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**SMALL REGIONAL PRESENTERS  
GUIDANCE MATERIAL**

SEPTEMBER 2021

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## Contents

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You are reading the *Small Regional Presenters* Guidance Material. These materials have been compiled to assist applicants to complete a submission for the program.

This information is available in a standard PDF version, an accessible word version, and an audio version. If you require further assistance accessing the Guidelines, please contact us by email [grants@rav.net.au](mailto:grants@rav.net.au)

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## What is the Small Regional Presenters program?

The *Small Regional Presenters* program supports regional communities to program and present shows in their area. It also supports skills development and capacity building by encouraging presenters to develop long term plans and audience development strategies.

Small Regional Presenters is open to regional community presenters and Local Government Authorities, where the organisation or LGA is in regional Victoria and does not receive organisational or multi-year funding through Creative Victoria programs.

This program is being delivered under the Victorian Government's creative industries strategy, Creative State.

## Important information about the application process

The Small Regional Presenters Program application process is online. These Guidance Materials have been prepared to assist interested applicants in regional Victoria to prepare their application as follows:

1. Read these guidelines carefully before starting your submission.
2. Once you have read the guidelines, contact one of the below Regional Arts Victoria staff members if you require assistance regarding eligibility.  
Please note Regional Arts Victoria is not able to provide tailored advice to applicants or read draft applications.
3. Apply online via SmartyGrants.

### Who to talk to?

For enquiries related to eligibility, please contact:

Anna Kennedy  
Connecting Places Manager, Regional Arts Victoria  
Ph: 0431 376 678  
Email: [akennedy@rav.net.au](mailto:akennedy@rav.net.au)

For assistance using Smarty Grants:

Alicia Wyatt  
Grants Manager  
Ph: 0483 057 936  
Email: [grants@rav.net.au](mailto:grants@rav.net.au)

### Apply online via SmartyGrants

All applications are to be submitted online using the SmartyGrants system. Applicants who require support to access the online application process should contact Regional Arts Victoria at [grants@rav.net.au](mailto:grants@rav.net.au)

You can access the application form [here](#).

## Objectives

Small Regional Presenters aims to increase the quality, quantity and diversity of professional performing and live arts available to audiences in regional Victoria.

The initiative will seek to support regional presenters to:

- present quality, relevant arts programming to local audiences;
- build their capacity to present and program in their local area and develop long term sustainability and;
- deliver COVIDSafe performances and live arts.

Priority is given to shows presented in communities with limited access and opportunities to experience performing and other live arts presentations.

## Who can apply?

Regional presenters\* with a history of presenting professional performing and live arts events in their local community are eligible to apply for funding of **up to \$15,000** for presentations scheduled for 2022.

**Please note this is the only round of Small Regional Presenters that is open for presentations taking place in 2022.**

**Regional community presenters** that are incorporated not-for-profit organisations and do not receive organisational or multi-year funding through Creative Victoria.

OR

**Local Government Authorities** that do not receive organisational or multi-year funding through Creative Victoria.

**Please note:**

- A community presenter is an incorporated association, operating as a not for profit organisation, located in regional Victoria. Community presenters should have a policy of reinvesting surplus funds back into performing arts activities and be able to demonstrate an annual program of presenting professional performing arts activities.
- An applicants' postcode must reflect their residential or business address in one of the 48 local government area classified as 'regional' by the Victorian Government. You can find a list of these local government areas [here](#). Please contact Regional Arts Victoria if you are uncertain.

Groups and organisations must either be legally incorporated and have an ABN, or have an auspice organisation manage their grant.

## What is on offer?

Applications can be for presentations of a single show, a show that is part of a tour, several shows over several months, or for an annual program of shows. Presenters can receive up to \$15,000 through this program for presentations taking place between 1 January and 31 December 2022, under the following conditions:

- Applicants can apply for up to 100% of presentation costs to reflect COVID-related financial uncertainty. Presentation costs requested must not exceed \$15,000.
- Applications may include presentation costs associated with booking performances from Regional Arts Victoria or other touring productions. An external panel of assessors will decide which applicants are successful to eliminate conflicts of interest.
- Local Government Authority presenters must match the funding requested on a dollar for dollar basis as their cash applicant's contribution.
- Applicants are not required to be Members of Regional Arts Victoria, but must provide certificate of incorporation and evidence of public liability insurance as part of eligibility.

