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**From:** Spaseski, Sylvia  
**Sent:** Monday, 10 August 2020 12:30 PM  
**To:** s47F - personal privacy; s47F - personal privacy; s47F - personal privacy; s47F - personal privacy  
**Cc:** ARNOTT, Stephen  
**Subject:** URGENT - for tomorrow [DLM=For-Official-Use-Only]  
**Categories:** Green Category

Agreed approach :

- guidelines are being provided to journals under embargo today – s47F - personal privacy will clean up formatting and send to me
- check there are no phone numbers when we get them.
- we need to see the final media release
- we will put them on the COVID website tomorrow morning – time to be agreed with office/media.
- put up the two email addresses only – not phone numbers
- we will only put up a FAQ doc for each grant fund
- get a Grants Connect ‘forecast opportunity’ up for both with a copy of guidelines only.

by the end of the week

- our own landing pages on the website – happy to be in two places – duplicated with COVID if that is easier
- phone numbers can be added for contact
- pending need for further information / what the media release says.. – fact sheets may or may not go up.

by end of next week – Smarty’s application will be QA’d – ready for release at 9.00am on Monday 31 August

Sylvia Spaseski

Assistant Secretary / Arts Development and Investment

Office for the Arts

P +61 2 6271 1754

M s47F - personal privacy

Please reconsider printing this internal email.

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**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 11:20 AM  
**To:** Curnow, Justine ; Spaseski, Sylvia  
**Cc:** s47F - personal privacy ; s47F - personal privacy  
**Subject:** release of guidelines [DLM=For-Official-Use-Only]

Hi Justine and Sylvia

Things that need to happen if the MR is going out tomorrow:

- Talking points (cleared by Sylvia, Justine – do you want to also clear? With s47F - personal )
- Confirmation of the final guidelines (ie were there any changes required by the Minister?)
- Grantsconnect – forecast text, guidelines and FAQs (content drafted, s47F - personal priv, s47F - personal priv, s47F - per looking after)
- FAQs – drafted, currently being QA'd before sending to Sylvia for clearance (s47F - personal priv, s47F - personal priv, s47F - personal pr, s47F - per)
- Landing pages on the Department's website (contented drafted, including factsheets – awaiting clearance with Sylvia)

FYI - Web services team are on standby to load web content.

A couple of questions – who is ringing orgs, and what orgs are we ringing?

Has anyone given the s47F - personal privacy a heads-up about this (as they are mentioned in the release).

Thanks

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**From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Sent:** Monday, 10 August 2020 10:44 AM  
**To:** Curnow, Justine <Justine.Curnow@arts.gov.au>  
**Cc:** ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy  
 <s47F - personal privacy@arts.gov.au>; Spaseski, Sylvia <Sylvia.Spaseski@arts.gov.au>  
**Subject:** RE: FAQ re S&T entities [DLM=For-Official-Use-Only]

Thank you Justine.

Could someone in your team please plan to proactively phone these groups between around 1 and 5 today to note that while they can't apply, they can be a party to a joint application and give some background on the (is it constitutional risk?) as the reason for this. We will confirm that the MR and guidelines are going out as planned ahead of this afternoon.

Thank you and happy to chat anytime.

s47F - personal priv

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**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 9:19 AM  
**To:** ARNOTT, Stephen  
**Cc:** Curnow, Justine  
**Subject:** Updated Fund guidelines [DLM=For-Official-Use-Only]  
**Attachments:** s22(1)(a)(ii) - irrelevant material ; COVID-19 Arts RISE Guidelines - updates since 04 August.docx

**Categories:** Green Category

Hi Stephen

As requested.

Thanks

[REDACTED]

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## Australian Government

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

# Restart Investment to Sustain and Expand (RISE) Fund

<b>Opening date:</b>	9.00am AEST (Canberra time) <del>4 September</del> <u>31 August</u> 2020
<b>Closing date and time:</b>	11.30pm AEST (Canberra time) on 31 <del>March</del> <u>May</u> 2021 at the latest, subject to 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>	dd mm 2020
<b>Type of grant opportunity:</b>	Open competitive

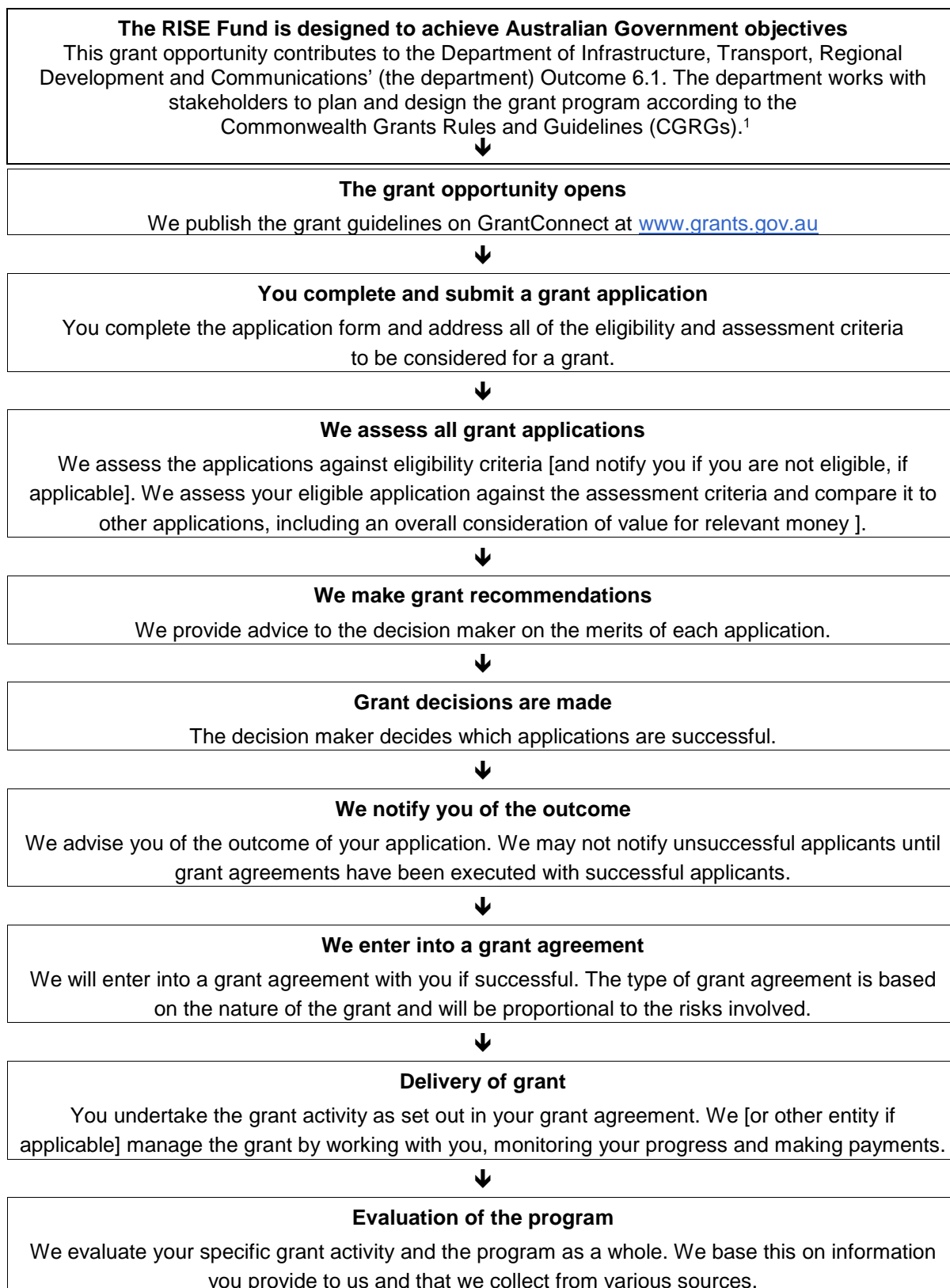


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## 1. Restart Investment to Sustain and Expand (RISE) Fund



<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 during the pandemic to remain solvent, leaving little left to fund new activities and events when they are able to re-open.

To support the arts and entertainment sector to reactivate, this program targets funding towards sector organisations who are seeking to restart, re-imagine or create new activities. The program is intended to assist by providing finance to assist presentation of new or re-shaped cultural and creative activities and events. 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 will be 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 will open ~~on 1 September~~ by 31 August 2020 and close to applications on ~~31 March~~ May 2021 at the latest, subject to allocation of funds.

The program is delivered as an open competitive grant opportunity. It will support the delivery and presentation of activities across all art forms to audiences across Australia. Projects that target

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

audiences in outer metropolitan, regional and remote areas will also be taken into 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 new or re-imagined activities which have been disrupted by the COVID-19 restrictions
- deliver new 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 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 activities and events 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
- the cultural and creative industries are supported to reactivate, providing increased employment opportunities 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 \$75 million in 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 will open on ~~4 September~~31 August 2020 and close to applications on ~~31 March-May~~ 2021 at the latest, subject to allocation of funds. While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period. Any updates to this indicative timing will be published at [www.arts.gov.au](http://www.arts.gov.au).

<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, however the same applicant cannot receive funding for more than one application in the same assessment period.

### 3.1 Grant amount

Grants will range from \$75,000 up to \$2 million, depending on the scope of the grant activity and its complexity. Other smaller or larger grant amounts may be considered on a case-by-case basis, particularly for activities that target audiences in outer metropolitan, regional and remote areas.

You are required to make a financial contribution towards the grant activities or have other sources of funding, although the impact of COVID-19 will be taken into consideration. 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.

You can apply for both a 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.

## 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
- provide a co-contribution to the activity

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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'.

and be one of the following entity types:

- incorporated organisations
- a 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 with employees

## 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 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 film and television productions and interactive games. Film and television productions have access to alternative funding 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.

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.

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

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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

- cultural and creative events or activities, including innovative ways to deliver performances, exhibitions, tours and online delivery
- cultural and creative programming and promotion
- festivals
- purchasing or leasing essential equipment for events, such as sound or lighting equipment
- 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 support an organisation to build long-term financial sustainability.

Proposals 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 productions for an unknown period of time.

## **5.2 Eligible locations**

Your grant 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, awards or Eisteddfods
- film and television production
- interactive games
- built or natural heritage projects
- performances by covers, tribute bands and DJs (except for producer DJs)
- purchase of land
- insurance costs
- major capital expenditure (including major construction/capital works)
- costs associated with a project that have already been incurred
- business start-up costs
- costs incurred in the preparation of a grant application or related documentation
- debt repayments
- activities within projects that are also 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
- overseas travel.

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



## 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 will be 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 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 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 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 Chief Financial Officer or Board
- 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 and understand these guidelines.

The sample application form and sample grant agreement may be found at GrantConnect at [www.grants.gov.au](http://www.grants.gov.au). Any alterations and addenda<sup>10</sup> will be published on GrantConnect 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 on 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, and we have agreed in writing to this. 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.

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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)

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. 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 around 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)
- support letters e.g. from industry, venues or government representatives

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 requested documents and the total for all attachments should not exceed 10 pages. 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 Joint (consortia) applications**

We recognise that some organisations may want to join together as a group 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. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

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

If successful, 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).

### 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. The opening and closing dates will be 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 (see section 7).

While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-6 weeks from lodgement of application
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

### 7.4 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

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

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

The department may seek input and advice from:

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

This may include sharing your application with these bodies.

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

Anyone involved in the assessment process 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, Cyber Safety and the Arts with recommendations on applications to approve for a grant.

## 8.3 Who will approve grants?

The Minister for Communications, Cyber Safety 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, Cyber Safety 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 you will make
- 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 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.

You will be required to report how 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, Cyber Safety 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, 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, Cyber Safety and the Arts or their 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, should 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 program must also be acknowledged at any publicly launched events or statements associated with the grant activity.

## 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.

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.

<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)

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).

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

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

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 Show Starter Loan) 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.
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.
completion date	The expected date that the grant activity must be completed and the grant spent by.

<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
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.
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.

<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.

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

Term	Definition
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.
PBS Program	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.
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>

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**From:** ARNOTT, Stephen  
**Sent:** Tuesday, 11 August 2020 7:29 AM  
**To:** Spaseski, Sylvia  
**Subject:** Re: Rise and sustainability guidelines are on our coves arts page  
[SEC=UNCLASSIFIED]

**Categories:** Green Category

Great ta.

> On 11 Aug 2020, at 7:23 am, Spaseski, Sylvia <Sylvia.Spaseski@arts.gov.au> wrote:  
>  
> Yes  
>  
> Sylvia Spaseski  
> Sent from an mobile device  
>  
>> On 11 Aug 2020, at 6:51 am, ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au> wrote:  
>>  
>> Will they be on Grant Connect this morning?  
>> UNCLASSIFIED  
>>  
>> -----Original Message-----  
>> From: Spaseski, Sylvia <Sylvia.Spaseski@arts.gov.au>  
>> Sent: Tuesday, 11 August 2020 6:19 AM  
>> To: ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>  
>> Subject: Rise and sustainability guidelines are on our coves arts page  
>>  
>>  
>>  
>> Sylvia Spaseski  
>> Sent from an mobile device



**From:** Spaseski, Sylvia  
**Sent:** Tuesday, 11 August 2020 5:09 PM  
**To:** s47F - personal privacy  
**Cc:** ARNOTT, Stephen; s47F - personal privacy  
**Subject:** ATOs response - Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy package [SEC=UNCLASSIFIED]

s47F - personal privacy

The Australian Government provides ongoing funding of over \$23 million per year to 7 arts training organisations (ATOs) per table below. With 3 of the 7 located in Victoria, we may see greater interest in the sustainability fund.

As the Minister has not meet with the ATOs as a collective, please advise if he would like us to arrange a virtual meeting. This is a very supportive and positive group who have adopted very innovative ways to deliver core training and to generate revenue. They are the sector's young talent development team and are working very hard individually and as a group.

	\$ (GST excl)	\$ (GST excl)	\$ (GST excl)	\$ (GST excl)	\$ (GST excl)	\$ (GST excl)	\$ (GST excl)
Arts Training Organisations	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Total
Australian Ballet School (ABS)	2,035,000	2,011,000	1,998,000	1,990,000	2,007,000	2,025,000	12,066,000
Australian National Academy of Music (ANAM)	3,532,000	3,487,000	3,465,000	3,451,000	3,481,000	3,511,000	20,927,000
Australian Youth Orchestra (AYO)	2,564,000	2,836,000	2,522,000	2,513,000	2,534,000	2,557,000	15,526,000
Flying Fruit Fly Circus (FFFC)	710,000	1,003,000	697,000	694,000	701,000	708,000	4,513,000
National Aboriginal and Islander Skills Development Association (NAISDA)	1,887,000	1,874,000	2,342,000	2,348,000	2,366,000	2,385,000	13,202,000
National Institute of Circus Art (NICA)	2,878,000	2,844,000	2,831,000	2,819,000	2,844,000	2,869,000	17,085,000
National Institute of Dramatic Art (NIDA)	7,860,000	7,763,000	7,722,000	7,687,000	7,756,000	7,825,000	46,613,000
National Institute of Dramatic Art (NIDA) Capital	1,649,000	1,636,000	1,608,000	1,602,000	1,616,000	1,631,000	9,742,000
<b>Total</b>	<b>23,115,000</b>	<b>23,454,000</b>	<b>23,185,000</b>	<b>23,104,000</b>	<b>23,305,000</b>	<b>23,511,000</b>	<b>139,674,000</b>

Sylvia

### Sylvia Spaseski

Assistant Secretary / Arts Development and Investment

Office for the Arts

P +61 2 6271 1754

M s47F - personal privacy

Please reconsider printing this internal email.

**UNCLASSIFIED**

**From:** s47F - personal privacy  
**Sent:** Tuesday, 11 August 2020 2:19 PM  
**To:** Spaseski, Sylvia  
**Cc:** s47F - personal privacy

**Subject:** FW: Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy package [SEC=UNCLASSIFIED]

Hi Sylvia,

This is such a wonderful initiative, which I am sure will be eagerly embraced by each of the Arts8 group.

Perhaps with this announcement, the time is right for us to zoom meet with s47F - personal privacy so that we can update him on our activities, our challenges and considerable successes at the current time (also, in particular, given that three of us are labouring under the Stage 4 lockdowns here in Melbourne)?

Please let me know if this might be able to be arranged, and I will liaise with my colleagues to set up a time.

Thanks,

s47F - personal privacy

s47F - personal privacy

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**From:** "s47F - personal privacy" <s47F - personal privacy@arts.gov.au>

**Date:** Tuesday, 11 August 2020 at 9:34 am

**To:** "Spaseski, Sylvia" <Sylvia.Spaseski@arts.gov.au>, s47F - personal privacy

**Cc:** "Spaseski, Sylvia" <Sylvia.Spaseski@arts.gov.au>, s47F - personal privacy

**Subject:** Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy package [SEC=UNCLASSIFIED]

Dear all

I would just like to update you on the Australian Government's \$250 million COVID-19 Creative Economy package. The guidelines for the Restart Investment to Sustain and Expand (RISE) Fund and COVID-19 Arts Sustainability Fund (Sustainability Fund) were released today by s47F - personal privacy.

- The \$75 million RISE Fund is a competitive grants program that provides seed investment for arts and entertainment organisations to restart, re-imagine or create new activities.
- The \$35 million Sustainability Fund is a targeted grant opportunity for sector-significant arts organisations at risk of insolvency due to the effects of COVID-19. The priority in allocating this funding will be to organisations with an Australia Council current multi-year funding agreement, and by exception, other organisations with current and significant funding relationships with the Commonwealth that can demonstrate a unique sector leadership role as an employer or trainer.

The guidelines for both programs are available on Grant Connect at [www.grants.gov.au](http://www.grants.gov.au) and include details on how applications for funding can be submitted, and what types of organisations and activities are eligible. Further information is available at [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update).

The guidance for the \$90 million Show Starter concessional loans program and \$50 million Temporary Interruption Fund for screen production companies are currently being developed and will be released as soon as practicable once the agreed processes relating to spending public money are in place.

The Government is also establishing a Creative Economy Taskforce to support the implementation of the Creative Economy package, alongside the Office for the Arts and the Australia Council. Members of the Taskforce will be announced shortly.

The package complements existing Australian Government whole-of-economy support and assistance measures already in place, as well as supports being provided by our agencies, and those provided by state and territory governments. In total, the Government has now provided \$677 million of additional, targeted support to the cultural and creative sector in response to the pandemic, on top of its existing investment of almost \$750 million in 2019-20.

If you have questions or wish to discuss please don't hesitate to call us.

Best regards

s47F - personal privacy

s47F - personal privacy

Director / Training, Pathways & Sustainability / Arts Development & Investment  
Office for the Arts  
Department of Infrastructure, Transport, Regional Development and Communications  
P +61 2 6271 1342  
M +61 s47F - personal privacy  
s47F - personal privacy @arts.gov.au

2 Phillip Law Street, Canberra ACT 2601  
GPO Box 594 Canberra, ACT 2601

communications.gov.au / @CommsAu  
arts.gov.au / @artsculturegov  
infrastructure.gov.au / @infra\_regional

artbank.gov.au – An Australian Government initiative  
Facebook / Twitter / Instagram / Vimeo  
Sign up to our [Artbank newsletter](#).



*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respect to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

**UNCLASSIFIED**

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This message has been content scanned by the Axway MailGate.

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**From:** Spaseski, Sylvia  
**Sent:** Monday, 10 August 2020 5:07 PM  
**To:** ARNOTT, Stephen  
**Subject:** contact with state owned companies [SEC=UNCLASSIFIED]

**Categories:** Green Category

Stephen

Confirming I have made calls to state owned companies regarding RISE and Sustainability funds.

1. s47F - personal privacy – have left a message on her mobile to call me anytime tonight.
2. s47F - personal privacy – thanked me for the clarification. He assumed they were not eligible to apply and may consider a partner for RISE.
3. s47F - personal privacy . – her mobile number has been disconnected. I am awaiting advice as to alternate numbers.
4. s47F - personal privacy – have left a message on her mobile and with her office EA to get in touch with me.

Sylvia

### Sylvia Spaseski

Assistant Secretary / Arts Development and Investment

Office for the Arts

Department of Infrastructure, Transport, Regional Development and Communications

P +61 2 6271 1754

M s47F - personal privacy

[Sylvia.spaseski@arts.gov.au](mailto:Sylvia.spaseski@arts.gov.au)

2 Phillip Law Street, Canberra ACT 2601

GPO Box 594 Canberra, ACT 2601

[communications.gov.au](https://communications.gov.au) / @CommsAu

[arts.gov.au](https://arts.gov.au) / @artsculturegov

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**UNCLASSIFIED**

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 12:33 PM  
**To:** ARNOTT, Stephen; Curnow, Justine; Spaseski, Sylvia;  
**Cc:** media; [REDACTED]  
**Subject:** FW: Final versions of Fund guidelines [DLM=For-Official-Use-Only]  
**Attachments:** s22(1)(a)(ii) - irrelevant material; FINAL - COVID-19 Arts RISE Guidelines.docx  
**Categories:** Green Category

Updated both to reflect release date of 11 August 2020 and also fixed footer for both [REDACTED].

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 12:13 PM  
**To:** ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>; Curnow, Justine <Justine.Curnow@arts.gov.au>; Spaseski, Sylvia <Sylvia.Spaseski@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Cc:** media <media@communications.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@communications.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** Final versions of Fund guidelines [DLM=For-Official-Use-Only]

Hi all

Please find attached and at links below the final versions of the Fund guidelines – the only change made to the versions that went up with the PDR is to the opening and closing dates.

Record Title s22(1)(a)(ii) - irrelevant material  
 Record Number [REDACTED]

Record Title FINAL - COVID-19 Arts RISE Guidelines.docx  
 Record Number PAD/20/69435

Thanks

**For Official Use Only**



## Australian Government

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

# Restart Investment to Sustain and Expand (RISE) Fund

<b>Opening date:</b>	9.00am AEST (Canberra time) 31 August 2020
<b>Closing date and time:</b>	11.30pm AEST (Canberra time) on 31 May 2021 at the latest, subject to 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>Type of grant opportunity:</b>	Open competitive

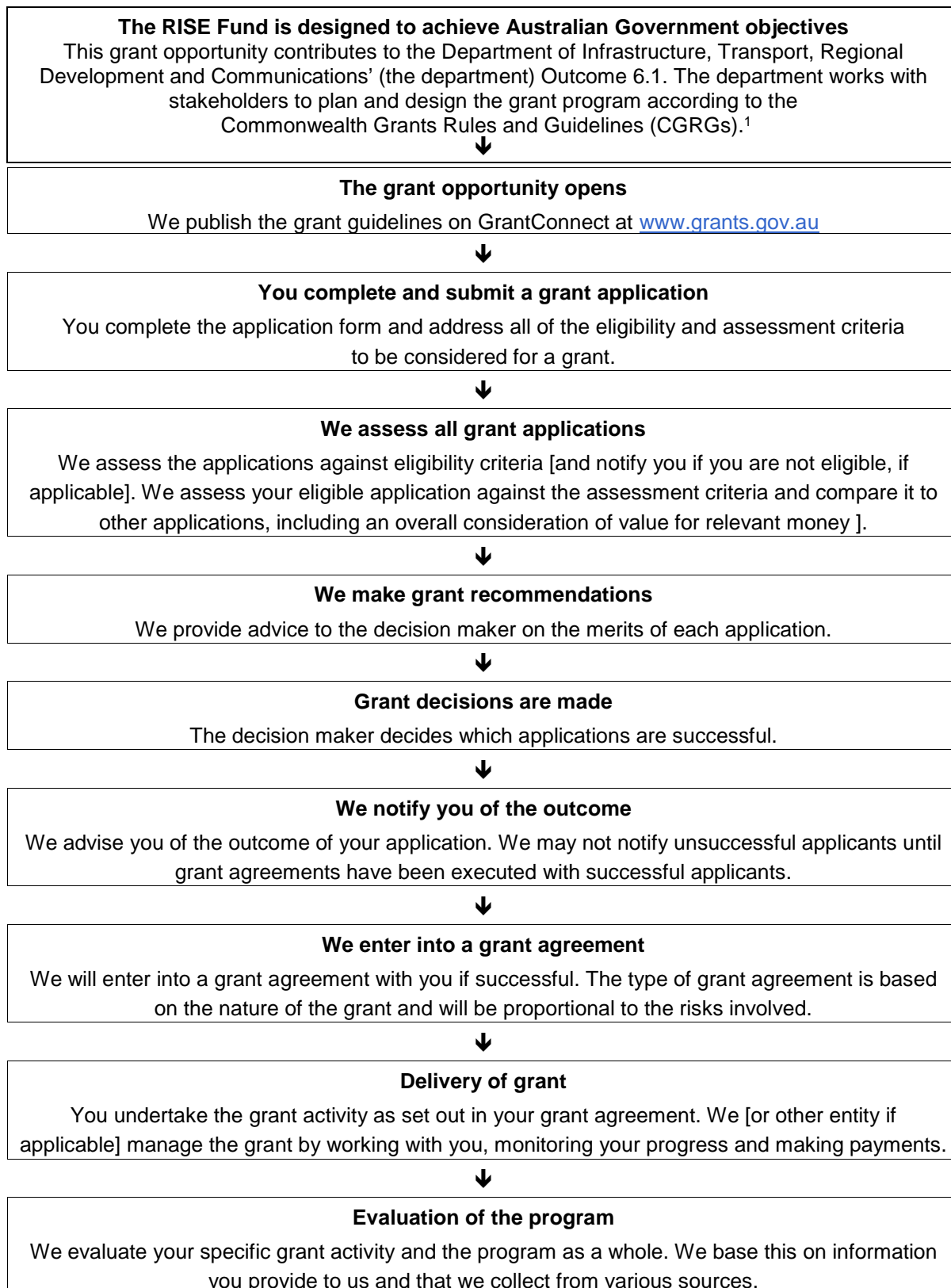
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## 1. Restart Investment to Sustain and Expand (RISE) Fund



<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 during the pandemic to remain solvent, leaving little left to fund new activities and events when they are able to re-open.

To support the arts and entertainment sector to reactivate, this program targets funding towards sector organisations who are seeking to restart, re-imagine or create new activities. The program is intended to assist by providing finance to assist presentation of new or re-shaped cultural and creative activities and events. 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 will be 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 will open by 31 August 2020 and close to applications on 31 May 2021 at the latest, subject to allocation of funds.

The program is delivered as an open competitive grant opportunity. It will support the delivery and presentation of activities across all art forms to audiences across Australia. Projects that target

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

audiences in outer metropolitan, regional and remote areas will also be taken into 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 new or re-imagined activities which have been disrupted by the COVID-19 restrictions
- deliver new 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 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 activities and events 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
- the cultural and creative industries are supported to reactivate, providing increased employment opportunities 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 \$75 million in 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 will open on 31 August 2020 and close to applications on 31 May 2021 at the latest, subject to allocation of funds. While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period. Any updates to this indicative timing 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, however the same applicant cannot receive funding for more than one application in the same assessment period.

### **3.1 Grant amount**

Grants will range from \$75,000 up to \$2 million, depending on the scope of the grant activity and its complexity. Other smaller or larger grant amounts may be considered on a case-by-case basis, particularly for activities that target audiences in outer metropolitan, regional and remote areas.

You are required to make a financial contribution towards the grant activities or have other sources of funding, although the impact of COVID-19 will be taken into consideration. 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.

You can apply for both a 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.

## **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
- provide a co-contribution to the activity

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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'.

and be one of the following entity types:

- incorporated organisations
- a 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 with employees

## 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 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 film and television productions and interactive games. Film and television productions have access to alternative funding 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.

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.

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

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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

- cultural and creative events or activities, including innovative ways to deliver performances, exhibitions, tours and online delivery
- cultural and creative programming and promotion
- festivals
- purchasing or leasing essential equipment for events, such as sound or lighting equipment
- 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 support an organisation to build long-term financial sustainability.

Proposals 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 productions for an unknown period of time.

## **5.2 Eligible locations**

Your grant 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, awards or Eisteddfods
- film and television production
- interactive games
- built or natural heritage projects
- performances by covers, tribute bands and DJs (except for producer DJs)
- purchase of land
- insurance costs
- major capital expenditure (including major construction/capital works)
- costs associated with a project that have already been incurred
- business start-up costs
- costs incurred in the preparation of a grant application or related documentation
- debt repayments
- activities within projects that are also 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
- overseas travel.

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

## 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 will be 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 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 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 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 Chief Financial Officer or Board
- 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 and understand these guidelines.

The sample application form and sample grant agreement may be found at GrantConnect at [www.grants.gov.au](http://www.grants.gov.au). Any alterations and addenda<sup>10</sup> will be published on GrantConnect 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 on 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, and we have agreed in writing to this. 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.

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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)

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. 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 around 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)
- support letters e.g. from industry, venues or government representatives

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 requested documents and the total for all attachments should not exceed 10 pages. 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 Joint (consortia) applications**

We recognise that some organisations may want to join together as a group 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. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

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

If successful, 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).

### 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. The opening and closing dates will be 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 (see section 7).

While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-6 weeks from lodgement of application
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

### 7.4 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

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

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

The department may seek input and advice from:

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

This may include sharing your application with these bodies.

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

Anyone involved in the assessment process 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, Cyber Safety and the Arts with recommendations on applications to approve for a grant.

## 8.3 Who will approve grants?

The Minister for Communications, Cyber Safety 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, Cyber Safety 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 you will make
- 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 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.

You will be required to report how 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, Cyber Safety 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, 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, Cyber Safety and the Arts or their 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, should 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 program must also be acknowledged at any publicly launched events or statements associated with the grant activity.

## 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.

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.

<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)

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).

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

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

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 Show Starter Loan) 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.
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.
completion date	The expected date that the grant activity must be completed and the grant spent by.

<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
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.
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.

<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.

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

Term	Definition
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.
PBS Program	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.
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>

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**From:** ARNOTT, Stephen  
**Sent:** Monday, 10 August 2020 12:35 PM  
**To:** [REDACTED]  
**Cc:** Curnow, Justine; Spaseski, Sylvia  
**Subject:** RE: Final versions of Fund guidelines [DLM=For-Official-Use-Only]

Thanks [REDACTED] – these now look good to go out – I will send up to the office and media team.

---

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 12:31 PM  
**To:** ARNOTT, Stephen  
**Cc:** Curnow, Justine ; Spaseski, Sylvia  
**Subject:** RE: Final versions of Fund guidelines [DLM=For-Official-Use-Only]

Done – see attached

---

**From:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>  
**Sent:** Monday, 10 August 2020 12:21 PM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Cc:** Curnow, Justine <[Justine.Curnow@arts.gov.au](mailto:Justine.Curnow@arts.gov.au)>; Spaseski, Sylvia <[Sylvia.Spaseski@arts.gov.au](mailto:Sylvia.Spaseski@arts.gov.au)>  
**Subject:** RE: Final versions of Fund guidelines [DLM=For-Official-Use-Only]

[REDACTED]

Can you please update both to reflect release date of 11 August 2020 and also fix footer for both [REDACTED].

Thanks

Stephen

---

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 12:13 PM  
**To:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>; Curnow, Justine <[Justine.Curnow@arts.gov.au](mailto:Justine.Curnow@arts.gov.au)>; Spaseski, Sylvia <[Sylvia.Spaseski@arts.gov.au](mailto:Sylvia.Spaseski@arts.gov.au)>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Cc:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@communications.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** Final versions of Fund guidelines [DLM=For-Official-Use-Only]

Hi all

Please find attached and at links below the final versions of the Fund guidelines – the only change made to the versions that went up with the PDR is to the opening and closing dates.

Record Title  
Record Number

**s22(1)(a)(ii) - irrelevant material**

Record Title [FINAL - COVID-19 Arts RISE Guidelines.docx](#)  
Record Number PAD/20/69435

Thanks

s47f - persc

**For Official Use Only**



**Australian Government**

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

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

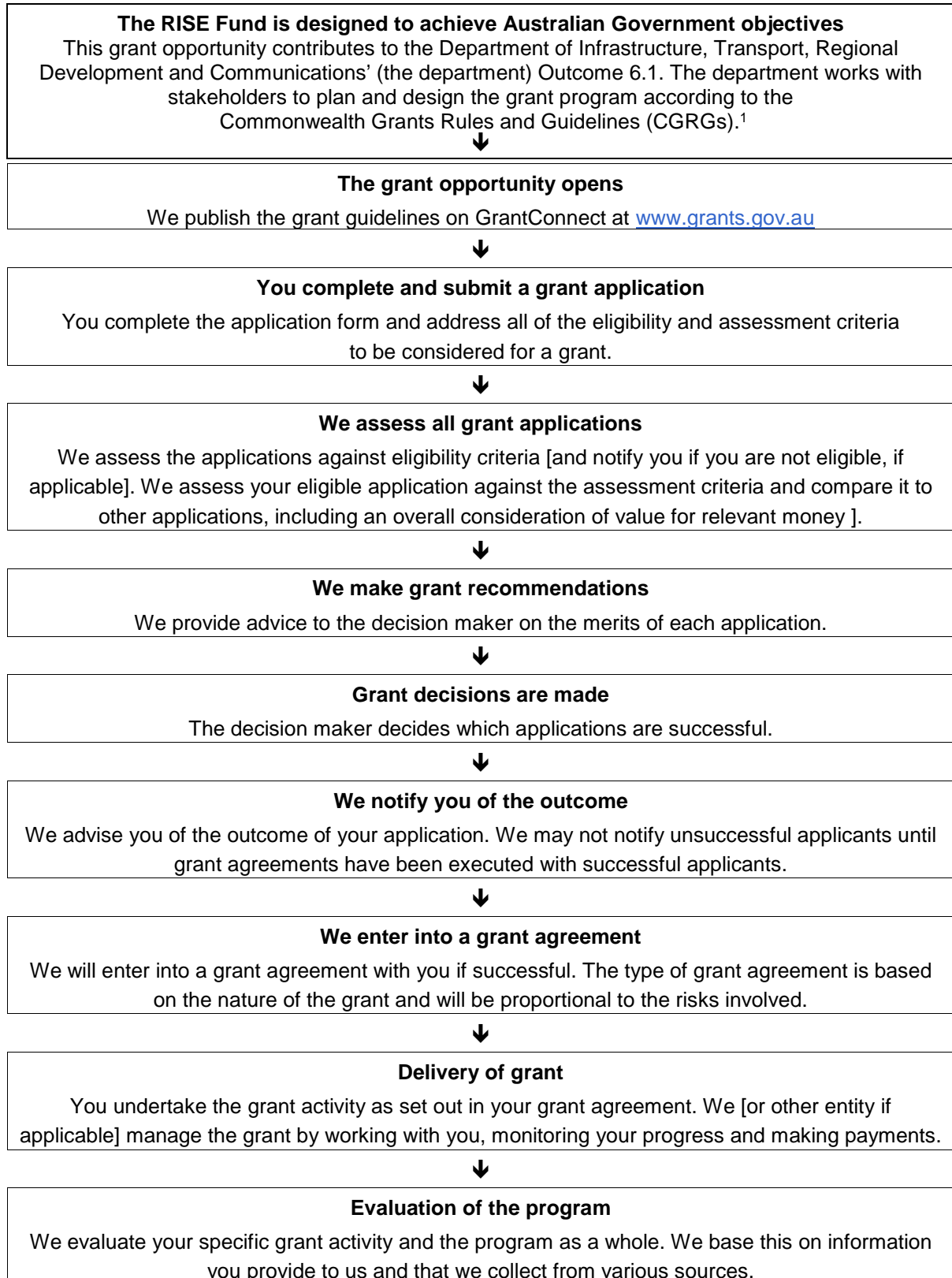
<b>Opening date:</b>	9.00am AEST (Canberra time) 31 August 2020
<b>Closing date and time:</b>	11.30pm AEST (Canberra time) on 31 May 2021 at the latest, subject to allocation of funds
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<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>	dd mm 2020
<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 during the pandemic to remain solvent, leaving little left to fund new activities and events when they are able to re-open.

To support the arts and entertainment sector to reactivate, this program targets funding towards sector organisations who are seeking to restart, re-imagine or create new activities. The program is intended to assist by providing finance to assist presentation of new or re-shaped cultural and creative activities and events. 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 will be 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 will open by 31 August 2020 and close to applications on 31 May 2021 at the latest, subject to allocation of funds.

The program is delivered as an open competitive grant opportunity. It will support the delivery and presentation of activities across all art forms to audiences across Australia. Projects that target

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

audiences in outer metropolitan, regional and remote areas will also be taken into 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 new or re-imagined activities which have been disrupted by the COVID-19 restrictions
- deliver new 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 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 activities and events 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
- the cultural and creative industries are supported to reactivate, providing increased employment opportunities 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 \$75 million in 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 will open on 31 August 2020 and close to applications on 31 May 2021 at the latest, subject to allocation of funds. While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period. Any updates to this indicative timing 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, however the same applicant cannot receive funding for more than one application in the same assessment period.

### 3.1 Grant amount

Grants will range from \$75,000 up to \$2 million, depending on the scope of the grant activity and its complexity. Other smaller or larger grant amounts may be considered on a case-by-case basis, particularly for activities that target audiences in outer metropolitan, regional and remote areas.

You are required to make a financial contribution towards the grant activities or have other sources of funding, although the impact of COVID-19 will be taken into consideration. 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.

You can apply for both a 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.

## 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
- provide a co-contribution to the activity

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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'.

and be one of the following entity types:

- incorporated organisations
- a 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 with employees

## 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 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 film and television productions and interactive games. Film and television productions have access to alternative funding 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.

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.

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

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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



- cultural and creative events or activities, including innovative ways to deliver performances, exhibitions, tours and online delivery
- cultural and creative programming and promotion
- festivals
- purchasing or leasing essential equipment for events, such as sound or lighting equipment
- 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 support an organisation to build long-term financial sustainability.

Proposals 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 productions for an unknown period of time.

## 5.2 Eligible locations

Your grant 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, awards or Eisteddfods
- film and television production
- interactive games
- built or natural heritage projects
- performances by covers, tribute bands and DJs (except for producer DJs)
- purchase of land
- insurance costs
- major capital expenditure (including major construction/capital works)
- costs associated with a project that have already been incurred
- business start-up costs
- costs incurred in the preparation of a grant application or related documentation
- debt repayments
- activities within projects that are also 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
- overseas travel.

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

## 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 will be 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 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 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 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 Chief Financial Officer or Board
- 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 and understand these guidelines.

