



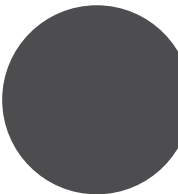
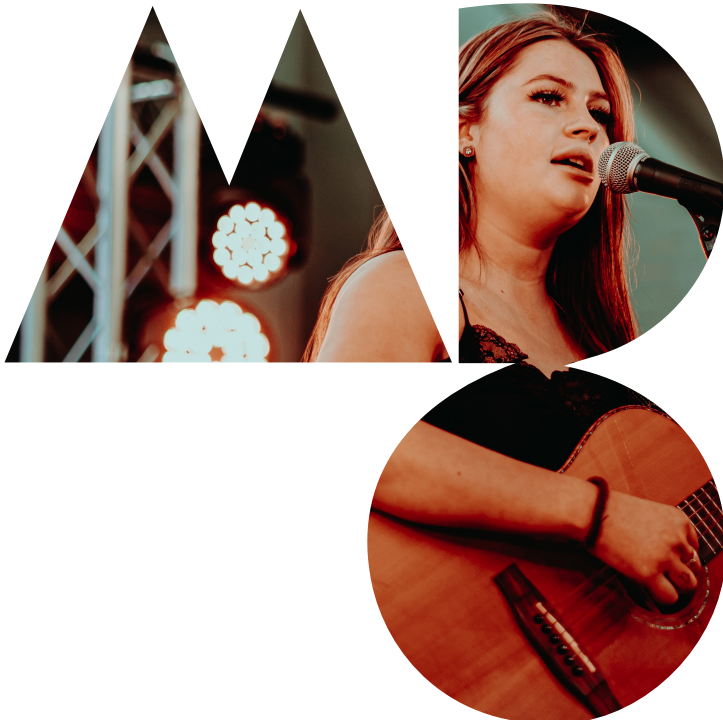
Government of South Australia

Department for Industry,
Innovation and Science

PROGRAM GUIDELINES

Robert Stigwood
Fellowship Program

2023 Fellowship



Contents

Background 3

Program streams 3

Eligibility..... 3

Program criteria..... 4

Essential application materials 4

Application process 5

Important policies and protocols 6

For more information 8

The program

Background and objectives

The **Robert Stigwood Fellowship Program** is an initiative of the South Australian Government through the **Music Development Office (MDO)** within the Department for Industry, Innovation and Science.

The program provides intensive mentorship and professional development to South Australian-based musicians and industry entrepreneurs, with the intent to raise the profile of, and build capacity in, the local music industry.

The annual fellowship, named after Adelaide expat Robert Stigwood, is delivered by Stu MacQueen and Dan Crannitch of Wonderlick Entertainment, who were behind some of the industry's big names, including Amy Shark, Japanese Wallpaper, Holy Holy and Montaigne.

The current round of the **Robert Stigwood Fellowship Program** calls for applications in September 2022, for fellowships that take place from January – December 2023.

Program streams

The **Robert Stigwood Fellowship Program** offers two distinct streams: artist fellows and industry fellows. Applicants may only **choose ONE** of these streams per round.

Artist fellows - up to \$25,000

Tailored to the needs of participating artists, mentoring may include songwriting, production, business skills, marketing and public relations, and attendance at conferences and high-level industry meetings. The arrangement is akin to a surrogate record label / management team.

Industry fellows – up to \$5,000

Offers mentoring for emerging South Australian music industry entrepreneurs who are working in music management or other areas of artist representation. Focus areas include identifying strengths, weaknesses and ambitions for the future. Each fellow will receive one-on-one help developing and achieving a business plan for the following 12 months.

Key dates

Friday 23 September 2022

Round opens for applications

Sunday 16 October 2022

Closing date for applications

1 January 2023 – 31 December 2023

Fellowship period / Funding period

Eligibility criteria

Eligible applicants

- Applicants must be:
 - ♦ **based in and operating in South Australia** for more than 6 months, and

- ♦ a South Australian musician, writing and performing their own music,
or
- ♦ a South Australian music industry entrepreneur who supports these artists in the creation, presentation, production, delivery, or development of **original music**.

