



Australian Government

Department of Communications and the Arts

## Festivals Australia Program Guidelines

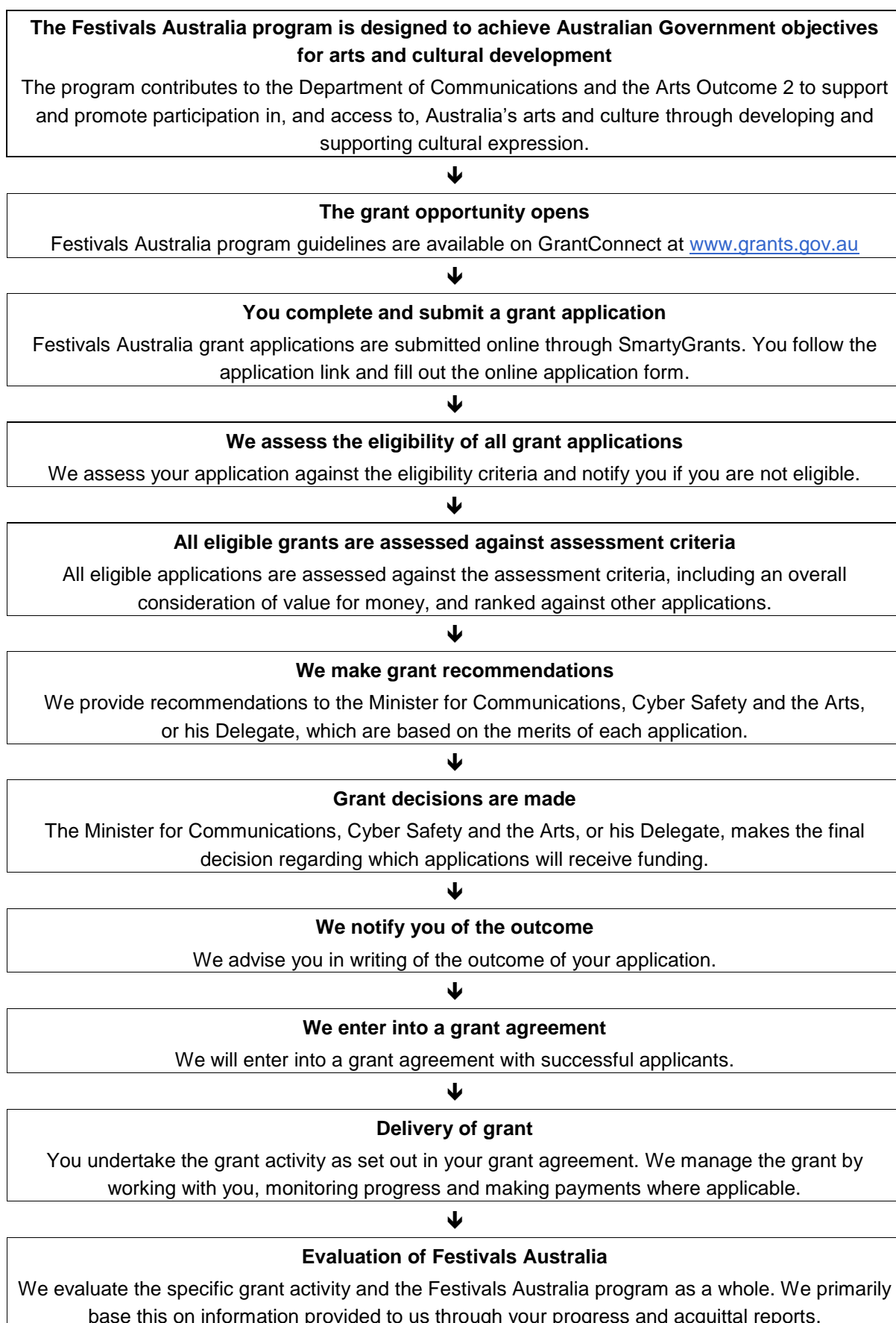
<b>Opening date:</b>	09:00 AEDT 24 February 2020
<b>Closing date and time:</b>	17:00 AEDT (Canberra time) 22 March 2020
<b>Commonwealth policy entity:</b>	Department of Communications and the Arts
<b>Enquiries:</b>	<p>If you have any questions, please contact the Festivals Australia team on:</p> <p><b>Telephone:</b> 1800 590 577</p> <p><b>Email:</b> <a href="mailto:festivals@arts.gov.au">festivals@arts.gov.au</a></p> <p><b>Internet:</b> <a href="https://www.arts.gov.au/funding-and-support/festivals-australia">https://www.arts.gov.au/funding-and-support/festivals-australia</a></p> <p><b>Address:</b> GPO Box 2154 Canberra ACT 2601</p>
<b>Date guidelines released:</b>	24 September 2018
<b>Type of grant opportunity:</b>	Open competitive

