

Live Music Support Program Application Form

Form Preview

Privacy and Eligibility

* indicates a required field

Privacy statement

By completing this application you understand and agree to the way in which Arts Queensland and its third party service providers collect and manage your personal information. For further Arts Queensland privacy information go to <https://artsqueensland.smartygrants.com.au/>. For information about [OurCommunity's privacy policy and terms of use](#).

Eligibility

Please read the following to help in completing this form:

- [Program Guidelines](#)
- [Arts Queensland General FAQs](#)
- [Live Music Support Program FAQs](#)
- [Terms of Funding Version 8](#)
- [Data Dictionary](#)

For general advice on funding applications visit our [Arts Acumen](#) page or download the [Funding Application Toolkit](#).

The Creative Business Champions Hub provides free, expert, personalised online support to Queensland artists and arts workers. Covering a range of discipline areas, this service can help you develop arts business skills, competencies and networks to support business sustainability and growth. Find out more at: <https://rasn.org.au/cbc/>

To be eligible for Live Music Support Program applicants must satisfy a number of eligibility criteria. If you are unsure if you are eligible for funding you can contact Arts Queensland on 07 3034 4016 and ask to speak to the Live Music Support Program manager.

Please refer to the [Live Music Support Program guidelines](#) for the full list of eligibility criteria.

Is your organisation a Queensland-based live music venue that has been operating, including through regular original live music programming, for at least 12 months? *

☐ Yes ☐ No

Does your organisation meet the definition of an indoor live music venue? *

☐ Yes ☐ No

Has your organisation been highly impacted by the COVID19 pandemic and associated shutdown and restrictions? *

☐ Yes ☐ No

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Can you provide evidence of a substantial decrease in revenue relative to normal operating circumstances? *

☐ Yes ☐ No

Does your organisation have an Australian Business Number (ABN)? *

☐ Yes ☐ No

Have you only submitted one application to the Live Music Support Program? *

☐ Yes ☐ No

Have you ever been employed by Arts Queensland? *

☐ Yes ☐ No

Employees of Arts Statutory Bodies and the Department of Environment and Science should consult the 'Important Information for Applicants' document before applying.

If yes, did your employment cease more than six months before applying? *

☐ Yes ☐ No

Have you satisfied the additional eligibility criteria as outlined in the guidelines? *

☐ Yes ☐ No

Link to the [Guidelines](#)

Have you or your organisation satisfied the reporting requirements of any previous Arts Queensland funding? *

☐ Yes ☐ No ☐ Not applicable

You confirm that you are not insolvent or have owners / directors that are an undischarged bankrupt. *

☐ Yes ☐ No

Answer YES if NOT insolvent or owners / directors undischarged bankrupt

Your application is not saved until you click on the Save Button. Please ensure that you regularly save your application.

Applicant Details

* indicates a required field

Organisation name *

Organisation Name

Street address *

Address

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If your address is not found, click on - Can't find my address - and fill out the address in the space provided.

Postal address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

If your address is not found, click on - Can't find my address - and fill out the address in the space provided.

Daytime contact number *

Please enter area code

Mobile phone number

Must be an Australian phone number.

Applicant website

Must be a URL

Primary contact email *

Must be an email address.

Legal status (e.g. Incorp. assoc.) *

Contact person for this application *

Title	First Name	Last Name
-------	------------	-----------

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position in the organisation *

Office contact number *

Must be an Australian phone number.
Please enter area code

Contact email

Must be an email address.

State Electorate and Local Government Area (LGA)

Use the [Electoral Commission Queensland website](#) to find your State Electorate and LGA.

Please enter your Street address provided above in the search field.

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Use the Drop-down below to enter your State Electorate and LGA

Select your State Electorate. *

Select your Local Government Area (LGA). *

Australian Business Number (ABN) details

ABN must be registered in the same name as the applicant name - funding cannot be provided through auspicing arrangements.

Applicant ABN *

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

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

GST Registered *

☐ Yes

☐ No

Operating entity

☐ For profit

☐ Not for profit

Trading name or professional name (if different)?

