

# Northern Territory Arts and Culture Grants Program Guidelines

2020-21

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## 1. Key Contacts

For more information on applying to the Northern Territory Government's Arts and Culture Grants Program (ACGP), please contact Arts NT, Department of Territory Families, Housing and Communities at [arts.office@nt.gov.au](mailto:arts.office@nt.gov.au) or call 1800 678 237.

### **Darwin Office**

Level 1, Arnhemica House  
16 Parap Road  
DARWIN

Phone: 08 8999 8981

### **Alice Springs Office**

Araluen Arts Centre  
61 Larapinta Drive  
ALICE SPRINGS

Phone: 08 8951 6430

For GrantsNT technical support, please contact a Grant Administration Officer on 1800 045 678.

## 2. Accessibility

If you require this information in a format which is accessible to you, or any adjustments to the application process, please contact us to discuss.

## 3. Interpreter Services

If you have difficulty with the English language and would like an interpreter please contact the [Aboriginal Interpreter Service Darwin](#) on 1800 334 944 or Alice Springs on (08) 8951 5576 or the [Interpreting and Translating Service NT](#) on (08) 8999 8506.

## 4. Arts and Culture Grants Program

A strong and vibrant arts and cultural sector is integral to the health and well-being of our communities. It will underpin the economic recovery of the Territory, achieved through providing opportunities to grow the creative and cultural economy, encourage artistic excellence and achievement and community participation in arts and culture.

The Northern Territory Government, through Arts NT, supports the arts and cultural sector through the delivery of:

- arts policy, strategies, research and advice to the Northern Territory Government and arts sector;
- funding and partnership programs that build the capacity and sustainability of the arts and cultural industries;
- funding for artists, arts workers, arts and cultural organisations and community groups that support arts and cultural industry development, community access and participation in arts and culture; and
- arts and cultural infrastructure development and support through Northern Territory Government leased and owned venues and facilities.

### 2020-21 Arts and Culture Grants Program includes:

Leading Arts Organisations and Strategic Venues Program		
• Artback NT	• Arnhem, Northern and Kimberley Artists	• Barkly Regional Arts
• Browns Mart Arts Ltd	• Central Australian Territory Craft Incorporated	• Corrugated Iron Youth Arts
• Craft Council of the NT Inc / Tactile Arts	• Darwin Community Arts Incorporated	• Darwin Symphony Orchestra
• Darwin Visual Arts Association Inc	• Desart Inc	• NT Dance Company
• Happy Yess Community Arts Incorporated Incite Arts Inc	• Incite Arts Inc	• Katherine Regional Arts Inc
• Music NT Inc	• Northern Centre for Contemporary Arts (VACS)	• NT Writers Centre Inc
• Red Hot Arts Central Australia Incorporated	• Tracks Dance Company	• Watch this Space Inc
• Darwin Entertainment Centre	• Godinymayin Yijard Rivers Arts and Culture Centre	• Museum and Art Gallery of the Northern Territory

- Arts and Culture COVID-19 Recovery Program
- Arts Projects
  - Arts and Skills Development
  - Presentation and Promotion
  - Emerging Artists
- Arts Industry Development (formerly Strategic Arts Projects)
  - Accessible Arts
  - Sector Growth and Sustainability

## Northern Territory Arts and Culture Grants Program Guidelines

- Career Development
  - Creative Fellowships, Arts Residencies and Skills Exchanges
  - Professional Development
- Strategic Initiatives and Partnerships
- Regional Museums Grant Support Program
- Arts Trail Gallery Extension Program

## 5. General Eligibility

### 5.1. Who can apply?

#### Individuals

Individual applicants must be:

- an Australian citizen or have permanent residence status;
- be over 18 years of age; and
- a current resident of the Northern Territory.

Evidence of residential status may be requested by way of driver's license, power bill, and electoral roll registration. Individuals can not apply for funding on behalf of another individual, unless authorised by that individual due to accessibility.

- Individuals to apply as a sole trader with a registered [ABN](#).
- If an individual is not a sole trader, the applicant can request funding of up to \$15 000. Please note banking details must match application information.

Employees of the Northern Territory Government are ineligible to apply where there is a direct conflict of interest.

#### Groups

Groups not legally constituted must identify an individual in the group to be legally and financially responsible for the grant. The responsible individual must meet the above criteria for individuals.

#### Organisations

Organisations must be legally constituted and have their main place of business registered in the Northern Territory. Entities registered and operating outside of the Territory cannot apply, however can partner with an eligible Territory based arts organisations and/or artists.

Northern Territory Government agencies and associated entities, local government bodies and education institutions are ineligible.

**Refer to individual grant category information to ensure applicant eligibility.**



## 5.2. What is not funded?

- accredited training, or educational activities which are curricular activities in educational institutions;
- activities that are the exclusive responsibility of other funding bodies or government agencies;
- activities that have already started or been completed prior to application or notification dates;
- applicants and/or administering bodies with outstanding grant acquittal reports;
- capital equipment, unless otherwise stated in specific grant category, or real estate purchases;
- catering;
- childcare;
- for profit business activities (unless otherwise stated in specific grant category information);
- fundraising, charitable events or the prizes for competitions;
- insolvent or non-compliant applicants or applicants under administration;
- programs and projects which have already received significant funding support from Arts NT and/or the Northern Territory Government may not be competitive or a priority for ongoing or additional support;
- arts projects or activities that do not have a clearly defined arts outcome;
- projects or initiatives where the primary artists and service providers are not named or paid in line with award rates;
- research or studio work for academic assessment and undergraduate, diploma, certificate and postgraduate studies;
- restoration or conservation of cultural material activities (unless otherwise stated in specific grant category);
- screen based projects aimed at the cinema, film festivals or television, media, advertising and gaming; and/or
- the entire financial cost of an activity.

**Please note:** Applications for extracurricular activities with strong arts outcomes utilising educational structures and institutions, particularly in remote areas, will be considered providing they meet all relevant criteria.

