (25% weighting)

- community support and engagement
- financial and project partners

- level of co-contribution (cash and/or in-kind).

Criterion 4 – Value for money (25% weighting)

- the need for funding support
- the quality and viability of the project plan and timeline
- the viability and adequacy of the proposed budget
- remuneration arrangements for personnel involved
- governance arrangements within the organisation (capacity to administer the funding)
- the applicant's funding history/compliance
- the overall public benefit of investing in the project.

7. How to apply

Before applying, you must read and understand these guidelines, which are published on [GrantConnect](#). Any alterations and addenda² will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online program application form in SmartyGrants at arts.smartygrants.com.au
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s during the period of the grant opportunity as published on GrantConnect.

The application form has been designed to assist you to demonstrate how your proposal meets the Program's objectives and to address the assessment criteria. As part of the application, you will be required to complete a project work plan and a detailed budget.

You are responsible for ensuring that your application is complete and accurate. Incomplete applications will be considered ineligible.

Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

You may amend your application after submission, but before the closing of the grant opportunity. Should you need to amend your application please contact the Festivals Australia team to enable this in SmartyGrants. You cannot change your application after the grant opportunity has closed.

If you find an error in your application after submitting it, you should contact us immediately at festivals@arts.gov.au or by calling 1800 590 577. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

² Alterations and addenda include but are not limited to: corrections to currently published documents; changes to close times for applications; and Frequently Asked Questions documents.

If we find an error or information that is missing, we may ask for clarification or additional information from you. However, we can refuse to accept any additional information from you that would change the nature of your application after the grant opportunity closing time.

You should keep a copy of your application and any supporting documents. Receipt of your application will be acknowledged via a SmartyGrants confirmation email along with an application reference number. If you need further guidance around the application process or if you are unable to submit an application online contact us at festivals@arts.gov.au or by calling 1800 590 577.

7.1 Attachments to the application

Your supporting documentation must be uploaded to the online SmartyGrants application form. There are instructions in the application form to help you. Attachments to the application include:

- evidence of artist confirmation, or willingness to participate, for each participating artist
 - documentary evidence must be compiled and submitted in the one document and titled 'Evidence of Artist Confirmation'. For artists in remote communities, a video (up to two minutes long) can be submitted as evidence of confirmation of an artist's participation. Video files must be provided as URL links.
- evidence of community support for the project (not the overarching festival)
 - letters of support from community members must be combined and submitted as one document. Please name and submit your file with the title 'Community Support'. For community representation in remote areas, a video (up to five minutes long) can be submitted in place of a letter of support. Video files must be provided as URL links.

You may also provide additional documentation to support an application including:

- a community consultation plan, submitted as a single document
- previous and/or proposed festival program (if applicable) submitted as a single document. This may also be provided as a URL link

This information can assist you to demonstrate your project and festival planning and how your project will fit within a festival program.

Links to cloud storage sites, such as Dropbox, Google Drive or OneDrive **cannot** be accepted.

7.2 Applications through auspice bodies

If you are an ineligible organisation, then you must arrange for a legal entity that meets the eligibility criteria in Section 4 to auspice your application. All activities undertaken must have the support and approval of the auspice body.

You and your auspice body should be aware that the auspice body will need to enter into a legally binding grant agreement with the Commonwealth. The auspice body will be responsible for meeting the obligations set out in the agreement as well as managing, reporting on and acquitting the funding.

7.3 Timing of grant opportunity processes

There are two funding opportunities each year. The timing of the opportunities are usually:

1 st opportunity	opens	February	for activities that commence after 1 July in the same calendar year
	closes	March	
2 nd opportunity	opens	September	for activities that commence after 1 February in the following calendar year
	closes	October	

Applications can only be submitted between the published opening and closing dates. The opening and closing dates are advertised on GrantConnect at www.grants.gov.au and on the Office for the Arts website at www.arts.gov.au/funding-and-support/festivals-australia.

