

Venue Upgrade Grants Program 3 2024/2025

Program Guidelines



This program is designed to support developing and established live music venues in NSW. It aims to increase the number of fit-for-purpose live music venues, uplift sector knowledge and expertise, and create greater live music diversity.

Key Information

- **Grant amount:** Up to \$100,000 (ex GST)
- **Application opens:** 13 December 2024
- **Application closes:** 10 February 2025 3:00 pm

Program objective

Funding can support infrastructure grants for improvement in:

- soundproofing
- ventilation
- accessibility
- energy efficiency

Applicants must co-contribute at least 30% of the funding requested (this can include cash and in-kind contributions). In kind contributions can include any donated goods, services or volunteer work to support a project.

This funding aims to:

- Increase the number of fit-for-purpose live music venues in NSW
- Increase sector knowledge and expertise in best practice sound management and sustainable live music programming
- Reduce sound impact on neighbours, leading to less complaints and increased business viability
- Increase diversity of live music offerings for improved audience and visitor experience.

The grants are funded and administered by Sound NSW.

Eligibility

Who can apply

This funding program is open to eligible applicants that did not receive funding within the year one round of the Venues Unlocked program.

Sound NSW staff will invite a group of ten eligible venues from year one funding round to apply for this grant.

Funding recipients must:

- be an incorporated entity or trust (including a trust with a corporate or individual trustee) and hold an Australian Business Number (ABN), Australian Company Number (ACN), or
- be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or the Co-operatives National Law (NSW) set out in the appendix to the Co-operatives (Adoption of National Law) Act 2012
- hold a lease or occupancy agreement with at least 2 years from the application close date remaining of the current term (where the premises aren't owned by the operator). Crown leased properties are eligible where operated by an otherwise eligible entity
- hold a OneMusic licence
- be a Live Music Venue in NSW
- co-contribute at least 30% of the funding requested
- not operate more than 10 gaming machines at the venue

For the purpose of this program, a contemporary live music venue refers to a venue that:

- is licensed or unlicensed
- has a room or space dedicated to live music that is a significant part of the venue and contains appropriate infrastructure to support regular performances, for example, a separate auditorium, lighting, a sound desk, etc
- has formal arrangements in place establishing payments for artist performances
- has ongoing and regular live music programming

Types of projects funded under this grant

Funding of infrastructure grants up to \$100,000 (ex GST) can support the following upgrades to contemporary live music venues:

- soundproofing improvements
- ventilation
- accessibility
- energy efficiency

Examples of venue types may include, but are not limited to small bars, hotels, clubs (including DJ performance venues) and community halls.

When the project can start and end

The project start date must be after 11/02/2025 and the project end date must be before 30/06/2026.

What co-contributions are required

Applicants must co-contribute at least 30% of the funding requested (this can include cash and in-kind contributions). In kind contributions can include any donated goods, services or volunteer work to support a project.

Applicants must include a contingency fund of at least 10%.

What your application needs to include

Prepare your application with this checklist

All applicants must submit the following as part of their application. These materials will all form part of the assessment.

- an outline of your experience in delivering contemporary music programming
- an outline of how the venue contributes to increasing diversity of live music offering to improve audience experiences
- an outline of how the grant will support improvements that enable the venue to be fit-for purpose
- detailed project plan with proposed scope of work based on venue assessment reports
- relevant venue assessment reports
- copies of 2 quotes for each labour or purchase expense
- a budget detailing income and expenditure, 30% co-contribution (cash and/or in-kind contributions) and include a contingency fund of at least 10%
- support letter from premises (building) owner for proposed grant where premises not owned by the applicant
- confirmation of the appropriate planning pathway for any works proposed (exempt, complying, DA).

Additional Considerations

Sound NSW is committed to a diverse contemporary music sector in NSW and encourages applications from venues owned and operated by, or that cater for, First Nations people, people who identify as women and non-binary, people with disability,

people from culturally and linguistically diverse backgrounds, and venues located in Western Sydney and regional and remote communities.

Address the eligibility criteria

Each applicant, as part of an application response, must confirm that they meet the eligibility criteria.

Applicants that do not address the eligibility criteria in full may be excluded from the application process at the department's discretion.

