

Indigenous Contemporary Music

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Closing date and time:	23:30 (11:30 pm) AEST on 7 April 2021
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	If you have any questions please contact the Contemporary Music team on +61 2 6271 1711 or at music@arts.gov.au
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Type of grant opportunity:	Open competitive

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1. Indigenous Contemporary Music program processes

The Indigenous Contemporary Music program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Infrastructure, Transport, Regional Australia and Communications (the Department) Outcome 6.1: Participation in, and access to, Australia's arts and culture through developing and supporting cultural expression. The Department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

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



You complete and submit a grant application

You complete the application form and address all of the assessment criteria, to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria. We assess eligible applications only, against the assessment criteria and including an overall consideration of value with money.



We make grant recommendations

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



Grant decisions are made

The decision maker is the Minister for the Arts, who decides which applications will be funded and the level of funding to be provided.



We notify you of the outcome

We advise you in writing of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

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



Evaluation of the Indigenous Contemporary Music program

We evaluate your specific grant activity and the Indigenous Contemporary Music 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 for the Indigenous Contemporary Music grants. You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Department of Infrastructure, Transport, Regional Development and Communications.

2. About the grant program

The Indigenous Contemporary Music program (the 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.

The purpose of the program is to provide development opportunities for Aboriginal and Torres Strait Islander musicians and bands throughout Australia. It will establish support mechanisms for individuals and bands, and provide opportunities and skills for ongoing income and employment pathways in the music industry.

The music of Australia's Aboriginal and Torres Strait Islander peoples is grounded in continuing traditions and practices over tens of thousands of years. For Indigenous cultures, music and song are central to identity, place and belonging. For contemporary Aboriginal and Torres Strait Islander musicians and bands, writing and performing music is also an important expression of resilience and survival.

Indigenous contemporary music reflects the diversity of Aboriginal and Torres Strait Islander cultures, encompassing modern and traditional instruments across a full range of musical genres. Aboriginal and Torres Strait Islander musicians and bands are based in urban, regional and remote communities, performing and recording throughout Australia and overseas.

The Australian Government is committed to investing in the Indigenous contemporary music sector so that it is developed and strengthened for current and future generations. Aboriginal and Torres Strait Islander music has the power to draw young Indigenous Australians into education and training programs. Participation in music strengthens pride in culture, language and history, while also creating opportunities to contribute to Australia's mainstream culture.

The program was announced as part of the *Support for the Australian music industry* measure in the 2019-20 Budget, and will run over four years from 2019-20 to 2022-23. In 2019-20, in the context of the COVID-19 crisis, the program was delivered as a one-off grant opportunity.

These guidelines cover the remaining three years, from 2020-21 to 2022-23, to be delivered as an **open competitive** grant opportunity for activities that meet the program objectives.

The objectives of the program are to:

- support the development of Aboriginal and Torres Strait Islander musicians and bands by providing professional industry-based opportunities such as training, mentoring, performing, recording and promotion
- support sustainable employment and income-earning pathways in the wider Australian music industry for Aboriginal and Torres Strait Islander musicians and bands
- build capacity in the Indigenous music sector by supporting partnerships, collaboration and networks across the Australian music industry.

The intended outcomes of the program are:

- increasing Indigenous-led opportunities that will deliver sustainable economic pathways for Aboriginal and Torres Strait Islander musicians and bands
- professional, viable and ethical networks for Aboriginal and Torres Strait Islander musicians and bands
- a strong sense of empowerment, cultural identity, pride and wellbeing for Aboriginal and Torres Strait Islander musicians and bands, contributing to resilient communities
- celebration and increased recognition of Aboriginal and Torres Strait Islander musicians and bands, in the music industry and the broader Australian community.

The program outcomes will be measured by the Department and through the reporting and evaluation requirements set out in the legally binding grant agreement between the Commonwealth and successful applicants (see Sections 10.1 and 12.2). Outcomes to be measured include:

- overall number of Aboriginal and Torres Strait Islander musicians and bands supported by program funding
- number of professional development opportunities and/or projects created through the program
- number of new job pathways or income-earning outputs (for example a recording contract, confirmed gigs or a music video) created through the program
- number of new partnerships or professional relationships within the music industry and/or Indigenous communities established through program activities
- impact on participating Aboriginal and Torres Strait Islander musicians and bands in terms of increased empowerment, confidence, pride and wellbeing
- number and quality of media outputs generated by activities funded through the program (for example news articles, social media posts, website engagement) and industry accolades attributed to activities funded through the program (for example National Indigenous Music Awards, ARIA Awards or other music industry polls/surveys/'best of' lists).