## 6. Application

### 6.1. How to apply?

Applications must be made online through GrantsNT <https://grantsnt.nt.gov.au>

Before you submit your application:

- check that all previous funding received from the Northern Territory Government is acquitted;
- read these Guidelines in their entirety;
- speak to Arts NT to check if you are eligible to apply and if the grant category is suitable;
- include evidence of appropriate permissions, consultations, acknowledgements and communication in your application, as per [Aboriginal Cultural Protocols](#);
- where relevant, include working with children permission and/or authorisation;
- ensure that all support material is uploaded to GrantsNT;
- ensure that you have included all of the required artistic and budget support material;

- ensure you provide a clear and realistic budget with notes and quotes for items over \$2000 (evidence may be requested for items under \$2000 if relevance to project is unclear);
- individuals operating as sole traders with an ABN must apply as an organisation in GrantsNT.

## 6.2. Support Material

You must include budget support material for expenses over \$2000 (using grant funds) in the form of a quotation or a detailed breakdown of component costs. This includes listing all key organisers and artists with their main responsibilities and skills identified and the fee or salary you intend to pay each of them.

For more information see [Artist Fee](#).

The Grant Program will not provide support equal to the total cost of an activity. You must demonstrate that you have significant financial or in-kind support from other sources, and should include evidence of other confirmed support, including the nature and value of in-kind contributions, via letters or emails of support or in budget notes. You must declare all project partner and stakeholder arrangements in your application.

Relevant support material is crucial to a strong application. You can include:

- confirmation, where relevant, of registrations or invitations to participate;
- CVs or biographies for all key artists and organisers (maximum of two pages per individual) or links online;
- up to three relevant support letters or emails;
- one video/audio recording (maximum of ten minutes) or link to works published online;
- up to four published and/or unpublished writing samples e.g. excerpts from a play, book or short story;
- one report providing evidence of previously completed activities or audience feedback;
- two other support material; including agreements, contracts, letters etc;
- two media reviews or marketing and promotional examples; and
- up to ten images (maximum 10 MB per image).

Letters of support from government officials or Members of the Legislative Assembly will not be considered in the assessment to ensure transparency and fairness in decision making for all applications.

## 6.3. Submitting your application

As the applicant, you are responsible to ensure your application is submitted on time.

**Late applications will not be accepted.**

## 7. Assessment and Notification

### 7.1. Assessment

Each application is assessed against the assessment criteria, unless otherwise stated within the specific grant program:

- Meeting of grant category objectives (see individual category information)
- Artistic merit
- Benefits to the applicant, their arts practice, the Northern Territory community and regions
- Effective planning, use of resources and viable budget demonstrating value for money
- Capacity and skills of the applicant and key participants
- Where applicable, demonstrate understanding of, and adherence to, the appropriate protocols for working with Aboriginal artists or involving Aboriginal cultural content.

The following points indicate examples of what assessors may consider when assessing your application.

<p><b>Artistic Merit</b></p> <ul style="list-style-type: none"> <li>• Artistic rationale and/or vision</li> <li>• Rigor and clear articulation of creative, engagement or development process</li> <li>• Innovation in terms of exploring new processes, forms, interpretations and/or audiences</li> <li>• Demonstrated track record or CV of professional arts practice</li> <li>• Program or service supports arts sector development outcomes</li> </ul>	<p><b>Project impact (benefit)</b></p> <ul style="list-style-type: none"> <li>• Community and regional engagement in arts and cultural activities as creators, participants and/or audiences</li> <li>• The project is relevant and builds on the artist(s) career</li> <li>• Demonstrates art sector / community consultation</li> <li>• Responsive to identified need or demand</li> <li>• Benefits to regional and remote communities</li> </ul>
<p><b>Effective planning</b></p> <ul style="list-style-type: none"> <li>• Project plan provided is timely and well thought through – demonstrates good planning and effective use of resources</li> <li>• Budget is viable and realistic, includes breakdown of expenditure, other sources of funding or in-kind contributions</li> <li>• Quotes and budget supporting information demonstrate value for money</li> <li>• Artists and service providers participation is confirmed and payment is in line with relevant industry rates</li> <li>• Realistic and achievable planning and resource use, including contingency planning</li> </ul>	<p><b>Capacity and skills</b></p> <ul style="list-style-type: none"> <li>• People nominated in the project have the appropriate skills and knowledge to deliver the project on time, and within budget</li> <li>• Experience of key artists and others involved demonstrated through CV, past work and letters of support from industry peers</li> <li>• Capacity building potential, including contribution to sustainable arts practice</li> <li>• Track record demonstrated through past performance, funding history and acquittals</li> </ul>
<p><b>Cultural</b></p> <ul style="list-style-type: none"> <li>• Engages diversity of artists, arts and cultural practitioners.</li> <li>• Adherence to <a href="#">Aboriginal Cultural Protocols</a></li> <li>• Relevant permissions relating to cultural protocols and cultural content, including signed participation forms</li> <li>• Engages with diverse audiences</li> <li>• Profiles and reflects cultural diversity of the community</li> <li>• Supports equity of access and participation</li> </ul>	<p><b>Grant program objectives</b></p> <ul style="list-style-type: none"> <li>• Some programs have specific objectives, eligibility and assessment criteria such as the Regional Museums Support Grant Program and Arts Industry Development</li> <li>• Refer to the individual grant program information</li> </ul>

## 7.2. Assessment Process

Assessment of all applications is based on the information supplied in the application and the accompanying support material. Each application is assessed against the assessment criteria and in competition with all other applications. Grant decisions are not subject to appeal.

Demand for the Arts and Cultural Grant Program funding is extremely high and competitive.

Applicants must not assume they will be successful or enter into commitment based on that assumption. In addition, applicants should not assume that if they have been successful previously, that they will be successful again.

## 7.3. How are applications assessed?

Applications are assessed by arts peers drawn from the [Northern Territory Register of Arts Peers](#). Members of the Register of Arts Peers are appointed by the Minister, and provide industry and specialist advice to ensure a transparent and accountable process for the allocation of funding.

