



## Arts Access Australia

### **Meeting Place 2019 Travel Grant: Terms and Conditions**

#### **About Arts Access Australia**

Arts Access Australia (AAA) is the national peak body for arts and disability. The purpose of this grant is for AAA to provide the travel funds to an individual from each state / territory of Australia to attend Meeting Place 2019, which will be held in Canberra, ACT from 1 to 3 December.

#### **About the Travel Grant**

The signature event of AAA, Meeting Place is the leading event for arts and disability in Australia and the only disability-led event of its kind. It brings together local, national and international arts and cultural leaders, arts workers and artists with disability, to present, perform, discuss and debate the latest in access and inclusion in the arts. This year's theme, developed in consultation with key stakeholders in Canberra, is **Disability Leadership, Identity and Pride**.

Find out more about Meeting Place.

#### **What is provided**

This travel grant provides funds towards flights, accommodation, Meeting Place 2019 registration and a contribution towards incidentals for one individual from each Australian state and territory to attend Meeting Place 2019 in Canberra.

Each successful recipient will receive:

1. one return flight from their nearest Australian capital city or approved regional airport to Canberra airport
2. four nights basic accommodation (check-in Saturday 30 November; check-out Wednesday 4 December)
3. registration to Meeting Place 2019
4. an allocated amount towards incidental costs such as transport and food

Arts Access Australia will book flights and accommodation in consultation with the successful recipients. You will be automatically registered as a recipient. This travel grant will not be given in cash, except for the allocated amount towards incidental costs.

#### **Application requirements and eligibility**

To be eligible for this grant, you must qualify for **ALL** of the following:

- Be a person with disability
- Be over the age of 18
- Be a resident of Australia (i.e. currently residing in Australia in one of the following states / territories: NSW; Queensland; South Australia; Tasmania;

Victoria; Western Australia, Northern Territory or ACT with Residency or Australian Citizenship status).

- Be an emerging / professional artist or arts-worker (not a hobbyist)
- Be a Professional Member of AAA (or willing to become one)
- Have NOT previously received a AAA Meeting Place Travel Grant
- Be available to attend all 3 days of the Meeting Place forum
- Act as an Ambassador for AAA, championing AAA and Meeting Place whenever possible
- Provide a Post-Grant Report on Meeting Place 2019 by the due date
- Let your images and/or video of yourself and your art, if applicable, be used to promote AAA and/or Meeting Place through social media, traditional media, and online. NB: AAA will always strive to attach captions and credit to any images we use
- NOT be an employee of AAA and/or Belconnen Arts Centre.

**Also agree to:**

- Read, understand, accept, agree and sign the terms and conditions of “the offer” (contract) once received.
- Understand that the signed contract is a legal binding relationship between the recipient, and Arts Access Australia and needs to be followed.
- Understand that the Meeting Place 2019 Travel Grant is the travel component to Meeting Place 2019 only. This does not include any responsibility or expectation from/to AAA for the inclusion of any grant recipient within the forum programming at MP2019 or in the future.

Please note: this grant is only available to individuals, not organisations.

**Deadlines and important dates, 2019**

Monday 16 September	Applications close Monday at midnight (AWST). No late applications will be accepted.
Tuesday 8 October	Successful and unsuccessful applicants will be notified by close of business. Contracts sent to successful applicants.
Monday 14 October	Successful applicants to return their signed contracts (and any other forms sent by AAA) and have become a Professional Member of AAA by this date, or risk having their grant revoked.
Tuesday 22 October	All flights and accommodation booked.
Tuesday 29 October	Flights and accommodation details sent to successful applicants. Recipients e-introduced to Communications Manager.
Sun 1 – Tue 3 December	Meeting Place 2019
Wednesday 18 December	Post-Grant Report due

Please note: There is an embargo on publicly announcing the outcome of your application until after communication with the Communications Manager has occurred. The Communications Manager will let you know when announcements can be made.

## **Terms and conditions**

### **Recipient selection**

AAA will select one successful applicant from each state and territory in Australia. If a quality application cannot be selected for a particular state or territory, AAA reserves the right to allocate that grant to a resident of another state or territory. Preference will be given to those recipients who will benefit the most from participation, or who are presenting and require additional support to attend. Recipients will be selected based on their responses on the grant application form, with particular weight being given to the four questions:

- biography (applicant's career relevance)
- understanding of Meeting Place and why attend (understanding of Meeting Place)
- aspect of the Meeting Place 2019 theme that appeals (understanding and relevance of the theme)
- benefit of attending and application of learnings (personal and community relevance)

The final selection of funds/grant allocation Australia-wide is at the discretion of AAA CEO.