Please note that late applications will only be accepted where there are exceptional and unanticipated circumstances.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Opens: 09:00 AEDT (Canberra time) 21 February 2022 Closes: 23:59 (Midnight) AEDT (Canberra time) 18 March 2022
Assessment of applications	5- 6 weeks
Approval of outcomes of selection process	5- 6 weeks
Notification to applicants of funding outcome	Within three months of closing date
Earliest commencement date of grant activity	1 July 2022

7.4 Questions during the application process

If you have any questions during the application period, contact festivals@arts.gov.au or call us on 1800 590 577. We will aim to respond to emailed questions within three working days.

8. The grant selection process

8.1 Assessment of grant applications

We review your application against the eligibility criteria. Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process. Each eligible application is assessed against the published assessment criteria.

When assessing the extent to which the application represents value for relevant money, we may have regard to:

- the quality of the project proposal and activities
- overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the Program's objectives

- the potential grantee’s relevant experience and performance history
- how the grant activity will target groups or individuals.

8.2 Who will assess applications?

Applications are assessed by at least three people, comprising a combination of departmental and independent assessors. Assessors will consider the applications based on the assessment criteria – *Quality, Access, Support and Partnerships*, and *Value for Money* – and in the context of the Program objectives. Independent assessors are expected to perform their duties in accordance with the CGRGs and the Office for the Arts’ Code of Conduct for Independent Assessors.

All eligible projects are ranked in order of their final scores. The Office for the Arts may then moderate assessments to ensure each has properly considered the funding program objectives, Commonwealth policy objectives, and overall funding balance. This process ensures that not only are the highest-ranking projects supported, but that there is also a mix across artforms and types of activities, and that projects are spread across a range of communities (for example both regional and remote communities).

Where the level of information provided in an application is not sufficient for the assessors to make a recommendation, they may (but are not obliged to) seek more information from the applicant so long as it does not change the substance of the application.

Assessors may also seek additional information about you or your application from within the Commonwealth, even if the sources of the information are not nominated by you as referees. Assessors may also consider information about you or your application that is available through the normal course of business.

The Office for the Arts provides advice to the decision maker on which applications to approve for a grant.

8.3 Who will approve grants?

Following assessment, the Office for the Arts makes recommendations to the Minister for Communications, Urban Infrastructure, Cities and the Arts (the Minister) – or their delegate – who makes the final decision about which grants to approve. Their decision takes into account the recommendations of the assessors and the availability of grant funds.

The Minister’s – or their delegate’s – decision is final in all matters, including:

- the approval of the grant
- the amount of funding to be awarded.

The Minister – or their delegate – must not approve funding if it is reasonably considered there is insufficient program funding available across financial years for the program, or if the application does not represent value for money.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

You will be advised in writing of the outcome of your application following a decision by the Minister or their delegate. You will generally be advised within three months of the closing date of the funding round.

If successful, you will also be advised of any specific terms and conditions attached to the grant and you will be invited to enter into a grant agreement.

9.1 Feedback on your application

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome. You may ask for feedback within one month of being advised of the outcome.

10. Successful grant applications

10.1 The grant agreement

Successful applicants will be required to enter into a legally binding grant agreement with the Commonwealth represented by the Office for the Arts, using the Commonwealth Simple Grant Agreement available at www.finance.gov.au/government/commonwealth-grants/tools-and-templates.

Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

We aim to negotiate agreements with successful organisations within 30 days of the grant announcement. If there are unreasonable delays in finalising the grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

We must execute a grant agreement with you before we can make any payments.

You should not make any financial commitments for the funding until a grant agreement has been executed by the Commonwealth.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2 How we pay the grant

The grant agreement will state the grant amount to be paid and the manner of payment.

The amount is final. You will be required to meet additional costs, should they be incurred.

The grant agreement will include an agreed payment schedule. Payments will be made against this schedule following execution of the grant agreement by the Commonwealth and on provision of a correctly rendered tax invoice.

