

# MUSICNSW

## ARTIST SUPPORT GRANT

# STEP-BY-STEP OVERVIEW, TIPS & FAQs

This document is a step-by-step guide to help you complete the artist support grant. If you have any questions **after reading this document** you can email Laura [laura@musicnsw.com](mailto:laura@musicnsw.com) or call on 02 9953 5279. Need more support? Contact Laura to arrange a 30 min one-on-one session in person or over the phone.

### BEFORE YOU APPLY

1. Read the [grant guidelines](#) to make sure you meet the eligibility requirements and understand the assessment criteria.
2. [Go to our website](#) and click through to the online application. The online application is via the smartygrants portal. You will be prompted to set up an account to login and access the application if you don't already have one.
3. You must be a MusicNSW member to apply. Membership is free. [Sign up here](#). Please note. Memberships are only valid from October 2018 so if you signed up before then you'll have to renew your membership online via the same link.

The smartygrants application form can sometimes be quite difficult to review as you go so instead we'd suggest working in a separate document like a word document or a google doc. Please note your application will only be accepted via the smartygrants application form so cut and paste from your separate doc into the form once it's completed.

Your application will be assessed by a panel of industry experts based on the assessment criteria listed in the guidelines. It's always a good idea to refer to this list when completing your application.

### FILLING OUT THE APPLICATION FORM

#### 1ST PAGE: ARTIST SUPPORT GRANT

- Asks that you meet the eligibility requirements and give details of the person completing the application.
- You must be the artist, in the band or the artist manager to apply

#### 2ND PAGE: APPLICANT DETAILS

- Fill in your details. If applying as a group/band you should select organisation.
- Applicants do not need an ABN to apply, but you will be required to provide one if your application is successful, as you will need to provide an invoice to receive funds from us.
- List all the people that will be supported by this grant. **Only NSW residents may be supported by this grant** so please only list people that are living in NSW.

For example. if you are an artist or band that is applying for an album recording with an interstate or international mixer, you can still apply for funding for the recording however the interstate or international mixer costs cannot be covered by this grant so don't list them here

## 2ND PAGE: APPLICANT DETAILS Cont.

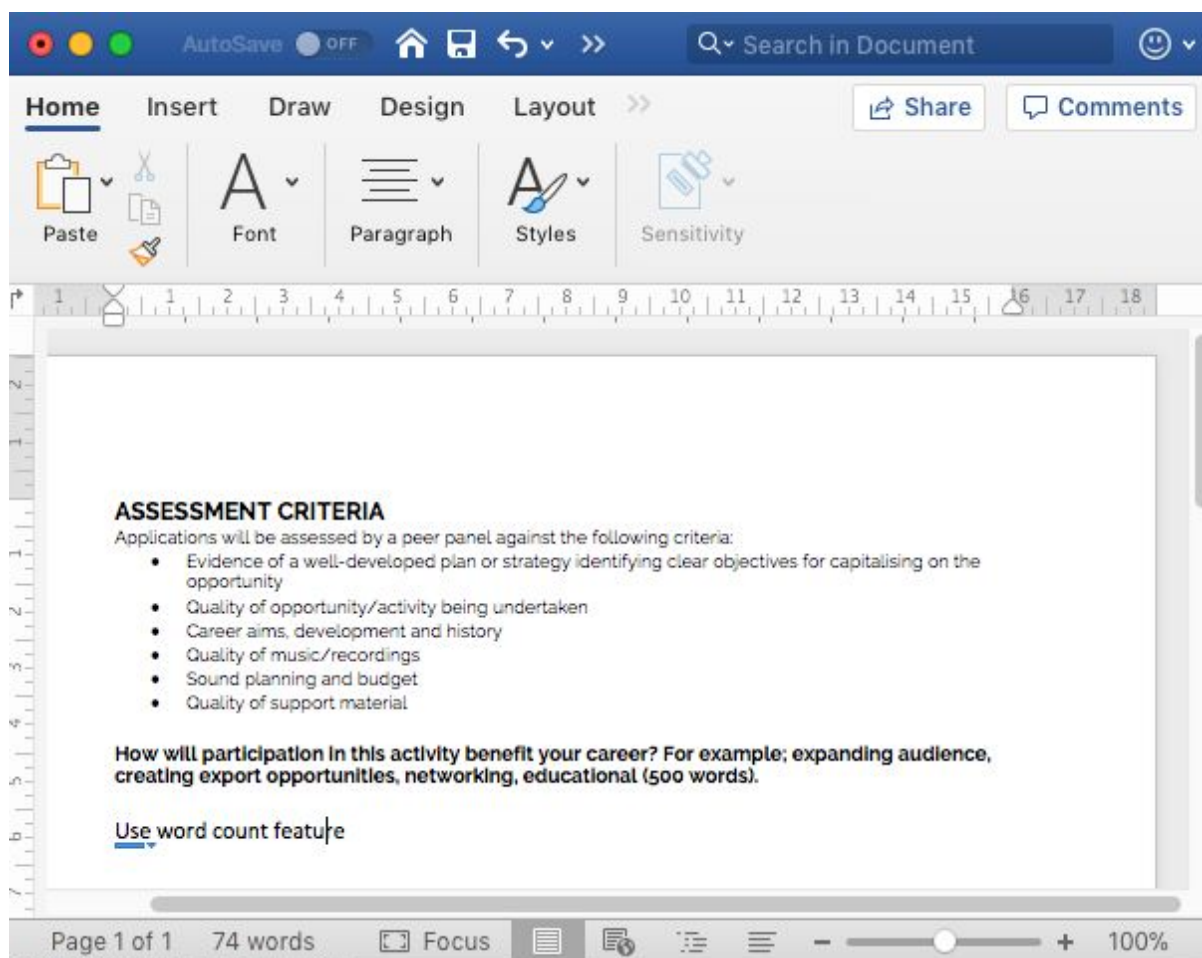
- The next 3 sections on this page are so you can insert information on the people you listed in the above table. You should assume that the panel assessing your application doesn't know you, so fill in as much concise info as you can here.