Have you or your organisation received Arts Queensland funding before? *

☐ Yes

☐ No

If yes, under what name?

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Statistical information

Information in this section is not used to assess your application. Information you provide will be aggregated and used to review access to Arts Queensland funding programs.

Does your group/organisation primarily exist for any of the groups below? (Tick only those that apply)

Do you or your group/organisation identify with any of the groups below?

- | | |
|--|--|
| <input type="checkbox"/> Aboriginal peoples | <input type="checkbox"/> People from culturally and linguistically diverse backgrounds |
| <input type="checkbox"/> Torres Strait Islander peoples | <input type="checkbox"/> Older people (over 55 years of age) |
| <input type="checkbox"/> Australian South Sea Islander peoples | <input type="checkbox"/> Youth (12 - 25 years of age) |
| <input type="checkbox"/> Regional Queenslanders | <input type="checkbox"/> Children (0-11 years) |
| <input type="checkbox"/> People with disability | <input type="checkbox"/> LGBTIQ+ |

Your application is not saved until you click on the Save Button. Please ensure that you regularly save your application.

About your venue

* indicates a required field

Name of venue *

Location of venue (suburb) *

Provide a brief description of your venue, including the type of live music programming it supports and its core audience. *

Word count:
Must be no more than 200 words.

Upload evidence of regular live music programming in the last 12 months. *

Attach a file:

A maximum of 6 files may be attached.

What is the capacity of your venue under normal operating conditions? *

Must be a number.

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How many employees does your venue currently have? *

Must be a number.

Is your venue currently open? *

☐ Yes

☐ No

When do you plan to re-open? *

Must be a date.

All businesses, including arts businesses, should have an up to date Work Health and Safety (WHS) plan in place, including strategies to manage COVID-19. Some venues may choose to operate in line with an approved COVID Safe industry plan or have developed an approved site specific plan.

Are you operating under: *

- ☐ Your own WHS plan which includes strategies to manage COVID-19
- ☐ An approved COVID Safe industry plan
- ☐ An approved site-specific COVID Safe plan

Certificate of compliance

You have selected “An approved COVID Safe industry plan” please attach your certificate of compliance.

Upload Certificate of Compliance *

Attach a file:

Activity details

Over what dates will funding be expended?

Please note your start date should be no earlier than 1 April 2021. The activity end date must be no later than 30 September 2021.

Activity start date *

Must be a date and no earlier than 1/4/2021.

Activity end date *

Must be a date and no later than 30/9/2021.

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What programming will take place in your venue between the activity start date and 30 September 2021? *

Only complete the section below if your venue **specifically and directly** targets people from one or more of these groups.

Is your venue aimed at specific communities as participants and/or audiences?

- | | |
|--|--|
| <input type="checkbox"/> Aboriginal peoples | <input type="checkbox"/> People from culturally and linguistically diverse backgrounds |
| <input type="checkbox"/> Torres Strait Islander peoples | <input type="checkbox"/> Older people (over 55 years of age) |
| <input type="checkbox"/> Australian South Sea Islander peoples | <input type="checkbox"/> Youth (12 - 25 years of age) |
| <input type="checkbox"/> Regional Queenslanders | <input type="checkbox"/> Children (0-11 years) |
| <input type="checkbox"/> People with disability | <input type="checkbox"/> LGBTIQ+ |

Assessment Criteria

* indicates a required field

Refer to Program Guidelines for further information on how to address the below criteria.

What is your venue's significance and contribution to Queensland's music ecology? *

Word count:

Must be no more than 500 words.

What has been the financial impact of COVID19 and associated social distancing requirements on your venue? *

Word count:

Must be no more than 500 words.

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In the support material section of this application (page 6) attach evidence that demonstrates the financial impact of COVID19 on your business. This should include Business Activity Statements, e.g. over two quarters, that allows comparison between revenue levels in usual operating circumstances and the current environment, or a dated and signed letter from a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants.

