

First Nations Arts Business Grants – Guidelines

First Nations Arts Business Grants are part of [Grow 2022-2026](#), the second action plan of the Queensland Government's [Creative Together 2020-2030](#) roadmap, and are focused on strengthening the business skills and capacity of First Nations artists, artswomen and arts and cultural organisations.

Fund objectives

Supports Queensland based First Nations arts and cultural practitioners, organisations, and businesses to access business development services that:

- strengthen cultural governance, business and strategic planning
- increase corporate and commercial capacity to grow new revenue and market opportunities
- enable professional upskilling and development for board and/or staff.

How much funding is available

- One-off grant of up to \$10,000 (excluding GST) to fund the purchase of eligible business support/advisory services, as evidenced in an attached quote.
- You can provide quotes for multiple services, however if the quotes exceed a total of \$10,000, you will only receive a maximum of \$10,000 (excluding GST) and will be responsible for the payment of any related expenses in excess of the \$10,000 grant funding.

When can I apply?

	Open	Close
Round 1	26 Oct 2023	Rolling fund – will close when funds for this program are expended.

NB: Applicants will be notified of their application outcome six (6) weeks from the date of submission.

What the funding can be used for

The fund supports Queensland-based First Nations artists and artswomen, arts and cultural organisations and arts businesses to purchase eligible services and advice within two categories of service.

NB: For both categories, the grant application form requires you to outline your business capability including your products and services, partners, track record and range of annual turnover. To apply for a grant to purchase services in Category 2 you will also need to upload your business plan.

Category 1	Category 2
<ul style="list-style-type: none"> ○ strategic and business planning ○ governance planning and related training 	<ul style="list-style-type: none"> ○ data and digital platforms and related training ○ financial processes including e-commerce and related training ○ human resources advice including succession planning

Applicants should refer to the *Ineligible Items* section of these guidelines to see which costs are ineligible for funding support.

It is intended that the funded activity be started, completed, and acquitted within 12 months of the funding being received.

Need more information how building capacity across these areas can support you to grow your business?

Please visit the new First Nations Arts Business Hub at <https://www.arts.qld.gov.au/projects-and-initiatives/fnabh>

Eligibility

To be eligible, all applicants must:

- be a Queensland based First Nations artist, artswoker or a First Nations arts organisation/arts business:
 - For the purposes of the Fund, a First Nations arts organisation/arts business is one that is at least 50% owned and led by Aboriginal and/or Torres Strait Islander peoples, who have formal authority to make decisions in operations and governance of the organisation.
- have an active ABN – with a business location in Queensland
- have a bank account in the name of the applicant
- apply for no more than \$10,000 within the current round
- not have any overdue acquittal obligations for previous funding provided by Arts Queensland
- not be a recipient of any of the following Arts Queensland funding:
 - First Nations Pathways Fund;
 - Organisations Fund prior to 1 July 2022;
 - Annual funding of \$500,000 or more per financial year (from Arts Queensland)
- attach a supplier quote which includes:
 - supplier details – Name, ABN, contact details and website URL.
 - details of the activity, description of service and proposed delivery date.
 - where possible, quotations must be a formal quote on business letterhead.
 - for online purchases such as a software subscription, a shopping cart print-out (including suppliers name) is acceptable where a formal quote is not applicable.

Ineligible applications

Applications will be deemed ineligible if:

- They do not satisfy the above eligibility criteria.
- Funding is requested for:
 - general business operating costs (such as wages, electricity and rent or property and equipment maintenance)
 - hire of equipment
 - travel costs
 - purchase of stock or equipment
 - membership fees
 - computer hardware (e.g., PCs, tablets/iPad, mobile phones)
 - marketing and advertising costs
 - applicant does not provide business capability statement (written or verbally)
 - application is made for costs from Category 2 grants without provision of business plan with application.

How will your application be assessed?

- Your eligibility and eligibility of the activities you are seeking funding for will be assessed by Arts Queensland which will involve consideration of:
 - applicant's demonstrated capability to deliver
 - quote/s from services supplier/s

- Funding recommendations are approved by the Director-General or delegate, Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts or delegate. All funding decisions are final.

How to apply

The application process is as follows:

Step 1 – Complete the online form in SmartyGrants (<https://artsqueensland.smartygrants.com.au>) telling us about your business and how the funding will be used.

Step 2 – Attached the supplier quote/s which includes the description of the service, cost and planned delivery date.

Step 3 – Ensure your Australian Business Register profile for your business is up to date (check your ABN status, GST status and Main Business Location).

Key application dates

For support with technical issues related to the online application, please contact an Arts Queensland Grants Officer on telephone (07) 3034 4016 or toll free 1800 175 531 or email investment@arts.qld.gov.au.

Note: Arts Queensland reserves the right to modify the Fund Guidelines at any time. Applicants will be notified of changes.

Finding suppliers

Find out how to find suppliers, negotiate contracts, build and maintain relationships and resolve disputes with suppliers by visiting Business.gov.au.

The below resources may also assist:

- [Black Business Finder](#) Queensland Aboriginal and Torres Strait Islander Business Directory
- [Supply Nation](#) provides Australia's leading database of verified Indigenous businesses.

What you must do if you are successful

If you are approved for funding you must:

- Start your grant funded procurement activity within **one month** of entering into the funding agreement
- Complete your grant funded procurement activity **within twelve months of receiving approval**
- Not pay for grant funded activities before entering into the funding agreement
- Deliver the grant funded activity as per the funding agreement and General Guidelines
- Complete an acquittal report when your activity has finished (you can see the reporting requirements in the application form).

Reporting on your grant

Complete the outcome report form in SmartyGrants and upload the invoices and receipts relevant to the approved service as detailed in the quote provided as part of your application.

Once submitted, AQ will review and advise when your outcome report has been approved or if further information is required.