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

3. Grant amount and grant period

3.1 Grants available

The Australian Government will provide a total of \$1.5 million over three years for the Indigenous Contemporary Music program, from 2020-21 to 2022-23. A total of \$500,000 is available each year.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

This grant opportunity will run from 3 March 2021 to 30 June 2023 with one funding round per year (see Section 7.3).

- There is no minimum amount per grant.
- There is no maximum grant amount but total grants cannot exceed the amount of available funds and will be assessed against overall value with money and impact of achieving the program objectives.

A co-contribution is **not** mandatory in your application. However a contribution towards the costs of the grant activity, including income from other sources such as business revenue, partnerships, sponsorships, in-kind goods and services, and your own funds, will be considered when assessing overall value for money.

You are permitted to use funding from other Commonwealth, state, territory or local government sources to contribute towards the costs of the grant activity, provided that this funding is for a different component of the activity you are applying for under the Indigenous Contemporary Music program. There is no limit for funding from other sources in terms of its overall value or percentage of total grant costs.

If your application includes any funding from other sources you will be asked to identify this in your grant application and this will be taken into account when assessing value for money of the grant (see Section 6, assessment criterion 3).

3.2 Grant period

Activities under the program can be for up to 36 months' duration, provided the activity is completed by 30 June 2024.

If successful, your activity completion date will be specified in your grant agreement.

4. Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

To be eligible your organisation must:

- have an Australian Business Number (ABN)
- be permanently established in 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:

- an Aboriginal and/or Torres Strait Islander Corporation registered under the [*Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006*](#)
- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership

- a joint (consortia) application with a lead organisation ²
- an incorporated not-for-profit organisation
- an arts or cultural heritage unit of an Australian local, state or territory government body
- a sole trader with employees.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a Commonwealth government agency or body (including government business enterprises)
- an individual without an ABN
- an unincorporated organisation without an eligible auspicing body
- an overseas resident/organisation
- an organisation that has any overdue acquittals or serious breaches relating to Australian Government funding – a serious breach is one that has resulted in, or warrants, the termination of a grant agreement
- an organisation that is bankrupt or subject to insolvency proceedings
- any organisation not included in Section 4.1.

4.3 What qualifications, skills or checks are required?

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 Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

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.

² The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Relevant conditions applicable to consortia are at Section 7.2 'Joint Applications'.

Working with vulnerable people

A working with vulnerable people clause may be included in a grant agreement where the Commonwealth considers the grant is for:

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

If applicable, the successful applicant will be required to comply with working with vulnerable people obligations, including police checks and risk assessment, included in the grant agreement. Irrespective of the obligations in the grant agreement, successful applicants must comply with all State, Territory or Commonwealth laws relating the employment or engagement of persons in any capacity where they may have contact with a vulnerable person.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your grant activity must support at least one of the following:

- **The development of Aboriginal and Torres Strait Islander musicians and bands through professional industry-based opportunities.** Eligible activities include, but are not limited to, training and/or mentoring in areas such as song writing, recording, performance, staging, engineering, recording, promotion, marketing, business skills and management, as well the development of resources to deliver such training.
- **Sustainable employment and income-earning pathways in the wider Australian music industry for Aboriginal and Torres Strait Islander musicians and bands.** Eligible activities include, but are not limited to, paid internships, live performance opportunities and touring, production of demos, sound recordings and/or music videos, securing music or record label management, creation of culturally safe performance and production environments, and increased representation on boards and committees.
- **Partnerships, collaboration and networks within the Indigenous contemporary music sector and across the Australian music industry.** Eligible activities include, but are not limited to, consultation, participation in workshops and mentorships, attendance at professional conferences and events, and establishing relationships with media and streaming services.

5.2 Eligible locations

Your activity must target and benefit Aboriginal and Torres Strait Islander musicians and bands who reside in, or are primarily based in, Australia.

Your activity is not restricted to any specific location. It may take place in a specific state, region or community; or have an extensive reach across Australia; or be focused on a specific area (for example, across northern Australia, targeting musicians and bands from Western Australia, Northern Territory, Queensland and the Torres Strait).

Your activity may take place overseas, or include overseas elements, provided it supports the objectives of the program.