How does the process work?

1. Grants applications are received by Arts NT via the [GrantsNT](#) system.
2. Eligibility review undertaken to confirm no outstanding acquittals or compliance issues, as well as to confirm that the application is complete and addresses grant objectives.
3. Assessors consider applications against the published assessment criteria, completing notes and scores against each application.
4. The Grant Assessment Panel meets, discusses applications and individual assessments, and provides final mutual assessment and recommendations for funding.
5. Recommendations are provided to the Department delegate for approval.
6. The Minister notifies successful applicants.
7. Arts NT notifies unsuccessful applicants.
8. Arts NT follows up all successful applicants with a contract for signature
9. Payment released upon receipt of signed contract.

**Grant payments will not be made if you have outstanding acquittals.**

## 7.4. Feedback

Applicants can obtain verbal feedback about their application by contacting Arts NT. No written feedback will be provided.

## 7.5. Publication

Details of grant recipients are published on the Northern Territory Government website, and in the Department's Annual Report for the relevant financial year.

## 8. General Requirements

The following requirements are applicable across the Northern Territory Arts and Culture Grants Program.

### 8.1. Aboriginal Cultural Content

All applicants to the Arts and Culture Grants Program must adhere to the [Australia Council's Indigenous Cultural Protocols](#) Guides when working with Aboriginal artists and communities or Aboriginal cultural material. The protocols and principles include respect, control, confidentiality, consultation and consent, integrity and authenticity, attribution and copyright.

If your activity involves Aboriginal Cultural Content, you will need to complete the Aboriginal Cultural Content section in [GrantsNT](#). Clearly identify whether Aboriginal or Torres Strait Islander Australians are leading, conceiving, participating or have been consulted.

You can demonstrate appropriate consultation with:

- written permissions for activity from relevant Aboriginal individuals, community or language groups
- letters of support for the agreed activity from Elders, Custodians, Land Councils or other appropriate community representatives
- signed participation forms from Aboriginal artists and arts workers.

This requirement applies equally to Indigenous and non-Indigenous applicants.

Assessors cannot assume you have support for your activity – it is your responsibility to demonstrate community support and that the activity adheres to these protocols.

For further guidance, please consult the Arts Law Centre of *Australia's Artists in the Black* resources and speak to Arts NT.

You are encouraged to identify your project as Aboriginal and Torres Strait Islander on your [GrantsNT](#) application if you are an Australian Aboriginal applicant. This identifies the project you are undertaking as Aboriginal owned and/or controlled, and will assist Arts NT to monitor grants distributed to Aboriginal applicants. If you are Aboriginal or an Aboriginal Corporation tick 'Yes' in your online application when asked: 'Is this an Aboriginal project?'

If the majority of the requested funding is for the benefit Aboriginal participants but the applicant is not Indigenous the project must be identified as an Indigenous Project on GrantsNT and the Aboriginal Cultural Protocols must be addressed.

### 8.2. Working with Children Protocols

Applicants must adhere to the *Australia Council for the Arts' Protocols for Working with Children* if the activity involves the depiction of children in works, exhibitions and publications. You will need to declare that you satisfy the protocols in your application online.

Applicants must also comply with the *Northern Territory Care and Protection of Children Act 2007* (if their activity involves children under 18 years old. This means that you need to hold a Working with Children Clearance Notice and Ochre Card (available from the Northern Territory Police). Proof of an Ochre Card from all key participants may be requested.

### 8.3. Insurance

You must obtain and maintain the following insurance policies covering each Funded Activity during the whole of the Term:

- general third-party liability (public risk) insurance;
- liability on account of accident or injury to your volunteers and employees, including any workers' compensation insurance as required by law;
- a policy for your full liability under the Return to Work Act 1986 (NT);
- loss, damage, or theft of your property and the Assets to their full replacement value or their full market value (except in cases where we direct in writing that full replacement value is required); and
- any other insurance necessary or desirable for you to deliver the Funded Activity, or which we reasonably require due to the nature of the Funded Activity.

### 8.4. Buy Local Plan

The primary objective of the Buy Local Plan is to ensure that the largest possible proportion of every dollar invested by the Northern Territory Government stays in the Territory and delivers benefits for the local economy and community.

Grant funding recipients must acknowledge the Northern Territory Government's commitment to the development of local business and industry, and support Territory enterprises through the Buy Local requirements. The recipient must, (except in those cases where the recipient can reasonably demonstrate to the Territory that it is impractical for commercial, technical or other reasons to do so);

- use labour, including apprentices and trainees and Aboriginal labour, available within the Northern Territory; and
- use the services located and obtain goods available within the Northern Territory.

For more information read the [Buy Local Plan](#).

### 8.5. Copyright and Intellectual Property

All applications must provide details of arrangements relating to copyright and intellectual property associated with the proposed activity. This includes details about authenticity, cultural ownership and appropriate contracts with artists for the publishing of their work.

Copyright information and advice are available from:

- Arts Law Centre of Australia, [www.artslaw.com.au](http://www.artslaw.com.au)
- Artists in the Black [www.aitb.com.au](http://www.aitb.com.au)
- Australian Copyright Council [www.copyright.org.au](http://www.copyright.org.au)
- Australasian Performing Right Association [www.apraamcos.com.au](http://www.apraamcos.com.au)
- Phonographic Performance Company of Australia [www.pcca.com.au](http://www.pcca.com.au)

### 8.6. Confidential Information and Privacy

The personal information you must provide in an application is necessary to assess your organisation's eligibility for a grant and related contact purposes. If you do not provide the requested details, your application may not be able to be processed. Applicant information is held by the Northern Territory Government and managed in accordance with the *Information Act 2002 (NT)*.

By signing the application form, you consent to your personal information being provided to the Northern Territory Government for the purpose of promoting and reporting the outcomes of the grant program, which may be in the form of a public announcement by the Minister. This includes, but may not be limited to, the funding recipient's and/or organisation's name or nominated executive officer, funded project description, funded amount and location.

