



E-VOUCHERS

TURNING UP LIVE MUSIC IN SA.

JAN 2023



**Government of
South Australia**

SEE IT LIVE E-VOUCHERS PROGRAM

The program

The **See It LIVE e-vouchers** program is provided by the South Australian Government through a \$10 million *See It LIVE* package to stimulate activity and revive the state's live music industry as it emerges from COVID-19.

This program offers a total of **\$2 million** in funding through **e-vouchers** to get live music acts back into pubs, clubs, small bars, restaurants, cafes, and other smaller venues. This will not only benefit the hospitality sector, which has done it so tough during the pandemic, but also local musicians, who will be engaged by these venues to perform.

Funding in this program will be available to South Australian-based hospitality and music venues that host, or intend to host, **any genre** of live music to support the costs of engaging **South Australian musicians**.

The current round of the program will support live music activity through the busy summer months.

This new round offers two options for funding, **a single e-voucher (\$400)** and **a 5-pack e-voucher (5 x \$400 for a total value of \$2,000)**.

Eligible venues can register for multiple e-vouchers throughout the eligible activity period, as long as any previous e-voucher is redeemed first.

Funding options

E-vouchers are available to eligible venues to receive reimbursement for fees incurred and paid to South Australian musicians who hold a current ABN.

See It LIVE single e-voucher – \$400

The single e-vouchers are an appropriate option for venues who have a smaller volume or lower frequency of live music activity during the eligible activity period.

See It LIVE 5-pack e-voucher – \$2,000

The 5-pack e-vouchers are an appropriate option for venues who have a large volume or high frequency of live music activity and/or artists who command higher fees during the eligible activity period.

Key dates

Venues will be able to redeem their voucher during the activity redemption period for eligible expenditure incurred during the eligible activity period.

Registrations/Applications open	9.00am, Monday 9 January 2023
Registrations/Applications close	Registrations for e-vouchers will close as soon as funding capacity for the program is fully expended, or at the end of the eligible activity period. If funding permits, registrations will remain open until 11.59pm on 16 April 2023.

Eligible activity period	1 December 2022 – 16 April 2023 **now extended to 30 June 2023
	Venues can redeem their e-voucher for eligible live music activity that occurs any time within this period, regardless of the date of registration.
Activity redemption period	1 December 2022 – 16 April 2023 **now extended to 30 June 2023
	Codes for e-vouchers may be redeemed for reimbursement in this period. From 1 December e-voucher codes will be issued at fortnightly increments. Redemptions can be submitted as soon as the live music activity has occurred, and the venue can provide proof of eligible artist payment that totals a minimum of the value of the e-voucher (e.g. \$400 single, \$2000 5-pack). E-voucher codes must be submitted for redemption by the end of the activity redemption period, or they will expire.

Definitions

Eligible activity refers to the engagement of **South Australian musicians** in live public performances at an eligible venue. These **musicians must hold a current ABN**. Activity can be a single performance or series of performances.

Eligible expenditure refers to expenditure defined as eligible as per these Guidelines and incurred during the eligible activity period.

Eligible venue refers to a venue that meets the eligibility criteria as per these Guidelines.

Voucher refers to an e-voucher with the value of \$400 ex GST for a single e-voucher or \$2,000 ex GST for a 5-pack voucher, as received by eligible venues for use on eligible expenditure.

Eligibility criteria

Venues must meet all the following eligibility criteria:

- Venues must be in **South Australia** and may include dedicated music venues, pubs, clubs, small bars, restaurants, cafes and other smaller venues. Venues must be a bricks and mortar establishment. Event promoters and booking agents are not eligible in this program. Venues must hold a current Australia Business Number (**ABN**) or Australian Company Number (**ACN**).
- Venues with **overdue funding acquittals** with the South Australian Government e.g. through a Music Development Office (MDO) or other previous grant: if you are successful in registering for an e-voucher in this program, you will not be eligible to receive funding until your overdue acquittal is approved. If you have any questions regarding the status of an acquittal for a previous MDO grant, please contact the MDO Grant Hotline on 08 7320 3309 or use the [Webform](#).
- Venues that participate in the *See It LIVE* e-voucher program may also apply in other [MDO grant programs](#) at the same time, such as the Project Support Grants program or the Live Music Events Fund, as long as the venue does not have any overdue acquittals.

However, *See It LIVE* e-vouchers cannot be applied to **musician fees which are already covered** through other funding sources (e.g. grants, e-vouchers, sponsorship).

- Venues may only apply for **one e-voucher option in this program at a time**: a single e-voucher **or** a 5-pack e-voucher.

However, once venues have **redeemed their e-voucher**, they may apply for additional *See It LIVE* e-vouchers during the eligible activity period.

Eligible expenditure

Funding in this program must **only** be used for fees incurred and paid to South Australian musicians (with current ABNs) in live public performances at the eligible venue during the eligible activity period. All other expenses are ineligible.

Venues that register for an e-voucher must provide the musician ABN(s) as part of the evidence required to **redeem a voucher**.

The South Australian Government supports fair remuneration for artists/musicians employed or engaged to perform. Where possible, we would encourage any business engaging or employing musicians to consider rates benchmarked by arts and entertainment industry organisations, such as the Media, Entertainment and Arts Alliance (MEAA). For more information pertaining to appropriate rates of pay for musicians please contact the [MEAA](#) or industry peak body [Music SA](#).

Registration, application and notification

E-vouchers

Venues are invited to register for an e-voucher through [an online portal](#).

If all eligibility criteria are met, the venue will receive an e-voucher code to be used in the redemption process. Codes are issued on a fortnightly basis and eligible venues will receive a code within 14 business days of their registration date.