If you are successful and your activity is impacted by travel restrictions as a result of COVID-19, you will be able to renegotiate the terms of your grant agreement.

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on the grant activities, as per the project budget you will be required to provide to us. Expenditure on your grant activities must occur between the start date and end date of your grant agreement for it to be eligible.

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- employment of ongoing staff who are not directly engaged in delivering the activity
- construction or capital works
- purchase of land, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.³

6. The assessment criteria

The application form will ask you a series of questions that require you to address the following assessment criteria. We will assess your application based on the relevance each criterion has to your proposal.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested. The application form includes text limits for each question and there is a template provided for your activity budget. The application form will be available for preview during the application period for each round (between the opening and closing dates). For more information on how to apply see Section 7.

We will only award funding to applications that score highly against the assessment criteria.

The following criteria are equally weighted.

Criterion 1

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

To receive funding under the Indigenous Contemporary Music program, your organisation must:

- be fully or partially owned, governed, staffed or advised by Aboriginal and/or Torres Strait Islander people
- have a history of good governance and sound financial management over an extended period, and
- have capacity and expertise to design and deliver a development program for Aboriginal and Torres Strait Islander musicians and bands.

³ Your activity may receive funding from other grant programs, for instance from the Australia Council or state/territory funding bodies, as long as the respective grants do not fund the same elements or aspects of the activity.

You will be asked to provide information, and evidence wherever possible, about your:

- prior experience in delivering services for Aboriginal and Torres Strait Islander people, in particular training and/or development programs in the music sector
- prior experience in managing funds and/or acquitting government funding
- key personnel, specifically those who will be delivering the activity
- business or governance structures
- financial stability
- cultural competence
- mitigation strategies for risks associated with the activity (see Section 7.1).

Criterion 2

The degree to which the proposed activity will contribute to achieving the objectives and outcomes of the Indigenous Contemporary Music program (as outlined in Section 2).

You will be asked to identify:

- the benefits of the activity to Aboriginal and Torres Strait Islander musicians and bands
- community engagement and support for the activity, which may be broadly from the Indigenous music sector and/or from specific Aboriginal and Torres Strait Islander communities
- the anticipated number of musicians and bands who will participate in the activity
- any measurable targets relating to your activity, for instance, number of professional opportunities or jobs or partnerships to be created
- how you will evaluate the outcomes of the activity (see Section 7.1)
- that the activity does not duplicate other activities or programs in the sector.

Criterion 3

Evidence of need for the grant.

You will be required to demonstrate need for the grant in two ways:

- the need for the activity within the Indigenous contemporary music sector, which may include specific target groups or communities, both cultural and geographic, and
- the financial need for your organisation to successfully undertake and deliver the proposed activity.

To demonstrate sector need you will be asked to:

- identify the target group for your activity and explain why they need support
- provide a plan for how you will reach the target group and how you will facilitate and support their participation.

To demonstrate financial need you will be asked to provide:

- a balanced and realistic budget showing requested grant amount and projected expenses, and
- evidence of value with money (see Section 8.1 and Glossary).

Your budget must show how the grant funding will be expended and it should outline any other income that will be used to support delivery of the activity. Your budget must be supported by evidence wherever possible, for instance with current quotations for goods and/or services, and a clear breakdown of budget line items.

7. How to apply

Before applying, you must read and understand these guidelines.

The guidelines can be found at [GrantConnect](#). Any alterations and addenda⁴ will be published on GrantConnect and by registering on that website you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

The grant application requires evidence of eligibility, a description of the activity, how it addresses the criteria and a budget showing proposed grant expenditure.

To apply you must:

- complete the Indigenous Contemporary Music application form
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application by the closing date advertised on GrantConnect and the [Department's website](#).

You are responsible for ensuring that your application is complete and accurate. 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.

Before submitting an application, you are encouraged to seek advice and discuss your proposal with a program officer in the Department's Contemporary Music team by calling +61 2 6271 1711 or emailing music@arts.gov.au.

You are responsible for submitting your application by the closing date advertised on GrantConnect and the Department's website.

The Australian Government will only accept a late application where you have contacted the Department to request late submission, and you have received our agreement in writing. Agreement may be provided on the basis of internet connectivity issues, extreme weather events, or other temporary extenuating administrative or governance issues. Generally, your request should be received prior to the closing date, unless the specific circumstances prevent you from doing so.

If you find an error in your application after submitting it, you should contact us immediately as above.