## 3RD PAGE: YOUR APPLICATION

- Enter the total amount of money you are requesting. This should be the same figure you enter into your budget on the next page in the first budget line in expenditure.
- Select the activity you are applying for. If your activity isn't listed but you think it should be email Laura [laura@musicnsw.com](mailto:laura@musicnsw.com) or call on 02 9953 to see if it's eligible.
- Enter your short and long activity descriptions. Think of this as your elevator pitch. This is the first point the assessment panel will read about what you want to do.

The next three questions are where you get to show the assessment panel how you will benefit from the activity, and display that you have a clear plan for maximising on any opportunities. For example, marketing plans should be included in this section.

Now is a good time to start working in a document as mentioned before such as a word doc or google doc so you can review your application entries easily. We'd suggest cutting and pasting the questions into your document with the assessment criteria and noting the number of allocated words for each question, e.g.:



#### 4TH PAGE: BUDGET

- Your budget is as important as the rest of the application. It's important to include all costs here. Make sure you add in **all** of your activity costs, not just the costs supported by the grant.
- Consider costs that this grant can be used for as listed in the guidelines:
  - Eligible costs:
    - Artist fees
    - Travel & accommodation
    - Publicity & marketing
    - Production & distribution
    - Studio hire, mixing & mastering
  - Funding cannot support:
    - Purchase or hire of music instruments or equipment
    - Projects part or previously completed
    - Album or EP recording outside of NSW
    - Non NSW residents
- Your budget **must balance**. This means that the income must be the same value as the expenditure balance. This is automatically calculated for you in net surplus (profit) or deficit (loss) at the bottom of the page, so if you've entered your budget correctly it should be \$0.00

#### 5TH PAGE: ADDITIONAL INFORMATION

- All the information collected in this page is for internal use by Create NSW only and does not form part of the assessment process or formal reporting.
- Please only select priority areas that directly benefit from your activity. For example don't just select "people with disability" if your application happens to have an accessible venue. Only select that if your project is tailored towards people with disability or you or people in your band/team identify as living with a disability.

#### 6TH PAGE: ATTACHMENTS AND SUPPORT MATERIAL

Some examples of support material:

- Letters of offer from the festival or conference organisers.
- Correspondence confirming producers and mixers for your project
- Confirmation letters from booking agents or venues for tours
- Release campaign schedules
- Distribution schedules
- Support letters from industry
- Support letters from mentors
- Press clippings
- Links to live performance from recent shows

#### 7TH PAGE: DECLARATION

This is the last page. It is strongly advised that you review your application before submitting. Once you have submitted your application you cannot make any changes.

## FAQs & TIPS

**Word Count** - you don't have to use all the words allocated to each section . it's better to be clear and only use as many words as you need to get your information across.

**Formatting** - Try to avoid long wordy paragraphs, be concise and clear. For example, you can use bullet points to get your information across.

**Budget** - The total amount you are requesting should not be the total amount of your project. We can only partly fund a project. For example, your total project cost may be \$9000 but you are only requesting \$3500.

**In-kind** - should be shown in your budget.

In-kind refers to goods, services, and transactions not involving money or not measured in monetary terms.

For example, If you have venue hire in-kind to the value of \$1500 this should be added to both the income and expenditure sections. Please note in the description if your budget entry is in-kind.

**Attachments and Support Material** - Where possible, upload all your documents in one pdf so it's easier for the panel to assess.

**Can I get funding for a Music Video?** Music Videos will only be considered for funding if part of a cohesive release campaign. Applications will not be accepted for music videos alone.

**Can I get funding for merch?** The production or merch is an eligible expense for this grant however expenses should not exceed \$1000 + GST and should be part of a greater demonstrated strategy.

**I want to apply for an international tour for my band but someone in the group lives in Melbourne.** If less than 50% of your band lives outside of NSW you can still apply for a grant however their costs cannot be covered by this grant.

**I want to apply for a grant to cover my album production costs but the mixer lives in LA.** If you are an artist or band that is applying for an album recording with an interstate or international mixer, you can still apply for funding for the recording however the interstate or international mixer costs cannot be covered by this grant.

**I have a few projects. How many applications can I make?** You can apply for as many different projects that are supported by this grant as you like, however you cannot receive multiple grants. We'd advise you to think about how you can make your grant competitive. For example, a combined album recording and release application may appear more competitive than a separate application for each. It's up to you though.

**MUSICNSW**



**Create NSW**  
Arts, Screen & Culture

The MusicNSW Artist Support Grants Program is funded by the NSW Government through Create NSW