



REGIONAL ARTS FUND

The vision of the Federal Government, through the Regional Arts Fund, is to support creative and innovative regional, remote and very remote/isolated communities in which participation in and access to cultural activities contributes to the sustainable cultural, social and economic capacity and wellbeing of individuals and communities.

RAF is one of a number of programs contributing to the Australian Government's commitment to a creative and innovative future for Australia. As a Creative Australia initiative;

The Government will provide \$11.8 million over four years to continue the Regional Arts Fund program, which supports sustainable cultural development in regional and remote Australia and assists the professional skills development of regional artists. The program also facilitates the formation of partnerships and networks, co-funds regional arts worker positions and supports strategic initiatives that address disadvantage in remote, isolated and Indigenous communities.

Activity in all art forms including visual arts, theatre, dance, creative writing, music, multi-media and cultural projects including recording and preservation of language & stories are eligible.

CATEGORIES

- **Projects and Residencies**
- **Mentorship Program**
- **Strategic Regional Partnerships**
- **Arts Agencies**
- **Quick Response Grants**

RAF OVERARCHING PROGRAM OBJECTIVES

- Encourage and support sustainable cultural development in regional communities
- Assist sustainable economic and social development within regional, remote and very remote communities, including a focus on Indigenous and isolated communities;
- Develop partnerships with local government, community groups, the private sector, state government agencies and other relevant groups which leverage financial and/or in-kind support for specific projects and encourage ongoing collaboration or support for cultural activities following the funded projects;
- Assist the development of cultural networks, especially in isolated areas, to facilitate information exchange and co-operative relationships;
- Increase employment and professional development opportunities for and raise the profile of regional and remote artists;
- Increase skills development initiatives (including mentoring schemes) for individuals and organisations in regional and remote communities.

COUNTRY ARTS WA PRIORITIES

Country Arts WA has defined a number of priority areas for its programs of support. These priority areas will serve to focus effective use of the resources of the organisation and the fund. Applications to all categories of CAPS should meet one or more of the priorities of the fund. These include:

- Children and Young people –inclusive of those aged 0 –26 years old. Priority will be given to projects that are for and by children and young people, projects that engage with children and young people and inter-generational projects
- Indigenous Arts and Culture – priority will be given to projects that are initiated by and for Indigenous arts workers or artists or cross cultural projects.
- Technology – priority will be given to projects that incorporate, explore or engage new technology.
- Health and Wellbeing – priority will be given to projects that engage with or promote health and wellbeing
- Country Arts WA Focus Region (2009 Mid West Region) – priority will be given to projects that take place within the Mid West Region as defined by the Mid West Development Commission

ARTS AGENCIES

support to service regional communities

This category is to assist two of Western Australia's arts and cultural agencies to deliver programs in partnership with regional communities as well as extend networks and strengthen relationships and arts development in the regions. Expressions of Interest should outline how funding can contribute to an existing or new position in the delivery of the organisation's regional service provision. Funding will not fund the core administration of an arts organisation.

STOP: Please note that programs which include cultural worker positions approved for funding through the RAF will be subject to annual review by the Department of Environment, Water, Heritage and the Arts.

The review process will be completed at least three months prior to the anniversary of the commencement of the position. The Department will negotiate the reporting requirements in relation to the annual review with each RAO as appropriate.

It is intended that Commonwealth funding for cultural worker positions will decrease over time. This expectation will be addressed in the annual review.

Three year funding will be offered for positions already funded through the Regional Arts Fund – Arts Agency Category. Seed funding for one year will be approved for new positions (with an in principle agreement for an additional two years) subject to a business case which demonstrates their sustainability to be reviewed at the end of the first year.

Your submission must meet the following criteria

- The proposed job specification for the position ensures that the major focus of the position will be facilitating the development of local arts programs and initiatives which substantially progress the objectives of the Regional Arts Fund (see above)
- The proposal clearly identifies that at least 50% of the salary and related costs for the position will be met through state government, local government and/or other funding sources; and
- The proposal incorporates a series of goals for achievement and a full evaluation strategy for a time frame up to a maximum of three years. There must be a plan that demonstrates how the position will be funded in the fourth year. Applicants will not be able to apply for RAF Arts Agency funding in the next cycle of RAF
- Must meet one or more of the Country Arts WA priority areas (see above)
- Applicants must be an Arts Agency receiving triennial or multi-year funding from the Department of Culture and the Arts.
- The proposal must extend the core function of the Arts Agency to meet the needs of regional artists, arts workers and/or communities, or add to an existing core activity or program.
- The proposal must provide skills development for regional artists or arts workers and/or communities. This can include mentoring.
- The proposal must identify the need for the proposed activity and demonstrate long-term regional impact and sustainability.
- The proposal must demonstrate a number of long and short-term outcomes including artistic engagement, cultural development, increased economic benefits for regional artists and communities and reduced social isolation.

WRITING THE APPLICATION

STOP! Call the Project Officer at Country Arts WA to discuss and develop your project idea on regional free call 1800 811 883, 08 9200 6207 or cgreen@countryartswa.asn.au

- Complete an Arts Agencies draft proposal application form that can be downloaded from our website www.countryartswa.asn.au , emailed or faxed to you.
- Submit a draft of this proposal for the Project Officer to review
- If you need additional support in developing the budget please contact the Project Officer
- If you are invited to submit a final proposal, include no more than 20 A4 letters of support from individuals or community groups involved. Additionally 3 A4 copy of published writing or research will be accepted. CDs containing a maximum of 30 digital images or 1 DVD no longer than 15 minutes in duration will also be accepted. Please ensure that your audio and visual support materials are properly labelled. Support materials cannot be returned.
- Use black ink or type your application. Hand-written applications are acceptable. Do use binders or folders. Paper clips, fold-back clips are recommended. DO NOT USE STAPLES
- If posting, your proposal must be post marked by 5pm on the closing date. Late applications will not be accepted.
- Proposals received by fax or email (PDF scans of the original document only) 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.

