

APPLICATION & RESOURCE GUIDE

These hints and tips have been compiled to support you as you work through an application form for Regional Arts WA funding. It provides extra information for the questions we receive the most requests for support on. Each section can relate to a different page of the application form on SmartyGrants, depending on the grant that you are applying for.

Before working through this document, you must read the guidance material specific to the grant or program you are applying for and talk to a Regional Arts WA Project Officer to make sure your project is eligible and appropriate for the grant.

For guidance on eligibility for individual grant programs please refer to their Guidelines.

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Before you Begin

Read the guidelines.

Each grant program has its own set of guidelines, make sure you read through them for all the essential information you'll need like eligibility, what we fund (and what we don't), how much you can apply for and what support material you can and can't include.

Allow enough time.

Start as early as possible to give yourself enough time to create a compelling and detailed application. Having plenty of time will also help you avoid making mistakes.

Request letters of peer and/or industry support.

Letters of support included with your application should be current and clearly show knowledge of your activity, not just that you can deliver it. Give yourself plenty of lead time to talk with peers so they will be able to get their letters to you before the deadline. Gather evidence of participation or consultation. This is important for demonstrating you have confirmation of your activity and the people participating in it. It can be letters, emails or quotes from communities, key personnel, events, venues, and suppliers. This is particularly important for community-based activities and those including Aboriginal communities.

Make sure you and all key personnel have no outstanding acquittal reports.

Develop the components of your application.

Application questions

- Answer all the questions with a red asterisk, they are critical to the assessment process;
- Avoid industry specific jargon or abbreviations. Your application will be read by experienced people from a range of disciplines, don't assume they know what you know;
- Address the criteria. The criteria definitions in the guidelines will help you write your application but not all definitions will apply to your activity. Contact a Project Officer if you have any questions.

Budget information

- Refer to appropriate rates of pay or, where applicable, negotiated fees based on industry standards for your sector (<https://regionalarts.com.au/resources/recommended-rates>);
- Explain all calculations in the details/notes section;
- Include other sources of income and record in kind contributions;
- Consider providing quotes for major expenditure items in your support material;
- Demonstrate thorough planning by including all activity costs, leave nothing unanswered, make sure it balances.

Support material

- Make sure you read the guidelines for detailed information regarding formats and limits;
- Your support material should back up the claims you make in the main application;
- Focus on current, high quality and relevant materials that strengthen your application;
- CVs and/or biographies are essential

Page 1: Getting started

Please ensure you have read the funding guidelines and spoken to the nominated Project Officer about your potential project. The Project Officer will also be available to answer any questions and provide assistance as you work through the application form.

A Regional Arts WA Project Officer may provide feedback on one draft per applicant, if requested at least **one week prior** to the closing date.

Page 2: Applicant Information

The applicant is the person or organisation applying to receive the funding. In this section you will need to tell us who the applicant is, provide details incl. the street address and, if applicable, ABN.

Applicant Contact Person

This is the person who is the main contact for the application. It only needs to be completed if they are different from the applicant, or if the applicant is an organisation. This will be the person that Regional Arts WA contacts if there is missing information or more information is required.

ABN Details

This is where you enter the applicant's ABN details. This will have a 'look-up' button so that it checks you have entered the correct ABN details. To be eligible to apply through Regional Arts WA your ABN must be registered to a regional WA postcode. If you do not have an ABN, are unincorporated or under 18 years of age you will require an organisation to auspice your project. Enter your ABN or the ABN of the auspice organisation.

Funding history

Here you are asked to identify whether you have any outstanding, or overdue acquittals with the identified agencies. You will be given the opportunity to include notes on the open or overdue acquittals if you select yes. These details, whether you select 'yes' or 'no' will be cross checked with each organisation.

Auspice (if required)

An auspice is a legally constituted organisation that will take financial responsibility for a grant if awarded. The auspice body is responsible for accepting the grant monies on behalf of the grant recipient, paying the grant monies to the grant recipient and ensuring, to the best of its ability, that the funds are used for the purpose for which the grant is intended.

