

## Guidelines

### NEXT LEVEL YCULTURE REGIONAL

#### Presented by Drug Aware

The focus of this funding round is to provide Western Australian emerging artists and artworkers aged 18-26 with a fantastic opportunity to develop their careers. This opportunity will increase employment and/or professional development opportunities for young regional and remote artists/artworkers, develop partnerships and networks, and engage emerging artists/artworkers with professionals.

Applicants can apply for up to \$5,000 to support their individual professional development project. In addition to this, successful applicants will be supported to attend Artlands Victoria and to receive mentorship sessions with an appropriate regional professional artist/artworker.

[Artlands](#) is a biennial event that shines a national spotlight on Australia's regional arts providing valuable workshop, key note speaker and networking opportunities.

All successful applicants must be available to attend Artlands Victoria in Bendigo and Castlemaine from 10-14 October 2018, and to attend teleconference meetings with Country Arts WA and their professional artist mentor throughout the eligible activity period.

This fund is only open to applicants from regional and remote Western Australia between the ages of 18 and 26. Applicants must be in this age range at the time of application.

## DATES

**Application Closing Date:** 11:59pm, Friday 3 August 2018

**Eligible Activity Period:** 1 October 2018 – 31 May 2019

**Artlands Victoria:** 10 – 14 October 2018

Country Arts WA will provide written feedback on one draft per application. Drafts must be submitted at least one week prior to the closing date. *Please note that Country Arts WA and SmartyGrants staff are not available for technical support after 5pm on the closing date.*

## WHO CAN APPLY

- Regionally based Western Australian individuals between the ages of 18 and 26.
- An applicant's ABN must be registered to a regional WA postcode as determined by Regional Development Commission boundaries.
- Applicants without an ABN must nominate a regional not-for-profit organisation with an ABN or a Local Government Authority to auspice the project.
- Individuals must be registered as a sole trader.
- Individual applicants must be Australian citizens or have permanent resident status and reside in regional Western Australia.

## WHO CAN'T APPLY

- Organisations.
- Metropolitan-based individuals.
- Applicants who have not acquitted previous grants from Country Arts WA, Community Arts Network, Department of Culture and the Arts or any Australian Government funding program administered by the Department of Communications and the Arts (formerly the Ministry for the Arts).

## WHAT CAN BE FUNDED

- Professional development projects which provide the recipients with increased skills, networks and opportunities in the arts industry. This may include mentorship, secondment and creative development activities.
- Funding can cover artist, arts worker and cultural adviser fees, travel, accommodation, materials, venue, equipment hire, insurance, marketing and freight.
- Activity in all art forms including visual arts, theatre, dance, creative writing, music, film, multi-media and cultural projects are eligible.
- All project activities must be drug, alcohol and smoke free.

## WHAT CAN'T BE FUNDED

- Ongoing administration costs of an organisation, as opposed to direct costs of a project.
- 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.

## NEXT LEVEL GRANT CRITERIA

Funding will be provided for projects that:

- Increase employment and/or professional development opportunities for young regional and remote artists/artswomen;
- Develop partnerships and networks;
- Engage with professional artists and/or artswomen;
- Raise the profile of young regional and remote artists/artswomen; and
- Demonstrate strong project planning and effective use of resources.

## 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.
- Project expenses should be clearly explained

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

### Contact an Investment team member.

It is essential that applicants speak to an [Investment Officer](#) at Country Arts WA prior to applying. You can contact us on regional free call 1800 811 883 or via email [info@countryartswa.asn.au](mailto:info@countryartswa.asn.au).

Applicants should make the most of this opportunity by allowing plenty of time for discussion and feedback before applications close. If you do not make initial contact, we cannot guarantee that the Investment Officer will have time available to give feedback on your project.

### Apply Online via SmartyGrants

All applications are to be submitted online using the SmartyGrants system. You can log in or register with SmartyGrants via the link on the Country Arts WA website or here:

<https://countryartswa.smartygrants.com.au/>

## ASSESSING YOUR APPLICATION

Once you have submitted a final application, it is processed by the Investment Officer to ensure eligibility and then sent to the Country Arts WA Investment Panel. The Panel meets approximately six weeks after the closing date to assess the 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 Investment Panel will:

- Verify the eligibility of your application.
- Assess the merit of your application against the criteria of the program.
- Discuss the merits of your application in relation to other applications being considered.
- Determine the most appropriate allocation of funds giving consideration to regional spread and art form diversity.

## PRIVACY

Country Arts WA is required to ensure that necessary permissions are obtained to allow funding to be announced publicly by the West Australian Government (including the Minister and the Department), Members of Parliament, 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 Country Arts WA 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

You must submit your acquittal 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 ~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.

## 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/artworkers have current Working with Children Checks and Police Clearances. For more information:

Phone 08 6217 8100

Freecall 1800 883 979

Website [www.workingwithchildren.wa.gov.au/](http://www.workingwithchildren.wa.gov.au/)



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This program is proudly supported by



Department of **Local Government, Sport and Cultural Industries**

Department of **Primary Industries and Regional Development**



[www.drugaware.com.au](http://www.drugaware.com.au)



## WRITING THE APPLICATION

Call the Investment Officer at Country Arts WA to discuss and develop your application on regional free call 1800 811 883 or email [info@countryartswa.asn.au](mailto:info@countryartswa.asn.au)

The purpose of this contact is to:

- 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.

Follow these steps:

### 1. Writing the Application

- Log in to Smarty Grants via the link on 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 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**.
- When answering the questions project 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.

### 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.
- Make sure that you format the support material to fit within the requested limits.

### 3. Sending a draft application

- When you have completed the last page of the application form you can click **Review** in the navigation panel. Save a copy of your application by clicking **Download PDF**.
- Send the PDF Draft to the Country Arts WA Investment Officer at least one week prior to the closing date to receive feedback.

### 4. Submitting your application

- Once you have received feedback from the Investment 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.
- Once the application has been submitted you will receive a confirmation number. If you do not receive a confirmation email, you should presume your application has not been submitted.
- **Applications cannot be received after 11:59pm on the closing date.** Make sure you leave enough time in case you have to make corrections.

If you have concerns about submitting an application online, then please contact the Investment Officer as soon as possible.

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.