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**SUSTAINING CREATIVE WORKERS  
INITIATIVE  
2021 GUIDANCE MATERIAL**

**OCTOBER 2021**

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## Contents

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This guidance material has been put together to outline the objectives and eligibility criteria for the *Sustaining Creative Workers* initiative for applicants in 2021.

You should **download and read this document before starting your application.**

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 Regional Arts Victoria on email [grants@rav.net.au](mailto:grants@rav.net.au).

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## Introduction: What is the Sustaining Creative Workers initiative?

The Victorian Government's *Sustaining Creative Workers* initiative supports the continued work of Victoria's independent creative practitioners and workers who have been impacted by coronavirus (COVID-19) in 2021. This is the second iteration of the program, following an initial round of support offered in 2020.

*Sustaining Creative Workers* will deliver quick-response funding to independent creative practitioners, sole traders, freelancers, collectives, groups and micro-organisations/businesses whose work and livelihoods have been affected by coronavirus. This includes practitioners and organisations who work in support roles for creative activities.

*Sustaining Creative Workers* is funded by the Victorian Government through Creative Victoria and administered by an industry advisory group comprising representatives of the sector. It will support creatives, across all creative disciplines, to continue to work in their creative field, adapt to change, research and develop projects, develop their product or skills, and/or connect with new audiences or markets.

The program opens **Friday October 15**. Applicants to this program can apply at any time up to the Round Two closing date of **22 November 2021**.

**Please note: if you are a Victorian First Peoples<sup>1</sup> practitioner and previously received a *Sustaining Creative Workers* grant, there is a dedicated funding stream to support you. Please contact us at [grants@rav.net.au](mailto:grants@rav.net.au) if you have not already been contacted by Creative Victoria.**

## What are the aims of the Sustaining Creative Workers initiative?

The *Sustaining Creative Workers* initiative aims to:

- Deliver quick-response funding to Victorian independent creatives and micro-organisations/businesses affected by coronavirus (COVID-19);
- Provide stability and improve sustainability of independent creative practice, so that adaptation to the newly emerged environmental context is possible; and,
- Achieve a state-wide reach.

## What can be applied for?

Types of activities that the program will support may include, but are not limited to:

- Planning, adapting and relaunching work;
- Research and professional development;
- Products and/or skills development;
- Exploration of new ways to engage audiences for existing or new work; and/or,

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<sup>1</sup> The term First Peoples is used to refer to Traditional Owners of Victoria and all other Aboriginal and Torres Strait Islander peoples who reside in this state.

- Development/exploration of markets for your creative work.

Given the uncertain environment, confirmed public outcomes or presentations are not required for this program.

## Who can apply?

*Sustaining Creative Workers* accepts applications from Victorian-based independent creative practitioners, sole traders, freelancers, collectives, groups and micro-organisations/businesses that have been negatively impacted by coronavirus. **Please note, the 2020 requirement to have at least five years' experience to apply to *Sustaining Creative Workers* has been removed in 2021.**

Applications are encouraged from a wide range of creative disciplines including, but not limited to, visual arts/craft, literature, contemporary dance/physical performance, community creative practice, circus, cabaret, music, sound art, theatre, fashion, design, screen and digital games, multidisciplinary and experimental work.

Applications will be accepted from:

- Creative practitioners/sole traders/freelancers with a track record of public outcomes for their creative practice;
- Arts/creative micro organisations/businesses\* or collectives/groups with a track record of public outcomes for their creative practice;
- All applicants must have an Australian Business Number (ABN) or have an auspice organisation manage their grant;
- Individuals must be an Australian citizen currently residing in Victoria or a Permanent Resident (holding an appropriate visa); and,
- Individuals who are under 18 at the time of applying must have an auspice organisation manage their grant.

\* Micro organisations/businesses are those that employ less than 5 Full Time Equivalent staff. This may include collectives or groups.

## What/who is not supported by the Sustaining Creative Workers initiative?

Applications will **not** be accepted from:

- Applicants outside of Victoria unless from a Victorian based creative stranded interstate or overseas due to border restrictions;
- Recipients of payments under the Victorian Government's Business Costs Assistance Program or Small Business COVID Hardship Fund; or,
- State-owned cultural agencies or organisations in receipt of multi-year organisation funding from Creative Victoria or the Australia Council for the Arts (except where acting as an auspice body).

Additionally, applications will **not be supported** if the proposed activities are:

- Seeking funding towards tertiary education qualifications, including projects forming part of a course of study;
- Seeking reimbursement for expenses already incurred, or due to complete before the funding period (please refer to the 'Assessment process' section for more information on dates);
- Competitions, eisteddfods, awards or fundraising activities;
- Screen-related activities (e.g. production costs) that have already been supported by [Film Victoria](#);
- Activities that breach government public health directions; or,
- Projects already supported through the 2020 Sustaining Creative Workers initiative.