## Contents

<b>Festivals Australia program overview - Flowchart .....</b>	<b>4</b>
<b>1. About the Festivals Australia program.....</b>	<b>5</b>
1.1 About the Festivals Australia grant opportunity .....	5
<b>2. Grant amount .....</b>	<b>6</b>
<b>3. Grant eligibility criteria.....</b>	<b>6</b>
3.1 Who is eligible to apply for a grant?.....	6
3.2 Who is not eligible to apply for a grant?.....	6
<b>4. Eligible grant activities.....</b>	<b>7</b>
4.1 What activities are eligible? .....	7
4.2 What can grant money be used for?.....	7
4.3 Eligible locations .....	7
<b>5. Ineligible grant activities .....</b>	<b>8</b>
5.1 What activities are ineligible? .....	8
5.2 What the grant money cannot be used for.....	8
<b>6. The grant selection process .....</b>	<b>8</b>
<b>7. The assessment criteria.....</b>	<b>9</b>
Criterion 1 – <b>Quality</b> (25% weighting) .....	9
Criterion 2 – <b>Access</b> (25% weighting).....	9
Criterion 3 - <b>Support and Partnerships Access</b> (25% weighting) .....	9
Criterion 4 - <b>Value for Money Access</b> (25% weighting).....	9
<b>8. The grant application process.....</b>	<b>10</b>
8.1 Applications through auspice bodies .....	10
8.2 Attachments to the application.....	10
8.3 Timing of grant opportunity .....	11
8.4 Questions during the application process.....	11
<b>9. Assessment of grant applications .....</b>	<b>11</b>
9.1 Who will assess applications? .....	11
9.2 Who will approve grants? .....	12
<b>10. Notification of application outcomes.....</b>	<b>12</b>
<b>11. Successful grant applications .....</b>	<b>12</b>
11.1 The grant agreement .....	12
11.2 How the grant will be paid.....	13
11.3 Grant payments and GST .....	13
11.4 Grant agreement variations .....	13
<b>12. Announcement of grants .....</b>	<b>13</b>
<b>13. Delivery of grant activities .....</b>	<b>14</b>
13.1 Your responsibilities.....	14
13.2 Responsibilities of the Department of Communications and the Arts .....	14

13.3	Reporting .....	14
13.4	Progress Reports .....	14
13.5	Final Reports.....	14
13.6	Evaluation .....	14
13.7	Acknowledgement.....	15
<b>14.</b>	<b>Probity.....</b>	<b>15</b>
14.1	Commonwealth Child Safe Framework .....	15
14.2	Complaints process .....	15
14.3	Conflicts of interest .....	15
14.4	Privacy: confidentiality and protection of personal information .....	16
14.5	Freedom of information.....	17
<b>15.</b>	<b>Glossary.....</b>	<b>18</b>
	<b>Attachment A. What is a single discrete activity? .....</b>	<b>20</b>

## Festivals Australia program overview - Flowchart



# 1. About the Festivals Australia program

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

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

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

The Festivals Australia objectives are:

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

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

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

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

The program is undertaken according to the *Commonwealth Grants Rules and Guidelines* (CGRGs) <https://www.finance.gov.au/resource-management/grants/>.