### **Judging**

A panel selected by AAA comprising representatives from the arts and disability sector will judge the applications. AAA CEO Meagan Shand has the authority to make the final decision on the selection of recipients. All decisions are indisputable. Any questions should be directed to [info@artsaccessaustralia.org](mailto:info@artsaccessaustralia.org).

### **Confidentiality**

All applications are confidential, and no information will be shared other than with the judges and AAA staff, for purposes in relation to Meeting Place 2019 apart from AAA Communications requirements, for marketing purposes.

### **Grant allocation**

#### **1. Flights**

Will cover one return flight from the recipient's nearest Australian capital city or approved regional airport to Canberra airport.

AAA will book and pay for the flights, up to the allocated / budgeted amount only. The flights will be booked by the 22 October 2019. The tickets booked are non-refundable, non-changeable and can only be used by the person who has received the grant and whose name is on the flight booking.

The recipients will not receive any cash amount to book their own tickets.

The recipient must pay the difference, or the extra costs incurred in any of the following circumstances, which may possibly increase the flight price:

- The cost is above AAA's allocated budget for your grant

OR the recipient wants to:

- stay longer

- go on a different flight
- go on a different airline carrier
- upgrade their seats / class
- upgrade to a flexible ticket
- take extra luggage other than that allocated with the ticket

OR

- Misses their flight
- Anything else NOT listed here that is an extra cost to the return economy flight.

Where applicable when booking the flights, AAA will do their utmost to provide for and accommodate accessibility needs within the budget provided for each state / recipient. Any additional requirements are to be covered by the grant recipient.

AAA is willing to book the flights for an earlier or later date (in consultation with AAA) if you wish to stay in Canberra longer. However as stated above no extra costs will be paid.

Any extra costs to be paid by the recipient MUST be paid prior to AAA booking the flights, i.e. before / by Tuesday 22 October 2019.

The recipient will be emailed the flight booking as soon as it is available. it is the recipient's responsibility to check flight details including meals, check-in, obtain boarding passes, arrive on time, re-check accessibility needs etc.

## 2. Accommodation

The contribution of this grant by AAA towards accommodation is an allocated amount in accordance with the Australian Taxation Office's (ATO's) recommended accommodation rate. AAA will book and pay for the accommodation, up to the allocated / budgeted amount only. This is to cover four nights basic accommodation (check-in Saturday 30 November; check-out Wednesday 4 December) for the duration of the three-day forum.

The accommodation will be booked by 22 October 2019. Only the person "recipient" who has received the grant "offer" and whose name is on the booking can use the accommodation booked, unless otherwise prearranged with AAA (e.g. a carer will be sharing your room).

You will not receive any cash amount to book your own accommodation.

The accommodation will be booked at the discretion of AAA, keeping in mind cleanliness, presentability, reputation, location and accessibility. AAA aims to book accommodation for all recipients in the same venue.

Where applicable when booking the accommodation, AAA will do their utmost to provide for and accommodate accessibility needs within the budget provided for each person. Any additional requirements (such as those listed below) are to be covered by the grant recipient. If the recipient wants to:

- Stay longer
- Book at a different location / hotel
- Upgrade
- Get a larger room to accommodate another person (companion / carer)
- Pay for any accommodation extras e.g. breakfast, ironing, TV, minibar etc.

- Anything else NOT listed here that is an extra cost to accommodation.

Within this grant, AAA will not cover any additional accommodation costs incurred. The recipient MUST pay the difference, or any extra costs incurred. Any extra costs to be paid by the recipient MUST be paid prior to AAA booking the accommodation, i.e. before / by Tuesday 22 October 2019. Any accommodation costs e.g. mini-bar will be paid by the recipient at the time of departing the hotel.

The recipient will be emailed the accommodation booking as soon as it is available, by 22 October 2019. It is the recipient's responsibility to check all details etc.

AAA will book the nights during the MP2019 forum only, unless prior discussion has been confirmed for a longer stay (at the recipient's own expense).

### **3. Registration**

The registration for each recipient will be automatically processed by AAA before MP2019 commences.

The registration covers the three-day program for MP2019. It does NOT include the cost of the AAA Industry Awards night on Tuesday 3 December. If the recipient wishes to attend the Awards Night, they must register for a ticket at their own expense.

### **4. Incidentals**

The contribution of this grant by AAA towards incidentals is \$20 a day, to a total amount of \$100, for the duration of Meeting Place forum only i.e. 4 nights (Saturday 30 November – Tuesday 3 December). This is an in-kind amount. What are considered "incidentals" are at the discretion of the recipient, but usually this will include food and transport expenses.