If you are applying under an auspicings arrangement with an incorporated association, ensure your agreement with the auspicings body clearly defines the roles and responsibilities of each party including access and use of your information.

You can access and update personal information you provide through your user profile in GrantsNT. To assist in the promotion and development of arts and culture in the Northern Territory, information may be shared with Commonwealth, State and Territory agencies and the media.

## 8.7. Conflict of Interest

You must declare any conflicts of interest on application and to the best of your knowledge, no conflict exists or is likely to arise in the performance of a Funded Activity.

## 9. Grants at a Glance

Program	Category	Funding Available	Eligibility	Description	Closing Date	Notification Date
Career Development	Professional Development Fund	Up to \$2000 each financial year	Individuals	The Professional Development Fund supports professional development, employment and showcasing opportunities for professional artists and arts workers.	Open all year or until budget expended.	Within 20 working days.
	Creative Fellowships	Up to \$20 000 per application	Individuals	Creative Fellowships support established NT artists and arts workers (minimum six years art practice) to undertake a sustained period of research or professional development to benefit their own practice and the development of the arts, culture and the creative industries in the NT.	<b>Opens:</b> 15 February 2021 <b>Closes:</b> 15 March 2021	<b>From:</b> 6 May 2021
	Arts Residencies and Exchanges <i>*prioritising applications from remote and Aboriginal artists.</i>	Up to \$10 000 per application	Individuals	Arts Residencies and Skills Exchanges support early and mid- career artists and arts workers to access structured professional development, skills exchanges and mentoring from leading NT art sector professionals. <i>This category prioritises opportunities that directly benefit capacity building opportunities for Aboriginal and remote artists, and arts workers.</i>		



Northern Territory Arts and Culture Grants Program Guidelines

<b>Arts Projects</b>	Arts Projects <ul style="list-style-type: none"> <li>• <i>Arts and skills Development</i></li> <li>• <i>Presentation and Promotion</i></li> <li>• <i>Emerging Artists</i></li> </ul>	Up to \$20 000 per grant for arts and skills development, presentation and promotion  Up to \$15 000 per grant for emerging artists (first five years of professional practice)	Individuals, Groups, Organisations	Arts Project funding supports: <ul style="list-style-type: none"> <li>• research, development or creation of new art works</li> <li>• projects that present, exhibit, distribute or promote NT arts practice</li> <li>• development of artist and arts worker skills, knowledge and experience</li> <li>• emerging artists to develop new work, showcase or upskill</li> </ul>	<b>Round 1</b> <b>Opens:</b> 28 September 2020  <b>Closes:</b> 26 October 2020  <b>Round 2</b> <b>Opens:</b> 1 March 2021 <b>Closes:</b> 29 March 2021	<b>From:</b> 15 December 2020  <b>From:</b> 14 May 2021
<b>Arts Industry Development</b>	<ul style="list-style-type: none"> <li>• <i>Accessible Arts</i></li> <li>• <i>Growth and Sustainability</i></li> </ul>	Up to \$30 000 per application (accessible arts)  Up to \$50,000 per application (growth and sustainability)	Individuals, Groups, Organisations	Provides funding for new initiatives that: <ul style="list-style-type: none"> <li>• increase capacity, profile and employment of artists with disability (accessible arts)</li> <li>• increase the capacity of the arts and cultural industries (growth and sustainability)</li> </ul>	<b>Opens:</b> 18 January 2021 <b>Closes:</b> 22 February 2021	<b>From:</b> 9 April 2021
<b>Regional Museums Grant Support Program</b>		Up to \$50 000 per grant	Organisations	Provides funding to regional museums, keeping places and community art galleries for projects that support the preservation, collection and display of the unique cultural heritage of the NT.	<b>Opens:</b> 1 Feb 2021  <b>Closes:</b> 23 March 2021	<b>From:</b> 12 May 2021

<p><b>Arts and Culture COVID-19 Recovery Program</b></p>	<p>Digital development and engagement</p>	<p>Individual artists and arts workers</p> <ul style="list-style-type: none"> <li>• Up to \$10 000 per application</li> </ul>	<p>Individuals</p>	<p>In response to feedback recognising that digital capability will continue to be increasingly important to the sustainability and recovery of the sector from the impacts of COVID-19, grants will support NT artists and arts workers to create digital content, develop digital production skills and explore new ways to reach and engage audiences.</p>	<p><b>Open:</b> 14 September 2020 <b>Closes:</b> 19 October 2020</p>	<p>From: 4 December 2020</p>
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## 10. Professional Development Fund

*The Professional Development Fund prioritises access to development opportunities for professional artists and arts workers.*

Professional development grants are available for artists and arts workers to access and participate in professional development activities. Professional development opportunities may include participation and showcasing at specialist workshops, arts industry forums or national markets and showcasing events.

**Please note:** Your project must take into account the latest COVID-19 advice.

### 10.1. Funding Available

Up to \$2000 per application each financial year.

### 10.2. Key Dates

Opening date for applications	all year or until budget fully expended
Notification	within 20 working days
Activity start date	activity cannot commence prior to notification date

### 10.3. Grant Objectives

- access to development and training opportunities for Territory artists or arts workers;
- increase skills, knowledge, capacity of artists and arts workers;
- showcase and profile Northern Territory arts and culture;
- employment of Northern Territory artists and arts workers; and
- contribute to Northern Territory arts sector development.

### 10.4. Eligibility

- individuals as defined under [General Eligibility](#);
- at least 50 percent of the total budget for the activity must come from sources other than Arts NT and/or the Northern Territory Government. This may include in-kind support;
- employees of leading arts organisations can apply for professional development support and organisations must demonstrate a minimum of 50 percent cash contribution; and
- applicants will need to demonstrate how the proposed professional development opportunity relates to the development of their professional career and provide written confirmation of the offer or other supporting material relevant to the opportunity.

