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**AAA National Leadership Award Terms & Conditions**

**About Arts Access Australia**

[Arts Access Australia](http://www.artsaccessaustralia.org/) (AAA) is the national peak body for arts and disability. Have a look through our website for news, connections and information about the vibrant Australian arts and disability sector.

**About the AAA National Leadership Award**

Evidence shows that artists with disability are less likely to find a professional career in the Arts in comparison to artists without disability, and if they do, they can expect to earn 42% less from their practice ([Making Art Work](https://www.australiacouncil.gov.au/workspace/uploads/files/making-art-work-companion-repo-5a05105696225.pdf) report, 2017).

People with disability are also less likely to be found in leadership and management roles and the AAA National Leadership award has been designed to discover and support new and emerging leaders. The $10,000 annual award will contribute to leadership training and/or professional development and includes a coaching or mentoring aspect to enable the successful recipient to take the next step in their leadership journey.

The first AAA National Leadership Award will be announced at the inaugural National Arts and Disability Industry Awards (NADIA) event to be held as part of Meeting Place 2019, Dec 1-3, in Canberra.

The 2019 AAA National Leadership Award is supported by Creative Partnerships Australia, and AAA donors and supporters.

## What is provided

ONE successful recipient will receive, $10,000 towards:

1. Financial contribution to leadership or PD training of your choice.
2. Coaching or mentoring sessions with a matched mentor.
3. Opportunities to present at Meeting Place or another industry forum.
4. Showcasing the recipient and their leadership journey across the sector.
5. Access support and services, office set-up; business equipment and tech, professional wardrobe and styling, resume and port-folio development (portion of the award can be used for this).

The winner will also be invited to attend the National Arts & Disability Industry Award (NADIA) presentation in Canberra on 3 December 2019. Arts Access Australia will pay for flights and accommodation to attend this event. In addition to the NADIA event, the recipient will be invited to extend their stay and attend Meeting Place 2019 in the preceding days (1 to 3 December).

## Application requirements and eligibility

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

* Fill out all required fields in the application
* Answer all 5 questions, include references, referees and a budget as per selection
* Be a Professional Member of AAA (or willing to become one).
* Be a person who identifies as experiencing disability.
* Be over the age of 18.
* Be an Australian citizen and reside in Australia.
* Act as an Ambassador for AAA, championing AAA whenever possible.
* Available for an online interview on 21 or 22 November, if selected for interview
* Provide requirements for evaluation including regular Reports by the due dates
* Let your images and/or video of yourself and your art, if applicable, be used to promote AAA and/or the AAA National Leadership Award 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

Also agree to:

* Reading, understanding, accepting and agree to the terms and conditions of “the offer” (contract) once received.
* Understanding that the signed contract is a legal binding relationship between the “recipient”, and Arts Access Australia.
* Understand the requirements of the AAA National Leadership Award

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

## Deadlines and important dates, 2019

* 4 October 2019 Nominations Open
* 1 November 2019 Nominations Close
* 15 November 2019 Stage 1: Selection notified
* 21 / 22 November 2019 Stage 2: Interviews conducted
* 26 November 2019 Successful applicant notified by this date
* 3 December 2019 NADIA Awards Presentation, Canberra
* 3 February 2020 Placement starts
* 10 February 2020 Pre-evaluation due
* 5 June 2020 Mid-year report due
* 27 November 2020 Post-final Report Due

**Please note: there is an embargo on publicly announcing the outcome of your application.**

Do not speak to anyone publicly about receiving the Award 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 Australia. If a quality application cannot be selected, AAA reserves the right to decide whether the award will be given for that year. Preference will be given to those recipients who will benefit the most. A recipient will be selected based on their responses to the award application form, with particular weight being given to the **five** questions:

* What are three strengths or qualities a person needs to be a good leader? (understanding of good leadership)
* Why should we choose you as a leader? What is your one most significant leadership strength or quality? (understanding of self / leadership skills)
* What do you think is one of the biggest problems facing artists with disability in Australia? (understanding of the sector - artists with disabilities)
* What one change would you like to see happen in regard to artists with disability and leadership in Australia? (valuing change, forethinking and insight in this area)
* How will being the recipient of the AAA National Leadership Award impact on your professional career in the Arts?(personal and community relevance of the award)

## 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 /discretion to make the final decision on the selection of recipients. All decisions are indisputable. Any questions should be directed to info@artsaccessaustralia.org.

## Confidentiality

All applications are confidential. No information will be shared other than with the judges and AAA staff, including the AAA Communications Manager for communications requirements and marketing purposes.

### Award

1. Budget

The award amount is $10,000 only. This will be allocated according to the budget provided.

* + Leadership Training or PD e.g. Leadership in advocacy for People with disability
  + Business equipment & tech e.g. printer, computer program
  + Access Support / Services e.g. Auslan interpretation, carer support related to the training or employment.
  + Transport / Travel e.g. to the training / PD organisation
  + Other e.g. resume and portfolio development

Once the recipient has been chosen, the budget will be further detailed and developed in negotiation with AAA. It is at the discretion of the AAA CEO as to whether the budget meets the requirements of the AAA National Leadership Award.

You will be asked to provide your bank account details in the contract for the allocation of all monetary contributions.

1. AAA Professional Membership

It is a requirement of this award, that the recipient is a Professional Member of AAA at least for the duration of the award. The recipient MUST become a Professional Member of AAA before returning their signed contract. You can [become a Professional Member by applying here](https://artsaccessaustralia.org/membership/professional-membership/).

If the recipient is already a Professional Member but their membership will expire just before they sign their contract, then they will need to renew their membership. Recipients who are already Free Members MUST upgrade to Professional Membership.