If you require support in identifying an auspice please contact a Regional Arts WA Project Officer.

Page 3: Project Outcomes

Activity Title

This section will ask for the title for your project and we suggest that it is descriptive of your project but succinct. Remember, this title will be used for promotional materials and funding announcements etc.

Project Summary

This section will provide a brief summary of your project so that when you select the Outcome objectives in the following Outcomes sections you will be thinking of the project when developing your response.

Cultural & Measurable Outcomes

There are two (2) key Outcomes within this form:

1. Cultural Outcomes; and
2. Measurable Outcomes

You will be asked to select one outcome from each, that your project intends to achieve. Your response within the 'Knowing' and 'I/We will' sections must address the intended objective specific to the Outcomes (Cultural and Measurable) identified.

Each intended outcome that an applicant is aiming for, should have its own pitch and it is developed in three parts.

1. **Aiming for . . .**
 - intended outcome (I have selected from the form)
2. **and knowing . . .**
 - what I have done in the past that works to achieve this outcome, or what I others have done that I know of
 - what resources do I have i.e. venue, skills etc.
3. **we will do. . .**
 - this proposed activity in such a way that we will use this knowledge and resources and achieve the intended outcome (selected)

Part 1 Is the outcome you chose in the form. This is a simple measure of what you are aiming to achieve.

Part 2 summarises what you know about the types of activities or processes that can lead to the outcome, important local information about the situation in the community or participants that needs to be considered and the resources that are available to you.

Part 3 is where the activity is described. The information you summarised in part 2 should suggest the type of activity or how an activity should be delivered in order to achieve the outcome. Enter a basic description of the activity here.

This structure gives the application assessor a clear view of the logic from i.e. *Knowing that dance can achieve this outcome, and I am a teacher of dance, therefore we will teach dance.*

You can find detailed examples of responses in the Regional Arts WA Outcomes Measurement Guide on <https://regionalartswa.org.au/resources/publications/>. If you require more guidance, please contact the Project Officer.

Page 4: Project Details

Responses in this section should give assessors a clear overview of your activity, whether the key focus is community engagement or development, and how you plan to achieve the identified outcomes and manage the project.

Project Timeline

This section asks you to provide the dates for when the project activities to be funded will start and end, and the key milestones/project timeline. Each grant program will outline the eligible activity period in their guidelines. Please ensure you have checked these dates before submitting.

Populate the table with appropriate milestones/key activities for the project. These can be estimated to ensure flexibility is available for project delivery.

Note: The timing is required to be date focused so ensure that your start date is the first activity with the project end date being the final activity.

Example of a project timeline:

Activity	Person/s responsible	Timing
Contract and confirm artists	Mary	01/09/2020
Posters designed and sent for approval.	Bob	04/09/2020
Festival set up	Jim, Community Resource Centre Volunteers	29/09/2020

Outline how the project activities will be achieved and managed

Describe in detail the stages or steps in planning, developing and implementing your activity. Include as many specific details that are essential to the success of your activity. Provide details on the partnerships, collaborations and/or networks that may be utilised to deliver the project. Outline your ideas, what is involved, who you will be working with and how they will contribute.

If your activity engages with an Aboriginal community, evidence of consultation with the community must be provided in your support material.

How will you document, promote and evaluate the activity

All projects are different and will have different activities.

Consider the methods, processes or tools you will use to measure and report your progress towards, and/or achievement of the activity outcomes you outlined in the project outcomes section. Consider how you will know whether you achieved your proposed outcomes.

Keep in mind the following questions (that are relevant to your project) to answer this section appropriately:

1. What is the best way to record the project? A report, photo monitoring etc
2. How will you promote this project? Are they community workshops seeking participants? or an exhibition of an individual artist?
3. Do you need to provide evidence of how the project went? Participant surveys, response to promotion etc.