The program will only accept one application per applicant (including under auspice).

Auspice bodies may apply on behalf of multiple applicants.

## Funding available

- Up to \$5,000 for individuals, sole traders and freelancers; and,
- Up to \$10,000 for collectives, groups and micro-organisations/businesses (micro organisations/businesses are those that employ less than 5 Full Time Equivalent staff).

Up to \$2,500 in additional access funding is available for applications from Deaf and Disabled<sup>2</sup> creatives, artists, arts workers, and disability-led organisations/businesses.

If you are currently in receipt of Federal Government support programs, you may wish to contact [Services Australia](#) or your employer to determine if any grant payments may affect these payments.

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<sup>2</sup> The term Deaf and Disabled people is used throughout this material. A lived experience of disability can be visible or invisible, including physical, sensory, cognitive, intellectual, developmental, mental illness and/or neurodiversity. We recognise and support the right of the Deaf community to label their experience as one of cultural and linguistic difference. We recognise the diversity within the Deaf and Disabled communities and that the terminology and language used is evolving.

## Funding rounds

Applicants can apply anytime up to **5pm, Monday November 22, 2021**. Two rounds will be assessed during the program open period:

- Round One: closes **5pm Tuesday October 26**. Applicants who submit before this date will be assessed in Round One and successful applicants will be advised of outcomes in the week commencing **Monday November 15**. Any applicant who does not receive funding in Round One will automatically be considered in Round Two. Up to 25% of the total funding pool will be distributed through Round One.
- Round Two: closes **5pm Monday November 22**. Applicants who submit to Round Two and all other applicants from Round One will be advised of outcomes in the week commencing **December 13**. At least 75% of the total funding pool will be distributed through Round Two.

## Assessment process

All applications will be assessed by a minimum of two creative industry peers and endorsed by the industry advisory group, before final approval is made by Creative Victoria. Industry peers are selected from a wide-range of professional practice backgrounds.

When submitting your application, you will also have the opportunity to request one of your assessors be selected from a list representing a range of lived experiences (see 'Equity' below).

Due to the large volume of applications we anticipate receiving, application feedback will not be provided for this program. Support will be available to applicants prior to their application (see 'Support' section below).

## Assessment criteria

Applications will be assessed against the grant program aims and the following two criteria.

1. CREATIVE/PROFESSIONAL MERIT	2. POTENTIAL IMPACT
<p>The applicant's career/organisation stage and type of practice will be taken into consideration when assessing the following:</p> <ul style="list-style-type: none"><li>• Does the <b>applicant's biography</b> and/or profile/ curriculum vitae demonstrate a track record of public outcomes/creative industry work relevant to the proposed activity?</li></ul>	<p>The potential impact of the grant on the applicant and their career/business stage will be taken into consideration when assessing the following:</p> <ul style="list-style-type: none"><li>• Does the <b>proposed activity</b> contribute to the sustainability and/or development of the applicant's practice in 2021?</li><li>• Where applicable, the applicant's <b>track record</b> of engaging with Victoria's diverse communities.</li></ul>

## Addressing the assessment criteria

To address the assessment criteria, you are required to:

- Provide a text or video response (up to 400 words including spaces or up to three (3) minutes of video) to the following question:  
*Tell us what you aim to do during the funded period and how it will assist you to sustain and/or develop your practice;*
- Respond to a number of tick box questions about your current needs;
- Upload a CV or organisation/business biography (maximum three pages) or provide a URL to your online CV/biography, to demonstrate your most recent and relevant creative practice and public presentation/outcomes in your field;
- Provide some basic statistical information about you and your practice; and,
- No budget is required, but you will need to indicate how you intend to use the funding via a series of tick boxes.

## Equity

Benchmark levels of funding distribution have been set in consultation with relevant industry peak bodies to ensure an equitable reach for the *Sustaining Creative Workers* initiative. 20% of total distributed funds has been designated for applicants in **each** of the following groups:

- Applicants based in regional Victoria;
- Applicants who identify as culturally and linguistically diverse and/or people of colour; and,
- Applicants who identify as Deaf and/or disabled.

If a small number of applications is received for any of these groups, the funding allocation will return to the general pool.

### **First Peoples applicants**

If you are a First Peoples creative practitioner who received a Sustaining Creative Workers grant in 2020, there is a dedicated funding stream to support you. Please contact us at [grants@rav.net.au](mailto:grants@rav.net.au) if you have not already been contacted by Creative Victoria, or if you are applying for the first time.