### 10.5. Required Application Information

- outline of the opportunity;
- written confirmation / registration of activity or showcasing offer / involvement / invitation;
- CV of applicant or links online;
- relevant examples of recent work or links online;
- budget support material for expenses (using grant funds) over \$1000; and

- letters or emails of support.

## 11. Arts and Culture COVID-19 Recovery Program

*A healthy, vibrant artistic and cultural sector is critical to the health and wellbeing of our community, and will also underpin the Territory's recovery.*

*In response to feedback from the arts and culture sector recognising that digital capability will continue to be increasingly important to the sustainability and recovery of the sector from the impacts of COVID-19, grants will support Northern Territory artists and arts workers create digital content, develop digital production skills and explore new ways to reach and engage audiences.*

Activities may include:

- development and creation of digital programming that will showcase Territory artists, increase audience reach and engagement;
- innovative use of technology, online platforms, live streaming to develop and showcase new work, reach and engage audiences and develop online communities; and
- digital skills development including digital production.

**Please note:** Your project must take into account the latest [COVID-19 advice](#).

### 11.1. Funding Available

Individual artists and arts workers

- Up to \$10 000 per application.

### 11.2. Key Dates

Opening date for applications	Monday, 14 September 2020
Closing date	Monday, 19 October 2020 at 2.00pm
Notification	from 4 December 2020
Activity start date	on execution of contract

### 11.3. Grant Objectives

- support continuity, innovation and sustainable arts practice;
- increase skills, knowledge, capacity of artists, and arts workers;
- maintain and enhance audience reach, experience, engagement and participation in arts and cultural activities; and
- employment of Northern Territory artists and arts workers.

### 11.4. What can you apply for

- reasonable equipment, software and technology that is integral to the creative process and artistic outcome as nominated in the application;

- digital production upskilling and / or engagement of services to produce digital content; and
- the creation of web content, however costs for website creation will be not be supported through this program (Please note that funding for website development could potentially be available through other [NTG divisions and agencies](#)).

## 11.5. Eligibility

- individuals as defined under [General Eligibility](#);
- priority will be given to applications that support Northern Territory artists and sole traders that have been significantly impacted by COVID-19; and
- to ensure the funding supports Territorians all funds are expended locally in line with the Buy Local requirements.

## 11.6. Required application information

- how funding will assist in building capability and maintaining and/or reaching new audiences;
- outline of the opportunity, development to be undertaken and outcome to be achieved; and
- budget demonstrating that you have costed the project, and/or identified key delivery partners.

## 12. Arts and Culture Grants Program – Arts Projects

### Arts Projects support:

- projects that present, exhibit, distribute or promote Northern Territory arts practice;
- research, development or creation of new art works;
- skills development; and
- emerging artists.

**Please note:** Your project must take into account the latest [COVID-19 advice](#).

### 12.1. Funding Available

- up to \$20 000 per applicant for arts and skills development or presentation and promotion.
- up to \$15 000 per applicant for emerging artists (first five years professional practice).

**Please note:** to ensure equitable access to funding, at least one emerging artist will be recommended each round, subject to meeting the assessment criteria and submission of a meritorious application.

### 12.2. Key Dates

Round 1	Round 2
<b>Opening date:</b> 28 September 2020	<b>Opening date:</b> 1 March 2021
<b>Closing date:</b> 26 October 2020	<b>Closing date:</b> 29 March 2021
<b>Notification:</b> 15 December 2020	<b>Notification:</b> 14 May 2021
<b>Activity start date:</b> on execution of contract.	

### 12.3. Grant Objectives

- increase development of Northern Territory arts and culture, including new works by artists;
- increase showcasing and promotion for Northern Territory artists;
- increase opportunities to develop skills for artists and/or increase community access and participation in arts and culture; and
- increase employment of Northern Territory artists and arts workers.

### 12.4. Eligibility

- Individuals, groups or not for profit organisations as defined under [General Eligibility](#). Track record will be considered when assessing applications
- Arts organisations receiving more than \$100 000 per annum through the Arts and Culture Grants Program and that also receive in kind accommodation in Northern Territory Government owned or leased assets are not eligible.
- Projects directly associated with festivals and arts organisations receiving more than \$100 000 per annum may not be eligible. Please discuss eligibility with Arts NT.

## 12.6. Required Support Material

- CVs or biographies for all key participants or links online;
- relevant examples of recent work;
- letters or emails of support;
- participation forms for all key participants (other than applicant); and
- budget support material and quotes for expenses (using grant funds) over \$2000.

## 13. Arts and Culture Grants Program – Arts Industry Development

*Provides funding to new initiatives that increase the business and operational capacity and profile of artists with disabilities, and increase the sustainability and capacity of the arts and cultural industries.*

**Please note:** Your project must take into account the latest [COVID-19 advice](#).

### 13.1. Funding Available

- **ACCESSIBLE ARTS** – Up to \$30 000 per applicant to increase capacity, profile and employment of artists with disability.
- **GROWTH AND SUSTAINABILITY** – Up to \$50 000 per applicant to increase capacity of the arts and cultural industries.

### 13.2. Key Dates

Opening date for applications	18 January 2021
Closing date	22 February 2021
Notification	from 9 April 2021
Activity start date	on execution of contract

### 13.3. Grant Objectives

#### **ACCESSIBLE ARTS – Increase capacity, profile and employment of artists with disability**

Applications must demonstrate benefits for the development and sustainability of the arts and disability sector and contribution toward the goals of the [National Arts and Disability Strategy](#).

- increase participation and access, and or to develop and grow audiences for work;
- raise the profile of Northern Territory artists with disabilities;
- support innovative and sustainable cultural industries for arts access; and
- support strategic partnerships that increase capacity building and disability employment outcomes.

Contact Arts NT on 1800 678 237 or [arts.office@nt.gov.au](mailto:arts.office@nt.gov.au) to request an adjusted application method if required.

