

# COMMUNITY ARTS PROJECT SCHEME



Community Arts Project Scheme (CAPS) is an entry level fund designed to support regional community-based, not-for-profit organisations to incorporate arts and culture into their regional communities. Country Arts WA (CAWA) devolves this program on behalf of the Department of Culture and the Arts.

Funding supports engagement with professional artists and cultural leaders, creative and innovative activities and opportunities for skills development in all art forms. The panel will consider professional development opportunities where professional artists and cultural leaders can skill share. Projects 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.

Funding can involve a professional artist/s in a community festival or workshop, cover costs associated with skills development with a curator or judge to develop a professional approach to staging exhibitions and non-professional performing arts groups wanting to tour within or between regions in WA.

## COUNTRY ARTS WA PRIORITIES

CAWA has defined a number of priority areas for its funding programs and operations. These priority areas serve to focus effective use of our organisational resources. Applications should meet one or more of these priorities:

- Children and young people –inclusive of those aged 0 –26 years old. Priority will be 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.
- Indigenous arts and culture – priority will be 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.
- Health and wellbeing – CAWA seeks to invest in artistic experiences that enrich people's lives. Priority will be given to projects that demonstrate the health benefits of creativity for the wellbeing and social connectedness of individuals and communities
- Country Arts WA Focus Region – Mid West until 31 December 2009. CAWA focuses on one region over a four-year period to assist communities in that region to generate a higher level of arts activity and develop a deeper understanding of what is possible through engagement with the arts. A new focus region for 2010 -2013 will be announced in August 2009.

Contact: Rebecca Cockram, Regional Arts Development Officer

Ph: Regional freecall 1800 811 883 or 08 9200 6208 (direct)

Email: [rcockram@countryartswa.asn.au](mailto:rcockram@countryartswa.asn.au)

Download forms at: [www.countryartswa.asn.au](http://www.countryartswa.asn.au)

## WRITING THE APPLICATION

**STOP!** Contact the Project Officer at Country Arts WA to discuss and develop your project. 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.

- Complete a CAPS application form that can be downloaded from our website, emailed or faxed to you.
- Schedule time in advance of the deadline with the RADO to review a draft application if required. The RADO can review one draft only.
- If you need additional support in developing the budget please contact the Project Officer.
- Include no more than 5 A4 pieces of support material from individuals or community groups that demonstrate the partnerships created or developed as a result of this project, community participation, target group consultation, and social and economic benefits leveraged. Artist letters of agreement and CVs are not counted as support material and should confirm dates and fees. CVs should be no longer than 2 A4 pages. If you submit more than 5 pieces of support material the Project Officer will select the relevant material. All letters must be signed. Formal e-letters addressed to the panel are acceptable and must include contact details.
- **Visual examples are essential to your submission.** In addition we will accept 1 A4 copy of published writing or research, a CD containing a maximum of ten digital images or 1 DVD no longer than 5 minutes in duration. Ensure audio and visual support materials are properly labelled. Materials cannot be returned.
- Hand-written applications are acceptable. Please use black ink and ensure your contact details are clearly written.
- Do not use binders or folders. 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 will not be accepted.
- Applications received by fax or email (scans of the original documentation one PDF file, not separate pages) 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 and call to see if it has arrived. If you use one of these methods **please do not post you application as well.** Ensure you are emailing to correct staff member.

## HOW MUCH CAN WE APPLY FOR?

**NEW TO CAPS in 2009!** *In recognition of the increased cost of delivering arts projects, CAWA will offer an increased amount of funding to applicants above the 26<sup>th</sup> parallel. Please contact the Project Officer for more information on the 26<sup>th</sup> parallel jurisdictions.*

Applicants can apply for a maximum of \$3,000. Applicants above the 26<sup>th</sup> parallel can apply for a maximum of \$5,000.

## HOW MANY TIMES CAN WE APPLY?

There is no limit but you must have successfully acquitted any CAPS funding received previously. Applicant and auspice organisations are ineligible to apply to CAPS if they have outstanding acquittals to CAWA, Department of Culture and the Arts and Community Arts Network WA.

You can reapply for projects that happen more than once, such as an annual festival, just make sure you show artistic development or innovation from your previous project.

## **ELIGIBILITY**

- Regional WA community-based, not-for-profit organisations may apply. Applicant organisations do not need to be incorporated but must have an ABN. If your organisation does not have an ABN nominate an incorporated organisation with an ABN to 'auspice' or administer the funds.
- All artforms are eligible, including visual arts, theatre, dance, creative writing, music, multimedia and film. Digital arts should focus on installations rather than broadcast programming or content making
- Funding can cover the artist/curator/judges fee, travel, accommodation (up to 50% only for inter-regional touring opportunities), promotion and materials.
- If applying for funds to cover an interregional tour, the tour should promote artistic exchanges between the travelling group and the host community, inform or develop audiences and provide professional development opportunities for artists and performers.

## **INELIGIBILITY**

- Category 'A' peak regional arts organisations of the CAWA Annual Funding program
- Individuals and fund-raising ventures
- Schools cannot apply but activities organised by community groups that take place in schools are eligible.
- Curriculum based activities in schools, or courses of ongoing education and training.
- Local government authorities may not apply for funding but may auspice projects on behalf of others.
- Projects 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 check with the Project Officer
- CAPS cannot cover the whole project costs- the applicant must contribute at least 25% of the total project cost in cash or in-kind.
- CAPS funds as prize money
- The purchase of capital works items.

## **ASSESSING YOUR APPLICATION**

Regional Arts Development Panel assesses your application is made up of regionally based people engaged in arts and cultural activity in regional WA. The panel will:

- Assess your application against the relevant CAPS category project criteria, general eligibility and CAWA key priority areas.
- Discuss the merits of your application in relation to other applications being considered
- Determine the most appropriate allocation of the available funds

## **HOW ARE YOU NOTIFIED OF THE OUTCOME**

Once the Panel has reached a decision you will receive a letter to notify you of the outcome of your application, and an explanation as to why it was successful or unsuccessful.

If you are successful you will receive two copies of a contract. You will need to sign them both and send one copy back to us along with an invoice within 30 days of receiving notification otherwise the offer of funding will be withdrawn.

FUND	DUE DATE	ASSESSMENT	NOTIFICATION
CAPS	27 February 2009	April 2009	28 April 2009
CAPS	4 September 2009	October 2009	12 October 2009

## PROMOTING YOUR PROJECT

It is a condition that the WA Government, Country Arts WA and CAPS 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

## ACQUITTING YOUR PROJECT

The CAPS acquittal form requests information about the project, process, outcomes, financial results and any relevant documentation. This form will be forwarded to you on receipt of your invoice. Make sure you build in an evaluation plan into the project from the start. **Hi-resolution 300 DPI digital photographs of your project at various stages are essential.** Acquittals are required within 13 weeks of the completion of the project.

## 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:

Tel: 08 6217 8100

Freecall: 1800 883 979

Email: [checkquery@dcd.wa.gov.au](mailto: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.