

Indigenous Visual Arts Industry Support Grant Guidelines 2018-19

Closing Date:	Midnight 15 March 2019
Commonwealth policy entity:	Department of Communications and the Arts
Enquiries:	If you have any questions, please contact the Indigenous Visual Arts Industry Support team via email at ivais@arts.gov.au or via phone on 1800 006 992.
Date guidelines released:	30 June 2018
Type of grant opportunities:	Restricted Non-Competitive and Open Competitive

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1. Indigenous Visual Arts Industry Support (IVAIS) - Flowchart

The IVAIS grant opportunity is part of the Arts and Cultural Development Program

It achieves Australian Government objectives by contributing to the Department of Communications and the Arts (DCA) Outcome 2 in the Portfolio Budget Statements - Participation in, and access to, Australia's arts and culture through developing and supporting cultural expression. The grant opportunity is designed according to the *Commonwealth Grants Rules and Guidelines*.



Guidelines are published

We publish the IVAIS grant guidelines on GrantConnect.



Grant applications

Grants are primarily delivered through a restricted non-competitive process to organisations that have a history of high level performance, with priority given to organisations that have previously received IVAIS funding. In April to May each year, we will hold end of funding cycle conversations with each funded organisation that has grant funds lapsing by the end of that financial year. Eligible organisations can also apply for new or additional grant funds for a new activity at any time through an open competitive process. Grants are generally allocated in June for the upcoming financial year. See Section 8 for details of the open competitive application process.



Assessment Process

We assess all organisations, both through the restricted non-competitive and open competitive processes, against program and activity eligibility criteria and notify organisations that are not eligible.

For restricted non-competitive activities, existing funded organisations do not need to submit an application. We evaluate these organisations against the assessment criteria and past performance, including history of financial management and governance.

For open competitive activities, organisations must submit an application. We assess applications against the assessment criteria as well as past performance. In all cases, assessment includes an overall consideration of value for money.



Grant recommendations

We provide grant recommendations to the Minister for the Arts, including the grant amount. Grant amounts are determined through an assessment of performance and need, as well as in relation to other organisations delivering a similar type and scale of activity.



Grant Decisions are made

The Minister for the Arts determines which organisations will receive a grant and the grant amount.



Notification of decisions

We advise organisations in writing of the outcome.



Grant agreement

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



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Delivery of grant

Grantees undertake the grant activity as set out in their grant agreement. We manage the grant by monitoring progress and making payments.



Evaluation of IVAIS

We evaluate the specific grant activity and the IVAIS grant opportunity as a whole. We primarily base this on information provided by the grantees to us.

2. About the Arts and Cultural Development Program

The IVAIS grant opportunity is part of the Australian Government's Arts and Cultural Development Program which supports participation in, and access to, Australia's arts and culture through developing and supporting cultural expression.

IVAIS is primarily delivered through a restricted non-competitive process for existing, long-term funded activities. Each year, approximately \$300,000 is earmarked to support new activities through an open competitive process.

2.1 About the IVAIS grant opportunity

These guidelines set out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how activities are monitored and evaluated
- responsibilities and expectations in relation to the grant opportunity.

The grant opportunity will be undertaken according to the *Commonwealth Grants Rules and Guidelines* (CGRGs) <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

Policy Context

Australian Indigenous visual art is internationally recognised and sought after for its quality, innovation and cultural richness. The Australian Government is committed to investing in our Indigenous visual arts industry so that it is developed and strengthened for future generations.

The Government has supported Aboriginal and Torres Strait Islander visual artists in some form since 1971. This grant opportunity was established in 1992 as the *Arts and Crafts Industry Support Strategy* (ACISS) administered by the Aboriginal and Torres Strait Islander Commission. It was renamed in 1995 as the *National Arts and Crafts Industry Support* (NACIS) program and transferred to the Arts Portfolio in 2004. In 2012, it was renamed the *Indigenous Visual Arts Industry Support* (IVAIS) program and, from 2015-16, includes funding for employment of Indigenous arts workers.

