



Northern
Territory
Government

DEPARTMENT OF ARTS AND MUSEUMS

Arts Organisation Funding Guidelines 2017-19

Northern Territory Arts Grants Program

Arts organisation funding supports arts leadership and sustainable arts organisations across all regions of the Territory, to deliver programs and services that invest in industry and sector development, grow the creative economy, and encourage artistic excellence and achievement.

www.nt.gov.au/artsandmuseums

Arts Organisation Funding Guidelines

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When does the Round close?

Monday **19 September 2016** (close of business).

How do I apply?

All grant applications must be submitted online using Grants-Tracker available at:
<https://nretasgrants.nt.gov.au/GT7/Portal/>

Where do I get advice?

Before applying online please read these guidelines and discuss your application with the Senior Arts Broker, Arts NT on (08) 8999 8981 or 1800 678 237.

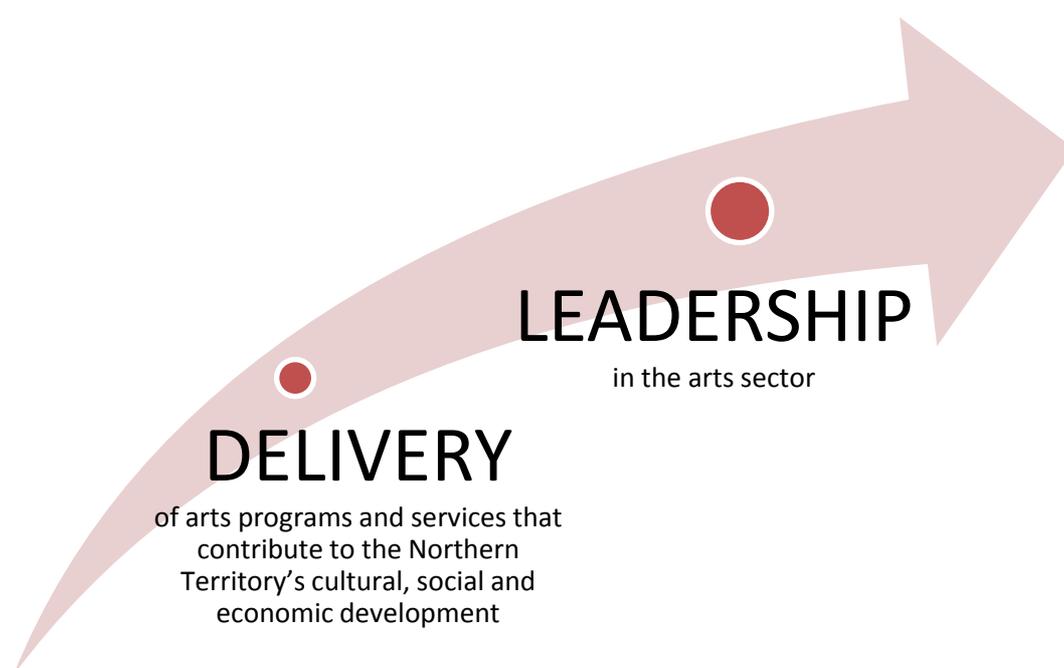
Policy Context

The principles which underpin the Northern Territory Government's funding arrangements for arts organisations are:

1. Government can only successfully implement its arts policies and strategies in partnership with strong and successful arts organisations.
2. Strong arts organisations require more than funding - they also require advice, guidance and relevant and timely information.
3. High standards of management and governance are to be expected from organisations that receive significant public funding.
4. Multiyear funding enables arts organisations, and Government, to plan more effectively and to implement initiatives which require long lead times.
5. Multiyear resources devoted to arts organisations should also, where possible, benefit other Northern Territory arts organisations and artists, through cooperative working arrangements and mentoring.
6. Application, management and reporting procedures should be kept to a minimum, consistent with necessary accountability, and should, as far as possible, be harmonised with the arrangements of other funding agencies.

Objectives

Arts Organisation funding is a category of the Northern Territory Arts Grants Program delivered by Arts NT, a branch of the Department of Arts and Museums.



The objectives of the Arts Organisation category are to support **LEADERSHIP** in the arts sector and the **DELIVERY** of arts programs and services that contribute to the Northern Territory's cultural, social and economic development.

Program Overview

Entry to the Arts Organisation category is by invitation. Only not for profit Northern Territory leading arts organisations with a track record of successful delivery are eligible for support through this category.

Arts Organisation funding supports operational costs and delivery of arts programs and services for the benefit of the Northern Territory community.

