

ANNUAL FUNDING PROGRAM GUIDELINES



OVERVIEW AND OBJECTIVES

The Department of Culture and the Arts devolves funding to Country Arts WA to coordinate the Annual Funding Program. The program supports regional organisations to coordinate diverse arts and cultural activities with confidence. Country Arts WA offers three categories of Annual Funding. The scope of your organisation and advice from a Project Officer will determine the appropriate funding category. The level of funding can increase as organisations 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. Applications 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.

ANNUAL FUNDING CATEGORIES

Peak Regional Arts Organisation Funding up to \$40,000pa for 3 years - Next round opens in 2012 for 2013 - 2015 program

Funding over a three year contract period is available for larger arts organisations with a demonstrated track record of strong management and successful arts program delivery.

This means the organisation should:

- Have a recognised and established role within the community
- Be an advocate for the arts in the community
- Be a peak organisation that facilitates and coordinates arts activity
- Provide leadership, resources and support to the broader community through advice, referrals and networks
- Demonstrate an adventurous and innovative approach to program development
- Demonstrate a longer-term vision for the organisation
- Demonstrate the capacity to maintain artistic, financial and planning reports required via a realistic administrative and leadership structure
- Engage in a diversified arts program that covers at least 3 art forms
- Be incorporated or registered as a corporate not-for-profit entity
- As a general guide, the amount of funding provided through Country Arts WA's Annual Funding should represent 10-20% of the overall cost of the organisation's activities.

Your application must meet the following criteria

- Attract matching funding from its relevant local government authority/authorities and substantial in-kind support, such as office space / equipment to demonstrate local contribution to core organisational support
- Develop a three-year business plan. Country Arts WA can assist you with this.
- Provide resources and support to the broader community through advice, referrals and networks
- Provide a well developed annual program across a variety of art-forms that represents both established and developmental activities
- As part of its annual program, attract project and program support from other sources
- Identify where funds are to be used for the payment of employees and specify the associated duties of the employee and the rate of pay
- Be an incorporated body and undergo an annual audit of accounts (if in receipt of over \$30,000/year)
- Be an existing Peak Regional Arts Organisation or in receipt of Annual Funding at a level of \$8,000 or more for at least three consecutive years.
- Demonstrate the capacity to maintain artistic, financial and planning reports via a realistic administrative and leadership structure

Note: Unsuccessful applicants to Peak may be considered by the Panel for Key funding or use their existing application for submission to Vital funding rounds. Applicants must submit a new annual budget and program to be eligible.

Key Regional Arts Organisation Funding - Up to \$15,000pa for 3 years - Next round opens in 2012 for 2013 - 2015 program

Funding over a three year contract period is available for key arts organisations with a demonstrated track record of strong management and successful arts program delivery who have been in receipt of at least \$8000/year for three consecutive years or more through Annual Funding. Funding is designed to support the ongoing development of arts organisations that have established an annual program of arts activities. Key organisations should be working towards consolidating their role within the community, creating partnerships and diversifying the range of artforms and events in their annual arts program.

Key organisations should be establishing the track record required of a Peak Arts Organisation and undertake a significant and diverse arts program.

Criteria:

- Attract matching funding from local government that is either cash or in-kind
- 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 Country Arts WA.
- Demonstrate that partnerships are being formed with other key organisations within the community. For example, local government, other arts organisations, schools, community and service groups.
- Allocate funds (Annual Funding or other) for the payment of an employee and specify the associated duties of the employee and the rate of pay. This can be a part time position. Country Arts WA recognises the incredible reliance on volunteers and encourages Key Regional Arts Organisation to use their Annual Funding where possible to employ people
- Be an incorporated or registered not-for-profit body

Note: Unsuccessful applicants to Key may use their existing application for submission to Vital funding rounds. Applicants must submit a new annual budget and program to be eligible.

Vital Regional Arts Organisation Funding - Up to \$10,000 per year - Next round closes 14 October 2011 for 2012 program

Funding over an annual contract period is available to support the ongoing development of arts organisations that have established an annual program of arts activities. Vital organisations should be working towards developing their role within the community and creating partnerships. Vital organisations may choose to **focus on one or more art forms** in their annual program, providing they demonstrate innovation and development within the chosen art form/s. Vital organisations should be working to establish the track record required of a Key Organisation.