#### **Presentations must be:**

- A live performance or production. This program supports all genres of the performing arts and other live shows, including literary events.
- A professional Australian show, production or performance from outside the local government area where the presentation is taking place.
- Ticketed, with box office income.
- Open to the general public.
- A paid presentation, where the presenter pays a show fee to bring the show to their community.
- Presented in regional Victoria, for local audiences. Presenters in border areas must contact program staff to discuss their proposed presentation venues/locations before applying.

#### **Funding through this program can cover costs such as:**

- Project / production - show fee, front of house/ushers, technical support, equipment hire, venue costs.
- Marketing and promotion - printing, distribution, advertising (print, radio, social media, other), design.
- Administration - phone, fax, postage, insurance.
- COVIDSafe event delivery - PPE, sanitiser, signage, cleaning costs.

The costs must be for the presentation(s) applied for, i.e. insurance for the specific presentation(s), not the entire year. The above list provides examples of the most usual costs. It doesn't cover everything that may come up.

To draft your budget, download and complete the [RAV SRP Budget Drafting Tool](#), then enter the amounts into SmartyGrants when you're ready to submit your application. The budget tool is generic, so there may be some sections that do not apply to your project.

#### **Examples of Supported Activities:**

- A community presenter presenting a show that is part of a national tour at the local community hall.
- A Local Government Authority presenting a program of live performance at halls across the shire. The program may include a variety of performing and/or live arts events (e.g. contemporary theatre, chamber music, poetry readings and contemporary music), and may take place across several months.

- A community presenter presenting a show with support from a Local Government Authority managed venue (e.g. in-kind assistance with marketing and promotion, ticketing or technical support). This could include newer presenters receiving support from their local professionally managed performing arts centre, or a more experienced community presenter planning to present a show of greater scale or complexity than usual.
- A community presenter or a Local Government Authority presenting one show or performance, such as the headline act, as part of a local festival.

### COVID Safe Considerations

- Applicants must demonstrate that they have considered the potential impact of COVID on their planned activities, and should indicate their intentions should the planned live presentation/s be affected by COVID restrictions
- COVID Safe Plans and associated costs must be included in the application to be eligible. It is recommended that these costs are no more than 10% of the overall funding ask.
- In the event of COVID-related project cancellations or rescheduling, SRP recipients will be eligible to apply for a COVID Safe Contingency grant equivalent to the amount of unrecoverable costs incurred. This would be capped at a maximum of 10% per eligible recipient and open throughout the entirety of 2022 or until expended.
- If funded performances are cancelled due to COVID and unable to be rescheduled, SRP recipients will not be required to return funds. They will instead be required to honour artist/producer fees, then reinvest any unspent funds into future performances. In these instances, applicants will be required to contact Regional Arts Victoria to discuss. Regional Arts Victoria will administer a variation request process should this occur.

### Who is not eligible to apply?

#### Applications from:

- Applicants outside of regional Victoria;<sup>1</sup>
- A for-profit company; or
- Applicants who receive organisational or multi-year funding through Creative Victoria

#### What will not be funded:

- Shows where the presenter does not pay a fee to bring the show to their community.
- A show, production or performance from within the same local government area where the performance is taking place.
- The costs associated with the creative development of a new show.
- Presentation of free shows, or shows that do not have box office income.
- Shows that are not open to the general public.
- More than one show in the program of a regional festival.

<sup>1</sup> Regional is defined by the State Government as any of the local government authorities listed here: <https://www.rdv.vic.gov.au/victorias-regions#region-listing>.

- Presentations or any costs that fall outside the eligible funding timeframe, including all retrospective costs.
- Applications that do not demonstrate benefit and relevance to the local community.
- Capital purchases or recurrent administrative, infrastructure and other organisational costs not directly associated with the presentation.
- Applications from organisations in receipt of organisational or multi-year funding through Creative Victoria.
- Applications that do not demonstrate the required level of financial support from the presenter.
- Applications from the producer, creator, manager or tour coordinator of the show. These applications should instead be directed to Creative Victoria's [VicArts Grants](#), [Music Works](#) or [Touring Victoria](#) programs as best suits the proposed activity. Contact program staff to ensure you are applying to the most appropriate funding program.

