

Arts organisations - annual programs

* indicates a required field

Program guidelines

This program enables arts organisations to deliver annual programs that:

- develop and share high-quality art experiences and/or offer high-quality services to the sector
- create opportunities for Tasmania's professional artists and arts workers
- build partnerships that strengthen Tasmania's arts sector
- connect with and inspire audiences, and the wider community.

Organisations can submit one application per round, for an amount between \$50,000 and \$200,000.

For more information, please visit [Arts organisations - annual programs](#).

Eligibility

This program is for:

- Tasmanian arts organisations
- Tasmanian local governments
- national arts organisations that are of strategic importance to Tasmania's arts sector and have had a physical presence in Tasmania (including a local office and Tasmanian staff) for at least five years.

Applicants must also meet Arts Tasmania's [general eligibility requirements](#).

Applications will not be accepted from:

- non-arts organisations or arts organisation with no physical presence in Tasmania
- arts organisations in receipt of multi-year support from Arts Tasmania (including through [Cultural Heritage Organisations \[multi-year\]](#)).
- organisations in receipt of administered funding from the Tasmanian Government (this includes the Tasmanian Museum and Art Gallery, the Tasmanian Symphony Orchestra, Ten Days on the Island, the Theatre Royal Management Board, and the Queen Victoria Museum and Art Gallery [Launceston City Council]).

Eligible costs and activities

Organisations can request grant funds towards eligible costs and activities.

Permanent, fixed-term or casual employees of any part of the [Culture, Arts and Sport Division](#) of the [Department of State Growth](#) (with regular hours that exceed 0.3 of a full-time load) cannot apply to or receive payment through Arts Tasmania's programs.

For more information, please see [Arts organisations - annual programs](#) and Arts Tasmania's [general eligibility requirements](#).

Overdue acquittals

If your organisation has received support from Arts Tasmania and has an overdue acquittal, you are not eligible to receive more support until all overdue acquittal reports are submitted and approved.

Arts Tasmania will contact you if your organisation has any overdue acquittals.

I confirm that I have read and understood the program guidelines and eligibility requirements. *

☐ Yes

Help with your application

We encourage you to talk to our grants team about this form before the closing date.

Contact us on 03 6165 6666 or grants@arts.tas.gov.au

You can book an online meeting to discuss your organisation's submission using [Bookings](#).

Organisation details

* indicates a required field

Name of organisation *

Organisation Name

Street address *

Address

This must be a street address.

Postal address *

Address

Email *

Phone

Website

Location

Is your arts organisation:

- ☐ a Tasmanian arts organisation
- ☐ a local government entity
- ☐ a national arts organisation with a physical presence in Tasmania for at least five years

National arts organisations

To be eligible, national arts organisations must have had a physical presence in Tasmania (including a local office and Tasmanian staff) for at least five years.

Please list all staff members that live and work in Tasmania below.

Use the + and - buttons at the right hand side to add and remove rows.

Name	Role	Location	Length of employment

Please provide evidence that your arts organisation has had an office in Tasmania for at least five years.

Use the + and - buttons at the right hand side to add and remove rows.

Evidence:

Contact person

This person will be Arts Tasmania's contact for the grant.

Name *

Title

First Name

Last Name

Position *

Email *

Phone number

Organisation chair

This person will be the formal contact for the grant.

Name *

Title

First Name

Last Name

Position *

Email *

Must be an email address.

Phone number

Must be an Australian phone number.

Does your arts organisation have an ABN (Australian Business Number)? *

- ☐ Yes
- ☐ No

Tax requirements

Grants paid by Arts Tasmania may be considered as income and may be subject to tax. Your arts organisation must determine its own taxation liabilities.

We suggest consulting a financial adviser or contacting the Australian Taxation Office on 13 28 66.

Australian Business Number (ABN)

Australian Business Number (ABN) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

You can use the [ABN Lookup website](#) to search for your ABN and related information.