IVAIS provides funding to around 80 Indigenous-governed art centres as well as a number of marketing events, regional hubs and service organisations that provide professional opportunities for over 7,000 artists and more than 300 arts workers, most in remote or very remote communities.

Some of Australia's most dynamic visual art is produced in art centres which provide the infrastructure and relationships that allow artists to create new art, generate income, develop

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professional skills and connect to the commercial art market through partnerships with dealers and galleries, online sales and marketing. As community organisations, art centres also play an important role in enhancing social cohesion, respect for traditional knowledge and the transmission of culture.

Indigenous Grants Policy (IGP)

The IVAIS program is participating in the trial of the Indigenous Grants Policy^[1] that was announced on 12 February 2018 by the Minister for Indigenous Affairs. The trial will test how to best achieve the following objectives:

- increase the involvement of Aboriginal and Torres Strait Islander people in the grant funded services and programs that are intended to benefit them
- improve on-the-ground service delivery for Aboriginal and Torres Strait Islander people
- leverage the Australian Government's investment to stimulate greater economic development for Aboriginal and Torres Strait Islander people.

The Department of Communications and the Arts is one of three Commonwealth agencies participating in the trial through the IVAIS and Indigenous Languages and Arts programs.

To contribute to the trial, we will gather information to determine the number of Indigenous and non-Indigenous organisations funded through IVAIS; and the number and percentage of Aboriginal or Torres Strait Islander Australians employed in all funded organisations. From organisations that are non-Indigenous, we will also gather information about the total value of goods and services that are provided by Indigenous businesses.

The Indigenous Art Centre Plan

IVAIS is underpinned by the Indigenous Art Centre Plan (the Plan) that provides a co-operative framework for the Government and stakeholders to work together to support the Indigenous visual arts industry. Part of the assessment criteria for funding is the degree to which your activity aligns with the strategies and actions outlined in the Plan. When organisations develop their strategic plan they should refer to the Plan, noting that each action in the Plan may not necessarily apply to every organisation. The Plan is available at: www.arts.gov.au/documents/indigenous-art-centre-plan

The Indigenous Art Code

The Indigenous Art Code (the Code) is a voluntary industry-led code of conduct that guides ethical trade in the industry. Organisations that receive an IVAIS grant are expected to abide by the Code and are encouraged to take up membership of the Code. Further information is available at: www.indigenousartcode.org.

2.2 Outcomes

Outcomes supported by IVAIS are:

- a professional, viable and ethical Indigenous visual arts industry that features strong participation and provides economic opportunities for Aboriginal and Torres Strait Islander people
- the continued production, exhibition, critique, purchase and collection of Indigenous visual art.

^[1] <https://www.pmc.gov.au/indigenous-affairs/economic-development/overview-indigenous-grants-policy>

3. Grant amount

The Australian Government will provide up to \$20 million through IVAIS in 2018-19, subject to a 2018-19 Budget appropriation. Funding is primarily delivered through a restricted non-competitive process to support existing funded activities. However, each year approximately \$300,000 is earmarked to support new activities through an open competitive process.

IVAIS provides base-level operational funding and it is expected that organisations will generate significant other income through art sales, fundraising activities, other government and philanthropic support. There is no maximum amount for each grant. Funding levels to existing organisations vary depending on the scale and type of activities. Funding levels for new activities would generally range from \$5,000 to \$80,000 per annum depending on the scale of the activity.

4. Grant eligibility criteria

We cannot consider an organisation for a grant if it does not satisfy all the eligibility criteria.

4.1 Who is eligible?

To be eligible an organisation must:

- be one of the following entity types:
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*¹
 - an organisation established through a specific piece of Commonwealth or State or Territory legislation
 - a company incorporated in Australia
 - a company limited by guarantee
 - an incorporated association
 - a not-for-profit organisation
 - a publicly funded research organisation
 - an Australian local government body
 - State or Territory Government
- have an Australian Business Number (ABN)
- be registered for the Goods and Services Tax, if required by the Tax Office
- have no 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.

4.2 Who is not eligible?

An entity is not eligible to receive a grant if it is:

- an individual
- unincorporated association
- overseas resident or organisation
- an organisation based outside Australia.