COVID-19 Risk Management

In response to COVID-19 we ask that all applicants consider the following in relation to their project or program of activities before submitting an application:

- advise of any risks identified in your project as a result of COVID-19 and how you plan to mitigate these risks
- consider including a Risk Management Statement as part of your support material if your project includes activities which are impacted by, or could be impacted by, public health restrictions, such as public gatherings
- reference the [Department of Health's guidance on events](#)

Providing this information, either through answers to application questions or support materials, allows assessors to consider your application against the relevant criteria. The level and detail of information provided should be commensurate with the risks identified.

Page 5: Statistics

This section is used for data collection and are required fields. However, details provided will not impact the assessment of your application. These responses will assist in identifying where projects will be delivered, the community groups benefiting from the project and the main art forms. You will also be asked to identify whether the project will be employing regional artists or arts workers for the delivery.

While it is recognised that projects may explore multiple art forms please identify the main art form for the project as this supports allocation of peer panel members to undertake the assessment process.

Identify the primary beneficiaries of your project. This asks which of the groups listed will be the main target audience for your project.

Live audiences or participants relate to people who will attend or participate in the project activities in person. ie. Will people attend the show/festival/exhibition in person?

Digital audiences or participants relate to people who will engage with or participate in the project activities online through a digital format. ie. Will you deliver artist workshops through social media platforms such as Zoom/Microsoft Teams etc?

Page 6: Project Budget

In this section of the form, you will need to provide a budget. This includes an in-kind budget, cash income and cash expenditure. A well-constructed budget is vital to the success of your application. It provides evidence of what you have showed us in your application so far and supports demonstrating the viability of the project to the panel/assessors.

This budget should only cover the project for which you are seeking funds. For example, if you are applying for a workshop which makes up one component of a larger festival, please only provide a budget that focuses on the workshop and not the festival itself.

Total amount requested

Please add the total you are requesting from Regional Arts WA only.

Note: If you, your organisation or your auspice is registered for GST please make sure that you do not include GST in your budgeted expenses and income.

Other Cash Income (table format)

Applicants are encouraged to seek support from other sources in addition to this grant request. In this section, please identify any cash you are contributing or receiving to support the project, how much it is and who it is coming from. These should be indicated in the budget as confirmed or not confirmed.

Note: Do not include the amount requested from Regional Arts WA

You will need to identify how much of the 'other cash income' total is the applicants cash contribution. This only include cash contribution coming directly from the applicant, not other cash they have sourced. If there is no cash contribution from the applicant then enter \$0.

Cash Expenditure

In this section, you can show us any cash expenses that your project will incur. Please itemise each item. Expenditure totalling the amount of this grant request must also be noted in the Grant allocation column. In this table identify all costs for the project and how these will be funded. There are strict criteria about what items can be funded please ensure you check the guidelines.

Utilise the notes section to show the breakdown of how you have calculated the larger expenses.

Note: Do not include in-kind contributions in this section.

Budget Totals

The application budget needs to balance to demonstrate you will be contributing and/or sourcing enough cash income to cover the expected cash expenses for the project.

This total is automatically calculated from the table entries and your cash balance should read \$0. If not double check figures within the tables.

In Kind Contribution

In kind contributions are when an individual, organisation or group support your project by providing something you require for your project at no cost. In kind contribution can also have a value that should be shown in your in-kind budget, but it is usually the thing you don't include, underestimate or just don't attribute a value to.

Examples of these are as follows:

- Venue hire;
- Volunteer hours;
- If Artists are taking a cut in fees to do the project (budget allocation is less than the total cost), show the balance of their contribution as 'in-kind' so that the value of their input is properly represented;
- If you expect project administration to take 50 hours but only request payment for 20 of these – show the remaining 30 hours as an in-kind contribution; and
- Donations (materials and equipment use etc) among many other items.

Note: This is an opportunity to provide further evidence of how your partners will be supporting you with in-kind support. Volunteer hours should be priced at \$55 per hour for skilled labour and \$33 per hour for unskilled labour.

