

# Restart Investment to Sustain and Expand (RISE) Fund RISE Application Form

Document 1

Application RISE2132 From IMAGINATION WORKSHOP PTY LTD

Form Submitted 19 Jun 2021, 1:59pm AEST

## Restart Investment to Sustain and Expand (RISE) Program

COVID-19 is having unprecedented effects on communities in Australia and around the world, including on creative and cultural activity. To support the arts and entertainment sector to reactivate, this program provides finance to assist in the presentation of cultural and creative projects, activities and events, and to build confidence amongst investors, producers and consumers. This includes finance to assist with costs of rescheduling projects impacted by ongoing restrictions caused by outbreaks of COVID-19. This will support employment of artists and workers in the arts and entertainment sector and contribute to rebuilding Australia's economy, as well as enhancing community wellbeing and access to cultural experiences across Australia.

### Guidelines

Before starting this application you should ensure that you have read and understood the Restart Investment to Sustain and Expand (RISE) [Guidelines](#).

We also recommend reading the [Frequently Asked Questions](#).

### Privacy statement

The Department of Infrastructure, Transport, Regional Development and Communications will treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

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 disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department, would breach an Australian Privacy Principle as defined in the Act.

### When to submit

You can make an application at any time between now and 5 December 2021 at 11:59pm (subject to allocation of funds). The program cannot fund any activity that has occurred before the execution of a Grant Agreement. Activities under this funding application can take a maximum of two years. Financial commitments cannot be made until execution of the grant agreement, approximately 10-12 weeks after application submission.

Additional assessment recommendations may be made outside of these timeframes. Any updates to this indicative timing will be published at [arts.gov.au](https://arts.gov.au).

## Applicant Information

**\* indicates a required field**

### Eligibility

To receive funding from the RISE program your primary purpose must be the arts and entertainment, you must also:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST (if applicable)
- have an account with an Australian financial institution
- comply with all regulatory, industry and legal requirements in relation to copyright, licensing and employment
- be located in any part of Australia
- provide a co-contribution to the activity

**Please select the entity types relevant to your organisation: \***

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**Is this an application for funding to reschedule a project, activity or event impacted by COVID-19? \***

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### Primary purpose

For the purpose of this program – arts and entertainment entities are organisations whose major source of revenue or hours worked are in activities that involve at least one of the following:

- the employment of cultural or creative workers\*
- the operation of venues or facilities often used to exhibit or showcase creative and cultural talent
- the organisation of arts and entertainment activities.

\*Creatives and support workers are those who work on the following cultural or creative activities (including in technical, administrative and production roles), for example:

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- Dance and physical performance
- Cultural and creative activities
- Literature and language
- Music
- Theatre
- Visual arts and craft

**Is the primary purpose of your organisation arts and entertainment? \***  
s 47G

**Applicant Organisation Name: \***  
IMAGINATION WORKSHOP PTY LTD  
Must be the full legal name of the applicant organisation

**Is your organisation part of a consolidated group? \***  
s 47G

**Is your organisation currently at risk of insolvency or insolvent? \***  
s 47G

## Certified financial statement proving solvency

You must provide a current financial statement proving solvency, this could include a recent balance sheet. This document must be certified by a CPA (or the Chief Executive Officer or Chief Financial Officer of your client organisation), Board or other relevant senior employee responsible for the business finances attesting to the current solvency of the organisation. Certification must be in the form of a [Commonwealth Statutory Declaration](#).

Upload your Statutory Declaration and financial statement (e.g. a balance sheet) here. The Statutory Declaration must be certified by a senior employee indicating that your organisation is currently solvent. \*

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**What is the total revenue of your company from 1 July 2020? If you operate on a calendar year, please provide a figure for the 2020 calendar year. \***  
s 47G

ar amount.

**Is your organisation an Indigenous or Non-Indigenous organisation? \***  
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Indigenous organisation: Any organisation where 50 per cent or more of its Board Directors are Aboriginal or Torres Strait Islander people.

**Is your organisation a disability-led organisation? \***

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Disability-led organisation: Any organisation where 50 per cent or more of its Board Directors identify as having disability

**Please provide a brief outline of your organisation or group's history: \***

s 47G

0 words

## Reporting compliance

**Do you have any outstanding reports, acquittals, or serious breaches relating to any Australian Government funding? \***

s 47G

## Applicant Details

**\* indicates a required field**

### Applicant details, including the lead organisation for consortia applications

In this section please provide the details of the organisation undertaking the project.

- Please note that if you receive funding, your contact details will be made available to the Minister for Communications, Urban Infrastructure, Cities and the Arts and other Members of Parliament.

**Applicant contact \***

s 47F

**Position title \***

s 47G

**Contact phone number \***

s 47F

**Contact email \***

s 47F

**Address \***

s 47G



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**Applicant Website**

s 47G

**ABN \***  
s 47G

**Information from the Australian Business Register**

<b>ABN</b>	s 47G
<b>Entity name</b>	s 47G
<b>ABN status</b>	s 47G
<b>Entity type</b>	s 47G
<b>Goods &amp; Services Tax (GST)</b>	s 47G
<b>DGR Endorsed</b>	s 47G
<b>ATO Charity Type</b>	s 47G <a href="#">More information</a>
<b>ACNC Registration</b>	s 47G
<b>Tax Concessions</b>	s 47G
<b>Main business location</b>	s 47G

*Information retrieved at 1:16am yesterday*

**If, on the Australian Business Register (ABN Look Up) you identify as a 'Trust' please upload evidence of incorporation. This could be a certification of registration or equivalent.**

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## Organisation size

The following information will assist us to understand the size of your organisation. The size of your organisation will be considered in the context of the grant and activity.

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**How many paid staff does your organisation employ? (expressed as full-time equivalent): \***

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For part time staff, you can use decimal points e.g. someone who works two days per week would be represented as 0.4.

**What is your organisation's annual turnover? (to the nearest \$10,000): \***

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Turnover is defined as the total income you receive in the financial year in the course of running your business.

**Did your Organisation receive the Australian Government's JobKeeper Payments?**

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**Please tell us how many positions JobKeeper funded in your organisation. \***

s 47G

Must be a number.

## Project Overview

**\* indicates a required field**

### Eligible grant activities

Funding is available to support cultural and creative events or activities that, in the absence of this funding, would be substantially less likely to proceed (due to constrained availability of funding to the applicant as a consequence of COVID-19).

The program will fund high quality projects irrespective of scale in all art forms, including cross-art form projects, with the exception of screen-based activities, film and television production and interactive games. Eligible projects need to align clearly with the program objectives, outcomes and assessment criteria.

Activities must demonstrate that there is a funding need, contribute to job creation, support Australian artists or performers (or their work), provide experiences to audiences, be of a nature that is likely to be popular with Australian audiences and financial viability. Applications that clearly demonstrate and seek direct investment for significant employment opportunities for artists, managers, crew and other parts of the supply chain will be prioritised.

### Type of activity

**Which of the following types of activities best describes the activity for which you are seeking funding: \***

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## Project & Activity dates

Please note that your project start date cannot commence before you receive funding. You have a maximum of 2 years to complete the activity.

**Project start date \***

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**Project end date \***

s 47G

**What date will your activity become publicly accessible? \***

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**What date will your activity stop being publicly accessible? \***

s 47G

## Artform

**Which artform/s does your activity incorporate? \***

s 47G

Select all that apply, including the primary artform.

**What is the primary artform of your activity? \***

s 47G

## Areas of Focus

**Does the project have a focus on Youth? \***

s 47G

**Does the project have a focus on Mental health / wellbeing? \***

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**Does the project have a focus on Tourism? \***

s 47G

**Does the project have a focus on Innovation? \***

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**What is the primary area of focus? \***

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**Project title: \***

Rescheduled tour of Roald Dahl and The Imagination Seekers

**Short project description: \***

A national tour of "Roald Dahl and The Imagination Seekers" through regional and metropolitan Australia.

Must be no more than 25 words.

Must be no more than 25 words and suitable for public release. Please note that should you be successful, this description will be used in media releases and will be published on the Office for the Arts website.

**Detailed Project Description \***

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**Have you previously submitted this project for RISE funding? \***

s 47G

Please tick yes regardless if the project was successful or unsuccessful.

## Project Statistics

**\* indicates a required field**

**Does your project involve Aboriginal or Torres Strait Islander people or have a focus on Aboriginal or Torres Strait Islander culture? \***

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## RISE Application Form

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Please provide some projected statistical information on your project's team:

*Please put '0' in any fields that are not relevant.*

**Number of artists that identify as Aboriginal and/or Torres Strait Islander: \***

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**Number of artists that identify as culturally and linguistically diverse: \***

**Number of artists that identify as persons with disability: \***

**Number of other personnel that identify as Aboriginal and/or Torres Strait Islander: \***

s 47G

**Number of other personnel that identify as culturally and linguistically diverse: \***

s 47G

**Number of other personnel that identify as persons with disability: \***

**Is the project disability-led? \***

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A disability-led project is defined as one in which people with disability themselves are leading the creative development process.

*Please put '0' in any fields that are not relevant.*

**Number of female artists: \***

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**Number of male artists: \***

**Number of non-specific gendered artists: \***

s 47G

**Number of female other personnel: \***

s 47G

**Number of male other personnel: \***

**Number of non-specific gendered other personnel: \***

s 47G

**Project team size:**

s 47G

This number/amount is calculated.

## Volunteers

**Number of volunteers. \***

s 47G

Must be a number.

## Employment Statistics

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Please provide employment statistics for your project. When selecting the employment status, please note:

- A short-term employee includes those whose employment includes entitlements.
- An independent contractor includes owners and managers of incorporated and unincorporated businesses, including sole-traders.

Example Job-type categories are:

- **Arts professionals** (actors, dancers, musicians)
- **Media professionals** (artistic directors, presenters, authors)
- **Miscellaneous technicians and trades workers** (performing arts, gallery, museum technicians)

Job-type category	Employment status	Number of employees
		Must be a number.
Arts professionals *	Permanent - full time *	s 47G
Contract, program and project administrators	Short-term employees on a fixed contract	
Media professionals	Independent contractors	

### Total employees

s 47G

This number/amount is calculated.

## Projected audience statistics

Gathering statistics about who will access, participate in or benefit from your project, helps us to measure the success of your project and the value of funding for the arts.

We will measure these statistics again in your final project report and acquittal.

**Please complete any of the areas below that are relevant to your project.**

## Location and Participation

Please list the locations where your activity will take place. For multiple locations please enter in chronological order.

- **Attendance** means the number of people who will attend, visit or be in the audience for your project.
- **Participation** means the number of people that will actively participate in the project (other than the project artists and personnel) for example workshop participants or active audience participants.

Please put '0' in any fields that are not relevant. and a short comment in the **reason for not including statistics** box below the table.

Location name	Address	Projected Attendance	Projected Participation	Start date	End date
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	Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.	Must be a number.	Must be a number.	If unknown, please indicate expected start date. Must be a date.	If unknown, please indicate expected end date. Must be a date.
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The diagram consists of two identical, vertically stacked rectangular blocks, each labeled 's 47G' in red text. The blocks are separated by a horizontal line. The background is a grid with various gray rectangular shapes, including a large gray block at the top left, a smaller gray block at the top right, and several gray blocks along the bottom edge.



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**Total Projected attendance at the project**

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number/amount is calculated.

**Total Projected participation in the project**

s 47G

number/amount is calculated.