The sample application form and sample grant agreement may be found at GrantConnect at [www.grants.gov.au](http://www.grants.gov.au). Any alterations and addenda<sup>10</sup> will be published on GrantConnect 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 on 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, and we have agreed in writing to this. 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.

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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)

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. 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 around 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)
- support letters e.g. from industry, venues or government representatives

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 requested documents and the total for all attachments should not exceed 10 pages. 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 Joint (consortia) applications**

We recognise that some organisations may want to join together as a group 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. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

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

If successful, 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).

### 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. The opening and closing dates will be 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 (see section 7).

While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-6 weeks from lodgement of application
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

### 7.4 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

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

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

The department may seek input and advice from:

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

This may include sharing your application with these bodies.

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

Anyone involved in the assessment process 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, Cyber Safety and the Arts with recommendations on applications to approve for a grant.

## 8.3 Who will approve grants?

The Minister for Communications, Cyber Safety 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, Cyber Safety 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 you will make
- 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 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.

You will be required to report how 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, Cyber Safety 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, 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, Cyber Safety and the Arts or their 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, should 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 program must also be acknowledged at any publicly launched events or statements associated with the grant activity.

## 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.

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.

<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)

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).

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

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

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 Show Starter Loan) 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.
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.
completion date	The expected date that the grant activity must be completed and the grant spent by.

<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
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.
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.

<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.

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

Term	Definition
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.
PBS Program	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.
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>





**Australian Government**

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

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

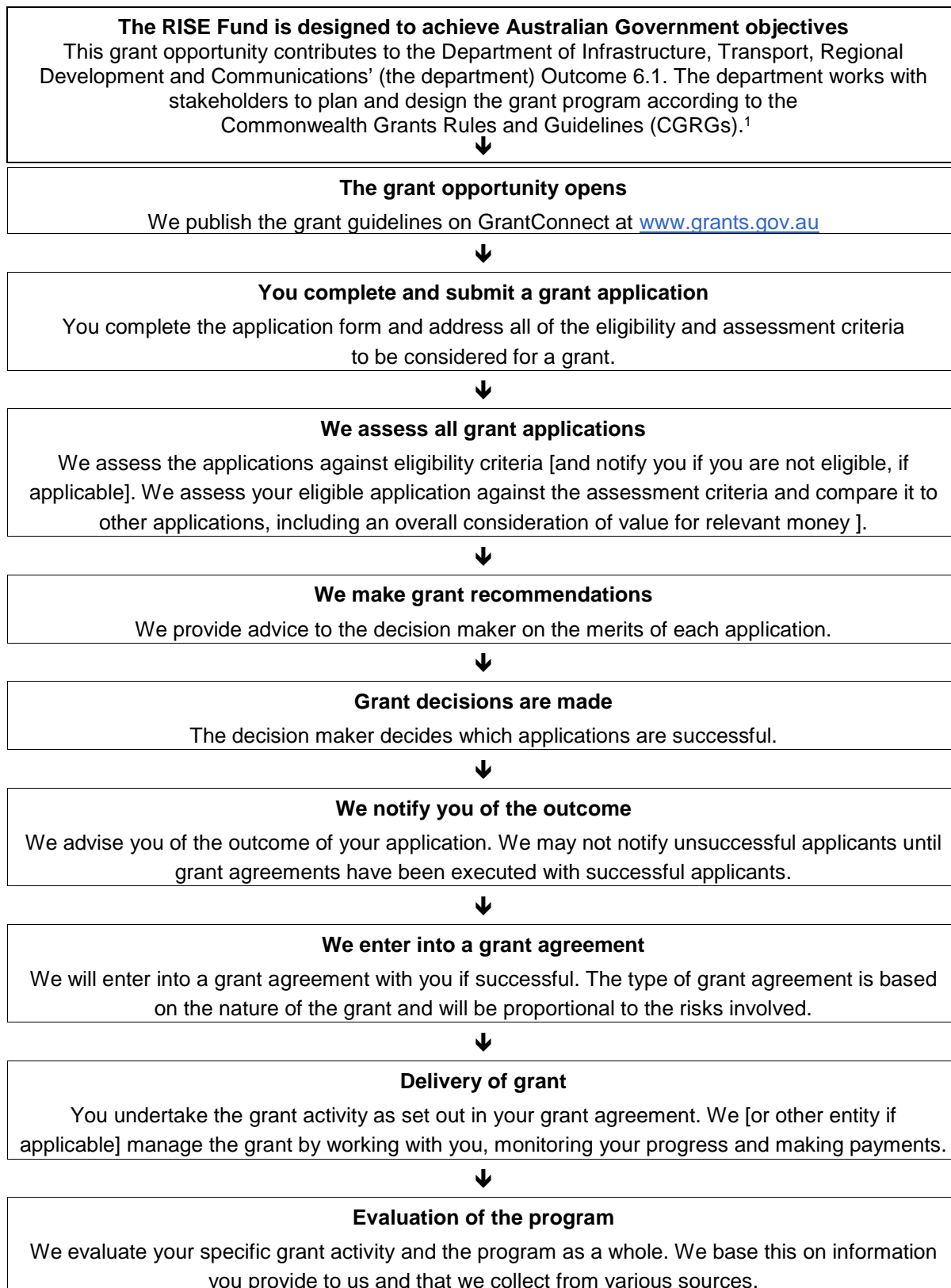
<b>Opening date:</b>	9.00am AEST (Canberra time) 31 August 2020
<b>Closing date and time:</b>	11.30pm AEST (Canberra time) on 31 May 2021 at the latest, subject to allocation of funds
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<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>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 during the pandemic to remain solvent, leaving little left to fund new activities and events when they are able to re-open.

To support the arts and entertainment sector to reactivate, this program targets funding towards sector organisations who are seeking to restart, re-imagine or create new activities. The program is intended to assist by providing finance to assist presentation of new or re-shaped cultural and creative activities and events. 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 will be 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 will open by 31 August 2020 and close to applications on 31 May 2021 at the latest, subject to allocation of funds.

The program is delivered as an open competitive grant opportunity. It will support the delivery and presentation of activities across all art forms to audiences across Australia. Projects that target

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

audiences in outer metropolitan, regional and remote areas will also be taken into 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 new or re-imagined activities which have been disrupted by the COVID-19 restrictions
- deliver new 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 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 activities and events 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
- the cultural and creative industries are supported to reactivate, providing increased employment opportunities 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 \$75 million in 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 will open on 31 August 2020 and close to applications on 31 May 2021 at the latest, subject to allocation of funds. While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period. Any updates to this indicative timing 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, however the same applicant cannot receive funding for more than one application in the same assessment period.

### 3.1 Grant amount

Grants will range from \$75,000 up to \$2 million, depending on the scope of the grant activity and its complexity. Other smaller or larger grant amounts may be considered on a case-by-case basis, particularly for activities that target audiences in outer metropolitan, regional and remote areas.

You are required to make a financial contribution towards the grant activities or have other sources of funding, although the impact of COVID-19 will be taken into consideration. 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.

You can apply for both a 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.

## 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
- provide a co-contribution to the activity

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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'.

and be one of the following entity types:

- incorporated organisations
- a 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 with employees

## 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 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 film and television productions and interactive games. Film and television productions have access to alternative funding 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.

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.

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

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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



- cultural and creative events or activities, including innovative ways to deliver performances, exhibitions, tours and online delivery
- cultural and creative programming and promotion
- festivals
- purchasing or leasing essential equipment for events, such as sound or lighting equipment
- 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 support an organisation to build long-term financial sustainability.

Proposals 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 productions for an unknown period of time.

## **5.2 Eligible locations**

Your grant 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, awards or Eisteddfods
- film and television production
- interactive games
- built or natural heritage projects
- performances by covers, tribute bands and DJs (except for producer DJs)
- purchase of land
- insurance costs
- major capital expenditure (including major construction/capital works)
- costs associated with a project that have already been incurred
- business start-up costs
- costs incurred in the preparation of a grant application or related documentation
- debt repayments
- activities within projects that are also 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
- overseas travel.

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

## 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 will be 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 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 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 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 Chief Financial Officer or Board
- 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 and understand these guidelines.

The sample application form and sample grant agreement may be found at GrantConnect at [www.grants.gov.au](http://www.grants.gov.au). Any alterations and addenda<sup>10</sup> will be published on GrantConnect 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 on 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, and we have agreed in writing to this. 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.

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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)

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. 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 around 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)
- support letters e.g. from industry, venues or government representatives

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 requested documents and the total for all attachments should not exceed 10 pages. 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 Joint (consortia) applications**

We recognise that some organisations may want to join together as a group 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. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

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

If successful, 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).

### 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. The opening and closing dates will be 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 (see section 7).

While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-6 weeks from lodgement of application
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

### 7.4 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

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

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

The department may seek input and advice from:

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

This may include sharing your application with these bodies.

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

Anyone involved in the assessment process 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, Cyber Safety and the Arts with recommendations on applications to approve for a grant.

## 8.3 Who will approve grants?

The Minister for Communications, Cyber Safety 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, Cyber Safety 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 you will make
- 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 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.

You will be required to report how 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, Cyber Safety 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, 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, Cyber Safety and the Arts or their 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, should 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 program must also be acknowledged at any publicly launched events or statements associated with the grant activity.

## 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.

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.

<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)

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).

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

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

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 Show Starter Loan) 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.
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.
completion date	The expected date that the grant activity must be completed and the grant spent by.

<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
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.
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.

<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.

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

Term	Definition
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.
PBS Program	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.
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>



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**From:** Spaseski, Sylvia  
**Sent:** Monday, 10 August 2020 12:50 PM  
**To:** media  
**Subject:** FW: Final versions of Fund guidelines [DLM=For-Official-Use-Only]  
**Attachments:** FINAL - COVID-19 Arts RISE Guidelines.docx; s22(1)(a)(ii) - irrelevant material

**Categories:**

please call me. the footers have typos

### Sylvia Spaseski

Assistant Secretary / Arts Development and Investment

Office for the Arts

P +61 2 6271 1754

M s47F - personal privacy

Please reconsider printing this internal email.

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### For Official Use Only

**From:** ARNOTT, Stephen  
**Sent:** Monday, 10 August 2020 12:43 PM  
**To:** s47F - personal privacy  
**Cc:** Spaseski, Sylvia ; Curnow, Justine ; s47F - personal privacy  
**Subject:** FW: Final versions of Fund guidelines [DLM=For-Official-Use-Only]

Here are the versions I sent to the office and media team.

Note that I stripped out the document history on both from the versions s47F - person sent.

Stephen

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**From:** ARNOTT, Stephen  
**Sent:** Monday, 10 August 2020 12:41 PM  
**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>  
**Cc:** s47F - personal privacy <s47F - personal privacy>; Curnow, Justine <[Justine.Curnow@arts.gov.au](mailto:Justine.Curnow@arts.gov.au)>; Spaseski, Sylvia <[Sylvia.Spaseski@arts.gov.au](mailto:Sylvia.Spaseski@arts.gov.au)>  
**Subject:** Final versions of Fund guidelines [DLM=For-Official-Use-Only]

Here are the guidelines as agreed by the Minister. Stephen

**For Official Use Only**  
**For Official Use Only**



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

# Restart Investment to Sustain and Expand (RISE) Fund

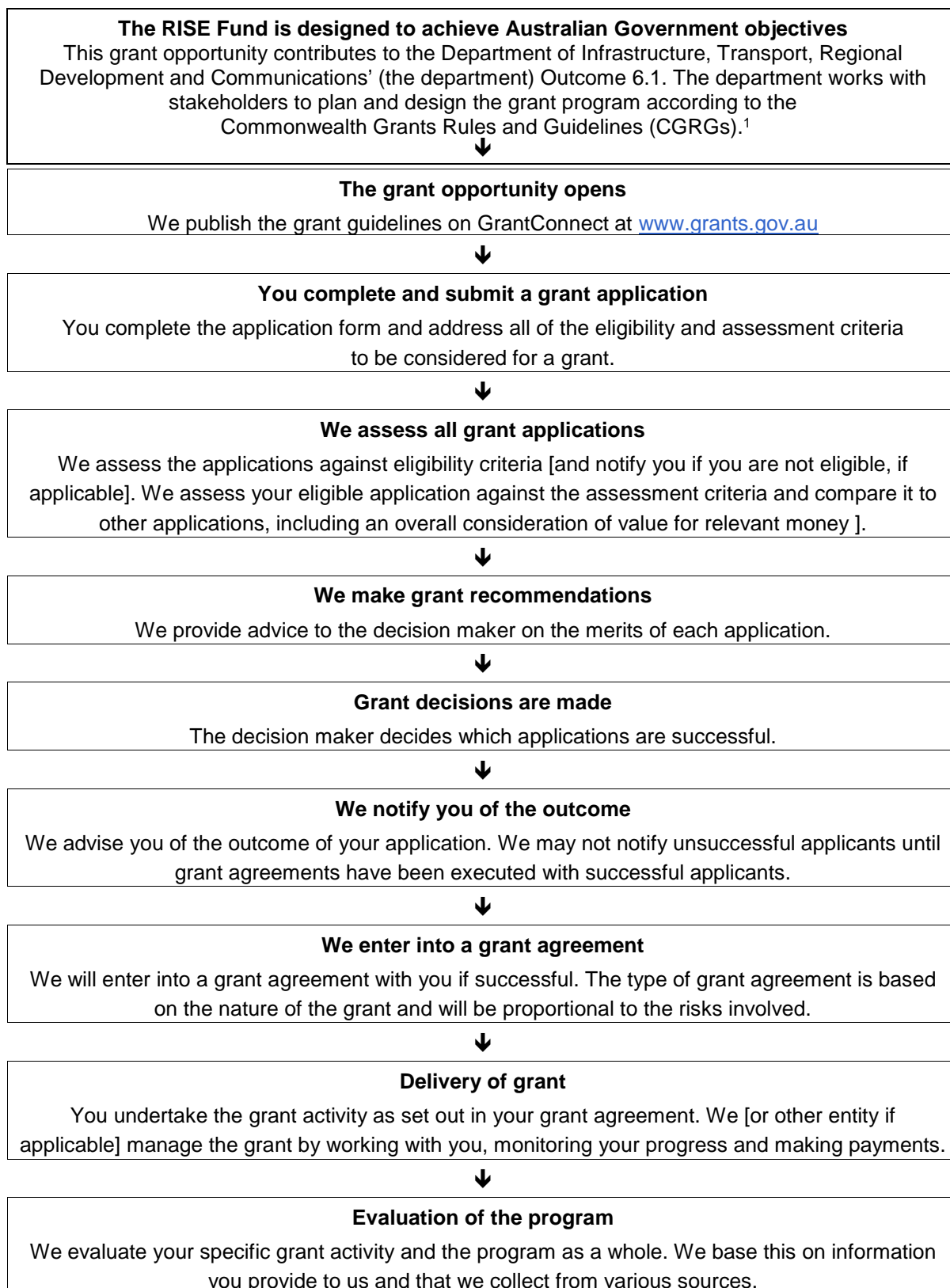
<b>Opening date:</b>	9.00am AEST (Canberra time) 31 August 2020
<b>Closing date and time:</b>	11.30pm AEST (Canberra time) on 31 May 2021 at the latest, subject to allocation of funds
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<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>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 during the pandemic to remain solvent, leaving little left to fund new activities and events when they are able to re-open.

To support the arts and entertainment sector to reactivate, this program targets funding towards sector organisations who are seeking to restart, re-imagine or create new activities. The program is intended to assist by providing finance to assist presentation of new or re-shaped cultural and creative activities and events. 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 will be 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 will open by 31 August 2020 and close to applications on 31 May 2021 at the latest, subject to allocation of funds.

The program is delivered as an open competitive grant opportunity. It will support the delivery and presentation of activities across all art forms to audiences across Australia. Projects that target

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

audiences in outer metropolitan, regional and remote areas will also be taken into 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 new or re-imagined activities which have been disrupted by the COVID-19 restrictions
- deliver new 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 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 activities and events 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
- the cultural and creative industries are supported to reactivate, providing increased employment opportunities 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 \$75 million in 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 will open on 31 August 2020 and close to applications on 31 May 2021 at the latest, subject to allocation of funds. While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period. Any updates to this indicative timing 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, however the same applicant cannot receive funding for more than one application in the same assessment period.

### 3.1 Grant amount

Grants will range from \$75,000 up to \$2 million, depending on the scope of the grant activity and its complexity. Other smaller or larger grant amounts may be considered on a case-by-case basis, particularly for activities that target audiences in outer metropolitan, regional and remote areas.

You are required to make a financial contribution towards the grant activities or have other sources of funding, although the impact of COVID-19 will be taken into consideration. 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.

You can apply for both a 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.

## 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
- provide a co-contribution to the activity

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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'.

and be one of the following entity types:

- incorporated organisations
- a 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 with employees

## 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 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 film and television productions and interactive games. Film and television productions have access to alternative funding 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.

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.

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

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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

- cultural and creative events or activities, including innovative ways to deliver performances, exhibitions, tours and online delivery
- cultural and creative programming and promotion
- festivals
- purchasing or leasing essential equipment for events, such as sound or lighting equipment
- 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 support an organisation to build long-term financial sustainability.

Proposals 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 productions for an unknown period of time.

## **5.2 Eligible locations**

Your grant 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, awards or Eisteddfods
- film and television production
- interactive games
- built or natural heritage projects
- performances by covers, tribute bands and DJs (except for producer DJs)
- purchase of land
- insurance costs
- major capital expenditure (including major construction/capital works)
- costs associated with a project that have already been incurred
- business start-up costs
- costs incurred in the preparation of a grant application or related documentation
- debt repayments
- activities within projects that are also 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
- overseas travel.

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

## 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 will be 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 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 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 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 Chief Financial Officer or Board
- 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 and understand these guidelines.

The sample application form and sample grant agreement may be found at GrantConnect at [www.grants.gov.au](http://www.grants.gov.au). Any alterations and addenda<sup>10</sup> will be published on GrantConnect 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 on 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, and we have agreed in writing to this. 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.

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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)

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. 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 around 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)
- support letters e.g. from industry, venues or government representatives

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 requested documents and the total for all attachments should not exceed 10 pages. 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 Joint (consortia) applications**

We recognise that some organisations may want to join together as a group 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. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

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

If successful, 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).

### 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. The opening and closing dates will be 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 (see section 7).

While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-6 weeks from lodgement of application
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

### 7.4 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

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

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

The department may seek input and advice from:

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

This may include sharing your application with these bodies.

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

Anyone involved in the assessment process 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, Cyber Safety and the Arts with recommendations on applications to approve for a grant.

## 8.3 Who will approve grants?

The Minister for Communications, Cyber Safety 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, Cyber Safety 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 you will make
- 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 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.

You will be required to report how 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, Cyber Safety 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, 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, Cyber Safety and the Arts or their 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, should 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 program must also be acknowledged at any publicly launched events or statements associated with the grant activity.

## 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.

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.

<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)

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).

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

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

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 Show Starter Loan) 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.
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.
completion date	The expected date that the grant activity must be completed and the grant spent by.

<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
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.
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.

<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.

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

Term	Definition
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.
PBS Program	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.
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>

**Australian Government**

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

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

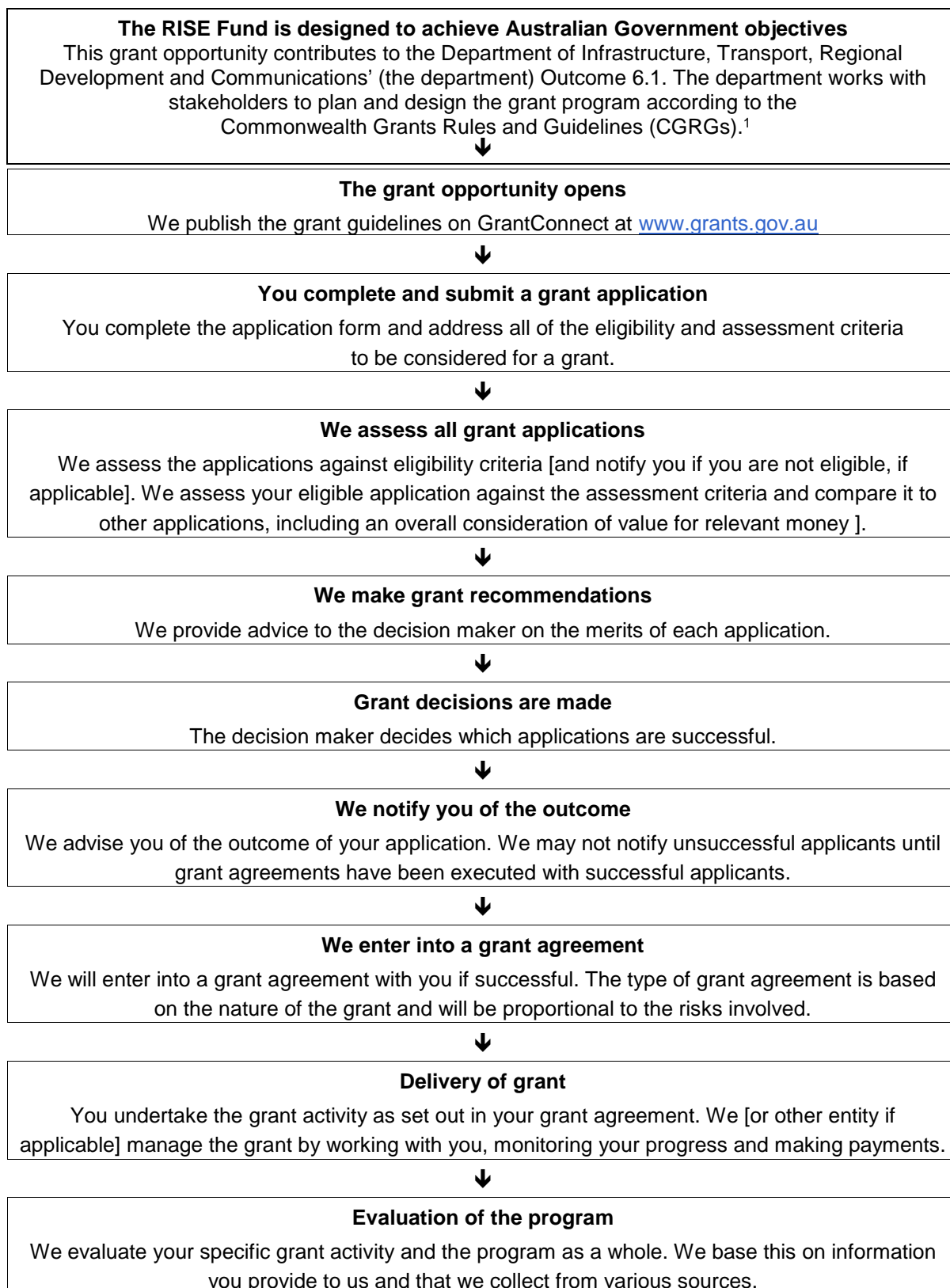
<b>Opening date:</b>	9.00am AEST (Canberra time) 31 August 2020
<b>Closing date and time:</b>	11.30pm AEST (Canberra time) on 31 May 2021 at the latest, subject to allocation of funds
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<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>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 during the pandemic to remain solvent, leaving little left to fund new activities and events when they are able to re-open.

To support the arts and entertainment sector to reactivate, this program targets funding towards sector organisations who are seeking to restart, re-imagine or create new activities. The program is intended to assist by providing finance to assist presentation of new or re-shaped cultural and creative activities and events. 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 will be 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 will open by 31 August 2020 and close to applications on 31 May 2021 at the latest, subject to allocation of funds.

The program is delivered as an open competitive grant opportunity. It will support the delivery and presentation of activities across all art forms to audiences across Australia. Projects that target

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

audiences in outer metropolitan, regional and remote areas will also be taken into 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 new or re-imagined activities which have been disrupted by the COVID-19 restrictions
- deliver new 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 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 activities and events 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
- the cultural and creative industries are supported to reactivate, providing increased employment opportunities 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 \$75 million in 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 will open on 31 August 2020 and close to applications on 31 May 2021 at the latest, subject to allocation of funds. While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period. Any updates to this indicative timing 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, however the same applicant cannot receive funding for more than one application in the same assessment period.

### 3.1 Grant amount

Grants will range from \$75,000 up to \$2 million, depending on the scope of the grant activity and its complexity. Other smaller or larger grant amounts may be considered on a case-by-case basis, particularly for activities that target audiences in outer metropolitan, regional and remote areas.

You are required to make a financial contribution towards the grant activities or have other sources of funding, although the impact of COVID-19 will be taken into consideration. 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.

You can apply for both a 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.

## 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
- provide a co-contribution to the activity

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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'.

and be one of the following entity types:

- incorporated organisations
- a 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 with employees

## 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 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 film and television productions and interactive games. Film and television productions have access to alternative funding 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.

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.

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

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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

- cultural and creative events or activities, including innovative ways to deliver performances, exhibitions, tours and online delivery
- cultural and creative programming and promotion
- festivals
- purchasing or leasing essential equipment for events, such as sound or lighting equipment
- 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 support an organisation to build long-term financial sustainability.

Proposals 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 productions for an unknown period of time.

## **5.2 Eligible locations**

Your grant 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, awards or Eisteddfods
- film and television production
- interactive games
- built or natural heritage projects
- performances by covers, tribute bands and DJs (except for producer DJs)
- purchase of land
- insurance costs
- major capital expenditure (including major construction/capital works)
- costs associated with a project that have already been incurred
- business start-up costs
- costs incurred in the preparation of a grant application or related documentation
- debt repayments
- activities within projects that are also 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
- overseas travel.

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

## 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 will be 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 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 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 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 Chief Financial Officer or Board
- 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 and understand these guidelines.

The sample application form and sample grant agreement may be found at GrantConnect at [www.grants.gov.au](http://www.grants.gov.au). Any alterations and addenda<sup>10</sup> will be published on GrantConnect 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 on 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, and we have agreed in writing to this. 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.

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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)

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. 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 around 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)
- support letters e.g. from industry, venues or government representatives

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 requested documents and the total for all attachments should not exceed 10 pages. 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 Joint (consortia) applications**

We recognise that some organisations may want to join together as a group 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. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

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

If successful, 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).

### 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. The opening and closing dates will be 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 (see section 7).

While there are no rounds and applications will be accepted at any time between the opening and closing dates for the program, the Minister for Communications, Cyber Safety and the Arts will be provided with funding assessment recommendations every two to three months. The first batch of applications is expected to be assessed in October for applications received by 30 September 2020. Additional assessment recommendations may be made outside of these timeframes. There is no allocated funding amount for each assessment period.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4-6 weeks from lodgement of application
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

### 7.4 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

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

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

The department may seek input and advice from:

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

This may include sharing your application with these bodies.

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

Anyone involved in the assessment process 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, Cyber Safety and the Arts with recommendations on applications to approve for a grant.

## 8.3 Who will approve grants?

The Minister for Communications, Cyber Safety 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, Cyber Safety 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 you will make
- 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 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.

You will be required to report how 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, Cyber Safety 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, 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, Cyber Safety and the Arts or their 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, should 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 program must also be acknowledged at any publicly launched events or statements associated with the grant activity.

## 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.

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.

<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)

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).

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

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

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 Show Starter Loan) 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.
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.
completion date	The expected date that the grant activity must be completed and the grant spent by.

<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
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.
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.

<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.

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

Term	Definition
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.
PBS Program	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.
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>

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**From:** Curnow, Justine  
**Sent:** Sunday, 9 August 2020 3:36 PM  
**To:** ARNOTT, Stephen  
**Subject:** For clearance: RISE and Sustainability Fund talking points [SEC=UNCLASSIFIED]

As discussed, Stephen – TPs for your clearance.

There are a couple of track changes and comments in here.

s47F - personal privacy

had asked if we could copy in 'media' when sending up to the MO.

Record Title [RISE and Sustainability Fund talking points.docx](#)

Record Number PAD/20/68867

Let me know if you need anything done.

Many thanks

Justine

**UNCLASSIFIED**

## RISE and Sustainability Fund talking points

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7 August 2020

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

- The \$75 million for the Restart Investment to Sustain and Expand (RISE) Fund is a competitive funding opportunity to assist the successful re-opening of Australia's arts and entertainment industries following the disruptions of COVID-19.
- RISE will provide seed funding to arts organisations, companies and promoters to fund new events, activities and productions such as festivals, concerts, tours and events, which require significant capital investment.
- The Fund will help arts and entertainment businesses to resume activity as soon as it is safe to do so.
- The initiatives will support companies, large and small, across a number of art forms – including music, Indigenous arts, theatre, literature, visual arts and dance – which play a critical role in Australia's cultural life.
- Applications will open on 31 August 2020 and close on 31 May 2021 subject to the allocation of funds.
- Creative and cultural activity will play an important role in rebuilding our economy, and the arts sector will support other industries such as tourism and hospitality in their recovery.
- 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, Australian cultural and creative activity contributed \$112 billion to our economy in 2016-17 and in 2016, cultural and creative industries employed over 645,000 people.

s22(1)(a)(ii) - irrelevant material

#### The Creative Economy Support Package

- The \$250 million Creative Economy Support Package will help restart Australia's creative economy.
- The arts and cultural sector is made up of many talented and loved actors, singers, dancers, writers, musicians and painters.
- But for every one 'creative', there are two more people in the industry who work behind the scenes to bring shows, performances and exhibitions to life.
- They are backstage crew, lighting technicians, front of house staff such as ushers, and people working in the box office. They're hair and make-up artists, set designers, and people working behind the camera on your favourite Australian TV show.

7 August 2020

- People's livelihoods have been threatened because of COVID-19. Activities have been cancelled. For many, revenue has collapsed to zero, and businesses are not trading.
- When there is no show to see, there is no money for caterers, no jobs for lighting technicians, and no sets for stage builders.
- The arts also have important flow-on benefits for tourism and hospitality – both in metropolitan and regional areas.
- Expenditure on cultural tourism is around \$33 billion a year, including expenditure in regional areas. Almost half of all overnight arts trips included a stopover in a regional area.
- In the cities, when people head out for a show, they'll also stop at a local restaurant for dinner or a bar for a drink. If they travel to a regional festival, they'll book a night's accommodation, have dinner at a restaurant or pub, and the next day have breakfast at a café and browse local shops. This all contributes to the local economy and boosts local jobs.
- COVID-19 has meant that Australians everywhere have been missing out on meeting up with friends at a local gig, road-tripping to a regional festival like BluesFest in Byron Bay or Groovin' the Moo, seeing their favourite comedians at this year's comedy festivals and even taking the kids to the circus on their school holidays.
- We know how important these things are to our Australian way of life, now more than ever. They bring us together, entertain us, share our stories and safeguard our wellbeing.

#### Government investment in the arts

- In addition to the \$250 million COVID-19 Creative Economy Support Package, the Government has provided \$27 million under the Government's Relief and Recovery Fund to support Indigenous visual arts, regional arts, and the charity Support Act which assists people working in the live music and performance industry.

7 August 2020

- On 17 July, the Government also announced an additional \$400 million for the Location Incentive to attract large budget international film and television productions to Australia over the next seven years. The Location Incentive complements the Location Offset. This will establish an ongoing pipeline of work for Australia's screen production sector.
- In 2020–21, the Australian Government will invest over \$900 million in the arts and cultural sectors, of which \$163.5 million is for COVID 19 response measures.
- This support includes:
  - \$240 million to support the seven flagship National Collecting Institutions' operational activity and capital works
  - \$215 million to the Australia Council to support Australian artists and arts organisations to create and present art
  - \$180 million to support screen production activity in Australia. This includes \$50 million for the Temporary Interruption Fund and an additional \$25 million for the Location Incentive to support large budget production activity
  - \$46 million to support Aboriginal and Torres Strait Islander arts, language and repatriation activities
  - \$23 million to support seven elite national performing arts training organisations
  - \$23 million to support Australian literature through the Public and Educational Lending Rights schemes and the Prime Minister's Literary Awards
  - \$7 million to support arts and cultural development in regional and remote communities



7 August 2020

## Q&As

### ***If asked – How will the RISE Fund work?***

- The RISE Fund will provide funding to support the arts and entertainment sector to reactivate, re-imagine or create new events, productions and activities.
- The grants will be open to all arts businesses – whether subsidised companies or private promoters.
- Criteria for this competitive grants program will focus on audience type, popularity of previous events, commercial viability and jobs created.
- This is about creating jobs and stimulating economic activity.
- Some RISE funding will support projects that enable the touring, for example, of plays to outer metropolitan, regional and remote communities.
- Applications will open on 31 August 2020 and close on 31 May 2021 (5:00pm AEST), subject to allocation of funds. The guidelines and FAQs are available on the Government's central grants website: [www.grants.gov.au](http://www.grants.gov.au).
- I will make final funding decisions following advice from the Office for the Arts (and the Australia Council). I will also be consulting with the Creative Economy Taskforce.

### ***If asked – Is it correct that smaller organisations won't benefit from grants starting at \$75,000?***

- Smaller organisations will be eligible to apply for funding from the RISE Fund. The range of grant amounts was developed in collaboration with the arts and entertainment sector.
- The Package works to complement existing Government supports, such as those available through the funding programs of the Office for the Arts and the Australia Council.
- State and territory governments also have a range of supports available to smaller organisations and individuals.

### ***If asked – Is there an allocated amount of funding for each sub-sector e.g. visual arts?***

7 August 2020

- Funding will be available for arts and entertainment organisations of all sizes from across the sector, with consideration given towards a balanced geographical, organisation size and art form distribution.
- Jobs and economic activity will also be prioritised.

***If asked – What about organisations currently closed due to restrictions in Victoria?***

- Organisations that are currently closed due to restrictions in Victoria (or any other location) will be eligible to apply and receive assistance to reopen and restart when it is safe to do so.
- A balanced geographic distribution of funding will be considered in assessing the applications. It is expected that shows and venues supported by the measures may reopen at different times in different locations.

s22(1)(a)(ii) - irrelevant material

# s22(1)(a)(ii) - irrelevant material

## ***If asked – what is happening with the Creative Economy Taskforce?***

- I will make an announcement soon on the Creative Economy Taskforce.
- The Taskforce will provide advice to me on how to assist the arts sector to transition to the 'new normal'.

## ***If asked – Why has it taken so long for targeted assistance to be provided?***

- This additional support builds on our approach, which has supported people through the crisis, including through wage subsidies and additional income support through JobKeeper and JobSeeker.
- I have consulted widely with individuals, companies and organisations across the sector, and my office met with and spoke to many more.
- It was important to take this time to understand the magnitude and the nature of the impact of the COVID-19 crisis so that we could respond appropriately.
- We will continue to liaise closely with the arts, entertainment and screen sectors to build on our understanding about the way forward and the best pathways for restarting cultural and creative businesses.
- I released the guidelines as soon as the process for developing grant guidelines outlined in the Commonwealth Grant Rules and Guidelines was completed.

## ***If asked – When will the money start flowing to the sector?***

- I understand this is a very challenging time and that the arts and entertainment sector is keen to restart activities.
- Applications will open on 31 August 2020 and close on 31 May 2021, subject to the allocation of funds.

7 August 2020

- Funding will be provided after applications have been assessed, grant allocation decisions have been made and funding contracts negotiated.

***If asked – Are you concerned that the arts may never recover from this and we will lose talented performers and creatives because they feel they can no longer make a living in the sector?***

- The arts community has been hit hard by the COVID-19 crisis, which has had a large impact on many individuals and organisations.
- The arts and creative sector is innovative and resilient. With these supports we are providing the grounding for the sector to emerge from this even stronger and play a central role in Australia's economic and social recovery.

***If asked – Why have you decided on these particular measures when there are so many in the arts sector calling for assistance and funding?***

- The Creative Economy Support Package is about creating jobs and stimulating economic activity.
- The initiatives in the package will support companies, large and small, across all art forms – including screen, music, Indigenous arts, theatre, literature, visual arts and dance – which play a critical role in Australia's cultural life.
- They've been developed following close engagement with the arts, entertainment and screen sectors.
- The measures will deliver creative content and cultural experiences which reflect our rich and diverse history, culture and identity, for the benefit of all Australians.

***If asked – When will you announce the loans under the package?***

- Further details on Show Starter Loans will be announced once the necessary legal and administrative arrangements are in place.
- The Loans will be delivered through banks, supported by terms and conditions tailored to the arts and entertainment sector:
  - A 100 per cent Commonwealth guarantee covering \$90 million in lending is provided for loans to assist arts and entertainment businesses to fund new productions and events.

7 August 2020

- They will be developed as part of the Government's existing Coronavirus Small and Medium Enterprises (SME) Guarantee Scheme, which provides loans to Australian businesses affected by COVID-19.
- This measure provides art organisations and businesses access to a vital source of finance to rebuild and invest in income-generating activities.
- Lenders will provide facilities that only have to be drawn down if needed.
- Loan terms will be up to five years, with an initial 12 month repayment deferral.

**From:** Curnow, Justine  
**Sent:** Tuesday, 11 August 2020 11:13 AM  
**To:** ARNOTT, Stephen  
**Subject:** FW: GRANT APPLICATION [SEC=UNCLASSIFIED]

**Categories:** Green Category

Should all queries be directed to Sylvia/ s47F?

We also have the generic email addresses people can use.

Justine

## UNCLASSIFIED

**From:** s47F - personal privacy  
**Sent:** Tuesday, 11 August 2020 11:12 AM  
**To:** Curnow, Justine  
**Cc:** ARNOTT, Stephen  
**Subject:** FW: GRANT APPLICATION [SEC=UNCLASSIFIED]

Hi Justine

I am assuming an organisation can apply for multiple projects? Also how are we managing queries about the guidelines? For probity, should I direct everyone to the Department?

s47F - personal privacy

## UNCLASSIFIED

**From:** s47F - personal privacy  
**Sent:** Tuesday, 11 August 2020 10:59 AM  
**To:** s47F - personal privacy <s47F - personal privacy [arts.gov.au](mailto:arts.gov.au)>  
**Cc:** s47F - personal privacy  
**Subject:** RE: GRANT APPLICATION [SEC=UNCLASSIFIED]

s47F - personal privacy

Thank you for the call. I now have the info on the s22(1)(a)(ii) - irrelevant material and the RISE program guidelines.

Key question I asked on call, that it would be good to understand ASAP, are multiple business units owned by us able to submit separate applications? Or can we only submit one per program.