¹ Grantees are encouraged to register under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*. For further information contact the Office for the Registrar of Indigenous Corporations, or visit: www.oric.gov.au/.

4.3 What qualifications or skills are required?

To receive grant funds, an organisation must demonstrate that it has the expertise to deliver a professional visual art program, as well as appropriate governance, cultural competency, financial management and business planning skills.

This grant opportunity aligns with the Indigenous Grants Policy (IGP) principles in that, where feasible, funding will be provided to Indigenous organisations to deliver the activity.

5. Eligible activities

5.1 What the grant can be used for

The grant can only be used to:

- support the operations of Indigenous visual art centres, hubs, marketing events and service organisations that provide professional support to Aboriginal and Torres Strait Islander artists in the production, promotion and marketing of their art
- provide opportunities for Aboriginal and Torres Strait Islander artists to develop, extend, market and generate income from their professional visual art practice
- provide employment and economic opportunities in the visual arts industry for Aboriginal and Torres Strait Islander peoples, particularly in remote communities
- provide opportunities for art centre staff, artists and board members to develop professional skills and gain experience
- contribute to strengthening the Indigenous visual art industry, including the delivery of professional services and support by industry service organisations.

Arts worker employment

IVAIS grant funds are also provided for the employment of Aboriginal and Torres Strait Islander arts workers. Arts workers typically support the day-to-day functions of an art centre including, but not limited to, administrative assistance, studio technical assistance, artist support, art centre maintenance and community liaison.

When negotiating arts worker conditions, organisations will be required to adhere to the *National Employment Standards* (NES) which apply to all employees in the national system, regardless of any industrial instrument or contract of employment. Organisations are also required to abide by minimum pay scales and to make provision for on-costs such as superannuation, workers compensation and leave entitlements. The NES can be found here www.fairwork.gov.au/employee-entitlements/national-employment-standards.

5.2 What the grant cannot be used for

Organisations cannot use the grant for activities that:

- are primarily focussed on community development or cultural maintenance rather than professional visual art practice
- will occur outside Australia
- are the primary responsibility of other Australian, State or Territory government programs²

² refer to www.business.gov.au/assistance for information about other government grants

6. The grant selection process

IVAIS grants are primarily delivered through targeted allocation through a restricted non-competitive process and multi-year agreements to organisations that best contribute to achieving IVAIS outcomes and that have met the IVAIS Criteria at a consistently high-level.

As this is core operational funding, including funding for Indigenous arts workers, priority is given to organisations that currently receive IVAIS grant funds. Each organisation will be assessed to ensure it remains eligible under the program and the ongoing activity is assessed against the assessment criteria as well as past performance and outcomes. See 7.2 for more details.

Each year, around \$300,000 is earmarked to support new activities through an open competitive process. We will assess your application against the eligibility criteria. Only eligible applications will move to the assessment stage. We will assess applications against the assessment criteria as well as past performance. See 7.2 for more details.

7. Assessment criteria

7.1 Value for money

In order to ensure that the grant opportunity achieves value for money, activities must:

- respond to a demonstrated need for grant funds
- represent efficient, equitable, effective, economical and ethical use of public resources
- not duplicate activities that are, or could be, provided by other funded organisations
- provide overall public benefit.

7.2 Criteria

Restricted non-competitive process

Existing funded organisations, considered under the restricted non-competitive process, do not need to submit an application. These organisation will be assessed against the below assessment criteria based on previous performance and demonstrated in IVAIS reporting throughout the term of the lapsing grant agreement.

Open competitive process

Organisations seeking funding for a new activity under the open competitive process will need to address the following assessment criteria in their application. We will judge the application based on the weighting given to each criterion. The amount of detail and supporting evidence provided in the application should be relative to the project size, complexity and grant amount requested. The application form includes word limits.