## Criterion 1

**\* indicates a required field**

**The degree to which the grant will contribute to achieving the objectives and outcomes of the program.**

This includes demonstrating a plan to develop and present cultural and creative events or activities.

**How does your activity contribute to reactivating the arts and entertainment sector?**

**Please address how your activity will contribute to employment opportunities and the expected economic benefits of your activity for your organisation and other industries such as hospitality and accommodation. \***

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than 150 words.

If you are successful, as part of your acquittal, you will be asked to provide statistics on the economic benefits of your activity on allied industries.

**What types of audiences will benefit from your activity?**

\*

s 47G



## Creative partnerships

**Do you have creative partners in this project? \***

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## Accessibility

It is important to us that Australia's high quality arts experiences are accessible to the whole community. One in every five Australians have disability. Many more do not identify but still experience barriers to access. Parents with prams often experience the same access



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barriers as wheelchair users. Older people with sight or hearing loss often experience the same barriers as people who are Deaf and/or blind/vision impaired.

*For tips on how to increase the accessibility of your project or to assist you in thinking about this, visit [Arts Access Australia](#)*

**Tell us about how you plan to ensure your project is accessible, including to people with disability.** Please complete the [Arts Access Australia Project Accessibility template](#) or provide a written response below.

**Which of these actions will you complete? \***

- ☐ (a) Upload a completed version of the Arts Access Australia Project Accessibility template  
☒ (b) Type your response below

**Accessibility plan \***

s 47G

## Criterion 2

**\* indicates a required field**

**Demonstrated expertise and capacity of the organisation to undertake the grant activity, including in a COVID-safe manner.**

### Work plan

The project work plan below should set out the key deliverables / milestones for your project (including consideration for COVID-safe protocols). If approved, the work plan will form part of your funding agreement. Depending on your project, milestones may have payments linked to the successful achievement of these outcomes.

Please list deliverables chronologically - in order from earliest to latest. Note the timeframe for your work plan must not exceed two years.

Key Deliverables - task/activity to be undertaken	Outcome - What will be achieved by this activity?	Planned date of completion
s 47G	Must be no more than 30 words.	Must be a date.

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## Expertise

### **Demonstrated expertise and capacity of the organisation to undertake the grant activity.**

You should demonstrate this through the following:

- prior experience in managing funds and/or acquitting government funding
- appropriate business or governance structures in place
- experience of personnel undertaking the activity.

### **Please detail the expertise and capacity of your organisation to undertake the grant activity. \***

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## Key personnel and artist details

Provide information on the key personnel and artists in your project team. You will be able to attach evidence of artist confirmation or willingness to participate from the artist or manager, for key participating artists and/or headline acts under supporting material at the end of this application.

Name	Role in the project	Brief description of experience	Confirmation
		Must be no more than 30 words.	Please attach confirmation documentation in supporting material.
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s 47G			

## Risk management

**Briefly identify the risks (including COVID-safe protocols) associated with the project and how you will manage and minimise those risks.**

**Please address how your activity will be adapted to respond to COVID-19 public health requirements? Please consider both innovations and structural adjustments.**

Risk	Consequence of the risk occurring	Likelihood of the risk occurring	Management approach
	Must be no more than 30 words.		Must be no more than 30 words.
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### Criterion 3

**\* indicates a required field**

Funding is available in the 2021-22 financial year. If successful, you must complete your activity within two years of the execution of the grant agreement. The following asks you to set out your budget for the activity. The budget needs to include remuneration details for artists, performers and other workers in accordance with industrial awards and agreements.

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### Budget

#### Please demonstrate financial viability of your grant activity

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. You can apply for both a program grant and a Show Starter Loan. A combination of a program grant and Show Starter Loan cannot make up more than 50 per cent of the total budget of an activity or \$5 million, whichever is lesser.

#### Will your activities occur over 1 or 2 years? \*

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#### Did you apply for a Show Starter Loan? \*

s 47G

### Grant amount

#### Amount Requested \*

s 47G

total financial support you are requesting in this application?

If you are applying for under \$25,000 or over \$2,000,000, please provide a statement of justification.

### Please provide financial information for year one of your budget expenditure

### Other Income (excluding RISE grant funding)

Please outline the planned income from other sources for your activity for year 1 of your project, including co-investment from other sources, Commonwealth, state, territory or local government.

Applicants are encouraged to include a direct cash or in-kind contribution or funds from other grant programs towards the costs of the project in addition to any earned income such as ticket sales, beverages, merchandise, workshop and registration fees.

If you have applied for a Show Starter Loan, please include the breakdown of year 1 in this section.

Other income source	Amount	Cash or In-kind	Status
	Must be a dollar amount.		
s 47G			

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**Application RISE2132 From IMAGINATION WORKSHOP PTY LTD**  
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	s 47G		

**Total other income**

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mount is calculated.

**Grant Expenditure**

The budget below should outline the items that grant funding would be spent on for year 1. If your application is successful, the *Expenditure of Grant Funds* budget will form part of the grant agreement. Figures must be **GST exclusive**.

- Itemise expenses for the project including artist and project personnel fees
- If successful you cannot change how you spend your grant money without getting our formal approval.

**List below only those items that will be paid for with the grant (refer to the Guidelines or the Eligibility section at the beginning of this form for examples of eligible and ineligible activities). Also note the basis for calculations for budget items over \$100,000 should be provided, i.e. venue hire x 25 days, 15 performers x 12 weeks etc.**

Expenditure item	Expenditure category	Amount
		Must be a dollar amount.
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		s 47G

**Total grant expenditure**

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mount is calculated.

**Other income expenditure (excluding RISE grant funding)**

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If you have applied for a Show Starter Loan, please include the expenditure breakdown for year 1 in this section.

amount is calculated.

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# Restart Investment to Sustain and Expand (RISE) Fund RISE Application Form

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The following figures are calculated. The fields below show grant balance (grant amount requested minus total grant expenditure) and other income balance (total other income minus total other income expenditure).

The balances **must equal 0** before you can submit your application.

**Grant balance (amount requested - total grant expenditure)** **Other income balance (total other income - total other income expenditure)**

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umber/amount is calculated.

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mber/amount is calculated.

**Total project cost \***

s 47G

amount requested plus other income.

**Do you estimate that you will make a profit from this project? \***

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**What is your estimated net profit from this project? \***

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llar amount.

**How do you intend to spend your profit? e.g to reinvest in another project, to employ additional staff or to put on more performances. \***

s 47G

**Please provide evidence of funding need in the form of a statement or data about financial status.**

\*

s 47G

150 words.

**Please provide evidence of financial co-contribution to your activity. \***

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File size: 525.8 kB

## Links to other support material

You may wish to upload or provide links to other supporting documentation. Examples of supporting documentation include evidence of artist confirmation or willingness to participate on the artist's or manager, letter of communication / industry support, website, media coverage, a video or images. Provide links, social media handles or upload documents, images etc.

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

Select the **Add More** button to add extra rows.

Provide links or social media handles here,	or upload documents and images	Description
	s 47G	

## Certification

All below criteria must be confirmed.

**I, the Applicant Contact, am authorised by my group/organisation to complete this application and certify that: \***

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**Date of Certification: \*** s 47G  
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s 47G

Imagination Workshop Pty Ltd

P.O. Box 72  
HOLLAND PARK WEST  
QLD 4121

s 47G

ABN: 25 123 431 274

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**Interactive Theatre International is a Registered Trademark  
and Trading Name of Imagination Workshop PTY LTD**

ABN: 25 123 431 274

1/991 Stanley Street, Brisbane, QLD 4169

Phone: +61 3397 4703 | Fax: +61 3844 8104

[www.interactivetheatre.com.au](http://www.interactivetheatre.com.au)

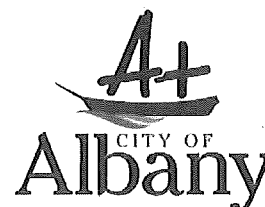
17/06/21

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Our Ref: CS.SPV.46 / LT21234685  
Cross Ref: EF21418047  
Enquiries: Nathan Watson

9 June 2021

Mr Jared Harford  
Interactive Theatre International  
1/991 Stanley Street  
BRISBANE QLD 4169

Dear Jared

**RE: RE: IMAGINATION WORKSHOP - LETTER OF SUPPORT**

The City of Albany is pleased to support your application to the Restart Investment to Sustain and Expand (RISE) Fund to tour the Roald Dahl and the Imagination Seekers show to Albany in 2022.

The Roald Dahl and the Imagination Seekers show, aimed at family audiences aged 6 to 10 years, is the type of show that audiences in the Albany and Great Southern region have limited access to. The City of Albany is happy to support the bringing of this show to the Albany Town Hall in 2022, the region's flagship visual arts presentation venue. The City can assist with in-kind support in the shape of venue hire and staff time, as well as assistance with event promotion, ticketing and delivery.

This show aligns closely to the Community Health & Participation theme in the City's Community Strategic Plan. Working with the Arts and Culture and Library teams, supporting this show will help to meet:

- *Objective 4.1: To build resilient and cohesive communities with a strong sense of community spirit*
  - Facilitate and promote arts and cultural activities for all ages by providing a variety of arts and cultural activities that attract local and visiting patrons
- *Objective 4.3: To develop and support a healthy inclusive and accessible community*
  - Develop a range of activities and facilities that connect people, promote a healthy community and are appropriate for all ages

I wish you every success with your funding application and look forward to working with you to deliver this exciting performance to audiences in Albany.

Yours sincerely

Nathan Watson  
Executive Director Community Services

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Document 5

19<sup>th</sup> June, 2021

To Whom It May Concern,

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[Redacted]

Kind regards,

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**Restart Investment to Sustain and Expand (RISE) Fund**  
**RISE Fund - Eligibility Check**  
**Application RISE2132 From IMAGINATION WORKSHOP PTY LTD**  
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## Record of Eligibility Decision

**\* indicates a required field**

### Activity Details

**Activity title \***

Rescheduled tour of Roald Dahl and The Imagination Seekers

**Short activity description, suitable for public release \***

A national tour of "Roald Dahl and The Imagination Seekers" through regional and metropolitan Australia.

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s 47C



s 47C



## Conflict of Interest & Confidentiality

**\* indicates a required field**

Office for the Arts officers involved in the grants assessments process must declare any conflicts of interest (actual, perceived and potential) as part of their duties.

- An **actual** conflict of interest involves a direct conflict between an official's current duties and responsibilities and existing private interests.
- A **perceived** conflict of interest can exist where it appears that an official's private interests *could* improperly influence the performance of their duties, whether or not this is the case. The appearance of a conflict of interest is as important as any actual conflict as it can undermine the credibility of the project, process or decision.
- A **potential** conflict of interest arises where an official has private interests that could conflict with their official duties in the future.

Any official involved in a grant process who has a potential conflict of interest must bring the matter to the attention of their supervisor as soon as possible. Grants should only be made to grantees that are independent, and are seen to be independent, of those who are involved in decisions about awarding the grants.

The types of interests and relationships of an assessor or an assessor's immediate family members which may need to be disclosed include:

- real estate investments,
- shareholdings,
- trusts or nominee companies,
- company directorships or partnerships,
- other significant sources of income,
- significant liabilities,
- gifts,
- private business,
- employment,
- voluntary, social or personal relationships that could or could be seen to impact upon your responsibilities.