You should keep a copy of your application and any supporting documents.

Application receipt will be acknowledged via 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 as above.

We will assess your application against the Indigenous Contemporary Music eligibility and assessment criteria, on your record of achievements or the past performance of your organisation, on a value with money basis, and within the available Indigenous Contemporary Music budget (see Sections 8.1 and 8.2).

⁴ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

On the basis of these assessments, recommendations will be made to the Minister for the Arts. The Minister will make the final grant decision based on this advice and in the context of the total available program budget.

7.1 Application requirements

In support of the assessment criteria (Section 6), we require the following information as part of your application:

- evidence of your capacity and expertise
- project description and work plan
- description of how your project meets the program objectives and outcomes, including an evaluation plan for how you will measure the outcomes of your activity
- the project location
- project budget, including justifications for expenditure and evidence of need, and
- letters of support or endorsement.
- details of your project team, including skills, experience and demographics
- the community/group being targeted by your activity
- evidence of consultation with community and/or industry, and
- a risk management plan.

You must provide this information and any supporting documentation in line with the instructions provided within the application form. You should only attach requested documents. We will not consider information attached to the application that we do not request.

7.2 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a grant activity or project.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity or project.
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

If successful, you must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

There will be one funding round per year. The timing of grant opportunities each year may vary. The opening and closing dates for each round will be advertised on GrantConnect and the Department's website.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 3 March 2021 Close: 7 April 2021
Assessment of applications	4-6 weeks
Approval of outcomes of selection process	4-6 weeks
Notification to applicants of funding outcome	8-12 weeks from closing date
Negotiation of grant agreements	1-3 weeks
Earliest start date of grant activity or project	As per individual grant agreement
End date of grant activity or agreement	As per individual grant agreement

7.4 Questions during the application process

If you have any questions during the application period, contact the Department's Contemporary Music team by calling +61 2 6271 1711 or emailing music@arts.gov.au.

8. The grant selection process

8.1 Assessment of grant applications

Your application will be reviewed against the eligibility criteria. Only eligible applications will move to the next stage.

Eligible applications will be considered through an open competitive grant process. Your application will be assessed on its merits, based on:

- how well it meets the criteria (see Section 6)
- how it compares to other applications
- whether it provides value with money (see Glossary).

When assessing the extent to which the application represents value with money, regard will be given to:

- the 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 outcomes/objectives
- how the grant activities will benefit the applicant or targeted groups and/or individuals.

Following assessment of individual applications, a funding moderation process will be undertaken by assessors to review consistency in the evaluations and to finalise grant recommendations within the available program budget. Recommendations to the decision maker will also consider the extent to which the geographic location of the applications assists in ensuring there is a spread of successful applications across urban, regional and remote locations.

8.2 Who will assess applications?

Assessments will be undertaken by qualified Aboriginal and Torres Strait Islander persons or persons with experience in the Indigenous music sector.

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

The assessment process will assess each application on its merit before recommending which grant applications should be awarded a grant. Following assessment, a funding moderation process will be undertaken to ensure consistency in the evaluation and to finalise grant recommendations within the available program budget.

All assessors will be required to perform their duties in accordance with the CGRGs and declare any conflicts of interest (see Section 13.2).

8.3 Who will approve grants?

The Minister for the Arts decides which grants to approve taking into account the recommendations of the assessors and moderation process, and the availability of grant funds for the purposes of the grant program.

The Minister's decision is final in all matters, including:

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

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

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

Successful and unsuccessful applicants can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. If you were previously unsuccessful, you should include new or more information to address any weaknesses that may have prevented your previous application from being funded.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within three months of being advised of the outcome (see Section 13.1).

10. Successful grant applications

10.1 The grant agreement

Successful applicants must enter into a legally binding grant agreement with the Commonwealth.

We may use a letter of agreement or a simple grant agreement in this program (see below).

Our selection will depend on the size and complexity of your grant activity.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available from the [Department of Finance](#). We will use a schedule 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 must execute a grant agreement with you before we can make any payments. You must not make financial commitments 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.

Letter of Agreement

If we send you a letter of agreement, it will advise that your application has been successful and we are providing you with an offer. You accept the offer by signing and returning the letter of agreement to us. We consider the agreement to be executed from the date you sign the letter ('execute' means both you and the Commonwealth have signed the agreement).

Simple Grant Agreement

If we use a simple grant agreement you will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period.

