

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

Closing Dates

5 September 2011

for projects starting on or after 1 December 2011

7 November 2011

for projects starting on or after 1 February 2012

13 March 2012

for projects starting on or after 1 July 2012

Please note: the closing date has changed from 12 March to 13 March.

We apologise for any inconvenience.

Please note: it takes approximately 12 weeks from the closing date until funding results are available.

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

IMPORTANT – READ THIS FIRST

To give your application the best chance of success make sure you carefully read the guidelines and complete all sections of the application form relevant to your project.

For your application to be eligible in this funding round:

- you must include a **balanced** budget
- you must contribute at least **25%** of the total cost of the project
- your project must take place **on or after** 1 December 2011 for the September round, 1 February 2012 for the November round and 1 July 2012 for the March 2012 round
- you must include **quotes** for any activity you are seeking funding for

Remember:

- you must supply **five copies** of any audio support material with your application – CD burns may be submitted instead of finished stock
- **sign** the declaration (Section 8) when you have finished your application.

WHAT WILL NOT BE FUNDED:

The following activities are not funded through the Music Touring grants program:

- retrospective funding – for tours that have already taken place or will begin before the relevant commencement dates stated in the guidelines
- promotional tours which do not include live performances that are open to the public
- applications that request funding for multiple tour runs (if this is relevant, you will need to submit separate applications for each tour)

You cannot apply for a national and international tour in the same application.

PLEASE NOTE:

Support material will not be returned

You should have a contingency plan in case your application is unsuccessful

Competition for funding is high. Make sure your proposal provides all the requested information and addresses the criteria

If you are unclear about eligibility requirements it is recommended that you contact Contemporary and Live Music Development program staff on 03 8683 3100 or email musicgrants@dpc.vic.gov.au.

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT

CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

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Please note: it takes
approximately 12
weeks from the
closing date until
funding results are
available.

General information

Please read these guidelines carefully. They explain the priorities, assessment criteria and information you must provide in your application.

While an application may be assessed as meeting program requirements, funding is highly competitive. Previous support does not commit Arts Victoria to further funding of that applicant or activity.

Please note that it is your responsibility to provide the information and support material requested in these guidelines. Ensure that you keep a copy of your application for your records.

If you have a disability and need guidance on submitting an application to any Arts Victoria program, please discuss this with the relevant program staff at least four weeks prior to the funding closing date by contacting Arts Victoria reception on (03) 8683 3100 or artsvic@dpc.vic.gov.au.

If you have difficulty understanding these guidelines, or would prefer discussing them in your first language, please contact the Victorian Interpreting and Translating Services on 131450 and ask to be connected to Arts Victoria.

Contemporary and Live Music Development program overview

The Contemporary and Live Music program aims to support the creative growth and viability of the Victorian music industry by:

- equipping Victorian musicians to face the challenges of a rapidly changing era in the music industry
- encouraging artists to explore new initiatives and strategies to connect their music with audiences
- supporting industry bodies that provide education and professional development to Victorian artists.

The program has three categories:

- Category 1: Career Building
- Category 2: Music Touring
- Category 3: Sector Development

This guideline and application form relates to **Category 2: Music Touring**.

More information on the Contemporary and Live Music Development program can be found at www.arts.vic.gov.au/musicgrants.

Music Touring

Music Touring grants are available across two streams:

- Touring Projects
- Professional Travel

Touring Projects funding is available to Victorian musicians, individual artists and groups to support Victorian regional, interstate and international touring projects.

Professional Travel provides support to artists or managers for professional travel to create commercial opportunities for artists.

Eligibility

Touring Projects

To be eligible, you must be a professional, original contemporary music act and show a track record of live performance with ongoing touring plans.

Professional Travel

Victorian based management companies or organisations on behalf of Victorian musicians or themselves. A maximum travel party of two people applies for professional travel.

Levels of funding

Touring Projects

Funding is designed to help off-set touring costs such as transport, accommodation and promotional costs. Funding can be for either National touring or International touring.

National touring

Funding up to \$10,000 can be sought for costs relating to regional Victorian and interstate touring.

International touring

Funding of up to \$15,000 can be sought for costs relating to international touring.

