

ANNUAL FUNDING PROGRAM



Department of Culture and the Arts



The Annual Funding program supports regional organisations and groups to coordinate diverse arts and cultural activities with confidence. Country Arts WA (CAWA) offers three Categories of Annual Funding. The scope of your organisation or group will determine the appropriate funding category. The level of funding can increase as organisations or groups evolve and programs develop and diversify.

Successful applicants should demonstrate inclusivity of a variety of age and cultural groups within the community and partnerships with local government and/or other community groups. Proposals should demonstrate innovation, outlining how the applicant is moving into new areas, whether this be new artforms, new projects, working with different sectors of the community or forging new partnerships. Programs should use arts and culture to help define a sense of identity for local communities.

Annual Funding can provide assistance for expenses such as professional fees, materials, marketing, operational and administrative expenses, business planning, rent, power, telephone and insurance. Capital purchases are not eligible.

COUNTRY ARTS WA PRIORITIES

These priority areas serve to focus effective use of CAWA resources. Applications should meet one or more of these priorities:

- *Indigenous arts and culture* – priority is given to projects that are initiated by and/or for Indigenous arts workers or artists, cross cultural projects, engage with the traditional owners to explore local Indigenous culture and knowledge.
- *Technology* – priority will be given to projects that incorporate, explore or engage creatively with technology.
- *Children and young people (0 –26)* –priority is given to projects that are for and/or by children and young people, projects that engage with children and young people and inter-generational projects.
- *Health and wellbeing* – priority is given to projects that demonstrate wellbeing and social connectedness through arts and culture.
- *Country Arts WA Focus Region* – Gascoyne 2010 - 2013. CAWA focuses on one region over a four-year period to support a concentrated level of arts activity.

CATEGORIES

Category A Triennial Funding up to \$40,000 per year

- Next round closes August 2012

For peak arts and cultural organisations that have a recognised and established role within the community, are an advocate for the arts, provide leadership, resources and support to the broader community through advice, referrals and networks

Criteria:

- Demonstrate an innovative approach to program development and long-term vision
- Demonstrate the capacity to maintain realistic artistic programming, administration, strong leadership and financial accountability
- Be an existing Category A Arts Organisation or have been in receipt of top-end Category B funding (\$8,000) for two consecutive years.
- Be incorporated or registered as a corporate not-for-profit entity
- Annual Funding should represent 10-20% of the overall budget
- Attract matching funding from relevant local government authority and substantial in-kind support. Attract program support from other sources
- Applicants who do not have a business plan must be willing to develop a three-year business plan if successful. CAWA can assist you. Funding through 'Category C' is available to support this process.
- Provide a well developed and innovative annual program across a variety of art-forms that represents both established and developmental activities
- Identify where funds are to be used for salaries and specify duties and rate of pay of the employee.
- Undergo an annual audit of accounts (if in receipt of over \$30,000 per year)

Note: Unsuccessful applicants to Category A may use their existing application for submission to the next Category B funding round. Applicants must submit a Category B budget form to be eligible.

Category B Annual Funding - Up to \$10,000 per year

- Next round closes 15 October 2010 for 2011 program

Support ongoing development of organisations that have established an annual program of arts and cultural activity. These organisations should be working towards consolidating their role within the community, creating partnerships, diversifying the range of artforms and events in their arts program. Organisations funded at the higher end of this category should be working to establish the track record required of a Category A Arts Organisation.

Criteria:

- Provide a well developed annual program across a variety of art-forms that represents both established and developmental activities
- Attempt to attract funding from sources other than CAWA.
- Demonstrate that partnerships are being formed with key organisations within the community.
- Identify where funds are to be used for salaries and specify duties and rate of pay of the employee.
- Be an incorporated or registered not-for-profit body

Category C– Group Development Up to \$1,000

- open all year

Designed to enable groups to establish an incorporated arts organisation. This includes activities such as consultation with other community groups, setting up networks, developing a business plan, drafting a constitution and incorporation. This is a seeding grant and will only be approved for one year or, in exceptional circumstances, two years.

