



Australian Government

**Culture, Heritage and Arts
Regional Tourism Program**

**AMaGA
CHART**

Culture, Heritage and Arts Regional Tourism (CHART) Program

Program Guidelines

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5 November 2021

CHART Program Guidelines

1. ABOUT THE CHART PROGRAM

The Culture, Heritage and Arts Regional Tourism (CHART) program is a \$3 million Australian Government program that aims to support community cultural, heritage and arts organisations in regional Australia as they recover from the impacts of COVID-19.

The Australian Museums and Galleries Association (AMaGA) is administering the CHART program on behalf of the Australian Government.

The CHART program promotes participation in, and access to, Australia's arts and culture through developing and supporting cultural expression and sharing stories of community and historical significance. Community-run arts and cultural organisations – including community museums, galleries, and historical societies – will benefit from CHART program funding. The program will support these organisations to continue to offer appealing cultural tourism experiences to visitors, which in turn will enhance local expenditure.

The intended outcomes of CHART program grants are to:

- **Contribute** to the reactivation and recovery of organisations from COVID-19, and to their ongoing sustainability, by providing grants for eligible Activities
- **Promote** regional arts and cultural tourism by supporting the development of appealing cultural tourism experiences, including through the preservation of Australia's cultural heritage and the telling of the stories of local communities and
- **Support** domestic intra- and inter-state tourism and local economies more broadly.

CHART program grants only support new Activities being delivered in an Eligible Location:

- use the link to the *CHART program Mapping* tool below to check if your Activity is in an Eligible Location

Eligible Organisations must either be open or plan to re-open to the public, or be delivering publicly-accessible, Eligible Activities.

Activities funded must be delivered by 30 June 2022.

About AMaGA

AMaGA is the national membership association and peak advocacy body representing museums and galleries. We encompass a wide and diverse range of national, state, regional and community museums, art galleries, historic sites, botanic and zoological gardens, research centres, Indigenous cultural centres and Keeping Places across Australia. Our 1400 members represent thousands of individual professionals through the large institutions and thousands more individual volunteers.

AMaGA is an advocacy, research, service and professional development organisation. We build on a history of museum professional association activity that extends back to the 1930s, have branches in every state and territory, and support professional national networks of expertise. We set standards, develop ethical policies and provide guidelines. For more information about how AMaGA can support your organisation please get in touch with the CHART Regional Coordinator for your state or territory or visit www.AMaGA.org.au

2. GRANT DETAILS

- Applicants can apply for Grants of up to \$3,000 (plus GST where applicable).
- Funding is available in the 2021-22 financial year
- 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. It also provides more time for Activities to be completed in the given timeframe i.e. by 30 June 2022.

2.1. Key dates

Announcement Milestone	5 November
Round opens	9:00 am, AEST on 5 November 2021
Round closes	When the \$3 million CHART funding allocation has been expended, or 29 April 2022, whichever is sooner
Announcement of successful applicants	Following the assessment of each batch
Delivery of all funded Activities	30 June 2022

3. CONTACT DETAILS

3.1. General enquiries:

Contact the Central Office:

chart@amaga.org.au

02 6230 0346 or 0481 216 399

Contact your regional coordinator:

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
chelsie.baldwin@amaga.org.au
0456 488 915

NSW Chelsie Baldwin
chelsie.baldwin@amaga.org.au
0456 488 915

NT Sarah Cole
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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
jcroft@amagavic.org.au
0488 732 766

TAS Justin Croft
jcroft@amagavic.org.au
0488 732 766

WA Sarah Cole
sarah.cole@amaga.org.au
**Please refer to AMaGA
website for phone contact**

VIC Justin Croft
jcroft@amagavic.org.au
0488 732 766

4. ELIGIBILITY CRITERIA

4.1. Who is eligible to apply for a grant?

To be eligible to apply for a CHART program grant – and subject to paragraph 4.2 ('Auspiced arrangements') of these Guidelines if applicable – an applicant must:

- be
 - a not-for-profit incorporated community organisation, local government or local government-owned entity and
 - operate a community arts and/or cultural organisation or institution, such as a community museum, gallery or historical society
- be located in an Eligible Location or auspice an Eligible Activity in an Eligible Location
- have an Australian Business Number (ABN)
- be registered for the purposes of GST (if applicable)
- have an account with an Australian financial institution
- not have any outstanding reports, acquittals or serious breaches relating to any Commonwealth funding