Applicants who have not satisfactorily acquitted a previous grant, including individuals who have been principal in an organisation that has not acquitted a previous grant, are ineligible to receive further funding.

If COVID costs are not included in your budget please ensure you clearly outline how your organisation will deliver a COVID Safe event.

## Timelines

**Round Opens:** 9am 9 September 2021 via Regional Arts Victoria's SmartyGrants portal

**Round Closes:** 12pm 14 October 2021 for shows taking place from January 2022.

Applicants will be advised of outcomes at the end of November/early December 2021.

**Project dates:** Shows taking place between 1 January to 31 December 2022.

### Summary Timeline

GRANT TYPE	MAXIMUM AMOUNT AVAILABLE	OPEN DATE	CLOSE DATE AND TIME	APPLICANTS NOTIFIED OF OUTCOME
Small Regional Presenters	Up to \$15,000 in presentation costs	9am 9 September 2021	12pm 14 October 2021	At least 7 weeks after the closing date

Once submitted, your application cannot be changed. However, if you receive any confirmations related to your submitted application - including additional funding, partnerships, etc. - you can notify Regional Arts Victoria and staff may provide this new information to peer assessors during assessment at our discretion. To advise on confirmations received after submitting an application, please email staff briefly describing the nature of the confirmation and include your application reference number.

## Assessment criteria

An Advisory Panel comprising of artists, arts professionals and community representatives will assess applications against the program aims and assessment criteria.

Applications are assessed against the criteria outlined in the table below:

<b>QUALITY AND RELEVANCE</b>	
The application demonstrates that the presentation is professional and of benefit and relevance to the local community	<ul style="list-style-type: none"><li>• Describe the show(s) to be presented, explaining the benefits and relevance to your local community.</li></ul>
<b>VIABILITY</b>	
The application demonstrates the level of planning and organisational capacity required to deliver the proposed activity	<ul style="list-style-type: none"><li>• Explain how you plan to deliver and market the show(s) you are presenting including COVIDSafe event planning.</li><li>• Describe learning or development opportunities for you through presenting the show(s).</li></ul>
<b>AUDIENCE DEVELOPMENT</b>	
The application demonstrates opportunities for audience development and engagement	<ul style="list-style-type: none"><li>• Describe audience development opportunities through presenting the show(s).</li><li>• Provide details of community engagement experiences and professional development opportunities such as post-show talks, workshops and masterclasses, artists/curator talks, and skills exchange activities.</li></ul>

## Equity

Regional Arts Victoria will consider the reach of the program as part of the assessment process and when making final decisions. This may include designing appropriate support and assessment for applicants including (but not limited to) those who identify as:

- First Peoples;
- Culturally and linguistically diverse;



- Deaf and disabled creatives; and,
- Young people.

## Support Material

Support material provides the opportunity to communicate the proposal in more than words. Your application can include other support documents and artistic support materials where relevant. Artistic support material could include:

- a link to the show’s website, or the company’s website.
- images/stills from the show to be presented.
- video clips or trailers for the show (no longer than 15 mins in total).
- audio from the show (up to three tracks, no longer than 15 mins in total).
- one page of information on the company/show, including a synopsis.

### Support documents or other material to strengthen your application could include:

- a link to your website or a one-page history of your organisation, including presentation experience.
- a sample of marketing/promotional material for the show (a link to online material or one page uploaded).
- letters of support regarding services, financial contributions or other assistance that will help with the presentation’s viability. Letters can be from your local performing arts centre (if applicable) or local council, providing information on their support for your organisation and presentation/program.
- If your organisation is working with First Nations People, please include letters of support from relevant First Nations artists and/or organisations to demonstrate cultural considerations and consent to participate.

### Support material must adhere to the following requirements:

- Up to 5 files or URLs (external links)
- Files can be no more than 25MB in size each
- Multiple images or letters can be compiled into the one document
- When providing URLs, you must link to publicly available (not membership-based) sites. The link must directly open the material you want to submit. If the content is password-protected on a site like Vimeo, you must provide the password details.
- Links to hosting platforms such as Google Drive and Dropbox that require viewers to enter personal identification to gain access will not be accessed or assessed by the peer advisory panel.