Professional Travel

For domestic activity the maximum available is \$2,000 including a capped rate of \$1,000 per person. For international activity the maximum available is \$10,000 including a capped rate of \$5,000 per person.

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT

CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

What will be funded

Touring Projects

The following activities will be supported for consecutive live dates within a consolidated tour:

- transportation costs
- accommodation
- conference/festival registration fees
- promotion campaigns.

Professional Travel

This stream is available to artists or managers for a range of activities that may include:

- conference/festival attendance
- mentorship
- masterclasses
- songwriting or professional development opportunities
- business meetings.

Applicants may only apply for funding through one stream per application.

Assessment criteria

Touring Projects

Applications for Touring Projects will be assessed and prioritised according to the following criteria across the touring category:

- Professional touring track record and demonstrated commitment to ongoing live music performance
- Quality of the tour strategy and potential for audience development
- Evidence of a planned media and publicity strategy
- Provision of a credible and realistic Budget with appropriate support material.

Professional Travel

Professional travel applications will be assessed and prioritised according to the following criteria:

- Provision of a credible and realistic Budget with appropriate quotes
- Quality of itinerary and intended activity
- Clearly articulated benefits and outcomes
- Provision of confirmation letters, emails or invitations related to this activity.

Assessment process

Funding for both streams in the Music Touring category is allocated via a formal application and competitive peer panel assessment process. The demand for funding is high; applicants are encouraged to have a contingency plan.

Applications are assessed by a panel of experts comprising external arts sector representatives.

The panel assesses and prioritises each application against the program objectives and assessment criteria as described in these guidelines. Recommendations are submitted to the Minister for the Arts for final approval.

It takes approximately 12 weeks from the closing date until funding results are available. Applicants will then be advised in writing of the outcome of their submission.

How to apply

It is important that you read through each section clearly and make sure you answer the specific questions or provide the information requested. Not doing this may affect the success of your application.

Section 1 – Contact Information

To be completed by all applicants.

Please complete the relevant section that best reflects who is applying, ie Individual, Organisation or Auspice body.

Please provide all requested contact details. You must provide an ABN to be eligible, and it must correspond to the applicant's name.

Section 2 – Application Summary

To be completed by all applicants.

Please provide:

- project title
- a brief summary of the project
- start and finish dates, and
- amount requested **and** the total project cost.

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT

CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

Section 3 – Budget

To be completed by all applicants.

- **You must use the budget form supplied by Arts Victoria.**
- The budget should contain all costs associated with the project.
- Show a breakdown of how the grant will be allocated in the column marked '\$ AV'.
- In-kind contributions must be included on both the income and expenditure sides of the budget.
- All expected income relevant to the project including funding submissions to Local, State and Federal government agencies must be included in the budget. Please indicate whether these amounts are confirmed (Con) or not confirmed (NC).
- Amount sought from Arts Victoria must be included as projected income.
- Total income must **equal** total expenditure once the Arts Victoria grant is included.

Section 4 – Quotes

It is essential that you provide quotes for the activities that you are seeking funding.

Section 5 – Itinerary

To be completed by Touring Projects applicants only.

Section 6 – Touring Projects

To be completed by Touring Projects applicants.

Please provide answers to all the questions in this section in the space provided and include any relevant information.

Be sure to include details of marketing, promotional, publicity and audience development strategies relating to this touring activity. You should also include a timeline for related activity together with the benefits and the next steps beyond this tour.

Section 7 – Professional Travel

To be completed by Professional Travel applicants.

You will need to provide an itinerary for your proposed travel, including dates, location and activity.

Please provide details regarding the purpose of the travel, what the potential outcomes and

benefits are, and how you will evaluate the activity.

Note: All applicants must complete Section 3 – Budget

Section 8 – Support Material

To be completed by all applicants.

- Only provide support material relevant to this project.
- Biographies must be limited to one page.
- Please provide five copies of a CD containing no more than three tracks of your recent or most significant recordings.
- **Clearly mark support material with applicant's name and project title.**
- Support material received after the closing date cannot be taken into account in the assessment.
- Festival invitations or performance confirmations may be accepted after the closing date but you must contact program staff to discuss.

Section 9 – Declaration

To be completed by all applicants. Please sign and date your application.