### I declare that:

**1. I am aware of my responsibilities to behave honestly and with integrity, to disclose, and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with this application and to not make improper use of (a) inside information, or (b) my duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for myself or for any other person. \***

s 47C

- The APS [Values and Code of Conduct in Practice](#)
- The Department of Finance's [Resource Management Guide No. 203 General duties of officials](#)
- The Department's [Accountable Authority Instruction](#) on Conflict of Interest

**2. As a Commonwealth public servant, I am aware of and understand my responsibilities in regards to fair dealing and conflict of interest, as documented above. \***

s 47C

**3. I will declare any private interests or relationships which could or could be seen to influence the decisions I may make, the advice I may give and the actions I may take. \***

s 47C

## **Conflict of Interest Declaration**

\*

s 47C

## **Project Information Summary**

**\* indicates a required field**

### **Key Information**

Information here is summarised from the application. Please refer to the full application and complete your assessment on the following page.

**Project title \***

Rescheduled tour of Roald Dahl and The Imagination Seekers

**Detailed Project Description**

s 47G

**Restart Investment to Sustain and Expand (RISE) Fund**  
**RISE Assessment Form (Phase One)**  
**Application RISE2132 From IMAGINATION WORKSHOP PTY LTD**  
Form Submitted 29 Jun 2021, 10:47am AEST

s 47G

**Start date \***

s 47G

**End date \***

s 47G

## Rescheduling

**Has this project been rescheduled?**

s 47C

## Financial information

### Show Starter Loans

A combination of a program grant and Show Starter Loan cannot make up more than 50 per cent of the total budget of an activity or \$5 million, whichever is lesser.

**Grant amount requested**

s 47G

r amount.

**Total other income**

s 47G

ed.

mount is calculat-

**Total project cost**

s 47G

ar amount.

**Total projected attendance**

s 47G

e a number.

**Percentage of grant  
funding to total activity  
cost**

s 47G

This number/amount is calculat-  
ed.

Total project cost minus (grant  
amount requested plus total other  
income).

**Grant subsidy per seat /  
audience**

s 47G

mber/amount is calculat-

ed.

This is the total amount requested  
divided by the total projected at-  
tendance

## Assessment

**\* indicates a required field**

### Assessment Against Criteria

# Restart Investment to Sustain and Expand (RISE) Fund RISE Assessment Form (Phase One)

Application RISE2132 From IMAGINATION WORKSHOP PTY LTD

Form Submitted 29 Jun 2021, 10:47am AEST

Please read the RISE Fund assessment guidelines before commencing assessments. Assess the application against the published criteria. All criteria have an equal weighting. Please provide a comment and a score from 0 - 5 for each criteria.

0. Very Poor - Does not meet or address assessment criteria
1. Poor - Very few strengths and considerable weaknesses
2. Satisfactory - Meets aspects of criterion but some moderate weaknesses
3. Good - Meets merit criterion but with some weaknesses
4. Very Good - Strong with only some minor weaknesses
5. Outstanding - Very strong with no or negligible weaknesses

Please ensure your assessment is focused on the published criteria only. Applying criteria other than those set out in the published guidelines may render your assessment invalid.

You should consider the relevant points under each of the three criteria in the context of the type of project. Please note that not every point will apply to every project.

## Criterion 1

**How will the activity contribute to achieving the objectives and outcomes of the program.**

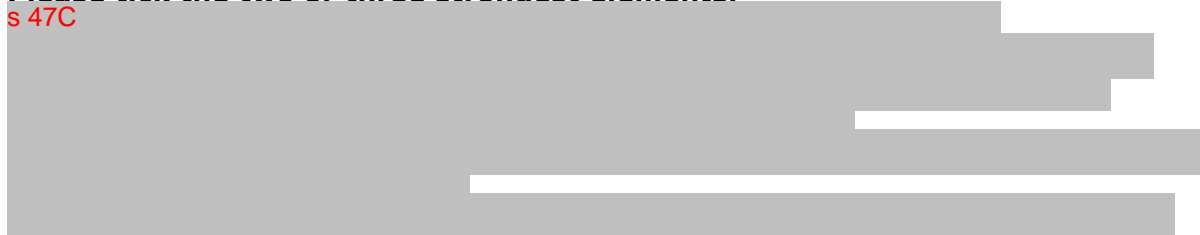
In this criteria, you may consider:

- How the activity will increase employment and skills retention in the arts, and increase employment in the entertainment sector and allied industries including tourism, hospitality accommodation, transport and freight
- How the activity will increase economic activity in the arts and entertainment sector and allied industries and contribute to rebuilding Australia's economy
- How the activity will contribute to economic outcomes for the sector
- How the proposed activity enhances community wellbeing
- How the proposed creative and/or cultural experience across Australia including in regional/remote/outer metro areas
- Involvement and/or participation of Aboriginal and/or Torres Strait Islander peoples, gender diverse artists and artists with disability
- How funding will support the organisation's long-term viability
- How the activity meets COVID-19 health restrictions
- Whether the applicant has provided evidence of adequate research and planning

**Please select any tick boxes that apply from the drop down list of objectives/outcomes below (you must tick at least two). These will form part of the recommendations to the Minister.**

**Please tick the two or three strongest elements. \***

s 47C



s 47C

**Overall comment on contributing to program outcomes (please specify any strengths or weaknesses). \***

s 47C

**Objectives and outcomes score \***

s 47C

actory, 3 = Good, 4 = Very good, 5 = Outstanding

## Criterion 2

**The demonstrated expertise and capacity of the organisation to undertake the grant activity, including in a COVID-safe manner.**

**Consult any uploads at the bottom of the application for additional evidence including Risk Management Plans, letters of support and additional information about the management of the project.**

In this criteria, you may consider:

- What prior experience does the applicant have in managing funds and/or acquitting government funding
- Does the applicant have appropriate business or governance structures in place
- What is the experience of artists and personnel undertaking the activity
- Does the application outline appropriate COVID-safe protocols and risk management
- Is there flexibility in the activity to address possible additional COVID-19 restrictions
- Does the activity have realistic timeframes (demonstrated through the work plan)

**Please select any tick boxes that apply from the list below (you must tick at least one). These will form part of the recommendations to the Minister.**

**Work plan activities and timeframes \***

s 47C

y be selected.



**Appropriate business or governance structures \***

s 47C

**Applicant experience and expertise \***

s 47C

t 1 choice and no more than 2 choices may be selected.

**Experience of artists and key personnel \***

s 47C

**Appropriate COVID-safe protocols in place \***

s 47C

**Risk Management plan \***

s 47C

**While not strictly aligned to this criterion but necessary as part of your broader assessment, please also consider the applicant's supporting documentation and tick the relevant boxes below.**

**Where community engagement or a key venue is central to the project's success**

s 47C

# Restart Investment to Sustain and Expand (RISE) Fund RISE Assessment Form (Phase One)

Application RISE2132 From IMAGINATION WORKSHOP PTY LTD

Form Submitted 29 Jun 2021, 10:47am AEST

successful delivery the project.

☐ The applicant had not provided evidence of the commitment of the community which will be essential to successfully delivering the project.

☒ The applicant has provided evidence of the confirmation by the venue which will be essential to the successful delivery the project.

☐ The applicant had not provided evidence of the confirmation by the venue which will be essential to the successful delivery the project.

## Overall comment on expertise and capacity (please specify any strengths or weaknesses). \*

This is a thorough project proposal, which demonstrates strong experience in delivery of touring theatre productions at this scale. The proposal is supported by appropriate letters of support

Must be no more than 150 words

## Expertise and Capacity score \*

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

0 = Very Poor, 1 = Poor, 2 = Satisfactory, 3 = Good, 4 = Very good, 5 = Outstanding

## Criterion 3

### Demonstrated financial viability of the grant activity.

**Consult any uploads at the bottom of the application that provide additional budget information. Larger applications may include a full budget.**

In this criteria, you may consider:

- Is the budget balanced and realistic and does it identify the requested grant amount and projected expenses
- Is there a good level of co-contribution towards the activity? This may include funding from a range of other sources, including in-kind contributions from a range of funding sources
- Is there sufficient documentation relative to the size of the funding request demonstrating funding need eg, statement about financial status
- Is there sufficient documentation (financial statements/forecast budget) showing sound financial management
- Is there a profit projected? If so, is the profit proportionate to the size of the funding request? Are the profits to be reinvested back into the arts sector?

Overall value for money can be considered with respect to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives

**Please select any tick boxes that apply from the list below (you must tick at least one). These will form part of the recommendations to the Minister.**

### Budget \*

☒ The budget is realistic and has clearly identified projected expenses, including other sources of funding, and remuneration details for artists, performers and other workers.

☐ The budget does not provide sufficient detail to make a proper assessment of the project income and expenditure.

☐ The budget remuneration for artists, performers and other workers appears excessive.

☐ The budget remuneration for artists, performers and other workers does not appear

# Restart Investment to Sustain and Expand (RISE) Fund RISE Assessment Form (Phase One)

Application RISE2132 From IMAGINATION WORKSHOP PTY LTD

Form Submitted 29 Jun 2021, 10:47am AEST

sufficient.

- ☐ The budget includes line items that are ineligible for funding.
- ☐ The budget does not provide sufficient detail to make a proper assessment of the remuneration or artists, performers and other workers appears.
- ☐ The budget does not appear balanced and there is no explanation how the shortfall will be met.
- ☐ The budget does not appear balanced and there is no explanation how the surplus will be applied.
- ☐ The budget provides strong evidence of the applicant's co-contributions to the project.
- ☐ The budget provides strong evidence of co-contributions from other sources, including Commonwealth, state, territory or local government to the activity.
- ☐ The budget does not provide evidence of co-contributions to the project.
- ☐ The budget evidence of co-contributions to the project is unclear.

At least 1 choice and no more than 3 choices may be selected.

## Financial management \*

- ☒ The applicant has provided satisfactory evidence of a track record of sound financial management.
- ☐ The applicant has been unable to provide satisfactory evidence of a track record of sound financial management to justify government investment.

## Approval of the budget \*

- ☒ The budget has been approved by the applicant's Chief Executive Officer, Chief Financial Officer, Board or other relevant senior employee responsible for the business finances.
- ☐ The budget does not appear to have been approved by the applicant's Chief Executive Officer, Chief Financial Officer, Board or other relevant senior employee responsible for the business.

## Evidence of funding need \*

- ☒ The applicant has provided a strong argument for the need for government funding to deliver this project.
- ☐ The applicant has not provided sufficient evidence for the need for government funding to deliver this project.

## Value for money \*

- ☒ The project represents good value for money given the size of the grant request.
- ☐ The project represents fair value for money.
- ☐ The project does not represent good value for money given the size of the grant request.

## Overall comment on the demonstrated financial viability of grant activity and value for money (please specify any strengths or weaknesses). \*

The RISE funding is almost exclusively committed to wages and associated costs. The organisation and creative team's financial management experience is clearly demonstrated in the budget documents. The project will deliver good value for money.

Must be no more than 250 words.

## Financial viability and need for the grant score \*

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

0 = Very Poor, 1 = Poor, 2 = Satisfactory, 3 = Good, 4 = Very good, 5 = Outstanding

## Total Score

**Overall Score out of a possible 100 \***

93

This number/amount is calculated.

This rating is calculated automatically with each criteria being worth up to 33.3 points

#### **4. Overall Evaluation**

Please highlight the key strengths and weaknesses of the application that can be used to provide feedback to the applicant.