Activity details

* indicates a required field

Activity title *

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Please give your activity a title - for example 'create new work' or 'record an album'. If you are successful, this title will be listed on the Arts Tasmania website.

Activity dates

Activities can commence from 1 December 2024.

Enter your approximate start and end dates below.

Expected start date *

Expected finish date *

Assessment criteria

Arts Tasmania uses peer assessors from the [Cultural and Creative Industries Expert Register](#). Peer assessors are people who work in or are engaged with the arts and cultural sectors such as artists, administrators, or other professionals.

All eligible applications to this round will be assessed by a multi-artform peer panel against the criteria of:

CRITERION

THINGS PEERS MAY CONSIDER

Quality

Does the organisation:

- use strong artistic ideas and/or processes?
- provide services for, or develop the capacity of, the Tasmanian arts sector? (where relevant)
- engage experienced and diverse artists and arts workers, or develop emerging creatives?

Planning

Does the organisation:

- demonstrate strong, stable, and strategic governance, management, and artistic leadership?
- manage its finances in a clear and rigorous way?
- provide appropriate artist wages and fees?
- build on its previous activities in a way that is timely and relevant?
- operate to realistic and achievable timelines?
- have confirmed resources such as venues, funding or equipment?
- have support from strong partners or collaborators?

Benefit

Does the organisation:

- enable opportunities for Tasmanian artists and arts workers?
- support and progress diversity and inclusion within the Tasmanian arts sector?
- connect with and develop Tasmanian audiences, or new audiences elsewhere?

- engage with the wider community? (where relevant)

For more information on assessment, please see [how decisions are made](#).

Tell us about your organisation's activities for 2025. Why are they important? *

Word count:
Must be no more than 800 words.

Tell us about your organisation. What does it do, and who is involved? *

Word count:
Must be no more than 500 words.

Aboriginal or Torres Strait Islander cultural content

If your activity involves Aboriginal or Torres Strait Islander content, your application must provide evidence of how you are working with the Aboriginal community.

Please refer to the Australia Council for the Arts' [Protocols for using First Nations Cultural and Intellectual Property in the Arts](#).

The Tasmanian Government's [Office of Aboriginal Affairs](#) can provide advice on working with Tasmanian Aboriginal people and organisations.

If you are unsure about this requirement please contact Arts Tasmania at grants@arts.tas.gov.au

Does this activity involve Aboriginal or Torres Strait Islander cultural content? *

- ☐ Yes
☐ No

Please attach your plans for working together with Tasmanian Aboriginal people and organisations:

Description

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Financial information

* indicates a required field

Organisations can request between \$50,000 and \$200,000.

- The amount requested must be **no more than 70 per cent** of the total program budget (excluding in-kind costs).
- Organisations must be able to **demonstrate a track record of income from a range of sources** (other than the [Culture, Arts and Sport Division](#) of the [Department of State Growth](#)).

For information on eligible costs and activities, please see the [Arts Tasmania website](#).

Note: if your organisation is registered for GST, figures should be GST exclusive. If it is not registered for GST, figures should include GST.

Expenses

List all expected costs for your organisation's activities in 2025 by selecting from the **Item** drop-down menu and entering the dollar amount in **Expense amount**.

Use the **Description** column to explain what the cost covers and how it was calculated.

Artist wages and fees

Arts Tasmania expects that artists and arts professionals are paid fairly for their work. See [wages and fees](#) for more information.

If you are not including artist wages and fees as expenses, please explain why in the **Budget notes** section.

Cash costs

List all expected cash costs. You can enter as many items as you need to.

Use the + and - buttons at the right hand side to add and remove rows.

Item	Expense amount (AUD \$)	Description
	\$	

Total cash costs

\$

This number/amount is calculated.

In-kind costs

In-kind contributions add to the overall value of your activity. These are costs that you don't spend cash on but are provided by you or others free of charge or at a discount.

This section does not contribute to the grant request.

Use the + and - buttons at the right hand side to add and remove rows.