Address the assessment criteria

Applications (including written responses and supporting documentation) will be assessed against the following criteria.

Criteria 1 - Impact to the contemporary live music ecosystem

Evidence of new and original contemporary music programming, the established relationships with artist and music businesses and how this is increasing diversity of live music to improve audience experiences.

Tell us in detail about:

- your experience in delivering contemporary music programming (include examples)
- the key people involved in delivering live music programming
- demonstrated diversity of live music programming
- support letters from relevant artists and music businesses

Criteria 2 - Viability of the venue upgrades

Demonstrate your capacity to deliver the venue upgrades and contribute financially.

Documentation required includes:

- detailed project plan with proposed scope of work based on venue assessment reports
- relevant venue assessment reports
- copies of 2 quotes for each labour or purchase expense
- a budget detailing income and expenditure, 30% co-contribution (cash and/or in-kind contributions).
- to include a contingency fund of at least 10%.
- confirmation of the appropriate planning pathway for any works proposed (exempt, complying, DA).

After the application is submitted

Successful applications will be decided by: Minister for Music and the Night-time Economy

Eligibility

Your application will be checked by Sound NSW for eligibility against the published Eligibility Criteria. If eligible, your application will proceed to the next assessment stage. If ineligible, you will be advised via email within 14 business days and your application will not proceed to assessment.

Sound NSW reserves the right to provide Applicants with an opportunity to provide clarification or additional information regarding the Eligibility Criteria provided the principles of probity are not breached.

Incomplete applications will be deemed ineligible.

Assessment

If your application is eligible, the application will be evaluated by an assessment panel including representatives from Sound NSW and Create Infrastructure as well as a representative with relevant experience from the industry assessor pool. Assessments will be undertaken against the assessment criteria, adhering to the principals of value for money in accordance with the NSW Government Grants Administration Guide (March 2024)

Please note that funding allocation follows a non-competitive process. Assessors will consider the assessment criteria outlined above.

Successful applications will be approved by The Minister for Music and the Night-time Economy, based on recommendations from the assessment panel.

Application Outcome

Applicants will be notified of the decision within 4 weeks of the date of assessment.

Sound NSW will provide feedback to unsuccessful applicants.

Successful grant applications

If your application is successful, you will be sent a funding agreement (contract), generally within one month of notification. This outlines the conditions of funding, how you will be paid and your grant reporting requirements.

Contracts will not be issued, and payments will not be made, until all Sound NSW and Create NSW outstanding acquittals have been submitted.

Sound NSW staff will review required reporting outlined below and may contact you for additional information as part of this process.

Payment will be dependent on when the signed Funding Agreement has been returned to Sound NSW, as well as the submission of a correct invoice, any special conditions, variations or outstanding acquittals being satisfactorily completed.

Acknowledgement of Sound NSW

As a recipient of Government funding, you will be expected to acknowledge the support from Sound NSW in all publications, promotional and advertising materials and public announcements.

Payment

Successful applicants will receive funding in two milestone payments:

- Milestone One – 70% of approved funds on approval of project plan and budget and execution of funding deed.
- Milestone Two – Remaining 30% of approved funds on acquittal of the project.

Program evaluation

The Program will be evaluated to measure how well the outcomes and objectives have been achieved.

We may collect and use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the Program impacted your venue and to evaluate how effective the project was in achieving its outcomes.

We may contact you up to three years after you receive the final grant payment associated with the grant round for more information to assist with this evaluation. Create NSW and the NSW Audit Office reserves the right to undertake an audit of Program funding and support within seven years.

Anticipated assessment outcome date is within four weeks of the date of assessment.

Anticipated date for funding deed execution with successful applicants is within one month of notification.

Support and contact

Sound NSW staff are available to provide technical advice and general information to potential applicants on the interpretation of these guidelines, including the types of activity eligible for funding and support with the online application process.

Sound NSW staff cannot help directly with your application. To maintain a fair and equitable process, staff cannot edit or correct any applications or provide advice on the content or choices required against the Assessment Criteria.

Contact Details

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Website: **Sound NSW**

Image: Venues Upgrade Grant 2024/2025, Teenage Dads, The Lansdowne 2022, photo by April Josie