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
 CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

2011-12 Closing Dates

- **5 September 2011** for projects starting on or after 1 December 2011
- **7 November 2011** for projects starting on or after 1 February 2012
- **13 March 2012** for projects starting on or after 1 July 2012

Presentation tips

All written material must be easily readable when photocopied.

Please note the following:

- use plain white A4 paper for originals and photocopies
- present all material on one side of the page only
- use black ink only
- do not use a font smaller than Times New Roman 12 or Helvetica 11
- do not staple, bind or place your application in a folder
- faxed, digital or email applications will not be accepted
- all handwritten material must be legible and able to be photocopied.

IMPORTANT – ELIGIBILITY Checklist

The purpose of this checklist is to help **you** determine whether your project is **eligible** under the Music Touring funding category. Ineligible applications will not be assessed.

ELIGIBILITY AREA	Tick
Your project must take place on or after 1 December 2011 for the September round, 1 February 2012 for the November round and 1 July 2012 for the March 2012 round	
Your budget must balance . See SECTION 3	
You must contribute at least 25% of the <u>total</u> cost of the project and indicate this in your budget. Arts Victoria will not fund the entire project. See SECTION 3	
Show a breakdown of how the grant will be allocated in the column marked '\$ AV'. See SECTION 3	
You cannot charge a fee for your own time or include this as a contribution to the project. See SECTION 3	
To be eligible supply all quotes for any activity you are seeking funding for. See SECTION 4	
You can only apply for one type of tour under the Touring Projects stream (ie either National touring OR International touring). If you're unsure where your project fits, contact program staff	
For Touring Projects you must be a professional, original contemporary music act and show a track record of live performance with ongoing touring plans. Note: Priority is given to tour line-ups and bills that include Victorian musicians exclusively.	

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
 CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

Application Checklist

Before you submit your application, make sure you have:	Number of copies	Tick
Carefully read these guidelines		
Completed the application form, including budget	Original and one photocopy	
Included extra budget information (As required)	Original and one photocopy	
Quotes for any activity you are seeking funding	Original and one photocopy	
Included print-based support material (eg CVs or letters)	Original and one photocopy	
Other support material including audio CDs	Five copies of the CD DO NOT SEND ORIGINALS	
Signed the declaration		
Keep a copy of the application for your own records		

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

Program enquiries

Further information about the program can be obtained from the Contemporary and Live Music Development program staff at Arts Victoria.

Telephone: 03 8683 3100

Fax: 03 9686 6186

TTY: 03 9682 4864

Email: musicgrants@dpc.vic.gov.au

Freecall: 1800 134 894

(Regional Victoria only)

Information on Arts Victoria and other funding programs is also available on the website at www.arts.vic.gov.au

Where to send your application

Applications postmarked up to and including the specified closing dates will be accepted.

Check the funding round closing dates on the front page of this application form.

Postal Address

Contemporary and Live Music Development
Music Touring
Arts Victoria
Private Bag 1
South Melbourne VIC 3205

Street Address

Arts Victoria
Level 6
2 Kavanagh Street
Southbank VIC 3006

Applications can also be hand delivered on the funding round closing date. Hand deliveries can be made during business hours only – 8:30am to 5:30pm, Monday to Friday.

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

Section 1 – Contact Information

If you are an:

- Individual applying, complete **Part A**
- Organisation applying, complete **Part B**
- Auspice applying for an individual, complete **Parts A & C**
- Auspice applying for an organisation, complete **Parts B & C**

To be eligible to apply as an Individual or Organisation, you must be able to provide an ABN. The holder of the ABN will be responsible for managing and acquitting the grant, including the financial reconciliation. If you don't have an ABN, you will need to apply through an Auspice.

If your application relates to a band or ensemble, an Individual ('sole trader') may apply using their own ABN. If the band or ensemble is registered with its own ABN, you may apply as an Organisation and choose one person to be the main contact.

If you are applying through an Auspice, the Auspice will provide its ABN and manage the grant, but you need to provide your own contact details as well.

Important: some sections of this form use **input fields** – the **grey boxes** you type your answers into. The input fields will expand as you type in your answers.

Sections that contain input fields use Word's 'Protect Document' feature. You won't be able to click outside the grey boxes in those sections.

Protection is **not used** in tables (eg budget form) or where longer free-text answers are required.

