



**Australian Government**

**Department of Communications and the Arts**

## Visions of Australia Program Guidelines

Opening date:	<b>09.00 AEST 9 September 2019</b>
Closing date:	<b>17.00 AEST 4 October 2019</b>
Commonwealth policy entity:	<b>Department of Communications and the Arts</b>
Enquiries:	If you have any questions, please contact the Visions of Australia team on:  <b>Telephone:</b> <b>1800 590 577</b> <b>Email:</b> <a href="mailto:visions@arts.gov.au">visions@arts.gov.au</a> <b>Internet:</b> <a href="http://www.arts.gov.au">www.arts.gov.au</a> <b>Address:</b> <b>GPO Box 2154 CANBERRA ACT 2601</b>
Date guidelines released:	<b>9 August 2019</b>
Type of grant opportunity:	<b>Open competitive</b>

**You must read this document before filling out an application.**

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# 1. Visions of Australia program overview

**The Visions of Australia program is designed to achieve Australian Government objectives for arts and culture development**

The Program contributes to the Department of Communications and the Arts Outcome 2 to support participation in, and access to, Australia's arts and culture through developing and supporting cultural expression.



**The grant opportunity opens**

We publish the Visions of Australia grant guidelines on GrantConnect.



**You complete and submit a grant application**

Applications are submitted on line through the SmartyGrants system.



**We assess all grant applications for eligibility**

We assess all applications against eligibility criteria and notify you if you are not eligible.



**We assess all eligible applications against assessment criteria**

We assess all eligible applications against assessment criteria including an overall consideration of value with relevant money and rank your application against others.



**We make grant recommendations**

We provide recommendations to the Minister for the Arts on the merits of each application.



**Grant Decisions are made**

The Minister for the Arts makes the final decision regarding which applications will receive funding.



**We notify you of the outcome**

We advise you in writing of the outcome of your application.



**We enter into a grant agreement**

We will enter into a grant agreement with successful applicants.



**Delivery of grant**

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

## 2. About the Visions of Australia program

The **Visions of Australia** program (the Program) is part of the Australian Government's Arts and Cultural Development Program which supports participation in, and access to, Australia's art and culture through developing and supporting cultural expression.

The objectives of the Program are to:

- increase access for Australian audiences to exhibitions of quality Australian arts and cultural material, with a particular focus on regional and remote Australia
- encourage partnerships between organisations, particularly collaboration across the collections sector, to form curatorial partnerships and where appropriate, access to mentoring and skills transfer opportunities, and financial partnerships.

Program funding is delivered through two streams:

- Development: for the costs of planning and producing an exhibition to tour. This includes research and design.
- Touring: for the costs to produce the exhibition and the costs to transport, install and dismantle the exhibition as well as deliver public programs.

The Program enables artists and organisations to shape Australia's cultural landscape, increase cultural diversity, and inspire, educate and entertain audiences across Australia. It 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 Program is undertaken according to the *Commonwealth Grants Rules and Guidelines* (CGRGs) <https://www.finance.gov.au/resource-management/grants/>.

## 3. About the Program grant opportunity

The Program delivers two funding opportunities per calendar year, usually opening in February and September. The Program is an open and competitive process.

Applications are accepted through the SmartyGrants online system. An active link to SmartyGrants is provided on the Visions of Australia website for the duration of the application period: <https://www.arts.gov.au/funding-and-support/visions-australia>

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

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

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/visions-australia>

Late applications will not be accepted.

### Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 9am 9/09/2019 Close: 5pm 4/10/2019
Assessment of applications	5 - 6 weeks
Approval of outcomes of selection process	5 - 6 weeks
Notification to unsuccessful applicants	Within 3 months of closing date
Activity commences	1/01/2020

## 4. Grant amount

The Australian Government provides approximately \$2.4 million each year for the Visions of Australia program. The Program seeks to support projects that deliver national outcomes and a diverse range of quality projects.

There is no limit to the amount of funding that may be sought, however all applications for funding must be reasonable, include realistic budgets and represent value with relevant money. Financial partnerships and co-contributions are strongly encouraged and are a consideration under the assessment criteria.

Funding is available through annual or multi-year grant agreements subject to available funds. Multi-year grant agreements are available for a maximum of four years. If your project occurs over more than one year, you are not required to apply for multi-year funding.

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.

## 5. Grant eligibility criteria

### 5.1 Who is eligible?

To be eligible you must:

- be an Australian incorporated organisation
- have as your principal purpose the arts and/or cultural heritage (usually defined in the organisation's Constitution or Articles of Association, and reflected in the Annual Report and Business Plans)
- have an active Australian Business Number (ABN)
- be registered for the Goods and Services Tax (GST), if required by the Australian Tax Office
- not have any outstanding reports, acquittals or serious breaches relating to any Commonwealth funding.