Budget - Income and Expenses

* indicates a required field

How much Live Music Venue Support funding are you requesting? *

\$

This will be populated from the AQ breakdown amount total from your expenditure budget below.

If approved funding, it will be paid in the following instalments:

- 50% on approval (following receipt of EFT Form and tax invoice to Arts Queensland for the amount listed in your payment schedule)
- 50% on date three months after 29 March 2021 (following receipt of supporting evidence and tax invoice to Arts Queensland for the amount in your payment schedule)

Are there special circumstances that require an alternative payment schedule than those listed above? *

☐ Yes

☐ No

If yes, provide an alternate payment schedule below. You are also required to provide relevant supporting documentation on page 6: Support material.

How will this funding be used? Complete the budget below

Budget tips:

- Enter expenditure items below..
- Ensure that your budget estimates are as accurate as possible.
- Use whole dollar amounts, do not use commas.
- Indicate how much of the Arts Queensland funding will be used for each expenditure item in the **AQ breakdown column**.

GST:

If you **are not GST registered**: amounts should **include GST** as this is part of the cost.

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If you **are GST registered**: Arts Queensland will pay the funds plus GST; amounts should therefore be **exclusive of GST**.

Your application is not saved until you click the save button; please regularly save your application.

Expenditure

Item e.g rent, staffing costs, enhancements or upgrades (please be as specific as possible)	Amount (\$)	AQ breakdown amount (\$)
---	-------------	--------------------------

	\$	\$
	Must be a dollar amount.	

Total expenditure

Total

\$

This number/amount is calculated.

AQ total amount

\$

This number/amount is calculated.

Notes to budget

Please outline any information that will assist to clarify or justify the costs included in your budget.

Support material

* indicates a required field

Mandatory support material

Please note: Maximum 50MB of support material allowed.

IF YOU ARE UPLOADING MULTIPLE FILES IT IS RECOMMENDED THAT YOU SAVE YOUR PROGRESS AFTER ATTACHING 3 FILES.

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1. Evidence of the financial impact of the COVID19 pandemic on your business, either via Quarterly Business Activity Statements (BAS) over at least two quarters, or via a dated and signed letter from a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants. *

Attach a file:

2. Evidence of your venue's history of regular original live music programming, and upcoming programming plans until 30 September 2021. *

Attach a file:

Link 1

Must be a URL.

Link 2

Must be a URL.

Link 3

Must be a URL.

Non-mandatory support material

3. Supporting documentation to validate the special circumstances requiring an alternate payment schedule.

Attach a file:

4. Other supporting material

Attach a file:

Certification

* indicates a required field

All applicants

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the live Music Venue Support Program.
- I have read, and I/my organisation is able to comply with, all of the requirements of the following;

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- a) The Guidelines pertaining to the grant fund as specified in the application
- b) The application and any schedules or attachment
- c) [The Terms of Funding - Version 8](#)
- The statements in this application are true and correct to the best of my knowledge, information and belief.
 - The supporting material is my own work or the work of the artists named in this application.
 - I acknowledge that, if I am/ my organisation is successful, and I/my organisation will be held accountable to deliverables outlined in this application, and information provided in this application will form part of the funding agreement with Arts Queensland, along with;
- a) The Guidelines pertaining to the grant fund as specified in the application
- b) The application and any schedules or attachment
- c) [The Terms of Funding - Version 8](#)
- I/my organisation will keep and maintain, for a period of 5 years, the necessary records to substantiate the application outlined in this form and any progress and outcome reporting
 - I/my organisation consent that information provided in this application may be used for training, systems testing or process improvement purposes by Arts Queensland staff.
 - I/my organisation give permission for Arts Queensland to verify funding requested from other funding agencies in support of this project and to provide information in this application to those funding agencies for this purpose.
 - I/my organisation give permission for Arts Queensland to forward my information to the most appropriate industry experts or Government representative.
 - If this application is approved, I/my organisation consent to the media and Queensland's State MPs being given information about the funded project and I understand I may be contacted directly by them.
 - I/my organisation consent to information about the funded project and the amount of funding received being published on Arts Queensland's website and/or the Queensland Government Open Data Portal.