We base the approval of your grant on the information you provide in your application. You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Minister.

10.2 How we pay the grant

The grant agreement will state:

- the maximum grant amount to be paid
- the eligible expenditure covered by the grant.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity or project.

You will be required to report how you spent the grant funds at the completion of the grant activity or project.

Unless otherwise agreed by us, we must receive and accept documents including but not limited to periodic reports and a budget before subsequent milestone payments will be made. Payments will not be made where the grantee has a breach or overdue acquittal relating to previous grant funding.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity or project.

10.3 Grants Payments and GST

Payments will be made as set out in the grant agreement. If you are registered for the [Goods and Services Tax \(GST\)](#), you will add GST to your invoice for grant payment.

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](#).⁵ We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on GrantConnect 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

Your grant may also be announced by the Minister for the Arts and by your local Member of Parliament.

12. How we monitor your grant activity

12.1 Keeping us informed

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

You must also inform us of any changes to your:

- name
- addresses
- 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.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement and 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
- expenditure of the grant
- evaluation methods and outcome measures.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

⁵ <https://www.ato.gov.au/>

Where the activity is simple and the value of the grant is small, you will only be required to provide a final report at the completion of the activity to demonstrate you have expended the funds in line with the grant agreement. Where the activity is more complex and the grant is of higher value, you will be required to provide both progress reports and final reports, which will be due on a three or six monthly schedule as specified in the grant agreement.

If progress payments are linked to reporting milestones, a clear schedule of reporting dates and anticipated payments dates will also be outlined in the grant agreement.

Progress reports

If required, progress reports must:

- be submitted in the format stipulated in the grant agreement
- 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 stipulated in the grant agreement.

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

Final report

You must submit a final report when you complete the grant activity.

Final reports must:

- be submitted in the format stipulated in the grant agreement
- identify and evaluate how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- include a declaration that the grant money was spent in accordance with the grant agreement
- be submitted by the report due date stipulated in the grant agreement.

Ad-hoc reports

We may also 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.

12.3 Audited financial acquittal

Generally, the Final report (outlined above, Section 12.2) will serve as the financial acquittal of the grant.

In certain circumstances, where the value of the grant and/or the risk level of your activity is high, we may ask you to additionally provide an independently audited financial acquittal report that verifies that you spent the grant in accordance with the grant agreement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You must request a variation before the grant agreement end date by contacting the Department's Contemporary Music team by calling +61 2 6271 1711 or emailing music@arts.gov.au.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.6 Acknowledgement

An Australian Government logo, as specified in the grant agreement, should be used on materials related to grants under the program. Whenever the logo is used, the publication must also include the following acknowledgement:

Indigenous Contemporary Music – an Australian Government initiative.

The Indigenous Contemporary Music grant opportunity must also be acknowledged at any public events associated with the grant activity.

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.

These guidelines may be changed from time-to-time by the Department of Infrastructure, Transport, Regional Development and Communications. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

Any complaints, feedback or questions you have about grant decisions for this program should be sent to the Department's Contemporary Music team by calling +61 2 6271 1711 or emailing music@arts.gov.au.

If you do not agree with the way the Department of Infrastructure, Transport, Regional Development and Communications 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 on:

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 opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if Department of Infrastructure, Transport, Regional Development and Communications staff, any member of a committee 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
- 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/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Department of Infrastructure, Transport, Regional Development and Communications in writing immediately.

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](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the Department of Infrastructure, Transport, Regional Development and Communications website.

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.

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 [relevant Commonwealth entity] 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 nondisclosure 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:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- 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:

- other Commonwealth employees and contractors 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, and
- 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@communications.gov.au

14. Consultation

Organisations and individuals within the Australian music industry and from the Aboriginal and Torres Strait Islander music and media sector have been consulted in the grant opportunity design process. This advice has been incorporated into the guidelines.

15. Glossary

Term	Definition
Aboriginal or Torres Strait Islander person	a person who: <ul style="list-style-type: none"> • is of Aboriginal and/or Torres Strait Islander descent • identifies as an Aboriginal and/or Torres Strait Islander person • is accepted as an Aboriginal or Torres Strait Islander person by the community in which the person lives, or formerly lived.
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed 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	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or 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

Term	Definition
<u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁶ or other <u>Consolidated Revenue Fund</u> (CRF) money⁷ is to be paid to a grantee 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/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or restricted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • 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 • the potential grantee's relevant experience and performance history.