



Australian Government

Culture, Heritage and Arts
Regional Tourism Program

AMaGA
CHART

Culture, Heritage and Arts Regional Tourism (CHART) Program

Frequently Asked Questions (Part 1)
and
Scenario Examples (Part 2)

Australian Museums and Galleries Association

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5 November 2021

Part 1: Frequently Asked Questions

General Information

Who can I contact if I have specific questions?

Please email AMaGA at chart@amaga.org.au

AMaGA has engaged Regional Coordinators across Australia to assist you with CHART. Regional Coordinators are able to help answer questions about eligibility and general queries regarding the CHART program.

ACT Chelsie Baldwin

NSW chelsie.baldwin@amaga.org.au

0456 488 915

NT Sarah Cole

WA sarah.cole@amaga.org.au

Please refer to AMaGA website for phone contact

QLD Tara Callaghan and Leisha Walker

qldchart@magsq.com.au

Tara: 07 3059 9742

Leisha: 07 3059 9743

SA Justin Croft

TAS jcroft@amagavic.org.au

VIC 0488 732 766

When can I submit my application?

The Program opens on 5 November 2021 and will remain open until all funds are allocated or until 29 April 2022, whichever is sooner. Applications can be submitted at any time during this period, subject to the availability of funds.

Applications will be assessed in batches of 100. Applicants are encouraged to submit their application at their earliest convenience as grants can only be made while funding is available. Applying early will also provide more time for approved Activities to be completed in the given timeframe i.e. by 30 June 2022.

Applications must be submitted to AMAGA via the SmartyGrants grant management portal. Details are available on the AMaGA website at www.amaga.org.au/CHART.

Who can apply?

What is an Eligible Organisation?

An Eligible Organisation is a not-for-profit community organisation that operates a community arts and/or cultural organisation or institution, such as a community museum, gallery or historical society.

Can local councils or other government entities apply?

Yes, provided the Activity for which funding is sought is an Eligible Activity.

Can Libraries apply?

Yes, provided the Activity for which funding is sought is an Eligible Activity and it is not operated by a state or territory government entity, and if it meets the other eligibility criteria.

Can botanical gardens apply?

Yes, provided the Activity for which funding is sought is an Eligible Activity and it is not operated by a state or territory government entity, and if it meets the other eligibility criteria.

Can individuals apply?

No, individuals are unable to apply.

Can for-profit entities apply?

No, for-profit entities are unable to apply.

Can two organisations that occupy the same address each apply for a separate grant?

Yes, if two separate eligible organisations occupy the same address (such as an historical society and a community museum), they may each apply for a grant provided each organisation has its own ABN and the applications are for demonstrably separate Activities.

Organisations representing other organisations

Can an organisation that operates or manages multiple community arts and/or cultural institutions in Eligible Locations submit a separate application for each of these institutions?

Yes, an application may be lodged by an Eligible Organisation for each institution's Activity. If any of the organisations share the same address, please refer to 'Can two organisations that occupy the same address each apply for a separate grant?' above

How are auspiced applications managed?

Unincorporated organisations/those without an ABN are able to receive funding for an Eligible Activity provided they are auspiced by an organisation that satisfies the Eligible Organisation criteria. The **auspicing** organisation will be responsible for administering the funding awarded to the auspiced organisation. The **auspiced** organisation (the organisation delivering the activity) will be responsible for completing the online application form, delivery, reporting and acquittal of the grant.

Ideally, an auspicing organisation should be able to demonstrate an existing relationship with the auspiced organisation.

The application must include evidence that any auspiced organisations are aware of, and have confirmed in writing, that they understand the role of the auspicating organisation.

Can one organisation submit an application on behalf of a group of organisations?

Yes, two or more Eligible Organisations may be represented as a partnership or consortium, if they consider this to be more efficient than lodging individual applications. Please refer to 'Joint/Partnership applications' in the CHART program guidelines.

The application must include evidence that organisations being represented are aware of, and have confirmed in writing, that they understand the Lead Organisation is representing them.

Are Eligible Activities not listed in the guidelines eligible for funding?

Potentially, yes, provided such activities are consistent with the objectives of the CHART program objectives. Please contact your AMaGA Regional Coordinator if you are unsure about the eligibility of specific activities.

Funding questions

What is the maximum grant amount available per Activity?