Criteria:

- The applicant must demonstrate a commitment to forming an organisation and provide an outline of the proposed direction for the coming year.
- Applicants are not required to be an incorporated body but will need to nominate an incorporated organisation to auspice the funds.

WRITING THE APPLICATION

Contact CAWA to:

- assist you to identify the appropriate category for your group or organisation
- ensure you fully understand the expectations and obligations of the fund
- provide advice regarding strategic and program development, preparation of budgets and any other aspect of your application
- Complete the relevant form that can be downloaded from our website www.countryartswa.asn.au Call us on 1800 811 883 if you would like the form emailed or faxed.
- Submit a draft for the Project Officer to review and provide feedback. Ensure you schedule a time for this to occur otherwise the Project Officer cannot guarantee a time to review a draft. One draft can be reviewed.
- Follow the support material guidelines in the application form.
- Use black ink or type your application. Hand-written applications are acceptable. Paper clips, fold-back clips are recommended. DO NOT USE STAPLES
- If posting, your application must be post marked by 5pm on the closing date. Late applications/applications that do not show a postmark will not be accepted.
- Applications received by fax or email (**one PDF** of the original application, budget and support materials) will be accepted and must be submitted by 5pm on the closing date. Please notify the Project Officer if you wish to submit this way.
- The Project Officer **will not** collate the application on your behalf so ensure you use one method of submission (ie. post, email, fax)

HOW MANY TIMES CAN WE APPLY?

There is no limit to the number of times you can apply for Category A and B Funding. You may apply for Category C funding only one per year. You must have successfully acquitted any CAWA, Community Arts Network or Department of Culture and the Arts funding that is due.

ELIGIBILITY

- Regional membership based organisations, community groups or networks working in a not-for-profit setting, arts organisations, open to all members of the community.

- Only one organisation in each town will be funded. In exceptional circumstances a maximum amount of funds may be allocated between two or more organisations, subject to normal assessment procedures.
- All organisations are encouraged to approach other funding sources and/or develop in-kind partnerships with local government authorities, other regionally-focused agencies and local businesses.

INELIGIBILITY

- Individuals and fund-raising ventures
- Schools and educational institutions may not apply but activities organised by community groups that take place within these institutions are eligible
- Programs will not be funded retrospectively.
- Applications for the same stage of a project funded by Department of Culture and the Arts or Community Arts Network WA are not eligible.
- Infrastructure projects and purchase of significant assets
- Heritage activities (such as conservation of or signage at heritage buildings or sites).
- Ongoing activities of collecting institutions for collections development, maintenance, conservation and interpretation. Collecting institutions and heritage organisations may apply for creative arts projects that fall within program guidelines.

DATES

CATEGORY	DUE DATE	ASSESSMENT	NOTIFICATION	START AFTER
Category A	August 2012	October 2012	October 2012	1 January 2013
Category B	15 October 2010	25 November 2010	November 2010	1 January 2011
Category C	Open all year			

ACQUITTING YOUR PROJECT

CAWA requires information regarding the outcomes and financials of the project. We recommend applicants build an evaluation plan into the project. High quality digital photographs (300dpi or higher) of your project are required for your acquittal to be accepted. Acquittals are due within 13 weeks of the completion of the project.



WORKING WITH CHILDREN CHECK

A national criminal record check is compulsory for people who carry out child-related work in WA. Ensure that your artists/artswomen have current Working with Children Checks and Police Clearances.

For more information:

Screening Unit

Tel. 08 6217 8100

Freecall 1800 883 979

Email checkquery@dcd.wa.gov.au

Assisted calls

If you have a hearing or speech impairment and/or you use a TTY or a computer with a modem, please call the ACE National Relay Service on 133 677 which will help you contact the Screening Unit