Taxation

The Australian Taxation Office (ATO) considers any grant payment to be taxable income for the purposes of your annual income tax return. If you receive a grant you are encouraged to discuss your tax implications with your tax agent or the ATO.

Registered for Goods and Services Tax

If you are registered for GST you must show your expenditure items exclusive of the GST component. For example, you have been quoted \$550 including GST for venue hire. In your expenditure budget you would only show venue hire of \$500. If your activity is funded, the grant payment will include a 10% GST component to cover those items on which GST is payable.

Not registered for Goods and Services Tax

If you are not registered for GST you must show your expenditure items inclusive of the GST component. For example, you have been quoted \$550 including GST for venue hire. In your expenditure budget you would show venue hire of \$550. If your activity is funded, the grant payment will include the GST component for those items on which GST is payable.

Page 7: Support Material

Support materials are vital to a successful application and are essential for assessors to fully gauge the value of your activity. It is highly recommended you pay close attention to the support material you choose and make sure it offers the best support for your application. Your choice of support material should help to demonstrate the four assessment criteria: quality, viability, reach and impact.

Make sure you read the guidelines for detailed information regarding formats and limits.

- Your support material should back up the claims you make in the main application questions;
- Focus on current, high quality and relevant materials that strengthen your application;
- CVs and/or biographies are essential

Projects that consist of community engagement or to be delivered in partner with another individual or organisation should include supporting letters. Support Materials should be utilised to demonstrate the quality of work of the applicant or artist to be engaged, as well as provide confirmation from those involved.

Please do not upload information that you have already uploaded throughout the application and please upload only information that is relevant to the application.

Note: If you require more information on developing a CV or Artist Bio then contact your Project Officer to request guidance.

In addition, you will only be able to upload:

- Up to five written material documents.
- Up to five Photographs/images such as art works or examples of past projects.
- Up to three direct links of audio, images or video (no greater than 3 minutes in length each)
- Up to two audio files (mp3 format preferred)

Examples of support materials:

1. **Written Material.** Written material includes, but is not limited to documents such as reviews, media coverage, synopses or pages of manuscript (max. five pages each), evidence of past programs, and Confirmation of consultation and/or support from the target community/participants
2. **Photographs or Images.** These images could include the artist's previous work, examples of the location of the project, or anything else that will help demonstrate to the panel what you have outlined in your application. Please explain what the image is.
3. **URLs** could be links to short clips of work you have on YouTube, examples of images on Tumblr, Flickr or Instagram. It could also be a direct link to a webpage you have designed, or someone else's website that displays your work. Give the direct link and briefly explain in the 'Description' section what you want viewed as support material.
4. **Audio Files.** You can upload sounds files here, but each must not be more than 3 minutes in length.

Working with Children and Vulnerable persons

If your activity directly involves children under the age of 18, or if you and/or key personnel in the activity will be responsible for, or supervising children, you must confirm your understanding and compliance with current legislative requirements related to working with children. Refer to the [Working with Children Check website](#) for more information.

Working with First Nations Cultural Content and Communities

If applicable, please upload your support letters or equivalent confirmation if working with First Nation communities here (if you are not a First Nation individual or organisation).

Insurance

Remember if your project has community engagement or participation you will be required to have insurance of some kind. This may also be offered within the venue hire or with partnering individuals/organisations.

Page 8: Privacy Statement and Declaration

This section outlines the Privacy Policy and will ask for the Declaration to be read and signed by an authorised representative of the applicant.

If you have nominated an Auspice Organisation then they must also sign the declaration.

Draft review (Optional)

If you would like a Project Officer to review your draft prior to submission then please download as a PDF and forward to the Project Officer for review.

Check the draft review request deadline in the guidelines. You can request a draft review any time before the draft review request deadline. Only one request for review can be submitted per application.