Notes regarding eligibility

- an Eligible Location is any part of Australia which is not an Ineligible Location
- Ineligible Locations are the Urban Centre and Locality (UCL) cities over 1 million people for Sydney, Melbourne, Brisbane, Perth and Adelaide as defined by the Australian Bureau of Statistics' Australian Statistical Geography Standard, and the city of Canberra.
- you can check whether the Activity you are planning to deliver is located in an Eligible Location by entering the address where the Activity will be delivered into *CHART program Mapping* tool here: <https://bit.ly/CHARTPROGRAM>.
- Eligible Organisations with a presence in an Ineligible Location but which operate or represent eligible organisations or are undertaking Eligible Activities in an Eligible Location can apply.
- if you are successful in receiving funding through the CHART program, your grant agreement will include a provision regarding compliance with applicable state, territory and Commonwealth laws relating to employment or engagement of any personnel who work with children and/or vulnerable people.
- if two Eligible Organisations occupy the same address but are separate legal entities, they may each apply for a grant provided the applications are for demonstrably separate Activities.

- if an Eligible Organisation operates or manages multiple community arts and/or cultural institutions in an Eligible Location, the Eligible Organisation may apply for a separate grant for each institution, provided the applicant can demonstrate that these institutions perform or engage in different/separate functions and that each application relates to demonstrably separate Activities. If applicable, this should be conducted in accordance with the auspice requirements set out below.
- if there are any questions regarding whether an eligible organisation or eligible activity is located within an Eligible Location, AMaGA will raise this with the Department of Infrastructure, Transport, Regional Development and Communications.

4.2. *Auspiced arrangements*

These guidelines also provide for applications to be lodged as follows:

- unincorporated organisations that otherwise meet the eligibility criteria may be auspiced by an entity that meets the 'Eligible Organisations' criteria. The **auspiced** organisation (the organisation delivering the activity) will be responsible for completing the online application form, delivery, reporting and acquittal of the grant. The **auspicing** organisation will be responsible for administering the funding awarded for the Activity.

Organisations being represented must be made aware of, and confirm in writing, that they understand another organisation will apply for funding and enter into a legally binding grant agreement with AMaGA, should the application be approved for funding, which will include the auspiced organisation being responsible for delivery, reporting and acquittal.

4.3. *Joint/Partnership applications*

- Two or more 'Eligible Organisations' may choose to join together to deliver an Activity as a partnership or consortium, if they consider this to be more efficient/providing greater community benefit than lodging individual applications (this may be, for example, a reopening event).
- The organisation lodging the application (the Lead Organisation) will be responsible for delivery, reporting and acquittal of the grant.
- Partner Organisations must each provide a letter confirming their involvement and understanding that the Lead Organisation will be applying for the funding and if the application is approved for funding, then the Lead Organisation will be entering into a legally binding grant agreement with AMaGA.
- Lead Organisations are able to receive up to \$3,000 (plus GST where applicable) for **each** participating organisation, provided the Activity or Activities are assessed as eligible.

4.4. *Who is not eligible to apply for a CHART grant?*

The applicant cannot be:

- an individual
- an unincorporated organisation (unless under auspicing arrangements as outlined above)
- a for-profit organisation

4.5. What Activities are eligible?

A wide range of Activities will be supported by the CHART program. To be eligible, organisations must either be open or plan to re-open to the public, or be delivering publicly-accessible Activities.

Funded Activities will support regional cultural tourism, including the enhancement of visitor experiences, and the promotion and accessibility to funded organisations, their services and/or collection. This could include applications for equipment, fabrication costs and professional services - if required for the delivery of a new Activity (but not travel costs).

Activities such as public events that increase awareness, visitation and usage of the organisation and their services will also be considered.

Activities may include, but are not necessarily limited to, the following:

- **Collections management.** e.g., Conservation, cleaning or development of collections or exhibits.
- **Minor capital works.** e.g., Ramps, handrails and building modifications that improve accessibility, wayfinding signage, storage facilities, display cases and furniture, air-conditioning systems.
- **Modifications.** e.g., Modifications that improve volunteer conditions, including furniture and kitchen facilities.
- **Equipment.** e.g., Cameras, printers, scanners, display screens/televisions, routers and WiFi facilities
- **Outsourced professionals.** e.g., Designers (web and graphic), researchers, curators, conservators, historians and digitisers.
- **Printing and fabrication.** e.g., Banners, flyers, brochures, signage, shopfront improvements, QR code/guiding demarcation.
- **Public events.** e.g., Community events and special interest programming. Guest speakers and informative events must demonstrate a benefit beyond the organisation's existing membership base.
- **Training.** e.g., Paid or volunteer staff. Digital applications, marketing, educational and visitor experience, volunteer management, resilience and significance training, Aboriginal and Torres Strait Islander cultural material treatment, copyright, sustainability (accessing and de-accessioning). (Please note that travel costs are not eligible.)
- **Specific operating expenses.** e.g., for reopening - additional COVID-19 cleaning and hygiene measures.