Additional funding available for arts organisations to support arts and cultural development in the Northern Territory includes:

- other categories of the Northern Territory Arts Grants Program;
- the Venues and Infrastructure Program which provides accommodation and associated services in designated Northern Territory Government buildings; and
- strategic and policy initiatives managed by Arts NT.

Funding will be offered for one or more calendar years (up to three years) based on assessment of the organisation's Program Plan, Business Plan where required, budget and support documentation. The organisation's track record of delivery will also be considered.

The Northern Territory Government provides Arts Organisation funding to achieve the following outcomes:

1. Excellent and innovative artistic work;
2. Leading arts organisations that drive the arts and cultural sector;
3. Development and growth of the Northern Territory's creative capacity;
4. Employment of Territory artists and arts workers;
5. Community engagement and increased access and participation in the arts across all regions of the Northern Territory;
6. Contribution to the Northern Territory Government's cultural, economic and social policies; and
7. Promotion of the Northern Territory's distinct identity locally, nationally and internationally.

Eligibility

Organisations that have outstanding acquittal reports to Arts NT are not eligible to apply to the Arts Organisation category.

The Arts Organisation category is open to invited arts organisations that demonstrate the following minimum requirements:

- Formal legal status in the Northern Territory, i.e. as an incorporated association or company limited by guarantee;
- A satisfactory track record of competent arts management and successful delivery of annual or multiyear arts programs and / or services; and
- Compliance with the relevant Northern Territory Associations Act or Corporations Act.

Assessment Criteria

The Arts Organisation category applications will be competitively assessed on demonstration of the following:

1. Artistic merit and reach of the Program;
2. Capacity to develop the organisation and the arts and cultural community;
3. Strong governance and clear direction;
4. Sound financial management and planning;
5. Caliber of skills and experience of key employees and Board members;
6. Demonstrated leadership in the arts sector and/or in art form development;
7. A clear and balanced budget which demonstrates diverse funding and/or income generation; and
8. Responsiveness to the Northern Territory Government's policy priorities

Application Requirements

Applications must be endorsed by the organisation's Board or Management Committee prior to submission. This will be demonstrated through a signed letter from the Chair or documented Board minutes outlining the acceptance.

Applicants for multiyear funding must provide a Business Plan covering the relevant time period, which includes their program, organisational information and business structure. Multiyear funding agreements will involve annual negotiation of key performance indicators and special conditions.

Applications will address previous Arts Organisation assessment panel feedback and any additional special conditions included in funding agreements.

Requirements for all funding applications

Applications will include the following information:

1. About the applicant

Briefly describe the organisation's vision, purpose, legal structure and Board / Management Committee. Key position descriptions with brief curriculum vitae's should be uploaded in the Operational Support Material section.

2. Statement addressing eligibility requirements and criteria

This is an opportunity to highlight your Program's / Business Plan's relevance to the Arts Organisation category as a leading arts organisation. In this section you will articulate a rationale for multiyear funding and address any previous Arts Organisation assessment panel feedback or special conditions included in funding agreements.

3. Program plan

The core component of the application is a detailed Program. The Program is the set of activities you will deliver in the funding period. The structure of the Program will be dependent on the nature of the organisation. A detailed Program should be provided for Year One of the funding period.

All uploaded Programs will include:

- A strong artistic rationale for the Program and how it relates to the organisation's goals and related activities, with relevant and measurable Key Performance Indicators;
- A detailed list of activities, including: activity (event / performance / exhibition, service, workshop, partnerships), location, timeframe, and expected outcomes;
- Details of key artistic personnel and responsibilities to the Program; and
- Details of other stakeholders and partners to the Program.

4. Operational support material

Organisations are also required to upload the following support documents:

- A current profit and loss statement and Balance Sheet;
- Current Constitution;
- Certificate of Incorporation;
- Board CV's or brief summary; and
- Key Position Descriptions

Budget

Organisations are required to use the provided budget template. Current Australia Council for the Arts budgets will also be accepted.

All budgets will:

- Provide a detailed operational budget for the whole organisation;
- Demonstrate diverse income sources outside of the Northern Territory Arts Grants Program with notes to clearly indicate confirmed / unconfirmed income; and
- Project / event budgets should be included as relevant;

If your application requests an increase in funding, a clear rationale must be included. (Please note, as the Arts Organisation category has a capped budget, any requests for an increase will be competitively assessed in line with the Arts Organisation category objectives and policy priorities).

Deficit budgets will not be accepted.

Refer to **Appendix 1** for more budget information.