You can continue to edit your application while waiting for your draft review feedback. However, please be aware that depending on the volume of draft review requests, staff may not be able to provide feedback. In the unlikely event that this might happen, it is up to you to ensure that you submit your application before the submission deadline.

You are strongly encouraged to make your draft review request well before that review deadline to give staff sufficient time to provide quality feedback as well as you time to update your application. You will be unable to request a review after the deadline has been passed.

How to request a draft review

1. To request a draft review please proceed to the next 'Review' page and select 'Download PDF'.
2. Email the PDF to your Regional Arts WA Project Officer including your application number in the subject of your email for identification.

Draft reviews are to ensure eligibility criteria is being met, to review budgets and provide feedback on responses.

Final check

You can extract a copy of your draft application in SmartyGrants at any stage to share with others for their feedback.

On your SmartyGrants select 'My Submissions'. There will be a list of any draft applications you have started at the top of the page. You will be able to Export your application as a PDF.

Show your application to a colleague or friend. If it doesn't make sense to them, or they are not particularly excited about the project, then your application probably needs more work.

Proofread thoroughly and fix typos and bad grammar.

Check and check again! Make sure absolutely everything you need for your application is included because once you submit your application there is no opportunity to add or amend anything.

Assessment Process

All applications are assessed against the criteria outlined in the specific program guidelines. Assessors will consider how well your application addresses the criteria, as well as the objectives of the program you are applying to. The majority of funding programs delivered by Regional Arts WA are assessed by an independent, external panel of artists and cultural workers from across the state, selected by Regional Arts WA.

Notification

Applicants will be notified in writing the outcome of their application once the assessment process has been finalised. Successful applicants will receive a contract, which needs to be signed and returned before grant funds are paid.

Acquittal report

Successful recipients of a grant administered by Regional Arts WA will be required to submit progress reports and/or a funding acquittal report as per the details specified in the funding agreement. The relevant report will be available for you to access in SmartyGrants once a copy of your signed funding agreement has been received. Ensure you check your funding agreement to confirm your reporting requirements and deadlines.

Acquittal images: documenting your activity

Images of your activity provide a simple and straightforward means of showing your activity was delivered as described in your original application.

When you submit an acquittal report with images, the best images may be used on our website and in promotional materials. This is a valuable opportunity for publicity. If you would like your images to be considered they must be high quality, have information so we can appropriately credit them and an image permission form for us to use them.

To ensure you capture the best possible images for documentation and promotion make sure you:

- Use a good camera. Phone cameras may be convenient, but the quality and resolution of phone camera images may not be suitable for publication;
- Set your camera for at least 300 dpi and/or set it to save the image at between 1MB-5MB;
- Include photos taken during the development stages of your activity as well as the final activity;
- If you give us images taken by someone else, ensure you clarify copyright ownership and seek agreement or permissions for you to share those images with us;
- If children are pictured, seek the consent of a parent or guardian at the time of taking the photograph and include that consent in your acquittal report. We cannot publish images featuring children if consent cannot be verified; and
- Take notes to help you remember who or what was in the photograph, where it was taken and when. You will need to provide this information in your image submission form.

Assistance for applicants

Project Officers are available via telephone and email to answer queries about applications and suitability of activities to specific programs. If you need extra assistance due to disability, language barriers or any other factor that may disadvantage you in completing your application, please contact us.

The advice provided by Project Officers does not guarantee the success of your application. Due to the high number of applications received, each funding round is highly competitive. All applications are considered on their own merits and against the assessment criteria and program objectives.

Contact us

Project Officers

For enquiries relating to the Grant Programs, including advice or assistance with your application, contact a Project Officer:

Telephone: (08) 9200 6200

Toll Free (Regional WA callers only): 1800 811 883

Email: info@regionalartswa.org.au

SmartyGrants Support

For any login or technical issues with the grants system, please contact SmartyGrants directly.

Phone: +61 3 9320 6888 (Australia or international customers).

Email: service@smartygrants.com.au