

Regional Arts Fund Guidance Materials 2018-19

PROJECT FUND

The Australian Government's Regional Arts Fund supports sustainable cultural development in regional and remote communities. The program is managed by Regional Arts Australia and in Western Australia, by Country Arts WA.

This program is designed to benefit regional and remote artists, arts workers, audiences and communities by supporting and promoting participation in, and access to, art and culture.

This program will assist regional, remote and very remote communities and individuals to create high quality arts projects that develop partnerships and networks, broaden community engagement and increase employment and professional development opportunities for regional and remote artists.

This fund is only open to applicants from regional and remote Western Australia for one-off grants.

DATES

~~Round 2 2018~~ for projects commencing after 1 January 2019
Closing date: 11:59pm, 17 August 2018

Round 1 2019 for projects commencing after 1 July 2019
Closing date: 11:59pm, 15 March 2019

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.*

CATEGORIES

Applicants can choose from the two categories listed below.

Individual – up to \$15,000

This is available for individual artists or arts workers from regional and remote Western Australia who have identified a unique professional development opportunity or creative development initiative. This could include (but is not limited to) a mentorship, internship, fellowship or a form of training in their chosen art form. Individuals can be emerging or professional but must show a dedication to their chosen art form.

Community – up to \$30,000

This is available for not-for-profit organisations or local Governments from regional and remote Western Australia to employ professional artists in a creative arts project that engages their community. This could include (but is not limited to) a residency, workshops, professional development initiative or arts development project.

ELIGIBILITY

WHO CAN APPLY

- Not-for-profit organisations and Local Governments based in regional Western Australia are eligible to apply to the Community category.
- 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.
- Applicants without an ABN must have a regionally based not-for-profit organisation or Local Government to auspice the project.
- An applicant or auspice ABN must be registered to a regional Western Australian postcode (MMM2 – MMM7), as determined by the Modified Monash Model. *Check how your town/district is classified* : www.doctorconnect.gov.au/internet/otd/publishing.nsf/Content/locator
- Applicants in the Peel region that are classified as 'MMM1' are only eligible to apply if their project clearly demonstrates a broader impact in regional WA.
- In special cases, individuals with a demonstrated track record with Country Arts WA are eligible to apply to the community category. The Investment Officer must be contacted to discuss this prior to application.

WHO CAN'T APPLY

- Organisations which are for-profit.
- Metro-based organisations or individuals.
- Unincorporated organisations with no auspice organisation.
- Schools and educational institutions, except those in MMM7 classified locations (see above link).
- Applicants who have not acquitted overdue grants from Country Arts WA, Community Arts Network, Culture and the Arts (WA) or any other Australian Government funding program administered by the Department of Communications and the Arts.

WHAT CAN BE FUNDED

- Activity in all art forms including visual arts, craft & textiles, theatre, dance, creative writing, music, multi-media and cultural projects including recording, and preservation of language and stories are eligible.
- Funding can cover artist, arts worker and cultural adviser fees, travel, accommodation, materials, venue, equipment hire and insurance.

WHAT CAN'T BE FUNDED

- A project principally benefitting a major city or metropolitan location.
- Projects that will commence before funding is approved. Nominated dates are detailed above.
- Exhibitions, publications, print-runs, or performances are generally not supported in their own right. However, a project with an exhibition, publication, print-run or performance as an outcome may be supported (i.e. the project involves the creation of the work by the community with professional artists).
- Projects already supported by the Regional Arts Fund.
- A project or element of a project that is receiving funding for the same specific costs from another funding source such as Federal, State or Local Government, private sector etc.
- Ongoing administration costs of an organisation, as opposed to direct costs of a project.
- Infrastructure, capital and projects involving purchase of significant assets.

- The costs of organising and running competitions, prizes, awards, or fundraising events.
- Academic activity including wages or course work required as part of any academic program.
- Curriculum based activities in schools, or courses of ongoing education and training in government or private institutions in Australia or overseas.
- Projects which do not substantially align with and further the objectives of the Regional Arts Fund, as detailed in the Project Fund criteria.