PART A – INDIVIDUAL DETAILS

Salutation

First name

Last name

Street address

Postal address
(if different)

Business phone

Home phone

Mobile

Email

Website

Trading name

ABN

Are you GST
registered?

Yes No

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

PART B – ORGANISATION DETAILS

Full name of Organisation

Street address

Postal address (if different)

Website

Contact person's details

Salutation

First name

Last name

Position

Email

Business phone

Mobile

Organisation's details

Trading name

ABN / ACN

Legal status of organisation

Is the organisation
GST registered? Yes No

In what year was the
organisation formed?

Under its articles or constitution, is the organisation a not-for-profit body? Yes No

Key personnel

Name (salutation, first, last)

Position (if equivalent)

Artistic Director
or equivalent

General Manager
or equivalent

Chair
or equivalent

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

PART C - AUSPICE DETAILS

Full name of Organisation

Street address

Postal address (if different)

Website

Contact person's details

Salutation

First name

Last name

Position

Email

Business phone

Mobile

Organisation's details

Trading name

ABN / ACN

Legal status of organisation

Is the organisation
GST registered? Yes No

In what year was the
organisation formed?

Under its articles or constitution, is the organisation a not-for-profit body? Yes No

Key personnel

Name (salutation, first, last)

Position (if equivalent)

Artistic Director
or equivalent

General Manager
or equivalent

Chair
or equivalent

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

Section 2 – Application Summary

Applicant details

Applicant name

Auspice body (if applicable):

Stream (please tick one only)

Touring Projects Professional Travel

If Touring Projects, please select tour focus: National touring International touring

Project details

Project title
(this will be used on all correspondence. Please keep it to 60 characters or less.)

Genre (please tick):

Classical

Funk/Soul

Punk

Country

Heavy Rock

Roots and Blues

Dance/Electronic

Hip Hop

Sound Art

Experimental / Sound Art

Jazz

World Music

Folk

Pop/Rock/Alternative

Other (please specify):

Project Summary

Provide a brief overview of your project. Maximum 200 words.

Grant requested: \$

Total project expenditure: \$

Project start date:

Project end date:

Section 3 - Budget

You must include a budget with your application. If there is not enough space on the template provided you must use it to summarise your budget and provide a more detailed budget on separate sheets.

Note: if you prefer, instead of completing your budget in this Word application form, you can use the [Arts Victoria Excel budget template](#) that will automatically calculate your amounts.

You will need to **print** and **submit** the completed Excel budget with this Word application form.

Click on the above link to download the budget template, or go to the Related Resources section of the relevant funding program at www.arts.vic.gov.au.

Co-funding

Your budget should include income from sources other than Arts Victoria. You need to show whether funding from other sources is confirmed (Con) or not confirmed (NC).

If your budget includes income that is not confirmed (NC), (for example, an application to another funding body) you will need to update us with the results as they become available. If an application to another funding body is unsuccessful, or other income becomes unavailable, you will need to submit a revised budget.

GST

If you **are** registered for GST you **must not** include GST in your income and expenditure figures. If you **are not** registered for GST you **must** include GST in your expenditure.

Budget template explained

All income and expenditure related to the project needs to appear in the Budget. When you have completed the budget the **Total Income** and **Total Expenditure** must **balance**.

Expenditure totalling the Arts Victoria grant request must be noted in the **\$AV** column.

Definition of terms (headings used in the Budget template):

Income

- **Earned income:** box office, merchandise, membership, fees, CD/DVD sales, artwork sales
- **Applicant's and others' contributions:** applicant's cash contributions, sponsorship, donations, fundraising, philanthropic
- **Government grants:** grants from local, state and federal Government

Expenditure

- **Project / production costs:** development, production and/or recording costs, studio/venue hire, installation, materials, CD/DVD manufacture, accommodation, travel, freight, project management
- **Marketing & promotion:** publicity, advertising, printing and design, website development, digital and social media tools, programs, distribution, flyers
- **Administration:** office costs, overheads, insurance
- **Salaries, fees, on-costs:** artists salaries (list each artist separately), other salaries, contracts, superannuation, living allowances/per diems

In-kind

In-kind items – ie non-cash income and support – can be included in your budget but must **only** appear under the 'In-kind' heading. Items must be accounted for in **both** the Income and the Expenditure columns – an identical entry must appear in each column.