# s47F - personal privacy

Kind regards,

s47F - personal privacy

s47F - personal privacy

**From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>

**Sent:** Monday, 10 August 2020 9:43 AM

**To:** s47F - personal privacy

**Cc:** s47F - personal privacy

**Subject:** RE: GRANT APPLICATION [SEC=UNCLASSIFIED]

Thanks s47F - personal privacy. I will send you guidelines as soon as they are announced!

s47F - personal privacy

UNCLASSIFIED

s22(1)(a)(ii) - irrelevant material

**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 12:32 PM  
**To:** ARNOTT, Stephen  
**Cc:** Curnow, Justine; Spaseski, Sylvia; [REDACTED] [REDACTED] [REDACTED]  
**Subject:** Phone numbers for RISE and Sustainability [SEC=UNOFFICIAL]

Hi Stephen

The 2 phone numbers are, and we have voicemail for both. I'm currently looking into getting these numbers published on the website:

RISE Fund ([REDACTED])  
 +61262717971 full phone number  
 (02) 6271 7971 display phone number

s22(1)(a)(ii) - irrelevant material

Thanks

[REDACTED]

[REDACTED]

Director / Arts Policy & Development / Office for the Arts  
 Department of Infrastructure, Transport, Regional Development and Communications  
 P 02 6271 1084 M [REDACTED]

2 Phillip Law Street, Canberra ACT 2601  
 GPO Box 2154 Canberra, ACT 2601

[communications.gov.au](http://communications.gov.au) / @CommsAu

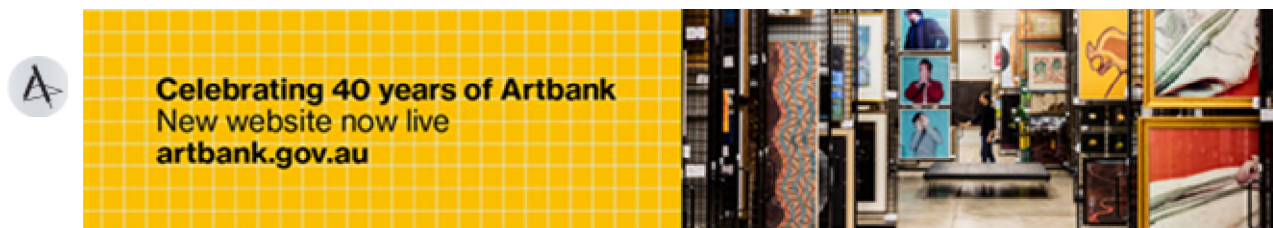
[arts.gov.au](http://arts.gov.au) / @artsculturegov

Sign up to our monthly e-newsletter [ART/works](#) to stay up-to-date with all the latest arts news and funding opportunities.

[artbank.gov.au](http://artbank.gov.au) – An Australian Government initiative

Facebook / Twitter / Instagram / Vimeo

Sign up to our [Artbank newsletter](#).



*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respect to Elders past and present and to all Aboriginal and Torres Strait Islanders.*



---

**From:** ARNOTT, Stephen  
**Sent:** Sunday, 9 August 2020 2:52 PM  
**To:** Curnow, Justine  
**Subject:** Re: Arts funding [DLM=For-Official-Use-Only]

Thank you! We are nearly there.

On 9 Aug 2020, at 2:50 pm, Curnow, Justine wrote:

Thanks, Stephen – helpful background.  
 I'm going to have another look at the TPs and will send through for your final clearance before sending up.  
 Justine

---

**For Official Use Only**

**From:** ARNOTT, Stephen  
**Sent:** Sunday, 9 August 2020 2:48 PM  
**To:** Curnow, Justine  
**Subject:** Fwd: Arts funding [DLM=For-Official-Use-Only]

Begin forwarded message:

**From:** "s47F - personal privacy" <s47F - personal privacy@communications.gov.au>  
**Date:** 9 August 2020 at 12:40:53 pm AEST  
**To:** "ARNOTT, Stephen" <Stephen.ARNOTT@arts.gov.au>, media <media@communications.gov.au>  
**Cc:** "s47F - personal privacy" <s47F - personal privacy@arts.gov.au>, s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>, Susan Charles DOIT <susan.charles@infrastructure.gov.au>, "s47F - personal privacy"  
**Subject:** RE: Arts funding [DLM=For-Official-Use-Only]

Thanks s47F - pers, Stephen for clarifying.  
 We're now looking at Tuesday to announce, which means we need to finalise everything before midday tomorrow to place the story.  
 Media team, can I please get the background briefing document for journalists on the guidelines – I don't think we need additional quotes so if you can just focus on expanding on what the key takeaways from the guidelines are. Could I get those by 10am tomorrow.  
 Can I also get a copy of the guidelines once finalised tomorrow for sharing under embargo.  
 Is there also a Talking Points document underway?

Cheers,

s47F - pers  
 s47F - personal privacy | M: s47F - personal privacy

**For Official Use Only**

**From:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>  
**Sent:** Sunday, 9 August 2020 11:49 AM  
**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>  
**Cc:** s47F - personal privacy <s47F - personal privacy communications.gov.au>;  
s47F - personal privacy <s47F - personal privacy arts.gov.au>; s47F - personal privacy  
<s47F - personal privacy infrastructure.gov.au>; Susan Charles DOIT  
<[susan.charles@infrastructure.gov.au](mailto:susan.charles@infrastructure.gov.au)>; s47F - personal privacy  
**Subject:** Re: Arts funding [DLM=For-Official-Use-Only]  
Hi s47F - pers  
Yes s47F - pers is right about the proposed approach and timing.  
Stephen

On 9 Aug 2020, at 11:07 am, media  
<[media@communications.gov.au](mailto:media@communications.gov.au)> wrote:

Morning s47F - pers

Generally speaking, some grant rounds do publish guidelines ahead of the opening of applications.

I understand that the plan with this was that the guidelines will be published as soon as they are approved by s47F - personal privacy, which will then allow potential applicants to familiarise themselves with the guidelines before applications open on 31 August. This would also give the department time to prepare to start reviewing applications from 1 September.

We will touch base with the line area again tomorrow who may be able to pass on more extensive advice.

Cheers  
s47F - pers

s22(1)(a)(ii) - irrelevant material

FOI 21-033

**From:** media  
**Sent:** Monday, 10 August 2020 11:33 AM  
**To:** s47F - personal privacy media  
**Cc:** ARNOTT, Stephen; s47F - personal privacy s47F - personal privacy Susan Charles DOIT;  
 s47F - personal privacy  
**Subject:** RE: Arts funding [DLM=For-Official-Use-Only]  
**Categories:** Green Category

Hi s47F - per

I have requested a copy of these for you.

Regards,

s47F - personal privacy

Arts Media Manager / Media Services / Communication Branch  
 Department of Infrastructure, Transport, Regional Development and Communications  
 P +61 2 6271 1564

s47F - personal privacy [arts.gov.au](https://arts.gov.au)

**Please note:** I work part time on Monday, Tuesday, Thursday and Friday

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[arts.gov.au](https://arts.gov.au) / @artsculturegov  
[infrastructure.gov.au](https://infrastructure.gov.au) / @Infra\_regional

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respect to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

### For Official Use Only

**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 11:25 AM  
**To:** media  
**Cc:** ARNOTT, Stephen; s47F - personal privacy; s47F - personal privacy; Susan Charles DOIT; s47F - personal privacy  
**Subject:** RE: Arts funding [DLM=For-Official-Use-Only]

Thanks Steph – can I also get a copy of the final guidelines to share under embargo. The journalists will want to take a look at those along with the media release.

s47F - per

s47F - personal privacy | M: s47F - personal privacy

### For Official Use Only

**From:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>  
**Sent:** Monday, 10 August 2020 9:36 AM  
**To:** s47F - personal privacy <s47F - personal privacy> [communications.gov.au](mailto:communications.gov.au)>  
**Cc:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>; s47F - personal privacy <s47F - personal privacy> [arts.gov.au](https://arts.gov.au)>;

s47F - personal privacy <s47F - personal privacy infrastructure.gov.au>; Susan Charles DOIT  
 <susan.charles@infrastructure.gov.au>; s47F - personal privacy ; media <media@communications.gov.au>  
**Subject:** RE: Arts funding [DLM=For-Official-Use-Only]

Hi s47F - per,

We're working on this now and aiming to have the briefing document with you by midday.

Kind regards,  
 Steph

### For Official Use Only

**From:** s47F - personal privacy <s47F - personal privacy communications.gov.au>  
**Sent:** Sunday, 9 August 2020 3:08 PM  
**To:** media <media@communications.gov.au>  
**Cc:** ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>; s47F - personal privacy <s47F - personal privacy arts.gov.au>;  
 s47F - personal privacy <s47F - personal privacy infrastructure.gov.au>; Susan Charles DOIT  
 <susan.charles@infrastructure.gov.au>; s47F - personal privacy  
**Subject:** Re: Arts funding [DLM=For-Official-Use-Only]

Thanks s47F - pers. Much appreciated.

On 9 Aug 2020, at 3:05 pm, media <media@communications.gov.au> wrote:

Hi again s47F - pers

I believe these are all in progress, will check in tomorrow morning.

s47F - pers

Sent from my iPhone

On 9 Aug 2020, at 12:40 pm, s47F - personal privacy <s47F - personal privacy communications.gov.au> wrote:

Thanks s47F - pers, Stephen for clarifying.

We're now looking at Tuesday to announce, which means we need to finalise everything before midday tomorrow to place the story.

Media team, can I please get the background briefing document for journalists on the guidelines – I don't think we need additional quotes so if you can just focus on expanding on what the key takeaways from the guidelines are. Could I get those by 10am tomorrow.

Can I also get a copy of the guidelines once finalised tomorrow for sharing under embargo.

Is there also a Talking Points document underway?

Cheers,

s47F - per

s47F - personal privacy<sup>d</sup> | M: s47F - personal privacy

## For Official Use Only

**From:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>

**Sent:** Sunday, 9 August 2020 11:49 AM

**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>

**Cc:** s47F - personal privacy <s47F - personal privacy/communications.gov.au>; s47F - personal privacy

<s47F - personal privacyarts.gov.au>; s47F - personal privacy

<s47F - personal privacyinfrastructure.gov.au>; Susan Charles DOIT

<[susan.charles@infrastructure.gov.au](mailto:susan.charles@infrastructure.gov.au)>; s47F - personal privacy

<s47F - personal privacy@communications.gov.au>

**Subject:** Re: Arts funding [DLM=For-Official-Use-Only]

Hi s47F - pers

Yes s47F - pers is right about the proposed approach and timing.

Stephen

On 9 Aug 2020, at 11:07 am, media  
<[media@communications.gov.au](mailto:media@communications.gov.au)> wrote:

Morning s47F - per

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I understand that the plan with this was that the guidelines will be published as soon as they are approved by s47F - personal privacy, which will then allow potential applicants to familiarise themselves with the guidelines before applications open on 31 August. This would also give the department time to prepare to start reviewing applications from 1 September.

We will touch base with the line area again tomorrow who may be able to pass on more extensive advice.

Cheers

s47F - pers

s22(1)(a)(ii) - irrelevant material

FOI 21-033

---

**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 11:41 AM  
**To:** media; s47F - personal privacy  
**Cc:** ARNOTT, Stephen; s47F - personal privacy Susan Charles DOIT; s47F - personal privacy  
**Subject:** RE: Arts funding [DLM=For-Official-Use-Only]

Stephen can you please advise/send the final as agreed in your discussions with the Minister on Friday.

**For Official Use Only**

---

**From:** media  
**Sent:** Monday, 10 August 2020 11:36 AM  
**To:** s47F - personal privacy ; media  
**Cc:** ARNOTT, Stephen ; s47F - personal privacy ; s47F - personal privacy ; Susan Charles DOIT ; s47F - personal privacy  
**Subject:** RE: Arts funding [DLM=For-Official-Use-Only]

Hi s47F - per: ,

Are you able to confirm if the Minister approved the guidelines provided by the Office for the Arts, or if he has made any changes?

Regards,

s47F - personal privacy<sup>a</sup>

Arts Media Manager / Media Services / Communication Branch  
 Department of Infrastructure, Transport, Regional Development and Communications  
 P +61 2 6271 1564

s47F - personal privacy [arts.gov.au](https://arts.gov.au)

**Please note:** I work part time on Monday, Tuesday, Thursday and Friday

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[infrastructure.gov.au](https://infrastructure.gov.au) / @infra\_regional

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**For Official Use Only**

---

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**Sent:** Monday, 10 August 2020 11:25 AM  
**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>  
**Cc:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>; Susan Charles DOIT <[susan.charles@infrastructure.gov.au](mailto:susan.charles@infrastructure.gov.au)>; s47F - personal privacy  
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s47F - per

s47F - personal privacy | M: s47F - personal privacy

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s47F - personal privacy &lt;s47F - personal privacy@infrastructure.gov.au&gt;; Susan Charles DOIT

<[susan.charles@infrastructure.gov.au](mailto:susan.charles@infrastructure.gov.au)>; s47F - personal privacy; media <[media@communications.gov.au](mailto:media@communications.gov.au)>**Subject:** RE: Arts funding [DLM=For-Official-Use-Only]

Hi s47F - per,

We're working on this now and aiming to have the briefing document with you by midday.

Kind regards,  
Steph**For Official Use Only****From:** s47F - personal privacy <s47F - personal privacy@communications.gov.au>**Sent:** Sunday, 9 August 2020 3:08 PM**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>**Cc:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>;

s47F - personal privacy &lt;s47F - personal privacy@infrastructure.gov.au&gt;; Susan Charles DOIT

<[susan.charles@infrastructure.gov.au](mailto:susan.charles@infrastructure.gov.au)>; s47F - personal privacy**Subject:** Re: Arts funding [DLM=For-Official-Use-Only]

Thanks s47F - pers. Much appreciated.

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I believe these are all in progress, will check in tomorrow morning.

s47F - pers

Sent from my iPhone

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Cheers,

s47F - per

s47F - personal privacy | M: s47F - personal privacy

### For Official Use Only

**From:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>

**Sent:** Sunday, 9 August 2020 11:49 AM

**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>

**Cc:** s47F - personal privacy <s47F - personal privacy/communications.gov.au>; s47F - personal privacy <s47F - personal privacyarts.gov.au>; s47F - personal privacy <s47F - personal privacyinfrastructure.gov.au>; Susan Charles DOIT <[susan.charles@infrastructure.gov.au](mailto:susan.charles@infrastructure.gov.au)>; s47F - personal privacy <s47F - personal privacy@communications.gov.au>

**Subject:** Re: Arts funding [DLM=For-Official-Use-Only]

Hi

s47F - pers

Yes s47F - pers is right about the proposed approach and timing.

Stephen

On 9 Aug 2020, at 11:07 am, media <[media@communications.gov.au](mailto:media@communications.gov.au)> wrote:

Morning s47F - per

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We will touch base with the line area again tomorrow who may be able to pass on more extensive advice.

Cheers

s47F - per



---

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 1:57 PM  
**To:** [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]  
**Subject:** RE: Arts funding [DLM=For-Official-Use-Only]

Yes thanks.

[REDACTED] – I raised with Sylvia the issue around [REDACTED] assessment reference. Not sure it will be corrected at this stage.

They will be involved in the assessment for Sustainability. And we can talk about how we engage them in RISE later this week.

I've also flagged again with Sylvia (and she will check with Stephen) about communicating this announcement with [REDACTED]

Thanks everyone for putting up with the total chaos at the moment!

---

### For Official Use Only

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 1:52 PM  
**To:** [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]  
**Subject:** FW: Arts funding [DLM=For-Official-Use-Only]

Have you guys seen this?

---

### For Official Use Only

**From:** Spaseski, Sylvia <[Sylvia.Spaseski@arts.gov.au](mailto:Sylvia.Spaseski@arts.gov.au)>  
**Sent:** Monday, 10 August 2020 1:41 PM  
**To:** [REDACTED] <[\[REDACTED\]@arts.gov.au](mailto:[REDACTED]@arts.gov.au)>  
**Subject:** FW: Arts funding [DLM=For-Official-Use-Only]

---

### For Official Use Only

**From:** [REDACTED] <[\[REDACTED\]@arts.gov.au](mailto:[REDACTED]@arts.gov.au)>  
**Sent:** Monday, 10 August 2020 1:29 PM  
**To:** Spaseski, Sylvia <[Sylvia.Spaseski@arts.gov.au](mailto:Sylvia.Spaseski@arts.gov.au)>  
**Cc:** [REDACTED] <[\[REDACTED\]@arts.gov.au](mailto:[REDACTED]@arts.gov.au)>; ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>; media <[media@communications.gov.au](mailto:media@communications.gov.au)>  
**Subject:** FW: Arts funding [DLM=For-Official-Use-Only]

Afternoon all,

Here is the final media release for info – see in email trail below.

Regards,

[REDACTED]

---

### For Official Use Only

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 11:27 AM

To: media <[media@communications.gov.au](mailto:media@communications.gov.au)>; **s47F - personal privacy** <**s47F - personal privacy** <[communications.gov.au](mailto:s47F - personal privacy@communications.gov.au)>; [s47F - personal privacy@arts.gov.au](mailto:s47F - personal privacy@arts.gov.au)>; **s47F - personal privacy** <**s47F - personal privacy** <[communications.gov.au](mailto:s47F - personal privacy@communications.gov.au)>>  
 Cc: **s47F - personal privacy** <**s47F - personal privacy** <[infrastructure.gov.au](mailto:s47F - personal privacy@infrastructure.gov.au)>>; Susan Charles DOIT <[susan.charles@infrastructure.gov.au](mailto:susan.charles@infrastructure.gov.au)>; ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>  
 Subject: RE: Arts funding [DLM=For-Official-Use-Only]

Hi team,

FYI – cleared MR below for your info.

Cheers,

**s47F - personal privacy**

## RISE Fund and Sustainability Fund guidelines released

The Morrison Government has today released the guidelines for the \$75 million Restart Investment to Sustain and Expand (RISE) Fund to help reactivate the arts and entertainment sector following the impacts of COVID-19.

The new fund, which is part of the Government’s \$250 million JobMaker plan for the creative economy, will provide seed funding to eligible arts organisations, companies and promoters to fund new events, activities and productions that require significant capital investment.

Minister for Communications, Cyber Safety and the Arts, the Hon Paul Fletcher MP, said the Government is taking action to support the creative economy and get the sector back doing what it does best.

“The RISE Fund will provide grants of between \$75,000 and \$2 million to help restart activities such as festivals, concerts, tours and events once it is safe to do so,” Minister Fletcher said.

“The grants will allow the arts sector reactivate, re-imagine and create new cultural experiences, including innovative operating and digital delivery models. This will help keep artists, performers, roadies, front of house staff and all those who work behind the scenes employed.”

“I encourage eligible organisations across Australia to familiarise themselves with the RISE Fund guidelines ahead of applications opening later this month to help bring arts and entertainment back to Australian audiences.”

The Government is also releasing guidelines for the \$35 million Arts Sustainability Fund to provide direct financial assistance to support Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19.

“The Arts Sustainability Fund will provide targeted support to sector-significant organisations across areas such as theatre, dance, circus, music and other fields which are facing immediate threats to their continuing financial viability.”

“Australia’s creative and cultural sector is an important component of Australia’s economy, generating \$112 billion a year and stimulating activity in adjacent sectors such as tourism and hospitality. Having a strong creative and cultural sector will be important in rebuilding the economy following COVID-19.”

Applications for grants under these two funds will open from 31 August 2020 and applications can be made through until 31 May 2021 (5:00pm AEST). Applications will be assessed on a rolling basis by the Office for the Arts and the Australia Council, with strategic advice from the Creative Economy Taskforce informing final decisions by the Minister.

Funding will be allocated based on a range of criteria as set out in the guidelines, and with the aim of an appropriate balance across art forms, large and small organisations, states and territories and the subsidised and non-subsidised parts of the sector. Successful applications will demonstrate that the funded activity will support Australian jobs.

The \$250 million JobMaker plan for the creative economy builds on the support which has been flowing to the sector for months through whole of government measures, including around \$100 million per month through JobKeeper and cashflow support, \$27 million in targeted support announced in April, annual investment of around \$750 million in the arts and cultural industry.

Members of the Creative Economy Taskforce and the \$50 million Temporary Interruption Fund (TIF) guidelines are expected to be announced in coming weeks. The terms of the \$90 million loan scheme are in advanced development with banks.

To find out more visit [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update).

s47F - personal s47F - personal privacy

A small rectangular area of the document has been redacted with a solid grey box.

s22(1)(a)(ii) - irrelevant material

A large rectangular area of the document, covering the majority of the lower half, has been redacted with a solid grey box.

---

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 5:03 PM  
**To:** Curnow, Justine; [REDACTED]  
**Subject:** FW: Arts funding [DLM=For-Official-Use-Only]

FYI

---

### For Official Use Only

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 1:29 PM  
**To:** Spaseski, Sylvia  
**Cc:** [REDACTED]; ARNOTT, Stephen ; media  
**Subject:** FW: Arts funding [DLM=For-Official-Use-Only]

Afternoon all,

Here is the final media release for info – see in email trail below.

Regards,

[REDACTED]

---

### For Official Use Only

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 11:27 AM  
**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>; [REDACTED] <[\[REDACTED\]@communications.gov.au](mailto:[REDACTED]@communications.gov.au)>;  
[REDACTED] <[\[REDACTED\]@arts.gov.au](mailto:[REDACTED]@arts.gov.au)>; [REDACTED] <[\[REDACTED\]@communications.gov.au](mailto:[REDACTED]@communications.gov.au)>  
**Cc:** [REDACTED] <[\[REDACTED\]@infrastructure.gov.au](mailto:[REDACTED]@infrastructure.gov.au)>; Susan Charles DOIT  
<[susan.charles@infrastructure.gov.au](mailto:susan.charles@infrastructure.gov.au)>; ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>  
**Subject:** RE: Arts funding [DLM=For-Official-Use-Only]

Hi team,

FYI – cleared MR below for your info.

Cheers,

[REDACTED]

## RISE Fund and Sustainability Fund guidelines released

The Morrison Government has today released the guidelines for the \$75 million Restart Investment to Sustain and Expand (RISE) Fund to help reactivate the arts and entertainment sector following the impacts of COVID-19.

The new fund, which is part of the Government's \$250 million JobMaker plan for the creative economy, will provide seed funding to eligible arts organisations, companies and promoters to fund new events, activities and productions that require significant capital investment.

Minister for Communications, Cyber Safety and the Arts, the Hon Paul Fletcher MP, said the Government is taking action to support the creative economy and get the sector back doing what it does best.

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“I encourage eligible organisations across Australia to familiarise themselves with the RISE Fund guidelines ahead of applications opening later this month to help bring arts and entertainment back to Australian audiences.”

The Government is also releasing guidelines for the \$35 million Arts Sustainability Fund to provide direct financial assistance to support Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19.

“The Arts Sustainability Fund will provide targeted support to sector-significant organisations across areas such as theatre, dance, circus, music and other fields which are facing immediate threats to their continuing financial viability.”

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To find out more visit [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update).

s47F - personal s47F - personal privacy

A large rectangular area of the document has been redacted with a solid grey box.

s22(1)(a)(ii) - irrelevant material

A large rectangular area at the bottom of the page has been redacted with a solid grey box.

---

**From:** Curnow, Justine  
**Sent:** Sunday, 9 August 2020 2:57 PM  
**To:** ARNOTT, Stephen  
**Subject:** RE: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

**Categories:** Green Category

Thank you for this. I have two quick comments, if you have time to speak.

**For Official Use Only**

---

**From:** ARNOTT, Stephen  
**Sent:** Sunday, 9 August 2020 2:54 PM  
**To:** Curnow, Justine  
**Subject:** Fwd: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

I am looking as well.

Begin forwarded message:

**From:** "s47F - personal privacy" <s47F - personal privacy@communications.gov.au>  
**Date:** 9 August 2020 at 2:53:09 pm AEST  
**To:** "ARNOTT, Stephen" <Stephen.ARNOTT@arts.gov.au>  
**Cc:** "s47F - personal privacy" <s47F - personal privacy@arts.gov.au>  
**Subject:** Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

Hi Stephen,  
Are you able to do a quick fact check of the attached? s47F - personal privacy has requested a copy this afternoon.

Thank you and much appreciated!

s47F - per

s47F - personal privacy | s47F - personal privacy

Commonwealth Parliamentary Offices | 1 Bligh Street | Sydney NSW 2000  
Suite MG.48 | Parliament House | Canberra ACT 2600

M: s47F - personal privacy

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## THE HON PAUL FLETCHER MP

Minister for Communications, Cyber Safety and the Arts

### MEDIA RELEASE

XX Month 2020

#### **\$75/\$110 million RISE Fund and Sustainability for significant organisations released to restart Australia's arts and entertainment sector**

The Morrison Government has today released the guidelines for the \$75 million Restart Investment to Sustain and Expand (RISE) Fund to help reactivate the arts and entertainment sector following the impacts of COVID-19.

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The new fund, which is part of the Government's \$250 million JobMaker plan for the creative economy, will provide seed funding to eligible arts organisations, companies and promoters to fund new events, activities and productions that require significant capital investment.

Minister for Communications, Cyber Safety and the Arts, the Hon Paul Fletcher MP, said the Government is taking action to support the creative economy and get the sector back doing what it does best.

"The RISE Fund will provide grants of between \$75,000 and \$2 million to help restart activities such as festivals, concerts, tours and events once it is safe to do so," Minister Fletcher said.

"The grants will allow the arts sector reactivate, re-imagine and create new cultural experiences, including innovative operating and digital delivery models. This will help keep artists, performers, roadies, front of house staff and all those who work behind the scenes employed."

"I encourage eligible organisations across Australia to familiarise themselves with the RISE Fund guidelines ahead of applications opening later this month to help bring arts and entertainment back to Australian audiences."

The Government is also releasing guidelines for the \$35 million Arts Sustainability Fund to provide direct financial assistance to support Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19.

"The Arts Sustainability Fund will support sector-significant organisations across fields such as theatre, dance, circus and music, providing further financial security to help sustain these vital institutions."

"Our creative and cultural sector is a huge part of our economy - it contributes \$112 billion and supports other industries such as tourism and hospitality. Having a strong sector will be critical in rebuilding and restarting the economy following COVID-19."

Authorised by the Hon Paul Fletcher MP, Minister for Communications, Cyber Safety and the Arts, Sydney.

Applications will open on 31 August 2020 and applications can be made through until 31 May 2021 (5:00pm AEST). Applications will be assessed on a rolling basis by the Office for the Arts and the Australia Council, with strategic advice from the Creative Economy Taskforce informing final outcomes by the Minister.

Successful applications will be drawn from across art forms, organisation sizes, both the subsidised and non-subsidised parts of the sector, jurisdictions, and will reflect the diversity of Australia's creative and cultural industries including art by women, First Nations Art and artists with disability. Successful applications will demonstrate that the funded activity will support Australian jobs.

The \$250 million JobMaker plan for the creative economy builds on the whole of government measures that have been flowing to the sector, including around \$100 million per month through JobKeeper and cashflow support, \$27 million in targeted support announced in April, annual investment of around \$750 million in the arts and cultural industry.

Members of the Creative Economy Taskforce will be announced in coming weeks. The terms of the \$90 million loan scheme are in advanced development with banks, and the \$50 million Temporary Interruption Fund (TIF) guidelines are expected to be released in Q3 2020 (to check with Emma).  
The Morrison Government has released the guidelines today for The \$75 million Restart Investment to Sustain and Expand (RISE) Fund will provide seed funding to eligible arts organisations, companies and promoters to fund new events, activities and productions that require significant capital investment.  
a new fund under the Creative Economy Package that will reactivate the arts and entertainment sector, helping organisations to open back up following the impacts of the COVID-19.

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The \$75 million Restart Investment to Sustain and Expand (RISE) Fund will provide seed funding to eligible arts organisations, companies and promoters to fund new events, activities and productions that require significant capital investment.

[The package also sees \$35 million committed for the Arts Sustainability Fund to provide direct financial assistance to support Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19.]

Minister for Communications, Cyber Safety and the Arts, the Hon Paul Fletcher MP, said the Government is taking action to provide the funding as quickly as possible to help restart the sector.

"The RISE Fund will provide direct support for artistic activities such as festivals, concerts, tours and events and will help keep artists and workers employed. The funding will also help enhance community wellbeing by providing access to cultural experiences across Australia, including in outer metropolitan, regional and remote areas."

"This record investment will help arts and creative businesses to resume their activities as quickly as possible and support them to reactivate, restart, re-imagine and create new cultural experiences," Minister Fletcher said.

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"Our creative and cultural sector is a huge part of our economy contributing over \$115 billion in 2017-18 alone and supports other industries like tourism and hospitality. Having a strong sector will be critical in rebuilding and restarting the economy following COVID-19."

"The RISE Fund will provide direct support for artistic activities such as festivals, concerts, tours and events and will help keep artists and workers employed. The funding will also help enhance community wellbeing by providing access to cultural experiences across Australia, including in outer metropolitan, regional and remote areas."

"The Arts Sustainability Fund also announced today provides further financial security for our

Authorised by the Hon Paul Fletcher MP, Minister for Communications, Cyber Safety and the Arts, Sydney.



Commonwealth funded arts and culture organisations across fields like theatre, dance, circus and music.<sup>21</sup>

The Office for the Arts will work with the Australia Council to administer the delivery of the funding through the Arts Sustainability Fund.

Applications for the RISE Fund will open by 31 August 2020 and close by 31 May 2021 (5:00pm AEST). The guidelines and FAQs are available at: [www.grants.gov.au](http://www.grants.gov.au)

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To date, the Government has delivered more than \$917 million in support for the Australia's arts and cultural industry, the largest amount ever provided to the sector.

An announcement will be made soon on the Creative Economy Taskforce, who will provide advice and support on the implementation of the Government's Jobmaker plan for the creative sector.

Commented [OM1]: Do we want to signpost this? I don't think it's necessary

To find out more visit [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update).

#### Media contact:

<sup>s47F - personal privacy</sup> | <sup>s47F - personal privacy</sup> | <sup>s47F - personal privacy</sup> [communications.gov.au](http://communications.gov.au)

---

**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 3:34 PM  
**To:** s47F - personal privacy; Curnow, Justine  
**Cc:** ARNOTT, Stephen  
**Subject:** RE: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

**Categories:** Green Category

Yes

### For Official Use Only

---

**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 3:29 PM  
**To:** Curnow, Justine ; s47F - personal privacy  
**Cc:** ARNOTT, Stephen  
**Subject:** RE: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

Hi all,

s47F - personal privacy has asked: Are the former AMPAG companies eligible for the RISE grants, for projects not already funded by the Australia Council?

Are you able to advise?

s47F - personal privacy | M: s47F - personal privacy

### For Official Use Only

---

**From:** Curnow, Justine <[Justine.Curnow@arts.gov.au](mailto:Justine.Curnow@arts.gov.au)>  
**Sent:** Monday, 10 August 2020 12:01 PM  
**To:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy@communications.gov.au>; ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>  
**Subject:** Re: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

Thank you - nothing further from us.

Sent from my iPhone

On 10 Aug 2020, at 11:04 am, s47F - personal privacy <s47F - personal privacy@arts.gov.au> wrote:

My minor changes below.

### For Official Use Only

---

**From:** s47F - personal privacy <s47F - personal privacy@communications.gov.au>  
**Sent:** Monday, 10 August 2020 10:56 AM  
**To:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; Curnow, Justine <[Justine.Curnow@arts.gov.au](mailto:Justine.Curnow@arts.gov.au)>  
**Subject:** RE: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

Hi all,

The Minister has updated the following sentence and asked we check against previous release and guidelines. Can you please let me know if the Minister's wording is appropriate.

"The Arts Sustainability Fund will provide targeted support to sector-significant organisations across [areas](#) such as theatre, dance, circus, music and [other fields](#) which are facing immediate threats to their continuing financial viability."

Previous media release reads as follows – which I think is consistent.

**Supporting Sustainability of Sector-Significant Organisations – \$35 million** to provide direct financial assistance to support significant Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19, which may include organisations in fields including theatre, dance, circus, music and other fields. The Government will partner with the Australia Council to deliver this funding.

s47F - personal privacy<sup>i</sup> | M: s47F - personal privacy

### For Official Use Only

**From:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>  
**Sent:** Sunday, 9 August 2020 3:28 PM  
**To:** s47F - personal privacy <s47F - personal privacy/communications.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy/arts.gov.au>; Curnow, Justine <[Justine.Curnow@arts.gov.au](mailto:Justine.Curnow@arts.gov.au)>  
**Subject:** RE: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

s47F - pers

Just a tiny fix in 3<sup>rd</sup> last para. We have checked the line on loans with s47E(d) - certain operation and they are fine with that.

We will send through the talking points shortly.

Stephen

**From:** s47F - personal privacy <s47F - personal privacy/communications.gov.au>  
**Sent:** Sunday, 9 August 2020 2:53 PM  
**To:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>  
**Cc:** s47F - personal privacy <s47F - personal privacy/arts.gov.au>  
**Subject:** Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

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s47F - per

s47F - personal privacy<sup>i</sup> | s47F - personal privacy

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Suite MG.48 | Parliament House | Canberra ACT 2600

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**THE HON PAUL FLETCHER MP**  
Minister for Communications, Cyber Safety and the Arts

**MEDIA RELEASE**

11 August 2020

**RISE Fund and Sustainability Fund guidelines released**

The Morrison Government has today released the guidelines for the \$75 million Restart Investment to Sustain and Expand (RISE) Fund to help reactivate the arts and entertainment sector following the impacts of COVID-19.

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Minister for Communications, Cyber Safety and the Arts, the Hon Paul Fletcher MP, said the Government is taking action to support the creative economy and get the sector back doing what it does best.

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"The grants will allow the arts sector reactivate, re-imagine and create new cultural experiences, including innovative operating and digital delivery models. This will help keep artists, performers, roadies, front of house staff and all those who work behind the scenes employed."

"I encourage eligible organisations across Australia to familiarise themselves with the RISE Fund guidelines ahead of applications opening later this month to help bring arts and entertainment back to Australian audiences."

The Government is also releasing guidelines for the \$35 million Arts Sustainability Fund to provide direct financial assistance to support Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19.

"The Arts Sustainability Fund will provide targeted support to sector-significant organisations across fields such as theatre, dance, circus and music which are facing immediate threats to their continuing financial viability." [check language against earlier release and guidelines]

"Australia's creative and cultural sector is an important component of Australia's economy, generating \$112 billion a year and stimulating activity in adjacent sectors such as tourism and hospitality. Having a strong creative and cultural sector will be important in rebuilding the economy following COVID-19."

Applications for grants under these two funds will open from 31 August 2020 and applications can be

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#### Media contact:

s47F - personal privacy | s47F - personal privacy | s47F - personal privacy [communications.gov.au](http://communications.gov.au)

FOI 21-033

**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 4:06 PM  
**To:** ARNOTT, Stephen; Curnow, Justine; s47F - personal privacy  
**Cc:** Spaseski, Sylvia  
**Subject:** RE: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

**Categories:** Green Category

Thanks!

s47F - personal privacy | M: s47F - personal privacy

### For Official Use Only

**From:** ARNOTT, Stephen  
**Sent:** Monday, 10 August 2020 3:34 PM  
**To:** s47F - personal privacy; Curnow, Justine; s47F - personal privacy  
**Cc:** Spaseski, Sylvia  
**Subject:** RE: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

Yes, with the exception of Queensland Theatre Company, State Opera of South Australia and State Theatre Company of South Australia which are government agencies.

**From:** s47F - personal privacy <s47F - personal privacy@communications.gov.au>  
**Sent:** Monday, 10 August 2020 3:29 PM  
**To:** Curnow, Justine <Justine.Curnow@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Cc:** ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>  
**Subject:** RE: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

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s47F - personal privacy | M: s47F - personal privacy

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**From:** Curnow, Justine <Justine.Curnow@arts.gov.au>  
**Sent:** Monday, 10 August 2020 12:01 PM  
**To:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy@communications.gov.au>; ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>  
**Subject:** Re: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

Thank you - nothing further from us.

Sent from my iPhone

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My minor changes below.

### For Official Use Only

**From:** s47F - personal privacy <s47F - personal privacy/communications.gov.au>  
**Sent:** Monday, 10 August 2020 10:56 AM  
**To:** ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>; s47F - personal privacy <s47F - personal privacy/arts.gov.au>; Curnow, Justine <Justine.Curnow@arts.gov.au>  
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s47F - personal privacy | M: s47F - personal privacy

### For Official Use Only

**From:** ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>  
**Sent:** Sunday, 9 August 2020 3:28 PM  
**To:** s47F - personal privacy <s47F - personal privacy/communications.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy/arts.gov.au>; Curnow, Justine <Justine.Curnow@arts.gov.au>  
**Subject:** RE: Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]

s47F - pers

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We will send through the talking points shortly.

Stephen

**From:** s47F - personal privacy <s47F - personal privacy/communications.gov.au>  
**Sent:** Sunday, 9 August 2020 2:53 PM  
**To:** ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy/arts.gov.au>  
**Subject:** Fact check - rise and sustainability guidelines release [DLM=For-Official-Use-Only]



Hi Stephen,

Are you able to do a quick fact check of the attached? [REDACTED] has requested a copy this afternoon.

Thank you and much appreciated!

[REDACTED]

[REDACTED] [REDACTED]

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Suite MG.48 | Parliament House | Canberra ACT 2600

M: [REDACTED]

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FOI 21-033

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**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 11:32 AM  
**To:** Curnow, Justine  
**Cc:** ARNOTT, Stephen; s47F - personal privacy; s47F - personal privacy; Spaseski, Sylvia  
**Subject:** RE: FAQ re S&T entities [DLM=For-Official-Use-Only]

Confirming we can start making calls to these people from now. I've discussed with Stephen.

Thanks all!

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**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 10:44 AM  
**To:** Curnow, Justine  
**Cc:** ARNOTT, Stephen; s47F - personal privacy; s47F - personal privacy; Spaseski, Sylvia  
**Subject:** RE: FAQ re S&T entities [DLM=For-Official-Use-Only]

Thank you Justine.

Could someone in your team please plan to proactively phone these groups between around 1 and 5 today to note that while they can't apply, they can be a party to a joint application and give some background on the (is it constitutional risk?) as the reason for this. We will confirm that the MR and guidelines are going out as planned ahead of this afternoon.

Thank you and happy to chat anytime.

s47F - personal privacy

### For Official Use Only

s22(1)(a)(ii) - irrelevant material



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**From:** media  
**Sent:** Monday, 10 August 2020 12:56 PM  
**To:** ARNOTT, Stephen; Spaseski, Sylvia; [REDACTED]  
**Cc:** media  
**Subject:** RE: FOR APPROVAL: Rise and Arts Sustainability Fund Guidelines media pitch/briefing doc (by Midday if possible) [SEC=UNCLASSIFIED]

**Categories:** Green Category

Thanks Stephen,

And thank you for that pick up.