	Criterion	Weighting %
1	The degree to which the activity will contribute to achieving IVAIS outcomes: <ul style="list-style-type: none">• a professional, viable and ethical Indigenous visual arts industry that features strong participation and provides economic opportunities for Aboriginal and Torres Strait Islander people• the continued production, exhibition, critique, purchase and collection of Indigenous visual art.	40

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	As this is a national grant opportunity, consideration will also be given to Value for Money (See section 7.1), as well as the overall the balance of funding, and types of activities funded across remote regions.	
2	The degree to which the activity aligns with the strategies and actions outlined in the Indigenous Art Centre Plan. The Plan outlines strategies and actions for the Indigenous visual arts industry across these key result areas: artists and industry, culture and community, marketing and promotion, business management, employment, professional development and training, resources and infrastructure. The plan can be found at: https://www.arts.gov.au/documents/indigenous-art-centre-plan	30
3	The demonstrated expertise and capacity of the organisation to undertake the grant activity. This includes demonstrated prior experience in managing and acquitting funding, and appropriate governance structures being in place.	20
4	The demonstrated need for the grant. This includes providing a budget that shows how the grant funding will be expended, and outlines any other income that will be used to support delivery of the activity.	10

8. The application process

8.1 Process

To be considered for IVAIS funding, organisations must read these grant guidelines, the Indigenous Art Centre Plan and the draft grant agreement.

Restricted Non-Competitive Grant Opportunity

Grants are primarily delivered through a restricted non-competitive process to organisations that have a history of high level performance, with priority given to organisations that have previously received IVAIS funding.

Between March and April each year, organisations with IVAIS grant agreements that are due to expire by 30 June of that year will be contacted by the IVAIS team to discuss their grant activities, including achievements, plans, challenges or opportunities. We will then assess these and other eligible organisations against the IVAIS eligibility and assessment criteria, past performance, on a value for money basis, and within the available IVAIS budget.

On the basis of the direct offer conversations and the assessments, we will make grant recommendations to the Minister for the Arts who will make the final grant decision based on this advice and in the context of the total available program budget.

Open Competitive Grant Opportunity

Any eligible organisations wishing to apply for new grant funds for a new activity can access an application form at: <https://arts.smartygrants.com.au/> . The application form primarily requires evidence of eligibility under the program, a description of the activity, how it addresses the criteria and a budget showing proposed grant expenditure. You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and assessment criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested. Application receipt will be acknowledged via a SmartyGrants confirmation email along with an application reference number.

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We will assess the applications against the IVAIS eligibility and assessment criteria, past performance of the applicant organisation, on a value for money basis, and within the available IVAIS budget.

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

8.2 Timing

If you have received a grant through the IVAIS program to deliver an ongoing activity and your grant agreement is due to expire at the end of the financial year, the IVAIS team will contact you in March or April to discuss funding as part of a restricted non-competitive process.

Any eligible organisations can submit an application for grant funding for a new activity from 1 July up to midnight on 15 March each financial year. If your organisation plans to submit an application, please contact the IVAIS team at: ivais@arts.gov.au.

Submit your application to the Department of Communications and the Arts via SmartyGrants by midnight 15 March 2019. The Australian Government will only accept a late application where an applicant has contacted the Department to request late submission, and we have agreed in writing to this. Agreement can be made on the basis that the organisation is experiencing internet connectivity issues, community sorry business, extreme weather events, or other temporary extenuating administrative or governance issues.

Organisations will generally be notified in May or June each year regarding the success or otherwise of their request for grant funds. Grant funding would generally take effect from 1 July each year, unless otherwise stated in the grant agreement. The grant agreement must be executed by all parties prior to the payment of the grant.

8.3 Questions

If you have any questions, please contact ivais@arts.gov.au. We aim to respond to emails within three working days.

9. Assessment

9.1 Who will assess organisations?

The Department of Communications and the Arts will assess ongoing activities and requests for new grant funding and prioritise these based on the criterion outlined above, and within the available IVAIS budget. Grant recommendations will then be made to the Minister for the Arts.

As part of Government policy to support activities that provide social and economic opportunities for Aboriginal and Torres Strait Islander peoples, where a number of applications are found suitable for funding and/or have equal ranking, preference will be given to Indigenous organisations or those organisations that can demonstrate their commitment to the principles of Indigenous inclusion through the employment of Indigenous Australians and/or engagement of Indigenous businesses in supply chains in the delivery of the grant activity.