\*

The proposal reflects the experience and expertise of the organisation in delivering projects of this scale and complexity, and will see an Australian cast trained in roles for the production and the large tour

Must be no more than 250 words.

#### **Quality assurance check (RISE officer to complete)**

**For quality assurance, only select below if this assessment will be excluded from reporting.**

☐ Exclude from report

## Conflict of Interest & Confidentiality

**\* indicates a required field**

Office for the Arts officers involved in the grants assessments process must declare any conflicts of interest (actual, perceived and potential) as part of their duties.

- An **actual** conflict of interest involves a direct conflict between an official's current duties and responsibilities and existing private interests.
- A **perceived** conflict of interest can exist where it appears that an official's private interests *could* improperly influence the performance of their duties, whether or not this is the case. The appearance of a conflict of interest is as important as any actual conflict as it can undermine the credibility of the project, process or decision.
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- significant liabilities,
- gifts,
- private business,
- employment,
- voluntary, social or personal relationships that could or could be seen to impact upon your responsibilities.

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Form Submitted 29 Jun 2021, 12:02pm AEST

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Australian Government

Department of Infrastructure, Transport,  
Regional Development and CommunicationsMinisterial Submission  
MS21-000542

**To:** Minister for Communications, Urban Infrastructure, Cities and the Arts,  
the Hon Paul Fletcher MP (for decision)

**Subject:** Restart Investment to Sustain and Expand (RISE) Fund Recommendations – Batch Four

**Critical Date:** Please action by **9 August 2021** to enable timely commencement of projects.

**Recommendations for Minister Fletcher:** That you

1. Approve a commitment of \$40,012,852 (plus GST where applicable) from the \$100 million available in 2021-22 for 82 highly recommended projects at <b>Attachment A</b> .	Approved / Not Approved
2. s 22 [REDACTED]	s 22 [REDACTED]
3. Note the 161 applications not recommended for funding, and the 32 ineligible applications at <b>Attachment C</b> .	Noted / Please Discuss
4. s 22 [REDACTED]	s 22 [REDACTED]
s 47F [REDACTED]	
s 47F [REDACTED]	
	Date: 27/7/2021
Minister's Comments	Quality Rating
	1. Very Poor 2. Poor 3. Satisfactory 4. Good 5. Excellent

**Purpose:**

1. Your approval is sought under section 71 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) to commit \$40,012,852 million for 82 highly recommended projects submitted to the RISE Fund (the Fund) at **Attachment A**. s 22 [REDACTED]

2. A copy of the RISE Fund guidelines, and your responsibilities under the PGPA Act and the Commonwealth Financial Management Framework are outlined at **Attachment E** and **F** respectively.

**Key Issues:**

3. A total of 758 applications were submitted to Batch Four of the Fund. Due to the large volume of applications and need to provide funding to the sector as soon as possible, your office agreed that applications with a start date before 1 October 2021 be prioritised for assessment in this batch. Applications with a start date after 1 October 2021 will be assessed as Batch Five.

4. Batch Four consisted of 319 applications. 287 applications were deemed eligible, requesting total funding of almost \$145 million. 161 eligible applications not recommended for funding, and 32 applications deemed ineligible against the Fund guidelines, are listed at **Attachment C**.

5. Each application was assessed in accordance with the Fund guidelines by at least two departmental assessors with advice provided by the Australia Council and the Creative Economy Taskforce. A summary of the Taskforce's advice is provided under **Additional Information**.

6. 82 highly recommended projects meet the objectives of the program to a very high degree. s 22

[REDACTED]

7. s 22  
[REDACTED]

8. Program information and a summary of this batch is provided under **Additional Information**.

s 22  
[REDACTED]

s 22  
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Consultation:**

13. Office for the Arts, Australia Council, Creative Economy Taskforce.

**Attachments:**

Attachment A – Highly Recommended applications

s 22  
[REDACTED]

Attachment E – RISE Fund Guidelines

Attachment F – Commonwealth Financial Management Framework

s 22  
[REDACTED]

Contact Officer: Alison Todd

Position: A/g Assistant Secretary

Branch: Arts Development and Investment

Phone/Mobile: 6271 1084 s 47F

Cleared by:

Greg Cox

Position:

A/g First Assistant Secretary

Division:

Arts

Phone/Mobile: 6271 1901 s 47F

Instructions for MAPS: Nil

Responsible Adviser: s 47F

Distribution CC List: s 47F Simon Atkinson, Stephen Arnott, Greg Cox, Alison Todd.



# PAUL FLETCHER MP

Federal Member for Bradfield  
Minister for Communications,  
Urban Infrastructure,  
Cities & the Arts

Senator the Hon Simon Birmingham  
Minister for Finance  
Parliament House  
CANBERRA ACT 2600

Dear Minister *Simon*

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Yours sincerely

Paul Fletcher

27/7/2021

### Restart Investment to Sustain and Expand (RISE) Fund - Batch Four

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RISE2132	IMAGINATION WORKSHOP PTY LTD	Rescheduled tour of Roald Dahl and The Imagination Seekers	A national tour of "Roald Dahl and The Imagination Seekers" through regional and metropolitan Australia.	VIC	Major Cities Of Australia	Wills	\$178,637.00	\$178,637.00
s 47C								



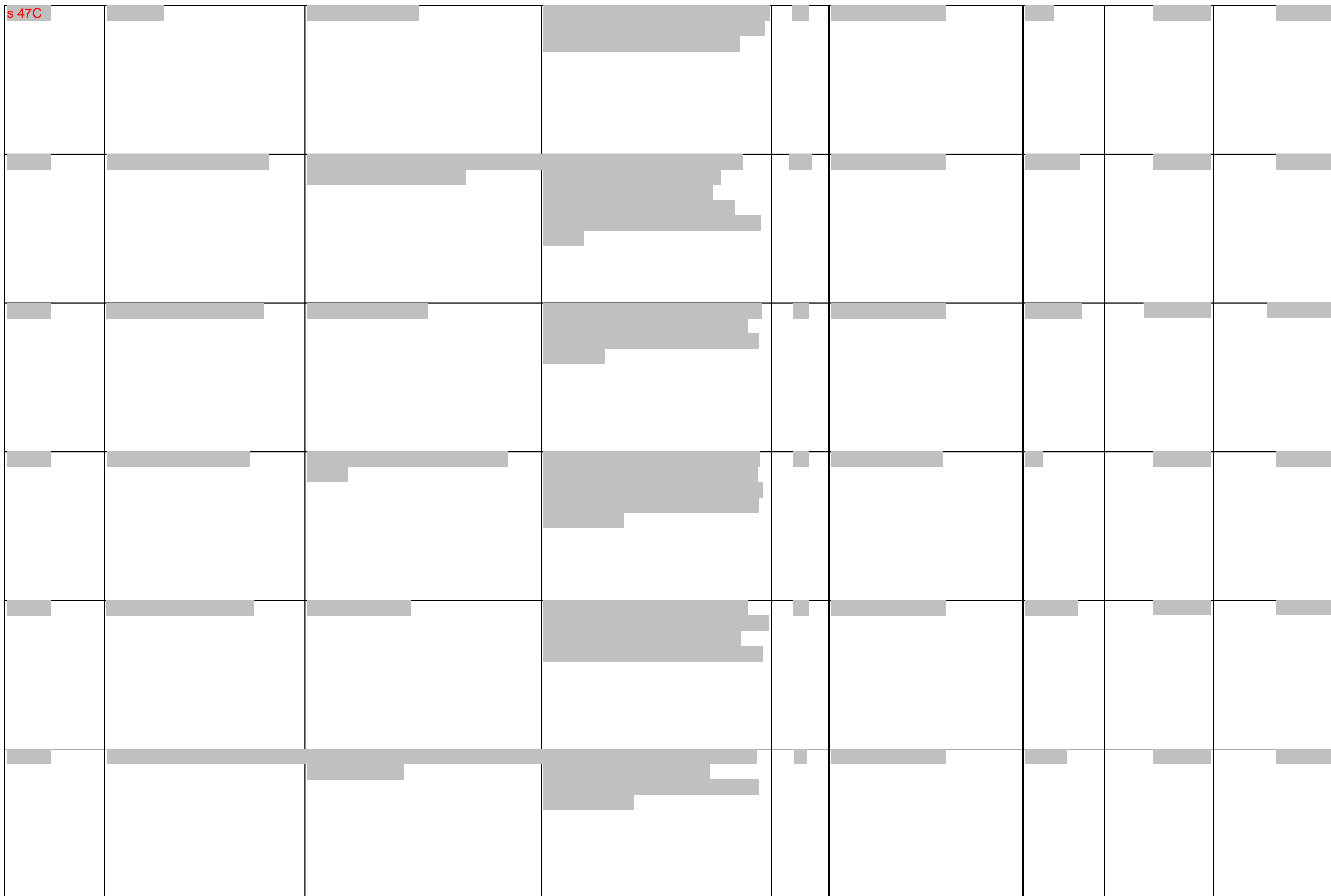
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The figure displays a 6x6 grid of 36 panels, each showing a map of the tropical Pacific region (10°S to 10°N, 180° to 120°E). The top-left panel is labeled 's 47C'. The maps illustrate the spatial distribution of the 1997-1998 El Niño event, with the color scale ranging from -2 (blue) to 2 (red). The maps show the progression of the El Niño event across the Pacific, with the strongest positive anomalies (red) appearing in the central and eastern Pacific during the 1997-1998 season.

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### Restart Investment to Sustain and Expand (RISE) Fund - Batch Four

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## Restart Investment to Sustain and Expand (RISE) Fund - Batch Four

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Category	Sub-category	Item	Value	Unit	Notes
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		3	300	kg	
	B	4	400	kg	
		5	500	kg	
		6	600	kg	
	C	7	700	kg	
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## Restart Investment to Sustain and Expand (RISE) Fund - Batch Four

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**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development and Communications**  
Office for the Arts

Document 15

## Restart Investment to Sustain and Expand (RISE) Fund

<b>Opening date:</b>	9.00am AEDT (Canberra time) 31 August 2020
<b>Closing date and time:</b>	11.59pm AEDT (Canberra time) on 31 December 2021, subject to the allocation of funds
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Enquiries:</b>	If you have any questions, please contact the RISE Fund team at: <a href="mailto:RISE@arts.gov.au">RISE@arts.gov.au</a>
<b>Date guidelines released:</b>	11 August 2020 ( <b>Revised 14 May 2021</b> )
<b>Type of grant opportunity:</b>	Open competitive