## 1.1 About the Festivals Australia grant opportunity

These guidelines contain information about the Festivals Australia grant opportunity. The guidelines set out:

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

## 2. Grant amount

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

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

Funding is available through annual or multi-year agreements, subject to available funds. Multi-year funding is only available to support the development and delivery of a single project across financial years. Applicants seeking multi-year funding will be required to provide a strongly argued business case demonstrating the need for, and benefits of, multi-year support and additional budget information.

## 3. Grant eligibility criteria

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

### 3.1 Who is eligible to apply for a grant?

To be eligible you must:

- be an Australian incorporated organisation<sup>1</sup>
- have an active Australian Business Number (ABN)
- be registered for the purposes of GST, if required by the Australian Tax Office
- not have any outstanding reports, acquittals or serious breaches relating to any Australian Government funding. A serious breach is one that has resulted in, or warrants, the termination of a grant agreement.

Unincorporated groups are eligible for funding if auspiced by an organisation that meets the above criteria. See Section 8.1 for details on applying through an auspicing body.

If you are uncertain whether your organisation or project is eligible please contact the Department of Communications and the Arts (the Department) prior to submitting your application.

### 3.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an individual (unless auspiced by an organisation that meets the eligibility criteria)
- an unincorporated association not auspiced by an organisation that meets the eligibility criteria
- an organisation based outside of Australia.

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

---

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

## 4. Eligible grant activities

### 4.1 What activities are eligible?

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

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

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

### 4.2 What can grant money be used for?

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

- artist fees
- travel costs (only within Australia)
- materials
- venue hire
- equipment hire
- project administrative costs (costs cannot be associated with the festival as a whole)
- temporary appointment of a project coordinator where a very strong business case demonstrates that it is essential to the delivery of the project.

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

### 4.3 Eligible locations

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

Projects delivered at festivals in metropolitan locations are not eligible for funding.

To determine eligible locations the program uses the Australian Statistical Geography Standard – Remoteness Areas (ASGS–RA) 2011. Under the ASGS–RA 2011, Festivals Australia funding cannot principally benefit a location classified as Code 1 (major cities). To check if your project is taking place in an eligible in an eligible location, visit the [Health Workforce Locator](#) and follow the directions below:

- Under 'Search a Location', enter your address into the 'Address' box
- Tick the box titled 'Australian Statistical Geography Standard – Remoteness Areas', select '2011' from the drop down box and press 'Search location'
- All locations with Codes from 2 to 5 are eligible under the program.

## 5. Ineligible grant activities

### 5.1 What activities are ineligible?

Festivals Australia will not fund:

- a project at a festival or one-off community celebration in a location deemed Code 1 by the by the Australian Statistical Geography Standard – Remoteness Areas (2011) (major city location)
- more than one project, per organisation, per festival
- an eisteddfod
- costs of the overall festival (Festivals Australia only funds a single discrete project within the festival)
- projects that will commence before the funding is approved
- projects which do not deliver arts outcomes
- projects that are a festival within a festival
- components of projects that are funded by other programs

Eligible projects need to align clearly with the objectives of the program. See Section 1.

### 5.2 What the grant money cannot be used for

Expenditure items that are not eligible include:

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

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

## 6. The grant selection process

Each application is assessed against the eligibility criteria listed in Section 3. Only eligible applications will move to the next phase.

Eligible applications are then assessed on their merits against the assessment criteria set out in Section 7 below and may be moderated against other applications.



## 7. The assessment criteria

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

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

### Criterion 1 – **Quality** (25% weighting)

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

### Criterion 2 – **Access** (25% weighting)

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

### Criterion 3 - **Support and Partnerships Access** (25% weighting)

- community support and engagement
- financial and project partners
- level of co-contribution (cash and/or in-kind)

### Criterion 4 - **Value for Money Access** (25% weighting)

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

- the overall public benefit of investing in the project

## 8. The grant application process

You must read these guidelines before you submit an application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration. Incomplete applications will be considered ineligible.

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. The application form has been designed to assist you to demonstrate how your proposal meets the program's objectives and address the assessment criteria.

You must submit your grant application on the application form, which is available online through SmartyGrants at <https://arts.smartygrants.com.au/>. You will receive an email from SmartyGrants acknowledging the receipt of your application once it has been submitted.