Regards,

[REDACTED]

Arts Media Manager / Media Services / Communication Branch  
 Department of Infrastructure, Transport, Regional Development and Communications  
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**UNCLASSIFIED**

---

**From:** ARNOTT, Stephen  
**Sent:** Monday, 10 August 2020 12:54 PM  
**To:** [REDACTED]; Spaseski, Sylvia; [REDACTED]  
**Cc:** media  
**Subject:** RE: FOR APPROVAL: Rise and Arts Sustainability Fund Guidelines media pitch/briefing doc (by Midday if possible) [SEC=UNCLASSIFIED]

I think that looks fine [REDACTED] – just note in the footer you have Live Music Australia

---

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 11:28 AM  
**To:** Spaseski, Sylvia <[Sylvia.Spaseski@arts.gov.au](mailto:Sylvia.Spaseski@arts.gov.au)>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Cc:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>; media <[media@communications.gov.au](mailto:media@communications.gov.au)>  
**Subject:** FOR APPROVAL: Rise and Arts Sustainability Fund Guidelines media pitch/briefing doc (by Midday if possible) [SEC=UNCLASSIFIED]

Good morning all,

The office requested a media pitch/briefing doc late Friday for the RISE/Arts Sustainability Guidelines announcement – this is a new document we have been preparing for the MO, they provide it to journalists with the media release.

I have taken information from the MR and the TPs and reformat into the media pitch document (I have tried not to make any content/detail changes) – [REDACTED] has also had a quick look as I had last week off and was not confident I was across everything that happened last week.

Could you please review the attached as soon as you are able and provide any feedback/changes. Ideally the office would like this by midday.

---

Record Title	<a href="#">MEDIA PITCH (20MR00XX) - RISE and Arts Sustainability Fund guidelines.docx</a>
Record Number	PAD/20/69396

Kind regards,

[REDACTED]

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**UNCLASSIFIED**



# RISE and Sustainability program guidelines

August / 2020

## Journalist background briefing

### What the Government is announcing?

- The guidelines for the Government's \$75 million Restart Investment to Sustain and Expand (RISE) fund and \$35 million Arts Sustainability Fund are now available.
- Applications to the RISE and Arts Sustainability Fund open on 31 August 2020 and close 31 May 2021.
- Both funds are part of the \$250 million Creative Economy Support Package to help restart Australia's creative economy.

### What are the benefits?

- RISE will provide \$75 million in competitive seed funding to arts organisations, companies and promoters to fund new events, activities and productions such as festivals, concerts, tours and events, which require significant capital investment.
- The Fund will help arts and entertainment businesses to resume activity as soon as it is safe to do so.
- The initiatives will support companies, large and small, across a number of art forms – including music, Indigenous arts, theatre, literature, visual arts and dance – which play a critical role in Australia's cultural life.
- Creative and cultural activity will play an important role in rebuilding our economy, and the arts sector will support other industries such as tourism and hospitality in their recovery.
- The Arts Sustainability Fund will provide direct financial assistance totalling \$35 million to support significant Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19.
- These organisations make a significant contribution to our society and have a key role to play in our recovery. They provide arts and cultural experiences to Australian audiences in the cities and regional areas.

## Key facts and statistics

- On the most recent figures, Australian cultural and creative activity contributed \$112 billion to our economy in 2016-17 and in 2016, cultural and creative industries employed over 645,000 people.
- The arts also have important flow-on benefits for tourism and hospitality – both in metropolitan and regional areas.
- Expenditure on cultural tourism is around \$33 billion a year, including expenditure in regional areas. Almost half of all overnight arts trips included a stopover in a regional area.

## Background information

- In addition to the \$250 million COVID-19 Creative Economy Support Package, the Government has provided \$27 million under the Government's Relief and Recovery Fund to support Indigenous visual arts, regional arts, and the charity Support Act which assists people working in the live music and performance industry.
- On 17 July, the Government also announced an additional \$400 million for the Location Incentive to attract large budget international film and television productions to Australia over the next seven years. The Location Incentive complements the Location Offset. This will establish an ongoing pipeline of work for Australia's screen production sector.
- In 2020–21, the Australian Government will invest over \$900 million in the arts and cultural sectors, of which \$163.5 million is for COVID 19 response measures.
- This support includes:
  - \$240 million to support the seven flagship National Collecting Institutions' operational activity and capital works
  - \$215 million to the Australia Council to support Australian artists and arts organisations to create and present art
  - \$180 million to support screen production activity in Australia. This includes \$50 million for the Temporary Interruption Fund and an additional \$25 million for the Location Incentive to support large budget production activity
  - \$46 million to support Aboriginal and Torres Strait Islander arts, language and repatriation activities
  - \$23 million to support seven elite national performing arts training organisations
  - \$23 million to support Australian literature through the Public and Educational Lending Rights schemes and the Prime Minister's Literary Awards
  - \$7 million to support arts and cultural development in regional and remote communities
- For more information: <https://www.arts.gov.au/covid-19-update>

FOI 21-033

---

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 11:38 AM  
**To:** Curnow, Justine  
**Subject:** FW: FOR APPROVAL: Rise and Arts Sustainability Fund Guidelines media pitch/briefing doc (by Midday if possible) [SEC=UNCLASSIFIED]

This looks fine to me – any comments?

## UNCLASSIFIED

---

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 11:28 AM  
**To:** Spaseski, Sylvia ; [REDACTED]  
**Cc:** ARNOTT, Stephen ; media  
**Subject:** FOR APPROVAL: Rise and Arts Sustainability Fund Guidelines media pitch/briefing doc (by Midday if possible) [SEC=UNCLASSIFIED]

Good morning all,

The office requested a media pitch/briefing doc late Friday for the RISE/Arts Sustainability Guidelines announcement – this is a new document we have been preparing for the MO, they provide it to journalists with the media release.

I have taken information from the MR and the TPs and reformat into the media pitch document (I have tried not to make any content/detail changes) – [REDACTED] has also had a quick look as I had last week off and was not confident I was across everything that happened last week.

Could you please review the attached as soon as you are able and provide any feedback/changes. Ideally the office would like this by midday.

---

Record Title	<a href="#">MEDIA PITCH (20MR00XX) - RISE and Arts Sustainability Fund guidelines.docx</a>
Record Number	PAD/20/69396

Kind regards,

[REDACTED]

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[REDACTED] [arts.gov.au](https://arts.gov.au)

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**UNCLASSIFIED**



FOI 21-033

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 11:35 AM  
**To:** media; Spaseski, Sylvia; [REDACTED]  
**Cc:** ARNOTT, Stephen; Curnow, Justine  
**Subject:** RE: FOR APPROVAL: Rise and Arts Sustainability Fund Guidelines media pitch/briefing doc (by Midday if possible) [SEC=UNCLASSIFIED]

**Categories:** Green Category

That would be really helpful - thanks

**UNCLASSIFIED**

**From:** media  
**Sent:** Monday, 10 August 2020 11:34 AM  
**To:** [REDACTED]; Spaseski, Sylvia; [REDACTED]  
**Cc:** ARNOTT, Stephen; media  
**Subject:** RE: FOR APPROVAL: Rise and Arts Sustainability Fund Guidelines media pitch/briefing doc (by Midday if possible) [SEC=UNCLASSIFIED]

I don't, happy to go back to [REDACTED] to seek this clarification if you like?

[REDACTED]

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**UNCLASSIFIED**

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 11:33 AM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>; Spaseski, Sylvia <[Sylvia.Spaseski@arts.gov.au](mailto:Sylvia.Spaseski@arts.gov.au)>; [REDACTED]  
 <[REDACTED]@arts.gov.au>  
**Cc:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>; media <[media@communications.gov.au](mailto:media@communications.gov.au)>  
**Subject:** RE: FOR APPROVAL: Rise and Arts Sustainability Fund Guidelines media pitch/briefing doc (by Midday if possible) [SEC=UNCLASSIFIED]

Hi [REDACTED]

Do you know if the Minister has made any changes to the guidelines we sent up?

Thanks

s47F - personal privacy

## UNCLASSIFIED

**From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>

**Sent:** Monday, 10 August 2020 11:31 AM

**To:** Spaseski, Sylvia <Sylvia.Spaseski@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>

**Cc:** ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>; media <media@communications.gov.au>

**Subject:** RE: FOR APPROVAL: Rise and Arts Sustainability Fund Guidelines media pitch/briefing doc (by Midday if possible) [SEC=UNCLASSIFIED]

Good morning again,

The office has also asked for a copy of the guidelines they can provide under embargo to journalists.

Are you able to supply these?

Kind regards,

s47F - personal privacy

Arts Media Manager / Media Services / Communication Branch  
Department of Infrastructure, Transport, Regional Development and Communications  
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s47F - personal privacy@arts.gov.au

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## UNCLASSIFIED

**From:** s47F - personal privacy

**Sent:** Monday, 10 August 2020 11:28 AM

**To:** Spaseski, Sylvia <Sylvia.Spaseski@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>

**Cc:** ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>; media <media@communications.gov.au>

**Subject:** FOR APPROVAL: Rise and Arts Sustainability Fund Guidelines media pitch/briefing doc (by Midday if possible) [SEC=UNCLASSIFIED]

Good morning all,

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Could you please review the attached as soon as you are able and provide any feedback/changes. Ideally the office would like this by midday.

---

Record Title [MEDIA PITCH \(20MR00XX\) - RISE and Arts Sustainability Fund guidelines.docx](#)  
Record Number PAD/20/69396

Kind regards,

[REDACTED]

Arts Media Manager / Media Services / Communication Branch  
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**UNCLASSIFIED**

**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 4:50 PM  
**To:** Curnow, Justine  
**Cc:** s47F - personal privacy  
**Subject:** Draft emails to arts peaks and OWG for release of RISE and Sustainability Fund guidelines [DLM=For-Official-Use-Only]  
**Attachments:** Draft emails to arts peaks and OWG for release of RISE and Sustainability Fund guidelines.docx  
**Follow Up Flag:** Follow up  
**Due By:** Monday, 10 August 2020 5:30 PM  
**Flag Status:** Flagged

Dear Justine

Please see the attached draft emails for Stephen to send to arts peak bodies and OWG contacts.

The email addresses are also enclosed in the document, including CC's for you and Sylvia. s47F - personal p is on both email lists.

I haven't included reference to the roadmap as it may raise more questions than we can answer! However, if you wanted to add something you could put in a line at the bottom of the email (probably just for OWG) along the lines of 'As requested by National Cabinet, the Office for the Arts is working with the Australian Health Protection Principal Committee and the Australia Council to develop a roadmap for the arts and entertainment sector to reopen, subject to jurisdictional restrictions'.

Thank you,

s47F - personal pr

Record Title [Draft emails to arts peaks and OWG for release of RISE and Sustainability Fund guidelines](#)  
 Record Number PAD/20/69473

s47F - personal privacy

Senior Policy Officer / COVID-19 Arts Taskforce / Office for the Arts  
 Department of Infrastructure, Transport, Regional Development and Communications  
 P +61 2 6271 1051  
 E s47F - personal privacy [arts.gov.au](mailto:arts.gov.au) / [COVID-19@arts.gov.au](mailto:COVID-19@arts.gov.au) / [arts.disability@arts.gov.au](mailto:arts.disability@arts.gov.au)

*Personal pronouns: she/her*

2 Phillip Law Street, Canberra ACT 2601  
 GPO Box 2154 Canberra, ACT 2601

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**For Official Use Only**

Draft email for arts peaks

**Subject: Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy package**

Dear all

As part of the Australian Government's \$250 million COVID-19 Creative Economy package, the guidelines for the Restart Investment to Sustain and Expand (RISE) Fund and COVID-19 Arts Sustainability Fund (Sustainability Fund) were released today.

- The \$75 million RISE Fund is a competitive grants program that provides seed investment for arts and entertainment organisations to restart, re-imagine or create new activities.
- The \$35 million Sustainability Fund is a targeted grant opportunity for sector-significant arts organisations at risk of insolvency due to the effects of COVID-19. The priority in allocating this funding will be to organisations with an Australia Council current multi-year funding agreement, and by exception, other organisations with current and significant funding relationships with the Commonwealth that can demonstrate a unique sector leadership role as an employer or trainer.

The guidelines for both programs are available on Grant Connect at [www.grants.gov.au](http://www.grants.gov.au) and include details on how applications for funding can be submitted, and what types of organisations and activities are eligible. Further information is available at [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update). I encourage you to promote the opportunities to your stakeholders.

The guidance for the \$90 million Show Starter concessional loans program and \$50 million Temporary Interruption Fund for screen production companies are currently being developed and will be released as soon as practicable once the agreed processes relating to spending public money are in place.

The Government is also establishing a Creative Economy Taskforce to support the implementation of the Creative Economy package, alongside the Office for the Arts and the Australia Council. The Taskforce members are senior representatives in Australia's arts and cultural sector and will be announced shortly.

The package complements existing Australian Government whole-of-economy support and assistance measures already in place, as well as supports being provided by our agencies, and those provided by state and territory governments.

In total, the Government has now provided \$677 million of additional, targeted support to the cultural and creative sector in response to the pandemic, on top of its existing investment of almost \$750 million in 2019-20.

We are aware that the current epidemiological situation presents many challenges for all Australians, including the cultural and creative sector, and will continue to be as flexible as possible with grants.

Thank you for providing valuable feedback that has informed the development of the guidelines. If you have any questions, there will be an opportunity to discuss at our next roundtable meeting on 18 August.

Best regards

Stephen

**Stephen Arnott PSM**

First Assistant Secretary – Office for the Arts  
Department of Infrastructure, Transport, Regional Development and Communications

P +61 2 6271 1313  
M s47F - personal privacy  
[stephen.arnott@arts.gov.au](mailto:stephen.arnott@arts.gov.au)

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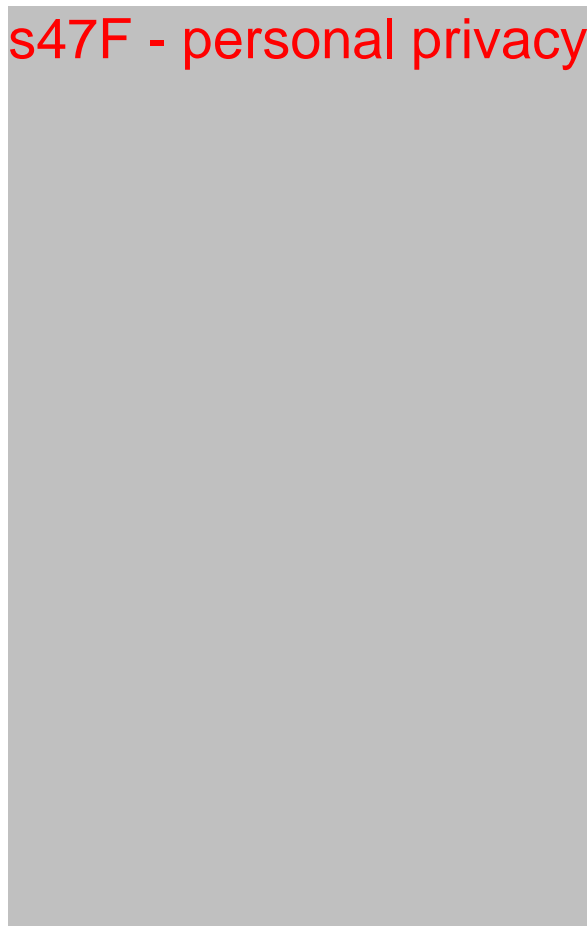
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[Email list for arts peaks](#)

s47F - personal privacy



s47F - personal privacy





Draft email for OWG

**Subject: Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy Package**

Dear colleagues

I trust that you are all as well as can be in these challenging times. As part of the Australian Government's \$250 million COVID-19 Creative Economy package, the guidelines for the Restart Investment to Sustain and Expand (RISE) Fund and COVID-19 Arts Sustainability Fund (Sustainability Fund) were released today.

- The \$75 million RISE Fund is a competitive grants program that provides seed investment for Australian arts and entertainment organisations to restart, re-imagine or create new activities.
- The \$35 million Sustainability Fund is a targeted grant opportunity for sector-significant arts organisations at risk of insolvency due to the effects of COVID-19. The priority in allocating this funding will be to organisations with an Australia Council current multi-year funding agreement, and by exception, other organisations with current and significant funding relationships with the Commonwealth that can demonstrate a unique sector leadership role as an employer or trainer.

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The guidance for the \$90 million Show Starter concessional loans program and \$50 million Temporary Interruption Fund for screen production companies are currently being developed and will be released as soon as practicable once the agreed processes relating to spending public money are in place.

The Government is also establishing a Creative Economy Taskforce to support the implementation of the Creative Economy package, alongside the Office for the Arts and the Australia Council. The Taskforce members are senior representatives in Australia's arts and cultural sector and will be announced shortly.

In total, the Government has now provided \$677 million of additional, targeted support to the cultural and creative sector in response to the pandemic, on top of its existing investment of almost \$750 million in 2019-20. The package complements existing Australian Government whole-of-economy support and assistance measures already in place, as well as supports being provided by our agencies, and those provided by your respective governments.

Discussions through the Officials Working Group and Meeting of Cultural Ministers, and feedback provided by industry stakeholders, have been valuable for informing the guidelines.

We are aware that the current epidemiological situation presents many challenges for all Australians, including the cultural and creative sector, and are maintaining close contact with central government agencies, peak bodies and other key stakeholders to monitor these issues.

Best regards

Stephen

**Stephen Arnott PSM**

First Assistant Secretary – Office for the Arts

Department of Infrastructure, Transport, Regional Development and Communications

P +61 2 6271 1313

M s47F - personal privacy

[stephen.arnott@arts.gov.au](mailto:stephen.arnott@arts.gov.au)

2 Phillip Law Street, Canberra ACT 2601  
GPO Box 594 Canberra, ACT 2601

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### Email list for OWG

s47F - personal privacy

A large, solid grey rectangular box redacting the email list content.

s47F - personal privacy



---

**From:** ARNOTT, Stephen  
**Sent:** Tuesday, 11 August 2020 8:55 AM  
**To:** s47F - personal privacy  
**Subject:** Re: Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy package [SEC=UNCLASSIFIED]  
  
**Categories:** Green Category

Yes one has been sent to the taskforce.

On 11 Aug 2020, at 8:52 am, s47F - personal privacy wrote:

Thank you. One is also going to the taskforce members isn't it?

**UNCLASSIFIED**

---

**From:** s47F - personal privacy **On Behalf Of** ARNOTT, Stephen  
**Sent:** Tuesday, 11 August 2020 8:18 AM

s47F - personal privacy

**Subject:** Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy package [SEC=UNCLASSIFIED]

**UNCLASSIFIED** Dear all

As part of the Australian Government's \$250 million COVID-19 Creative Economy package, the guidelines for the Restart Investment to Sustain and Expand (RISE) Fund and COVID-19 Arts Sustainability Fund (Sustainability Fund) were released today by s47F - personal privacy.

- The \$75 million RISE Fund is a competitive grants program that provides seed investment for arts and entertainment organisations to restart, re-imagine or create new activities.
- The \$35 million Sustainability Fund is a targeted grant opportunity for sector-significant arts organisations at risk of insolvency due to the effects of COVID-19. The priority in allocating this funding will be to organisations with an Australia Council current multi-year funding agreement, and by exception, other organisations with current and significant funding relationships with the Commonwealth that can demonstrate a unique sector leadership role as an employer or trainer.

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activities are eligible. Further information is available at [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update). I encourage you to promote the opportunities to your stakeholders.

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The Government is also establishing a Creative Economy Taskforce to support the implementation of the Creative Economy package, alongside the Office for the Arts and the Australia Council. Members of the Taskforce will be announced shortly.

The package complements existing Australian Government whole-of-economy support and assistance measures already in place, as well as supports being provided by our agencies, and those provided by state and territory governments.

In total, the Government has now provided \$677 million of additional, targeted support to the cultural and creative sector in response to the pandemic, on top of its existing investment of almost \$750 million in 2019-20.

We are aware that the current epidemiological situation presents many challenges for all Australians, including the cultural and creative sector, and we will continue to be as flexible as possible with grants. Thank you for providing valuable feedback that has informed the development of the guidelines. If you have any questions, there will be an opportunity to discuss at our next roundtable meeting on 18 August.

Best regards

Stephen

**Dr Stephen Arnott PSM**

First Assistant Secretary / Office for the Arts

Department of Infrastructure, Transport, Regional Development and Communications

P +612 6271 1313

M 647F - personal privacy

2 Phillip Law Street, Canberra ACT 2601

GPO Box 2154 Canberra, ACT 2601

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---

**From:** ARNOTT, Stephen  
**Sent:** Tuesday, 11 August 2020 7:28 AM  
**To:** s47F - personal privacy  
**Subject:** Fwd: Release of guidelines for RISE and Sustainability Funds [SEC=UNCLASSIFIED]  
**Attachments:** COVID-19 Arts Sustainability Fund Guidelines v6.docx; ATT00001.htm; FINAL - COVID-19 Arts RISE Guidelines.docx; ATT00002.htm

**Categories:** Green Category

And finally this one. Thanks!

Begin forwarded message:

**From:** "Curnow, Justine"  
**Date:** 10 August 2020 at 7:59:37 pm AEST  
**To:** "ARNOTT, Stephen"  
**Subject:** Release of guidelines for RISE and Sustainability Funds [SEC=UNCLASSIFIED]

Dear Stephen

Below as discussed – email to members of the CET. Email addresses are below. If you're okay with it, could you please cc me?

s47F - personal privacy

Many thanks

Justine

Dear all

As part of the Australian Government's \$250 million COVID-19 Creative Economy package, the guidelines for the Restart Investment to Sustain and Expand (RISE) Fund and COVID-19 Arts Sustainability Fund (Sustainability Fund) were released this morning by s47F - personal privacy.

- The \$75 million RISE Fund is a competitive grants program that provides seed investment for arts and entertainment organisations to restart, re-imagine or create new activities.
- The \$35 million Sustainability Fund is a targeted grant opportunity for sector-significant arts organisations at risk of insolvency due to the effects of COVID-19. The priority in allocating this funding will be to organisations with an Australia Council current multi-year funding agreement, and by exception, other organisations with current and significant funding relationships with the Commonwealth that can demonstrate a unique sector leadership role as an employer or trainer.

Further information is available at [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update).

If you have any questions about the Guidelines, please don't hesitate to contact me on 0262711313. There will also be an opportunity to ask questions about the Guidelines at the first meeting of the Creative Economy Taskforce. Letters of appointment to the Taskforce will be sent to you shortly, as

will Terms of Reference and details of the first meeting. Please don't hesitate to contact Justine Curnow on b47F - personal privacy or [justine.curnow@arts.gov.au](mailto:justine.curnow@arts.gov.au) regarding any of these matters.

I look forward to working with you all in your new roles.

Best wishes

Stephen

**UNCLASSIFIED**

---

**From:** ARNOTT, Stephen  
**Sent:** Tuesday, 11 August 2020 7:27 AM  
**To:** s47F - personal privacy  
**Subject:** Fwd: Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy package [SEC=UNCLASSIFIED]

**Categories:** Green Category

This one too please.

Begin forwarded message:

**From:** "Curnow, Justine"  
**Date:** 10 August 2020 at 5:55:23 pm AEST  
**To:** "ARNOTT, Stephen"  
**Cc:** "s47F - personal privacy", "s47F - personal privacy", "s47F - personal privacy"  
**Subject:** Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy package [SEC=UNCLASSIFIED]

Dear Stephen

And an email to Industry Roundtable members, with suggested addressees below:

[Email list for arts peaks](#)

s47F - personal privacy





## s47F - personal privacy

Many thanks

Justine

Dear all

As part of the Australian Government's \$250 million COVID-19 Creative Economy package, the guidelines for the Restart Investment to Sustain and Expand (RISE) Fund and COVID-19 Arts Sustainability Fund (Sustainability Fund) were released today by s47F - personal privacy.

- The \$75 million RISE Fund is a competitive grants program that provides seed investment for arts and entertainment organisations to restart, re-imagine or create new activities.
- The \$35 million Sustainability Fund is a targeted grant opportunity for sector-significant arts organisations at risk of insolvency due to the effects of COVID-19. The priority in allocating this funding will be to organisations with an Australia Council current multi-year funding agreement, and by exception, other organisations with current and significant funding relationships with the Commonwealth that can demonstrate a unique sector leadership role as an employer or trainer.

The guidelines for both programs are available on Grant Connect at [www.grants.gov.au](http://www.grants.gov.au) and include details on how applications for funding can be submitted, and what types of organisations and activities are eligible. Further information is available at [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update). I encourage you to promote the opportunities to your stakeholders.

The guidance for the \$90 million Show Starter concessional loans program and \$50 million Temporary Interruption Fund for screen production companies are currently being developed and will be released as soon as practicable once the agreed processes relating to spending public money are in place.

The Government is also establishing a Creative Economy Taskforce to support the implementation of the Creative Economy package, alongside the Office for the Arts and the Australia Council. Members of the Taskforce will be announced shortly.

The package complements existing Australian Government whole-of-economy support and assistance measures already in place, as well as supports being provided by our agencies, and those provided by state and territory governments.

In total, the Government has now provided \$677 million of additional, targeted support to the cultural and creative sector in response to the pandemic, on top of its existing investment of almost \$750 million in 2019-20.

We are aware that the current epidemiological situation presents many challenges for all Australians, including the cultural and creative sector, and we will continue to be as flexible as possible with grants.

Thank you for providing valuable feedback that has informed the development of the guidelines. If you have any questions, there will be an opportunity to discuss at our next roundtable meeting on 18 August.

Best regards  
Stephen

**UNCLASSIFIED**

---

**From:** ARNOTT, Stephen  
**Sent:** Tuesday, 11 August 2020 6:50 AM  
**To:** s47F - personal privacy  
**Subject:** FW: Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy Package [SEC=UNCLASSIFIED]

**Categories:** Green Category

s47F - personal privacy could you send this one off this morning for me? Thanks Stephen p.s. 2 more to come  
Email to:

s47F - personal privacy

s47F - personal privacy

Dear colleagues

I trust that you are all as well as can be in these challenging times. As part of the Australian Government's \$250 million COVID-19 Creative Economy package, the guidelines for the Restart Investment to Sustain and Expand (RISE) Fund and COVID-19 Arts Sustainability Fund (Sustainability Fund) were released today by s47F - personal privacy.

- The \$75 million RISE Fund is a competitive grants program that provides seed investment for Australian arts and entertainment organisations to restart, re-imagine or create new activities.
- The \$35 million Sustainability Fund is a targeted grant opportunity for sector-significant arts organisations at risk of insolvency due to the effects of COVID-19. The priority in allocating this funding will be to organisations with an Australia Council current multi-year funding agreement, and by exception, other organisations with current and significant funding relationships with the Commonwealth that can demonstrate a unique sector leadership role as an employer or trainer.

The guidelines for both programs are available on Grant Connect at [www.grants.gov.au](http://www.grants.gov.au) and include details on how applications for funding can be submitted, and what types of organisations and activities are eligible. Further information is available at [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update). I encourage you to promote the opportunities to your stakeholders.

The guidance for the \$90 million Show Starter concessional loans program and \$50 million Temporary Interruption Fund for screen production companies are currently being developed and will be released as soon as practicable once the agreed processes relating to spending public money are in place.

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Discussions through the Officials Working Group, and feedback provided by industry stakeholders, over recent months have been valuable for informing the guidelines.

We are aware that the current epidemiological situation presents many challenges for all Australians, including the cultural and creative sector, and are maintaining close contact with central government agencies, peak bodies and other key stakeholders to monitor these issues.

Best regards

Stephen

**UNCLASSIFIED**

---

**From:** Curnow, Justine  
**Sent:** Monday, 10 August 2020 5:52 PM  
**To:** ARNOTT, Stephen  
**Cc:** s47F - personal privacy s47F - personal privacy s47F - personal privacy  
**Subject:** Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy Package [SEC=UNCLASSIFIED]

**Categories:** Green Category

Dear Stephen

Please see below a beautifully written email from s47F - personal privacy for OWG members. Below are suggested 'To' and cc' names.

Many thanks

Justine

Email to:

s47F - personal privacy

s47F - personal privacy

Dear colleagues

I trust that you are all as well as can be in these challenging times. As part of the Australian Government's \$250 million COVID-19 Creative Economy package, the guidelines for the Restart Investment to Sustain and Expand (RISE) Fund and COVID-19 Arts Sustainability Fund (Sustainability Fund) were released today by s47F - personal privacy.

- The \$75 million RISE Fund is a competitive grants program that provides seed investment for Australian arts and entertainment organisations to restart, re-imagine or create new activities.
- The \$35 million Sustainability Fund is a targeted grant opportunity for sector-significant arts organisations at risk of insolvency due to the effects of COVID-19. The priority in allocating this funding will be to organisations with an Australia Council current multi-year funding agreement, and by exception, other organisations with current and significant funding relationships with the Commonwealth that can demonstrate a unique sector leadership role as an employer or trainer.

The guidelines for both programs are available on Grant Connect at [www.grants.gov.au](http://www.grants.gov.au) and include details on how applications for funding can be submitted, and what types of organisations and activities are eligible. Further information is available at [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update). I encourage you to promote the opportunities to your stakeholders.

The guidance for the \$90 million Show Starter concessional loans program and \$50 million Temporary Interruption Fund for screen production companies are currently being developed and will be released as soon as practicable once the agreed processes relating to spending public money are in place.

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In total, the Government has now provided \$677 million of additional, targeted support to the cultural and creative sector in response to the pandemic, on top of its existing investment of almost \$750 million in 2019-20. The package complements existing Australian Government whole-of-economy support and assistance measures already in place, as well as supports being provided by our agencies, and those provided by your respective governments.

Discussions through the Officials Working Group and Meeting of Cultural Ministers, and feedback provided by industry stakeholders, over recent months have been valuable for informing the guidelines.

We are aware that the current epidemiological situation presents many challenges for all Australians, including the cultural and creative sector, and are maintaining close contact with central government agencies, peak bodies and other key stakeholders to monitor these issues.

Best regards

Stephen



**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 11:26 AM  
**To:** ARNOTT, Stephen; s47F - personal privacy  
**Cc:** media; Curnow, Justine  
**Subject:** RE: RISE and Sustainability talking points [SEC=UNCLASSIFIED]

Thanks Stephen.

## UNCLASSIFIED

**From:** ARNOTT, Stephen  
**Sent:** Sunday, 9 August 2020 3:51 PM  
**To:** s47F - personal privacy ; s47F - personal privacy  
**Cc:** media ; Curnow, Justine  
**Subject:** RISE and Sustainability talking points [SEC=UNCLASSIFIED]

Please find attached talking points as requested.

Stephen

### Stephen Arnott PSM

First Assistant Secretary – Office for the Arts  
 Department of Infrastructure, Transport, Regional Development and Communications  
 P +61 2 6271 1313  
 M s47F - personal privacy  
[stephen.arnott@arts.gov.au](mailto:stephen.arnott@arts.gov.au)

2 Phillip Law Street, Canberra ACT 2601  
 GPO Box 594 Canberra, ACT 2601

[communications.gov.au](http://communications.gov.au) / @CommsAu

[arts.gov.au](http://arts.gov.au) / @artsculturegov

Sign up to our monthly e-newsletter [ART/works](#) to stay up-to-date with all the latest arts news and funding opportunities.

[artbank.gov.au](http://artbank.gov.au) – An Australian Government initiative

Facebook / Twitter / Instagram / Vimeo

Sign up to our [Artbank newsletter](#).



*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respect to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

## UNCLASSIFIED



## RISE and Sustainability Fund talking points

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7 August 2020

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

- The \$75 million for the Restart Investment to Sustain and Expand (RISE) Fund is a competitive funding opportunity to assist the successful re-opening of Australia's arts and entertainment industries following the disruptions of COVID-19.
- RISE will provide seed funding to arts organisations, companies and promoters to fund new events, activities and productions such as festivals, concerts, tours and events, which require significant capital investment.
- The Fund will help arts and entertainment businesses to resume activity as soon as it is safe to do so.
- The initiatives will support companies, large and small, across a number of art forms – including music, Indigenous arts, theatre, literature, visual arts and dance – which play a critical role in Australia's cultural life.
- Applications will open on 31 August 2020 and close on 31 May 2021 subject to the allocation of funds.
- Creative and cultural activity will play an important role in rebuilding our economy, and the arts sector will support other industries such as tourism and hospitality in their recovery.
- 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, Australian cultural and creative activity contributed \$112 billion to our economy in 2016-17 and in 2016, cultural and creative industries employed over 645,000 people.

s22(1)(a)(ii) - irrelevant material

#### The Creative Economy Support Package

- The \$250 million Creative Economy Support Package will help restart Australia's creative economy.
- The arts and cultural sector is made up of many talented and loved actors, singers, dancers, writers, musicians and painters.
- But for every one 'creative', there are two more people in the industry who work behind the scenes to bring shows, performances and exhibitions to life.
- They are backstage crew, lighting technicians, front of house staff such as ushers, and people working in the box office. They're hair and make-up artists, set designers, and people working behind the camera on your favourite Australian TV show.

7 August 2020

- People's livelihoods have been threatened because of COVID-19. Activities have been cancelled. For many, revenue has collapsed to zero, and businesses are not trading.
- When there is no show to see, there is no money for caterers, no jobs for lighting technicians, and no sets for stage builders.
- The arts also have important flow-on benefits for tourism and hospitality – both in metropolitan and regional areas.
- Expenditure on cultural tourism is around \$33 billion a year, including expenditure in regional areas. Almost half of all overnight arts trips included a stopover in a regional area.
- In the cities, when people head out for a show, they'll also stop at a local restaurant for dinner or a bar for a drink. If they travel to a regional festival, they'll book a night's accommodation, have dinner at a restaurant or pub, and the next day have breakfast at a café and browse local shops. This all contributes to the local economy and boosts local jobs.
- COVID-19 has meant that Australians everywhere have been missing out on meeting up with friends at a local gig, road-tripping to a regional festival like BluesFest in Byron Bay or Groovin' the Moo, seeing their favourite comedians at this year's comedy festivals and even taking the kids to the circus on their school holidays.
- We know how important these things are to our Australian way of life, now more than ever. They bring us together, entertain us, share our stories and safeguard our wellbeing.

#### Government investment in the arts

- In addition to the \$250 million COVID-19 Creative Economy Support Package, the Government has provided \$27 million under the Government's Relief and Recovery Fund to support Indigenous visual arts, regional arts, and the charity Support Act which assists people working in the live music and performance industry.

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- On 17 July, the Government also announced an additional \$400 million for the Location Incentive to attract large budget international film and television productions to Australia over the next seven years. The Location Incentive complements the Location Offset. This will establish an ongoing pipeline of work for Australia's screen production sector.
- In 2020–21, the Australian Government will invest over \$900 million in the arts and cultural sectors, of which \$163.5 million is for COVID 19 response measures.
- This support includes:
  - \$240 million to support the seven flagship National Collecting Institutions' operational activity and capital works
  - \$215 million to the Australia Council to support Australian artists and arts organisations to create and present art
  - \$180 million to support screen production activity in Australia. This includes \$50 million for the Temporary Interruption Fund and an additional \$25 million for the Location Incentive to support large budget production activity
  - \$46 million to support Aboriginal and Torres Strait Islander arts, language and repatriation activities
  - \$23 million to support seven elite national performing arts training organisations
  - \$23 million to support Australian literature through the Public and Educational Lending Rights schemes and the Prime Minister's Literary Awards
  - \$7 million to support arts and cultural development in regional and remote communities

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## Q&As

### ***If asked – How will the RISE Fund work?***

- The RISE Fund will provide funding to support the arts and entertainment sector to reactivate, re-imagine or create new events, productions and activities.
- The grants will be open to all arts businesses – whether subsidised companies or private promoters.
- Criteria for this competitive grants program will focus on audience type, popularity of previous events, commercial viability and jobs created.
- This is about creating jobs and stimulating economic activity.
- Some RISE funding will support projects that enable the touring, for example, of plays to outer metropolitan, regional and remote communities.
- Applications will open on 31 August 2020 and close on 31 May 2021 (5:00pm AEST), subject to allocation of funds. The guidelines and FAQs are available on the Government's central grants website: [www.grants.gov.au](http://www.grants.gov.au).
- I will make final funding decisions following advice from the Office for the Arts (and the Australia Council). I will also be consulting with the Creative Economy Taskforce.

### ***If asked – Is it correct that smaller organisations won't benefit from grants starting at \$75,000?***

- Smaller organisations will be eligible to apply for funding from the RISE Fund. The range of grant amounts was developed in collaboration with the arts and entertainment sector.
- The Package works to complement existing Government supports, such as those available through the funding programs of the Office for the Arts and the Australia Council.
- State and territory governments also have a range of supports available to smaller organisations and individuals.

### ***If asked – Is there an allocated amount of funding for each sub-sector e.g. visual arts?***

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- Funding will be available for arts and entertainment organisations of all sizes from across the sector, with consideration given towards a balanced geographical, organisation size and art form distribution.
- Jobs and economic activity will also be prioritised.

***If asked – What about organisations currently closed due to restrictions in Victoria?***

- Organisations that are currently closed due to restrictions in Victoria (or any other location) will be eligible to apply and receive assistance to reopen and restart when it is safe to do so.
- A balanced geographic distribution of funding will be considered in assessing the applications. It is expected that shows and venues supported by the measures may reopen at different times in different locations.

s22(1)(a)(ii) - irrelevant material

s22(1)(a)(ii) - irrelevant material

***If asked – what is happening with the Creative Economy Taskforce?***

- I will make an announcement soon on the Creative Economy Taskforce.
- The Taskforce will provide advice to me on how to assist the arts sector to transition to the ‘new normal’.

***If asked – Why has it taken so long for targeted assistance to be provided?***

- This additional support builds on our approach, which has supported people through the crisis, including through wage subsidies and additional income support through JobKeeper and JobSeeker.
- I have consulted widely with individuals, companies and organisations across the sector, and my office met with and spoke to many more.
- It was important to take this time to understand the magnitude and the nature of the impact of the COVID-19 crisis so that we could respond appropriately.
- We will continue to liaise closely with the arts, entertainment and screen sectors to build on our understanding about the way forward and the best pathways for restarting cultural and creative businesses.
- I released the guidelines as soon as the process for developing grant guidelines outlined in the Commonwealth Grant Rules and Guidelines was completed.