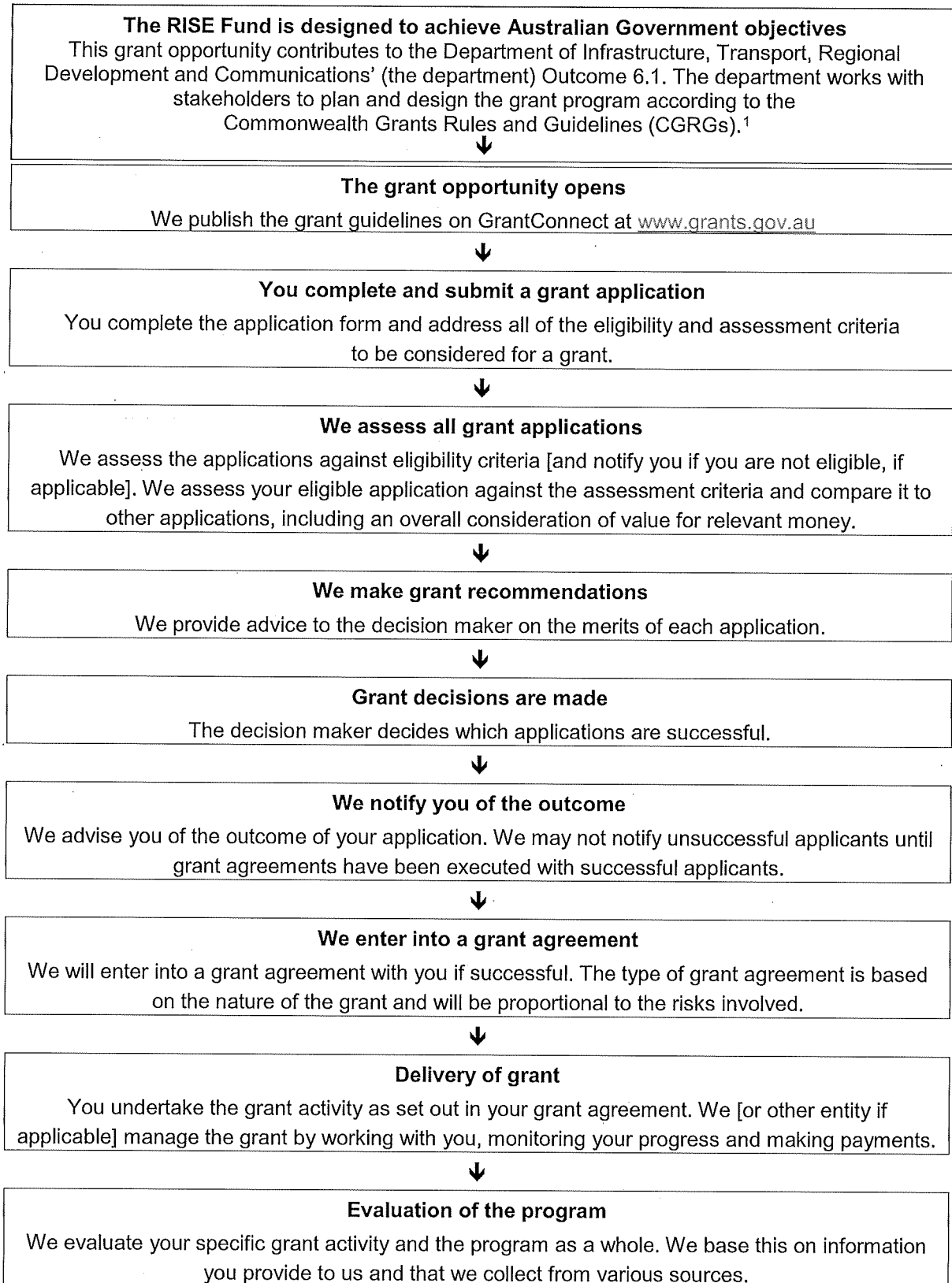


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# 1. Restart Investment to Sustain and Expand (RISE) Fund



<sup>1</sup> [www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines](http://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines)

## 1.1 Introduction

These guidelines contain information for grants under the Restart Investment to Sustain and Expand RISE Fund program (the program).

Australia's creative and cultural industries provide significant employment and economic benefits as well as supporting cultural expression, community coherence, social wellbeing and reflecting unique Australian experiences and stories. On the most recent figures (in 2016-17), Australian cultural and creative activity contributed \$112 billion to our economy and cultural and creative industries employed over 645,000 Australians.

COVID-19 is having unprecedented effects on communities in Australia and around the world, including on creative and cultural activity. Many arts and entertainment businesses stopped activities due to COVID-19 restrictions, and revenue has been significantly, if not completely, reduced. Nevertheless, many costs are continuing and organisations have refunded many tickets for cancelled events. Furthermore, many arts and entertainment businesses have had to use their cash reserves and obtain loans during the pandemic to remain solvent, leaving little left to fund activities and events when they are able to re-open.

The program is intended to provide finance to assist in the presentation of cultural and creative projects, activities and events, and to rebuild confidence amongst investors, producers and consumers. This will support employment of artists and workers in the arts and entertainment sector, as well as in connected industries such as hospitality, accommodation, transport and freight. This will all contribute to rebuilding Australia's economy, as well as enhancing community wellbeing and access to cultural experiences across Australia, including in outer metropolitan, regional and remote areas<sup>2</sup>.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process is administered by the department through the online grants management system, SmartyGrants: <https://arts.smartygrants.com.au>.

Applicants are encouraged to read these guidelines in their entirety before filling out an application.

## 2. About the grant program

The 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. The program was announced as part of the *Creative Economy Support Package* and opened on 31 August 2020. The program will close to applications on 31 December 2021 11.59pm AEDT (Canberra time) at the latest, subject to allocation of funds.

The program is delivered as an open competitive grant opportunity. It will support the development, delivery and presentation of activities across all art forms to audiences across Australia. Projects that target audiences in outer metropolitan, regional and remote areas will also be taken into

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<sup>2</sup> 'Outer metropolitan, regional and remote areas' will be generated by the mapping tool in the application form.

account, as well as projects that involve tours and use local regional production, services and support acts.

The objectives of the program are to:

- assist companies in the arts and entertainment sector to present activities which have been disrupted by the COVID-19 restrictions
- deliver activities, opportunities and structural adjustments that have been developed in response to the COVID-19 restrictions, including innovative ways to deliver content and productions
- provide increased employment opportunities, including retention of artists and skilled workers in the arts and entertainment sector and allied industries
- generate increased economic activity in the arts and entertainment sector and allied industries
- help build the longer-term financial sustainability of cultural and creative companies, including increased revenue-earning capacity
- provide creative and cultural experiences to audiences across Australia

The intended outcomes of the program are:

- cultural and creative projects, events and activities that would have been substantially less likely to proceed without investment support are presented, consistent with public health requirements and which may include digital delivery
- cultural and creative businesses are in a stronger position to remain financially viable
- multiple cultural and creative businesses and organisations (including promoters, artists, venues, management companies and booking agencies) are supported for the pre-production or development and delivery of arts projects, events and activities, providing increased employment opportunities and skills retention for artists and workers in this industry, as well as COVID-safe experiences for audiences
- there is increased access to cultural and creative experiences in outer metropolitan, regional and remote communities

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs).<sup>3</sup>

### 3. Grant amount and grant period

The Australian Government will provide a total of \$200 million over 2 years from 2020-21 for the program. Funding decisions will consider a balance across art forms and types of activity, geographic and community diversity, and generation of jobs. The application form asks you a range of questions to identify this information.

The program opened on 31 August 2020 and closes to applications on 31 December 2021 at the latest, subject to allocation of funds. Applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Urban Infrastructure, Cities and the Arts will be provided with funding assessment recommendations every two to three months. Additional assessment recommendations may be made to the Minister for Communications, Urban Infrastructure, Cities and the Arts outside of these timeframes only in exceptional circumstances. There is no allocated funding amount for each Batch. Batch closing dates will be published at [www.arts.gov.au](http://www.arts.gov.au).

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<sup>3</sup> [www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines](http://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines)

Applicants may submit more than one application to a Batch, however the same applicant cannot receive funding for more than one application in the same Batch, with the exception of auspicings bodies (see 7.2 for more information).

### **3.1 Grant amount**

Grants generally range from \$25,000 up to \$2 million, depending on the scope of the grant activity and its complexity. Smaller or larger grant amounts will also be considered, including amounts over \$2 million where warranted as assessed on a case by case basis.

A financial contribution towards the grant activities is required, this can be your own contribution or from other sources and can include in-kind contributions. There is no minimum or maximum amount of co-contribution, but the level of contribution is expected to be relative to the nature and scale of the activity, and higher co-contributions, including from states and territories, will be advantageous to your application.

While both programs remain available you can apply for a RISE program grant and a Show Starter Loan.<sup>4</sup> A combination of a program grant and Show Starter Loan cannot make up more than 50 per cent of the total budget of an activity or \$5 million, whichever is lesser. If you intend to apply for, or have received, a Show Starter Loan, you will need to consider the Loan's eligibility criteria and conditions in the context of your program grant application.

The program grant must not cover costs already being funded by, or intended to be funded by, any other Commonwealth, state, territory or local government source. You must include all other sources of finance for the activity in your indicative budget.

### **3.2 Grant period**

The maximum grant period for your activity is two years, starting from the date a grant agreement is executed.

If successful, you must complete your activity by the date specified in your grant agreement.

We will be as flexible as possible regarding uncertainties associated with COVID-19. If your project, event or activity is affected by COVID-19, we will work with you to reasonably and flexibly manage your funding agreement.

## **4. Eligibility criteria**

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

### **4.1 Who is eligible to apply for a grant?**

To be eligible your primary purpose must be the arts and entertainment<sup>5</sup> and you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST (if applicable)
- have an account with an Australian financial institution
- comply with all regulatory, industry and legal requirements in relation to copyright, licensing and employment
- be located in any part of Australia

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<sup>4</sup> [www.arts.gov.au/departmental-news/show-starter-loans](http://www.arts.gov.au/departmental-news/show-starter-loans)

<sup>5</sup> See glossary for an explanation of 'arts and entertainment'.

- have a co-contribution towards the activity

and be one of the following entity types:

- incorporated organisations
- a local government or local government-owned entity
- a partnership
- a joint (consortia) application with a lead organisation<sup>6</sup>
- a not-for-profit organisation
- an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006<sup>7</sup>
- a Sole Trader

*Individual business units and entities of state or territory governments with an arts or cultural heritage purpose (such as art galleries, museums or performing arts centres) are eligible to submit applications. Commonwealth, state and territory departments are not eligible.*

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

You are not eligible to apply if you are:

- a Commonwealth, state or territory government agency or body (including government business enterprises<sup>8</sup>)
- an individual (unless you are a Sole Trader with employees)
- an unincorporated association
- an overseas resident/organisation
- an organisation that is at risk of insolvency
- an organisation not included in section 4.1.

# 5. What the grant money can be used for

## 5.1 Eligible grant activities

Funding is available to support cultural and creative projects, events or activities that, in the absence of this funding, would be substantially less likely to proceed (due to constrained availability of funding to the applicant as a consequence of COVID-19).

The program will fund high quality projects, events and activities, irrespective of scale, in all art forms, including cross-art form projects, with the exception of film and television productions and interactive games. Film and television productions have access to alternative support under the \$50 million Temporary Interruption Fund, \$400 million Location Incentive extension and can also seek funding from Screen Australia, the Government's primary agency for Australian screen activity. Eligible projects need to align clearly with the program objectives and assessment criteria.

Projects, events and activities must demonstrate that there is a funding need, contribute to job creation and skills retention, support Australian artists or performers (or their work), provide

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<sup>6</sup> The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

<sup>7</sup> [www.legislation.gov.au/Series/C2006A00124](http://www.legislation.gov.au/Series/C2006A00124)

<sup>8</sup> See glossary for an explanation of government business enterprises

experiences to audiences, be of a nature that is likely to be popular with Australian audiences, and be financially viable.