Criteria

- Demonstrate a structured program of arts activities.
- Attempt to attract funding from sources other than Country Arts WA.

- Demonstrate that partnerships are being formed with other key organisations within the community. For example, local government, other arts organisations, schools, community and service groups.
- Identify where funds are to be used for the payment of employees and specify the associated duties of the employee and the rate of pay.
- Be an incorporated or registered not-for-profit body

WRITING THE APPLICATION

Call the Project Officer at Country Arts WA to discuss and develop your project idea or regional free call 1800 811 883 or email info@countryartswa.asn.au

The purpose of this contact is to:

- assist applicants to identify the appropriate category for their application
- ensure applicants fully understand the expectations and obligations of each category
- provide advice regarding strategic development, program development, preparation of budgets and any other aspect of your application

Please note that if you do not make initial contact we cannot guarantee that the Project Officer will have time available to give feedback on your draft. Please allow sufficient time for this interaction to occur.

- 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 up to one week prior to the closing date. 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.
- If you need additional support in developing the budget please contact the Project Officer
- 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 an organisation can apply for Annual Funding. All applicants must have successfully acquitted any Country Arts WA, Community Arts Network or Department of Culture and the Arts funding that is due.

ASSESSING YOUR APPLICATION

The Regional Arts Development Panel will assess applications. All Panel members are active in their own communities in arts and cultural activities and have experience across a range of art forms. The RAD Panel will:

- Check your application against the Annual Funding Overarching Program Objectives, Specific Annual Funding Criteria , Country Arts WA Priorities and general eligibility
- Discuss the merits of your application in relation to other applications being considered.
- Determine the most appropriate allocation of funds.

Country Arts WA will use your application to gather statistical information. This information will enable the analysis of trends and be used to advocate and lobby government for increased support for regional arts and cultural development

ELIGIBILITY

- All regional membership based organisations; community groups or networks working in a not-for-profit setting are eligible to apply.
- All arts organisations in regional or remote Western Australia. Organisations must be arts based, not-for-profit and 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.
- Organisations applying must have an ABN.
- Specific criteria as outlined in each category of Annual Funding.
- 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. Country Arts WA can assist in your approach to such partnerships. Peak and Key Regional Arts Organisations must meet specific requirements in this regard which are detailed in category criteria.

INELIGIBILITY

- Individuals and fund-raising ventures are not eligible.
- 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. If you are unsure about this, check with the Project Officer
- Infrastructure projects and projects involving purchase of significant assets (eg building purchase, renovation or maintenance, purchase of computers);
- Heritage activities (such as conservation of or signage at heritage buildings or sites). Arts projects located at heritage buildings or sites are eligible;
- Ongoing activities of collecting institutions for collections development, maintenance, conservation and interpretation. Collecting institutions and heritage organisations may, however, apply for creative arts projects that fall within program guidelines.

HOW ARE WE NOTIFIED OF THE OUTCOME?

Once Panel decisions have been made, Country Arts WA will advise you in writing regarding the outcome of your application.

If your application is successful, you will receive a detailed contract to sign and return in order to receive funding. You must also include a tax invoice with your contract. You must return the signed contract along with an invoice within 30 days of receiving notification otherwise the offer of funding will be withdrawn.

DATES

CATEGORY	DUE DATE	ASSESSMENT	NOTIFICATION	START AFTER
Vital	14 October 2011	25 November 2011	November 2011	1 January 2012
Key	2010-2012 round already allocated; 2013-2015 round opens in 2012			
Peak	2010-2012 round already allocated; 2013-2015 round opens in 2012			

ACQUITTING YOUR PROJECT

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

Acknowledgement

It is a condition of funding that The Department of Culture and the Arts and Country Arts WA receive appropriate acknowledgment on all material related to the program. Details of acknowledgement requirements will be included in the contract and relevant logos will be provided electronically.

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