
SUBMISSION GUIDELINES

Connecting Places Program

Expressions of Interest for 2025 Touring

The Connecting Places program is seeking a limited number of companies to be part of the 2025 program. Expressions of Interest (EOIs):

Open Monday 22 April

Close Monday 13 May

Regional Arts Victoria's Connecting Places program delivers high quality performing arts experiences to community-run venues across the state. The Connecting Places program is designed to support touring to small halls, libraries, and other multi-purpose spaces in regional areas.

Preferred artforms include theatre, cabaret, comedy, circus, puppetry, and dance. This year we are unable to accept musical acts without significant elements of other performing art forms such as cabaret, circus and/or theatre.

All projects must also include an additional workshop or interactive engagement activity that can be booked by presenters for an additional cost of no more than \$350.

If your EOI is shortlisted, we will contact you to request detailed marketing and technical information and documentation.

If selected for the program, Regional Arts Victoria will endeavor to coordinate a viable tour by on selling your production to our network of community presenters.

Visit [our website](#) for the works included in the current Connecting Places program.

Please note: Equity and diversity across our touring programs is a priority of Regional Arts Victoria. Expressions of interest from First Nations, Culturally & Linguistically Diverse, LGBTQIA+, regionally based and Deaf and disabled artists/companies are welcomed.

Connecting Places Eligibility Requirements

Please ensure that you meet all of the following eligibility requirements. Only applicants that meet all requirements will be considered for the program.

- Your project has already had at least one season.
- Your project is ready to tour with no remount fee (remount is the cost of preparing a production for a new tour of an existing work)
- Your per-show fee is no more than \$2,500.
- Your project includes a performance of a minimum of 60 minutes duration.
- Your project includes a workshop or interactive community engagement activity that can be booked by presenters for an additional cost of no more than \$350.
- Your touring party is no more than 3 people, including someone who can operate all the technical equipment required to present the show.

- Your project has minimal technical requirements that can be adapted to a variety of performance spaces, with limited technical provision from the venue.
- Your company is prepared to tour with, set up and operate all technical equipment required to present the show (additional funding will be provided for tour dates where this is required).
- Your company can bump in and perform the production on the same day.
- Your tour party is available for two to four weeks between April and November 2025.
- If your EOI is shortlisted, will you be able to provide detailed technical specifications and high-quality marketing materials within two weeks of notification.
- If some or all of your tour parties are based interstate you will be able to cover the costs of any travel to and from Victoria, and accommodation in Victoria outside booked touring dates as required.

COMMUNITY ENGAGEMENT

This year we are asking that all projects include a significant Community Engagement offering that can be booked by presenters alongside your show. These could include interactive workshops, Q and A sessions, a ‘behind the scenes’ look at your show or processes, opportunities for local people to get involved in the actual show and more.

Some examples of excellent Community Engagement offerings that have been part of previous Connecting Places tours include:

- Magic workshops for kids and adults;
- Songwriting workshops for teenagers and adults;
- Local singers/musicians being asked to learn a song/s and participate in the performance;
- Opportunities to support/MC a local act to perform prior to the main show;
- Q and A sessions with the cast/crew;
- Questionnaires for community with answers built into the content of the show;
- Arts/craft workshops with the community to make props/costume/sets for the show.

These are just examples, and we encourage you to be creative and think about how your show can best connect meaningfully and deeply with regional communities.

If you’re unsure about this part of your application, please [book in a time](#) to discuss this in more depth with a member of our Touring team.

HOW YOUR EOI WILL BE ASSESSED

Your EOI will be assessed by a panel consisting of at least 2 x RAV staff members and at least 3 x Community Presenters against the following criteria:

- 1) To what extent is the project (performance and add on activity) likely to be entertaining and a ‘conversation starter’?**
- 2) Based on the project description, community engagement description and company experience, to what extent is the project likely to be of a high quality?**
- 3) To what extent is the project likely to appeal to a broad cross-section of community presenters and regional communities?**

Additional factors that may be considered when deciding between similarly scoring EOIs include:

- Across our program, the projects selected reflect Regional Arts Victoria’s equity and diversity goals;
- Across our program, the projects selected will target a range of audience ages and demographics;

- Across our program, the projects selected represent a range of artforms of interest to our Community Presenters;
- Across our program, the artists/companies represented include practitioners from regional Victoria.

See below for a timeline of important dates.

APPLICATION PROCESS

Once you are confident that your project meets the eligibility criteria, please contact us for a conversation to discuss your project's suitability for our Connecting Places Program. We strongly encourage all applicants to contact us prior to submitting your EOI. Fifteen-minute phone appointments to discuss your application are available throughout the EOI open dates. Please book your appointment [here](#).

EOIs are to be submitted via an online form. We recommend you download the [Drafting Tool](#) prepare your responses prior to starting your online application. This tool also offers further guidance on how to respond to each section.

Incomplete EOIs, and EOIs that do not meet all the eligibility criteria outlined above will not be eligible and cannot be assessed.

If you have access requirements and would like the option to submit your EOI in a different format, please get in touch directly with [Nikki Ralston](#) so we can support you to make your application.

If your work is specifically intended for children, please submit your application via our [Creative Learning](#) EOI process, which opens on Monday 29 April. You can then indicate in your form that you would like to be considered for both programs. Our Creative Learning program caters specifically to primary and secondary age audiences. Productions selected through this process may be made available to the Connecting Places network of presenters, as well as schools.

If you are unsure which touring program is the best fit for your production, we strongly encourage you to also contact Pippin Remi, Senior Manager, Creative Learning at premi@rav.net.au prior to commencing your EOI to discuss your project's suitability.

IMPORTANT DATES

Monday 22 May 2024 9am	EOIs open	Apply.
Tuesday 30 April 1pm-2pm	Online webinar	Introduction to the Connecting Places program and talk through the EOI application. Register.
Monday 13 May midnight	EOIs close	Late submissions will not be accepted.
May-June 2024	Shortlisting process	Successfully shortlisted applicants will be contacted, and additional marketing and technical information requested.
June 2024	Final assessment of shortlisted applicants	All applicants will be contacted at the end of this process.

Prior to submitting an EOI for the Connecting Places 2024 Program, please contact us for information and support:

Book in for a 15-minute phone appointment [here](#).

Nikki Ralston
Connecting Places Coordinator
nralston@rav.net.au

The following is a list of information/materials you will be asked to provide as part of your Expression of Interest:

CONFIRMATION OF ELIGIBILITY

- Confirmation that your application meets all the eligibility requirements listed above.

COMPANY INFORMATION

- Company information
- Producer contact details

PROJECT INFORMATION

- Project type and artform
- Project description
- Link to website/social media with further project information.
- Community engagement activity
- Creative team
- Size of touring party
- Equity and diversity data (optional)

FEES & ROYALTIES

- Per performance fee (including royalties if applicable)
- Add on engagement activity booking cost.

If your EOI is successfully shortlisted for the Connecting Places Program, you will also be asked to provide the following within two weeks.

MARKETING INFORMATION

- Tagline
- Short and long show synopsis
- Key themes
- Age range
- Warnings
- Target audiences
- Reviewer and audience quotes

A link to a folder on an online document sharing platform (eg Dropbox, Google Drive) containing the following:

- Hero images
- Other images
- Promo video
- Other video
- Logos and acknowledgements
- Creative team biographies

TECHNICAL SPECIFICATIONS

- Bump-in, performance and bump-out durations.
- Theatre formats and staging requirements
- Lighting, audio and AV requirements
- Set and transport requirements.