The following kinds of activities and events are eligible for funding:

- cultural and creative projects, events or activities, including innovative ways to deliver, concerts, live music, theatre and other live performances, exhibitions, tours and online delivery including the development, pre-production and delivery of an event
- cultural and creative programming and promotion
- festivals
- hiring or purchasing essential equipment for events, this might include hiring sound or lighting equipment, site infrastructure, venues and technicians and labour associated with the event (*purchase of equipment will only be considered where it is demonstrated to be the only feasible option, and/or more cost effective than leasing.*)
- development of COVID-safe infrastructure and protocols<sup>9</sup>
- community outreach activities such as workshops
- capacity-building activities that link to the objectives and outcomes of the program, supporting an organisation to build long-term financial sustainability.
- film festivals and film retrospectives

All aspects of a project, activity or event are eligible for funding (with the exception of items set out in section 5.4), including all staffing costs in relation to an event or activity, including highly skilled permanent, part time and casual employees and subcontractor entities for staging of eligible tours and events.

Applications should demonstrate that activities will provide benefits to Australian audiences, and the Australian cultural and creative industries, particularly in an environment where COVID-19 may limit the ability for audiences to go to live events for an unknown period of time.

## **5.2 Eligible locations**

Your project, event or activity must take place in Australia.

## **5.3 Eligible expenditure**

You can only spend the grant on eligible expenditure you have incurred on activities agreed with the department in your grant agreement. Expenditure on grant activities must occur between the start date and end date of your grant agreement.

## **5.4 What the grant money cannot be used for**

You cannot use the grant for the following activities:

- competitions and Eisteddfods
- film and television production (except for the filming of live performances, such as theatre and music performances, which is eligible)
- interactive games
- built or natural heritage projects

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<sup>9</sup> See glossary for explanation of COVID-safe infrastructure and protocols



- performances by DJs (except for producer DJs, for example creating and producing original work, which is eligible)
- royalties for non-Australian artists
- purchase of land
- insurance and catering costs, and marketing costs that are not directly associated with the event or activity
- capital expenditure (including construction/capital works, refurbishment and renovations)
- costs associated with a project, activity or event, that have already been incurred
- business start-up costs
- costs incurred in the preparation of a grant application or related documentation
- debt repayments
- costs already being funded by, or intended to be funded by other programs administered by the department, the Australia Council or Creative Partnerships Australia
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent and business as usual activities
- overseas travel, visas, quarantine costs and international artist fees.

## 6. The assessment criteria

We will assess your application against the program eligibility and assessment criteria, on a value for money basis, and within the available program budget (see sections 8.1 and 8.2). Templates for budgets, work plans and risk assessments are provided in the application form.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The following criteria are equally weighted.

### Criterion 1

#### **The degree to which the grant will contribute to achieving the objectives and outcomes of the program**

This includes providing a demonstrated plan to develop and present cultural and creative projects, events or activities. This may include how an activity will:

- stage an arts or entertainment event in compliance with any health restrictions in place as a result of the COVID-19 pandemic
- provide increased employment opportunities and skills retention in the arts and entertainment and allied industries, for people in creative and non-creative roles
- generate increased economic activity in the arts and entertainment sector and allied industries
- reactivate the cultural and creative industries
- build community spirit, wellbeing and cohesion
- provide access to creative and cultural experiences that are inclusive and safe spaces for performers and audiences, including youth, Aboriginal and Torres Strait Islander peoples, women, gender diverse artists and artists with disability
- provide access to creative and cultural experiences in outer metropolitan, regional and remote communities
- contribute to the long-term financial viability of the organisation

## **Criterion 2**

### **The demonstrated expertise and capacity of the organisation to undertake the grant activity, including in a COVID-safe manner**

You should demonstrate this through identifying:

- a work plan, including a breakdown of activities within a project and delivery timeframes
- prior experience in managing funds (for example your business) and/or acquitting government funding
- appropriate business or governance structures in place
- experience of artists and personnel undertaking the activity
- appropriate COVID-safe protocols in place
- appropriate risk management and flexibility built into a project to address possible additional changes to COVID-19 restrictions

## **Criterion 3**

### **The demonstrated financial viability of the grant activity**

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.

You must demonstrate financial viability through the following:

- provide a balanced and realistic budget showing the requested grant amount and projected expenses, including other sources of government funding, details of what part of the activity will be funded by a Show Starter Loan (if applicable), and remuneration details for artists, performers and other workers in accordance with appropriate industrial awards and agreements (see <https://www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards>)
- provide evidence of co-contributions to the activity, which may include:
  - cash or in-kind support, and could be an organisation's own contribution (for example, ticket sales), and/or support from any partners in the project
  - co-investment from other sources, including Commonwealth, state, territory or local government
- provide evidence of a track record of sound financial management in the form of current financial statements and a forecast budget for the activity or project, including artist and art worker fees, that has been approved by the applicant's accountant, Chief Financial Officer, Chief Executive Officer, Board or other relevant senior employee responsible for the business finances
- provide evidence of funding need, e.g. a statement or data about financial status
- value for money, as outlined in section 8.1

## 7. How to apply

Before applying, you must read these guidelines.

Any alterations and addenda<sup>10</sup> will be published on GrantConnect at [www.grants.gov.au](http://www.grants.gov.au) and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online program application form in SmartyGrants at <https://arts.smartygrants.com.au>
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application during the period of the program.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the Criminal Code 1995<sup>11</sup> and we will investigate any false or misleading information and may exclude your application from further consideration.

The Australian Government will only accept a late application where an applicant has contacted the department to request late submission prior to the Batch closing date, and we have agreed to this in writing. Agreement can be made on the basis that the organisation is experiencing internet connectivity issues, extreme weather events, or other temporary extenuating administrative or governance issues.

If you find an error in your application after submitting it, you should contact us immediately at [RISE@arts.gov.au](mailto:RISE@arts.gov.au). We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

Applicants may submit more than one application to a Batch, but only one application can be successful in a Batch, with the exception of auspice bodies which can obtain funding for multiple organisations per Batch. You should keep a copy of your application and any supporting documents. Receipt of your application will be acknowledged via a SmartyGrants confirmation email along with an application reference number.

If you need further guidance on the application process or if you are unable to submit an application online, contact us at [RISE@arts.gov.au](mailto:RISE@arts.gov.au).

### 7.1 Attachments to the application

We require the following documents with your application:

- evidence of support from the community (if relevant)

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<sup>10</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

<sup>11</sup> [www.legislation.gov.au/Series/C2004A04868](http://www.legislation.gov.au/Series/C2004A04868)

- support letters e.g. from industry, venues or government representatives
- evidence of artist confirmation or willingness to participate from the artist or manager, for key participating artists and/or headline acts.

You must attach supporting documentation to the application form in-line with the instructions provided within the form. Templates will be provided where applicable. You should only attach the requested documents. We will not consider information in attachments that we do not request.

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

## **7.2 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 4 to auspice your application. All activities undertaken must have the support and approval of the auspice body.

You and your auspice body must be aware that your auspice body will need to enter into a legally binding grant 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.

Auspecting bodies are able to auspice and obtain funding for multiple organisations per Batch.

## **7.3 Joint (consortia)/partnership applications**

We recognise that some organisations may want to join together in a partnership or as a group in a consortia to deliver a grant activity or project. In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

Consortia applications must also identify all other members of the proposed group and include a letter of support from each of the organisations involved.

Each letter of support should include:

- details of the organisations involved
- an overview of how the organisations will work with the lead organisation and with each other to successfully complete the grant activity or project
- an outline of the relevant experience and/or expertise the organisations will bring to the group
- the roles/responsibilities of the organisations and the resources they will contribute (if any)
- details of a nominated management level contact officer

If you are a successful consortia applicant, you must be able to demonstrate that you have a formal arrangement in place with all parties prior to execution of the agreement (for example through a contract or agreement). This is not required for partnership arrangements.

## **7.4 Timing of grant opportunity processes**

You must submit an application between the published opening and closing dates. The opening and closing dates are advertised on GrantConnect at [www.grants.gov.au](http://www.grants.gov.au) and the department's website at [www.arts.gov.au](http://www.arts.gov.au).

Please note that late applications will only be accepted where there are exceptional and unanticipated circumstances and where the department has agreed in writing prior to the closing date.

There are no rounds and applications will be accepted at any time between the opening and closing dates for the program. Applications will be Batched for assessment and for recommendation to the Minister for Communications, Urban Infrastructure, Cities and the Arts. Additional assessment recommendations may be made outside of these Batches only in exceptional circumstances. There is no allocated funding amount for each Batch.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-6 weeks from the Batch closing date
Approval of outcomes of selection process	2-4 weeks from assessment of applications
Negotiations and award of grant agreements	2 weeks from approval of outcomes
Notification to unsuccessful applicants	2 weeks from approval of outcomes

## 7.5 Questions during the application process

If you have any questions during the application period, contact the program team at [RISE@arts.gov.au](mailto:RISE@arts.gov.au).

# 8. The grant selection process

## 8.1 Assessment of grant applications

We review your application against the eligibility criteria. Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

We assess applications against the assessment criteria (see Section 6) and against other applications. This includes taking into consideration a balance across art forms and types of activity, geographic and community diversity, and generation of jobs. We will also assess 'value for relevant money' to determine the best applications and the best combination of applications to recommend for funding that will deliver the intended outcomes of the program.<sup>12</sup>

We consider each application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the objectives and outcomes of the program.

## 8.2 Who will assess applications?

Experienced assessors will assess each application on its merit and compare it to other eligible applications. Assessors will be officials from the Department of Infrastructure, Transport, Regional Development and Communications.

Assessors may seek additional information about you or your application. They may do this from within the Commonwealth, even you do not nominate the sources as referees. Assessors may also

<sup>12</sup> See glossary for an explanation of 'value for money'.

consider information about you or your application that is available through the normal course of business.

Following the completion of departmental assessments, the department may seek input and advice from:

- a Creative Economy Taskforce, composed of external experts appointed by the Minister for Communications, Urban Infrastructure, Cities and the Arts, and
- the Australia Council, the Government's principal arts funding body.

This may include sharing your application with the Australia Council.

The Creative Economy Taskforce is providing advice on sector recovery, focusing on ways to support revenue generation, innovation, arts tourism and the mental health and wellbeing benefits of the arts. The Creative Economy Taskforce is not provided with details of individual applications or applicants, but is provided with high level summary data on each assessment Batch, so as to provide strategic advice to the Minister.

We may also seek advice from relevant state and territory government agencies.

Anyone involved in the assessment process, including external bodies, will be required to perform their duties in accordance with the CGRGs and declare any conflict of interest (as per section 13.2).

The department will provide the Minister for Communications, Urban Infrastructure, Cities and the Arts with recommendations on applications to approve for a grant.

### **8.3 Who will approve grants?**

The Minister for Communications, Urban Infrastructure, Cities and the Arts decides which grants to approve, taking into account the recommendations of the department and advice from the Creative Economy Taskforce and the Australia Council, and the availability of grant funds for the purposes of the grant program.

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

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

There is no appeal mechanism for decisions to approve or not approve a grant (see section 13.1 for enquiries or complaints processes).

## **9. Notification of application outcomes**

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

### **9.1 Feedback on your application**

If you are unsuccessful, you may ask for feedback within four weeks of being advised of the outcome, by contacting [RISE@arts.gov.au](mailto:RISE@arts.gov.au).

## **10. Successful grant applications**

### **10.1 The grant agreement**

You must enter into a legally binding grant agreement with the Commonwealth. We use the Simple Grant Agreement for this program (see description below).