***If asked – When will the money start flowing to the sector?***

- I understand this is a very challenging time and that the arts and entertainment sector is keen to restart activities.
- Applications will open on 31 August 2020 and close on 31 May 2021, subject to the allocation of funds.



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- Funding will be provided after applications have been assessed, grant allocation decisions have been made and funding contracts negotiated.

***If asked – Are you concerned that the arts may never recover from this and we will lose talented performers and creatives because they feel they can no longer make a living in the sector?***

- The arts community has been hit hard by the COVID-19 crisis, which has had a large impact on many individuals and organisations.
- The arts and creative sector is innovative and resilient. With these supports we are providing the grounding for the sector to emerge from this even stronger and play a central role in Australia's economic and social recovery.

***If asked – Why have you decided on these particular measures when there are so many in the arts sector calling for assistance and funding?***

- The Creative Economy Support Package is about creating jobs and stimulating economic activity.
- The initiatives in the package will support companies, large and small, across all art forms – including screen, music, Indigenous arts, theatre, literature, visual arts and dance – which play a critical role in Australia's cultural life.
- They've been developed following close engagement with the arts, entertainment and screen sectors.
- The measures will deliver creative content and cultural experiences which reflect our rich and diverse history, culture and identity, for the benefit of all Australians.

***If asked – When will you announce the loans under the package?***

- Further details on Show Starter Loans will be announced once the necessary legal and administrative arrangements are in place.
- The Loans will be delivered through banks, supported by terms and conditions tailored to the arts and entertainment sector:
  - A 100 per cent Commonwealth guarantee covering \$90 million in lending is provided for loans to assist arts and entertainment businesses to fund new productions and events.

7 August 2020

- They will be developed as part of the Government's existing Coronavirus Small and Medium Enterprises (SME) Guarantee Scheme, which provides loans to Australian businesses affected by COVID-19.
- This measure provides art organisations and businesses access to a vital source of finance to rebuild and invest in income-generating activities.
- Lenders will provide facilities that only have to be drawn down if needed.
- Loan terms will be up to five years, with an initial 12 month repayment deferral.

---

**From:** Curnow, Justine  
**Sent:** Monday, 10 August 2020 11:25 AM  
**To:** s47F - personal privacy  
**Cc:** Spaseski, Sylvia; s47F - personal privacy s47F - personal privacy  
**Subject:** Re: release of guidelines [DLM=For-Official-Use-Only]

Thanks, s47F - personal privacy.

Am going to speak with Stephen about ringing orgs, and will let you know what he says, so no need to progress for now.

Stephen has cleared TPs and sent them up to the MO yesterday.

The last change I was aware of to the Guidelines was around the 31 May date, but will check to see if there is anything else.

I haven't spoken with Aus Co, but wouldn't be planning on doing that. Have a 11:30am mtg with Stephen and will check whether he has spoken with s47F - personal privacy.

Justine

Sent from my iPhone

On 10 Aug 2020, at 11:20 am, s47F - personal privacy wrote:

Hi Justine and Sylvia

Things that need to happen if the MR is going out tomorrow:

- Talking points (cleared by Sylvia, Justine – do you want to also clear? With s47F - personal privacy)
- Confirmation of the final guidelines (ie were there any changes required by the Minister?)
- Grantsconnect – forecast text, guidelines and FAQs (content drafted, s47F - personal privacy, s47F - personal privacy, s47F - personal privacy looking after)
- FAQs – drafted, currently being QA'd before sending to Sylvia for clearance (s47F - personal privacy, s47F - personal privacy, s47F - personal privacy)
- Landing pages on the Department's website (contented drafted, including factsheets – awaiting clearance with Sylvia)

FYI - Web services team are on standby to load web content.

A couple of questions – who is ringing orgs, and what orgs are we ringing?

Has anyone given the s47F - personal privacy a heads-up about this (as they are mentioned in the release).

Thanks

**AliFor Official Use Only**

**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 10:44 AM  
**To:** Curnow, Justine  
**Cc:** ARNOTT, Stephen ; s47F - personal privacy ; s47F - personal privacy ; Spaseski, Sylvia  
**Subject:** RE: FAQ re S&T entities [DLM=For-Official-Use-Only]  
 Thank you Justine.

Could someone in your team please plan to proactively phone these groups between around 1 and 5 today to note that while they can't apply, they can be a party to a joint application and give some background on the (is it constitutional risk?) as the reason for this. We will confirm that the MR and guidelines are going out as planned ahead of this afternoon.

Thank you and happy to chat anytime.

s47F - personal privacy

**For Official Use Only**

**From:** Curnow, Justine <[Justine.Curnow@arts.gov.au](mailto:Justine.Curnow@arts.gov.au)>  
**Sent:** Friday, 7 August 2020 4:42 PM  
**To:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Cc:** ARNOTT, Stephen <[Stephen.ARNOTT@arts.gov.au](mailto:Stephen.ARNOTT@arts.gov.au)>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; Spaseski, Sylvia <[Sylvia.Spaseski@arts.gov.au](mailto:Sylvia.Spaseski@arts.gov.au)>  
**Subject:** FAQ re S&T entities [DLM=For-Official-Use-Only]  
 Dear s47F - personal privacy

Please see attached the list (not exhaustive) of state and territory owned entities that would not be eligible for RISE.

Below is the proposed text for the FAQ on state owned entities:

**1.1. Can state and territory owned entities apply?**

No. However, state and territory owned entities may be parties to a joint or partnership application, provided they are not the lead applicant. State and territory owned entities can also benefit from grant activities delivered by a third party. For example, a third party may include venue hire costs for presentation of an activity at a state owned facility.

Please let us know if you require further information.

Many thanks

Justine

**For Official Use Only**

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**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 12:34 PM  
**To:** Curnow, Justine  
**Subject:** RE: Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]

Does that mean you've cleared the proposed response? Or do you want me to run past Sylvia too?

**For Official Use Only**

---

**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 12:31 PM  
**To:** Curnow, Justine  
**Subject:** RE: Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]

We are just because she was in a meeting, but I've checked it with her and she's happy with it.

**For Official Use Only**

---

**From:** Curnow, Justine <[Justine.Curnow@arts.gov.au](mailto:Justine.Curnow@arts.gov.au)>  
**Sent:** Tuesday, 11 August 2020 12:30 PM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** RE: Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]

Thanks for this.

Are we handling or is [REDACTED]?

**For Official Use Only**

---

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Tuesday, 11 August 2020 11:57 AM  
**To:** Curnow, Justine <[Justine.Curnow@arts.gov.au](mailto:Justine.Curnow@arts.gov.au)>  
**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** FW: Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]  
**Importance:** High

Hi Justine

Proposed response for your clearance please:

- The RISE Fund recognises that many arts and entertainment businesses stopped activities due to COVID-19 restrictions. This has left them with little in the way of cash reserves to fund new activities and events.
- The grant provides funding to support cultural and creative events or activities that, in the absence of this funding, would be substantially less likely to proceed. It is not for use to subsidise the general ongoing running of an organisation.
- The grant is in addition to the substantial support the Government is already providing for businesses.

---

**From:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>  
**Sent:** Tuesday, 11 August 2020 11:15 AM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]  
**Importance:** High

Good morning all,

The office has just sent through the following enquiry from the s47F - personal privacy for response by 1pm.

# s47F - personal privacy

I'll cc Syliva into the draft response when I send it to the office so she can follow its progress.

Regards,

s47F - personal privacy

Arts Media Manager / Media Services / Communication Branch  
Department of Infrastructure, Transport, Regional Development and Communications  
P +61 2 6271 1564

s47F - personal privacy [arts.gov.au](https://arts.gov.au)

**Please note:** I work part time on Monday, Tuesday, Thursday and Friday

2 Phillip Law Street, Canberra ACT 2601  
GPO Box 594 Canberra, ACT 2601

[communications.gov.au](https://communications.gov.au) / @CommsAu

[arts.gov.au](https://arts.gov.au) / @artsculturegov

[infrastructure.gov.au](https://infrastructure.gov.au) / @infra\_regional

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respect to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

## For Official Use Only

**From:** s47F - personal privacy <s47F - personal privacy<[communications.gov.au](mailto:communications.gov.au)>>  
**Sent:** Tuesday, 11 August 2020 11:04 AM  
**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>  
**Cc:** s47F - personal privacy <s47F - personal privacy<[arts.gov.au](mailto:arts.gov.au)>>; s47F - personal privacy  
**Subject:** FW: Query re restart guidelines [DLM=For-Official-Use-Only]

## For Official Use Only

**From:** s47F - personal privacy  
**Sent:** Tuesday, 11 August 2020 10:36 AM  
**To:** s47F - personal privacy <s47F - personal privacy<[communications.gov.au](mailto:communications.gov.au)>>  
**Cc:** s47F - personal privacy  
**Subject:** Query re restart guidelines

# s47F - personal privacy

s47F - personal privacy

s47F - personal privacy

s47F - personal privacy

---

**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 8:19 AM  
**To:** Strategic Communication; Spaseski, Sylvia; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; Kim; [REDACTED]; Anni; [REDACTED];  
Stephanie; [REDACTED]; Kathryn  
**Cc:** Curnow, Justine; [REDACTED]; [REDACTED]  
**Subject:** RE: MEDIA APPEARANCES: RISE | Sustainability | Live Music [SEC=UNCLASSIFIED]

s22(1)(a)(ii) - irrelevant material

---

**From:** Strategic Communication  
**Sent:** Monday, 10 August 2020 6:17 PM

**Cc:** Strategic Communication ; Curnow, Justine ; [REDACTED] ; [REDACTED]  
**Subject:** MEDIA APPEARANCES: RISE | Sustainability | Live Music [SEC=UNCLASSIFIED]

Hi all

FYI, so far the Minister is planning the following interviews tomorrow to discuss RISE, Sustainability and Live Music funding:

- 7:35am ABC Sydney Breakfast with Robbie Buck and Wendy Harmer
- 12:40pm Sky News

Regards

[REDACTED]

UNCLASSIFIED  
UNCLASSIFIED



---

**From:** ARNOTT, Stephen  
**Sent:** Tuesday, 11 August 2020 12:38 PM  
**To:** s47F - personal privacy Curnow, Justine  
**Subject:** RE: GRANT APPLICATION [SEC=UNCLASSIFIED]

Hi s47F - personal privacy – yes please direct enquiries to the Department. All the programs have dedicated email addresses in the guidelines and we have the following numbers for the programs:

RISE Fund  
 (02) 6271 7971

s22(1)(a)(ii) - irrelevant material

s22(1)(a)(ii) - irrelevant material

These are (or will shortly be) listed on the relevant pages of the arts.gov.au website.

Stephen

---

**From:** s47F - personal privacy  
**Sent:** Tuesday, 11 August 2020 11:12 AM  
**To:** Curnow, Justine  
**Cc:** ARNOTT, Stephen  
**Subject:** FW: GRANT APPLICATION [SEC=UNCLASSIFIED]

Hi Justine

I am assuming an organisation can apply for multiple projects? Also how are we managing queries about the guidelines? For probity, should I direct everyone to the Department?

s47F - personal privacy

**UNCLASSIFIED**

---

**From:** s47F - personal privacy  
**Sent:** Tuesday, 11 August 2020 10:59 AM  
**To:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Cc:** s47F - personal privacy  
**Subject:** RE: GRANT APPLICATION [SEC=UNCLASSIFIED]

s47F - personal privacy

Thank you for the call. I now have the info on the s22(1)(a)(ii) - irrelevant material and the RISE program guidelines.

Key question I asked on call, that it would be good to understand ASAP, are multiple business units owned by us able to submit separate applications? Or can we only submit one per program.

**s47F - personal privacy**

s47F - personal privacy

Kind regards,

s47F - personal privacy

**From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>

**Sent:** Monday, 10 August 2020 9:43 AM

**To:** s47F - personal privacy >

**Cc:** s47F - personal privacy >

**Subject:** RE: GRANT APPLICATION [SEC=UNCLASSIFIED]

Thanks s47F - personal privacy I will send you guidelines as soon as they are announced!

s47F - personal priv

UNCLASSIFIED

s22(1)(a)(ii) - irrelevant material

FOI 21-033

---

**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 3:24 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED] Spaseski, Sylvia;  
 Curnow, Justine  
**Subject:** RE: FOR CONSIDERATION: Arts COVID-19 web page update [SEC=UNCLASSIFIED]  
**Attachments:** Arts COVID-19 web page update.docx

Hi all

I hope I've captured all the changes in the attached.

If everyone is happy with this version I'll progress with Web services.

Cheers

[REDACTED]

---

**Subject:** RE: FOR CONSIDERATION: Arts COVID-19 web page update [SEC=UNCLASSIFIED]

please remove reference to fact sheets. We will only post FAQs.

### Sylvia Spaseski

Assistant Secretary / Arts Development and Investment

Office for the Arts

P +61 2 6271 1754

M [REDACTED]

Please reconsider printing this internal email.

---

**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 2:40 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; Spaseski, Sylvia; Curnow, Justine  
**Subject:** RE: FOR CONSIDERATION: Arts COVID-19 web page update [SEC=UNCLASSIFIED]

Hi [REDACTED]

Could we also delete the following sentence:

**In coming weeks, the guidelines for the grant and loan programs will be released and the members of the Creative Economy Taskforce will be announced.**

And include instead:

**The guidance for the concessional loans program is currently being developed and will be released as soon as practicable once the agreed processes relating to spending public money are in place.**

Question - do we need to say something about the TIF guidelines?

Regards s47F - personal pri

## UNCLASSIFIED

**From:** s47F - personal privacy <s47F - personal privacy> [communications.gov.au](mailto:communications.gov.au)>  
**Sent:** Tuesday, 11 August 2020 2:27 PM  
**To:** s47F - personal privacy <s47F - personal privacy> [arts.gov.au](mailto:arts.gov.au)>; s47F - personal privacy <s47F - personal privacy> [communications.gov.au](mailto:communications.gov.au)>; s47F - personal p  
s47F - personal privacy <s47F - personal privacy> [arts.gov.au](mailto:arts.gov.au)>; s47F - personal privacy <s47F - personal privacy> [arts.gov.au](mailto:arts.gov.au)>; s47F - personal privacy  
 <s47F - personal privacy> [arts.gov.au](mailto:arts.gov.au)>  
**Cc:** Spaseski, Sylvia <[Sylvia.Spaseski@arts.gov.au](mailto:Sylvia.Spaseski@arts.gov.au)>; Curnow, Justine <[Justine.Curnow@arts.gov.au](mailto:Justine.Curnow@arts.gov.au)>  
**Subject:** FOR CONSIDERATION: Arts COVID-19 web page update [SEC=UNCLASSIFIED]

Hi all

Noting that the guidelines for both RISE and Sustainability are a long way down the [Arts COVID page](#), I've drafted a paragraph for your consideration to appear higher up on the page – as visitors to our website don't necessarily scroll far.

I've included the suggested paragraph in the attached for your consideration.

s22(1)(a)(ii) - irrelevant material

Happy to discuss and change the wording to suit.

Cheers

s47F - personal

## UNCLASSIFIED

## What is the Government doing for the cultural and creative sector?

Minister for Communications, Cyber Safety and the Arts, The Hon Paul Fletcher MP, understands the serious impacts of COVID-19 on the arts sector.

The Government is delivering substantial economic measures, which include support for workers and organisations in the cultural and creative sector.

In recognition of the economic, social and national importance of the cultural and creative sector, the Government has provided \$677 million of additional, targeted support to the sector in response to the pandemic.

The Government announced a \$250 million package on 25 June 2020 to support artists and organisations to get back in business following the disruptions caused by COVID-19. The [COVID-19 Creative Economy Support Package](#) addresses urgent needs within the sector and complements existing whole-of-economy support and assistance measures already in place.

[Guidelines are now available for two of the Creative Economy Support measures – the Restart Investment to Sustain and Expand \(RISE\) Fund and the Arts Sustainability Fund. See below for more information.](#)

On 17 July, the Government also announced an additional \$400 million for the Location Incentive to attract large budget international film and television productions to Australia over the next seven years. The Location Incentive complements the Location Offset. This will establish an ongoing pipeline of work for Australia's screen production sector.

These measures build on the \$27 million targeted support package announced by the Government on 9 April, providing dedicated financial support to Indigenous visual art centres, regional arts and the live music and performance industry.

The COVID-19 Creative Economy Support Package comprises:

- Seed Investment to Reactivate Productions and Tours—\$75 million in competitive grant funding in 2020–21 through the Restart Investment to Sustain and Expand (RISE) Fund. This program will provide capital to help production and event businesses to put on new festivals, concerts, tours and events as social distancing restrictions ease, including through innovative operating and digital delivery models. Grants of varying sizes will be available, from \$75,000 through to \$2 million. More information on this funding opportunity is provided below.
- Show Starter Loans—\$90 million in concessional loans to assist creative economy businesses to fund new productions and events that stimulate job creation and economic activity. The loans program will complement the RISE Fund and will be delivered through commercial banks, backed by a 100 per cent Commonwealth guarantee.

- Kick-starting Local Screen Production—\$50 million for Screen Australia for a Temporary Interruption Fund that will support local film and television producers to secure finance and start filming again, which will support thousands of jobs in the sector. Filming of new productions has largely been halted as insurers are not providing coverage for COVID-19.
- Supporting Sustainability of Sector-Significant Organisations—\$35 million to provide direct financial assistance to support significant Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19, which may include organisations in fields including theatre, dance, circus, music and other fields. The Government will partner with the Australia Council to deliver this funding. More information on this funding opportunity is provided below.
- Creative Economy Taskforce—establishment of a ministerial taskforce to partner with the Government and the Australia Council to implement the JobMaker plan for the creative economy.

Following the successful development of guidelines to safely reopen our National Collecting Institutions and the world-class COVID-Safe Guidelines developed by the Australian Screen Sector Task Force to support and assist the screen production sector, the Government is also working through the National Cabinet to develop a broader roadmap to reopen for the arts and entertainment sector to protect the public and workers. The Prime Minister will seek National Cabinet endorsement of national live entertainment reopening protocols.

The guidance for the concessional loans program is currently being developed and will be released as soon as practicable once the agreed processes relating to spending public money are in place.

Fact sheets on each of the measures are available on the [Fact sheets and FAQs](#) section of this website.

In coming weeks, the guidelines for the grant and loan programs will be released and the members of the Creative Economy Taskforce will be announced.

s22(1)(a)(ii) - irrelevant material

s22(1)(a)(ii) - irrelevant material

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 12:52 PM  
**To:** Curnow, Justine  
**Subject:** for clearance - IQ20-000035.docx [DLM=For-Official-Use-Only]  
**Attachments:** IQ20-000035.docx

Hi Justine

We've received the following Inquiry questions from [REDACTED]

1. On what date did the Office for the Arts send its proposed guidelines and eligibility criteria for the \$250 million JobMaker package for the arts sector to the Minister?
2. For each of the infrastructure stimulus programs:
  - Shovel ready projects (\$1b)
  - Targeted road safety works (\$0.5b)
  - Local Roads and Community Infrastructure (\$0.5b)
  - Other infrastructure priorities (\$1.9b)

Can the following information be provided:

- All projects funded under each program, including for each project
  - Forecast expenditure for each project for each year of the Forward Estimates
  - A short description of the project
  - Location of the project, including electorate
  - Jobs created for each project
  - Current status of each project
  - Expected date for construction to commence
  - Expected completion date
- 3. Please provide a breakdown of expenditure to date from each infrastructure stimulus program, including details of which projects that have had funding already committed, and details of what has been delivered with this funding.

For your (and Stephen's) clearance, I propose the following answer to Q1:

1. The Office for the Arts has been working with the Minister and his office on the development of guidelines for the Restart Investment to Sustain and Expand (RISE) Fund and the Sustainability Fund.  
 s47E(d) - certain operations of agencies

Once you and Stephen have cleared, I'll refer the rest of the IQ to our Infrastructure colleagues to complete.

Thanks

[REDACTED]

**For Official Use Only**

**Australian Government****Department of Infrastructure, Transport,  
Regional Development and Communications**IQ20-000035  
Question No: 0018**SUBJECT: 0018. Senate Select Committee on COVID-19 - Jobmaker funding**

s47F - personal privacy asked the Department of Infrastructure, Transport, Regional Development and Communications the following questions on 06/08/2020.

1. On what date did the Office for the Arts send its proposed guidelines and eligibility criteria for the \$250 million JobMaker package for the arts sector to the Minister?
2. For each of the infrastructure stimulus programs:
  - Shovel ready projects (\$1b)
  - Targeted road safety works (\$0.5b)
  - Local Roads and Community Infrastructure (\$0.5b)
  - Other infrastructure priorities (\$1.9b)

Can the following information be provided:

- All projects funded under each program, including for each project
  - Forecast expenditure for each project for each year of the Forward Estimates
  - A short description of the project
  - Location of the project, including electorate
  - Jobs created for each project
  - Current status of each project
  - Expected date for construction to commence
  - Expected completion date
- 3. Please provide a breakdown of expenditure to date from each infrastructure stimulus program, including details of which projects that have had funding already committed, and details of what has been delivered with this funding.

<b>Cleared for tabling by:</b>  Name:  Position:  Contact No.    Contact Officer:  Contact No:   ...../...../2020	<b>[delete this box if MO clearance is not required]</b> Minister's Office/ comments:            s47F - personal privacy Chief of Staff  ...../...../2020
--	---



**Senate Select Committee on COVID-19**  
**ANSWERS TO INQUIRY QUESTIONS ON NOTICE**  
**Department of Infrastructure, Transport, Regional Development and Communications**

Question number

**Division:** Office for the Arts/**Inquiry Name:** Inquiry into the Australian Government's response to the COVID-19 pandemic**Inquiry Date:** 06/08/2020**Topic:** JobMaker funding**Question Type:** [Hansard Ref: Page XX or Written, xx/xx/2019, refer to Index]**s47F - personal privacy asked:**

1. On what date did the Office for the Arts send its proposed guidelines and eligibility criteria for the \$250 million JobMaker package for the arts sector to the Minister?
2. For each of the infrastructure stimulus programs:
  - Shovel ready projects (\$1b)
  - Targeted road safety works (\$0.5b)
  - Local Roads and Community Infrastructure (\$0.5b)
  - Other infrastructure priorities (\$1.9b)

Can the following information be provided:

- All projects funded under each program, including for each project
  - Forecast expenditure for each project for each year of the Forward Estimates
  - A short description of the project
  - Location of the project, including electorate
  - Jobs created for each project
  - Current status of each project
  - Expected date for construction to commence
  - Expected completion date
- 3. Please provide a breakdown of expenditure to date from each infrastructure stimulus program, including details of which projects that have had funding already committed, and details of what has been delivered with this funding.

**Answer:**

1. The Office for the Arts has been working with the Minister and his office on the development of guidelines for the Restart Investment to Sustain and Expand (RISE) Fund and the Sustainability Fund. **s47E(d) - certain operations of agencies**
- 2.
- 3.

FOI 21-033

**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 4:05 PM  
**To:** Curnow, Justine  
**Subject:** FW: For advice - handling of IQ20-000035 [SEC=OFFICIAL]

Hi Justine

FYI, the upshot of discussions today is that we'll clear the answer to Q1 through [REDACTED] and Alinga will clear the responses to Q2 and 3 through the DPM. When the clearances come through, Parliamentary will combine into a single response back to the Committee.

Working on the assumption that I have your and Stephen's clearance, I'll assign through PDMS to the MO.

Thanks

[REDACTED]

Classified by [REDACTED] OFFICIAL  
[infrastructure.gov.au](https://infrastructure.gov.au)

**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 3:53 PM  
**To:** [REDACTED]; [REDACTED]; [REDACTED]; Senate Estimates  
**Subject:** RE: For advice - handling of IQ20-000035 [SEC=OFFICIAL]

Excellent – thanks all.

Cheers

[REDACTED]

Classified by [REDACTED] OFFICIAL  
[infrastructure.gov.au](https://infrastructure.gov.au)

**From:** [REDACTED] <[REDACTED]@infrastructure.gov.au>  
**Sent:** Tuesday, 11 August 2020 3:40 PM  
**To:** [REDACTED] <[REDACTED]@infrastructure.gov.au>; [REDACTED] <[REDACTED]@infrastructure.gov.au>; Senate Estimates <[senate.estimate@infrastructure.gov.au](mailto:senate.estimate@infrastructure.gov.au)>  
**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** RE: For advice - handling of IQ20-000035 [DLM=For-Official-Use-Only] [SEC=OFFICIAL]

OFFICIAL

Hi all,

Nishi have advised they are happy with the spilt approach.

Nishi will be seeking an answer to question 1 for Comms and Arts, then seek [REDACTED] approval. Alinga will manage Infrastructure responses and seek DPM approval. Once we have both Minister cleared responses, we will combine and lodge as one answer with the Committee.

Many thanks

[REDACTED]

OFFICIAL

**From:** s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>  
**Sent:** Tuesday, 11 August 2020 12:04 PM  
**To:** s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>; s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>; Senate Estimates <senate.estimate@infrastructure.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Subject:** RE: For advice - handling of IQ20-000035 [DLM=For-Official-Use-Only] [SEC=OFFICIAL]

OFFICIAL

Hi s47F - person

We have just received our part of the QoN to handle via email (see attached). I assume this means a way forward has been reached?

Cheers

s47F - personal

s47F - personal privacy  
 Director  
 Strategic Communications  
 and Implementation Policy  
 | COVID Recovery  
 Infrastructure Investment  
 Stimulus Branch |  
 Infrastructure Investment  
 Division  
 Department of  
 Infrastructure, Transport,  
 Regional Development and  
 Communications  
**Ph:** 02 6274 6995 m: s47F - pers  
 w:  
[www.infrastructure.gov.au](http://www.infrastructure.gov.au)  
 GPO Box 594, Canberra  
 ACT 2601

*The department proudly acknowledges the Traditional Owners and Custodians of Australia, and their continuing connections to the land, waters and communities. We pay our respects to them and to their Elders past, present and emerging.*

OFFICIAL

**From:** s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>  
**Sent:** Tuesday, 11 August 2020 11:51 AM  
**To:** s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>; Senate Estimates <senate.estimate@infrastructure.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Subject:** RE: For advice - handling of IQ20-000035 [DLM=For-Official-Use-Only] [SEC=OFFICIAL]

OFFICIAL

We don't appear to have any others like this at this stage, however we have had a few in the pass similar to this. On those occasions we have spilt the QoN for separate answering / clearance. I am confident that Nishi will be happy to spilt this QoN as well.

Many thanks

s47F - personal

OFFICIAL

---

**From:** s47F - personal privacy <s47F - personal privacy: [redacted]@infrastructure.gov.au>  
**Sent:** Tuesday, 11 August 2020 11:46 AM  
**To:** s47F - personal privacy <s47F - personal privacy: [redacted]@infrastructure.gov.au>; Senate Estimates <senate.estimate@infrastructure.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy: [redacted]@infrastructure.gov.au>; s47F - personal privacy <s47F - personal privacy: [redacted]@arts.gov.au>  
**Subject:** RE: For advice - handling of IQ20-000035 [DLM=For-Official-Use-Only] [SEC=OFFICIAL]

OFFICIAL

Thanks s47F - personal appreciate you following up – just looping in s47F - personal privacy: [redacted] who is handling this QoN on the Nishi side.

I take it there aren't any other questions that fall into this category and would need similar treatment?

Thanks again

s47F - personal

OFFICIAL

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**From:** s47F - personal privacy <s47F - personal privacy: [redacted]@infrastructure.gov.au>  
**Sent:** Tuesday, 11 August 2020 11:44 AM  
**To:** s47F - personal privacy <s47F - personal privacy: [redacted]@infrastructure.gov.au>; Senate Estimates <senate.estimate@infrastructure.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy: [redacted]@infrastructure.gov.au>  
**Subject:** RE: For advice - handling of IQ20-000035 [DLM=For-Official-Use-Only] [SEC=OFFICIAL]

OFFICIAL

Hi s47F - personal,

Apologies for the delay in getting back to you.

I am currently checking my proposed plan for this QoN with Nishi – which is that we split the QoN for offices can clear separately.

I hope to have agreement / way forward later today.

Many thanks

s47F - personal

s47F - personal privacy

Assistant Director | Ministerial  
and Parliamentary Services  
Section  
Governance, Parliamentary and  
Integrity Branch | People,  
Governance and Parliamentary  
Division  
Department of Infrastructure,  
Transport, Regional  
Development and  
Communications  
p GPO Box 594, Canberra ACT  
2601  
t 02 6274 7784

e

s47F - personal privacy

infrastructure.gov.au

| w [www.infrastructure.gov.au](http://www.infrastructure.gov.au)**PART TIME HOURS:**

- In the office: Monday,  
Tuesday & Thursday.
- From home: Wednesday  
(12-4pm) & Friday (9-  
11am).



*The department proudly acknowledges the Traditional Owners and Custodians of Australia, and their continuing connections to the land, waters and communities. We pay our respects to them and to their Elders past, present and emerging.*

**OFFICIAL**

**From:** s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>  
**Sent:** Monday, 10 August 2020 1:53 PM  
**To:** Senate Estimates <[senate.estimated@infrastructure.gov.au](mailto:senate.estimated@infrastructure.gov.au)>  
**Cc:** s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>; s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>  
**Subject:** RE: For advice - handling of IQ20-000035 [DLM=For-Official-Use-Only]

Hi s47F - person

Thanks for the discussion earlier.

As I mentioned, it would be great to get some advice on the process for managing QoNs such as the below, which extend across both s47F - personal privacy and the DPM – is there any scope for splitting up the question so that the offices can clear separately, or do the two parts need to stay together?

This is the only such QoN I've heard of, but there may be others. Grateful for your advice.

Cheers

s47F - person

s47F - personal privacy

## COVID-19 Coordination Branch

| m: s47F - personal privacy  
| e: s47F - personal privacy; [infrastructure.gov.au](mailto:infrastructure.gov.au)

**From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Sent:** Monday, 10 August 2020 1:02 PM  
**To:** s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>  
**Subject:** For advice - handling of IQ20-000035 [DLM=For-Official-Use-Only]

Hi s47F - personal privacy

s47F - personal privacy suggested I contact you. We've been allocated the attached IQ, posing the following Inquiry questions from s47F - personal privacy:

1. On what date did the Office for the Arts send its proposed guidelines and eligibility criteria for the \$250 million JobMaker package for the arts sector to the Minister?
2. For each of the infrastructure stimulus programs:

- Shovel ready projects (\$1b)
- Targeted road safety works (\$0.5b)
- Local Roads and Community Infrastructure (\$0.5b)
- Other infrastructure priorities (\$1.9b)

Can the following information be provided:

- All projects funded under each program, including for each project
  - Forecast expenditure for each project for each year of the Forward Estimates
  - A short description of the project
  - Location of the project, including electorate
  - Jobs created for each project
  - Current status of each project
  - Expected date for construction to commence
  - Expected completion date
- 3. Please provide a breakdown of expenditure to date from each infrastructure stimulus program, including details of which projects that have had funding already committed, and details of what has been delivered with this funding.

I can answer the first but would be hard pressed to answer Q 2 and 3 ☺ Would it be best for me to get our answer to Q1 cleared through our FAS and then allocate the PDR to you to complete the rest? Happy if you have other suggestions for how to manage.

Thanks

s47F - personal privacy

s47F - personal privacy

COVID-19 Arts Taskforce / Office for the Arts  
 Department of Infrastructure, Transport, Regional Development and Communications  
 P +61 2 6271 1116  
 E s47F - personal privacy@arts.gov.au / [COVID-19@arts.gov.au](mailto:COVID-19@arts.gov.au)

2 Phillip Law Street, Canberra ACT 2601  
 GPO Box 2154 Canberra, ACT 2601

[@CommsAu](https://communications.gov.au)  
[@artsculturegov](https://arts.gov.au)  
[@infra\\_regional](https://infrastructure.gov.au)

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respect to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

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---

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**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 7:24 PM  
**To:** Curnow, Justine  
**Subject:** Fwd: Assistance

Are you ok with this?

Sent from my iPhone

Begin forwarded message:

**From:** "s47F - personal privacy" <[REDACTED]@arts.gov.au>  
**Date:** 11 August 2020 at 7:09:10 pm AEST  
**To:** "s47F - personal privacy" <[REDACTED]@arts.gov.au>  
**Subject:** Assistance

Hi [REDACTED]

We're trying to get some new staff on board to help with RISE, in the meantime we're scrambling. Is there any chance that [REDACTED] could call on [REDACTED] assistance to help us out with a few things?

Thanks

[REDACTED]

Sent from my iPhone



**From:** media  
**Sent:** Monday, 10 August 2020 9:10 AM  
**To:** s47F - personal privacy  
**Cc:** Strategic Communication  
**Subject:** FW: RISE and Sustainability talking points [SEC=UNCLASSIFIED]  
**Attachments:** RISE and Sustainability Fund talking points.docx

**Categories:**

Good morning

FYI, Stephen Arnott send the cleared TPs through yesterday. 😊

Cheers

## UNCLASSIFIED

**From:** ARNOTT, Stephen  
**Sent:** Sunday, 9 August 2020 3:51 PM  
**To:** s47F - personal privacy ; s47F - personal privacy  
**Cc:** media ; Curnow, Justine  
**Subject:** RISE and Sustainability talking points [SEC=UNCLASSIFIED]

Please find attached talking points as requested.

Stephen

### Stephen Arnott PSM

First Assistant Secretary – Office for the Arts  
 Department of Infrastructure, Transport, Regional Development and Communications

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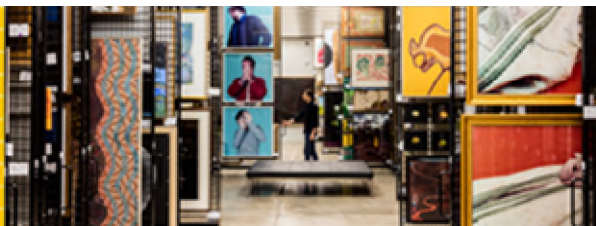
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## RISE and Sustainability Fund talking points

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

- The \$75 million for the Restart Investment to Sustain and Expand (RISE) Fund is a competitive funding opportunity to assist the successful re-opening of Australia's arts and entertainment industries following the disruptions of COVID-19.
- RISE will provide seed funding to arts organisations, companies and promoters to fund new events, activities and productions such as festivals, concerts, tours and events, which require significant capital investment.
- The Fund will help arts and entertainment businesses to resume activity as soon as it is safe to do so.
- The initiatives will support companies, large and small, across a number of art forms – including music, Indigenous arts, theatre, literature, visual arts and dance – which play a critical role in Australia's cultural life.
- Applications will open on 31 August 2020 and close on 31 May 2021 subject to the allocation of funds.
- Creative and cultural activity will play an important role in rebuilding our economy, and the arts sector will support other industries such as tourism and hospitality in their recovery.
- 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, Australian cultural and creative activity contributed \$112 billion to our economy in 2016-17 and in 2016, cultural and creative industries employed over 645,000 people.

s22(1)(a)(ii) - irrelevant material

#### The Creative Economy Support Package

- The \$250 million Creative Economy Support Package will help restart Australia's creative economy.
- The arts and cultural sector is made up of many talented and loved actors, singers, dancers, writers, musicians and painters.
- But for every one 'creative', there are two more people in the industry who work behind the scenes to bring shows, performances and exhibitions to life.
- They are backstage crew, lighting technicians, front of house staff such as ushers, and people working in the box office. They're hair and make-up artists, set designers, and people working behind the camera on your favourite Australian TV show.

7 August 2020

- People's livelihoods have been threatened because of COVID-19. Activities have been cancelled. For many, revenue has collapsed to zero, and businesses are not trading.
- When there is no show to see, there is no money for caterers, no jobs for lighting technicians, and no sets for stage builders.
- The arts also have important flow-on benefits for tourism and hospitality – both in metropolitan and regional areas.
- Expenditure on cultural tourism is around \$33 billion a year, including expenditure in regional areas. Almost half of all overnight arts trips included a stopover in a regional area.
- In the cities, when people head out for a show, they'll also stop at a local restaurant for dinner or a bar for a drink. If they travel to a regional festival, they'll book a night's accommodation, have dinner at a restaurant or pub, and the next day have breakfast at a café and browse local shops. This all contributes to the local economy and boosts local jobs.
- COVID-19 has meant that Australians everywhere have been missing out on meeting up with friends at a local gig, road-tripping to a regional festival like BluesFest in Byron Bay or Groovin' the Moo, seeing their favourite comedians at this year's comedy festivals and even taking the kids to the circus on their school holidays.
- We know how important these things are to our Australian way of life, now more than ever. They bring us together, entertain us, share our stories and safeguard our wellbeing.

#### Government investment in the arts

- In addition to the \$250 million COVID-19 Creative Economy Support Package, the Government has provided \$27 million under the Government's Relief and Recovery Fund to support Indigenous visual arts, regional arts, and the charity Support Act which assists people working in the live music and performance industry.

7 August 2020

- On 17 July, the Government also announced an additional \$400 million for the Location Incentive to attract large budget international film and television productions to Australia over the next seven years. The Location Incentive complements the Location Offset. This will establish an ongoing pipeline of work for Australia's screen production sector.
- In 2020–21, the Australian Government will invest over \$900 million in the arts and cultural sectors, of which \$163.5 million is for COVID 19 response measures.
- This support includes:
  - \$240 million to support the seven flagship National Collecting Institutions' operational activity and capital works
  - \$215 million to the Australia Council to support Australian artists and arts organisations to create and present art
  - \$180 million to support screen production activity in Australia. This includes \$50 million for the Temporary Interruption Fund and an additional \$25 million for the Location Incentive to support large budget production activity
  - \$46 million to support Aboriginal and Torres Strait Islander arts, language and repatriation activities
  - \$23 million to support seven elite national performing arts training organisations
  - \$23 million to support Australian literature through the Public and Educational Lending Rights schemes and the Prime Minister's Literary Awards
  - \$7 million to support arts and cultural development in regional and remote communities

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## Q&As

### ***If asked – How will the RISE Fund work?***

- The RISE Fund will provide funding to support the arts and entertainment sector to reactivate, re-imagine or create new events, productions and activities.
- The grants will be open to all arts businesses – whether subsidised companies or private promoters.
- Criteria for this competitive grants program will focus on audience type, popularity of previous events, commercial viability and jobs created.
- This is about creating jobs and stimulating economic activity.
- Some RISE funding will support projects that enable the touring, for example, of plays to outer metropolitan, regional and remote communities.
- Applications will open on 31 August 2020 and close on 31 May 2021 (5:00pm AEST), subject to allocation of funds. The guidelines and FAQs are available on the Government's central grants website: [www.grants.gov.au](http://www.grants.gov.au).
- I will make final funding decisions following advice from the Office for the Arts (and the Australia Council). I will also be consulting with the Creative Economy Taskforce.

