



# Te Kete Aronui Division of Humanities Performing Arts Fund

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## Guidelines

### 1. Purpose of the Performing Arts Fund

The purpose of the fund is to allocate grants annually to foster performance-based initiatives in the arts by members of the Ōtākou Whakaihu Waka University of Otago which

- (a) May not otherwise take place, and
- (b) Will 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 the sole income for projects.
- ii. The person applying for a grant must be a member of Ōtākou Whakaihu Waka University of Otago.
- iii. Members of Ōtākou Whakaihu Waka University of Otago include, but are not limited to, current students, members of staff, emeritus professors or senior associates of the University and academic visitors.
- iv. Grant allocations are made by the Humanities Performing Arts Fund Committee, whose members are appointed by the Pro-Vice-Chancellor, Te Kete Aronui Division of Humanities.

### 2. The meaning of 'Performance'

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

Notes:

- i. This covers traditional art forms such as live theatrical or musical or dance performance, as well as digital or other capture of a performance.
- ii. The use of digital or other capture of a performance must include a live performance or public showing of the work. Live streaming or free distribution of digital recordings does not constitute a public performance.

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

There will be at least two funding rounds annually. Applicants may be granted up to a maximum of \$1,500 for each project for eligible budgeted expenses. Projects that receive funding will not be granted further funding in subsequent rounds of that funding year unless the project has changed significantly. Applications for the retrospective funding of a performance will not normally be considered.

### 4. Eligible expenses:

Inclusion of a well-prepared budget will greatly assist the Committee in making a favourable decision. Below is a list of eligible expenses that can be covered by the Humanities Performing Arts Fund. Other expenses described below may only be covered by the Humanities Performing Arts Fund if they are considered, at the Committee's sole discretion, as essential to support the quality and integrity of the performance.

#### Eligible expenses

- Promotional expenses
- Venue hire
- Registration fees
- Lighting/sound hire

#### May be eligible

- Airfares/travel costs
- Accommodation
- Props and costume
- Performance Rights

#### Excluded from eligibility

- Capital expenses
- Fundraising or charitable donation
- Salaries, wages or koha
- Performances that are part of coursework

**5. Criteria considered in the allocation of grants**

The Committee will give weight to the following:

- (a) The availability of other financial or in-kind resources.
- (b) The involvement of students.
- (c) The eligibility of items requested in the budget of the application.
- (d) Whether a project contains a local live performance. Only in exceptional circumstances will a grant be made where no local performance component exists.
- (e) How the allocation of the grant will enhance the reputation of the University and performing arts in the community.

**6. Terms and conditions of the granting of funds**

- (a) Funds must be used and claimed in full within 12 months of being notified of the grant but claimed within three months of the last performance if this is sooner.
- (b) The Committee may impose terms and conditions on a grant of funds, including
  - i. Time limits for uptake of the grant.
  - ii. Reporting of expenditure and revenue.
  - iii. Rebate of funds where the grant underwrites the performance costs.
  - iv. Attribution to the University's Humanities Performing Arts Fund contribution.

**7. Annual report of distribution of Humanities 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.