If the payment schedule is based on reporting milestones, we will only make grant payments when we receive satisfactory reports as outlined in the grant agreement.

10.3 Grant payments and GST

Payments will be made as set out in the agreement. If you are registered for the [Goods and Services Tax \(GST\)](#), payments will be GST inclusive, as applicable.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

10.4 National Principles for Child Safe Organisations

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations.

The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children; or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 days after the date of effect as required by Section 5.3 of the [Commonwealth Grants Rules and Guidelines](#).

Successful grants are also listed on the [Office for the Arts](#) website.

12. How we monitor your grant activity

12.1 Keeping us informed

You are responsible for meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively. You are also required to comply with record keeping, reporting and acquittal requirements as set out in the grant agreement.

You should let us know if anything is likely to affect your grant activity, event, project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business, or pay debts due.

You must inform us of any changes to your:

- name
- addresses, including email
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide templates for these reports. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size and complexity of the activity and the grant amount. The grant agreement will specify when progress reports (if applicable) and final reports are required.

Progress reports [If required]

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

You must discuss any reporting delays with us as soon as you become aware of them.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity or project.

Final report

When you complete the grant activity or project, you must submit a final report.

Final reports must:

- be submitted in the agreed format in the grant agreement
- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- include evidence of expenditure (if required in the grant agreement)
- be submitted within the agreed timeframe in the grant agreement.

12.3 Final acquittal report

Depending on the value of the grant, and/or the risk level and complexity of your activity, we may ask you to provide:

- a declaration that the grant money was spent in accordance with the grant agreement, and if applicable, a report on any underspends of the grant money, or
- a financial acquittal report that verifies that you spent the grant in accordance with the grant agreement. This may be requested in the form of an independently audited financial acquittal report.

12.4 Grant agreement variations

We recognise that unexpected events may affect the progress of a project. If you experience any delays or are unable to spend your funds in accordance with your grant agreement for any reason, you must notify us as early as possible to request a variation.

You can request a project variation to:

- adjust project milestones
- extend the timeframe for a reasonable period of time to allow completion of the project
- minor changes to project activities (only for unforeseeable events)
- change allocations across approved budget line items (if over 10% of the total budget).

If you wish to propose changes to the grant agreement, you must request a variation in writing before the grant agreement end date. Contact festivals@arts.gov.au for further information.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcomes
- whether it is consistent with the Festivals Australia outcomes and any relevant Australian Government policies.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

The Office for the Arts will keep accurate records of each grant agreement.

We will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

We will monitor the progress of your project by assessing reports you submit and information you provide. Occasionally we may need to seek further information.

We may also inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

The Office for the Arts will evaluate the Festivals Australia Program to measure how well the outcomes and objectives are being achieved. The evaluation will identify and document the impact of activities and may also include a survey of organisations that have received funding. Your grant agreement requires you to provide information to help with this evaluation.

12.8 Acknowledgement

You will identify and maximise opportunities to promote the Australian Government contribution to the project, including through print media, social media and other forms of electronic media.

The Festivals Australia logo must be used on published materials related to funded activities under the grant opportunity. Whenever the logo is used, the Festivals Australia grant must be acknowledged as follows:

'This project has been assisted by the Australian Government through the Office for the Arts Festivals Australia Program'

Program logos can be downloaded from:

www.arts.gov.au/funding-and-support/festivals-australia/festivals-australia-program-logos

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

Note: These guidelines may be changed from time-to-time by the Office for the Arts. When this happens, the revised guidelines will be published on GrantConnect at www.grants.gov.au.

13.1 Enquiries and feedback

Any enquiries or feedback you have about grant decisions for this program should be sent to festivals@arts.gov.au.

The Office for the Arts also has a complaints procedure. If you have a complaint, please follow the steps outlined at www.communications.gov.au/who-we-are/departments/client-service-charter.

If you do not agree with the way the department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department.