The monetary contribution will be deposited in the recipient's bank account by 30 November 2019 at the latest. It is the recipient's responsibility to manage / use the money however they choose in relation to incidentals related to the MP2019 Canberra.

If you would like your AAA Professional Membership payment subtracted from the incidentals monetary contribution, this will need to be discussed with AAA before the flights and accommodation are booked i.e. by 22 October 2019. If you choose this option, you will receive the remainder of the funds minus the membership amount in your bank account as stated above.

You will be asked to provide your bank account in the contract for the allocation of incidentals monetary contribution.

If the flight, accommodation, registration and incidentals monetary contributions are less than the allocated total grant amount, the difference remains the property of AAA. The use of these extra funds in relation to MP2019 is to be determined by AAA. No interference in the decision(s) by the recipient may take place.

### **Insurance / Liability**

AAA has basic insurance that will cover the recipient of this grant. AAA's insurance is not extensive and inclusive of all travel insurance cover. You will be asked to provide your personal details in the contract so you will be covered under AAA's basic insurance.

From experience, AAA strongly recommends that the recipient buy travel insurance for the duration of their trip (from leaving home to returning home). AAA will not cover the cost of personal travel insurance. This is at the expense of the grant recipient.

Specific fine-print details in relation to travel insurance are listed below. In addition to the regular cover make sure there is cover for:

- Hospitalisation
- Medical visits
- Illness
- Emergency medical & dental
- Ambulance
- Evacuation
- Accidental death or dismemberment
- Flight cover if you need to go home early
- Lost bags, delayed bags, delayed flights
- Prior medical conditions (including a disability)

AAA is not liable or able to be sued from any recipient whether they do or do not take out individual travel insurance cover.

### **Other Costs**

As the recipient of this grant you are receiving financial support towards flights, accommodation, MP2019 registration and incidentals to/from/in Canberra to attend AAA's MP2019 forum ONLY. This grant does not cover the following:

- Accessibility – and extra costs incurred including carers
- All other costs that are NOT flights, accommodation, registration or the incidentals monetary contribution

### **AAA Professional Membership**

It is a requirement of this grant, that the recipient is a Professional Member of AAA. If not, the recipient MUST become a Professional Member of AAA before returning their signed contract on 14 October 2019. You can become a Professional Member by applying here.

If you are already a Professional Member but your membership will expire just before, just after or during MP2019, then you will need to renew your membership. Recipients who are already Free Members MUST upgrade to Professional Membership.

At the discretion of AAA, failure to be a current Professional Member by 14 October 2019 WILL make this allocation of funds to you void.

### **Communications Requirements**

Successful recipients agree that AAA can use images, quotes and information from the grant application for the marketing and promotion of Meeting Place and the Meeting Place Travel Grants.

Successful recipients agree to be available for media interviews under the direction and discretion of AAA, unless otherwise agreed.

When speaking with media or to other formal organisations, the recipient should use positive language and thank AAA and Creative Partnerships Australia through their Plus1 program for funding the travel grant.

Successful recipients agree that photos and videos taken of them during Meeting Place 2019 can be used by AAA for marketing and promotional purposes. A talent release form (provided by AAA) must be completed and returned along with this contract.

### **Post-Grant Report Requirements**

Successful “recipients” must provide a brief post-grant report emailed to [info@artsaccessaustralia.org](mailto:info@artsaccessaustralia.org) by Wednesday 18 December 2019, midnight (AWST). The report will meet the following requirements:

- is 1-2 pages only
- can be as creative as possible
- contains your experience and highlights of Meeting Place 2019
- answers some specific questions as determined by AAA
- includes 2-4 images that we can use on our website and on social media. Video and images of professional quality are encouraged. Please include appropriate captions and photographer credits. **You must have permission from the people featured in these photographs and the photographer, approving AAA to publish these photographs.**

At the discretion of AAA, failure to complete the post-grant report by the due date WILL\_impede ANY future AAA grant / other possibilities.

### **Access Responsibility**

AAA will endeavour to have your access requirements met. Please note that **it is your personal responsibility to re-confirm the details of your access requirements with travel and accommodation services after all bookings are made and you are notified by AAA.** You should do this after 22 October 2019, but before 30 November 2019.

### **Contact**

For any questions regarding these terms and conditions or the Meeting Place 2019 Travel Grant, please email [info@artsaccessaustralia.org](mailto:info@artsaccessaustralia.org) or telephone +61 419 201 338 (voice or text).