Each agreement has general terms and conditions that cannot be changed. We will use a schedule 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 you within 30 days of the grant approval. If there are unreasonable delays by you in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

We must execute a grant agreement with you before we can make any payments. You must not make financial commitments until the Commonwealth has executed a grant agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

### **Simple Grant Agreement**

There will be 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period.

We base the approval of your grant and grant agreement on the information you provide in your application. You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not affect the grant as approved by the Minister for Communications, Urban Infrastructure, Cities and the Arts.

## **10.2 How we pay the grant**

The grant agreement will state the:

- maximum grant amount to be paid
- eligible expenditure covered by the grant
- any financial contributions you have committed to make
- any in-kind contributions
- any financial contribution provided by a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payment, either partial or in full, will be made on execution of the agreement, with any subsequent payments subject to satisfactory progress on the grant activity or project. Unless otherwise agreed by us, we must receive and accept documents including but not limited to periodic reports, before subsequent milestone payments will be made. Payments will not be made where the grantee has a breach or overdue acquittal relating to previous grant funding.

Disbursement of your grant funds to third parties identified in your funding agreement is required prior to the staging of your project, event or activity, rather than withholding payments until after the event. This is to ensure funds are paid to artists and suppliers to support them prior to the event.

You will be required to report how and when you spent the grant funds at the completion of the grant activity or project.

### **10.3 Grants Payments and GST**

Payments will be made as set out in the grant agreement. If you are registered for the Goods and Services Tax (GST),<sup>13</sup> where applicable, we will add GST to your grant payment.

Grants are assessable income for taxation purposes, unless exempted by taxation law.

We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office at [www.ato.gov.au](http://www.ato.gov.au). We cannot provide advice on your particular taxation circumstances.

### **10.4 National Principles for Child Safe Organisations**

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children; or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

## **11. Announcement of grants**

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs.

Your grant may also be announced by the Government, the Minister for Communications, Urban Infrastructure, Cities and the Arts and/or by your local Member of Parliament.

## **12. How we monitor your grant activity**

### **12.1 Keeping us informed**

You should let us know if anything is likely to affect your grant activity, event, project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

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<sup>13</sup> [www.ato.gov.au/Business/GST/Registering-for-GST](http://www.ato.gov.au/Business/GST/Registering-for-GST)



You must also inform us of any changes to your:

- name
- addresses, including email
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately. You must also advise us in advance of an inability to meet timeframes for your grant activity, project or reporting, as agreed in your grant agreement.

You must notify us of events relating to your grant and provide an opportunity for the Minister for Communications, Urban Infrastructure, Cities and the Arts or his representative to attend.

## **12.2 Reporting**

You must submit reports in-line with the grant agreement. We will provide templates for these reports. We will expect you to report on:

- progress against agreed milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount. The grant agreement will specify when progress (if applicable) and final reports are required.

### **Progress reports [If applicable]**

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

You must discuss any reporting delays with us as soon as you become aware of them.

### **Ad-hoc reports**

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity or project.

### **Final report**

When you complete the grant activity or project, you must submit a final report.

Final reports must:

- be submitted in the agreed format in the grant agreement
- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within the agreed timeframe in the grant agreement.

### **12.3 Financial acquittal report**

Depending on the value of the grant, and/or the risk level and complexity of your activity, we may ask you to provide:

- a declaration that the grant money was spent in accordance with the grant agreement, and if applicable, a report on any underspends of the grant money
- a financial acquittal report that verifies that you spent the grant in accordance with the grant agreement. For grants over \$1 million, this should be in the form of an independently audited financial acquittal report.

### **12.4 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting the program team at [RISE@arts.gov.au](mailto:RISE@arts.gov.au) before the grant agreement end date.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

The department will confirm decisions on grant variations in writing.

### **12.5 Evaluation**

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

### **12.6 Acknowledgement**

An Australian Government RISE logo, as specified in the grant agreement, must be used on materials related to grants under the program. Whenever the logo is used, the publication must also include the following acknowledgement:

**Restart Investment to Sustain and Expand (RISE) Fund – an Australian Government initiative**

The Australian Government and RISE Fund must be acknowledged at any publicly launched events or statements associated with the grant activity, including in media releases.

You must also notify us of events relating to your grant and provide an opportunity for the Minister for Communications, Urban Infrastructure, Cities and the Arts or his representative to attend.

## **13. 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.

The department may change these guidelines from time-to-time. When this happens, the revised guidelines will be published on GrantConnect at [www.grants.gov.au](http://www.grants.gov.au).

### **13.1 Enquiries and feedback**

Any complaints, feedback or questions you have about grant decisions for this program should be sent to [RISE@arts.gov.au](mailto:RISE@arts.gov.au).

If you do not agree with the way the department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department.

The Commonwealth Ombudsman can be contacted at:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

There may be a conflict of interest, or perceived conflict of interest, if department staff, any member of a committee or 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
- 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
- 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.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department 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))<sup>14</sup> of the *Public Service Act 1999*.<sup>15</sup> Committee members and other officials including the decision maker must also declare any conflicts of interest.

### 13.3 Privacy

We treat your personal information according to the *Privacy Act 1988*<sup>16</sup> and the Australian Privacy Principles.<sup>17</sup> This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

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 disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

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<sup>14</sup> [www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol\\_act/psa1999152/s13.html](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/psa1999152/s13.html)

<sup>15</sup> [www.legislation.gov.au/Series/C2004A00538](http://www.legislation.gov.au/Series/C2004A00538)

<sup>16</sup> [www.legislation.gov.au/Series/C2004A03712](http://www.legislation.gov.au/Series/C2004A03712)

<sup>17</sup> [www.oaic.gov.au/privacy/australian-privacy-principles](http://www.oaic.gov.au/privacy/australian-privacy-principles)

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

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department, would breach an Australian Privacy Principle as defined in the Act.

### **13.4 Confidential Information**

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- 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, and
- a House or a Committee of the Australian Parliament.

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

### **13.5 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*<sup>18</sup> (FOI Act).

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<sup>18</sup> [www.legislation.gov.au/Series/C2004A02562](http://www.legislation.gov.au/Series/C2004A02562)

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 Infrastructure, Transport, Regional Development and  
                      Communications  
                      GPO Box 594  
                      CANBERRA ACT 2601

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

## 14. Glossary

Term	Definition
accountable authority	See subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> . <sup>19</sup>
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
arts and entertainment	<p>Arts and entertainment entities are organisations whose major source of revenue or hours worked are in activities that involve at least one of the following:</p> <ul style="list-style-type: none"> <li>• the employment of cultural or creative workers*</li> <li>• the operation of venues or facilities often used to exhibit or showcase creative and cultural talent</li> <li>• the organisation of arts and entertainment activities.</li> </ul> <p>*Creatives and support workers (for the purpose of the RISE Fund) are those who are engaged in either creative roles (such as artists, creative production roles) or in roles that support the arts and entertainment activity (such as technical or administrative roles).</p>
assessment criteria	Are 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 grant opportunity, to determine application rankings.
Batch	Applications are grouped for assessment and for recommendation to the Minister
commencement date	The expected start date for the grant activity.
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.
<i>Commonwealth Grants Rules and Guidelines (CGRGs)</i> <sup>20</sup>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

<sup>19</sup> [www.legislation.gov.au/Series/C2013A00123](http://www.legislation.gov.au/Series/C2013A00123)

<sup>20</sup> [www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines](http://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines)

Term	Definition
completion date	The expected date that the grant activity must be completed and the grant spent by.
COVID-safe infrastructure and protocols	Measures to minimise the risk of exposure to COVID-19, consistent with industry best practice and guidance provided by the National Cabinet, Safe Work Australia, National COVID-19 Commission Advisory Body and Australian Health Protection Principal Committee. Such measures should be reflected in an organisation's COVID-safe business plan.
date of effect	Can be the date on 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.
department	Department of Infrastructure, Transport, Regional Development and Communications.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Government business enterprises	A government business enterprise is a Commonwealth entity or Commonwealth company as defined in section 8 of the PGPA Act and prescribed in section 5 of the PGPA Rule.
grant	For the purposes of the CGRGs, 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>• under which relevant money<sup>21</sup> or other Consolidated Revenue Fund (CRF) money<sup>22</sup> is to be paid to a grantee other than the Commonwealth</li> <li>• 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/activities	Refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant.

<sup>21</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>22</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
GrantConnect <sup>23</sup>	GrantConnect is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	The individual/organisation which has been selected to receive a grant.
Portfolio Budget Statement Program (PBS)	Described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	Comprise 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.

<sup>23</sup> [www.grants.gov.au](http://www.grants.gov.au)



Term	Definition
value for money	<p>Value for money is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities</li> <li>• fitness for purpose of the proposal in contributing to government objectives</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>

## **FINANCIAL MANAGEMENT FRAMEWORK**

### **Ministerial Responsibilities – Commonwealth Financial Management Framework**

Agencies are responsible for advising Ministers of the mandatory requirements of the *Commonwealth Grants Rules and Guidelines* and the broader financial management framework.

The *Commonwealth Grants Rules and Guidelines* (CGRGs) are issued by the Finance Minister under section 105C of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) to improve the transparency and accountability of grants administration.

The CGRGs include the following grant-specific decision-making and reporting requirements established by the Australian Government in addition to general requirements arising under the financial management framework where Ministers exercise the role of a financial approver.

- A Minister must not approve a grant without first receiving agency advice on the merits of the proposed grant. That advice must meet the requirements of the CGRGs.
- Each time a Minister (who is not a Senator) approves a grant in respect of their own electorate the Minister must write to the Finance Minister advising him or her of the details.
- Ministers must report to the Finance Minister annually on all instances where the Minister has decided to approve a particular grant which the relevant agency has recommended be rejected. The report must include a brief statement of reasons.

In addition, the PGPA Act requires that:

- A Minister must not approve a spending proposal unless satisfied, after reasonable inquiries, that giving effect to the spending proposal would be a ‘proper use’ of relevant money (PGPA Act section 71(1)). ‘Proper’ when used in relation to the use or management of public resources means ‘efficient, effective, economical and ethical’ (PGPA Act, section 8). A Minister acting on a Departmental recommendation may rely on the Department’s inquiries.
- The Minister must record the terms of the approval in writing as soon as practicable after giving the approval (PGPA Act section 71(3)(a)).
- If the Minister wishes to fund a project which has not been recommended for funding by the Department, the Minister is required to undertake such reasonable inquiries as would enable them to meet the requirements of the PGPA Act section 71(1) as detailed above.















