



# Division of Humanities Performing Arts Fund

## Guidelines

### 1. Purpose of the Performing Arts Fund

The purpose of the fund is to allocate grants totalling \$20,000 annually to foster performance-based initiatives in the arts by members of the University of Otago which

- (a) Would not otherwise take place; and
- (b) May contribute to the reputation of the University and to performing arts in the community.

**Notes:**

- (i) Grants are intended to assist when projected income will not cover the cost of performance and should not be regarded as the sole income for projects.
- (ii) The person applying for a grant must be a member of the University of Otago (see note [iii]).
- (iii) Members of the University of Otago include, but are not limited to, current students, members of the academic or general staff, emeritus professors or senior associates of the University, and academic visitors.
- (iv) Grant allocations are made by the Performing Arts Fund Committee, whose members are appointed by the Pro-Vice-Chancellor, Division of Humanities.

### 2. The Meaning of 'Performance'

Performance means the public demonstration of any art and includes the public exhibition or dissemination of a completed work.

**Note:**

- (i) This covers not only traditional art forms such as live theatrical or musical or dance performance but also video, film, CD-ROM or other capture of a performance.
- (ii) The use of video, film, CD, DVD or CD-ROM or other capture of a performance must include a live performance or public showing of the work. Free distribution of CDs or postings of material on the Internet do not constitute a public performance.

### 3. General principles for the allocation of grants

- 3.1 Grants will normally be limited to no more than \$1,500 excluding GST for each project, based on the eligible budgeted expenses submitted with the application.
- 3.2 Funding priority will be given to applications where the performance demonstrates a relationship between the University and the Otago/Southland community.
- 3.3 Preference will be given to projects containing a local live performance.
- 3.4 Applications in relation to national or international events, which include a local performance component, will also qualify for consideration.
- 3.5 Only in exceptional circumstances will a grant be made where no local performance component exists.
- 3.6 Qualifying costs:
  - (a) The Performing Arts Fund may not be used to meet the costs of capital or any permanent equipment. Such items will be excluded from consideration when allocating grants.
  - (b) Some costs including but not limited to airfares, accommodation, refreshments, salaries, allowances and wages may be excluded from consideration when allocating grants. These will be awarded at the discretion of the committee if they are considered to be essential to support the quality and integrity of the performance.
  - (c) The Performing Arts Fund may not be used for fundraising, beyond meeting the costs incurred in staging the event. Any fundraising or charitable donation component will be excluded from consideration.
- 3.7 Inclusion of a well-prepared budget with the application will greatly assist the committee in making a favourable decision.
- 3.8 There will be two funding rounds annually. The total fund of \$20,000 will generally be allocated evenly between the two rounds, but this is at the discretion of the committee and will depend on the number and quality of applications received in the first round.
- 3.9 Projects that receive funding will not be granted further funding in subsequent rounds unless the project has changed significantly.

**Note:**

- (i) The following applications will not normally be considered:
  - a. applications for the retrospective funding of a performance;
  - b. applications for promotional purposes which contain no performance component;
  - c. applications for the commissioning of work where permission to perform that work is not a condition of the acceptance of the commission.



4. **Calls for applications for funding will be advertised approximately four weeks prior to the closing date**  
Grants will not normally be given for performances scheduled for sooner than six weeks after the closing date.
5. **Criteria to be considered in the allocation of grants**  
The committee must give weight to the following:
  - (a) The availability of any other resources
  - (b) The degree to which the allocation of a Performing Arts Fund grant will enhance the standing of the performing arts in the community
  - (c) The degree to which the allocation of a Performing Arts Fund grant will enhance the University's reputation
  - (d) Whether the performance is part of University course work and is otherwise funded
  - (e) Whether the application contains requests for grant funds for capital, permanent equipment, salaries, allowances, wages or costs not directly related to the performance.
6. **Terms and conditions of the grant of funds**
  - 6.1 Funds must be used and claimed in full within 12 months of being notified of the grant but claimed within 3 months of the last performance if this is sooner.
  - 6.2 The Committee may impose terms and conditions on a grant of funds, including
    - (a) Time limits for uptake of the grant
    - (b) Reporting of expenditure and revenue
    - (c) Rebate of funds where the grant underwrites the performance cost
    - (d) Attribution of the University's Performing Arts Fund contribution.
7. **Annual report of distribution of Performing Arts Fund grants**  
The Committee must report annually to the Pro-Vice-Chancellor (Humanities) on the allocation of grants and any member of the University may request a copy of the report.