The maximum grant amount per Activity is \$3,000 (plus GST, if applicable).

Can I apply for 100% of the Activity costs?

Yes, provided the amount sought does not exceed \$3000 (plus GST, if applicable).

Can I apply for an amount that is less than \$3,000?

Yes.

Can the Activity cost more than \$3,000?

Yes, but the maximum grant amount is \$3,000 (plus GST where applicable). Evidence must be provided that all costs exceeding this amount are being met through other funding sources or contributions.

Can my Activity comprise several components?

Yes, Activities can have multiple components or budget line items, but these must be addressed in the one application. For example, at a single location an Eligible Organisation may apply to purchase new display cabinets, new museum signage and a new urn for the kitchen which may collectively add up to \$3,000 (plus GST where applicable).

Can I submit more than one application?

If you have submitted an application and it has been assessed as unsuccessful, you may submit a new or revised application after having received that advice from AMaGA, provided it is within the specified timeframes and subject to the availability of funds.

What if we are also receiving funding from another source?

Some organisations may be receiving funding from another government or other source towards the total cost of their Activity. You must be able to clearly demonstrate how the CHART funding will contribute to the broader Activity. You must guarantee that the other funding source has been confirmed. CHART funding will not be provided unless this guarantee is provided.

Can support towards our Activity include in-kind assistance?

Yes, in-kind support is encouraged. You will need to reference this type of support in your application.

If an item in the proposed budget is deemed ineligible for funding, does that mean my entire Activity will be ineligible for funding?

No. If an item within the proposed Activity budget is deemed ineligible to receive funding, other components of the application that do meet the eligibility criteria can be considered. AMaGA may contact you to clarify this.

What is meant by 'retrospective costs'?

'Retrospective costs' refers to any costs already incurred at the time the application is submitted. These costs or expenses will not be reimbursed under the CHART program.

What is meant by 'commercial activities/exhibitions'?

'Commercial activities/exhibitions' refers to activities or organisations that generate benefits for private or commercial purposes.

What is meant by 'activities held in spaces that are not open to the general public'?

Applicants must demonstrate that the Activity will be conducted in a space that is accessible to the general public, or – in the case of an 'event', that the Activity will provide benefits to the general public, including local communities, and is available for general/all-age admission.

Does CHART fund travel costs?

No, CHART does not fund domestic or overseas travel, visas or quarantine costs.

Location questions

How do I know if my organisation is located in an Eligible Location?

Applicants must be delivering Eligible Activities in an Eligible Area. For clarity, this means that funding cannot be provided for Activities in the cities of Sydney, Melbourne, Brisbane, Adelaide, Perth or Canberra. You can check whether your planned Activity is in an Eligible Location using the CHART *program Mapping* tool here: <https://bit.ly/CHARTPROGRAM>.

My organisation is situated in one of the six ineligible capital cities, but we operate or manage other institutions in regional areas, so can we submit an application?

Organisations with a presence (including a Head Office) in an Ineligible Location but which represent Eligible Organisations/Activities in Eligible Locations can apply.

Does my organisation have to be a certain size in order to be eligible?

No, as long as the organisation and its proposal meet the eligibility criteria, the application can be considered. Small organisations are encouraged to apply.

Do I need to be a member of AMaGA to submit an application?

No. Any organisation that meets the eligibility criteria is able to submit an application.

Do I need to demonstrate that my organisation has been impacted by COVID-19?

Applicants are not required to provide evidence of the financial impact of COVID-19 on the organisation.

However, applicants are asked to explain the impact of COVID-19 on operations: COVID-19 recovery – your organisation's response and sustainability. For example, information about periods during which the organisation was closed to the public in response to COVID-19, impact on volunteers within the organisation, or impact on the organisation's members or potential visitors. Your answer will assist the assessors when considering the merit of your application compared to other applications (including the demonstrated need for the grant).

Questions about submitting an application

How do I submit an application?

All CHART Program applications are to be submitted to AMAGA through the SmartyGrants online platform: amaga.org.au/chart

Completing the application form is intended to be a straightforward process, and will only capture the information needed to assess your application. If you have any questions, please contact your Regional State/Territory Coordinator (see details at the top of this document).

Where can I get more assistance with using SmartyGrants?

In the first instance, you should contact your AMaGA Regional Coordinator (see details at the top of this document).