9.2 Who will approve grants?

The Minister for the Arts will make the decision to approve a grant. The Minister's decision is final in all matters, including:

- the approval of the grant
- the grant amount to be provided.

The Minister must not approve a grant if they reasonably consider the IVAIS budget available across financial years will not accommodate the grant offer, and/or the recommended activity does not represent value for money.

10. Notification of the Minister's Decision

Organisations will generally be advised of the Minister's decision in writing in May or June. If successful, organisations will also be advised about any specific terms and conditions attached to the grant.

10.1 Feedback

If unsuccessful, within **two weeks** of being advised of the outcome, the organisation may ask for a feedback meeting with the IVAIS team by emailing ivais@arts.gov.au.

11. Successful organisations

11.1 The grant agreement

If an organisation is successful in securing a grant, it must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Communications and the Arts. We will use the Commonwealth Standard Grant Agreement <https://www.finance.gov.au/resource-management/grants/grant-agreement-template/>. Standard terms and conditions for the grant agreements will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

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

For organisations that have previously received IVAIS funding, we will determine the duration of the grant agreement based on the organisation's past performance, delivery against contract milestones, financial viability and administrative stability. For new organisations, without a proven track record in delivering IVAIS funded activities, grant agreements are likely to be of one to two years' duration.

Where a grantee fails to meet the obligations of the grant agreement, including not meeting its reporting and acquittal requirements, we will consider reducing or redirecting grant funds, or ceasing the grant. An organisation should not make financial commitments until a grant agreement has been executed by the Commonwealth.

11.2 How the grant will be paid

The grant agreement will state the maximum grant amount to be paid.

The grant agreement will include an agreed payment schedule. This will usually be two payments per financial year (usually in July and December). Unless otherwise agreed by us, the first payment will be processed once we have executed the grant agreement, and been provided with the organisation's bank details, strategic plan and annual IVAIS budget.

Unless otherwise agreed by us, we must receive and accept documents including but not limited to periodic reports, a strategic plan, a budget proposal and an Indigenous arts worker 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 IVAIS grant support.

11.3 Grant agreement variations

We recognise that unexpected events may affect the progress of an activity. In these circumstances, organisations can request a variation, including:

- adjusting activity milestones
- extending the timeframe, for a reasonable period of time, to allow completion of the activity
- changing allocations across budget items.

If organisations want to propose changes to the grant agreement, they must put them in writing before the grant agreement end date. Contact ivais@arts.gov.au for further information.

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

- how it affects the activity outcome
- whether it is consistent with IVAIS outcomes, and any relevant Australian Government policies
- changes to the timing of grant payments
- availability of IVAIS budget.

12. Announcement of grants

All grants awarded will be listed on the GrantConnect website and the Department of Communications and the Arts website within 21 days after the date of effect³ as required by Section 5.3 of the CGRGs.

13. Delivery of grant activities

13.1 Grantees responsibilities

Grantees must submit reports in line with the timeframes in the grant agreement. We will provide sample templates for reports and expect organisations to provide:

- progress reports against agreed key performance indicators
- financial reports showing eligible expenditure of grant funds
- an independent audited financial statement.

³ See glossary

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Grantees will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement.

13.2 Department of Communications and the Arts responsibilities

We will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- liaise with grantees as necessary, including regarding any emerging issues or opportunities
- evaluate the grantee's performance.

We will monitor the progress of grant activities, primarily by assessing reports submitted by grantees. Occasionally we may need to re-examine claims or seek further information.

13.3 Grant payments and GST

Payments will be made as set out in the grant agreement. Payments will be GST Inclusive where applicable. If an organisation receives a grant, it should consider speaking to a tax advisor about the effect of receiving a grant before it enters into a grant agreement. See the Australian Taxation Office website at www.ato.gov.au for more information.

