

REGIONAL ARTS FUND QUICK RESPONSE GRANT GUIDELINES

QUICK RESPONSE GRANT

Quick Response Grants are intended to assist regional artists, arts organisations and communities to take up professional or skills development or small project opportunities that would otherwise be limited by the constraints of other funding programs.

This fund is only open to applicants from regional and remote Western Australia.

CATEGORIES

Applicants can choose from two categories. The same eligibility will apply across both categories.

Individual – up to \$2,000

This program provides support for professional development opportunities for individual artists and arts workers in regional Western Australia. The program enables creative people to take advantage of an extraordinary professional arts opportunity that has presented itself at the last minute and needs to be responded to quickly.

Applicants can apply for a maximum of \$2,000 (per application) with a maximum of \$4,000 per applicant over the four-year funding period 2016-2020.

Community – up to \$4,000

This program provides support for small-scale arts development initiatives for organisations in regional Western Australia. The program enables organisations to take advantage of an extraordinary arts opportunity in their local community that has presented itself at the last minute and needs to be responded to quickly.

Applicants can apply for a maximum of \$4,000 (per application) with a maximum of \$8,000 per applicant over the four year funding period 2016-2020.

From time to time, Country Arts WA may allocate Quick Response Funds for special funding rounds like travel assistance to regional conferences or significant regional events.

DATES

CATEGORY	DUE DATE	NOTIFICATION
Quick Response Grant – Individual & Community	Open year-round. Full application must be submitted at least 10 working days prior to the start date.	Within 10 working days

WHO CAN APPLY

- Regional Western Australian not for profit organisations and Local Governments can apply to the Community category.
- An applicant's ABN must be registered to a regional WA postcode as determined by the Modified Monash Model (MMM2 – MMM7):
http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/Content/MMM_locator
- Applicants in the Peel region that are defined as 'MMM1' are eligible to apply if their project clearly demonstrates broad impact in regional WA.
- Applicants without an ABN must nominate a regional not-for-profit organisation with an ABN or a Local Government to auspice the project.
- Individuals based in regional Western Australia are eligible to apply to the Individual category. The ABN of individual applicants must be registered as 'sole trader'.
- Individual applicants must be Australian citizens or have permanent resident status and reside in regional Western Australia.
- In special cases, individuals with a demonstrated track record with Country Arts WA are eligible to apply to the community category.

WHO CAN'T APPLY

- Organisations which are for-profit.
- Metro-based organisations or individuals.
- Applicants who have not acquitted previous grants from Country Arts WA, Community Arts Network, Department of Culture and the Arts or any other Australian Government funding program administered by the Ministry for the Arts.

WHAT CAN BE FUNDED

- Funding can cover artist, arts worker and cultural adviser fees, travel, accommodation, materials, venue, equipment hire and insurance.
- 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.

WHAT CAN'T BE FUNDED

- Exhibitions, publications, printing or performances are generally not supported in their own right. A project may be supported which has an exhibition, publication, print-run or performance as an outcome (eg involves the creation of the work by the community with professional artists).
- Projects already supported by the Regional Arts Fund
- Ongoing administration costs of an organisation, as opposed to direct costs of a project.
- Schools and educational institutions cannot apply, except in MMM7 classified locations.
- 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 required as part of any academic program.
- Projects that will commence before funding is approved.
- A project or element of a project that is also receiving funding for the same costs from another funding source such as from Federal, State or Local Government, private sector etc.
- Infrastructure, capital and projects involving purchase of significant assets.
- The costs of organising and running competitions, prizes, awards, or fundraising events.
- A project principally benefitting a major city or metropolitan location.
- Projects which do not substantially align with and further the objectives of the Regional Arts Fund.

QUICK RESPONSE GRANT CRITERIA

Funding will be provided for arts opportunities that:

- present themselves at the last minute and demonstrate an immediate need;
- are incapable of waiting to enter normal funding cycles; and
- demonstrate strong project planning and effective use of resources.

They must also meet the following Regional Arts Fund criteria:

Community

- encourage and support sustainable economic, social and cultural development in regional communities;
- develop partnerships and networks which leverage financial and/or in-kind support for specific projects and encourage ongoing collaboration;
- develop audiences and/or broaden community engagement with the arts;
- increase employment and professional development opportunities for regional and remote artists and communities, and/or raise the profile of regional and remote artists and communities.

Individual

- encourage and support sustainable economic, social and cultural development;
- develop partnerships and networks which leverage financial and/or in-kind support for specific projects and encourage ongoing collaboration; and
- increase employment and professional development opportunities for regional and remote artists, and/or raise the profile of regional and remote artists.

BUDGET CRITERIA

- Applications should provide an appropriately detailed and realistic budget to ensure the success of the project. It is important that applicants reflect eligible costs, provide notes on where efficiencies have been gained and a justification if costs are high.
- The project should be done in a cost effective way and show value for money.
- Artists and artswomen must be paid appropriately.
- This funding will not replace project funding that is historically or commonly supported by Local Governments, rather it is designed to add to Local Government support for a greater investment in the community.
- Project expenses should be clearly explained, however it is acknowledged that applications from very remote communities will often be more expensive.
- Projects may include an administration fee of up to 15% of the grant request.

Applicants who are registered for GST must exclude GST from their budgets. Applicants who are not registered for GST must include GST in their budgets.

HOW TO APPLY

Log in to Smarty Grants here: <https://cawa.smartygrants.com.au>

WRITING THE APPLICATION

Call the Project Officer at Country Arts WA to discuss and develop your project idea on 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 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.

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 project. Please allow sufficient time for this interaction to occur.