Item	Expense amount (AUD \$)	Description
------	-------------------------	-------------

	\$	
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Total in-kind costs

\$

This number/amount is calculated.

Total expenses

\$

This number/amount is calculated.

Total cash costs + Total in-kind costs.

Income

List all expected income for your activity by selecting from the **Item** drop-down menu and entering the dollar amount in **Income amount**.

Use the **Description** column to explain where the income is coming from.

You can include more detail on any unconfirmed income in the **Budget notes** section.

You do not need to include your Arts Tasmania grant request in this list. It is automatically calculated at the bottom of this page based on the information you have entered.

Cash income

List all expected cash income (both confirmed and unconfirmed). You can enter as many items as you need to.

Use the + and - buttons at the right hand side to add and remove rows.

Item	Income amount (AUD \$)	Description	Confirmed
	\$		

Total cash income

\$

This number/amount is calculated.

Budget notes

Please provide any extra information around activity costs or income here.

Budget notes

Word count:

Must be no more than 100 words.

Your grant request

We have calculated your organisation's Arts Tasmania grant request based on the information entered above.

If the amount is correct, continue to the next page. If not, review the figures above.

Total cash expenses

\$

This number/amount is calculated.

Total cash income

\$

This number/amount is calculated.

Total grant request *

\$

This number/amount is calculated.

Supported organisations will receive confirmation of the grant amount based on the financial information provided. The amount may vary from the figure above.

Support material

You need to provide support material as part of your application. Some material is required, and some is optional.

You are required to provide:

- your organisation's guiding documents that show strong strategic planning for 2025
- a combined CV or biography for all artists involved (no more than two pages total)
- up to ten items of artistic support material.

You may also include:

- other key guiding documents (marketing plan, disability action plan and/or reconciliation action plan)
- evidence of collaborations or partnerships
- up to five relevant letters of support.

Peer assessors are only required to view ten items of artistic support material. This includes all web links and attachments.

Support material can be provided as web links or electronic files. Please make sure that all links and files provided can be opened on all types of computers.

For more information see [support material](#).

Web links

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Please make sure that any web links you provide are active and easily accessible. Include passwords if required.

Avoid providing links for membership only or subscription sites like social media and paid streaming services where possible.

Use the + and - buttons at the right hand side to add and remove rows.

Link	Description	Password (if required)
Must be a URL.		

Attachments

Support material can be provided in any of the following formats:

- Video (MP4, QuickTime, Windows Media)
- Audio (MP3 Windows Media)
- Images (JPEG, PowerPoint)
- Written material (Word, PDF)

Each file should be no larger than 5 MB.

Use the + and - buttons at the right hand side to add and remove rows.

Attachments	Description

Location of activity

Please list the locations where your organisation's activities will take place (town/suburb).

Use the + and - buttons at the right hand side to add and remove rows.

Location

Any, but at least one field is required.

Statistics

* indicates a required field

This information is used to improve Arts Tasmania's programs and processes.

Please select the main area of practice for your arts organisation: *

Please select all types of activities that your arts organisation delivers: *

- ☐ Capacity building ☐ International - inbound activity ☐ Publishing

- ☐ Collaboration
- ☐ Community participation
- ☐ Exhibiting
- ☐ Festival
- ☐ Interactive games development
- ☐ International - outbound activity
- ☐ Mentorship
- ☐ New work
- ☐ Performing
- ☐ Professional development
- ☐ Recording
- ☐ Research and development
- ☐ Residency
- ☐ Touring

Does this activity involve people with disability? *

- ☐ Yes
- ☐ No

For more information see [Arts and Disability](#).

Does this activity involve people from a culturally and linguistically diverse background? *

- ☐ Yes
- ☐ No

For more information see [Cultural Diversity](#).

Does this activity involve people from an Aboriginal or Torres Strait Islander background? *

- ☐ Yes
- ☐ No

For more information see [Aboriginal and Torres Strait Islander cultural content](#).