### ***If asked – Is it correct that smaller organisations won't benefit from grants starting at \$75,000?***

- Smaller organisations will be eligible to apply for funding from the RISE Fund. The range of grant amounts was developed in collaboration with the arts and entertainment sector.
- The Package works to complement existing Government supports, such as those available through the funding programs of the Office for the Arts and the Australia Council.
- State and territory governments also have a range of supports available to smaller organisations and individuals.

### ***If asked – Is there an allocated amount of funding for each sub-sector e.g. visual arts?***



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- Funding will be available for arts and entertainment organisations of all sizes from across the sector, with consideration given towards a balanced geographical, organisation size and art form distribution.
- Jobs and economic activity will also be prioritised.

***If asked – What about organisations currently closed due to restrictions in Victoria?***

- Organisations that are currently closed due to restrictions in Victoria (or any other location) will be eligible to apply and receive assistance to reopen and restart when it is safe to do so.
- A balanced geographic distribution of funding will be considered in assessing the applications. It is expected that shows and venues supported by the measures may reopen at different times in different locations.

s22(1)(a)(ii) - irrelevant material

# s22(1)(a)(ii) - irrelevant material

## ***If asked – what is happening with the Creative Economy Taskforce?***

- I will make an announcement soon on the Creative Economy Taskforce.
- The Taskforce will provide advice to me on how to assist the arts sector to transition to the 'new normal'.

## ***If asked – Why has it taken so long for targeted assistance to be provided?***

- This additional support builds on our approach, which has supported people through the crisis, including through wage subsidies and additional income support through JobKeeper and JobSeeker.
- I have consulted widely with individuals, companies and organisations across the sector, and my office met with and spoke to many more.
- It was important to take this time to understand the magnitude and the nature of the impact of the COVID-19 crisis so that we could respond appropriately.
- We will continue to liaise closely with the arts, entertainment and screen sectors to build on our understanding about the way forward and the best pathways for restarting cultural and creative businesses.
- I released the guidelines as soon as the process for developing grant guidelines outlined in the Commonwealth Grant Rules and Guidelines was completed.

## ***If asked – When will the money start flowing to the sector?***

- I understand this is a very challenging time and that the arts and entertainment sector is keen to restart activities.
- Applications will open on 31 August 2020 and close on 31 May 2021, subject to the allocation of funds.

7 August 2020

- Funding will be provided after applications have been assessed, grant allocation decisions have been made and funding contracts negotiated.

***If asked – Are you concerned that the arts may never recover from this and we will lose talented performers and creatives because they feel they can no longer make a living in the sector?***

- The arts community has been hit hard by the COVID-19 crisis, which has had a large impact on many individuals and organisations.
- The arts and creative sector is innovative and resilient. With these supports we are providing the grounding for the sector to emerge from this even stronger and play a central role in Australia's economic and social recovery.

***If asked – Why have you decided on these particular measures when there are so many in the arts sector calling for assistance and funding?***

- The Creative Economy Support Package is about creating jobs and stimulating economic activity.
- The initiatives in the package will support companies, large and small, across all art forms – including screen, music, Indigenous arts, theatre, literature, visual arts and dance – which play a critical role in Australia's cultural life.
- They've been developed following close engagement with the arts, entertainment and screen sectors.
- The measures will deliver creative content and cultural experiences which reflect our rich and diverse history, culture and identity, for the benefit of all Australians.

***If asked – When will you announce the loans under the package?***

- Further details on Show Starter Loans will be announced once the necessary legal and administrative arrangements are in place.
- The Loans will be delivered through banks, supported by terms and conditions tailored to the arts and entertainment sector:
  - A 100 per cent Commonwealth guarantee covering \$90 million in lending is provided for loans to assist arts and entertainment businesses to fund new productions and events.

7 August 2020

- They will be developed as part of the Government's existing Coronavirus Small and Medium Enterprises (SME) Guarantee Scheme, which provides loans to Australian businesses affected by COVID-19.
- This measure provides art organisations and businesses access to a vital source of finance to rebuild and invest in income-generating activities.
- Lenders will provide facilities that only have to be drawn down if needed.
- Loan terms will be up to five years, with an initial 12 month repayment deferral.

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**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 11:48 AM  
**To:** s47F - personal privacy  
**Cc:** Strategic Communication  
**Subject:** RE: FOR REVIEW: RISE and Sustainability Fund news story and social [SEC=UNCLASSIFIED]

**Categories:** s47F - persona

Hi s47F - personal

Thanks for this – I'd like to add some more details around eligibility to the story and assessment (e.g. one off or rolling?) and think we need to rework the social a bit if we do indeed release guidelines before formally opening applications. I wouldn't mind seeing a few more image options and also confirming if there are stakeholders to tag/hashtags we should use as well.

Assuming we will do a larger push for when applications open?

Happy to take another quick look

s47F - person

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**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 8:45 AM  
**To:** s47F - personal privacy  
**Cc:** Strategic Communication  
**Subject:** FOR REVIEW: RISE and Sustainability Fund news story and social [SEC=UNCLASSIFIED]

Good morning s47F - person

For your review – website news story, intranet story & social content for the RISE and Sustainability Fund announcement.

---

Record Title	<a href="#">RISE and Sustainability fund news story</a>
Record Number	PAD/20/69152

Cheers

s47F - persona

s47F - personal privacy

Assistant Director / Strategic Communication and Social Media / Communication Branch  
 Department of Infrastructure, Transport, Regional Development and Communications

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Australian Government

Department of Infrastructure, Transport, Regional Development and Communications

# RISE and Sustainability Fund website news story and social

August / 2020

Publish date	Channel	Content	Status
12 August TBC	<i>arts.gov.au</i>	<p><b>Creative economy grant guidelines released</b></p> <p>Applications are set to open for the Restart Investment to Sustain and Expand (RISE) and the Arts Sustainability funds.</p> <p>The Government has released the guidelines for the RISE Fund and the Sustainability Fund ahead of the formal call for applications on 31 August, giving arts organisations and companies an opportunity to review the criteria and prepare their applications.</p> <p>Arts and entertainment organisations are encouraged to apply for the RISE Fund, which is part of the Government's Creative Economy package, designed to assist Australia's creative and cultural sector reopen after COVID-19.</p> <p>The RISE Fund will provide grants of between \$75,000 and \$2 million to help restart activities such as festivals, concerts, tours and events once it is safe to do so.</p> <p>RISE will provide seed funding to arts organisations, companies and promoters to fund new events, activities and productions such as festivals, concerts, tours and events, which need significant capital investment.</p> <p>The Sustainability Fund will provide direct financial assistance to support existing Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19. The Office for the</p>	

Month / 2020

		<p>Arts will work with the Australia Council to deliver funding to targeted organisations who have a funding agreement in place with the Australian Government, either through the Australia Council or the Office for the Arts in areas such as theatre, dance, circus and music.</p> <p>Applications for grants under these two funds will open from 31 August through until 31 May 2021 (5.00pm AEST). Applications will be assessed on a rolling basis by the Office for the Arts and the Australia Council, with the Creative Economy Taskforce providing advice.</p> <p><b>Find out more:</b></p> <ul style="list-style-type: none"> <li>• Visit the <a href="#">COVID-19 update web page</a></li> <li>• Read the <a href="#">Minister's media release</a></li> </ul> <p><b>Image:</b> (for consideration)  <a href="https://communicationsgovau.box.com/s/5vdgstnsfwhu4n3v8xcq3spqsf6d0bw">https://communicationsgovau.box.com/s/5vdgstnsfwhu4n3v8xcq3spqsf6d0bw</a></p>	
11 August TBC	Arts Twitter	<p>Guidelines for the Restart Investment to Sustain and Expand (RISE) Fund are now available, ahead of applications opening on 31 August. If you are an arts organisation, company or promoter, check to see if you're eligible: <a href="https://bit.ly/31lr78A">https://bit.ly/31lr78A</a></p> <p><b>Image:</b>  <a href="https://communicationsgovau.box.com/s/5vdgstnsfwhu4n3v8xcq3spqsf6d0bw">https://communicationsgovau.box.com/s/5vdgstnsfwhu4n3v8xcq3spqsf6d0bw</a></p> <p><b>Tag in image</b>          @AusCouncilArts          @CreativePships          @LivePerfAust          @regional_arts          @AUPerformingArts          @AMINetwork          @NAVAvisualarts</p>	



Month / 2020

11 August TBC	DITRDC Facebook	<p>New funding will soon be available to support events, activities and productions such as festivals, concerts, tours and events once it is safe to do so. Applications for the Restart Investment to Sustain and Expand (RISE) Fund will open on 31 August. If you are an arts organisation, company or promoter, check to see if you're eligible: <a href="https://bit.ly/31lr78A">https://bit.ly/31lr78A</a></p> <p>@auscouncilarts @CreativePartnershipsAustralia @AustralianMusicIndustryNetwork @NAVA.visualarts @AMPAG @LivePerformanceAustralia @regionalartsaustralia</p> <p><b>Image:</b> <a href="https://communicationsgovau.box.com/s/5vdgstnsfwhu4n3v8xcq3spqsf6d0bw">https://communicationsgovau.box.com/s/5vdgstnsfwhu4n3v8xcq3spqsf6d0bw</a></p>	
11 August TBC	DITRDC LinkedIn	<p>The Government has released guidelines for the Restart Investment to Sustain and Expand (RISE) Fund ahead of applications opening on 31 August. RISE will provide grants of between \$75,000 and \$2 million to help restart activities such as festivals, concerts, tours and events once it is safe to do so. The Fund is one of the measures under the Creative Economy Support Package to assist Australia's creative and cultural sector reopen. The Government is also releasing guidelines for the \$35 million Arts Sustainability Fund to provide direct financial assistance to support Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19. Learn more about eligibility for these two funding programs at: <a href="https://bit.ly/31lr78A">https://bit.ly/31lr78A</a></p> <p>@Australia Council for the Arts @CreativePartnershipsAustralia @National Association for the Visual Arts (NAVA) @Live Performance Australia @Regional Arts Australia</p> <p><b>Image:</b> <a href="https://communicationsgovau.box.com/s/5vdgstnsfwhu4n3v8xcq3spqsf6d0bw">https://communicationsgovau.box.com/s/5vdgstnsfwhu4n3v8xcq3spqsf6d0bw</a></p>	

Month / 2020

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 11:49 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** not going ahead with landing pages [SEC=UNOFFICIAL]

**Importance:** High

Hi All

Have just had a meeting with Sylvia and we've agreed that safest option is to publish the guidelines on the COVID-19 landing page only for tomorrow.

With the email addresses on that page.

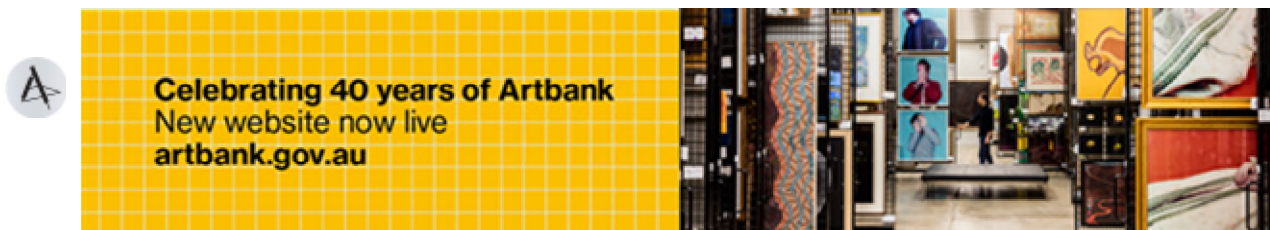
[REDACTED] will call you now to let you know the details.

[REDACTED]  
 Director / Arts Policy & Development / Office for the Arts  
 Department of Infrastructure, Transport, Regional Development and Communications  
 P 02 6271 1084 M [REDACTED]

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**From:** media  
**Sent:** Monday, 10 August 2020 12:31 PM  
**To:** Spaseski, Sylvia;  
**Cc:** media;  
**Subject:** RE: hold off on guidelines [DLM=For-Official-Use-Only]  
**Categories:**

Thanks, will do.

s47F - personal privacy<sup>a</sup>

Arts Media Manager / Media Services / Communication Branch  
 Department of Infrastructure, Transport, Regional Development and Communications  
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s47F - personal privacy [arts.gov.au](https://arts.gov.au)

**Please note:** I work part time on Monday, Tuesday, Thursday and Friday

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**From:** Spaseski, Sylvia  
**Sent:** Monday, 10 August 2020 12:31 PM  
**To:** s47F - personal privacy ; s47F - personal privacy  
**Cc:** media ; s47F - personal privacy ; s47F - personal privacy ; s47F - personal privacy ; s47F - personal privacy ; s47F - personal privacy ; s47F - personal privacy ; s47F - personal privacy  
**Subject:** hold off on guidelines [DLM=For-Official-Use-Only]

hold off everyone – these are not the final set.

s47F - personal privacy will resend following discussion with Stephen

**Sylvia Spaseski**

Assistant Secretary / Arts Development and Investment

Office for the Arts

P +61 2 6271 1754

M s47F - personal privacy

Please reconsider printing this internal email.

**For Official Use Only****From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>**Sent:** Monday, 10 August 2020 12:13 PM**To:** ARNOTT, Stephen <Stephen.ARNOTT@arts.gov.au>; Curnow, Justine <Justine.Curnow@arts.gov.au>; Spaseski, Sylvia <Sylvia.Spaseski@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>**Cc:** media <media@communications.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@communications.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@communications.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>**Subject:** Final versions of Fund guidelines [DLM=For-Official-Use-Only]

Hi all

Please find attached and at links below the final versions of the Fund guidelines – the only change made to the versions that went up with the PDR is to the opening and closing dates.

Record Title

Record Number

**s22(1)(a)(ii) - irrelevant material**

Record Title

Record Number

[FINAL - COVID-19 Arts RISE Guidelines.docx](#)

PAD/20/69435

Thanks

s47F - perso

**For Official Use Only**

FOI 21-033

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**From:** [REDACTED] s47F - personal privacy  
**Sent:** Monday, 10 August 2020 1:46 PM  
**To:** [REDACTED] s47F - personal privacy  
**Cc:** Strategic Communication; media; [REDACTED] s47F - personal privacy  
**Subject:** RE: FOR FACT CHECK by 10am Monday - Live Music Australia media release [SEC=UNCLASSIFIED]

Yes please, thanks [REDACTED] s47F - personal p

[REDACTED] s47F - personal privacy

[REDACTED] s47F - personal privacy

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**From:** [REDACTED] s47F - personal privacy  
**Sent:** Monday, 10 August 2020 1:39 PM  
**To:** [REDACTED] s47F - personal privacy  
**Cc:** Strategic Communication ; media ; [REDACTED] s47F - personal privacy  
**Subject:** RE: FOR FACT CHECK by 10am Monday - Live Music Australia media release [SEC=UNCLASSIFIED]

That should be AM! Sorry all!

---

**From:** [REDACTED] s47F - personal privacy  
**Sent:** Monday, 10 August 2020 1:38 PM  
**To:** [REDACTED] s47F - personal privacy  
**Cc:** Strategic Communication <[strategiccommunication@communications.gov.au](mailto:strategiccommunication@communications.gov.au)>; media <[media@communications.gov.au](mailto:media@communications.gov.au)>; [REDACTED] s47F - personal privacy <[REDACTED] s47F - personal privacy arts.gov.au>  
**Subject:** RE: FOR FACT CHECK by 10am Monday - Live Music Australia media release [SEC=UNCLASSIFIED]

Hi [REDACTED] s47F - person

Just letting you know I'll liaise with the program team to make sure the Live Music Australia web content is ready to go live at around 6-6.30pm.

Are you happy for the RISE/Sustainability Guidelines to go live at around the same time?

Cheers

[REDACTED] s47F - persona

---

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**From:** [REDACTED] s47F - personal privacy  
**Sent:** Monday, 10 August 2020 10:23 AM  
**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>; [REDACTED] s47F - personal privacy <[REDACTED] s47F - personal privacy communications.gov.au>  
**Cc:** [REDACTED] s47F - personal privacy <[REDACTED] s47F - personal privacy infrastructure.gov.au>; Strategic Communication <[strategiccommunication@communications.gov.au](mailto:strategiccommunication@communications.gov.au)>; [REDACTED] s47F - personal privacy <[REDACTED] s47F - personal privacy communications.gov.au>  
**Subject:** RE: FOR FACT CHECK by 10am Monday - Live Music Australia media release [SEC=UNCLASSIFIED]

Hi team,

s47F - personal privacy will be issuing the Live music release at around 7-7:30am tomorrow morning. Can we please have the web content ready and live before this at say 6-6:30?

Kind regards,

s47F - personal privacy

s47F - personal privacy

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**From:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>

**Sent:** Monday, 10 August 2020 10:11 AM

**To:** s47F - personal privacy <s47F - personal privacy@communications.gov.au>; media <[media@communications.gov.au](mailto:media@communications.gov.au)>; s47F - personal privacy

**Cc:** s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>

**Subject:** RE: FOR FACT CHECK by 10am Monday - Live Music Australia media release [SEC=UNCLASSIFIED]

Thanks s47F - personal privacy,

I'll confirm the link and send through.

I was about to send those TPs back to you – I'll confirm with the line area re. Q&A to be added.

Regards,

s47F - personal privacy

Arts Media Manager / Media Services / Communication Branch  
Department of Infrastructure, Transport, Regional Development and Communications  
P +61 2 6271 1564

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**From:** s47F - personal privacy <s47F - personal privacy@communications.gov.au>

**Sent:** Monday, 10 August 2020 10:06 AM

**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>; s47F - personal privacy

**Cc:** s47F - personal privacy <s47F - personal privacy@infrastructure.gov.au>

**Subject:** RE: FOR FACT CHECK by 10am Monday - Live Music Australia media release [SEC=UNCLASSIFIED]

Also – we will announce this tomorrow morning so can you please send the link for the MR when available.

s47F - personal privacy | M: s47F - personal privacy

**UNCLASSIFIED**

**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 10:05 AM  
**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>; s47F - personal privacy  
**Cc:** s47F - personal privacy <s47F - personal privacy>; [infrastructure.gov.au](mailto:infrastructure.gov.au)  
**Subject:** RE: FOR FACT CHECK by 10am Monday - Live Music Australia media release [SEC=UNCLASSIFIED]

Ah – I can see I've already been sent a copy. Can you please take another look and see if there are any Q&A that should also be included.

s47F - personal privacy<sup>i</sup> | M: s47F - personal privacy

**UNCLASSIFIED**

**From:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>  
**Sent:** Monday, 10 August 2020 10:01 AM  
**To:** s47F - personal privacy <s47F - personal privacy>; [communications.gov.au](mailto:communications.gov.au); media <[media@communications.gov.au](mailto:media@communications.gov.au)>; s47F - personal privacy  
**Cc:** s47F - personal privacy <s47F - personal privacy>; [infrastructure.gov.au](mailto:infrastructure.gov.au)  
**Subject:** RE: FOR FACT CHECK by 10am Monday - Live Music Australia media release [SEC=UNCLASSIFIED]

Thanks s47F - pers, I'll find out.

Regards,

s47F - personal privacy<sup>a</sup>

Arts Media Manager / Media Services / Communication Branch  
 Department of Infrastructure, Transport, Regional Development and Communications  
 P +61 2 6271 1564

s47F - personal privacy <[arts.gov.au](mailto:arts.gov.au)>

**Please note:** I work part time on Monday, Tuesday, Thursday and Friday

2 Phillip Law Street, Canberra ACT 2601  
 GPO Box 594 Canberra, ACT 2601

[communications.gov.au](http://communications.gov.au) / @CommsAu  
[arts.gov.au](http://arts.gov.au) / @artsculturegov  
[infrastructure.gov.au](http://infrastructure.gov.au) / @infra\_regional

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respect to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

**UNCLASSIFIED**

**From:** s47F - personal privacy <s47F - personal privacy>; [communications.gov.au](mailto:communications.gov.au)  
**Sent:** Monday, 10 August 2020 10:01 AM  
**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>; s47F - personal privacy  
**Cc:** s47F - personal privacy <s47F - personal privacy>; [infrastructure.gov.au](mailto:infrastructure.gov.au)  
**Subject:** RE: FOR FACT CHECK by 10am Monday - Live Music Australia media release [SEC=UNCLASSIFIED]

Thank you. Are there TPs for this announcement too?

s47F - personal privacy<sup>i</sup> | M: s47F - personal privacy

**UNCLASSIFIED**



**From:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>  
**Sent:** Monday, 10 August 2020 9:58 AM  
**To:** s47F - personal privacy <s47F - personal privacy> [communications.gov.au](mailto:communications.gov.au); s47F - personal privacy  
**Cc:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>; s47F - personal privacy <s47F - personal privacy> [infrastructure.gov.au](mailto:infrastructure.gov.au)>  
**Subject:** FW: FOR FACT CHECK by 10am Monday - Live Music Australia media release [SEC=UNCLASSIFIED]

Good morning all,

Please see fact checked media release attached.

The figures are correct. The billion figure refers to the economic contribution (including broad revenue streams). The \$1.096 million comes from the LPA ticketing survey, it only includes direct ticket sales for larger performances. Arts has no data that covers all smaller venues etc.

Arts have added a reply to the comment in the attached.

APRA is also finalising the RSVP list and suggestions for media invites.

Regards,

s47F - personal privacy<sup>a</sup>

Arts Media Manager / Media Services / Communication Branch  
Department of Infrastructure, Transport, Regional Development and Communications  
P +61 2 6271 1564

s47F - personal privacy [arts.gov.au](http://arts.gov.au)

**Please note:** I work part time on Monday, Tuesday, Thursday and Friday

2 Phillip Law Street, Canberra ACT 2601  
GPO Box 594 Canberra, ACT 2601

[communications.gov.au](http://communications.gov.au) / @CommsAu

[arts.gov.au](http://arts.gov.au) / @artsculturegov

[infrastructure.gov.au](http://infrastructure.gov.au) / @infra\_regional

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respect to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

**UNCLASSIFIED**

FOI 21-033

---

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 3:23 PM  
**To:** Web Services; publishing  
**Cc:** [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]  
**Subject:** RE: Web page updated for [SEC=UNCLASSIFIED]

**Apologies, that should be** web content and guidelines made live at around 6-6.30am tomorrow morning.

---

**UNCLASSIFIED**

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 3:18 PM  
**To:** 'Web Services' ; publishing  
**Cc:** [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]  
**Subject:** Web page updated for [SEC=UNCLASSIFIED]

---

Hello [REDACTED]

Please see attached completed web publishing request forms. As noted, the timing for these at the moment is to go live is 7.30 am tmrw, but we are still waiting on a final confirmed time, and will let you know as soon as we know.

Please do not hesitate to contact me if you need to go over any detail.

Kind regards

[REDACTED]

6271 7117

**UNCLASSIFIED**



Australian Government

Department of Infrastructure, Transport, Regional Development and Communications

# Web publishing request template—arts website

April 2020



**This publishing request is to be used for updating the Communications website at [www.arts.gov.au](http://www.arts.gov.au).**

Please refer to the document titled [how to make your word document accessible](#), for details on how to meet the Web Content Accessibility Guideline (WCAG) 2.0 requirements.

Please tick the sections you have completed for this publishing request:

- ☐ [your details](#)—you must complete this section
- ☐ [your publishing request](#)—you must complete this section
- ☐ [Content update](#)
- ☐ [attachments](#)—you must complete this section
- ☐ [images](#)
- ☐ [news stories](#)
- ☐ [grants and funding](#)
- ☐ [privacy](#)
- ☐ accessibility—you must ensure you comply with the [how to make your word document accessible](#) section

Please read these instructions before you complete this web publishing request:

- This template is for content updates on the Arts websites: [www.arts.gov.au](http://www.arts.gov.au) and [www.mcm.arts.gov.au](http://www.mcm.arts.gov.au).
- **Please allow three to five business days for your request to be actioned.** Some requests may take longer.
- You can use this template to send a document to be checked that it meets WCAG 2.0 requirements before you make changes to the website. Please complete all the relevant sections.
- Use a new template for each individual request.
- Complete all relevant sections, and in particular all sections highlighted in a turquoise (light blue) colour. If you do not complete all the required sections your request may be delayed.
- Do not use comments. Some comments may not be seen. If you want to add a link, insert it next to the text you want linked and highlight in yellow.
- Use the accessibility checklist at the end of this document to ensure your content meets WCAG 2.0 requirements.
- Use the following web publishing request templates for the following websites:
  - [Department of Communications and the Arts template](#) for updates to the [www.communications.gov.au](http://www.communications.gov.au) website
  - [Arts template](#) for updates to [www.arts.gov.au](http://www.arts.gov.au) and [www.mcm.arts.gov.au](http://www.mcm.arts.gov.au) websites

April 2020

Your details

- [Classification template](#) for [www.classification.gov.au](http://www.classification.gov.au).
- Send this completed template to Digital Services ([publishing@communications.gov.au](mailto:publishing@communications.gov.au)) for accessibility checking and publishing.
- Attach documents rather than provide an IMS link.
- If you have any questions relating to your request, please email [publishing@communications.gov.au](mailto:publishing@communications.gov.au).

## Your details

**Request type**—you can tick more than one:

For pages to be unpublished, please retain appropriate records of the content in accordance with the Department's record keeping policy.

- ☐ add a new standard page
- ☒ update an existing standard page
- ☐ add a new funding page
- ☐ accessibility requirements—we will create a PDF for you from this document. Please complete the [attachments section](#).
- ☒ check **form** meets WCAG.20 accessibility requirements—we will create a PDF for you from this document. Please complete the [attachments section](#).
- ☐ news story
- ☐ unpublish an existing page

**Your name, telephone and email:**

**Approving branch head / approver name and contact details** (name, telephone number and email address):

Requests will be actioned after approval is received.

**Extra information:**

We will publish your request as soon as we make the changes unless you add any extra information here such as, to be published on a particular date; waiting for approval from the minister's office etcetera.

s47F - personal privacy 6271 7117,  
s47F - personal privacy arts.gov.au  
Sylvia Spaseski, 6271 1754: s47F - personal privacy  
Sylvia.spaseski@arts.gov.au

Please do not publish until approval from the Minister's Office and following a media release to open the Fund.

## Your publishing request—details

### New pages and updates to existing pages

You must complete every section below. If you do not complete all sections, your request will be delayed until we receive all the information required.

#### Page title:

128 characters. Page title should closely match the URL.

Arts Sustainability Fund

#### Page summary:

Describe in one or two complete sentences the purpose of the page. This will be displayed just under the title and on promotional pages.

The Arts Sustainability Fund supports the arts and entertainment sector to continue its activities by providing necessary finance to plan a pathway for recovery from the effects of COVID-19. Funding will support employment and contribute to rebuilding Australia's economy, as well as enhancing community wellbeing and access to cultural experiences across Australia.

#### Page URL:

If a new page, please add the URL of the page this page is connected with. If an existing page, please add the URL of the page to be edited. If a new page, please add the URL of the page this page is connected with. If an existing page, please add the URL of the page to be edited.

<https://www.arts.gov.au/covid-19-update>

#### Business area:

Please select one only.

- ☐ MCM
- ☐ PM's Literary Awards
- ☒ Business area

#### Tags:

Please type at least three 'words' that might assist someone to find this page through search, separating with commas—not the title or summary.

Arts, Entertainment Industry, Sustainability, Fund, COVID-19, Investment

#### Stream:

Please select one only.

- ☐ Cultural heritage
- ☒ General
- ☐ Screen
- ☐ Indigenous arts and languages
- ☐ Literature
- ☐ Performing arts
- ☐ Regional arts
- ☐ Museums libraries and galleries
- ☐ Visual arts

April 2020

Your publishing request—details

**Audience:**

You can select more than one here.

- 
- ☒ Art galleries
  - ☐ Citizen
  - ☐ Collector
  - ☒ Indigenous artists
  - ☐ Indigenous language workers
  - ☒ Museums
  - ☒ Musicians
  - ☒ Performing artists
  - ☐ Philanthropists and supporters
  - ☒ Regional artists
  - ☐ Students
  - ☒ Visual artists
  - ☒ Writer
-

## Content to be updated

1. Copy and paste current content from website into the box below.
2. Turn on track changes (review tab > track changes) and make your edits.
3. Do not add text to be copied in comments as it can be hard to copy and see where it originates.
4. Images should be provided in web-ready accessible format and as separate images files uploaded via the internet publishing request form. Please complete the [images section](#) if you have images to be included here.

Amend existing web page: <https://www.arts.gov.au/covid-19-update>. Two places to amend text on this page for this program

One is extra sentence in track at end on existing program description

Supporting Sustainability of Sector-Significant Organisations—\$35 million to provide direct financial assistance to support significant Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19, which may include organisations in fields including theatre, dance, circus, music and other fields. The Government will partner with the Australia Council to deliver this funding. [More information on this funding opportunity is provided below.](#)

And, near the bottom of this page where programs are listed, insert the below text and link to Grantconnect webpage. Put this and the RISE Fund text at the top of the list of programs

### COVID-19 Arts Sustainability Fund

The COVID-19 Arts Sustainability Fund is a \$35 million targeted grant opportunity for arts organisations that receive multi-year operational funding from the Australian Government. This funding acknowledges that these arts organisations are key employers of Australian artists and art workers, the leading presenters of high-quality work to audiences across Australia and the training ground of Australia's upcoming performing artists.

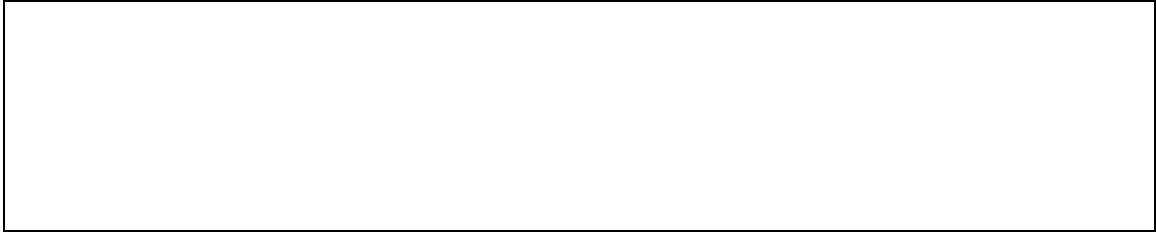
The operations and financial stability of these organisations have been significantly affected by COVID-19, putting some organisations at financial risk. The COVID-19 Arts Sustainability Fund will assist the sector to continue its activities by providing necessary finance to plan a pathway for recovery from the effects of COVID-19. Funding will support employment and contribute to rebuilding Australia's economy, as well as enhancing community wellbeing and access to cultural experiences across Australia.

The Sustainability Fund guidelines include eligibility criteria and information about the application and funding process. The guidelines can be accessed at the Australian Government's [GrantConnect website](#). The Funding will open for applications on 31 August 2020 and will remain open until all funds are allocated or until 31 May 2021, whichever is sooner.

If you have any questions or need further information, please email the Arts Sustainability Fund at: [SustainabilityFund@arts.gov.au](mailto:SustainabilityFund@arts.gov.au)

April 2020

Content to be updated





## Attachments

Please note the following:

- Use this section if you would like us to check your documents for accessibility and/or you would like the document/s to be added to a webpage on the department's website.
- You only need to send a Word version. We will create an accessible PDF from the accessible Word version. If you only have a PDF, please convert it into an accessible Word for us to check. We are required to put two formats—Word and PDF. We cannot put just one format up online.
- Only attachments that meet WCAG 2.0 accessibility requirements will be loaded on to the department's websites.
- You should allow at least two working days for us to check your attachments meet WCAG 2.0 requirements.
- Email all documents as attachments to your email. We cannot use the IMS link because of our workflow requirements and quite often we can't save our changes to your link. We have to save your document to our hard drive.
- Every time you create or update a document for the website, please use a clean template document.
- You can access the department's accessible Word documents at <https://intranet.dept.gov.au/forms/communication/word-document-templates-accessible>.

**Are these attachments to be added to a webpage?** If so, please complete the rest of this template as well.

---

<input type="checkbox"/>	yes
<input checked="" type="checkbox"/>	no

---

**Number of documents to be checked and/or uploaded:**

**Have you used the department's template documents?**

---

<input checked="" type="checkbox"/>	yes
<input type="checkbox"/>	no

---

April 2020

Images

## Images

### Are there any images?

Images must be provided for news stories and have your say. Please contact either the media team or design team for an appropriate image.

You can add images in the content above to show placement, but please also send images as separate jpeg or png files.

☒ Yes Image to be confirmed with Communications

☐ No

## Image alt text

If you ticked yes above that there are images, please complete the following sections. You must include alt text for every image/graph. To create appropriate alt text, look at the image or graph and describe the content as if you are describing it to a person who cannot see the image at all.

### Image 1

**Image file name/ID:**

**Is this a feature image for news story or have your say?**

☐ yes

☐ no

**Alt text:**

**Image credits:**

Please add image credits here.

### Image 2

**Image file name/ID:**

**Alt text:**

**Image credits:**

Please add image credits here.

### Image 3

**Image file name/ID:**

**Alt text:**

**Image credits:**

Please add image credits here.

## News stories

You will also need to provide an image with this story. Please contact the [media team](#) to discuss your requirements for this story.

<b>Summary—news stories only</b> Please add one sentence summing up the story.	
<b>Image for news story</b> Please contact the <a href="#">graphic design team</a> for a news story image.	Please attach the image to your web publishing request email.
<b>Story</b> Please type the story here. There is no need for you to add the story to the page content section below	

## Funding page

### Grants and funding

**Please note:**

All grant opportunities and grant opportunity guidelines published by the department (other than those relating to one-off or ad hoc grants) and any changes or new information, must now be published on GrantConnect ([www.grants.gov.au](http://www.grants.gov.au)).

A summary of grant opportunities may continue to also be published on the department's website and/or other platforms (e.g. print or social media). However, the grant guidelines themselves must now only be published on GrantConnect. Please contact [GrantsAdministration@communications.gov.au](mailto:GrantsAdministration@communications.gov.au) for advice on meeting GrantConnect publishing requirements.

<b>Image for the have your say page</b> Please contact the <a href="#">graphic design team</a> for an image for this grants and funding page.	Please attach the image to your web publishing request email.
--	---

**Funding date status:**

- ☒ upcoming funding  
☐ current funding

**Status description:**

Will be open for applications once the Minister makes an announcement

**Application deadline:**

Start date: 31 August 2020  
 End date: 31 May 2021

**Funding type:**

- ☒ Fixed  
☐ Ongoing  
☐ Rolling

April 2020

Privacy

**Spotlight: why we want your input:****How:****What will be the outcome of this funding:****About the program:****Documents attached about the program:**☒ Yes See above☐ No**Funding or support:**☒ Funding☐ Support**Milestone title:****Milestone type:**☐ Applications closed☒ Applications open☐ Recipients announced☐ Applications being considered**Date the milestone occurred:**

31 August 2020

**Who we've funded date:**

N/A

**Who we've funded text:**

N/A

**Formal submissions**☐ Funding and support application enabled☐ Formal submissions have been made public☒ Display the funding application period**Application webform****Smartygrants link**[SmartyGrants online portal](#)**Funding and support application introduction:****Funding and support application outro:**

This call to action text will display above the 'Apply now' button.

## Privacy

You must consider the privacy requirements and more specifically personal information in your submission.

## You may be required to complete a Privacy Impact Assessment

The Australian Government Agencies Privacy Code (the Code) requires that all agencies conduct a Privacy Impact Assessment (PIA) for all high privacy risk projects or where directed to do so by the Office of the Australian Information Commissioner (OAIC).

A high privacy risk project is one where it involves any new or changed ways of handling personal information that are likely to have a significant impact on the privacy of individuals.

If your project has a high privacy risk please complete a PIA and provide a final signed copy to [privacy@communications.gov.au](mailto:privacy@communications.gov.au).

If you are not sure if there will be a significant impact on the privacy of individuals please complete the PIA Threshold Form and the Privacy Team will then review it and provide advice.

Under the privacy code, the department is required to maintain and publish a register of all PIAs it conducts. The register is published on our external website by the privacy team.

## If collecting personal information you must notify individuals

When the department collects personal information about an individual, the department must take reasonable steps to notify the individual of certain matters at the time of collection or as soon as practicable thereafter, in the form of a privacy collection notice. This is a requirement in the Australian Privacy Principles (APPs), specifically APP 5.

The requirements of a privacy collection notice include:

- The fact that personal information will be collected
- The circumstances of the collection (which party is collecting, what they will do with it and whether collection is required by law)
- The purpose of the collection and the choices available to the individual
- Reference to the department's privacy policy and privacy contact details.

Please contact [privacy@communications.gov.au](mailto:privacy@communications.gov.au) if you need help with a PIA or privacy collection notice.



# Web publishing request template—arts website

April 2020



**This publishing request is to be used for updating the Communications website at [www.arts.gov.au](http://www.arts.gov.au).**

Please refer to the document titled [how to make your word document accessible](#), for details on how to meet the Web Content Accessibility Guideline (WCAG) 2.0 requirements.

Please tick the sections you have completed for this publishing request:

- ☐ [your details](#)—you must complete this section
- ☐ [your publishing request](#)—you must complete this section
- ☐ [Content update](#)
- ☐ [attachments](#)—you must complete this section
- ☐ [images](#)
- ☐ [news stories](#)
- ☐ [grants and funding](#)
- ☐ [privacy](#)
- ☐ accessibility—you must ensure you comply with the [how to make your word document accessible](#) section

Please read these instructions before you complete this web publishing request:

- This template is for content updates on the Arts websites: [www.arts.gov.au](http://www.arts.gov.au) and [www.mcm.arts.gov.au](http://www.mcm.arts.gov.au).
- **Please allow three to five business days for your request to be actioned.** Some requests may take longer.
- You can use this template to send a document to be checked that it meets WCAG 2.0 requirements before you make changes to the website. Please complete all the relevant sections.
- Use a new template for each individual request.
- Complete all relevant sections, and in particular all sections highlighted in a turquoise (light blue) colour. If you do not complete all the required sections your request may be delayed.
- Do not use comments. Some comments may not be seen. If you want to add a link, insert it next to the text you want linked and highlight in yellow.
- Use the accessibility checklist at the end of this document to ensure your content meets WCAG 2.0 requirements.
- Use the following web publishing request templates for the following websites:
  - [Department of Communications and the Arts template](#) for updates to the [www.communications.gov.au](http://www.communications.gov.au) website
  - [Arts template](#) for updates to [www.arts.gov.au](http://www.arts.gov.au) and [www.mcm.arts.gov.au](http://www.mcm.arts.gov.au) websites
  - [Classification template](#) for [www.classification.gov.au](http://www.classification.gov.au).