Please be advised that funding in this option of the program is subject to Terms and Conditions ([single voucher](#) or [5-pack voucher](#)) that must be agreed to when registering for an e-voucher.

Payment

Please note that the e-voucher program is a **reimbursement process**.

Venues must first expend the minimum of the voucher value on eligible activity before being able to redeem a voucher code, and should take this into consideration prior to registering for an e-voucher.

1. Eligible venues that have registered during the registration period will be provided with a unique voucher code to be used to redeem the voucher for eligible activity.
2. Eligible venues will need to engage the musician(s) and conduct the activity (or activities) within the activity redemption period.
3. Voucher payments will be made **by reimbursement**, to be redeemed once the eligible venue has paid a musician (or musicians) a minimum of \$400 (single e-voucher) or \$2,000 (5-pack e-voucher) for live music activity (or activities) during the activity redemption period.

4. Eligible venues are required to confirm that they have already paid a South Australian musician (or musicians) **who has a current ABN** before being reimbursed for the value of the voucher.
5. Evidence of all eligible activity to the value of the voucher must be uploaded within the **one redemption process** during the activity redemption period using the unique voucher code. This applies to the 5-pack e-voucher option, where a venue cannot redeem the voucher until all \$2,000 has been spent.
6. Evidence of the eligible activity is the invoice (or invoices) provided by the musician(s) to the eligible venue. These must all be submitted at the same time during a single redemption.
7. As part of the redemption process through the online portal, eligible venues will be required to make a declaration that the activity has taken place during the activity redemption period to trigger the voucher payment to the eligible venue.
8. Additional rounds of the program may open if not all vouchers are redeemed within the activity redemption period.

Important policies and protocols

Protocols for working with children in art

If the funded activity involves employing any person under 18 years, with or without financial compensation, or the exhibition or distribution or depiction of any persons aged under 18 years, then:

- you must comply with the South Australian Government's *Protocols for working with children in art* and any relevant laws that apply in South Australia – this may include obtaining parental consents, statements from other artists and classifications, copies of which you must provide to the Department on request
- you must certify compliance with this clause in your acquittal report.

Child safe policies

Organisations providing cultural, entertainment or party services wholly or partly for children must provide a child safe environment.

As part of its obligation to establish and maintain a child safe environment, an organisation must:

- have in place [child safe policies](#) and procedures
- ensure [child-related employment screening](#) is undertaken for positions prescribed in the *Children's Protection Act, 1993*
- lodge a [Child Safe Environments Compliance Statement](#) with the Department for Education.

Respectful behaviours

The safety and wellbeing of everyone working in, and engaging with, the South Australian arts and cultural sector is of paramount importance. The MDO is committed to a zero-tolerance approach to all forms of victimisation, bullying and harassment, including sexual harassment. It is a condition of all MDO funding and grants that recipients must adopt and implement a respectful behaviours policy and procedure. Refer to [Arts and Culture Guidelines](#) for further information about respectful behaviours, and to access resources to assist you to develop a policy and procedure for your organisation or project.

Aboriginal and Torres Strait Islander (ATSI) protocols

The MDO endeavours to work with artists and organisations to ensure respect and acknowledgement for Aboriginal and Torres Strait Islander peoples and cultures at every stage of a project's development. Refer to [Aboriginal and Torres Strait Islander protocols](#) for more information.

Information privacy

The MDO collects personal information as reasonably necessary for the purposes and functions of:

- administering our grants and funding program
- keeping you informed about relevant upcoming events, grants funding initiatives and outcomes, our services, special events or client feedback surveys as well as our activities in general
- improving our websites and other services.

The MDO complies with the South Australian Government's Information Privacy Principles Instruction (*Department of the Premier and Cabinet Circular PC012*) when dealing with all personal information. The information you provide in your registration may be used by the MDO for:

- providing to peer assessors for processing and assessing your registration
- verifying other funding income for your project – the MDO may provide information to other agencies nominated in your registration
- processing, paying, and administering your grant
- reviewing and evaluating our funding programs, strategies, plans and services – we may contact you for this purpose
- training, systems testing and process improvement, including compiling statistics and reports.

The information you submit to us in your registration is treated as confidential if it is identified by you as confidential (except for details that may be included as 'published details'). Any information contained in, or relating to, a registration, including information identified by an applicant as confidential information for the purposes of applying for funding under the program, may be disclosed by the Department:

- to employees, advisers or third parties in order to manage the program (including, but not limited to, for the purposes of evaluating and assessing the registration)
- within the South Australian Government where this serves the legitimate interest of the Department
- in response to a request by a House or Committee of the Parliament of the Commonwealth of Australia or South Australia
- where information is authorised or required by law to be disclosed
- where the information is already in the public domain.

If a registration is successful, details of successful applicants may be publicly disclosed in official South Australian Government media releases and websites. Published details may include, but are not limited to:

- the name and business name of the successful applicant
- details of the venue improvement activity

- the amount of grant funding.

In addition, the funding agreement and associated documents for your project may be audited, which will mean disclosure of such documents, including your personal information, to auditors for audit purposes only.

Additional information

The South Australian Government reserves the right to amend these guidelines and registration terms as required.

If any information in a registration or report (including evidence of musician payment) is found to be false or misleading, or e-vouchers in this program are not used pursuant to the terms of funding, the funding provided through the program will be repayable on demand.

Please be advised that funding in this program is subject to [Terms and Conditions](#) that must be agreed to when submitting an e-voucher registration.

For more information

Details of this program, including a copy of the guidelines, are available from the [See It LIVE website](#).

For questions about the program:

Music Development Office, Creative Industries,
Department for Industry, Innovation and Science

Ph: MDO Grant Hotline 08 7320 3309 | [Webform](#)