#### **GROWTH AND SUSTAINABILITY – Increase capacity of the arts and cultural industries**

Funding supports creativity, capability and sustainability of artists and arts organisations, including small to medium arts businesses that are recognised as high quality and contribute to the Territory's arts sector through creative practice, business ingenuity and innovation.

Applications must demonstrate the benefits to the development and sustainability of their practice and/or organisation, including submission of a business plan and timeline demonstrating clear sector outcomes, as well as measures of success. The development of new artistic work for presentation will not be supported. Applicants that support industry development in regional and remote Northern Territory are encouraged to apply.



- build capacity and employment in the Territory's arts and cultural sector; and
- support the development of new business models for Northern Territory art, creative and cultural organisations that increase partnerships, capacity, revenue and non-Government investment.

## 13.4. Eligibility

Individuals, groups, organisations (including small to medium arts and cultural businesses) must be legally constituted and have their main place of business registered in the Northern Territory and have worked in the Northern Territory arts sector for more than five years.

Entities registered and operating outside of the Territory cannot apply, but can partner with eligible applicants as defined under [General Eligibility](#) requirements. Track record will be considered when assessing applications.

## 13.5. Required Support Material

- CVs/biographies and Participant Forms for all key participants or links online;
- relevant examples of recent work;
- letters or emails of support ;
- budget support material for expenses (using grant funds) over \$2000; and
- confirmation of significant other (non-Northern Territory Government) investment or funding support.

## 14. Arts and Culture Grants Program – Creative Fellowships

*Supports established Northern Territory artists undertake a planned period of research, professional development, skills and knowledge exchange through a Creative Fellowship to benefit both their own practice and the development of the arts, culture and creative industries in the Northern Territory.*

Creative Fellowships are open to artists across art forms and creative practice, including dance, literature, music, theatre, visual arts and community arts. This opportunity is not solely for the development or delivery of new work, but to assist in acquiring new skills, knowledge and networks to support career development.

**Creative Fellowships** support established Northern Territory artists and arts workers to undertake a sustained period of research or professional development. Submissions must provide a self-directed program with timeline and locations of proposed activities and statement on how the activity will impact and build the applicant's career, and contribute to arts and cultural development in the Northern Territory. Applicants must demonstrate a minimum of six years arts practice in the Northern Territory.

**Arts Residencies and Skills Exchanges** supports early and mid-career artists and arts workers to access structured professional development, skills exchanges and mentoring from leading Northern Territory art sector professionals. This category prioritises opportunities that directly benefit capacity building opportunities for Aboriginal and remote artists, and arts workers

- **Arts Residencies** must submit details of confirmed residency program with partnering organisation, location, outcomes, timelines and locations of proposed activities and statement on how the activity will impact and build the applicant's career and the arts and cultural development in the Northern Territory.
- **Skills Exchanges** must submit details of confirmed structured skills exchange program and outcomes with timeline and locations of proposed exchange and statement on how the activity will impact the applicant's career and contribute to arts and cultural development in the Northern Territory.

At this time, international travel is not supported through this category due to the impact of COVID-19.

**Please note:** Your project must take into account the latest [COVID-19 advice](#).

### 14.1. Funding Available

- Up to \$20 000 per Creative Fellowship and up to \$10 000 per Arts Residency or Skills Exchange.

### 14.2. Key Dates

Opening date for applications	15 February 2021
Closing date	15 March 2021
Notification	from 6 May 2021

### 14.3. Grant Objectives

- profile Northern Territory arts and culture;
- recognise Northern Territory artists outstanding achievement in the arts and creative industries;
- strengthen professional practice and employment opportunities for Northern Territory artists or arts workers; and

- employ Northern Territory artists and arts workers.

#### 14.4. Eligibility

- Individuals subject to [General Eligibility](#) requirements.
- Applicants must have had a minimum of six years professional arts practice in the Northern Territory and have made a significant contribution to the arts, culture and creative industries.
- Track record will be considered when assessing applications.

#### 14.5. Required Support Material

- CV or biography or links online;
- relevant examples of recent work;
- an outline of three significant achievements or career highlights;
- references reflecting on skills, experience, accomplishments and abilities of the applicant;
- demonstration of adherence to Aboriginal Cultural Protocols; and
- budget support material for expenses (using grant funds) over \$2000.

#### 14.6. Acquittal

This category now acquits in a Case Study format. Case Study template can be found under Supporting Documents when applying in GrantsNT.

## 15. Regional Museums Grant Support Program

*Provides funding to regional museums, keeping places and community art galleries for projects that support the preservation, collection and display of the unique cultural heritage of the Northern Territory.*

- Organisations may apply for more than one project provided the combined annual value is no more than \$50 000 (exc GST), and all projects can be completed within one year.
- Grant Applications for projects relating to National Trust museums must include written approval from the Director of the National Trust NT.
- A maximum of 50 per cent of this funding can be used to support operational costs directly associated with delivering the project.

**Please note:** Your project must take into account the latest [COVID-19 advice](#).

### 15.1. Funding Available

- Up to \$50 000 per applicant is available to Northern Territory regional museums, keeping places or community art galleries for projects that can be completed in one year.

### 15.2. Key Dates

Opening date for applications	1 Feb 2021
Closing date	23 March 2021
Notification	from 12 May 2021
Activity start date	on execution of contract

### 15.3. Grant Objectives

- The development of high quality regional museums, keeping places and/or community art galleries throughout the Northern Territory.
- To strengthen sustainability, capacity and revenue streams;
- Increase visitor engagement.
- Support best practice collection care according to the guidelines of the [National Conservation and Preservation Policy and Strategy, 1998](#) and the [National Standards for Australian Museums and Galleries](#).
- Develop projects involving the local community.

### 15.4. What can you apply for?

- Reasonable equipment, software and technology that is integral to the creative process and artistic outcome of the project nominated in the application.
- Digital production upskilling and professional development which relates to collection care and management and display.
- Development of best practice collection care policies and plans including conservation plans, interpretation plans, collection management and disaster preparedness plans.
- Significance assessments and preservation needs assessments.