Follow these steps

1/Writing the Application

- Log in to Smarty Grants via the link on the Country Arts WA website or at <https://cawa.smartygrants.com.au/>
- You can preview the form but to fill it in you will need to register with Smarty Grants with a username and password.
- Once you have registered you can begin your submission.
- It is important that you periodically click the **Save Progress** button. It is recommended that you do this every **10-15 minutes**. For security reasons you will be logged out of your application if 30 minutes have elapsed and you have not saved your progress or navigated between pages. You will lose any changes that have not been saved.
- Page buttons and a Navigation bar will assist in moving between various pages in the application.
- You can save and close your application and return to it any time prior to the closing date. Simply log back in and return to your application by clicking on **My Submissions**.
- Ensure you answer all questions marked with an * asterisk.
- When answering the questions projects ideas should be clearly stated. Applications that are long-winded, convoluted or difficult to read with irrelevant material attached may detract from the merit of your project.
- Use concrete statements (we will) rather than hopeful statements (we hope to, we wish to).
- It is not necessary to describe the value of the arts in your application to the Panel, they understand why it is important.
- 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 up to 1 week prior to the closing date.

2/ Collating Support Material

- Allow sufficient time for support material to be uploaded.
- The maximum file size is 25mb, however it is strongly recommended to keep files under 5mb.
- Excess support material will be removed from your application e.g. CVs that are longer than 2 A4 pages will have the extra pages removed. Make sure that you format the support material to fit within the requested limits.

Support letters must be signed and dated. Country Arts WA may conduct spot checks of support letters to verify their content.

3/ Sending a draft application

- When you have completed the last page of the application form you can click **Review** in the navigation panel.

- This will allow you to save a copy of your application by clicking **Download PDF**. Once you have downloaded the PDF, send it to the Country Arts WA Project Officer at least one week prior to the closing date to receive feedback.

4/ Submitting your application

- Once you have received feedback from the Project Officer, you can log back in to make the changes to your application.
- This is a good time to save and print a copy of the application for your own records.
- Hit **Submit** when you are satisfied with your application. You will not be able to make changes once you hit Submit.
- If there are any problems with your application, it will not be submitted and any issues will be highlighted. You will have the opportunity to correct the problem by clicking **Go to Question**. Once you have made the corrections, click **Submit** again.
- Once the application has been submitted you will receive a confirmation number. If you do not receive a confirmation email, you should presume that your application has not been submitted.
- Applications cannot be received after 5pm on the closing date. Make sure you leave enough time in case you have to make corrections.

All feedback and advice provided by Country Arts WA staff is given in good faith and with the best intentions. Country Arts WA, however, takes no responsibility for the manner in which advice is interpreted or the content of the final application.

ASSESSING YOUR APPLICATION

Once you have submitted a final application, it is processed by the Regional Arts Development team to ensure eligibility. It will then be assessed internally by a Quick Response Grant Panel within five to ten business days from the date the final application is submitted.

The Panel will:

- Verify the eligibility of your application.
- Assess the merit of your application against the criteria of the program.
- Determine the most appropriate allocation of funds giving consideration to regional spread and art form and target beneficiary diversity of previous applications.
- The Panel may also consider a 'Program Strategy Statement' if it is provided by an Australian Government Minister indicating the Government's strategic focus for regional arts in achieving RAF objectives.

PRIVACY

Personal information collected through the Regional Arts Fund is protected by the *Privacy Act 1988* (Cth). Regional Arts Australia is required to ensure that necessary permissions are obtained to allow funding to be announced publicly by the Australian Government (including the Minister and the Department), Members of Parliament, Regional Arts Australia and Country Arts WA, including by way of publication on the internet by any of those persons. This will include, but may not be limited to, the applicant's name/organisation name, funded project description, funded amount, state/territory, location and electorate. This information may also be used for reporting and promotional purposes. By submitting a Regional Arts Fund grant application you are also providing permission for this personal information to be used in this manner.

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.

ACQUITTING YOUR PROJECT

Acquittals must be submitted online via **Smartygrants**.

Country Arts WA requires information regarding the outcomes and financials of the project. We recommend applicants build an evaluation plan into the project. High quality digital photographs (minimum 300dpi or ~1MB) of the project are required for acquittals to be accepted. Acquittals are due within 13 weeks of the completion of the project. Country Arts WA may use your acquittal for promotional purposes.

REGIONAL ARTS FUND

The Australian Government's Regional Arts Fund supports sustainable cultural development in regional and remote Australia and meets the strategic priorities of supporting participation in, and access to, the arts and encouraging greater private sector support for the arts.

The program provides funding for grants, including quick response and community grants for arts projects, professional development for artists and artswomen, and community capacity building projects. The program also provides funding for high priority strategic projects that address a need facing the arts in regional areas.

Funding is provided to Regional Arts Australia, who provide funding to peak regional arts organisations in each state, and arts ministries in the territories (Regional Program Administrators) to award grants to projects in regional and remote areas. Individual projects are funded by Regional Program Administrators in accordance with Guidance Material approved by Regional Arts Australia following consultation with the Australian Government. Regional Arts Australia also delivers strategic projects in conjunction with Regional Program Administrators.

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/arts workers 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

CONTACT COUNTRY ARTS WA

It is strongly recommended that all applicants liaise closely with a Country Arts WA Regional Arts Development Officer prior to lodging their application. This will offer the best chance of success from drawing on their vast knowledge and experience in this area.

A Country Arts Regional Development Officer can be contacted by:

Phone: 08 9200 6200

Freecall 1800 811 883

Email info@countryartswa.asn.au

The Regional Arts Fund is an Australian Government initiative supporting the arts in regional, remote and very remote/isolated Australia

This program is proudly funded by



Australian Government
Regional Arts Fund