If you have an item of expenditure (eg venue hire) that is covered through income of both in-kind and cash, you must show each expenditure amount as a separate item. The cash component must appear under the appropriate heading (eg Project / production costs) and the in-kind component will need to appear in **both** the Income in-kind and Expenditure in-kind columns.

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
 CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

Section 4 – Quotes

You must provide quotes for any activity in this application that you are seeking funding for. This applies to **all applicants**.

Section 5 – Itinerary

This section needs to be completed by **Touring Projects** applicants. Professional Travel applicants go to Section 7. Add more lines if you need to.

	Date from	Date to	Town	Presenting Organisation	Venue Name	No. of Shows	Confirmed (Yes/No)	Pencil Dates (Yes/No)	Contract Fee/Box Office	Venue Capacity	Projected Attendance
1									\$		
2									\$		
3									\$		
4									\$		
5									\$		
6									\$		
7									\$		
8									\$		
9									\$		
10									\$		
11									\$		
12									\$		
13									\$		
14									\$		
15									\$		
TOTALS									\$		

Note: instead of completing your budget in this Word application form, you can use the **Arts Victoria Excel budget template**, downloadable from the Related Resources section of the relevant funding program at www.arts.vic.gov.au.

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

Section 6 – Touring Projects

To be completed by all **Touring Projects** applicants. Professional Travel applicants go to Section 7.

1) Tell us about your tour and what you hope to achieve through this activity.
(Max 300 words)

2) Provide a list of previous performances in the last two years. Please attach an additional page if you require more space.

3) For the touring activity you seek funding, provide details of the headline act, support act(s), and booking agent if relevant.
(Max 200 words)

Note: instead of completing your budget in this Word application form, you can use the **Arts Victoria Excel budget template**, downloadable from the Related Resources section of the relevant funding program at www.arts.vic.gov.au.

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

4) List any partnerships involved with this touring activity which may include presenters, media or private sector organisations that may be sponsoring or supporting the tour.
(Max 200 words)

5) How will the tour be promoted? Provide details of the tour's advertising, publicity and promotional strategies.
Supply specific details rather than statements such as "interviews and street press ads".
(Max 450 words)

6) What other activities will support this tour plan? eg CD release or online activity etc.
(Max 200 words)

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

7) What are your future tour plans and how will you build on the outcomes of this tour to expand your audience?
(Max 350 words)

Section 7 – Professional Travel

To be completed by **Professional Travel** applicants. If your application only relates to Touring Projects, proceed to Section 8.

Professional Travel applicants must complete Section 3 – Budget

1) List the dates, location and activities you have planned as part of your Professional Travel.

Date	Location	Activity

2) Please outline (a) the purpose of your travel, (b) the potential outcomes and long-term benefits and (c) how you will evaluate this activity.
(Max 500 words)

Note: instead of completing your budget in this Word application form, you can use the **Arts Victoria Excel budget template**, downloadable from the Related Resources section of the relevant funding program at www.arts.vic.gov.au.

CONTEMPORARY AND LIVE MUSIC DEVELOPMENT
CATEGORY 2: MUSIC TOURING

How to Apply Guidelines and Application Forms

Section 8 – Support Material

Important: all material must be clearly marked with your name and project title. While all due care will be taken, Arts Victoria takes no responsibility for damage or loss that may occur to support material. Do not send original material. Do not send band photos, lyrics or manuscripts.

Support material will **not** be returned.

Type (may include the following)	Title/description (if applicable)
Curriculum Vitae/ Biography	
Media Portfolio (maximum of 3 press or video references)	
CD/CD-ROM/ DVD x 5 (mandatory for all applicants)	
Web site	
Web links to relevant media exposure	
Confirmation Letters (if required)	
Letters of support (maximum of 3)	
List of previous performances for the last two years. Performance highlights only, one page (max)	
Other	

Remember to sign the following Declaration.

Section 9 – Declaration

I have read the program guidelines, eligibility and evaluation criteria and certify that to the best of my knowledge the information provided in this application is true. I have provided a completed application form, budget, written proposal and appropriate support material.

Signature

Date: / /

Name (Please print)