As part of the application, you will be required to complete a project work plan and detailed budget. Applicants seeking multi-year funding are required to provide a strongly argued business case demonstrating the need for, and benefits of, multi-year support and additional budget information.

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

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

### 8.1 Applications through auspice bodies

If you are an ineligible organisation, then you must arrange for a legal entity that meets the eligibility criteria in section 3 to auspice your application. All activities undertaken must have the support and approval of the auspice body.

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

### 8.2 Attachments to the application

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

- Evidence of artist confirmation, or willingness to participate, for each participating artist.
  - Documentary evidence must be compiled and submitted in the one document and titled 'Evidence of Artist Confirmation'. For artists in remote communities, a video (up to two minutes long) can be submitted as evidence of confirmation of an artist's participation. Video files must be provided as URL links.
- Evidence of community support for the project.
  - Letters of support from community members must be combined and submitted as one document. Please name and submit your file with the title 'Community Support'. For

community representation in remote areas, a video (up to five minutes long) can be submitted in place of a letter of support. Video files must be provided as URL links.

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

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

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

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

### 8.3 Timing of grant opportunity

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

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

Applications can only be submitted between the published opening and closing dates. The opening and closing dates for each round will be advertised on GrantConnect at [www.grants.gov.au](http://www.grants.gov.au) and the Department's website at <https://www.arts.gov.au/funding-and-support/festivals-australia>

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

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Opens: 09:00 AEST 24 February 2020 Closes: 17:00 AEDT 22 March 2020
Assessment of applications	5- 6 weeks
Approval of outcomes of selection process	5- 6 weeks
Notification to applicants of funding outcome	Within 3 months of closing date
Earliest start date of grant activity	From 1 July 2020

### 8.4 Questions during the application process

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

## 9. Assessment of grant applications

### 9.1 Who will assess applications?

Following an eligibility check, each application is assessed against the published assessment criteria. This is undertaken by at least three assessors comprising a combination of Departmental

and independent assessors. Assessors will consider the applications based on the assessment criteria: *Quality, Access, Support and Partnerships* and *Value for Money* and in the context of the program objectives. Independent assessors are expected to perform their duties in accordance with the CGRGs and the Department's Code of Conduct for Independent Assessors.

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

Where the level of information provided in an application is not sufficient for the assessors to make a recommendation they may, but are not obliged to, seek more information from the applicant so long as it does not change the substance of the application. It is therefore recommended that you thoroughly address the criteria in your application. If you are unsure of how to address a particular criterion, Departmental staff are available to provide information about the application process to applicants.

## 9.2 Who will approve grants?

Following assessment, the Department makes recommendations to the Minister for Communications, Cyber Safety and the Arts (the Minister) - or his delegate- who makes the final decision about which grants to approve. The Minister's decision takes into account the recommendations of the assessors and the availability of grant funds.

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

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

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

## 10. Notification of application outcomes

You will be advised in writing of the outcome of the round following a decision by the Minister. You will generally be advised within 3 months of the closing date of the funding round.

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

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

## 11. Successful grant applications

### 11.1 The grant agreement

Successful applicants will be required to enter into a legally binding grant agreement with the Commonwealth represented by the Department of Communications and the Arts. The Department uses the simple Commonwealth Funding Agreement. [www.finance.gov.au/resource-management/grants/grant-agreement-template/](http://www.finance.gov.au/resource-management/grants/grant-agreement-template/).

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

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

You should not make any 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 grant amount to be paid and the manner of payment.

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

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

## 11.3 Grant payments and GST

Payments will be made as set out in the agreement. Payments will be GST inclusive, where applicable. Payments to states, territories and local government do not attract GST.

Additional information regarding Goods and Services Tax can be found on the Australian Tax Office website at [www.ato.gov.au](http://www.ato.gov.au)

## 11.4 Grant agreement variations

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

You can request a project variation to:

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

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

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

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

## 12. Announcement of grants

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

## 13. Delivery of grant activities

### 13.1 Your responsibilities

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

### 13.2 Responsibilities of the Department of Communications and the Arts

We will:

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

We will monitor the progress of your project by assessing reports you submit. Occasionally we may need to re-examine claims or seek further information.

