



VENUE IMPROVEMENT GRANTS

TURNING UP LIVE MUSIC IN SA.

JUNE 2022



**Government of
South Australia**

Contents

Introduction.....	3
Eligibility	4
Application process	6
Important policies and protocols	7
Additional information	7

The program

Background

Funding assistance for the **Venue Improvement Grants** program is provided by the South Australian Government through a \$10 million See It LIVE package to revive the state's live music industry and stimulate activity as it emerges from COVID-19.

The **Venue Improvement Grants** program component of this package offers a total of **\$1 million** in funding for upgrades to cater for live music performances. The program is administered through the **Music Development Office (MDO)** within the Department for Innovation and Skills (the Department).

There are **200** Venue Improvement Grants of **\$5,000** available to eligible venues to assist with activity such as modifying layouts to allow for a small stage, create better viewing spaces for audiences, improve acoustics or upgrade sound systems.

Venues that host **any music genre** are welcome to apply, including original music, DJs, tributes and cover material as long as there is demonstrated support or intent to support the delivery of **live music**.

Key dates

Grant applications open	19 June 2022
Assessment period	Applications are processed and assessed as they are submitted, in order of submission
Closing date	This grant program will close for applications as soon as funding capacity is fully expended
Notification of results	Notification will occur as soon as possible after assessment
Eligible activity period	19 June 2022 – 31 December 2023

Definitions

Funding period refers to the date from which an Agreement is entered into until the funding period end date.

Funding period end date refers to 31 December 2023.

Eligible expenditure refers to expenditure defined as eligible as per these guidelines and must be costs incurred during the funding period.

Eligibility criteria

Applicants must meet all the following eligibility criteria:

- Applicants must be a **South Australian based venue** that supports the presentation, production, or delivery of **live music in South Australia**.
- Applicants must hold an active Australian Business Number (**ABN**).
- Venues must be a brick and mortar establishment, ie. permanent structure.
- A hospitality company which operates more than one venue can apply separately for its different venues, however each venue is only eligible for one Venue Improvement Grant.
- For applicants with **overdue funding acquittals** with the South Australian Government (e.g. through a MDO or other previous grant): if you are successful in applying for a grant in this program you will not be eligible to receive funding until all outstanding acquittals have been provided. If you have any questions regarding the status of an acquittal for a previous MDO grant, please contact the Grant Program Manager.

Eligible expenditure

Venue Improvement Grants can only be applied to costs for venue improvement and upgrades incurred for the purpose of the grant during the funding period.

Examples of eligible expenditure include:

- sound and lighting equipment purchase and/or upgrade
- other A/V to enhance performance e.g. projector/screens, smoke machines
- noise attenuation costs
- stage construction/modification costs
- upgrades that improve the audience safety, comfort and the live music viewing experience
- purchase or upgrade of on-site signage that specifically promotes live music activity
- costs associated with ensuring COVID-19 safe live music activity, e.g. modifications for social distancing, hygiene.

Please contact the Grant Program Manager with any questions on eligible activity or expenses.

Ineligible expenditure

Venue Improvement Grants cannot be applied to costs incurred for any of the following:

- upgrades or purchases that have already occurred, or are due to be completed or occur, before the start of the funding period; funding will not be provided retrospectively
- if upgrades are in process and continue after the end of the funding end date, funding from the Venue Improvement Grant cannot be used to cover expenses incurred from that date (i.e. after 31 December 2023)
- purchase or upgrade to equipment for non-permanent venues, e.g. stages used for events in parklands,

pop-up events, or other temporary
and mortar establishment

structures/events not directly associated with a brick

- purchase or upgrade to equipment for promoters, artists or businesses who supply it to venues as a temporary service to create live music opportunities
- equipment hire
- upgrades or purchases that will not be of direct benefit to on site live music activity
- venue improvement funding cannot be applied to expenses that are already covered through other sources (e.g. grants, rebates, sponsorship). However, successful applicants can use funding to offset costs that **build on** activity that has been supported through other sources, as long as it is not applied to the same exact expenses.

Application process

Before you apply

Please read all of these guidelines before you apply. Before applying, consider how your business and your proposed activity meets the:

- eligibility requirements
- eligible expenditures
- budget, e.g. maximum grant amount
- timeframe, e.g. start and end date of the eligible activity period.

How to apply

Applications can be submitted [via an online portal](#) from 19 June 2022.

Applicants will be asked to supply:

- confirmation of eligibility
- a brief biography or business description
- details of business operations (e.g. location, demographics, services)
- activity description: type(s) of venue upgrades, purpose/how it will improve the live music experience, timeframe
- budget: a brief list or total of expenses, including those to be covered by grant funding
- applicants applying for Venue Improvement Grants may also apply for other funding opportunities through the package at the same time (e.g. See It LIVE Event Grants) however may only receive one grant through each category within the package. Venue Improvement applicants may also apply for other [MDO grant programs](#) at the same time, such as the Project Support Grants program, or the Live Music Events Fund.

Assessment

- submitted applications must satisfy the eligibility criteria and provide the information requested in the application form.
- whether an applicant is successful or not will be determined by the Minister and/or the Department in its absolute discretion.
- there is no obligation by the Minister and/or the Department to approve any assistance.
- if an application is unsuccessful on the grounds of ineligibility, the applicant may re-apply once all eligibility criteria are met if the Venue Improvement Grants program is still open for applications.

Notification

Upon submission, all applicants will receive an automated email acknowledging that the application has been received by the MDO.

All successful and unsuccessful applicants will be notified by email of the result of an application. Due to the expected high volume of submissions, a precise date or timeframe of notification and payment to successful applicants cannot be offered.

Terms and Conditions

Please be advised that funding in this program is subject to [Terms & Conditions](#) that must be agreed to when submitting an application.

Important policies and protocols

Protocols for working with children in art

If the 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:

- you 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 you must provide to the Department on request; and
- you must also certify compliance with this clause in your 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 assist you to develop a policy and procedure for your organisation or project, are available [here](#).

Aboriginal and Torres Strait Islander (ATSI) protocols

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

Information privacy

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

- administering our grants and funding program
- keeping you 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 you provide in your application may be used by the MDO for:

- providing to peer assessors for processing and assessing your application
- verifying other funding income for your project – the MDO may provide information to other agencies nominated in your application
- processing, paying, and administering your grant
- reviewing and evaluating our funding programs, strategies, plans and services – we may contact you for this purpose
- training, systems testing and process improvement including compiling statistics and reports.

The information you submit to us in your application is treated as confidential if it is identified by you 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 Government of South Australia 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; and
- where the information is already in the public domain.

If an application is successful, details of successful applicants may be publicly disclosed in official Government of South Australia 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 venue improvement activity; and
- the amount of grant funding

In addition, the Grant Agreement and associated documents for your venue improvement activity may be audited, which will mean disclosure of such documents, including your 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

Details of this grant program, including a copy of the Guidelines, are available from the [See It LIVE website](#).

For questions about the grant program terms and conditions, eligibility, criteria, assessment process:

Elizabeth Reid

Grant Program Manager

Music Development Office

Creative Industries

Department for Innovation and Skills

Ph: MDO Grant Hotline 08 7320 3309 | [Webform](#)