If you would like your AAA Professional Membership payment subtracted from the Award monetary contribution, this will need to be discussed with AAA before the contract is signed. If you choose this option, this needs to be allocated in your budget and will be subtracted from your award.

### Award Report Requirements

Successful “recipients” must provide award reports emailed to [info@artsaccessaustralia.org](mailto:info@artsaccessaustralia.org) by midnight (AWST):

* 10 February 2020 Pre-evaluation due
* 5 June 2020 Mid-year report due
* 27 November 2020 Post-final Report Due

Each report will meet the requirements which AAA will send to the recipient. This report may include survey questions; up to 2-4 pages of written responses; specific questions as determined by AAA; photographic and/or video documentation may also be requested.

At the discretion of AAA, failure to complete the reports by the due dates WILL impede ANY future AAA grant / award and other possibilities.

1. Communications Requirements

The successful recipient agrees that AAA can use images, quotes and information from the grant application for the marketing and promotion of AAA, AAA National Leadership Award and the National Arts and Disability Industry Awards (NADIA) event.

The successful recipient agrees to be available for media interviews under the direction and discretion of AAA, unless otherwise agreed.

When speaking with media or in public forums, the recipient is expected to present in a professional manner and thank AAA and supporting partners.

The successful recipient agrees that photos and videos taken of them during their interactions with AAA, at the NADIA event or Meeting Place can be used by AAA for marketing and promotional purposes. A talent/media release form (provided by AAA) must be completed and returned along with the contract.

1. Access Requirements

AAA will endeavour to have your access requirements met. Access support will be considered in consultation with the award recipient.

The recipient is required to clearly state their access needs in their application.

Access requirements will be covered by AAA up to an allocated budgetary amount, in addition to the $10,000 award.

**Receiving the award**

The AAA National Leadership Award recipient will receive a return flight, accommodation to attend the NADIA presentation on 3rd December, In Canberra. The flights and accommodation are in addition to and **not** a part of the $10,000 award.

The National Arts and Disability Industry Awards (NADIA) event is part of Meeting Place 2019, Dec 1-3, in Canberra. The recipient will also be invited to attend Meeting Place 2019. If they choose to attend, they will receive free registration, contribution towards incidentals and two additional nights accommodation from 30 November -1 December.

1. Flights

AAA 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 their allocated / budgeted amount only. The flights will be booked by the 29 November 2019. The tickets booked are non-refundable, non-changeable and can only be used by the person who has received the award 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 changes in flights or circumstances, which may possibly increase the flight price.

* Any extra costs to be paid by the recipient MUST be paid prior to AAA booking the flights, i.e. before / by 29 November 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.

1. Accommodation

AAA accommodation rates are allocated in accordance with the Australian Taxation Office’s (ATO’s) recommended accommodation rate. AAA will book and pay for the accommodation, up to the ATO recommended rates allocated / budgeted amount only.

This is to cover:

* two nights basic accommodation (check-in Monday 2 December; check-out Wednesday 4 December) to attend the NADIA Awards Presentation, Canberra on Tuesday 3 December.

OR

* four nights basic accommodation (check-in Saturday 30 November; check-out Wednesday 4 December) for the duration of the three-day forum, if the recipient chooses to attend Meeting Place 2019.

The accommodation will be booked by 29 November 2019**.** Only the person “recipient” who has received the award “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.

Where applicable when booking the accommodation, AAA will do their upmost to provide for and accommodate accessibility needs within their budget allocation for the award recipient. Any additional requirements / costs are to be covered by the recipient prior to AAA booking the accommodation, i.e. before / by 29 November 2019.

1. Registration

If the recipient chooses to only attend the National Arts and Disability Industry Awards (NADIA) event on Tuesday 3 December, registration to the event will be automatically processed by AAA before the event commences.

If the recipient also chooses to attend Meeting Place 2019, the registration for both the forum and NADIA event will be automatically processed by AAA before the forum commences.

1. Incidentals

The contribution by AAA towards incidentals is $20 a day. 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, if they choose to attend Meeting Place 2019. Due to the tight timeframe, if a bank transfer is unable to be completed by this date, the cash amount will be given to the recipient at the event.

It is the recipient’s responsibility to manage / use the money however they choose in relation to incidentals related to the event in Canberra.

1. Access Responsibility

Access requirements will be discussed with the recipient and AAA will endeavour to have the recipient’s access requirements met, within the budget allocated for costs in receiving the AAA New Leadership Award

Please note, that if the recipient is travelling to the NADIA event to receive their award or to Meeting Place 2019, **it is the recipient’s personal responsibility to re-confirm the details of their access requirements with travel and accommodation services after all bookings are made and they are notified by AAA.** The recipient should do this after their flights have been booked.

1. Travel Insurance

The recipient will be asked to provide their personal details in the contract to be included on AAA’s insurance policy.

AAA cannot guarantee the extent of the travel insurance and strongly recommend that the recipient buy personal 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 award recipient. Please remember to include insurance in your budget.

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

**If the recipient chooses to travel to Meeting Place 2019 in addition the NADIA event to receive their award, all of the above under ‘Receiving the Award’ would apply.**

If the flight, accommodation, registration and incidentals monetary contributions are less than AAA’s allocated total amount to attend the NADIA event or Meeting Place 2019, the difference remains the property of AAA. The use of any extra funds in relation to the AAA National Leadership Award and the National Arts and Disability Industry Awards (NADIA) event are to be determined by AAA. No interference in the decision(s) by the recipient may take place.

**Contact**

For any questions regarding these terms and conditions or the AAA National Leadership Award, please email [info@artsaccessaustralia.org](mailto:info@artsaccessaustralia.org) or telephone +61 419 201 338 (voice or text).