Requirements for multiyear funding

In addition to the application requirements listed above, the following is required for multiyear applications up to three years 2017-19:

- **Rationale for multiyear funding**
Briefly articulate a rationale for multiyear funding for the benefit of the organisation and the Northern Territory.
- **Business Plan**
A Business Plan for the funding period is required in addition to the Program and budget.
- **Budget**
Multiyear applications should provide a detailed operational budget for Year One and a proposed budget for the additional years of the funding period requested.
- **Operational support material**
Additional operational support material is required for multiyear applications. These may include: operational policies and procedure manuals or documents detailing governance, financial management, marketing and communications, human resources and work health and safety procedures.

Assessment Process

The Arts Organisation category assessment is a three stage process:

Stage 1 Eligibility check

Eligibility assessment will be conducted by Arts NT staff. This will be largely based on an evaluation of previously submitted materials and reports; including annual reports, project acquittals and evidence of compliance with the relevant Corporations or Associations Act.

Arts NT assesses the previous year's program delivery against agreed performance indicators and the organisation's capacity to deliver.

Stage 2 Application assessment

Application assessment will be carried out by a panel drawn from Northern Territory peers that will provide recommendations to Arts NT and rank applications against assessment criteria. Peers selected for the panel will be chosen for their relevant experience and expertise and approved by the Minister for Arts and Museums.

All eligible applications will be assessed on the merit of the proposed programs, budget and the

strength of the accompanying application material. The Minister for Arts and Museums has delegation for decisions.

Unsuccessful multiyear funding applications will be automatically considered for annual funding. A written assessment panel Feedback Report will be provided to each applicant based on their application and panel assessment feedback. A report of the Arts Organisation round and outcomes will be published on the Arts NT website.

Stage 3 Offer and acceptance of funding

If your application is successful and funding is approved, you will receive a written letter of offer of funding and the organisation will be required to accept and return the signed Funding and Performance Agreement within two weeks.

To formally accept the offer, the following documents are required no later than **20 November 2016**:

- **Board endorsed Budget for 2017; and**
- **Board endorsed Program for 2017.**

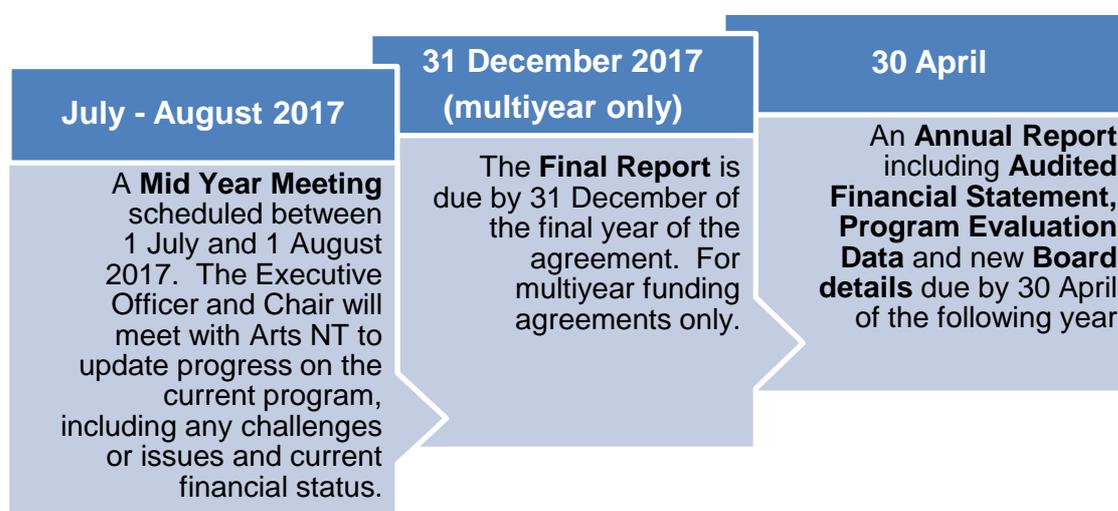
Board endorsement should be demonstrated via a letter or email from the Chair, or minutes from a Board meeting.

If there are no changes to the budget and program presented at application, organisations may confirm that the previously submitted documents remain current via a letter or email from the Chair.

Any significant changes to the program or budget after this date will be regarded as variations to the Funding and Performance Agreement and must be notified in writing to the Director of Arts NT for approval. Variation requests must be received in writing by Arts NT prior to implementation. Organisations should not assume a variation request will be approved.

Reporting

Year One of the funding period (1 January 2017 to 31 December 2017) includes the following reporting requirements. For more information on reporting definitions, please refer to the Glossary of Terms at the back of the guidelines.



Refer to **Appendix 2** for more reporting information.

Grant Acquittal

Organisations will be required to provide an Annual Report including Audited Financial Statements to acquit the Arts Organisation funding annually. For organisations with multiyear funding, Final Reports include Annual Reports as well as an assessment of the entire funding period.