If you are a previous MDO grant recipient and have an **overdue funding acquittal** with the South Australian Government, you are not eligible to receive new funding in this program until your acquittal is complete. Please contact the MDO if you have any questions on acquittals.

Eligible expenditure

Eligible expenses must support activity that promotes the fellows' career and business development, as endorsed by the program deliverers.

Project activity funded through Robert Stigwood Fellowship Program must take place within the funding period.

Program criteria

In December 2015 Adelaide won the prestigious international designation as a UNESCO City of Music. Adelaide is one of 59 music cities as part of UNESCO's Creative Cities Network. It is the only UNESCO City of Music in Australia.

The MDO is proud of this designation, and assessment will consider how the applicant fits within the **broader South Australian music ecosystem in terms of the following criteria**:

- **Creative and/or professional merit**, quality, skills and relevant experience.
- **Timeliness and significance** of career development goals, trajectory and/or the opportunities for an applicant's artistic activity or business to grow and support the South Australian music ecosystem.
- **Key achievements and career highlights**.

Ultimately, the success of the application will rest on its merits against the criteria in competition with all other applicants.

Essential application materials

Applications to the Robert Stigwood Fellowship Program are submitted online through a webform, linked via the [MDO website](#).

The application contains a series of multiple choice items, as well as open-ended questions and the opportunity to provide weblinks.

IMPORTANT: The MDO will **not download** any files submitted via links to **Dropbox** or other online storage systems. Any material submitted in this format **may not be accessed or reviewed** as part of your application. Please link only to streaming platforms.

The following are **mandatory** parts of the application.

Biography or business description (250 words)

Applicants must provide an artist biography or business description. There is also an opportunity to include links to web pages that contain this information (e.g. website, social media accounts).

Business information

The application will ask a series of questions about artistic and business activity as it relates to the original contemporary music ecosystem of South Australia.

Key achievements / career highlights (250 words)

Applicants have the opportunity to provide a list of key achievements and career highlights to date, including recordings, tours, label deals, collaborations, media exposure, streaming/airplay, business wins (e.g. partnerships, growth).

Career goals (250 words)

Applicants will need to describe their current aspirations and future goals as an artist/music business practitioner, and how this Fellowship will significantly contribute to career or business development.

Other support material

Applicants may provide material in support of current activity, such as links to existing content (e.g. Spotify, Soundcloud, YouTube).

Do not link to online files/folders in Dropbox, or anywhere that requires files to be **downloaded** from the internet. Such material will not be downloaded or reviewed. Streaming platforms are preferred.

Due to the expected high volume of applications, applicants should consider only showcasing their **best work**.

Application process

Before submitting an application

Read these Guidelines thoroughly, and consider how the application meets the:

- eligibility requirements
- program objectives and criteria.

How to submit your application

All applications for the **Robert Stigwood Fellowship Program** must be submitted online through a web form, linked via the [MDO website](#).

You will receive an **automatic email reply** when your grant has been successfully received. If you do not receive this autoreply, check your junk / spam folder or contact the Business Support Officer on 08 7320 3337.

Applications automatically close at 11:59pm **sharp** on Sunday 16 October. Late applications cannot be accepted by the online system. **Technical or other support for applicants closes on Friday 14 October at 5pm** (the end of the

business week).

Assessment process

It is important to note that while the MDO manages this program, it does **not** determine the final outcomes.

Applications will be assessed by a panel of **industry representatives**, who rigorously assess applications against program criteria. The panel prepares recommendations for approval by the Department.

Please note, there is usually a greater number of worthy applications than the program can support.

Administration, notification and feedback

Processing of the applications can be expected to take a **minimum of 4-6 weeks** from the closing date, and notification will occur as soon as possible after assessment and approval.

All applicants – successful and unsuccessful – will be **notified by email** regarding their result.

If you have not received an email about the status of your application (after the initial confirmation of submission), then the round is **still being processed**.

The MDO will **not be able to provide a specific notification date**.

Due to the high volume of applications expected in a round, **feedback is not available** for unsuccessful applicants, unless there was a significant issue with the submitted materials (e.g. missing mandatory information, failure to meet eligibility requirements).