### The following file types are accepted:

<b>Documents</b>	Word (.doc .docx); PowerPoint (.ppt .pptx); Acrobat (.pdf)
<b>Images</b>	.jpg .png .tiff
<b>Audio</b>	.mp3 .wma
<b>Video</b>	.mp4 .wma .avi .mov

## Auspicing

This program accepts applications from auspice organisations applying on behalf of applicants.

Any legally constituted body may act as an auspice. If the application is successful, the auspice organisation will receive any funds allocated and is responsible for the management of the project and the acquittal of grant funds. If the applicant is planning on having their grant managed by an auspice organisation, please ensure the application is **submitted by that auspice body** on the applicants' behalf.

For more information on auspicing, please refer to this [link](#) provided by Creative Victoria.

## Privacy

Regional Arts Victoria values applicants' privacy. For details on how we collect, store and use information, contact Regional Arts Victoria at: [enquiry@rav.net.au](mailto:enquiry@rav.net.au)

Application details and applicant contact information may be provided to the State Government (including the Minister and the Department), Members of the Victorian Parliament and may be published on the internet by any of them. This will include the applicant's name/organisation name, funded project description, funded amount, state/territory, location and electorate.

This information may also be used for promotion and reporting purposes. The Directors of Regional Arts Victoria and their representatives may also use this information to conduct research so that we may better understand community needs and can improve service delivery.

When submitting an application to this fund the applicant will be providing permission for this personal information to be used in this way.

## Working with young people/working with vulnerable persons

A Working with Children's Check is compulsory for people who carry out child-related work in Victoria. Ensure that any relevant artists/arts workers have current Working with Children Checks and Police Clearances. For more information: [dhs.vic.gov.au/children-and-families](http://dhs.vic.gov.au/children-and-families)

Grantees also need to comply with applicable state, territory and Commonwealth laws before any project personnel commences an activity that involves vulnerable people.

From 1 July 2019, where funding will support the care, education, services or activities for children (under 18 years), it is a whole of government requirement that the applicant is:

- A separate legal entity that can be sued in its own right in child abuse proceedings and;
- Appropriately insure against child abuse.

The new requirements will improve the ability of child abuse survivors to bring a legal claim for compensation and ensure that successful claims can be paid.

## Working with First Nations cultural content and communities

Regional Arts Victoria requires that any project reflecting or working with Aboriginal and Torres Strait Islander people and/or community should be endorsed by the relevant authority from that community.

It is a requirement that applicants show how they will acknowledge any Aboriginal and Torres Strait Islander cultural knowledge and intellectual property.

If the applicant's project contains cultural material or activity and;

- They are a non-Aboriginal or Torres Strait Islander applicant, they must provide appropriate letter/s of support for their application to be eligible.
- They are an Aboriginal or Torres Strait Islander applicant and are delivering a project outside their community, they must provide appropriate letter/s of support from that community for their application to be eligible.

Further details on the protocols and appropriate acknowledgements of Aboriginal and Torres Strait Islander people and their culture, are available from the Australia Council for the Arts [Protocols for working with Indigenous Artists](#)

## If you are successful

If the application is successful, the applicant will be required to:

- **Accept a Partnership Agreement** with Creative Victoria and Regional Arts Victoria and satisfy any conditions of the partnership, which will be detailed in the Agreement. Please note, whilst partnership co-contributions may strengthen your proposal, they are not a requirement of participation in this program.
- Advise **Regional Arts Victoria** of any proposed changes to their ability to participate in the partnership. This may include changes to creative personnel, itineraries (dates, venues etc.) and expenditure of approved funding. You will be required to contact program staff to discuss any proposed changes before they occur, where possible.
- **Give permission** for Creative Victoria and Regional Arts Victoria to access and use relevant samples or images of their project/work in our publicity and marketing activities, reports and other not-for-profit government uses. Creative Victoria and Regional Arts Victoria will consult with the successful applicant in the first instance before publishing any publicity or marketing activities.
- Publicly acknowledge the support of [Regional Arts Victoria](#) and the [Victorian Government](#) using specific logos and text.
- [Acquit your grant](#) by submitting a written report on the outcomes of your funded project within 30 days of project completion.

**Please note** that conditions of funding will be detailed in a common funding agreement.