Appendix 1

Budget Information

Please prepare a detailed operational budget for the whole organisation, including projects such as annual festivals, program initiatives and regular program activity.

Organisations are encouraged to include notes for any significant increases or decreases in income and expenditure, or where information is not immediately clear for assessment panels.

Arts NT will provide organisations with a Budget Template in excel format. Budgets in current Australia Council for the Arts multiyear format will also be accepted.

Please complete the income and expenditure sections based on the Arts Organisations category funding received currently, taking into consideration:

1. For grants up to \$80,000

Organisations should aim to have at least **25 per cent** of income generated from sources outside of the Northern Territory Arts Grants Program.

2. For grants \$80 001 to \$200 000

Organisations should aim to have at least **30 per cent** of income generated from sources outside of the Northern Territory Arts Grants Program.

3. For grants \$200 001 and above

Organisations should aim to have at least **40 per cent** of income generated from sources outside of the Northern Territory Arts Grants Program.

Please contact the Senior Arts Broker on (08) 8999 8981 for any advice or support with budget requirements.

Appendix 2

Reporting Calendar

The calendar below presents an overview of key dates and payments for easy reference. **Please note payments are only released once reporting requirements are met.**

Date	Requirement	Payment
September 2016	Application deadline Due 19 September	
On approval	Notification of Funding Offer	
Two (2) weeks after receipt of offer	Return signed agreement and acceptance of Funding Offer	Payment 1 - Year 1 50% of annual funding
January	Endorsed annual budget and Program or letter advising no changes from submitted budget and program, due 31 January	Payment 1 - Year 2 and 3 50% of annual funding
April	Annual Report including Audited Financial Statements and Program Evaluation Data for the previous year of funding due April 30	
1 July to 1 August	Midyear Meeting Executive Officer and Chair to meet with Arts NT.	Payment 2 - Years 1, 2 and 3 50 % of annual funding
December	For multiyear agreements; Final Report due 31 December of the final year of the agreement.	

Glossary of Terms

Acquittal is a comprehensive report submitted at the conclusion of your project to inform Arts NT about the financial and artistic outcomes of your project. You must acquit every grant you receive.

Administering (Auspicing) Body is an incorporated organisation which agrees to take on the legal and financial responsibility of a grant on behalf of an applicant.

Annual Report is a comprehensive report of an organisations activity throughout the preceding year endorsed by the Board. This includes Program Evaluation Data, a report against the organisations business goals and/or key performance indicators and financial statements. This must meet the requirements of the Arts Organisations guidelines, regulations and any accounting standards that apply.

Assessment Criteria are the established and published standards used to evaluate the merits of an application in order to determine if a grant should be recommended.

Audit Financial Statements are financial statements which have been prepared and certified by a Certified Public Accountant (the Auditor).

Board, committee of management is the governing body of an organisation, which makes decisions about how it is run and is responsible for it.

Business Plan is a document or set of documents describing the organisation and its people, the organisations business, goals and plans to achieve the goals. Business Plans are often used to promote and attract sponsors and investors.

Financial Report a report which includes the organisations financial statements, the notes to the financial statements and must meet the requirements under the Arts Organisations guidelines, regulations and any applicable accounting standards.

Funding Agreement is the document signed by the recipient and Arts NT that outlines the conditions of funding, including acknowledgement, acquittal and reporting requirements.

Funding objectives of the Arts Organisations category are DELIVERY of arts programs and services that contributes to the Territory's cultural, social and economic development and LEADERSHIP in the arts sector.

Governance is the way in which an organisation is run. It includes who makes decisions and how they are made

Indigenous describes someone who is of Aboriginal and Torres Strait Islander descent, identifies as an Aboriginal or Torres Strait Islander and is accepted as such in the community where he or she lives or comes from. You are required to identify if you are an Indigenous applicant by answering 'Yes' in for the question: 'Is this an Indigenous project?'

Peer Assessment is a process where experienced arts and cultural workers meet to assess grant applications based on published assessment criteria.

Program Evaluation Data is the collation of statistics as a result of the organisations activities. This can include but is not limited to; employment, participation, and audience and reports against the qualitative outcomes.

Reporting period is the time frame of a funding agreement that an organisation reports on. The Arts Organisations reporting period is by calendar year and uses the dates
1 January to 31 December.

Strategic Plan is the vision of an organisation described in broadly defined goals or objectives and a sequence of steps to achieve them.

Variation to Grant Agreement can be requested in writing to the Director of Arts NT. This can include variation in project dates or artistic personnel or changes to how the grant is spent as opposed to the original application.