The Commonwealth Ombudsman can be contacted at:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant, the grant opportunity, or the Program. There may be a conflict of interest, or perceived conflict of interest, if staff from the Office for the Arts, any assessor or advisor, and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or independent assessor;
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program.

As part of the application process, you will be asked to declare any potential, perceived or actual conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If there is the possibility of a perceived conflict of interest, applicants should include a statement addressing this and demonstrate why a conflict of interest would not result from the funding of a project, or how the conflict will be managed.

If later, you identify that there is an actual, apparent or potential conflict of interest, or one that may arise in relation to your grant application, you must immediately inform the Festivals Australia Program officer in writing.

If the Office for the Arts establishes that a conflict of interest exists, it may decide not to consider the application.

Independent assessors and other officials, including the decision maker, must also declare any conflicts of interest.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*.

13.3 Privacy

We treat your personal information according to the *Privacy Act 1988* and the Australian Privacy Principles. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes, and providing the contact details of successful organisations to the Minister and other Members of Parliament.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to non-disclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive

3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees, contractors and independent assessors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
Department of Infrastructure, Transport, Regional Development and
Communications
GPO Box 594
CANBERRA ACT 2601

By email: FOI@infrastructure.gov.au

14. Glossary

Term	Definition
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
commencement date	The expected start date for the grant activity.

Term	Definition
date of effect	This will depend on the particular grant. It can be the date on which a grant agreement is executed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	The person who makes a decision to award a grant.
eligibility criteria	Refers to the mandatory criteria which must be met to qualify for a grant. Eligibility criteria may apply in addition to assessment criteria.
Commonwealth entity	A department of state, a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	The CGRGs establish the overarching Commonwealth grants policy framework and the expectations for all non-corporate Commonwealth entities in relation to grants administration.
grant	<p>A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a) under which relevant money or other Consolidated Revenue Fund money, is to be paid to a recipient other than the Commonwealth; and b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
grant activity	Is the project/tasks/services that the grantee is required to undertake with the grant money. It is described in the grant agreement.
grant agreement	Grant agreement means the contract used by Australian Government entities to set out the relationship between the parties to the agreement, and specifies the details of the grant.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees.
grantee	An organisation which has been selected to receive a grant.
high-quality project	A high-quality project is one that meets the four assessment criteria to a high degree and is well supported financially, through the community, and through other partnerships and collaborations.

Attachment A. What is a single discrete activity?

The Festivals Australia Program will provide funding for a specific project (single discrete activity) occurring within a festival or significant one-off community celebration, but not the entire festival or celebration. In your application, you need to tell us how your project is one of the many things happening at your festival or significant one-off community celebration.

Examples of a single discrete activity include but are not limited to:

- An art walking trail to be held during the festival. The walking trail project may include digital projection, media and technology, and display works from local artists.
- An exhibition. Workshops are held to teach community members how to photograph the local landscape resulting in an exhibition at the festival.
- A multi-artform performance. Workshops in dance, singing/song writing and visual arts are held in the lead up to the festival. Community members are invited to attend these workshops to develop a skill in one of these activities. The results of the workshops are performed at the festival.
- Indigenous art and culture activities. The project includes dance, language, storytelling, carving and weaving workshops held in an activity space at a broader, culturally diverse community festival.

An example of 'a range of unrelated activities' is:

- A project that includes circus workshops, a rock music performance and a landscape visual arts exhibition. There is no apparent relationship between these different components.

Some examples of expenditure items for a 'single discrete activity' include:

- Costs relating to the appearance of a particular artist or group at a festival, such as artist fees and domestic travel, equipment hire;
- A workshop or series of workshops targeted at a specific group of participants that includes costs such as venue hire, materials and presenter fees;
- A specific work of public art that forms one part of a broader schedule of activities for a community celebration including costs such as materials and artist fees;
- Equipment hire for a concert or performance that is one component of a broader festival or significant community celebration.