### 13.3 Reporting

You are required to submit your reports through SmartyGrants.

### 13.4 Progress Reports

Your progress report must be submitted by the due date set out in your funding agreement. We expect your progress report to:

- include evidence of progress towards completion of agreed activities
- show the total eligible expenditure against the budget incurred to date

We will only make grant payments when we receive satisfactory progress reports.

### 13.5 Final Reports

Your final report must be submitted within 30 business days of completion of the grant activity. We expect you to report on your project's achievements against agreed objectives including:

- progress against agreed key deliverables
- outcomes of partnerships and collaborations
- contribution to increasing access
- expenditure of grant funding against agreed budget, including a certified financial statement

### 13.6 Evaluation

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

## 13.7 Acknowledgement

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

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

***‘This project has been assisted by the Australian Government through the Department of Communications and the Arts’ Festivals Australia program’***

Program logos can be found at [www.arts.gov.au/funding-and-support/festivals-australia/festivals-australia-program-logos](http://www.arts.gov.au/funding-and-support/festivals-australia/festivals-australia-program-logos)

## 14. Probity

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

**Note:** These guidelines may be changed from time-to-time by the Department. When this happens the revised guidelines will be published on GrantConnect at [www.grants.gov.au](http://www.grants.gov.au)

### 14.1 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices. The Australian Government is working together with its grant recipients to do all it can to ensure the safety of children that staff may come in contact with in the context of their work and activities.

If you are successful in receiving funding through the program, your funding agreement will include a provision regarding compliance with applicable state, territory and Commonwealth laws relating to employment or engagement of any project personnel who work with children. The funding agreement also includes a provision regarding complying with applicable state, territory and Commonwealth laws before any project personnel commences an activity that involves vulnerable people.

### 14.2 Complaints process

Complaints regarding the grant process can be made in writing to [festivals@arts.gov.au](mailto:festivals@arts.gov.au)

The Department 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>

### 14.3 Conflicts 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 staff from the Department, any advisor and/or you or any of your personnel:

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



- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program.

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

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

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

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

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

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

#### 14.4 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

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 [entity'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 grant recipients under this grant opportunity in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes and the contact details of successful organisations to the Minister and other Members of Parliament.

We may reveal confidential information to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery



- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- 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 2013*
- *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.

## 14.5 Freedom of information

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

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

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

By mail:            Freedom of Information Coordinator  
                          Department of Communications and the Arts  
                          GPO Box 2154  
                          CANBERRA ACT 2601

By email:        [foi@communications.gov.au](mailto:foi@communications.gov.au)

## 15. Glossary

Term	Definition
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings.
commencement date	The expected start date for the grant activity.
completion date	The expected date that the grant activity must be completed and the grant spent by.
date of effect	This will depend on the particular grant. It can be the date in which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	The person who makes a decision to award a grant.
eligibility criteria	Refers to the mandatory criteria which must be met to qualify for a grant. Eligibility criteria may apply in addition to assessment criteria.
Commonwealth entity	A department of state, a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	The CGRGs establish the overarching Commonwealth grants policy framework and the expectations for all non-corporate Commonwealth entities in relation to grants administration.
grant	a grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> <li>a) under which relevant money or other CRF money, is to be paid to a recipient other than the Commonwealth; and</li> <li>b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity	Is the project /tasks /services that the grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the relationship between the parties to the agreement, and specifies the details of the grant.

Term	Definition
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees.
grant program	The Australian Government's Arts and Cultural Development which contributes to the Department's Outcome in the Portfolio Budget Statements.
grantee	An organisation which has been selected to receive a grant.
high-quality project	A high-quality project is one that meets the four assessment criteria to a high degree and is well supported financially, through the community and through other partnerships and collaborations.
selection criteria	Comprises eligibility criteria and assessment criteria.
selection process	The method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.

## Attachment A. What is a single discrete activity?

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

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

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

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

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

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

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