



E-VOUCHERS

TURNING UP LIVE MUSIC IN SA.

SEPTEMBER 2022



Government of
South Australia

SEE IT LIVE E-VOUCHERS PROGRAM

The Program

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

The **See it LIVE e-vouchers** offer a total of **\$2 million** through the delivery of **5000, \$400 e-vouchers** to get live music acts back into pubs, clubs, small bars, restaurants, cafes, and other smaller venues. This will not only benefit the hospitality sector, which has done it so tough during the pandemic, but also local musicians, who will be engaged by these venues to perform.

See it LIVE e-vouchers will be available to South Australian-based hospitality and music venues that host, or intend to host, **any genre** of live music to support the costs of engaging **South Australian musicians**.

This is the third opportunity within Round 1 for eligible businesses to register for e-vouchers under this program.

Key dates

Venue registration period: 9am 16 September – 12 noon 4 October 2022

Venues are invited to register for an e-voucher through [an online portal](#). No further registrations will be permitted in this window after **12 noon** on 4 October 2022.

Activity redemption period (Round 1): 5 October – 31 October 2022

Venues will be able to redeem their voucher during the activity redemption period for eligible expenditure incurred during the activity redemption period.

Definitions

Eligible activity refers to the engagement of South Australian musicians in live public performances.

Eligible expenditure refers to expenditure defined as eligible as per these Guidelines and incurred during the activity redemption period.

Eligible venue refers to a venue that meets the eligibility criteria as per these Guidelines.

Voucher refers to the e-voucher with the value of \$400 **ex GST** received by eligible venues for use on eligible expenditure.

Eligibility criteria

Venues must meet all the following eligibility criteria:

- Venues must be in **South Australia** and may include dedicated music venues, pubs, clubs, small bars, restaurants, cafes and other smaller venues.
- Venues must hold an active Australia Business Number (**ABN**) or Australian Company Number (**ACN**).
- Venues with **overdue funding acquittals** with the South Australian Government (e.g. through a Music Development Office (MDO) or other previous grant): if you are successful in registering for an e-voucher in this program, you will not be eligible to receive funding until your overdue acquittal is approved. If you have any questions regarding the status of an acquittal for a previous MDO grant, please contact the MDO Grant Hotline on 08 7320 3309 or use the [Webform](#).
- Venues that participate in the *See it LIVE* e-voucher program may also apply in other [MDO grant programs](#) at the same time, such as the Project Support Grants program or the Live Music Events Fund.
- Venues that have registered for an e-voucher in either or both of the first two funding windows (19 June –

19 July or 22 August – 31 August) and have **redeemed the e-voucher(s)** (i.e. provided evidence of artist payment, artist ABNs, and been reimbursed by Nabooki Agency), are eligible to register for an additional e-voucher in this third registration window (16 September – 4 October).

- Venues that have registered for an e-voucher in either or both of the first two funding windows (19 June – 19 July or 22 August – 31 August) and have **NOT yet redeemed an e-voucher** (i.e. are yet to pay artists and submit material for reimbursement), are **NOT** eligible to register for an additional e-voucher in this third registration window (16 September – 4 October) **until** they have redeemed their existing e-voucher.

Eligible expenditure

Vouchers must **only** be used for fees incurred and paid to **South Australian musicians (with ABNs) in live public performances** at the eligible venue during the activity redemption period. All other expenses are ineligible.

See it *LIVE* e-vouchers cannot be applied to musician fees which are already covered through other sources (e.g. grants, rebates, sponsorship).

South Australian musicians booked by venues for this e-voucher program **must hold a current ABN**. Venues must **provide the musician(s)'s ABN** as part of the evidence required to redeem a voucher.

The e-voucher reimbursement process

1. Eligible venues will have the opportunity to register for **one voucher** per registration window (note further rounds and registration windows are to be confirmed). If a voucher is not redeemed during the activity redemption period for a round, it will expire.
2. Eligible venues that have registered during a venue registration period will be provided with a unique voucher code to be used to redeem the voucher for eligible activity.
3. Eligible venues will need to engage the musician(s) and conduct the activity (or activities) within the activity redemption period.
4. Voucher payments will be made **by reimbursement**, to be redeemed once the eligible venue has paid a musician (or musicians) a minimum of \$400 for live music activity (or activities) during the activity redemption period.
5. Eligible venues are required to confirm that they have already paid a South Australian musician (or musicians) **who has an ABN** before being reimbursed \$400.
6. Evidence of all eligible activity to the value of \$400 must be uploaded within the one redemption process during the activity redemption period using the unique voucher code.
7. Evidence of the eligible activity is the invoice (or invoices) provided by the musician(s) to the eligible venue. These must all be submitted at the same time during a single redemption.
8. As part of the redemption process through the online portal, eligible venues will be required to make a declaration that the activity has taken place during the activity redemption period to trigger the \$400 payment to the eligible venue.
9. Additional rounds of the program will open if fewer than the total supply of vouchers (5000) are redeemed within the activity redemption period.

Important policies and protocols

Protocols for working with children in art

If the project involves employing any person under 18 years, with or without financial compensation, or the exhibition or distribution or 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

- you must 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 registration may be used by the MDO for:

- providing to peer assessors for processing and assessing your registration
- verifying other funding income for your project – the MDO may provide information to other agencies nominated in your registration
- 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 registration 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, a registration, 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 registration)
- 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 a registration 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 venue improvement activity
- the amount of grant funding

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

Additional information

The South Australian Government reserves the right to amend these guidelines and registration terms as required.

If any information in a registration or report (including evidence of musician payment) is found to be false or misleading, or e-vouchers are not used pursuant to the terms of funding, the funding provided through the e-voucher will be repayable on demand.

Please be advised that funding in this program is subject to [Terms and Conditions](#) that must be agreed to when submitting a registration.