Unincorporated groups with an arts or cultural heritage purpose may seek funding but must be auspiced by an organisation that meets the above criteria and applies on their behalf.

Individual business units and entities of local government or state government authorities with an arts or cultural heritage purpose (such as art galleries, museums or performing arts centres) are eligible to apply.

If you are uncertain whether your organisation or project is eligible please contact the Department prior to submitting your application. Contact details are provided on page 1 of these guidelines.

### 5.2 Who is not eligible?

Applications are not accepted from:

- Individuals (unless auspiced by an organisation that meets the eligibility criteria)
- unincorporated associations (unless auspiced by an organisation that meets the eligibility criteria)
- organisations outside of Australia

## 6. Eligible grant activities

### 6.1 What activities are eligible?

Visions of Australia will fund tours to and from regional Australia. To be eligible for funding a tour must include at least three venues located outside of the applicant's state or territory, with consecutive exhibition dates.

The Program supports touring of many types of exhibitions including but not limited to:

- Tour applications must include venue confirmation forms from each venue. Development applications must include expressions of interest forms from each venue.

Eligible expenditure includes but is not restricted to:

- You can only spend grant funds (either your contribution or the government portion) on eligible expenditure you have incurred on an agreed project, as described in your grant agreement. You must incur the project expenditure between the project start and end date for it to be eligible.

You cannot use the grant for the following activities:

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- exhibitions with content that is either predominantly international or not part of an Australian institution's collection
- travel or exhibitions touring to international destinations
- commercial exhibitions with the main purpose of selling work
- tours that commence before the funding is approved
- exhibition content which is predominantly film
- components of tours that are also funded by other programs administered by the Department.

Ineligible expenditure includes but is not restricted to:

- core staff and administrative costs
- audit fees
- purchase or commissioning of new works
- specific items for which there is an expectation of funding from another source.

Eligible tours need to align clearly with the objectives of the Program.

If you are uncertain whether your organisation or the tour you are considering may be eligible please contact the Department prior to submitting your application.

## 7. The grant selection process

First we will assess your application against the eligibility criteria listed at sections 5.1 and 6.1. Only eligible applications will progress to the next stage.

We will then assess the merits of eligible applications against the assessment criteria set out below and against other applications.

## 8. The assessment criteria

When preparing your application you should clearly emphasise how you will meet the objectives of the stream (development or touring) you wish to be considered under. This will be a focus of assessment.

The assessment process is a competitive one. Providing quality information in your application 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**

- experience/calibre of the applicant organisation in the relevant field
- skills, expertise/calibre of the key personnel including participating artists

- scale of the tour
- benefits to the arts and cultural sector
- benefits to tour participants
- benefits to audiences and the Australian community - with a focus on regional and remote Australia.

#### Criterion 2: **Access**

- audience appeal/demand
- how the tour widens audience access to art forms and mediums, styles, innovation or experimentation
- the geographic reach of the activity
- 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 Partnership**

- community support and engagement
- financial and tour partners
- level of co-contribution (cash and/or in-kind)\*
- creative partners
- level of co-creation, collaboration\*
- likely ongoing benefits of partnerships
- development opportunities.

\*Please note, financial partnerships and applicant co-contributions are strongly encouraged and should be commensurate with the scale of the proposed activity and the organisational capacity of the applicant.

#### Criterion 4: **Value with relevant Money**

- the need for funding support
- the quality and viability of the tour 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 tour.

## 9. The grant application process

### 9.1 Overview of the application process

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.

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.

### 9.2 Completing the grant application

You cannot change your application once it has been submitted.

If you find a mistake in your application after it has been submitted, you should contact the Visions project officer immediately. The Department may accept clarifying information, as long as it does not change the substance of your application. The Department does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

### 9.3 Attachments to the application

Your supporting documentation should be attached to the online SmartyGrants application form. There will be instructions in the application form to help you.

As part of the application you will be required to provide:

- quotes for all expenditure over \$10,000
- sample exhibition content
- Venue Confirmation Forms (expression of interest for development applications and confirmation for touring applications)

Press clippings and/or web links relating to the cultural material proposed for the exhibition tour may also be provided.

No other support material will be accepted.

## 9.4 Questions during the application process

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

## 10. Assessment of grant applications

### 10.1 Who will assess applications?

Applications will be assessed and ranked by at least three assessors including a combination of Departmental staff and independent assessors. Assessors will consider each application in the context of the program objectives and against the four equally weighted assessment criteria: *Quality*; *Access*; *Support and Partnerships*; and *Value with relevant Money*.