HOW MUCH CAN WE APPLY FOR?

Two positions within the state will be supported. These positions will be funded to a maximum of \$50,000 per year, over three years. **Please note Three year funding will be offered for positions already funded through the Regional Arts Fund – Arts Agency Category. Seed funding for one year will be approved for new positions (with an in principle agreement for an additional two years) subject to a business case which demonstrates their sustainability to be reviewed at the end of the first year.**

HOW MANY TIMES CAN WE APPLY?

You can only apply once to this category in this RAF cycle which ends 30 June 2012. You must have successfully acquitted any Country Arts WA or Department of Environment Water Heritage and the Arts funding previously received. No RAF commitment will be made beyond the conclusion of the current cycle. You may apply to any other RAF category excluding Strategic Regional Partnerships.

ASSESSING YOUR APPLICATION

Once your application reaches Country Arts WA it is proofed by the Project Officer and if any further information is required you will be contacted. The RAF Panel, approved by the Federal Minister for the Arts 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.

STAGE ONE: Expressions of interest will be due in March 2009. Proposals need to be focused on skills development and demonstrate long-term regional impact and sustainability by creating a new position or strengthening an existing one. All project costs relating to the proposed skills development activity, eg fees, travel, accommodation, materials, venue, advertising/promotion, insurance are considered eligible expenses.

To submit an expression of interest, please address all the questions as statements of intention for the proposed activity. It is not intended that the proposed activity should be fully developed. Supporting documentation such as letters of support will not be required in the expression of interest process. Evidence of regional support and partnership development should be demonstrated within the application.

The Expression of Interest should be no more than five pages (A4 using no less than 11 point font) plus the completed applicant information form and budget form. No additional material will be accepted.

STAGE TWO: The RAF panel will assess the expressions of interest and invite a number of applicants to work with Country Arts WA to fully develop their proposal.

The RAF Panel will:

- Check your submission against the RAF Overarching Program Objectives, Arts Agencies Criteria , Country Arts WA Priorities and general Eligibility
- Discuss the merits of your application in relation to other submissions 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

- Applicants must be an Arts Agency receiving triennial or multi-year funding from the Department of Culture and the Arts.
- Activities should significantly involve regional artists or cultural workers
- Activities that promote sustainability for regional arts and cultural development
- Galleries and Museums can submit proposals that are not collections based that fall within the program guidelines
- Proposals that include trips to country may be eligible for support if they are an integral part of an arts/skills development initiative and result in specific project outcome.
- Showcase or professional development opportunities for regional artists -inter or intra state
- Proposals that promote the development of cultural networks, especially in isolated areas, to facilitate information exchange and co-operative relationships
- Local Government authorities are eligible to apply for funding and may auspice projects on behalf of others.

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
- Positions will not be funded retrospectively.
- Proposals 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
- Ongoing administration costs of an organisation associated with a project (eg the administrative costs of a community grantee);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). Proposals 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;
- Touring projects that involve touring from major urban centres to regional communities will not be permitted other than in exceptional circumstances agreed by the Department on a case by case basis;
- Where a component of a festival receives funding through the Festivals Australia program that component cannot receive RAF funding as well (i.e. no double dipping) but other elements of the same festival are eligible;
- The core costs of organising and running competitions, prizes, awards, or fundraising events;
- Curriculum based activities in schools, or courses of ongoing education and training in government or private institutions in Australia or overseas, academic activity, including wages or course work that is required as part of any academic program;
- Projects that have commenced or been completed but further stages of a completed project are eligible;
- Projects managed by grantees who have not acquitted previous grants from the Regional Arts Fund or any other Australian Government funding program.

HOW ARE WE NOTIFIED OF THE OUTCOME?

Once panel decisions have been made, Country Arts WA through Regional Arts Australia will inform the Federal Minister for the Arts and seek final approval and an announcement of successful applicants. Country Arts WA will then 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 will receive this notification approximately ten weeks after the closing date. You must return the signed contract along with an invoice within 30 days of receiving notification otherwise the offer of funding will be withdrawn.

RAF FUND CATEGORY	DUE DATE	ASSESSMENT	NOTIFICATION	START AFTER THIS DATE
Arts Agencies Expressions of interest	13 March 2009	April 2009	May 2009	Invitation to submit full proposal
Arts Agencies full proposals	14 August 2009	September 2009	October 2009	1 January 2010

REPORTING AND ACQUITTING YOUR PROJECT

Country Arts WA, requests information regarding the process, the outcomes of the project, the financial results and any relevant documentation associated with the grant. This form will be forwarded to you along with notification of your payment. Make sure you build in an evaluation plan into the project from the start. Digital photographs of your project at various stages are very useful. Final Acquittals will be required within 13 weeks of the completion of the project.

You will be required to submit interim reports at six monthly intervals.

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The review process will be completed at least three months prior to the anniversary of the commencement of the position. The Department will negotiate the reporting requirements in relation to the annual review with each RAO as appropriate.

It is intended that Commonwealth funding for cultural worker positions will decrease over time. This expectation will be addressed in the annual review.

Acknowledgement

It is a condition that the program and the Australian Government receives appropriate acknowledgment on all material related to the project. 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 that is compulsory for people who carry out child-related work in Western Australia. Please ensure that your artists have current Working with Children Checks and Police Clearances. A good idea would be to ask them when you are

asking for a quote for their fee and before they commit to your project.

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.