If you are experiencing technical issues with the SmartyGrants platform, please contact service@smartygrants.com.au. You can also call +61 3 9320 6888 between 9.00am and 5.00pm Australian Eastern Standard Time, Monday to Friday to talk to a SmartyGrants assistant.

Further information is also available in the SmartyGrants help guide at <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>

How is the grant round administered?

Funding will be administered in one open round. Applications will be assessed in batches of 100, through a rolling evaluation process. Applicants are encouraged to submit their application at their earliest convenience as grants can only be made while funding is available.

Applying early will also provide more time for Activities to be completed in the given timeframe i.e. by 30 June 2021. If funding is still available at the close of the grant round i.e. 29 April 2022, a second grant round may be considered.

Applicants working in partnership or consortium. The Lead Organisation (organisation submitting the application) must supply letters of confirmation and understanding from each partner organisation. The Lead Organisation is not required to submit a letter of confirmation.

Note: Partner organisations being represented need to confirm that they understand the Lead Organisation will take responsibility for applying for funding and will enter into a legally binding grant agreement with AMaGA, should the application be approved for funding. This will include the Lead Organisation being responsible for delivery, reporting and acquittal.

Applicants requiring a letter of authorisation. Some applicants will be required to submit a letter of authorisation, if they need approval from a third party. E.g. an historical society that seeks to apply for historical signage in a public park will require a letter of support from the local council.

Applicants requiring a letter of support. Some applicants will be required to submit a letter of support, if the intended grant Activity requires community endorsement, e.g., a community group that seeks to produce a brochure about the district's First Nations cultures requires a letter of support from the appropriate local First Nations organisation.

All applicants will be required to declare*:

- that the Activity for which funding is sought is not already funded by any other organisation (including their own)
- capacity to comply with relevant State, Territory and Commonwealth laws
- confirmation of current licences, insurances and permits (where appropriate) – also refer to 'Working with Young People/Working with Vulnerable Persons' below

* the above declarations will be confirmed through the grant application form. Supporting evidence may not be required at the time of application, but should be made available by the applicant upon request should funding be offered.

Questions about the assessment process

What key criteria need to be met to receive funding under the CHART Program?

In assessing applications, AMaGA will consider the following criteria:

Criterion 1: the degree to which awarding of the grant will contribute to the purpose of the CHART program. Applicants should demonstrate this by identifying how an activity will:

- promote regional arts and cultural tourism by offering appealing cultural tourism experiences, including through the preservation of Australia's cultural heritage and the telling of the stories of local communities
- support domestic intra- and inter-state tourism and local economies more broadly

Criterion 2: the demonstrated need for the grant. Applicants should demonstrate this by describing:

- how a CHART program grant will contribute to the organisation's reactivation and recovery from COVID-19, and/or its ongoing sustainability

Criterion 3: the demonstrated capability and capacity of the applicant to undertake the grant activity. Applicants should demonstrate this by identifying the:

- components within the Activity and delivery timeframes
- experience of personnel undertaking/delivering the Activity
- appropriate management or governance structures in place to manage the Activity.

Who will assess my application?

All applications are assessed by the AMaGA Assessment Panel. Members of the Panel have broad experience across the culture and heritage sectors.

When will my application be assessed?

A final assessment of your application will only be completed once the Batch that you submitted your application in has reached 100 applications. All applicants will be notified of the outcome of their applications when the assessment process for the relevant batch has been completed.

Can my application be fast-tracked?

No, fast-tracking of assessments is not possible. However, all completed applications received in a Batch will be assessed before any decisions are made on awarding funding for that Batch of applications.

If my application is unsuccessful, can I submit a revised or new application?

Applicants who have been notified by AMaGA that their application was unsuccessful can revise and submit a new application, or submit an application for a new Activity under a subsequent Batch, subject to the availability of funds. It is highly recommended you speak to your AMaGA Regional Coordinator for guidance.

If my application is successful, will I receive the full amount of funding I've requested?

Partial or full funding may be offered to successful applicants. The assessment of applications will consider value for money. The overall competition for funding, in the context of available funds, will also be taken into account when grants are offered.

What happens if COVID-19 affects the delivery of our funded activity?

We acknowledge that COVID-19 is continuing to impact events and the receiving of goods and services. AMaGA will work with the successful applicants if their activities are further affected by COVID-19 and to the best of our ability accommodate any impacts on timeframes.