PROJECT FUND CRITERIA

Funding will be provided for projects that:

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/or communities;
- involve the community in the creative process, direction and management;
- demonstrate strong project planning and effective use of resources; and
- engage professional artists for appropriate artistic outcomes.

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;
- increase employment and professional development opportunities for regional and remote artists;
- raise the profile of regional and remote artists;
- demonstrate strong project planning and effective use of resources; and
- engage professional artists for appropriate artistic outcomes.

Applicants are encouraged to engage with and employ regional based Western Australian artists as a priority, or explain why a non-regional based Western Australian is more appropriate for the project.

BUDGET CRITERIA

Applications should provide an appropriately detailed and realistic budget to demonstrate how the project will effectively use resources.

- Applicants are required to contribute or source a minimum of 25% cash or in-kind from other funding sources. The fund will not cover the total cost of the project; it will only cover up to 75% of the total cost.
- Project expenses should be clearly explained. 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 arts workers must be paid appropriately for their industry. You can find details on the RAA Recommended Rates [here](#).

- Projects may include an administration fee of up to 15% of the grant request.
- Budgets should show a diversity of funding, including both in-kind and cash support from a variety of funding sources.
- 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.
- It is acknowledged that applications from very remote communities will often incur higher expenses. Applicants in communities above the 26th parallel or categorised as MMM7 may be eligible to apply for a higher amount. The Investment Officer must be contacted to discuss this prior to application submission.

Applicants requesting higher values of the Fund are expected to meet the criteria to a higher degree.

Recording GST: 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.

The purpose of this contact is for us to give guidance on eligibility and:

- 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.

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://cawa.smartygrants.com.au>

We have written an application guide that refers directly to the application form and includes notes, helpful tips, and examples to guide you: <https://www.countryartswa.asn.au/our-services/funding/other-funding/project-fund/>

Applicants who require support to access the online application process should contact an [Investment Officer](#) at Country Arts WA.

ASSESSING YOUR APPLICATION

On submission your final application will be processed by the Country Arts WA Investment team to ensure eligibility. It will then be sent to the Investment Panel; all Panel members are active in their own communities in arts and cultural activities, and have experience across a range of art-forms.

The Panel meets approximately six weeks after the closing date to assess the applications.

The Investment Panel will:

- Verify the eligibility of your application.
- Assess grants requesting under \$10,000 and over \$10,000 separately.
- Assess the merit of your application against the criteria of the program.
- Consider the artistic merit of the application and the community and partnership support demonstrated.
- 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, art form and target beneficiary diversity.

The Australian Government Minister for the Arts may issue a 'Program Strategy Statement' indicating the Government's strategic focus for regional arts in achieving the Regional Arts Fund objectives. Country Arts WA, and therefore the Investment Panel, will be required to comply with the Minister's statement for all programs delivered using funding from the Regional Arts Fund.

The Panel recommendations are forwarded to Regional Arts Australia who then provides them to the Federal Minister for the Arts for announcement. As part of the Funding Agreement with the Department of Communications and the Arts, it is not until the approved projects are announced by the Federal Minister that Country Arts WA is able to notify applicants of the assessment outcomes.

It is a priority for Country Arts WA to communicate the assessment outcomes to all applicants as soon as they are announced and we are in contact with applicants at the earliest time possible.

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.

Country Arts WA will use your application to gather statistical information. This information will enable the analysis of trends to promote the benefits of regional arts and cultural development.

When submitting an application to the Regional Arts Fund you will be providing permission for this personal information to be used in this way.

ACQUITTING YOUR PROJECT

Acquittals are due within 13 weeks of the completion of the project and must be submitted online via SmartyGrants. Country Arts WA may use your acquittal for promotional purposes.

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.

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 arts workers, 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 <https://workingwithchildren.wa.gov.au/>

Phone 08 6217 8100
Freecall 1800 883 979
Email checkquery@cpfs.wa.gov.au

CONTACT COUNTRY ARTS WA

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

A Country Arts WA Investment 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