April 2020

Your details

- Send this completed template to Digital Services ([publishing@communications.gov.au](mailto:publishing@communications.gov.au)) for accessibility checking and publishing.
- Attach documents rather than provide an IMS link.
- If you have any questions relating to your request, please email [publishing@communications.gov.au](mailto:publishing@communications.gov.au).

## Your details

**Request type**—you can tick more than one:

For pages to be unpublished, please retain appropriate records of the content in accordance with the Department's record keeping policy.

- ☐ add a new standard page
- ☒ update an existing standard page
- ☐ add a new funding page
- ☐ accessibility requirements—we will create a PDF for you from this document. Please complete the [attachments section](#).
- ☒ check **form** meets WCAG.20 accessibility requirements—we will create a PDF for you from this document. Please complete the [attachments section](#).
- ☐ news story
- ☐ unpublish an existing page

**Your name, telephone and email:**

**Approving branch head / approver name and contact details** (name, telephone number and email address):

Requests will be actioned after approval is received.

**Extra information:**

We will publish your request as soon as we make the changes unless you add any extra information here such as, to be published on a particular date; waiting for approval from the minister's office etcetera.

s47F - personal privacy 6271 7117,  
s47F - personal privacy arts.gov.au  
 Sylvia Spaseski, 6271 1754: s47F - personal privacy  
 Sylvia.spaseski@arts.gov.au

Please do not publish until approval from the Minister's Office and following a media release to open the Fund.

## Your publishing request—details

### New pages and updates to existing pages

You must complete every section below. If you do not complete all sections, your request will be delayed until we receive all the information required.

#### Page title:

128 characters. Page title should closely match the URL.

Restart Investment to Sustain and Expand (RISE) Fund program

#### Page summary:

Describe in one or two complete sentences the purpose of the page. This will be displayed just under the title and on promotional pages.

The RISE Fund is supporting the arts and entertainment sector to reactivate. The program is targeting funding towards the arts and entertainment sector organisations who are seeking to restart, re-imagine or create new activities. The program is intended to assist by providing finance to assist the presentation of new or re-shaped cultural and creative activities and events.

#### Page URL:

If a new page, please add the URL of the page this page is connected with. If an existing page, please add the URL of the page to be edited. If a new page, please add the URL of the page this page is connected with. If an existing page, please add the URL of the page to be edited.

<https://www.arts.gov.au/covid-19-update>

#### Business area:

Please select one only.

- ☐ MCM
- ☐ PM's Literary Awards
- ☒ Business area

#### Tags:

Please type at least three 'words' that might assist someone to find this page through search, separating with commas—not the title or summary.

Arts, entertainment, Entertainment Industry, sustain, Sustainability, Fund, COVID-19, Investment, RISE, restart

#### Stream:

Please select one only.

- ☐ Cultural heritage
- ☒ General
- ☐ Screen
- ☐ Indigenous arts and languages
- ☐ Literature
- ☐ Performing arts
- ☐ Regional arts
- ☐ Museums libraries and galleries
- ☐ Visual arts



April 2020

Your publishing request—details

**Audience:**

You can select more than one here.

- 
- ☒ Art galleries
  - ☐ Citizen
  - ☐ Collector
  - ☒ Indigenous artists
  - ☐ Indigenous language workers
  - ☒ Museums
  - ☒ Musicians
  - ☒ Performing artists
  - ☐ Philanthropists and supporters
  - ☒ Regional artists
  - ☐ Students
  - ☒ Visual artists
  - ☒ Writer
-

## Content to be updated

1. Copy and paste current content from website into the box below.
2. Turn on track changes (review tab > track changes) and make your edits.
3. Do not add text to be copied in comments as it can be hard to copy and see where it originates.
4. Images should be provided in web-ready accessible format and as separate images files uploaded via the internet publishing request form. Please complete the [images section](#) if you have images to be included here.

Amend existing web page: <https://www.arts.gov.au/covid-19-update> in two places on this page for this program

One is the extra sentence in track at the end of this text

Seed Investment to Reactivate Productions and Tours—\$75 million in competitive grant funding in 2020–21 through the Restart Investment to Sustain and Expand (RISE) Fund. This program will provide capital to help production and event businesses to put on new festivals, concerts, tours and events as social distancing restrictions ease, including through innovative operating and digital delivery models. Grants of varying sizes will be available, from \$75,000 through to \$2 million. [More information on this funding opportunity is provided below.](#)

And, near the bottom of this page where the programs are listed, insert the following text and create a link to the Grantconnect webpage. Put this and the Sustainability Fund text at the top of the list of programs

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

The RISE Fund is a \$75 million grant opportunity available in 2020-21 to support the arts and entertainment sector to reactivate. This Fund targets sector organisations who are seeking to restart, re-imagine or create new activities. The program is intended to assist by providing finance for the presentation of new or re-shaped cultural and creative activities and events.

RISE will support the 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.

RISE guidelines include eligibility criteria and information about the application and funding process. The guidelines can be accessed at the Australian Government's [GrantConnect website](#). The Fund will be open for applications on 31 August 2020 and will remain open until all funds are allocated or until 31 May 2021, whichever is sooner.

April 2020

Content to be updated

If you have any questions or need further information, please email the RISE Fund at:  
[RISE@arts.gov.au](mailto:RISE@arts.gov.au)

April 2020

Attachments

## Attachments

Please note the following:

- Use this section if you would like us to check your documents for accessibility and/or you would like the document/s to be added to a webpage on the department's website.
- You only need to send a Word version. We will create an accessible PDF from the accessible Word version. If you only have a PDF, please convert it into an accessible Word for us to check. We are required to put two formats—Word and PDF. We cannot put just one format up online.
- Only attachments that meet WCAG 2.0 accessibility requirements will be loaded on to the department's websites.
- You should allow at least two working days for us to check your attachments meet WCAG 2.0 requirements.
- Email all documents as attachments to your email. We cannot use the IMS link because of our workflow requirements and quite often we can't save our changes to your link. We have to save your document to our hard drive.
- Every time you create or update a document for the website, please use a clean template document.
- You can access the department's accessible Word documents at <https://intranet.dept.gov.au/forms/communication/word-document-templates-accessible>.

**Are these attachments to be added to a webpage?** If so, please complete the rest of this template as well.

---

<input type="checkbox"/>	yes
<input checked="" type="checkbox"/>	no

---

**Number of documents to be checked and/or uploaded:**

---

3

---

**Have you used the department's template documents?**

---

<input checked="" type="checkbox"/>	yes
<input type="checkbox"/>	no

---

April 2020

Images

## Images

### Are there any images?

Images must be provided for news stories and have your say. Please contact either the media team or design team for an appropriate image.

You can add images in the content above to show placement, but please also send images as separate jpeg or png files.

☒ Yes Image to be confirmed with Communications

☐ No

## Image alt text

If you ticked yes above that there are images, please complete the following sections. You must include alt text for every image/graph. To create appropriate alt text, look at the image or graph and describe the content as if you are describing it to a person who cannot see the image at all.

### Image 1

**Image file name/ID:**

**Is this a feature image for news story or have your say?**

☐ yes

☐ no

**Alt text:**

**Image credits:**

Please add image credits here.

### Image 2

**Image file name/ID:**

**Alt text:**

**Image credits:**

Please add image credits here.

### Image 3

**Image file name/ID:**

**Alt text:**

**Image credits:**

Please add image credits here.

## News stories

You will also need to provide an image with this story. Please contact the [media team](#) to discuss your requirements for this story.

<b>Summary—news stories only</b> Please add one sentence summing up the story.	
<b>Image for news story</b> Please contact the <a href="#">graphic design team</a> for a news story image.	Please attach the image to your web publishing request email.
<b>Story</b> Please type the story here. There is no need for you to add the story to the page content section below	

## Funding page

### Grants and funding

**Please note:**

All grant opportunities and grant opportunity guidelines published by the department (other than those relating to one-off or ad hoc grants) and any changes or new information, must now be published on GrantConnect ([www.grants.gov.au](http://www.grants.gov.au)).

A summary of grant opportunities may continue to also be published on the department's website and/or other platforms (e.g. print or social media). However, the grant guidelines themselves must now only be published on GrantConnect. Please contact [GrantsAdministration@communications.gov.au](mailto:GrantsAdministration@communications.gov.au) for advice on meeting GrantConnect publishing requirements.

<b>Image for the have your say page</b> Please contact the <a href="#">graphic design team</a> for an image for this grants and funding page.	Please attach the image to your web publishing request email.
--	---

**Funding date status:**

- ☒ upcoming funding  
☐ current funding

**Status description:**

Will be open for applications once the Minister makes an announcement

**Application deadline:**

Start date: 31 August 2020  
 End date: 31 May 2021

**Funding type:**

- ☒ Fixed  
☐ Ongoing  
☐ Rolling

April 2020

Privacy

**Spotlight: why we want your input:****How:****What will be the outcome of this funding:**

See above in draft words for web page

**About the program:**

See above in draft words for web page

**Documents attached about the program:**☒ Yes See above☐ No**Funding or support:**☒ Funding☐ Support**Milestone title:****Milestone type:**☐ Applications closed☒ Applications open☐ Recipients announced☐ Applications being considered**Date the milestone occurred:**

31 August 2020

**Who we've funded date:**

N/A

**Who we've funded text:**

N/A

**Formal submissions**☐ Funding and support application enabled☐ Formal submissions have been made public☒ Display the funding application period**Application webform****Smartygrants link**[SmartyGrants online portal](#)**Funding and support application introduction:****Funding and support application outro:**

This call to action text will display above the 'Apply now' button.

## Privacy

You must consider the privacy requirements and more specifically personal information in your submission.

## You may be required to complete a Privacy Impact Assessment

The Australian Government Agencies Privacy Code (the Code) requires that all agencies conduct a Privacy Impact Assessment (PIA) for all high privacy risk projects or where directed to do so by the Office of the Australian Information Commissioner (OAIC).

A high privacy risk project is one where it involves any new or changed ways of handling personal information that are likely to have a significant impact on the privacy of individuals.

If your project has a high privacy risk please complete a PIA and provide a final signed copy to [privacy@communications.gov.au](mailto:privacy@communications.gov.au).

If you are not sure if there will be a significant impact on the privacy of individuals please complete the PIA Threshold Form and the Privacy Team will then review it and provide advice.

Under the privacy code, the department is required to maintain and publish a register of all PIAs it conducts. The register is published on our external website by the privacy team.

## If collecting personal information you must notify individuals

When the department collects personal information about an individual, the department must take reasonable steps to notify the individual of certain matters at the time of collection or as soon as practicable thereafter, in the form of a privacy collection notice. This is a requirement in the Australian Privacy Principles (APPs), specifically APP 5.

The requirements of a privacy collection notice include:

- The fact that personal information will be collected
- The circumstances of the collection (which party is collecting, what they will do with it and whether collection is required by law)
- The purpose of the collection and the choices available to the individual
- Reference to the department's privacy policy and privacy contact details.

Please contact [privacy@communications.gov.au](mailto:privacy@communications.gov.au) if you need help with a PIA or privacy collection notice.



---

**From:** media  
**Sent:** Monday, 10 August 2020 4:59 PM  
**To:** s47F - personal privacy s47F - personal privacy  
**Cc:** media  
**Subject:** RE: 200811\_Media Release - s47F - personal privacy - RISE Fund and Sustainability for significant organisations released\_embargoed until 11 Aug 2020 [SEC=UNCLASSIFIED]

**Categories:**

Hi s47F - personal privacy and s47F - personal privacy,

The s47F - personal privacy have suggested a slight shift in wording in the media release to more accurately reflect their role – to advising rather than assessing applications.

See below from s47F - personal privacy. If you are able to accommodate this change at all, please let me know.

s47G - business information

Regards,

s47F - personal privacy

Arts Media Manager / Media Services / Communication Branch  
Department of Infrastructure, Transport, Regional Development and Communications  
P +61 2 6271 1564

s47F - personal privacy [arts.gov.au](https://arts.gov.au)

**Please note:** I work part time on Monday, Tuesday, Thursday and Friday

2 Phillip Law Street, Canberra ACT 2601  
GPO Box 594 Canberra, ACT 2601

[communications.gov.au](https://communications.gov.au) / @CommsAu

arts.gov.au / @artsculturegov  
infrastructure.gov.au / @infra\_regional

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respect to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

**UNCLASSIFIED**

---

**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 4:18 PM  
**To:** s47F - personal privacy  
**Cc:** media ; s47F - personal privacy  
**Subject:** 200811\_Media Release - s47F - personal privacy - RISE Fund and Sustainability for significant organisations released\_embargoed until 11 Aug 2020 [SEC=UNCLASSIFIED]

Hi s47F - personal privacy,

Thanks for flagging – happy for the attached to be shared with s47F - personal privacy

Cheers,

s47F - personal privacy

s47F - personal privacy

**UNCLASSIFIED**

**From:** Spaseski, Sylvia  
**Sent:** Monday, 10 August 2020 5:39 PM  
**To:** [REDACTED] s47F - personal privacy s47F - personal privacy s47F - personal privacy s47F - personal privacy s47F - personal privacy  
**Cc:** Strategic Communication; [REDACTED] s47F - personal privacy  
**Subject:** RE: FOR CLEARANCE: RISE and Sustainability fund news story [SEC=UNCLASSIFIED]

Im ok with it.

### Sylvia Spaseski

Assistant Secretary / Arts Development and Investment

Office for the Arts

P +61 2 6271 1754

M [REDACTED] s47F - personal privacy

Please reconsider printing this internal email.

## UNCLASSIFIED

**From:** [REDACTED] s47F - personal privacy  
**Sent:** Monday, 10 August 2020 5:11 PM  
**To:** [REDACTED] s47F - personal privacy; [REDACTED] s47F - personal privacy; [REDACTED] s47F - personal privacy; [REDACTED] s47F - personal privacy; [REDACTED] s47F - personal privacy  
**Cc:** Strategic Communication; [REDACTED] s47F - personal privacy; Spaseski, Sylvia  
**Subject:** RE: FOR CLEARANCE: RISE and Sustainability fund news story [SEC=UNCLASSIFIED]

Hi all

Just touching base to see if anyone else has any further feedback.

Cheers

[REDACTED] s47F - personal privacy

**From:** [REDACTED] s47F - personal privacy <[REDACTED] s47F - personal privacy@arts.gov.au>  
**Sent:** Monday, 10 August 2020 4:31 PM  
**To:** [REDACTED] s47F - personal privacy <[REDACTED] s47F - personal privacy@communications.gov.au>; [REDACTED] s47F - personal privacy <[REDACTED] s47F - personal privacy@arts.gov.au>; [REDACTED] s47F - personal privacy <[REDACTED] s47F - personal privacy@arts.gov.au>; [REDACTED] s47F - personal privacy <[REDACTED] s47F - personal privacy@arts.gov.au>; [REDACTED] s47F - personal privacy <[REDACTED] s47F - personal privacy@arts.gov.au>  
**Cc:** Strategic Communication <strategiccommunication@communications.gov.au>; [REDACTED] s47F - personal privacy

<s47F - personal privacy [REDACTED] arts.gov.au>; Spaseski, Sylvia <Sylvia.Spaseski@arts.gov.au>

**Subject:** RE: FOR CLEARANCE: RISE and Sustainability fund news story [SEC=UNCLASSIFIED]

s47F - personal privacy [REDACTED]. I've had a quick look and made some minor changes.

Could you also please review.

Thanks

s47F - personal privacy [REDACTED]

## UNCLASSIFIED

**From:** s47F - personal privacy [REDACTED] <s47F - personal privacy [REDACTED] communications.gov.au>  
**Sent:** Monday, 10 August 2020 3:23 PM  
**To:** s47F - personal privacy [REDACTED] <s47F - personal privacy [REDACTED] arts.gov.au>; s47F - personal privacy [REDACTED] <s47F - personal privacy [REDACTED] arts.gov.au>; s47F - personal privacy [REDACTED] <s47F - personal privacy [REDACTED] arts.gov.au>; s47F - personal privacy [REDACTED] <s47F - personal privacy [REDACTED] arts.gov.au>; s47F - personal privacy [REDACTED] <s47F - personal privacy [REDACTED] arts.gov.au>; s47F - personal privacy [REDACTED] <s47F - personal privacy [REDACTED] arts.gov.au>; s47F - personal privacy [REDACTED] <s47F - personal privacy [REDACTED] arts.gov.au>  
**Cc:** Strategic Communication <strategiccommunication@communications.gov.au>; s47F - personal privacy [REDACTED] <s47F - personal privacy [REDACTED] arts.gov.au>  
**Subject:** FOR CLEARANCE: RISE and Sustainability fund news story [SEC=UNCLASSIFIED]

Good afternoon all

For your review website news story, intranet story & social content for tomorrow's RISE and Sustainability Fund announcement.

I've started to pop in some stakeholders to tag, but let me know if there are other stakeholders I should include as well.

Are there any hashtags we should use?

I'll prepare further social content once the programs are open for applications.

---

Record Title	<a href="#">RISE and Sustainability fund news story</a>
Record Number	PAD/20/69152

Cheers

s47F - personal privacy [REDACTED]

## UNCLASSIFIED

Draft email for arts peaks**Subject: Release of guidelines for RISE and Sustainability Funds – Australian Government COVID-19 Creative Economy package**

Dear all

As part of the Australian Government's \$250 million COVID-19 Creative Economy package, the guidelines for the Restart Investment to Sustain and Expand (RISE) Fund and COVID-19 Arts Sustainability Fund (Sustainability Fund) were released today.

- The \$75 million RISE Fund is a competitive grants program that provides seed investment for arts and entertainment organisations to restart, re-imagine or create new activities.
- The \$35 million Sustainability Fund is a targeted grant opportunity for sector-significant arts organisations at risk of insolvency due to the effects of COVID-19. The priority in allocating this funding will be to organisations with an Australia Council current multi-year funding agreement, and by exception, other organisations with current and significant funding relationships with the Commonwealth that can demonstrate a unique sector leadership role as an employer or trainer.

The guidelines for both programs are available on Grant Connect at [www.grants.gov.au](http://www.grants.gov.au) and include details on how applications for funding can be submitted, and what types of organisations and activities are eligible. Further information is available at [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update). I encourage you to promote the opportunities to your stakeholders.

The guidance for the \$90 million Show Starter concessional loans program and \$50 million Temporary Interruption Fund for screen production companies are currently being developed and will be released as soon as practicable once the agreed processes relating to spending public money are in place.

The Government is also establishing a Creative Economy Taskforce to support the implementation of the Creative Economy package, alongside the Office for the Arts and the Australia Council. The Taskforce members are senior representatives in Australia's arts and cultural sector and will be announced shortly.

The package complements existing Australian Government whole-of-economy support and assistance measures already in place, as well as supports being provided by our agencies, and those provided by state and territory governments.

In total, the Government has now provided \$677 million of additional, targeted support to the cultural and creative sector in response to the pandemic, on top of its existing investment of almost \$750 million in 2019-20.

We are aware that the current epidemiological situation presents many challenges for all Australians, including the cultural and creative sector, and will continue to be as flexible as possible with grants.

Thank you for providing valuable feedback that has informed the development of the guidelines. If you have any questions, there will be an opportunity to discuss at our next roundtable meeting on 18 August.

Best regards

Stephen

**Stephen Arnott PSM**

First Assistant Secretary – Office for the Arts  
Department of Infrastructure, Transport, Regional Development and Communications

P +61 2 6271 1313  
M s47F - personal privacy  
[stephen.arnott@arts.gov.au](mailto:stephen.arnott@arts.gov.au)

2 Phillip Law Street, Canberra ACT 2601  
GPO Box 594 Canberra, ACT 2601

[communications.gov.au](http://communications.gov.au) / @CommsAu

[arts.gov.au](http://arts.gov.au) / @artsculturegov

Sign up to our monthly e-newsletter [ART/works](#) to stay up-to-date with all the latest arts news and funding opportunities.

[artbank.gov.au](http://artbank.gov.au) – An Australian Government initiative

Facebook / Twitter / Instagram / Vimeo

Sign up to our [Artbank newsletter](#).



*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respect to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

[Email list for arts peaks](#)

s47F - personal privacy

s47F - personal privacy



s47F - personal privacy







## **Australian Government**

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

# Restart Investment to Sustain and Expand (RISE) Fund Frequently Asked Questions

**August 2020**

## Making an application

### 1.1. Can individuals apply?

No, unless you are a Sole Trader with employees. Individual artists can apply for funding from the Australia Council, the Government's principal arts funding body, or relevant state, territory or local government agencies.

### 1.2. Can state and territory owned entities apply?

No. State and territory owned entities may be parties to a joint or partnership application, provided they are not the lead applicant. State and territory owned entities can also benefit from grant activities delivered by a third party. For example, a third party may include venue hire costs for presentation of an activity at a state owned facility.

### 1.3. Can administration costs be funded?

Only the administration costs associated with undertaking projects funded by the RISE Fund. The RISE Fund does not provide operational funding for organisations. It is important to demonstrate how funding your administration costs will contribute to successfully delivering your project. Projects that include a high percentage of administration costs are likely to represent less value for money.

### 1.4. Can infrastructure costs be funded?

No, with the exception of costs associated with establishing COVID-safe infrastructure such as physical partitions or shields.

### 1.5. Can my project be delivered solely online?

Yes. Innovative ways to deliver content and productions in response to COVID-19 restrictions are encouraged.

### 1.6. What are 'new' projects or activities?

A new project or activity is one that was not previously planned prior to COVID-19, or one that has been re-imagined in response to COVID-19 restrictions.

### 1.7. What does 'scale' of a project mean?

Scale refers to the size and extent of a project, including how many participants and locations are involved. Assessors will consider the scale of the project in the context of your organisation's experience and capacity.

### 1.8. Can I apply more than once?

Yes. You can submit more than one application, noting that funding decisions will consider a balance across art forms and types of activity, geographic and community diversity, and generation of jobs. Please note that where you submit multiple applications in an assessment period, those applications will compete against each other. You cannot receive funding for more than one application per assessment period.

### 1.9. Can I reapply for funding?

Yes, you may reapply regardless of whether you have been successful or unsuccessful for a previous application. You may reapply for the same or a similar activity, provided you are not seeking to fund activities already paid for under a previous successful grant.

If you are unsuccessful, you may ask for feedback and re-submit. It is recommended that you include new or more detailed information when submitting your new application and ensure the activity you are applying for is aligned with the RISE Fund's objectives, outcomes and assessment criteria.

#### 1.10. Can I submit an application on behalf of a group?

Yes. Joint or consortia applications are eligible for funding under the RISE Fund, as outlined in section 7.2 of the RISE Fund Guidelines.

#### 1.11. What if I need to update my application after submitting it?

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 you have submitted.

#### 1.12. How can I make my project COVID-safe?

Organisations should prepare and develop a COVID-safe plan, including risk assessments, hygiene controls and physical distancing, to operate in a COVID-safe way to protect staff and project participants. The National COVID-19 Commission Advisory Body has released a planning tool to assist businesses develop COVID-safe plans, which is available at [www.pmc.gov.au/nccc/resources/planning-tool-help-businesses-reopen-and-be-covidsafe](http://www.pmc.gov.au/nccc/resources/planning-tool-help-businesses-reopen-and-be-covidsafe). Safe Work Australia also has a range of guidance and protocols for office environments, workplaces, and training, available at [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au).

#### 1.13. How do I demonstrate that my project would be substantially less likely to proceed without investment support?

You should provide evidence of funding need in your application, which may include financial statements or a statutory declaration about your financial status.

#### 1.14. How do I demonstrate my project will generate increased economic activity?

Depending on the nature of your project, your application should show expected economic outcomes such as revenue from ticket sales, benefits for other industries such as hospitality and accommodation, and likely future benefits as a consequence of your project. You may base this on similar previous activities you have delivered.

#### 1.15. How do I make my application competitive?

Before submitting your application, you should check that it:

- clearly addresses the program objectives, outcomes and assessment criteria (sections 2 and 6 of the RISE Fund Guidelines)
- uses plain language and answers questions concisely
- does not assume assessors know anything about your organisation or project
- provides relevant background information and supporting documentation

#### 1.16. Where can I get more assistance with my application or SmartyGrants?

You can seek further assistance by contacting the RISE team at [RISE@arts.gov.au](mailto:RISE@arts.gov.au).

If you are experiencing technical issues with SmartyGrants, please contact [service@smartygrants.com.au](mailto:service@smartygrants.com.au). You can also call +61 3 9320 6888 between 9.00am and 5.00pm Australian Eastern Standard Time, Monday to Friday.

Further information is also available in the SmartyGrants help guide at <https://appcathelp.smartygrants.com.au/help-guide-for-applicants>.

## 2. Assessment process

### 2.1. How long will it take to assess my application?

Applicants will usually be advised of an assessment outcome within 10 weeks from the time the application is assessed. Applicants will be advised of the outcome in writing.

### 2.2. Can my application be fast-tracked?

No, unfortunately fast-tracking of assessments is not possible.

### 2.3. What is the role of the Creative Economy Taskforce?

The Creative Economy Taskforce provides advice and support regarding implementation of the Government's JobMaker plan for the creative economy to the Minister for Communications, Cyber Safety and the Arts. Further information is available at [www.arts.gov.au/covid-19-update](http://www.arts.gov.au/covid-19-update).

### 2.4. If my application is ineligible or unsuccessful, can I ask for feedback?

Yes. Should your application be found ineligible you have 10 business days from the date you are notified to request feedback. Should your application be found unsuccessful, you may request feedback within one month of being advised of the outcome. Feedback requests can be submitted to [RISE@arts.gov.au](mailto:RISE@arts.gov.au).

### 2.5. Will my funding history with the Office for the Arts or other Australian Government agencies be taken into account?

Yes, your organisation's history as a funding recipient may be considered, particularly your compliance with reporting and acquittal requirements. For instance, if you have outstanding reports, you may be ineligible to apply for further funding. If you have a reasonable reason for a delay in reporting you may explain this in your application.

## 3. Funding and acquittal

### 3.1. Can my budget include expenditure on COVID-safe infrastructure and protocols?

Yes. COVID-safe infrastructure and protocols are 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.

### 3.2. Can my budget include a contingency for unexpected expenses?

Yes. This should not exceed 10 per cent of the total funding requested through the RISE Fund.

### 3.3. How much funding do I have to contribute to the project?

You are required to make a financial contribution towards your project or have other sources of funding, although the impact of COVID-19 will be taken into consideration. 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 project, and higher co-contributions, including from states and territories, will be advantageous to your application.

### 3.4. Can I apply for RISE funding if I currently receive funding for the same project from the Office for the Arts, the Australia Council and/or Creative Partnerships Australia?

Yes. As long as the funding you are receiving is not for the same component of the project as the one for which you are seeking funding through the RISE Fund.

You must clearly identify all funding sources in your budget, and separate expenditure items that will be covered by the RISE Fund from the expenditure items that will be covered by funding from other sources.

### 3.5. Can I apply for RISE funding if I've also applied for a Show Starter Loan?

Yes. However, a combination of a RISE Fund grant and Show Starter Loan cannot make up more than 50 per cent of the total budget of a project. Your budget must also include details for what part of the project will be funded by a Show Starter Loan.

### 3.6. Do I need to have confirmed funding from other sources?

Other sources of funding do not have to be confirmed at the time of application. The application form will ask you to identify which funding has been confirmed.

### 3.7. Can other funding sources be entirely in-kind, or does some of it need to be monetary?

Yes. Support can be financial, cash and/or in-kind support from sources other than the Australian Government.

### 3.8. What happens if my other funding sources fall through during the project?

You will need to advise the Office for the Arts immediately and we will consider whether we need to vary our agreement with you.

### 3.9. If an item in the proposed budget is deemed ineligible for funding, does this mean my entire project is considered ineligible?

No, it does not mean your entire project will be ineligible. Partial funding may be considered through the assessment process.

### 3.10. If I'm successful, will I receive the full amount of funding I've requested?

Partial or full funding may be offered to successful applicants. The assessment of applications will consider value for money, which may include the need for funding support, the quality and viability of the work plan and timeline, and the viability of the proposed budget. The overall competition for funding, in the context of available funds, will also be taken into account when grants are offered. There may also be circumstances where partial funding is offered if a project is clearly scalable.

### 3.11. Can I apply for multi-year funding?

No. Funding will only be available in the 2020-21 financial year, however the maximum grant period for your activity is two years, starting from the date a grant agreement is executed ('executed' means both you and the Commonwealth have signed the agreement).

Your grant agreement will specify any conditions regarding the completion date of your activity and the acquittal of grant monies.

### 3.12. Can I receive funding for a project that has already commenced?

No, you cannot receive funding for any part of a project for which costs have already been incurred.

### 3.13. If I'm successful, how will I get paid?

If successful, you will be required to enter into a legally binding grant agreement with the Commonwealth. You will be paid following execution of the agreement by yourself and the Office for the Arts. Payments will be made as set out in the grant agreement.

The RISE Fund uses a Commonwealth Simple Grant Agreement. Sample grant agreements are available on the Department of Finance's website at [www.finance.gov.au/government/commonwealth-grants/tools-templates](http://www.finance.gov.au/government/commonwealth-grants/tools-templates).

### 3.14. What happens if my project is affected by COVID-19 restrictions?

Your risk assessment and management plan should include COVID-19 restrictions and mitigation measures. If your project is affected by COVID-19 restrictions, you must advise the Office for the Arts immediately and we will consider whether we need to vary our grant agreement with you.

---

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 2:15 PM  
**To:** [REDACTED]  
**Subject:** FW: Heads up on changes required for arts COVID-19 pqge [SEC=UNOFFICIAL]

FYI – please note the release time, guidelines can't go on Grantsconnect until after the Minister had issued his MR.

---

**From:** [REDACTED] <[REDACTED]@communications.gov.au>  
**Sent:** Monday, 10 August 2020 1:51 PM  
**To:** Web Services <webservices@infrastructure.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; publishing <publishing@communications.gov.au>  
**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** RE: Heads up on changes required for arts COVID-19 pqge [SEC=UNOFFICIAL]

Good afternoon [REDACTED] and team

I have touched base with the MO and they would like the **RISE fund and Sustainability Fund** web content and guidelines made live at around 6-6.30am tomorrow morning.

**s22(1)(a)(ii) - irrelevant material**

Regards

[REDACTED]

---

**From:** Web Services <[webservices@infrastructure.gov.au](mailto:webservices@infrastructure.gov.au)>  
**Sent:** Monday, 10 August 2020 1:27 PM  
**To:** [REDACTED] <[REDACTED]@communications.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; Web Services <[webservices@infrastructure.gov.au](mailto:webservices@infrastructure.gov.au)>; publishing <[publishing@communications.gov.au](mailto:publishing@communications.gov.au)>  
**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** RE: Heads up on changes required for arts COVID-19 pqge [SEC=UNOFFICIAL]

UNOFFICIAL

Ok, it should be sent to us no later than 4pm this afternoon so that we have time to set it up (preferably earlier).

If you know it's definitely going live and what time we can schedule the content for publishing at the nearest hour (that is 7am, 8am, 9am etc.)

If the timing is flexible, then you'll need to call my mobile in the morning so that I can login and publish it.

Thanks

[REDACTED]

Web Team Leader  
 Department of Infrastructure, Transport, Regional Development and Communications  
 p: 02 6274 7860  
 M: [REDACTED]  
 w: infrastructure.gov.au

## UNOFFICIAL

---

**From:** [REDACTED] <[REDACTED]@communications.gov.au>  
**Sent:** Monday, 10 August 2020 1:25 PM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>; Web Services <webservices@infrastructure.gov.au>; publishing <publishing@communications.gov.au>  
**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** RE: Heads up on changes required for arts COVID-19 pqge [SEC=UNOFFICIAL]

Hi all

The latest advice just received from the MO is that they are planning to put out the media release under embargo today so they can organise interviews with breakfast news.

It's likely they will issue the media release more broadly at around 7.30am tomorrow, so the content will need to be ready to go live first thing tomorrow.

I hope this helps

Regards

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 1:04 PM  
**To:** Web Services <webservices@infrastructure.gov.au>; publishing <publishing@communications.gov.au>  
**Cc:** [REDACTED] <[REDACTED]@communications.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** RE: Heads up on changes required for arts COVID-19 pqge [SEC=UNOFFICIAL]

Not yet [REDACTED]. But I think it's in the morning. Anyone have any more intel?

---

**From:** Web Services <webservices@infrastructure.gov.au>  
**Sent:** Monday, 10 August 2020 1:02 PM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>; Web Services <webservices@infrastructure.gov.au>; publishing <publishing@communications.gov.au>  
**Cc:** [REDACTED] <[REDACTED]@communications.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** RE: Heads up on changes required for arts COVID-19 pqge [SEC=UNCLASSIFIED] [SEC=UNOFFICIAL]

UNOFFICIAL



Hi [REDACTED],

Is there an expected go live time?

Thanks

[REDACTED]

Web Team Leader

Department of Infrastructure, Transport, Regional Development and Communications

p: 02 6274 7860

M: [REDACTED]

w: [infrastructure.gov.au](http://infrastructure.gov.au)

UNOFFICIAL

---

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 12:49 PM  
**To:** Web Services <[webservices@infrastructure.gov.au](mailto:webservices@infrastructure.gov.au)>; publishing <[publishing@communications.gov.au](mailto:publishing@communications.gov.au)>  
**Cc:** [REDACTED] <[REDACTED]@communications.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** Heads up on changes required for arts COVID-19 pqge [SEC=UNCLASSIFIED]

Hello

We have a fairly urgent deadline coming up. The Minister will announce two arts funding programs tomorrow RISE Fund and Sustainability Fund, and we need to get some pages up once this happens.

I'm just finalising some web page forms to reflect some last minute changes and will get these to you today.

Please let me know if there are any issues.

Many thanks

[REDACTED]

[REDACTED]

Assistant Director/ Arts Development & Investment

Office for the Arts

Department of Infrastructure, Transport, Regional Development and Communications

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[communications.gov.au](http://communications.gov.au) / @CommsAu

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## UNCLASSIFIED

---

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---

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 11:08 AM  
**To:** [REDACTED] [REDACTED] [REDACTED]  
**Subject:** RE: checking FAQs for both programs against Guidelines [SEC=UNOFFICIAL]

Hi [REDACTED]

Thank you so much for helping us out!

Guidelines are already with the Minister – but FAQs definitely need checking against the guidelines. [REDACTED] and [REDACTED] will be in touch.

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 11:03 AM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** RE: checking FAQs for both programs against Guidelines [SEC=UNOFFICIAL]

Hi everyone,

Happy to do a QA on the two sets of guidelines today before they go to the MO.

Regards

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 11:00 AM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** checking FAQs for both programs against Guidelines [SEC=UNOFFICIAL]  
**Importance:** High

Hi all

I understand the MR and guidelines for both RISE and Sustainability may be issued tomorrow.

It would be greatly appreciated if [REDACTED] could review and do a QA on the FAQs for both programs against the guidelines.

Next step will be to review the application form against the guidelines – but we have some more time for that.

Thanks [REDACTED]!!

[REDACTED]

s47F - personal privacy

Director / Arts Policy & Development / Office for the Arts  
Department of Infrastructure, Transport, Regional Development and Communications  
P 02 6271 1084 M s47F - personal privacy

2 Phillip Law Street, Canberra ACT 2601  
GPO Box 2154 Canberra, ACT 2601

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with all the latest arts news and funding opportunities.

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Sign up to our [Artbank newsletter](#).



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FOI 21-033

---

**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 1:07 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Cld you please call [REDACTED] about [REDACTED] and RISE/  
Sustainability - [REDACTED] END [SEC=UNCLASSIFIED]

Done.

Wanted to know where to find the guidelines and if they [REDACTED] would be eligible

**UNCLASSIFIED**

---

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Tuesday, 11 August 2020 12:49 PM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** Cld you please call [REDACTED] about [REDACTED] and RISE/ Sustainability - [REDACTED]. END [SEC=UNCLASSIFIED]

**UNCLASSIFIED**

FOI 21-033

**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 5:15 PM  
**To:** publishing; [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: FINAL RISE guidelines as published.docx [SEC=UNCLASSIFIED]  
**Attachments:** FINAL RISE guidelines as published.docx

Hi again [REDACTED]

Now attached with the draft watermark removed.

Thanks again!

## UNCLASSIFIED

**From:** publishing <publishing@communications.gov.au>  
**Sent:** Tuesday, 11 August 2020 4:41 PM  
**To:** [REDACTED] <[REDACTED]> arts.gov.au>; publishing <publishing@communications.gov.au>  
**Cc:** [REDACTED] <[REDACTED]> arts.gov.au>; [REDACTED] <[REDACTED]> arts.gov.au>; [REDACTED] <[REDACTED]> arts.gov.au>; [REDACTED] <[REDACTED]> communications.gov.au>  
**Subject:** RE: FINAL RISE guidelines as published.docx [SEC=UNCLASSIFIED]

## Attachment

Hi [REDACTED]

Just wondering if there is a reason for the 'draft' image behind the text in this document.  
 If you need it, can you please remove it from behind the text and add it in as text on the actual page then return to me.  
 Or just remove the draft image and and return to me.

[REDACTED]

Web publishing / accessibility  
 Finance, Legal and IT Division  
 Department of Infrastructure, Transport, Regional Development and Communications  
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 E [REDACTED] [communications.gov.au](mailto:[REDACTED]@communications.gov.au)

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**From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Sent:** Tuesday, 11 August 2020 3:48 PM  
**To:** s47F - personal privacy <s47F - personal privacy@communications.gov.au>; publishing <publishing@communications.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Subject:** FW: FINAL RISE guidelines as published.docx [SEC=UNCLASSIFIED]

Hi s47F - personal privacy

I'll give you a call, but can we replace the RISE guidelines that are currently at the link on the COVID-19 page (<https://www.arts.gov.au/covid-19-update>) with the attached version. An error was picked up today.