13.4 Evaluation

The Department of Communications and the Arts will evaluate grantees reports to ensure that grant decisions are contributing to the achievement of IVAIS outcomes. IVAIS grant agreements require grantees to provide information to assist us with this evaluation including:

- number of Aboriginal and Torres Strait Islander:
 - artists provided with professional visual art services
 - people employed
- value of art sales
- demonstrated participation in exhibitions and other industry events
- demonstrated provision of professional development and training opportunities for artists, staff and board directors
- demonstrated financial viability and administrative stability.

13.5 Acknowledgement

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

(Name of organisation or event) receives funding through the Australian Government's Indigenous Visual Arts Industry Support Program.

The IVAIS grant opportunity must also be acknowledged in speeches at any public events, such as exhibition openings and symposiums, as follows:

(Name of organisation or event) receives funding through the Australian Government's Indigenous Visual Arts Industry Support Program.

14. Probity

The Australian Government will make sure that the grant 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 revised periodically by the Australian Government. When this happens the revised guidelines will be published on the GrantConnect at <https://www.grants.gov.au>

14.1 Complaints procedure

Any complaints about the grants process must be lodged in writing. The Department of Communications and the Arts has a complaints procedure. If you have a complaint, please follow the steps outlined at this link: <https://www.communications.gov.au/who-we-are/departments/client-service-charter>

14.2 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Department of Communications and the Arts staff 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 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 opportunity.

The IVAIS Team Leader must be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. You must declare any perceived or existing conflicts of interests to us. If you later identify that there is an actual, apparent, or potential conflict of interest, or that one might arise in relation to a grant, you must inform us 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*. Our conflict of interest policy is available on the Department of Communications and the Arts website at: <http://www.apsc.gov.au/publications-and-media/current-publications/aps-values-and-code-of-conduct-in-practice>.

14.3 Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

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

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You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles, and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grantees under the grant opportunity in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- Commonwealth employees and contractors to help us manage the grant opportunity effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our grant opportunities 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 grant opportunity reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

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

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*

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

14.4 Freedom of information

All documents in the possession of the Australian Government, including those about the 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

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exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All FOI requests must be referred to the FOI Coordinator in writing.

By mail: Freedom of Information Coordinator
Department of Communications and the Arts
Nishi Building, 25 Edinburgh Ave, Canberra ACT 2601

By email: foi@communications.gov.au

15. Consultation

Indigenous Australians, as the principle beneficiaries of IVAIS, have been consulted in the grant opportunity design process.

16. Glossary

Aboriginal or Torres Strait Islander person (or Indigenous person)	Someone who is of: a) Aboriginal or Torres Strait Islander descent b) identifies as an Aboriginal or Torres Strait Islander person c) is accepted as an Aboriginal or Torres Strait Islander person by the community in which she or he lives
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings. (as defined in the CGRGs)
CGRGS	<i>Commonwealth Grants Rules and Guidelines</i>
date of effect	Depending on the particular grant, this can be the date in which a grant agreement is signed or a specified starting date. (CGRGs)
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria. (CGRGs)
grant	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: d) under which relevant money or other Consolidated Revenue Fund money, is paid to a recipient other than the Commonwealth; and e) which is intended to assist the recipient achieve its goals; and f) which is intended to help address one or more of the Australian Government's policy objectives; and under which the recipient may be required to act in accordance with specified terms or conditions. (CGRGs section 2.3)

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grant activity or activity	Is the activity /tasks /services that the Grantee is required to undertake with the grant funds. It is described in the Grant Agreement.
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant.
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants. Previously known as a grant program or a program.
grant program	The Australian Government's Arts and Cultural Development which contributes to the Department of Communications and the Arts Outcome in the Portfolio Budget Statements.
grantee	An individual/organisation that has been awarded a grant.
Indigenous business	Any business that is more than 50 per cent owned by Aboriginal or Torres Strait Islander people.
Indigenous organisation	Any eligible organisation where more than 50 per cent of its Board Directors are Aboriginal or Torres Strait Islander people.
selection criteria	Comprise eligibility criteria and assessment criteria. (CGRGs)
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. (CGRGs)