If my application is ineligible or unsuccessful, can I ask for feedback?

Yes. Should your application be unsuccessful, you may request feedback within one month of being advised of the outcome. Feedback requests can be submitted to chart@amaga.org.au

Additional information

Who can I go to if I have a disability and need more assistance with my application?

AMaGA can discuss your Activity with you and answer any specific questions you have in relation to the assessment criteria and how to complete and submit your application. If you need information on accessibility, see Arts Access Australia (at www.artsaccessaustralia.org) or one of the arts and disability peak bodies.

When will my activity need to be delivered by?

The funded activity is to be delivered and acquitted by 30 June 2022.

What do I do if there are any changes to the delivery of my Activity or the activity?

If there are any changes regarding your activity, please contact AMaGA (chart@amaga.org.au) to discuss.

AMaGA may allow a grant to be spent on approved activities within a contingency of 20 per cent of an individual budget line item, as identified by the applicant in its application, without needing to formally vary the grant agreement with AMaGA. **Note** – for clarity, this does not entitle the applicant access to additional funding but allows for flexibility within the agreed funding cap.

Where will my details be published?

In accordance with Commonwealth requirements, AMaGA will publish a list of all funded recipients on our website. This will include, but may not be limited to, the name of the organisation that received the grant, the value of the grant, the location of the organisation/activity, and a brief outline of the activity or Activity funded.

Will information about our project be provided to the Australian Government?

Yes, relevant information about successful applications will be provided to the Australian Government.

If I am applying for funding for a public event, who is responsible for Public Liability Cover?

It is your responsibility to ensure your event has Public Liability Cover and any other associated insurances.

What reporting requirements will I need to fulfil if my application is successful?

AMaGA's grant agreement will include the applicant's reporting requirements.

Part 2: Scenario Examples

Scenario: A regional historical society and museum share the same address. The organisations collaborate on some projects but consider themselves to be separate organisations. Can both organisations apply for a CHART grant?

Yes. Historical societies and community museums/galleries located at the same address can apply for separate grants, provided both organisations do not share the same ABN, and the two applications are for demonstrably separate activities.

Scenario: The owner of a one-hundred year-old heritage-listed pub in inner-city Sydney is seeking CHART funding to re-grout two original fireplaces using traditional materials. Can this organisation apply for a CHART grant?

No – for two reasons. Although the activity may be consistent within the purpose and objectives of the CHART program, the organisation is a for-profit entity; also, the pub is situated in an Ineligible Location.

Scenario: A Tasmanian town's historical society does not have specified times in which it is 'open to the public', but any member of the public is able to attend meetings, view archives, etc upon request. Can the historical society apply for a CHART grant?

The historical society is eligible if it can demonstrate that the proposed new activity provides clear community or public benefit. To be eligible for CHART funding, organisations must either be open or plan to reopen to the public, or be delivering publicly-accessible activities.

Scenario: A South Australian historical society does not hold an object collection. It records information about the various historical sites and monuments in the district. It wishes to develop a public-facing website and QR codes about these historical monuments to disseminate information and promote the district. Can the historical society apply for a CHART grant?

Yes, the historical society is eligible to apply for CHART funding.

Scenario: The owner of 'the most extensive' private collection of commemorative forks in Australia has created a display area for his forks in his garage. He plans to open his garage to the public, free of charge, for one day a week. He has named the display and created a website to present information about the collection online.

The owner plans to ask the council to auspice his application to the CHART program, so that he can install air conditioning in the exhibition space. The council agrees, and the owner applies with written evidence of their support, as well as evidence of community support. Can the council apply for a CHART grant?

No, this is a private collection in a private residence. However, if the owner was to gift his collection in an eligible community-run museum or gallery in an Eligible Location, and that institution sought funding under the CHART for an eligible activity, it could be considered for funding.

Scenario: A Western Australian regional art gallery intends to apply for a grant to purchase new collections-management software. The gallery's collection is valued at over \$5 million. Can the gallery apply for a CHART grant?

Yes, if the gallery can demonstrate that its purpose is 'not-for-profit' and can meet the other Eligible Organisation criteria, including demonstrating how the public would benefit eg. because more of the collection would be available online. Collections-management software may cost more than the maximum \$3,000 (plus GST where applicable) CHART grant. If that is the case, the gallery must provide evidence that any co-contribution (can be from own funds) has already been secured.