- Employment of consultants or contractors with specialist skills and knowledge such as conservators or Traditional Owners.
- Accessioning and cataloguing of collections.
- Development and design of museum exhibition displays and installations.
- Storage and conservation materials.
- Training and professional development for staff, professionals and volunteers.
- Strategic planning and capacity building to increase visitation, revenue from business activities and viability.

## 15.5. Assessment Criteria

Each grant application is assessed against the assessment criteria listed below:

- The Regional Museum Grant Support Program objectives.
- Benefit to the museum, keeping places or community art gallery.
- The historic, social, spiritual, cultural and/or heritage significance of the collection.

Refer to Section 7.1 Assessment for information about planning and required confirmations.

## 15.6. Eligibility

Eligible organisations must be:

- Committed to the preservation of cultural heritage by actively conserving, researching and interpreting collections for visitors' education and enjoyment.
- Be legally constituted and incorporated in the Northern Territory;
- Be a 'not-for-profit' (as defined by the Australian Tax Office) museum, keeping place or community art gallery; and
- Be open to the public or developing travelling exhibitions to regional Northern Territory.

## 15.7. What is not funded?

- Private enterprise or for profit business activities.
- Fundraising or charitable events.
- Purchases or acquisition of objects or collections.
- Activities that are the exclusive responsibility of other funding bodies or government agencies.
- Capital works or the restoration and maintenance of buildings.
- Projects that relate to objects which are not owned by the applicant.
- Establishing new museums, keeping places or community art gallery.
- Operational staff salary and wages (unless directly related to the project);
- Unincorporated bodies may only apply if they nominate an organisation which will be known as the 'administering body'
- Utility costs, such as power and water;
- Capital equipment or real estate purchases;
- Multiple applications for the same project / activity are not accepted to this program.

## 15.7. Support Material

Relevant support material is crucial to a strong application, including:

- CVs or biographies for all key participants;
- Letters or emails of support including written permissions where relevant from Aboriginal individuals, community or language groups, Land Councils or other appropriate community representatives;
- Confirmation of significant other (non-Northern Territory Government) investment or funding support;
- Budget support material for expenses (using grant funds) over \$2000.

For more information, please read Section 6.2 Support Material.

## 15.8. Aboriginal Cultural Content

- Applicants need to clearly identify whether Aboriginal Australians are leading, conceiving, participating or have been consulted in your activity.
- If the project or activity involves Aboriginal Heritage reference to current Commonwealth and Northern Territory legislation:
  - *Heritage Act 2011* (Northern Territory);
  - *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Commonwealth);
  - *Environmental Protection and Biodiversity Conservation Act 1999*;
  - *Native Title Act 1993*; and
  - *Protection of Movable Cultural Heritage Act 1986*.
  - [Dhawura Ngilan: A vision for Aboriginal and Torres Strait Islander Heritage in Australia and the Best Practice Standards in Indigenous cultural heritage management and legislation.](#)
  - Guidelines for Interpreting Australian Aboriginal and Torres Strait Islander Culture and Country (2012), published by the National Trust.

## 16. Arts and Culture Grants Program – Strategic Initiatives and Partnerships

***The Arts and Culture Grant Program Strategic Initiatives and Partnership Fund supports strategic and national priorities.***

Requests for strategic funding are evaluated by the Department of Territory Families, Housing and Communities and are subject to the Minister's approval. Expressions of Interest may be invited or sought for the delivery of strategic programs and activities that align with the Northern Territory Government priorities.

Initiatives supported under this program in 2019-20 are [listed here](#).

## 17. Northern Territory Leading Arts Organisations and Strategic Venues

A number of leading arts and cultural organisations and strategic venues have five year funding agreements to deliver programs and services that invest in industry and sector development, grow the creative economy, and encourage artistic excellence, achievement and participation.

Details can be [viewed here](#).

## 18. Glossary of Terms

**Aboriginal** describes someone who is of Aboriginal and Torres Strait Islander descent, identifies as an Aboriginal or Torres Strait Islander and is accepted as such in the community where he or she lives or comes from.

**Aboriginal Cultural Content** refers to Aboriginal cultural material or Aboriginal artistic practice and outcomes relating to Aboriginal artists and their communities. Also see [Aboriginal Cultural Protocols](#)

**Aboriginal Project** is an activity where the applicant identifies as an Aboriginal individual/group or an Aboriginal organisation.

**Acquittal** is the report submitted at the conclusion of your grant activity, which informs Arts NT about the financial and artistic outcomes. Acquittal requirements are outlined in your funding agreement, and should be read prior to the commencement of your activity.

**Applicant Contribution** is any monetary or in-kind contribution provided to the project by the applicant.

**Arts Development Officers** are Arts NT staff who advise and support applicants on the Arts Grants Program, arts development and policy.

**Artist Fee** is the payment made for artist labour. Pay scales and conditions are often prescribed under relevant industrial awards and agreements or recommended by a peak organisation. More information is available from:

[Arts and Entertainment Administration Award 2001](#)

[Australian Society of Authors](#)

[Australian Writers' Guild](#)

[Fair Work Commission](#)

[Live Performance Award](#)

[Media, Entertainment and Arts Alliance](#)

[Musicians' Union](#) and [APRA AMCOS](#)

[National Association for Visual Arts](#)

[Regional Arts Australia](#)

**Arts Worker** is a person who manages, administers or facilitates arts and cultural activity.

**Artistic Merit** refers to the quality of the artistic work produced by the activity. It also refers to the value and quality of the concepts that inform the work as described in the application.

**Artistic Support Material** supports the grant application by providing high quality examples of current or previous artistic practice and activities. Artistic support material can include images, video or audio samples, published or printed material, media and marketing materials.

**Arts NT Register of Peers** is a pool of arts sector professionals selected according to arts and cultural industry knowledge and experience, relevant to art forms, regions and Northern Territory cultural diversity.