Funding agreements and reporting

Successful applicants will be required to enter a funding agreement with the Department for Industry, Innovation and Science for the period of funding, and will be expected to provide an artistic, statistical, and financial acquittal within one month of the completion of the funding period. Overdue acquittals, or unapproved expenditure of the funding, will affect eligibility for future funding.

Successful applicants will be advised of the process of returning of funding agreements, payment of invoices and submission of acquittals, when notified of the grant outcome.

Important policies and protocols

Protocols for working with children in art

If the fellowship activity involves employing any person under 18 years, with or without financial compensation, or the exhibition or distribution of depiction of any persons aged under 18 years, then fellows:

- must comply with the South Australian Government's *Protocols for working with children in art* and any relevant laws that apply in South Australia – this may include obtaining parental consents, statements from other artists and classifications, copies of which must be provided to the Department on request; and
- must also certify compliance with this clause in the acquittal report.

Child safe policies

Organisations providing cultural, entertainment or party services wholly or partly for children must provide a child safe environment.

As part of its obligation to establish and maintain a child safe environment, an organisation must:

- have in place [child safe policies](#) and procedures
- ensure [child-related employment screening](#) is undertaken for positions prescribed in the *Children's Protection Act 1993*
- lodge a [Child Safe Environments Compliance Statement](#) with the Department for Education.

Respectful behaviours

The safety and wellbeing of everyone working in, and engaging with, the South Australian arts and cultural sector is of paramount importance. The MDO is committed to a zero-tolerance approach to all forms of victimisation, bullying and harassment, including sexual harassment. It is a condition of all MDO funding and grants that recipients must adopt and implement a respectful behaviours policy and procedure. Further information about respectful behaviours, and resources to help develop a policy and procedure are available [here](#).

Aboriginal and Torres Strait Islander protocols

The MDO endeavours to work with artists and organisations to ensure respect and acknowledgement for Aboriginal and Torres Strait Islander (ATSI) peoples and cultures at every stage of a project's development. More information on ATSI protocols is available [here](#).

Information privacy

The MDO collects personal information as reasonably necessary for the purposes and functions of:

- administering our grants and funding programs
- keeping grantees informed about relevant upcoming events, grants funding initiatives and outcomes, our services, special events or client feedback surveys, as well as our activities in general
- improving our websites and other services.

The MDO complies with the South Australian Government's Information Privacy Principles Instruction (*Department of the Premier and Cabinet Circular PC012*) when dealing with all personal information. The information provided in an application may be used by the MDO for:

- providing to peer assessors for processing and assessing an application
- verifying other funding income for intended activity – the MDO may provide information to other agencies nominated in an application
- processing, paying, and administering a grant
- reviewing and evaluating our funding programs, strategies, plans and services – we may contact applicants for this purpose

- training, systems testing and process improvement, including compiling statistics and reports.

The information submitted to us in an application is treated as confidential if it is identified by applicants as confidential (except for details that may be included as “published details”). Any information contained in, or relating to, an application, including information identified by an applicant as confidential information for the purposes of applying for funding under the program, may be disclosed by the Department:

- to employees, advisers or third parties in order to manage the program (including, but not limited to, for the purposes of evaluating and assessing the application)
- within the South Australian Government where this serves the legitimate interest of the Department
- in response to a request by a House or Committee of the Parliament of the Commonwealth of Australia or South Australia
- where information is authorised or required by law to be disclosed
- where the information is already in the public domain.

If an application is successful, details of successful applicants may be publicly disclosed in official South Australian Government media releases and websites. Published details may include, but are not limited to:

- the name and business name of the successful applicant
- details of the event
- the amount of grant funding (and relevant stream).

In addition, the grant agreement and associated documents for an event may be audited, which will mean disclosure of such documents, including personal information, to auditors for audit purposes only.

Additional information

The Department reserves the right to amend these guidelines and application terms as required.

If any information in an application or report (including acquittal) is found to be false or misleading, or grants are not used pursuant to the terms of funding, the grant will be repayable on demand.

For more information

Music Development Office

Creative Industries

Department for Industry, Innovation and Science

MDO Hotline: 08 7320 3309 | mdo@sa.gov.au