My most sincere apologies. Please let me know if can assist in any way. Thank you too for getting the phone numbers up



s47F - personal privacy

## UNCLASSIFIED

**From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Sent:** Tuesday, 11 August 2020 3:42 PM  
**To:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Subject:** FW: FINAL RISE guidelines as published.docx [SEC=UNCLASSIFIED]

Over to you ☺ UNCLASSIFIED

**From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Sent:** Tuesday, 11 August 2020 3:34 PM  
**To:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Subject:** FINAL RISE guidelines as published.docx [SEC=UNCLASSIFIED]

Record Title [FINAL RISE guidelines as published.docx](#)  
Record Number PAD/20/69982

Sorry all – I'm having version control issues. This should now be the right version (I hope!)

## UNCLASSIFIED

FOI 21-033

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 4:06 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Grantconnect link for webpages for RISE & Sustainability [SEC=UNCLASSIFIED]

Hi [REDACTED]

I think the safest thing to do, is to make them available on our webpage and on Grantsconnect.

Thanks

[REDACTED]

**UNCLASSIFIED**

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 4:04 PM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** FW: Grantconnect link for webpages for RISE & Sustainability [SEC=UNCLASSIFIED]

Hi [REDACTED]

This is a bit of a pain as it means the web pages will be up without the specific RISE and the Sustainability public GrantConnect links. Are we happy to update once we have the RISE and the Sustainability public GrantConnect links?

[REDACTED] was quite sure that we couldn't put the guidelines up on our website without them being on Grantconnect, but if we do want to have a document page link to the guidelines on the web regardless, I might need to get in contact with web services as get that wording changed slightly and give them the final guidelines .

If this is the approach we take. It'd be great [REDACTED] and [REDACTED] if you could send me your final guidelines, so I can send them to web services.

Let me know what you think

Cheers

[REDACTED]

**UNCLASSIFIED**

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 3:49 PM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** RE: Grantconnect link for webpages for RISE & Sustainability [SEC=UNCLASSIFIED]

Thanks [REDACTED]

With the Forecast Opportunity (FO) link, GrantConnect will give me a public link as soon as it is published tomorrow. So if that part can wait, once it is published I can send through both the RISE and the Sustainability public GrantConnect links.



s47F - personal privacy

## UNCLASSIFIED

**From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Sent:** Monday, 10 August 2020 3:37 PM  
**To:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Subject:** Grantconnect link for webpages for RISE & Sustainability [SEC=UNCLASSIFIED]

Hi s47F - per and s47F - personal

I've sent the attached documents to web services to prepare web pages for the new programs opening tomorrow morning. The Minister's Office has asked for them to go live at 6-6.30. I've included a link to Grantconnect by using the link that we have for other arts program on the arts website. Is this the right one?

If this needs to be updated once the guidelines for the programs are on Grantconnect, it'd be great if you could send it to me, or to web services (just cc me in).

Happy to chat if there's any issues.

Thanks  
 s47F - personal x7117

## UNCLASSIFIED

**From:** s47F - personal privacy  
**Sent:** Monday, 10 August 2020 3:18 PM  
**To:** 'Web Services' <webservices@infrastructure.gov.au>; publishing <publishing@communications.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@communications.gov.au>; s47F - personal privacy <s47F - personal privacy@communications.gov.au>; s47F - personal privacy <s47F - personal privacy@arts.gov.au>; s47F - personal privacy <s47F - personal privacy@communications.gov.au>  
**Subject:** Web page updated for [SEC=UNCLASSIFIED]

Hello s47F - personal

Please see attached completed web publishing request forms. As noted, the timing for these at the moment is to go live is 7.30 am tmrw, but we are still waiting on a final confirmed time, and will let you know as soon as we know.

Please do not hesitate to contact me if you need to go over any detail.

Kind regards  
 s47F - personal  
 6271 7117

## UNCLASSIFIED

FOI 21-033

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 2:18 PM  
**To:** [REDACTED]  
**Subject:** RE: Image options for RISE [SEC=UNCLASSIFIED]

Let's go with number 3 (I prefer number 1 but people aren't social distancing!)

**UNCLASSIFIED**

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 2:10 PM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** Image options for RISE [SEC=UNCLASSIFIED]

Hi [REDACTED] and [REDACTED]

[REDACTED] didn't like the dollar image for RISE, so [REDACTED] has found the three that we can choose one of below. I don't mind which if there's one you prefer. Or we can go with another, if there was a second best from those I sent on Friday. Just let me know. We won't need it for tmrw's announcement thank goodness, so just let me know when you get a mo

Cheers

**UNCLASSIFIED**

**From:** [REDACTED] <[REDACTED]@communications.gov.au>  
**Sent:** Monday, 10 August 2020 1:24 PM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Cc:** Strategic Communication <[REDACTED]@communications.gov.au>  
**Subject:** Image options for news story and social [SEC=UNCLASSIFIED]

FYI, as discussed...

<https://www.istockphoto.com/photo/concert-arena-with-fans-clapping-gm1165273971-320569687>

<https://www.istockphoto.com/photo/vic-market-bokeh-1-gm1185216326-333926549>

<https://www.istockphoto.com/photo/theater-light-on-stage-gm1139043797-304321406>

[REDACTED]

Assistant Director / Strategic Communication and Social Media / Communication Branch  
 Department of Infrastructure, Transport, Regional Development and Communications  
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**UNCLASSIFIED**

---

**From:** [REDACTED]  
**Sent:** Tuesday, 11 August 2020 9:22 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Inbox handling procedure document [DLM=For-Official-Use-Only]

Hi [REDACTED]

The Minister's office decided yesterday to announce and release the guidelines today, so the team worked hard to get it done. I now have a copy of the final media release and will send that around.

Appreciate your assistance with this process

[REDACTED]

---

### For Official Use Only

**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Tuesday, 11 August 2020 9:01 AM  
**To:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>  
**Subject:** Inbox handling procedure document [DLM=For-Official-Use-Only]

Morning!

I've been asked to draft up the inbox handling procedure for RISE and the SF.

Can I please get a link to the current RISE guidelines? I assume we have a link I'm allowed to see now, as I learnt off social media this morning that the guidelines are apparently on the Dept website now?

A few extra questions as I start drafting this doc:

- Do we have an IMS location to a standard word doc for the RISE program?
- Do you want to use a standardised signature block with the program team name in it (not use people's names) like we did for the COVID-19 taskforce inbox?
- I assume we will not need to register each email/letter received with the Parliamentary team as we did with the COVID-19 taskforce ICs?

Having worked on the COVID-19 taskforce inbox, I strongly recommend that both inboxes have the primary EL1 as lead manager of the inbox (or an APS 6). The COVID-19 inbox was a horrible mess with everyone picking and choosing their own items to reply to. It also made it near impossible for all the drafters to know if an email was part of a campaign, or was a duplicate item for example because there was no one with that broad oversight of the contents of the COVID inbox.

Thanks very much.



[REDACTED]

Arts Policy and Development / Arts Development and Investment Branch  
Office for the Arts  
Department of Infrastructure, Transport, Regional Development and Communications  
P +61 2 6271 1036  
s47F - personal privacy: [communications.gov.au](http://communications.gov.au)  
Please note I work Tuesdays, Thursdays and Fridays

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---

**From:** Spaseski, Sylvia  
**Sent:** Tuesday, 11 August 2020 3:04 PM  
**To:** media: s47F - personal privacy s47F - personal privacy s47F - personal privacy  
**Cc:** s47F - personal privacy  
**Subject:** RE: Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]

Media

I suggest the following as an alternative.

The program is designed to support the arts and entertainment sector to restart, re-imagine or create new activities. It is intended to assist by providing finance for productions on the understanding they have had to use cash reserves during the pandemic to remain solvent, and support is required to fund new activities and events when they are able to re-open.

The RISE guidelines state an organisation is not eligible to apply if they are at risk of insolvency. But it could be that a company, if the show goes ahead, can make money and avoid the risk of future insolvency. In this case that company, if competitive, would be eligible to receive a grant.

### Sylvia Spaseski

Assistant Secretary / Arts Development and Investment  
 Office for the Arts  
 P +61 2 6271 1754  
 M s47F - personal privacy

Please reconsider printing this internal email.

---

### For Official Use Only

**From:** media <media@communications.gov.au>  
**Sent:** Tuesday, 11 August 2020 2:27 PM  
**To:** s47F - personal privacy <s47F - personal privacy> arts.gov.au; s47F - personal privacy <s47F - personal privacy> arts.gov.au; media <media@communications.gov.au>; s47F - personal privacy <s47F - personal privacy> arts.gov.au  
**Cc:** s47F - personal privacy <s47F - personal privacy> arts.gov.au; Spaseski, Sylvia <Sylvia.Spaseski@arts.gov.au>  
**Subject:** RE: Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]

Thanks all,

There's a line below to check from the office (hopefully that saves you from drafting something)?

Regards,

s47F - personal privacy

Arts Media Manager / Media Services / Communication Branch  
Department of Infrastructure, Transport, Regional Development and Communications  
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s47F - personal privacy [arts.gov.au](https://arts.gov.au)

**Please note:** I work part time on Monday, Tuesday, Thursday and Friday

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**From:** s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>

**Sent:** Tuesday, 11 August 2020 2:23 PM

**To:** s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>; media <[media@communications.gov.au](mailto:media@communications.gov.au)>; s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>

**Cc:** s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>; Spaseski, Sylvia <[Sylvia.Spaseski@arts.gov.au](mailto:Sylvia.Spaseski@arts.gov.au)>

**Subject:** RE: Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]

Yep, will take a look

### For Official Use Only

**From:** s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>

**Sent:** Tuesday, 11 August 2020 2:22 PM

**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>; s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>; s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>

**Cc:** s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>; Spaseski, Sylvia <[Sylvia.Spaseski@arts.gov.au](mailto:Sylvia.Spaseski@arts.gov.au)>

**Subject:** RE: Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]

s47F - personal privacy – are you able to draft something?

### For Official Use Only

**From:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>

**Sent:** Tuesday, 11 August 2020 2:09 PM

**To:** s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>; media <[media@communications.gov.au](mailto:media@communications.gov.au)>

**Cc:** s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>; s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>; s47F - personal privacy <s47F - personal privacy [arts.gov.au](https://arts.gov.au)>

**Subject:** RE: Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]

Good afternoon s47F - personal privacy

The office has come back with a line check, as the Minister wants to say something stronger, could you please fact check as soon as possible:

From a spokesperson for the Minister:

“The guidelines deal with the risk after the grant is awarded and the show goes ahead. If the company would be at risk of insolvency even if it receives the grant funding, then this provision applies.

But the typical case will be a company that, if the show goes ahead, can make money and thus avoid the risk of insolvency. In this case the company will be eligible to receive a grant.”

Regards,

s47F - personal privacy

Arts Media Manager / Media Services / Communication Branch  
Department of Infrastructure, Transport, Regional Development and Communications  
P +61 2 6271 1564

s47F - personal privacy [arts.gov.au](https://arts.gov.au)

**Please note:** I work part time on Monday, Tuesday, Thursday and Friday

2 Phillip Law Street, Canberra ACT 2601  
GPO Box 594 Canberra, ACT 2601

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[infrastructure.gov.au](https://infrastructure.gov.au) / @infra\_regional

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**From:** s47F - personal privacy <s47F - personal privacy@[arts.gov.au](https://arts.gov.au)>

**Sent:** Tuesday, 11 August 2020 12:36 PM

**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>

**Cc:** s47F - personal privacy <s47F - personal privacy@[arts.gov.au](https://arts.gov.au)>; s47F - personal privacy <s47F - personal privacy@[arts.gov.au](https://arts.gov.au)>; s47F - personal privacy <s47F - personal privacy@[arts.gov.au](https://arts.gov.au)>

**Subject:** FW: Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]

Hi s47F - personal privacy

Justine has cleared the following response (developed in cooperation with s47F - personal privacy team)

- The RISE Fund recognises that many arts and entertainment businesses stopped activities due to COVID-19 restrictions. This has left them with little in the way of cash reserves to fund new activities and events.
- The grant provides funding to support cultural and creative events or activities that, in the absence of this funding, would be substantially less likely to proceed. It is not for use to subsidise the general ongoing running of an organisation.
- The grant is in addition to the substantial support the Government is already providing for businesses.



Thanks

s47F - personal privacy

**From:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>

**Sent:** Tuesday, 11 August 2020 11:15 AM

**To:** s47F - personal privacy <s47F - personal privacy> [arts.gov.au](mailto:arts.gov.au); s47F - personal privacy <s47F - personal privacy> [arts.gov.au](mailto:arts.gov.au)

**Cc:** s47F - personal privacy <s47F - personal privacy> [arts.gov.au](mailto:arts.gov.au); s47F - personal privacy <s47F - personal privacy> [arts.gov.au](mailto:arts.gov.au)

**Subject:** Media enquiry: SMH restart guidelines DUE 1pm [DLM=For-Official-Use-Only]

**Importance:** High

Good morning all,

The office has just sent through the following enquiry from the s47F - personal privacy for response by 1pm.

s47F - personal privacy

I'll cc Syliva into the draft response when I send it to the office so she can follow its progress.

Regards,

s47F - personal privacy

Arts Media Manager / Media Services / Communication Branch  
Department of Infrastructure, Transport, Regional Development and Communications  
P +61 2 6271 1564

s47F - personal privacy [arts.gov.au](mailto:arts.gov.au)

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**For Official Use Only**

**From:** s47F - personal privacy <s47F - personal privacy> [communications.gov.au](mailto:communications.gov.au)

**Sent:** Tuesday, 11 August 2020 11:04 AM

**To:** media <[media@communications.gov.au](mailto:media@communications.gov.au)>

Cc: s47F - personal privacy <s47F - personal privacy@communications.gov.au>; s47F - personal privacy <s47F - personal privacy@communications.gov.au>

Subject: FW: Query re restart guidelines [DLM=For-Official-Use-Only]

**For Official Use Only**

From: s47F - personal privacy

Sent: Tuesday, 11 August 2020 10:36 AM

To: s47F - personal privacy <s47F - personal privacy@communications.gov.au>

Cc: s47F - personal privacy

Subject: Query re restart guidelines

s47F - personal privacy

s47F - personal privacy

s47F - personal privacy

**For Official Use Only**

---

**From:** s47F - personal privacy  
**Sent:** Tuesday, 11 August 2020 3:11 PM  
**To:** s47F - personal privacy  
**Cc:** s47F - personal privacy  
**Subject:** RE: RISE guidelines [SEC=UNOFFICIAL]

Can you please send me what you think are the final copy of the guidelines as approved by the Minister? I'm wondering if the wrong version has been published? Easy to fix.

---

**From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Sent:** Tuesday, 11 August 2020 3:10 PM  
**To:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Subject:** RE: RISE guidelines [SEC=UNOFFICIAL]

It was meant to be ...

---

**From:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Sent:** Tuesday, 11 August 2020 3:10 PM  
**To:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Cc:** s47F - personal privacy <s47F - personal privacy@arts.gov.au>  
**Subject:** RISE guidelines [SEC=UNOFFICIAL]

Hi s47F - persc

I thought this line was removed from the RISE guidelines?

## 7. How to apply

The sample application form and sample grant agreement may be found at GrantConnect at [www.grants.gov.au](http://www.grants.gov.au).

s47F - personal privacy

Director / Arts Policy & Development / Office for the Arts  
 Department of Infrastructure, Transport, Regional Development and Communications  
 P 02 6271 1084 M s47F - personal privacy

2 Phillip Law Street, Canberra ACT 2601  
 GPO Box 2154 Canberra, ACT 2601

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[artbank.gov.au](http://artbank.gov.au) – An Australian Government initiative

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Sign up to our [Artbank newsletter](#).





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FOI 21-033

---

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 4:16 PM  
**To:** [REDACTED]  
**Cc:** Spaseski, Sylvia; [REDACTED] ([REDACTED]@arts.gov.au); [REDACTED]  
**Subject:** RE: Urgent request - review payment phasings for movement of funds and new budget measures [SEC=OFFICIAL]  
**Attachments:** Copy of Approp and Cash Flow Reconciliation 2020-21 - 7 Aug 2020.xlsx

Hi [REDACTED]

As mentioned, it's very hard to forecast expenditure for RISE and Sustainability, but there will be a lot of pressure to get funds out the door for both programs from November (I think practically that is when we will have some projects approved and funding agreements in place to start paying money).

My updates are in red in the attached.

Happy to discuss

[REDACTED]

s22(1)(a)(ii) - irrelevant material

s47E(d) - certain operations of agencies



Anticipated Payments for 2020-21 (Summary - YTD payments - full year)																
Outcome	Program		July	August	September	October	November	December	January	February	March	April	May	June	Total	Notes

Anticipated Payments for 2020-21 (details) - already appropriated for (with 7/12 in Supply and 5/12 with Approp)																
Outcome	Program	Sub programs	July	August	September	October	November	December	January	February	March	April	May	June	Total	Notes

Anticipated Payments for 2020-21 (details) - NOT appropriated for in the Supply Bills, but will be appropriated in the Approp Bills																
Outcome	Program	Sub programs	July	August	September	October	November	December	January	February	March	April	May	June	Total	Notes
Outcome 1 - Infrastructure	1.1 - Infrastructure Investment - Rail														-	
															-	
															-	
	1.1 - Infrastructure Investment - Road														-	
															-	
															-	
Outcome 2 - Transport	2.1 Surface Transport - Road														-	
															-	
															-	
	2.1 Surface Transport - Sea														-	
															-	
															-	
	2.2 Road Safety														-	
															-	
															-	
	2.3 Air Transport														-	
															-	
															-	
	2.3 Aviation Security														-	
															-	
															-	
Outcome 3 - Regional Development and Local Government	3.1 - Regional Development														-	
															-	
															-	
	3.2 - Local Government (SPP Funds)														-	
															-	
															-	
Outcome 4 - Services to Territories	4.1 - Services to Territories														-	
															-	
															-	
															-	
Outcome 5 - Communications	5.1 - Digital Technologies and Communication Services														-	
															-	
															-	
															-	
Outcome 6 - Arts	6.1 - Arts and Cultural Development	Bundanon trust movement							8,000						8,000	
		Location Incentive							5,000	5,000	5,000	5,000	5,000		25,000	
		Arts Sustainability					5,000	5,000	5,000	5,000	5,000	5,000	5,000		35,000	
		RISE					5,000	15,000	15,000	15,000	10,000	5,000	5,000	5,000	75,000	
		TIF							5,000	5,000	5,000	5,000	5,000	25,000	50,000	

**From:** [REDACTED]  
**Sent:** Monday, 10 August 2020 7:41 PM  
**To:** [REDACTED] Web Services; publishing [REDACTED]  
**Cc:** [REDACTED] Spaseski, Sylvia  
**Subject:** RE: Web page updates revision [SEC=UNOFFICIAL]

Thank you all for working so late to get this up, we really appreciate it.

[REDACTED]  
 Director / Arts Policy & Development / Office for the Arts  
 Department of Infrastructure, Transport, Regional Development and Communications  
 P 02 6271 1084 M [REDACTED]

2 Phillip Law Street, Canberra ACT 2601  
 GPO Box 2154 Canberra, ACT 2601

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**From:** [REDACTED] <[REDACTED]@arts.gov.au>  
**Sent:** Monday, 10 August 2020 7:40 PM  
**To:** Web Services <webservices@infrastructure.gov.au>; publishing <publishing@communications.gov.au>  
**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@communications.gov.au>  
**Subject:** RE: Web page updates revision [SEC=UNOFFICIAL]

Oh I see, in that case all good to go at 6 am.



Thanks very much [REDACTED] and [REDACTED] for working back to get this done for us ☺

**From:** Web Services <[webservices@infrastructure.gov.au](mailto:webservices@infrastructure.gov.au)>

**Sent:** Monday, 10 August 2020 7:37 PM

**To:** [REDACTED] <[REDACTED]@arts.gov.au>; publishing <[publishing@communications.gov.au](mailto:publishing@communications.gov.au)>; Web Services <[webservices@infrastructure.gov.au](mailto:webservices@infrastructure.gov.au)>

**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@communications.gov.au>; [REDACTED] <[REDACTED]@communications.gov.au>

**Subject:** RE: Web page updates revision [SEC=UNCLASSIFIED] [SEC=UNOFFICIAL]

UNOFFICIAL

Yes, as that is the live page. You won't be able to see the draft unless logged in.

Thanks

[REDACTED]

Web Team Leader

Department of Infrastructure, Transport, Regional Development and Communications

p: 02 6274 7860

M: [REDACTED]

w: infrastructure.gov.au

UNOFFICIAL

**From:** [REDACTED] <[REDACTED]@arts.gov.au>

**Sent:** Monday, 10 August 2020 7:36 PM

**To:** publishing <[publishing@communications.gov.au](mailto:publishing@communications.gov.au)>; Web Services <[webservices@infrastructure.gov.au](mailto:webservices@infrastructure.gov.au)>

**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@communications.gov.au>; [REDACTED] <[REDACTED]@communications.gov.au>

**Subject:** RE: Web page updates revision [SEC=UNCLASSIFIED]

Hi [REDACTED]

The screen shots look fine. But if I go to the link it's just the old version. Should that be so?

Thanks

[REDACTED]

UNCLASSIFIED

**From:** publishing <[publishing@communications.gov.au](mailto:publishing@communications.gov.au)>

**Sent:** Monday, 10 August 2020 7:27 PM

**To:** [REDACTED] <[REDACTED]@arts.gov.au>; Web Services <[webservices@infrastructure.gov.au](mailto:webservices@infrastructure.gov.au)>; publishing <[publishing@communications.gov.au](mailto:publishing@communications.gov.au)>

**Cc:** [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@arts.gov.au>; [REDACTED] <[REDACTED]@communications.gov.au>; [REDACTED] <[REDACTED]@communications.gov.au>

**Subject:** RE: Web page updates revision [SEC=UNCLASSIFIED]

Page ready to be publish and screenshots of page

Hi [REDACTED]

The following page is ready to be published at 6am tomorrow, 11 August 2020:

<https://arts.govcms.gov.au/covid-19-update>.

Please let me know if there are any further changes or please confirm you are happy for this page to be published tomorrow at 6am.

You won't be able to access the links above so I have provided screenshots of the page below:

## COVID-19 update

COVID-19 is having unprecedented effects on communities in Australia and around the world. The Office for the Arts understands that this is a challenging time for all Australians and we acknowledge the impact the coronavirus (COVID-19) is having on the cultural and creative sector.

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### On this page

- » What is the Government doing for the cultural and creative sector? » Whole of economy measures » Where do I go for more information?
- » Restart Investment to Sustain and Expand (RISE) Fund » COVID-19 Arts Sustainability Fund » Relief and Recovery Fund » Australia Council's Resilience Fund
- » Australian screen content » What about my funding? » Personal support » Contact the Office for the Arts » Fact sheets and FAQs

The Office for the Arts understands that this is a challenging time for all Australians and we acknowledge the impact coronavirus (COVID-19) is having on the cultural and creative sector.

## What is the Government doing for the cultural and creative sector?

Minister for Communications, Cyber Safety and the Arts, The Hon Paul Fletcher MP, understands the serious impacts of COVID-19 on the arts sector.

The Government is delivering substantial economic measures, which include support for workers and organisations in the cultural and creative sector.

In recognition of the economic, social and national importance of the cultural and creative sector, the Government has provided \$677 million of additional, targeted support to the sector in response to the pandemic.

The Government announced a \$250 million package on 25 June 2020 to support artists and organisations to get back in business following the disruptions caused by COVID-19. The [COVID-19 Creative Economy Support Package](#)<sup>(2)</sup> addresses urgent needs within the sector and complements existing whole-of-economy support and assistance measures already in place.

On 17 July, the Government also announced an additional \$400 million for the Location Incentive to attract large budget international film and television productions to Australia over the next seven years. The Location Incentive complements the Location Offset. This will establish an ongoing pipeline of work for Australia's screen production sector.

These measures build on the \$27 million targeted support package announced by the Government on 9 April, providing dedicated financial support to Indigenous visual art centres, regional arts and the live music and performance industry.

The **COVID-19 Creative Economy Support Package** comprises:

- **Seed Investment to Reactivate Productions and Tours**—\$75 million in competitive grant funding in 2020–21 through the Restart Investment to Sustain and Expand (RISE) Fund. This program will provide capital to help production and event businesses to put on new festivals, concerts, tours and events as social distancing restrictions ease, including through innovative operating and digital delivery models. Grants of varying sizes will be available, from \$75,000 through to \$2 million. More information on this funding opportunity is provided below.
- **Show Starter Loans**—\$90 million in concessional loans to assist creative economy businesses to fund new productions and events that stimulate job creation and economic activity. The loans program will complement the RISE Fund and will be delivered through commercial banks, backed by a 100 per cent Commonwealth guarantee.
- **Kick-starting Local Screen Production**—\$50 million for Screen Australia for a Temporary Interruption Fund that will support local film and television producers to secure finance and start filming again, which will support thousands of jobs in the sector. Filming of new productions has largely been halted as insurers are not providing coverage for COVID-19.
- **Supporting Sustainability of Sector-Significant Organisations**—\$35 million to provide direct financial assistance to support significant Commonwealth-funded arts and culture organisations facing threats to their viability due to COVID-19, which may include organisations in fields including theatre, dance, circus, music and other fields. The Government will partner with the Australia Council to deliver this funding. More information on this funding opportunity is provided below.
- **Creative Economy Taskforce**—establishment of a ministerial taskforce to partner with the Government and the Australia Council to implement the JobMaker plan for the creative economy.

Following the successful development of guidelines to safely reopen our National Collecting Institutions and the world-class COVID-Safe Guidelines developed by the Australian Screen Sector Task Force to support and assist the screen production sector, the Government is also working through the National Cabinet to develop a broader roadmap to reopen for the arts and entertainment sector to protect the public and workers. The Prime Minister will seek National Cabinet endorsement of national live entertainment reopening protocols.

Fact sheets on each of the measures are available on the [Fact sheets and FAQs](#) section of this website.

In coming weeks, the guidelines for the grant and loan programs will be released and the members of the Creative Economy Taskforce will be announced.

## Whole of economy measures

Many businesses and organisations in the cultural and creative sector are also able to draw on the Government's substantial economy-wide measures. To support the economic recovery, the Government is extending and further tailoring economic measures to support sectors, regions and the communities that will continue to face challenges.

The **JobKeeper Payment** is providing critical support for the cultural and creative sector. The Bureau of Communications and Arts Research has found that more than 90 per cent of people in the sector had employment arrangements that meant they could receive the JobKeeper Payment. The Government is extending the JobKeeper Payment to March 2021. Support will be targeted to businesses and not-for-profits that continue to be significantly impacted by COVID-19. The payment rate of \$1,500 per fortnight for eligible employees and business participants will be reduced to \$1,200 per fortnight from 28 September 2020 and to \$1,000 per fortnight from 4 January 2021. From 28 September 2020, lower payment rates will apply for employees and business participants that worked fewer than 20 hours per week prior to the COVID-19 pandemic. Further information is available in the [Extension of the JobKeeper Payment factsheet](#) <sup>12</sup> (PDF).

Workers may be eligible for other government assistance, including JobSeeker Payment. The Government will continue to pay the Coronavirus Supplement to eligible income support recipients until 31 December 2020. The Supplement will continue to be \$550 per fortnight for payments up to and including the reporting period ending 24 September. Beyond this date, the Coronavirus Supplement will be \$250 per fortnight. Please visit [The Treasury website](#) <sup>12</sup> for more information. For useful scenarios relating to the arts and cultural sector visit our [JobSeeker page](#).

## Where do I go for more information?

We have compiled answers to address some of your most [frequently asked questions](#).

In addition we have links below to the Australian Government's response packages to support businesses and individual incomes.

Information for individuals:

- [The Government's response to COVID-19](#) <sup>12</sup>
- [Financial support for households and individuals](#) <sup>12</sup>
- [Economic Support Payment](#) <sup>12</sup>
- [Employee eligibility for JobKeeper Package](#) <sup>12</sup>
- [Job seekers and coronavirus](#) <sup>12</sup>
- [Taxation issues](#) <sup>12</sup>



### JobSeeker

The Government's whole-of-economy support measures during the COVID-19 response include changes to JobSeeker.



### JobKeeper

The Government's whole-of-economy support measures during the COVID-19 response include a JobKeeper payment for eligible businesses.



### Information and support

Governments at all levels in Australia and peak arts and cultural organisations are providing regularly updated information on response packages and sector support.

Organisations in the cultural and creative sector may also be able to access a range of other whole-of-government measures including:

- Cash flow assistance for small and medium businesses and not-for-profits (including charities), up to a maximum of \$100,000 with a minimum payment of \$20,000.
- Increase to the instant asset write-off threshold from \$30,000 to \$150,000.
- Government may guarantee 50 per cent of new unsecured loans to small and medium businesses.
- Temporary relief for directors from any personal liability for trading while insolvent because of COVID-19.
- Temporary increase to the threshold at which creditors can issue a statutory demand on a company and the time companies have to respond.
- Not-for-profit arts organisations may also be eligible for Deductible Gift Recipient status, and those that are registered as charities may be eligible for Income Tax exemptions, Goods and Services Tax concessions, and Fringe Benefits Tax rebates and exemptions.
- If arts workers are unemployed, have been made redundant or have seen their income or hours reduced by 20 per cent or more, they can get early tax-free access to their superannuation, capped at \$10,000 in 2019–20 and \$10,000 in 2020–21—up to \$20,000 in total.

- The Career Transition Assistance (CTA) program assists mature job seekers aged 45 and over with training and support to improve their digital literacy, job opportunities and identifying transferrable skills. For more information visit the [Department of Education, Skills and Employment website](#) <sup>12</sup>.

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

The RISE Fund is a \$75 million grant opportunity available in 2020–21 to support the arts and entertainment sector to reactivate. This Fund targets sector organisations who are seeking to restart, re-imagine or create new activities. The program is intended to assist by providing finance for the presentation of new or re-shaped cultural and creative activities and events.

RISE will support the 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.

The [RISE guidelines](#) include eligibility criteria and information about the application and funding process. The Fund will be open for applications on 31 August 2020 and will remain open until all funds are allocated or until 31 May 2021, whichever is sooner.

If you have any questions or need further information, please email the RISE Fund at [RISE@arts.gov.au](mailto:RISE@arts.gov.au).

## COVID-19 Arts Sustainability Fund

The COVID-19 Arts Sustainability Fund is a \$35 million targeted grant opportunity for arts organisations that receive multi-year operational funding from the Australian Government. This funding acknowledges that these arts organisations are key employers of Australian artists and art workers, the leading presenters of high-quality work to audiences across Australia and the training ground of Australia's upcoming performing artists.

The operations and financial stability of these organisations have been significantly affected by COVID-19, putting some organisations at financial risk. The COVID-19 Arts Sustainability Fund will assist the sector to continue its activities by providing necessary finance to plan a pathway for recovery from the effects of COVID-19. Funding will support employment and contribute to rebuilding Australia's economy, as well as enhancing community wellbeing and access to cultural experiences across Australia.

The [Sustainability Fund guidelines](#) include eligibility criteria and information about the application and funding process. The Funding will open for applications on 31 August 2020 and will remain open until all funds are allocated or until 31 May 2021, whichever is sooner.

If you have any questions or need further information, please email the Arts Sustainability Fund at [SustainabilityFund@arts.gov.au](mailto:SustainabilityFund@arts.gov.au).

## Relief and Recovery Fund

The package of arts measures delivered from the [Relief and Recovery Fund](#) <sup>12</sup>, announced on 9 April, is a \$27 million targeted support package for areas of the cultural and creative sector identified as being most affected by COVID-19, with dedicated financial support immediately available to Indigenous art centres, regional arts and the live music and performance industry.

Indigenous art centres and Indigenous art fairs supported through the Indigenous Visual Arts Industry Support program now have access to \$7 million to maintain operations, support artists and their communities and enable the continued creation of artwork so income can be generated through online sales and when the crisis has passed.

The charity, Support Act, received \$10 million to provide immediate crisis relief to artists, crew and music and live performance workers who have lost employment or are experiencing hardship following the cancellation of gigs, music festivals and other performances across the country. Applications for this funding are now open. Further information can be found on the [Support Act website](#) <sup>12</sup>.

Artists and arts organisations in regional Australia are now able to access additional funding of \$10 million through the Regional Arts Fund to develop new work and explore new delivery models.



## Australia Council's Resilience Fund

The Australia Council's \$7 million [Resilience Fund](#) is providing immediate relief to the Australian arts sector through three funding streams—Survive, Adapt and Create.

The Resilience Fund is supporting the livelihoods, practice and operations of Australian artists, groups and organisations during the COVID-19 pandemic.

The Fund closed on 1 June and received more than 7,000 applications. The Australia Council is currently developing guidelines for future funding opportunities to facilitate the recovery of the arts sector.

More information is available on the Australia Council's website at [www.austliacouncil.gov.au](http://www.austliacouncil.gov.au).

## Australian screen content

In recognition of the disruption caused by the COVID-19 pandemic on production of Australian screen content, the Government is suspending Australian programming obligations for the remainder of 2020. The suspended obligations are:

- Australian drama, Australian documentary and Children's and Preschool program obligations on commercial television broadcasting licensees until the end of 2020.
- The licence condition requiring minimum levels of expenditure by subscription television broadcasting licensees on new eligible drama programs until the end of 2020.

Australia's screen production sector is facing significant pressures with COVID-19 effectively halting the production of Australian screen content. The Government is accelerating work to determine the future extent of Australian content obligations on free-to-air television broadcasters, and whether these should apply to streaming services.

An options paper, co-authored by the ACMA and Screen Australia, is guiding the Government's work to determine the future extent of Australian content on free-to-air television broadcasters, and whether obligations should apply to streaming services. This work is critical to the future of the culturally and economically important Australian film and television production sector. A copy of the paper is available at [www.communications.gov.au/have-your-say/supporting-australian-stories-our-screens-options-paper](http://www.communications.gov.au/have-your-say/supporting-australian-stories-our-screens-options-paper). The options paper was released for public comment on 15 April and consultation closed on Friday 3 July 2020.

The Government will continue to work with the industry to further explore the ongoing issues facing the media and screen production sectors.

## What about my funding?

We understand the serious impact COVID-19 is having on the delivery of arts and cultural activities, including those supported through our funding programs. We will continue to provide administrative support for funded activities. If your activity is affected, please contact your program officer who will work with you to reasonably and flexibly manage your funding agreement.

- Office for the Arts funding programs contact details are available on our [Funding and Support page](#).
- Australia Council contact details are available on their [COVID-19 support page](#).

## Personal support

Free and confidential counselling support and advice is available for individuals in the music or performing arts industries through Support Act on 1800 731 303 or by contacting their Wellbeing Helpline on 1800 959 500. For more information visit the [Support Act website](#).

If you are experiencing a personal crisis, please contact Lifeline on 13 11 14 or visit [their website](#).

For any emergency medical situation call Triple Zero (000).

## Contact the Office for the Arts

The Office for the Arts remains open for business. If you are unable to find the advice you need on our website or through one of the links provided, please [email us](#).

## Fact sheets and FAQs

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### [COVID-19 and the arts—frequently asked questions >](#)

Published 12th May 2020

-  [PDF: Covid-19-And-The-Arts-Frequently-Asked-Questions.Pdf \(567.59 KB\)](#)
-  [DOCX: Covid-19-And-The-Arts-Frequently-Asked-Questions.Docx \(149.1 KB\)](#)

Frequently asked questions relating to COVID-19 and the arts sector in Australia.

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### [Supporting Australia's Creative Economy >](#)

Published 26th Jun 2020

-  [PDF: Supporting Australia's Creative Economy - June 2020 \(190.36 KB\)](#)
-  [DOCX: Supporting Australia's Creative Economy - June 2020 \(109.22 KB\)](#)

The package addresses urgent needs within the sector and complements existing whole-of-economy support and assistance measures already in place. It builds on \$27 million provided through the Relief and Recovery Fund to support Indigenous visual arts, regional arts and live music and performance. In total, the Government has now provided \$277 million of targeted specific assistance to the cultural and creative sector in 2020, on top of support through JobKeeper, JobSeeker and Cashflow Payments.

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### [Arts Industry Support Package—Support Act: crisis relief to artists, crew and music workers >](#)

Published 9th Apr 2020

-  [PDF: Arts Industry Support Package—Support Act: Crisis Relief To Artists, Crew And Music Workers \(132.73 KB\)](#)
-  [DOCX: Arts Industry Support Package—Support Act: Crisis Relief To Artists, Crew And Music Workers \(103.59 KB\)](#)

The \$10 million contribution to the performing arts industry charity Support Act will enable it to provide immediate crisis relief to artists, crew and music workers affected by the COVID-19 crisis.

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### [Arts Industry Support Package—supporting Indigenous visual arts centres >](#)

Published 9th Apr 2020

-  [PDF: Arts Industry Support Package—Supporting Indigenous Visual Arts Centres \(169.92 KB\)](#)
-  [DOCX: Arts Industry Support Package—Supporting Indigenous Visual Arts Centres \(102.62 KB\)](#)

The \$7 million contribution to the Indigenous Visual Arts Industry Support (IVAIS) Program will support Indigenous Art Centres and Indigenous Art Fairs during the COVID-19 crisis and beyond. Payments will be made directly to IVAIS-funded Indigenous Art Centres and IVAIS-funded Art Fairs to maintain operations and employment levels, ensuring that they continue to support artists and their communities.

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### [Arts Industry Support Package—crisis relief for regional arts >](#)

Published 9th Apr 2020

-  [PDF: Arts Industry Support Package—Crisis Relief For Regional Arts \(169.21 KB\)](#)
-  [DOCX: Arts Industry Support Package—Crisis Relief For Regional Arts \(102.89 KB\)](#)

The \$10 million measure for the Regional Arts Fund will provide crisis relief and targeted support to organisations, artists and arts workers that are critical to delivering the arts to communities in regional and remote areas.

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Finance, Legal and IT Division

Department of Infrastructure, Transport, Regional Development and Communications

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Hello

We've hit a bit of a hitch.

The Grantconnect team can't get the guidelines up on their website when the Minister announces tomorrow, so we are going to have to make a change to both the publishing requests I sent earlier. In short in both publishing jobs we will need to replace "The guidelines can be accessed at the Australian Government's [GrantConnect website](#) "with "The guidelines can be accessed [here](#) "(with a pdf linked document page containing each programs' respective guidelines).

I have attached the guidelines

Please give me call Brett or Theresa if you need to discuss.

My apologies to send this to you at the last minute.

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Please see attached completed web publishing request forms. As noted, the timing for these at the moment is to go live is 7.30 am tmrw, but we are still waiting on a final confirmed time, and will let you know as soon as we know.

Please do not hesitate to contact me if you need to go over any detail.

Kind regards

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