## **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 you are planning on having your grant managed by an auspice organisation, please ensure your application is **submitted by that auspice body** on your behalf.

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

## **How to apply**

### **Apply Online via SmartyGrants**

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

Links to the forms can be found [here](#) from 15 October, 2021.

To prepare your application, you should:

1. Register for access to the Smartygrants portal.
2. Read program information and guidelines thoroughly.
3. Attend an information session or contact a Funding Advisor with any questions.
4. In the online Smartygrants Portal, you will need to register as a user, then fill in the details of your application in the Smartygrants portal.

(please note: the system will cut text off at 400 words, so it might be best to write your long project description in a system where you can check your word count, then check your word count before pasting this information into the portal).

**NOTE:** The option to submit a response to this application question via a three minute video is also available.

5. Upload your CV or organisation/business biography (files or links).

6. Submit your completed application via the Smartygrants portal.
7. Once submitted, your application cannot be changed.

## Support

### Information sessions

A number of online information sessions will be hosted by the industry advisory group. To book into a session, head [here](#).

### Funding Advisors

The program has a range of Funding Advisors whose role is to support applicants to this program. Advisors can provide guidance on eligibility, comment on submissions, and support applicants through the application process. They can be a great sounding board and have extensive arts and cultural networks across the state and beyond. To book time with an Advisor, please head to [this link](#). When booking, you will have the opportunity to select preferences on who you feel might best support you with your submission.

Due to the anticipated high volume of enquiries for this grant program, Advisors will assist applicants during designated business hours only. Please note that Advisors will work as quickly as possible in attending to enquiries during this busy time. Advisors are not assessors and will provide advice and guidance only.

## Support material

- Applicants must upload a maximum 3-page CV or biography and/or one URL to your website that outlines your CV or biography.
- There is a maximum file limit for uploads of 25MB in size. However, it is strongly recommended you try to keep files under 5MB.
- When providing URLs, only use links to publicly available (not membership-based) sites. Link must directly open to the material you want to submit. If you are linking to a private site, you must provide password requirements.
- **Do not** provide links to Google Drive, Drop Box or other online hosting platforms that require viewers to enter personal identification in order to gain access. Materials provided using these platforms will not be viewed by the assessors.
- **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

Please note that it is the applicant's responsibility to ensure that all uploaded support material can be viewed by an assessor. We **will not** contact applicants to resubmit support material if files/links do not work.

## Responsibilities

Funding agreements for the *Sustaining Creative Workers* initiative will be administered by Regional Arts Victoria on behalf of the industry advisory group. If your application is successful you will be required to:

- **Accept a Funding Agreement** with Regional Arts Victoria and satisfy any conditions of funding, which will be detailed in the Agreement;
- **Notify Regional Arts Victoria** of any proposed changes to your funded project;
- **Give permission** to Regional Arts Victoria and Creative Victoria to access and use relevant samples or images of your project/work in our publicity and marketing activities, reports and other not-for-profit government uses. We will consult with you in the first instance before publishing any publicity or marketing activities;
- **Publicly acknowledge** the support of the [Victorian Government](#) using specific logos and text; and,
- **Acquit your grant** by submitting a written report on the outcomes of your funded project within 30 days of project completion.

## Additional information

### 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 your artists/arts workers have current Working with Children Checks and Police Clearances. For more information: [dhhs.vic.gov.au/children-and-families](https://dhhs.vic.gov.au/children-and-families)

The funding must not be used for any activities that involve the Recipient being responsible for supervision of, or authority over, children or young persons (i.e. persons under the age of 18).

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

### Working with First Peoples cultural content and communities

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 your project contains cultural material or activity and;*

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

- You are a non-Aboriginal or Torres Strait Islander applicant, you must demonstrate you are working in partnership and provide appropriate letter/s of support for your 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](#).

### **Privacy**

We value your privacy. Details on how we collect, store and use information and be found in Regional Arts Victoria's (as the administrative body) Privacy Policy [rav.net.au](http://rav.net.au) or contact us at [enquiry@rav.net.au](mailto:enquiry@rav.net.au) for a copy.

Any personal information about you or a third party will be collected, held, managed, used, disclosed or transferred by the Victorian Government in accordance with the provisions of the Privacy and Data Protection Act 2014 (Vic). For further information about Creative Victoria's commitment to Privacy please visit <https://creative.vic.gov.au/privacy>

If you intend to include personal information about a third party in your application, please ensure that the third party is aware of, and consent to, this privacy statement.

This information may also be used for promotion and reporting purposes. We 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 you will be providing permission for this personal information to be used in this way.