

Strategic initiatives - Hobart Readers and Writers Festival

* indicates a required field

Program guidelines

This one-off program will provide funding of \$150,000 to support an organisation to will develop and deliver a readers and writers festival in Hobart.

This festival will:

- promote Tasmanian writers and stories
- offer diverse professional development activities for artists and arts workers working across Tasmania's literary community
- connect and nurture Tasmania's literary community and culture, and
- promote and share Tasmanian First Nations writers and stories.

Applications will be accepted from:

- writing, publishing, or literary organisations based in Southern Tasmania
- consortiums of writing, publishing and/or literary organisations based in Southern Tasmania.

For more information, please visit [Strategic initiatives and service organisations](#).

Eligibility

Applications will be accepted from:

- writing, publishing, or literary organisations based in Southern Tasmania
- consortiums of writing, publishing and/or literary organisations based in Southern Tasmania.

Eligible organisations can submit one application only.

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

Applications will not be accepted from:

- non-incorporated groups or organisations
- non-arts organisations or arts organisation with no physical presence in Tasmania
- Tasmanian Government departments, government business enterprises and school associations
- Federal Government departments and government business enterprises
- Local Government authorities
- 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 [City of Launceston]).

Eligible costs and activities

Organisations can request grant funds towards eligible costs and activities.

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Permanent, fixed-term or casual employees of any part of the [Creative Industries, Sport and Visitor Economy](#) 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 [Strategic initiatives and service organisations](#) 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 Tasmanian street address.

Postal address *

Address

Email *

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Phone

Website

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 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 organisation must determine its own taxation liabilities.

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

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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

This question is read only.

If your organisation is successful, this title will be listed on the Arts Tasmania website.

Activity dates

Activities can commence from 1 April 2025 and take place over a period of up to 18 months.

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.

Eligible applications to this round will be assessed by peers against the criteria of:

CRITERION

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THINGS PEERS MAY CONSIDER

Quality

Do the proposed activities:

- address a current need within the relevant art form or industry?
- develop capacity within the Tasmanian arts sector?
- align with the strategic objectives of the Tasmanian Government's *Cultural and Creative Industries Strategy: 2020 and Beyond*?

Does the organisation:

- use strong ideas and/or processes?
- engage experienced and diverse artists and arts workers, or develop emerging creatives?

Planning

Does the organisation:

- demonstrate strong, stable, and strategic governance, management, and sector 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?

Benefit

Does the organisation:

- provide opportunities for Tasmanian artists and arts workers?
- support and progress diversity and inclusion within the Tasmanian arts sector?
- connect with and develop Tasmanian audiences?

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

Proposal

Please upload a proposal that outlines how your organisation will deliver a readers and writers festival in Hobart that:

- promotes Tasmanian writers and stories
- offers diverse professional development activities for artists and arts workers working across Tasmania's literary community
- connects and nurtures Tasmania's literary community and culture, and
- promotes and shares Tasmanian First Nations writers and stories.

This document should:

- include a plan and timeline for delivery
- respond to the assessment criteria
- be a maximum of three pages in length.

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You will be prompted to provide other support material on **Page 5** of this application form.

Proposal *

Attach a file:

Aboriginal or Torres Strait Islander cultural content

If the proposed activities involve Aboriginal or Torres Strait Islander content, your organisation must provide evidence of how it is working collaboratively 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

Plans for working together with Tasmanian Aboriginal people and organisations

Description

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Financial information

* indicates a required field

A set grant of \$150,000 is available through this program.

For information on eligible costs and activities, please visit [Strategic initiatives and service organisations](#).

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 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

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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
	\$	

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.

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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.

Grant request

A set amount of \$150,000 is available through this program.

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

If the amount does not total \$150,000, you will be prompted to review the figures above.

Total cash expenses

\$

This number/amount is calculated.

Total cash income

\$

This number/amount is calculated.

Total grant request *

\$

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This number/amount is calculated.

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
- your organisation's financial reports for the 2023 calendar year or the 2023-24 financial year (these are not required to be audited)
- a combined CV or biography for all artists and arts workers involved (no more than four pages total)

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
- up to ten items of other relevant support material.

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

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.

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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: *

- | | | |
|--|--|---|
| <input type="checkbox"/> Capacity building | <input type="checkbox"/> International - inbound activity | <input type="checkbox"/> Publishing |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> International - outbound activity | <input type="checkbox"/> Recording |
| <input type="checkbox"/> Community participation | <input type="checkbox"/> Mentorship | <input type="checkbox"/> Research and development |
| <input type="checkbox"/> Exhibiting | <input type="checkbox"/> New work | <input type="checkbox"/> Residency |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Performing | <input type="checkbox"/> Touring |
| <input type="checkbox"/> Interactive games development | <input type="checkbox"/> Professional development | |

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

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☐ 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 received to this program to ensure eligibility. We may contact you to ask for more information if your organisation's eligibility is unclear.

Peers from the [Cultural and Creative Industries Expert Register](#) will assess all eligible applications before making a recommendation to the Minister for the Arts, or an appointed

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delegate. These peer recommendations will be used as the basis for making decisions around funding and support.

All decisions made by the Minister for the Arts, or their delegate, 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. Safeguards to prevent exploitation and harm must be in place for any activities that involve children.

If your organisation receives support from Arts Tasmania, and the supported activity involves people under the age of 18, it will be obligated to abide by all relevant laws and regulations that apply in Tasmania, and any other jurisdictions where the supported activity is taking place.

Details on the requirements in Tasmania are available below:

- [Keeping Children Safe](#)
- [Consumer, Building and Occupational Services](#)

Supported organisations are strongly encouraged to follow Creative Australia's protocols for working with children. For more information, see the [Children in Art Protocols](#).

Logos and acknowledgement

Supported organisations 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

Any information provided to the Department of State Growth may be subject to requests for public disclosure under the [Right to Information Act 2009](#).

Arts Tasmania also publishes the results of all grant and funding programs on it's website under [past decisions](#).

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Personal information collection

Personal information provided to the Department of State Growth will be managed that information in accordance with the [Personal Information Protection Act 2004](#).

Any personal information collected as part of this application here will be used for the purpose of assessing this application and related activities.

Failure to provide required information may result in applications 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. 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 all information provided as part of this application form, and agree to all terms. *

☐

Details of authorised person

Please enter the details of the person completing this application form. This person must be 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.

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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.