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21/06/2021

To Whom It May Concern,

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Australian Government

Department of Infrastructure, Transport,  
Regional Development and Communications  
Office for the Arts

# **Commonwealth Grant Agreement**

between the Commonwealth of Australia  
represented by

***Department of Infrastructure, Transport,  
Regional Development and  
Communications***

***ABN 86 267 354 017***

and

**Imagination Workshop Pty Ltd**

***ABN 25 123 431 274***

for

**Rescheduled tour of Roald Dahl and  
The Imagination Seekers**

Application ID: RISE2132



## Grant Agreement

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**Australian Government**  
**RISE Fund**

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Government	Percentage
Current government	85%
Previous government	15%

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Responsibility	Percentage
Current government	85%
Previous government	10%
Neither	5%

Category	Percentage
Yes	95%
No	5%
Don't know	0%


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Category	Percentage
Very good	10%
Good	40%
Not good	50%

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Category	Percentage
Very good	10%
Good	40%
Not good	50%

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Gender	Percentage
Male	45
Female	55

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Government	Percentage
Current government	85%
Previous government	15%

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U.S. should...	Percentage
Reduce greenhouse gas emissions	85%
Invest in renewable energy	82%
Protect forests and wetlands	78%
Support developing countries	75%
Set global climate goals	72%
Reduce military spending	68%
Promote nuclear energy	65%
Support research and development	62%
Reduce fossil fuel production	58%
Reduce meat consumption	55%
Reduce air travel	52%
Reduce car use	48%
Reduce energy consumption	45%
U.S. should not...	
Reduce greenhouse gas emissions	15%
Invest in renewable energy	18%
Protect forests and wetlands	22%
Support developing countries	25%
Set global climate goals	28%
Reduce military spending	32%
Promote nuclear energy	35%
Support research and development	38%
Reduce fossil fuel production	42%
Reduce meat consumption	45%
Reduce air travel	48%
Reduce car use	52%
Reduce energy consumption	55%

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Category	Percentage
Very good	10%
Good	40%
Not good	50%

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Government	Percentage
Current government	85%
Previous government	15%

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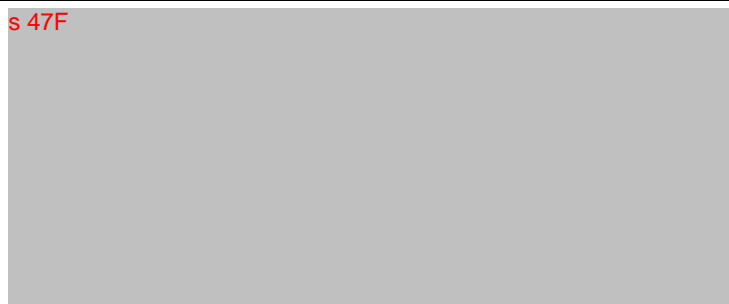
## Signatures

Executed as an agreement:

### Commonwealth of Australia:

Signed for and on behalf of the Commonwealth of Australia as represented by	The Department of Infrastructure, Transport, Regional Development and Communications ABN 86 267 354 017
Name: (print) Position: (print)  Signature and date:	s 47F 
Witness Name: (print)  Signature and date:	s 47F 

### Grantee:

Name of Company:	Imagination Workshop Pty Ltd ABN: 25 123 431 274
Director's Name: (print)  Signature and date:	s 47F 
Director/Company Secretary Name: (print)  Signature and date:	s 47F 

**1. Undertaking the Activity**

The Grantee agrees to undertake the Activity in accordance with this Agreement.

**2. Acknowledgements**

The Grantee agrees to acknowledge the Commonwealth's support in Material published in connection with this Agreement and agrees to use the form of acknowledgment as outlined in clause B2 of the Grant Details or any other acknowledgment the Commonwealth reasonably specifies in writing.,,

**3. Notices**

3.1 The Parties agree to notify the other Party of anything reasonably likely to adversely affect the undertaking of the Activity, management of the Grant or its performance of its other requirements under this Agreement.

3.2 A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's representative.

3.3 The Commonwealth may, by notice, advise the Grantee of changes to the Agreement that are minor or of an administrative nature provided that any such changes do not increase the Grantee's obligations under this Agreement. Such changes, while legally binding, are not variations for the purpose of clause 7.

**4. Relationship between the Parties**

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

**5. Subcontracting**

5.1 The Grantee is responsible for the performance of its obligations under this Agreement, including in relation to any tasks undertaken by subcontractors.

5.2 The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

**6. Conflict of interest**

The Grantee agrees to notify the Commonwealth promptly of any actual, perceived or potential conflicts of interest which could affect its performance of this Agreement and agrees to take action to resolve the conflict.

**7. Variation**

This Agreement may be varied in writing only, signed by both Parties.

**8. Payment of the Grant**

8.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.

8.2 The Commonwealth may by notice withhold payment of any amount of the Grant where it reasonably believes the Grantee has not complied with this Agreement or is unable to undertake the Activity.

8.3 A notice under clause 8.2 will contain the reasons for any payment being withheld and the steps the Grantee can take to address those reasons.

8.4 The Commonwealth will pay the withheld amount once

the Grantee has satisfactorily addressed the reasons contained in a notice under clause 8.2.

**9. Spending the Grant**

9.1 The Grantee agrees to spend the Grant for the purpose of undertaking the Activity only.

9.2 The Grantee agrees to provide a statement signed by the Grantee verifying the Grant was spent in accordance with the Agreement.

**10. Repayment**

10.1 If any of the Grant has been spent other than in accordance with this Agreement or any amount of the Grant is additional to the requirements of the Activity, the Grantee agrees to repay that amount to the Commonwealth unless agreed otherwise.

10.2 The amount to be repaid under clause 10.1 may be deducted by the Commonwealth from subsequent payments of the Grant or amounts payable under another agreement between the Grantee and the Commonwealth.

**11. Record keeping**

The Grantee agrees to maintain records of the expenditure of the Grant.

**12. Intellectual Property**

12.1 Subject to clause 12.2, the Grantee owns the Intellectual Property Rights in Activity Material and Reporting Material.

12.2 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

12.3 The Grantee gives the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, publish and adapt Reporting Material for Commonwealth Purposes.

**13. Privacy**

When dealing with Personal Information in carrying out the Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

**14. Confidentiality**

The Parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

**15. Insurance**

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

**16. Indemnities**

16.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

16.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

**17. Dispute resolution**

17.1 The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

17.2 The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

17.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

## 18. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

## 19. Cancellation for convenience

19.1 The Commonwealth may cancel this Agreement by notice, due to:

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee, which the Commonwealth believes will negatively affect the Grantee's ability to comply with this Agreement.

19.2 The Grantee agrees on receipt of a notice of cancellation under clause 19.1 to:

- (a) stop the performance of the Grantee's obligations as specified in the notice; and
- (b) take all available steps to minimise loss resulting from that cancellation.

19.3 In the event of cancellation under clause 19.1, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and
- (b) reimburse any reasonable expenses the Grantee unavoidably incurs that relate directly to the cancellation and are not covered by 19.3(a).

19.4 The Commonwealth's liability to pay any amount under this clause is subject to:

- (a) the Grantee's compliance with this Agreement; and
- (b) the total amount of the Grant.

19.5 The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee.

## 20. Survival

Clauses 10, 12, 13, 14, 16, 20 and 21 survive termination, cancellation or expiry of this Agreement.

## 21. Definitions

In this Agreement, unless the contrary appears:

- **Activity** means the activities described in the Grant Details.
- **Activity Completion Date** means the date or event specified in the Grant Details.
- **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material

that is incorporated in or supplied with the Activity Material.

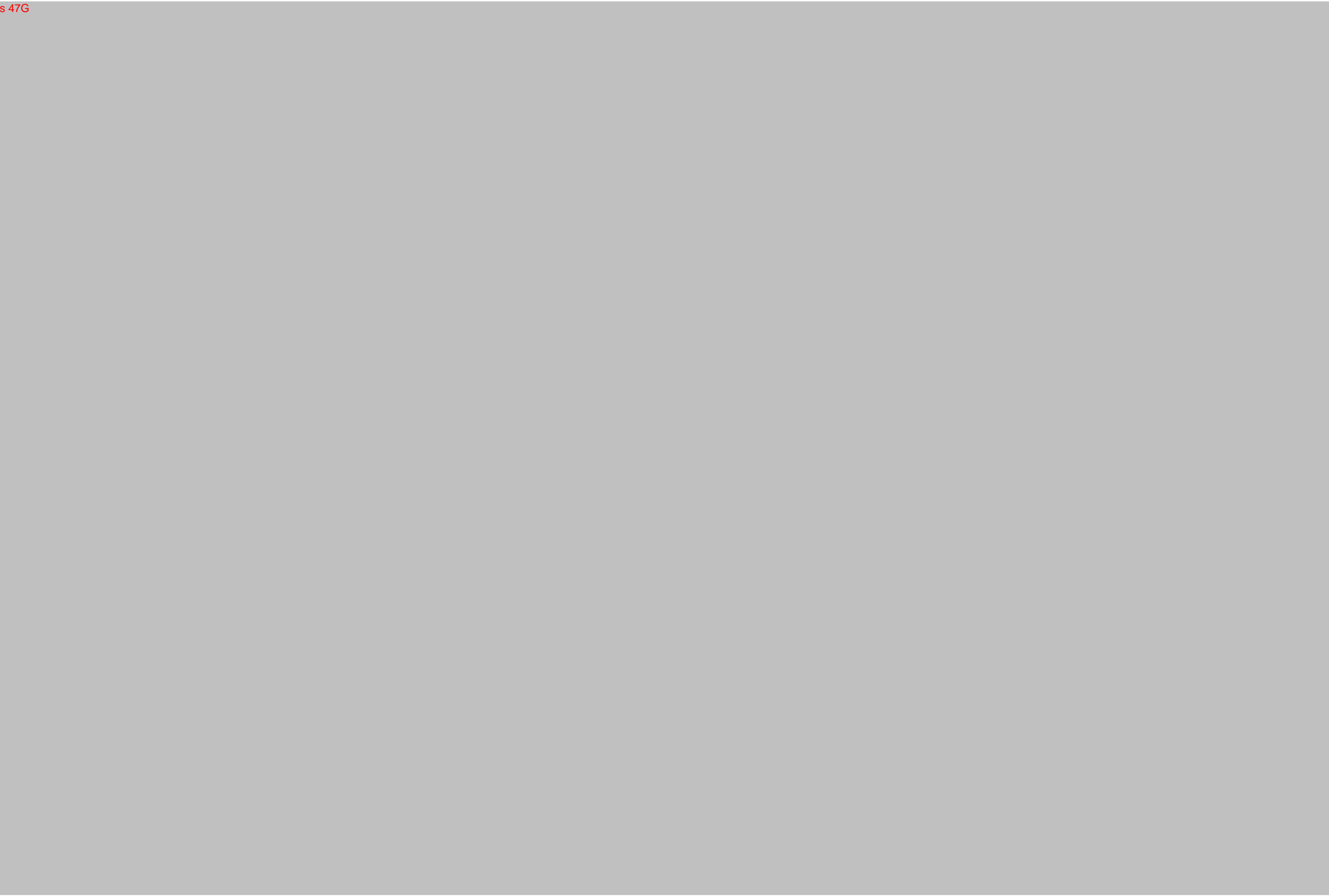
- **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth General Grant Conditions and any other document referenced or incorporated in the Grant Details.
- **Agreement End Date** means the date or event specified in the Grant Details.
- **Asset** means any item of property purchased wholly, or in part, with the use of the Grant.
- **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988* (Cth).
- **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.
- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Commonwealth General Grant Conditions** means this document.
- **Commonwealth Purposes** does not include commercialisation or the provision of the Material to a third party for its commercial use.
- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material or Activity Material.
- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee as specified in the Grant Details and includes any interest earned by the Grantee on that money once the Grant has been paid to the Grantee.
- **Grantee** means the legal entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Grant Details** means the document titled Grant Details that forms part of this Agreement.
- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968* (Cth)).
- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the Grantee or the Commonwealth.
- **Personal Information** has the same meaning as in the *Privacy Act 1988* (Cth).
- **Reporting Material** means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details and includes any Existing Material that is incorporated in or supplied with the Reporting Material.

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