4.6. What Activities are not eligible?

- projects that do not meet the eligibility criteria. Refer to list outlined above.
- retrospective costs (even if the project meets the eligibility criteria) – funding will only be awarded/granted for new projects.
- costs already being funded by, or intended to be funded by other programs administered by local, state or Commonwealth government, or through other means
- purchase of alcohol
- projects/exhibitions intended for commercial (for profit) purposes
- projects held in spaces that are not open to the general public e.g. in private homes
- domestic and overseas travel, visas, quarantine costs
- operating costs such as utilities eg. electricity, rates, water, gas, rent.

5. HOW TO APPLY

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.

6. GRANT ASSESSMENT AND SELECTION PROCESS

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

Process

There are three steps in the assessment process:

1. Applications are assessed by members of the Assessment Panel
2. The Evaluation Committee considers the assessments within the broader context of the program. The Committee considers things like how much funding remains available as well as the geographic spread of applications, for example
3. The Decision Maker (the AMaGA Director) makes funding decisions based on the Evaluation Committee's recommendations

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

When assessing CHART program applications, the Assessment Panel will consider:

- whether the proposed Activity represents value for money, including accurate costings as evidenced by relevant supporting documents e.g., quotes
- whether the proposed Activity can be delivered on time (during 2021-22) and to budget
- how well an application meets the assessment criteria.
- (if applicable) whether the required approvals are in place, applied for, or otherwise expected to be received in the necessary timeframe to complete the proposed activity.

Members of the Panel provide their recommendations to the CHART Evaluation Committee (Committee). The Committee will consider the assessment of all applications in each Batch.

Applications that have either been assessed as marginal or have discrepancy in scoring by the Assessors will undergo further appraisal by the Committee, which will consider each application within the context of the CHART program's overall purpose and outcomes, and how an application compares to other applications.

In addition to the above factors considered by the Panel, the Committee will consider whether there is adequate uncommitted funding in the CHART program to support further grants at the time of evaluation, as well as the balance across types of Activity, and the geographic and community diversity of applicants.

The Committee will make funding recommendations to the Decision Maker, who is the Director of AMaGA. The Decision Maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded

All applicants will be notified of the outcome of their application by AMaGA.

7. SUPPORT MATERIAL

All applicants must supply:

- Declaration of Solvency.
- Quotes for all proposed Activities.

Applicants applying for a public event: Public Liability insurance cover documentation is required should a CHART grant be offered.

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.

7.1. Working with Young People/Working with Vulnerable Persons

The Commonwealth Child Safe Framework (Framework) is a whole-of-government policy that sets minimum standards for child safe practices within Commonwealth entities. AMaGA must ensure that the child safety requirements set out in the Framework are met by the individuals and organisations we fund.

At a minimum, all successful applicants are required to comply with all Australian laws relating to employing or engaging people who work or volunteer with children and/or vulnerable people. This includes working with children checks and mandatory reporting. Successful organisations who do provide services directly to children, or whose funded Activities involve contact with children, will additionally be required to implement the National Principles for Child Safe Organisations (<https://childsafe.humanrights.gov.au/national-principles>). These Principles reflect good practice that many organisations will already be working to.

7.2. Insurance

For any Activity that involves a public outcome, recipients will be required to provide a copy of their Public Liability Insurance if they are offered a CHART program grant.

8. NOTIFICATION OF THE GRANT

8.1. Acknowledgement of Funding

All recipients must acknowledge the Australian Government contribution to this Activity, including through print media, social media and other forms of electronic media, by using the supplied logos on all promotional materials, and by using the following statement:

“Supported by the Australian Government’s Culture, Heritage and Arts Regional Tourism (CHART) program”

9. ACQUITTAL

All CHART program Activities must be acquitted within four weeks of the end date of the Activity. In any event, all Activities funded under the CHART program must be delivered and acquitted by 30 June 2022. Acquittals must include a summary report about the Activity that was funded, as well as evidence of expenditure on the Activity, including receipts and photographic evidence of the Activity. Acquittal forms are provided via SmartyGrants, and this is the only format in which acquittals will be accepted.