I agree to the above *

☐ Yes

☐ No

For organisations groups/collectives/artist run initiatives, the person signing is the person who is authorised on behalf of the organisation to sign the contract and the Statutory Declaration and warrants they have authority to sign on behalf of the organisation group/collective/artist run initiatives.

Name *

Title

First Name

Last Name

Position *

Date *

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Must be a date

Arts Queensland ENews

Would you like to receive Arts Queensland email communications? We will add your First Name, Last Name, Postcode and Email and your responses below to our Vision6 email client in accordance with our Terms and Conditions (<https://www.arts.qld.gov.au/privacy#email>).

*

- ☐ I wish to receive Arts Queensland eNews
- ☐ I do not wish to receive Arts Queensland eNews

I want to receive emails about *

- ☐ All Arts Queensland enews
- ☐ Funding opportunities
- ☐ Arts sector news
- ☐ New Performing Arts Theatre updates
- ☐ Ten Year Roadmap

I am interested in hearing about (select all that apply)

- ☐ Arts in schools
- ☐ Circus and physical theatre
- ☐ Dance
- ☐ First Nations Arts
- ☐ Film
- ☐ Literature
- ☐ Music
- ☐ Theatre
- ☐ Visual art

*

- ☐ I consent to Arts Queensland collecting and using my information for communication purposes in accordance with our Terms and Conditions

Terms and Conditions : <https://www.arts.qld.gov.au/privacy#email>

Feedback

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback.

1. Did you engage with a Creative Business Advisor (CBA) through the RASN program in the development of this application or the initiative design *

- ☐ Yes
 - ☐ No
- The Creative Business Champions Hub provides free, expert, personalised online support to Queensland artists and arts workers. Covering a range of discipline areas, this service can help you develop arts business skills, competencies and networks to support business sustainability and growth. Find out more at: <https://rasn.org.au/cbc/>

2. How did you find out about the fund/grant program?

- ☐ AQ Webpage
- ☐ AQ Facebook
- ☐ AQ Client Manager
- ☐ Word of mouth

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☐ Media Release

☐ Other

Other, please list.....

3. Did you contact AQ before or during the preparation of your application?

☐ Yes

☐ No

What advice/support were you seeking?

☐ Further detail/clarification on eligibility requirements

☐ Further detail/clarification of detail in Guidelines or FAQs

☐ Clarification on mandatory support material

☐ Advice/support with completing the application form

☐ Other

Other, please list.....

4. As part of Arts Queensland's Arts Acumen, there are free (optional) resources available to support you in applying for arts funding and submitting applications. Are you aware of these resources?

☐ Yes

☐ No

Did you make use of these resources to support you in writing your application?

☐ Yes

☐ No

What resources did you use?

☐ Grant writing

☐ Budget toolkit

☐ Budget completion guide

☐ Business planning

☐ Evaluation and reporting resources

☐ Procurement resources

☐ Other

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Other, please list.....

What were the reasons?

- ☐ The resources did not contain the information I was looking for.
- ☐ Difficult to understand / apply the information/resources
- ☐ Did not require additional support in writing my application and/or have experience in applying for grant funding
- ☐ Other

Other, please list.....

Please indicate how you found the online application process:

- ☐ Very easy ☐ Easy ☐ Neither ☐ Difficult ☐ Very difficult

Please provide us with any improvements and/or additions to the application process/form that you think we need to consider:

Do you have any other feedback to Arts Queensland on the program you are applying to?

Contact Us

[Arts Queensland](#)

www.arts.qld.gov.au

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Postal Address: GPO Box 1436 Brisbane QLD 4001.

Email: investment@arts.qld.gov.au

Telephone: +61 7 3034 4016 **Toll-free Telephone:** 1800 175 531 (outside Brisbane metro)