Scenario: A Queensland regional town's community botanic gardens applies for a CHART grant to install new signage for its Bush Tucker Garden. Can the botanic gardens apply for a CHART grant?

Yes, botanical gardens can apply if they meet the Eligibility Criteria, and providing it is not run by a state or territory government entity.

Scenario: A Victorian heritage museum held a reopening celebration in late 2020, after renovations to the museum were finally completed. The museum is looking to raise funds to cover the \$2,000 deficit it incurred by hosting the party and wants to apply for a CHART program grant to make up that shortfall. Can the Museum apply for a CHART grant to cover these costs?

No, retrospective costs are not eligible.

Scenario: A small regional museum recently received a \$10,000 grant from the state government to re-seal the hull of one of its heritage paddle steamers. The museum now wants to apply for a CHART grant to re-stain the original timber decking (work which was not done at the time of the hull re-sealing). Can the museum apply for a CHART grant?

Yes, the museum can apply for the re-staining works as this is considered a separate Activity to the re-sealing (i.e., a new project), even though it relates to the same collection item.

Scenario: A regional heritage museum applies for a CHART grant with three different components: \$1,000 for collections management training for staff/volunteers, \$1,000 for the Museum Director to travel to meet with another Museum Director (to discuss opportunities for collaboration), and \$1,000 for plumbing repairs to fix a leaking drain pipe and stop water entering the museum space. Can the museum apply for a CHART grant?

Two of these activities are eligible – collections management training and plumbing repairs, so the museum is eligible to receive up to \$2,000. As CHART does not cover travel costs, the travel component of the application is not eligible.

Scenario: Some volunteers in a regional art gallery in the Northern Territory made the decision to suspend their work with the Gallery during the pandemic due to concerns relating to the virus. The gallery has installed some COVID-safe measures, including signage and hand sanitiser stations, and wants funding for additional signs and sanitiser stations. Does the gallery need to demonstrate that it been impacted negatively by COVID-19 to be eligible to apply for a grant?

No, it is not a requirement to demonstrate that the Gallery has been impacted negatively by COVID-19. However, applicants are asked to explain the impact of COVID-19 on operations, including the organisation's response and sustainability. The answer will assist the assessors when considering the merit of the application compared to other applications (including the demonstrated need for the grant).

Scenario: A regional South Australian town's art gallery and cultural centre received a CHART grant of \$3,000 to create a new digital artwork, involving approximately 300 members of the local community that demonstrates the centre's vibrant and resilient character. The project is set to be completed by May 2022, but another COVID-19 outbreak forces it to be postponed. It's looking increasingly likely that the project will not be completed by the end of June 2022. How can this situation be managed?

Contact AMaGA as soon as possible (see details at the top of this document). There is an expectation that Activities funded under the CHART program will be delivered and acquitted by 30 June 2022. AMaGA will work with applicants to determine the best approach on a case-by-case basis.

Scenario: A regional gallery in New South Wales has received a CHART grant to complete a minor refurbishment of its exhibition spaces. Once it received the funds, the gallery contacts AMaGA to ask if it can instead install handrails on the ramp and stairs leading into the gallery. Is the new activity permitted?

Contact AMaGA as soon as possible (see details at the top of this document). Grant funds are provided for an agreed purpose following the assessment of applications for specific Activities against the assessment criteria. If these funds cannot be used for the agreed purpose, recipients may be asked to repay the funds.

Scenario: A Theatre Company (not for profit, Inc.) is located in one of the six ineligible capital cities. The theatre company intends to seek \$3,000 to cover travel costs associated with delivering its 'Regional Roadshow 2021' – a series of youth theatre performances in regional areas. Is this organisation eligible to apply for funding?

No, CHART does not cover travel costs. However, should an Eligible Organisation in an Eligible Location lodge an application to host the performance by this theatre company, it could seek funding for costs associated with hosting that production. This cannot however include the theatre company's travel-related costs.

Scenario: An organisation has a head office in one of the six ineligible capital cities but manages 5 heritage properties across the state. Four of these are in Eligible Locations. Can the organisation apply for separate grants for these organisations?

Yes, organisations with a presence (including a Head Office) located in an Ineligible Location but which operate or represent Eligible Organisations in Eligible Locations can apply for CHART program grants for Activities exclusively delivered in an Eligible Location