**Acquittal** is the report documentation provided to certify the funded activity has been undertaken in line with the terms and conditions of funding and finalises the conditions of funding. If an acquittal is not provided in line with your agreement you will be invoiced for the amount of the grant or part thereof.



**Assessment Criteria** are the established and published standards used to evaluate an application to determine if a grant should receive funding.

**Associated entities** as listed in the Northern Territory Administrative Arrangements Order.

**Board endorsement** is the certification provided from the Board from a person duly elected to do so.

**Buy Local Plan** ensures every dollar spent by government can have wider benefits for the community, through the flow-on effect of wages, economic stimulation, community development and corporate social responsibility. For more information visit [Buy Local Plan](#)

**Budget** is a detailed summary of projected income and expenses for your activity e.g. ticketing or merchandising sales and associated costs, art sales income and art material and labour costs. In-kind income and expenses may be included. Quotes, breakdowns and/or support material for all expenses (using grant funds) over \$2000 are required.

**Contingency** is a financial reserve set aside for uncertain costs. It is acceptable to budget for contingency expenses of up to 5 percent where costs are not fixed.

**Copyright** is the ownership of intellectual property. You need to get permission to use the intellectual property of someone else. Copyright information and advice are available from the Arts Law Centre of Australia [www.artslaw.com.au](http://www.artslaw.com.au), Artists in the Black [www.aitb.com.au](http://www.aitb.com.au) and the Australian Copyright Council [www.copyright.org.au](http://www.copyright.org.au).

**Disability** a person with disability has experienced a loss or deterioration of personal and social functions across a range of life activities, due to a disorder, illness or injury.

**Donations** may include cash, fees or time towards activity, new or used goods such as vehicles or equipment, or services. The donation of services is also called in-kind support.

**Emerging Artist** is an artist within the first five years of professional practice.

**Established Artist** is an artist recognised as an outstanding professional in their field with an extensive track record of artistic practice and recognisable achievement. An established artist has more than six years of professional practice.

**Funding Agreement / Contract** is the document signed by the grant recipient and the Northern Territory Government delegate that outlines the conditions of funding including acquittal reporting and acknowledgement requirements.

**GrantsNT** is the Northern Territory Government's online grants management system used by applicants to apply for grant.

**Income and expenditure statement** is the financial statement detailing and certifying the income and expenditure of a funded activity. From time to time the certified income and expenditure statement provided on acquittal may vary significantly from the approved application budgets and will not be accepted. To ensure terms and conditions of funding are met, significant changes to budgets must be facilitated through a variation prior to the acquittal date.

**Indigenous Cultural Protocols** are the Australia Council for the Arts' [Protocols for working with Indigenous artists and Protocols for producing Indigenous Australian Art](#). You should refer to these if your activity includes Aboriginal cultural content.

**In-kind Support** includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. In-kind contributions should be given a dollar value in your budget and be included as income and have a corresponding expense. It is good practice to include confirmation of in-kind

contributions in excess of \$2000 in your letters of support. Ensure in-kind estimates are best practice and align to industry standards.

**Insurance** grant recipients must hold the agreed insurance policies including public liability insurance to protect you against legal and court costs (for example legal liability) in the event that someone is injured, or has their property damaged while you are providing a service to them. The Northern Territory Government require funded arts organisations to have a minimum of \$20 million coverage for public liability. A copy of the Public Liability Insurance Certificate of Currency may be requested as evidence.

**Key Artists / Key Organisers** are the **key participants** who are paid and/or are the main beneficiaries of the activity.

**Key Performance Indicators (KPIs)** measure the intended outcomes of the activity. The funding agreement may specify reporting of KPIs.

**Legal Requirements** are Federal, State and Territory standards and regulations including fair labour, civil rights, accessibility, age discriminations, lobbying with appropriate monies, accounting records and other published requirements to which an applicant accepting a grant must adhere.

**Letters or emails of support** provide evidence of community, arts sector and other partners support for the activity and must be current. They may endorse the competency of the key participants, evidence the importance and viability of the activity and confirm any in-kind or monetary support provided. Northern Territory Government endorsements of grant applications will not be accepted. You will be asked to declare if you are receiving or anticipating receiving other government support for your project and to include this in your budget. Emails of support should be included as .msg or .pdf files and must clearly identify the sender/s. Letters of support must be signed.

**Marketing/Public Relations/Promotions** are activities that inform the community about the activity including advertising, electronic marketing, media releases, social media posts, radio interviews, brochures, flyers and posters etc.

**Not for profit** organisations are organisations that provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable).

**Participation Forms** are available [online](#). These are required support materials for key organisers and key artists (other than the applicant) for some grant categories.

**Partnership** is an agreement between two or more parties to resource the activity. If partnership is not formal arrangement (no ABN), one party must be the applicant. Partners can provide artists and arts workers with access to resources and opportunities that would otherwise be unavailable to them.

**Professional Artist** has specialist training in his or her field of art, is committed to devoting significant time to the artistic activity, and has a history of public presentation and peer recognition.

**Regional/ Remote:** The whole of the Northern Territory is classified as Regional and is further broken down into Outer Regional (54.8 percent), Remote (21.7 percent) and Very Remote (23.5 percent) according to Australian Standard Geographical Standard - [Remoteness Area](#).

**Self-Acquittal / Self Acquittal Audit** means that funding received under a self-acquittal arrangement is not required to be acquitted unless selected through the audit process. Recipients should retain all receipts in line with the Australian Taxation Office requirements. If selected through the audit process, an acquittal will be required to be submitted.

**Travel Allowance** or Per Diems are an estimated amount that would cover lodging and meal expenses for artists carrying out the project/activity outside the usual place of residence. The Australian Taxation Office lists [reasonable travel allowance](#) on their website.

**Variations** to funding agreements will only be considered for extenuating circumstances and will only be considered prior to the acquittal date.

## 19. Stay Up to Date

Register for Bite Size Arts News to stay up to date on current grant programs, as well as other Territory and Federal Government updates and initiatives.

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