How did you first find out about this opportunity? *

- ☐ Arts Tasmania's newsletter
- ☐ Arts Tasmania's website
- ☐ Contact with a staff member
- ☐ Social media
- ☐ Word of mouth

Employment statistics

This information helps us to understand the financial impact of our grants. It is not used in the assessment of your organisation's application.

Roles

How many paid and unpaid roles are involved in your activity?

Artistic roles

This can include roles like artists, performers, writers, costume designers and any one else who is making an artistic contribution.

Paid - full time	Paid - part time	Unpaid - full time	Unpaid - part time
Must be a number.	Must be a number.	Must be a number.	Must be a number.

Other roles

This can include roles like administrators, technicians, front of house staff and any one else who isn't making an artistic contribution.

Paid - full time	Paid - part time	Unpaid - full time	Unpaid - part time
Must be a number.	Must be a number.	Must be a number.	Must be a number.

Certification

* indicates a required field

Assessment of applications

Staff from the Department of State Growth will review all applications to ensure arts organisations are eligible to apply to Arts organisations - annual programs.

We may contact your organisation to ask for more information if eligibility is unclear.

Peers from the [Cultural and Creative Industries Expert Register](#) will assess all eligible applications and make a recommendation for funded activities to the Minister for the Arts. The Minister will make a decision based on that recommendation.

Decisions made by the Minister for the Arts are final and can only be appealed if the grounds for appeal are met.

For more information, please visit [how are decisions made](#) and [past decisions](#).

Appealing a decision

Arts Tasmania may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

For more information, please read the [grounds for appeal](#).

Working with children

Arts Tasmania is committed to encouraging the involvement of young people and children in the arts, both as participants in the creative process and as audience members. Such involvement needs to be within a set of safeguards that protect children from exploitation and harm.

If you are successful in receiving support from Arts Tasmania, and your activity involves people under the age of 18, you will be obligated to abide by the Australia Council for the Art's protocols for working with children and any relevant laws and regulations that apply in Tasmania or other jurisdictions where the supported activity is taking place.

Details on the requirements in Tasmania are available at: www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-peoplewww.justice.tas.gov.au/working_with_children

The Australia Council for the Arts' protocols for working with children are available at: www.australiacouncil.gov.au/funding/children-in-art-protocols

Logos and acknowledgement

If your application is successful, your organisation must acknowledge the the Tasmanian Government in all promotional material and publications associated with the supported activity. This can include posters, online advertisements, books, CDs, or exhibition catalogues.

For more information please visit [logos and acknowledgement](#).

Right to information

Information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the [Right to Information Act 2009](#).

Personal information collection

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the [Personal Information Protection Act 2004](#). The personal information collected here will be used by the Department for the purpose of assessing your application and related activities. Failure to provide this information may result in your application not being assessed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

Certification

I certify that:

All the details supplied in this application form are correct. *

☐

I have read and understood the section on acknowledging support from the Tasmanian Government if this application is successful. *

☐

If successful, I agree to the conditions of grant including holding current public liability insurance. *

☐

I have read and understood the section on the assessment of applications and accept the terms. *

☐

I have read and understood the section on Confidentiality and the Right to Information Act and accept the terms. *

☐

I have read and understood the section on appealing a decision and accept the terms. *

☐

I understand that Arts Tasmania reserves the right to publish and/or promote the names, activity titles and awarded grant amounts of all successful applicants across all media, and that this information will also be published on the Arts Tasmania website. *

☐

Details of authorised person

Please enter your details to show that you are authorised to apply on behalf of your organisation.

Name *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer.

Position *

Position held in organisation (e.g. CEO, Artistic Director, Treasurer)

Email *

Must be an email address.

Phone number

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the organisation.

Press the 'Next Page' button to review your application.

Once your application is complete and you do not wish to make any further changes press 'Submit'.

You will receive a confirmation email which lets you know we have received your application. If you do not immediately receive this email please contact us.

You can print or download a copy of your application after it has been submitted.