Independent assessors are expected to perform their duties in accordance with the CGRGs and the Department's Code of Conduct for Independent Assessors. The names of the assessors are confidential and will not be disclosed to either the applicants or the public.

The Department may moderate assessments to ensure each assessment has properly considered the funding program objectives, Australian Government policy objectives, and issues of overall funding balance. These processes inform the recommendations presented to the Minister for the Arts for decision. The assessment process ensures that not only are the most meritorious projects supported, but that there is also an appropriate mix across art forms and types of activity, between regional and urban projects and across a range of communities.

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. 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 factual information about the application process to applicants.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or clarify the information.

### 10.2 Who will approve grants?

The final decision about any funding awarded will be determined by the Minister for the Arts, after assessment by the Department and independent assessors.

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

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

The Minister will not approve funding if the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value with relevant money.

## 11. Notification of application outcomes

You will be advised of the outcome of your application in writing, following a decision by the Minister for the Arts. You will generally be advised within three months of the closing date of the funding round.

If you are successful, you will also be advised about any specific 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.

## 12. Successful grant applications

### 12.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Communications and the Arts. The Department will use the *Commonwealth Low Risk Grant Agreement* (<https://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 applicants within 30 days of the grant announcement. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

You should not make financial commitments until a grant agreement has been executed by the Commonwealth.

### 12.2 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 and should you incur additional costs you will be required to meet these.

Grant funding will be paid against the agreed schedule, set out in the grant agreement, following execution of the grant agreement by the Commonwealth and on the provision of a correctly rendered tax invoice.

## 12.3 Grant payments and GST

Payments will be made as set out in the grant agreement. Payments will be GST inclusive where applicable. Payments to state, territory and local governments do not attract GST.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website at [www.ato.gov.au](http://www.ato.gov.au) for more information.

## 12.4 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
- change tour venues
- extend the timeframe, for a reasonable period of time to allow completion of the activity
- change allocations across Budget items

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

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

- how it affects the project outcome
- whether it is consistent with the Program objectives and any relevant Australian Government policies

## 13. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 days after the date of effect<sup>1</sup> as required by Section 5.3 of the *CGRGs*.

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<sup>1</sup> See glossary

## 14. Delivery of grant activities

### 14.1 Your responsibilities

You must submit reports in line with the timeframes in the grant agreement. You will submit your project final report on SmartyGrants. In your final report we expect you to report on your project's achievements against agreed objectives including:

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

You 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

### 14.2 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
- 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.

### 14.3 Evaluation

The Department will evaluate the Visions of Australia program to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

### 14.4 Acknowledgement

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

You will acknowledge the provision of the grant by the Australia Government represented by the Department through the inclusion of the Visions logo and acknowledgement as specified under the Visions of Australia 'Program logos and acknowledgement' at [www.art.gov.au](http://www.art.gov.au)

## 15. Probity

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

These guidelines may be changed from time-to-time by the Australian Government. When this happens the revised guidelines will be published on GrantConnect at <https://www.grants.gov.au>.

### 15.1 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 project personnel may come in contact with in the context of their work and activities.

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

### 15.2 Complaints process

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

### 15.3 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's staff, any member of a committee or advisor, and/or you or any of your personnel:

- have a professional, commercial or personal relationship with a party who is able to unduly influence the application selection process
- have 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



- have a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

As part of your application you will be asked to declare any potential, perceived or actual conflict of interest arising from the proposed project.

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 the tour or its development, or how the conflict will be managed.

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

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

External 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*.

## 15.4 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 Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else by the Department 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 the Program 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 for the Arts and other Members of Parliament.

We may also reveal confidential information to:

- the external assessors and other Commonwealth employees and contractors to help us manage the Program effectively
- employees and contractors of the 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.

## 15.5 Freedom of information

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

## 16. Glossary

assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings. (as defined in the CGRGs)
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. CGRGs
decision maker	The person who makes a decision to award a grant.
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)
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
grant	<p>A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <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 assist the recipient achieve its goals; and</li> <li>c) which is intended to help address one or more of the Australian Government's policy objectives; and</li> </ul> <p>under which the recipient may be required to act in accordance with specified terms or conditions.</p> <p>CGRGs section 2.3</p>

grant activity	The project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement. (Proposed definition in the grants taxonomy)
grant agreement	The contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth. (CGRGs)
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants. (Proposed definition in the grants taxonomy)
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities
grantee	An individual/organisation that has been awarded a grant. (Proposed definition in the grants taxonomy)
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)