



# Regional Arts Fund 2020-2021 Guidance Materials: Western Australia

**You are reading the Regional Arts Fund Guidance Materials for Western Australia. These materials have been compiled to assist applicants in applying for support under the program.**

**This document includes all Regional Arts Fund grants available in the 2020-2021 financial year.**

**Even if you have applied for the Regional Arts Fund in the past, please read these new Guidance Materials as changes have been made from previous years.**

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## **What is the Regional Arts Fund?**

The Regional Arts Fund is an Australian Government Program that supports sustainable cultural development in regional and remote communities in Australia. It meets the strategic priorities of supporting participation in, and access to, the arts; and encouraging greater private sector support for the arts.

The Regional Arts Fund is designed to benefit regional and remote arts practitioners, arts workers, audiences and communities. The program is managed nationally by Regional Arts Australia and is delivered in all states and the Northern Territory by Regional Program Administrators.

NSW: Regional Arts NSW

NT: Darwin Community Arts

QLD: Flying Arts Alliance Inc.

SA: Country Arts SA

TAS: RANT Arts Ltd

VIC: Regional Arts Victoria

WA: Regional Arts WA

## **What is the Recovery Boost?**

The Recovery Boost is a \$10 million targeted measure announced by the Australian Government in 2020 as part of the Relief and Recovery Fund. It responds to the difficulties experienced by regional artists, arts organisations and communities who have been heavily impacted by COVID-19. The Recovery Boost is one-off funding and will be delivered through the Regional Arts Fund and seeks to offer short (Relief), medium (Recovery) and long-term (Renewal) support.

## **Objectives**

The objectives of the Regional Arts Fund are to support and promote participation in, and access to, arts and culture in regional and remote Australia by:

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

## Who can apply?

- Individuals, groups, incorporated not-for-profit organisations and Local Governments.
- Applicants must reside in postcodes classified as regional using the Modified Monash Model Map. The applicant's physical address must be MMM Classification 2 or above. To check how your address is classified visit the Doctor Connect Locator Map: <https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator>
- Groups and organisations must either be legally incorporated and have an ABN, or have an auspice organisation manage their grant.
- Individual applicants must have an ABN or have an auspice organisation manage their grant.
- Individuals who are under 18 at the time of applying must have an auspice organisation manage their grant.
- Schools are only eligible to apply if they are located in a very remote area (MMM7)
- In certain cases, individuals with a demonstrated track record with Regional Arts WA can apply to the community category. The Project Officer must be contacted to discuss this prior to application.

## What can the funding be used for?

The Regional Arts Fund will only fund arts or cultural development projects that are directed at achieving the objectives of the Program, as outlined above.

The Regional Arts Fund may be used toward the cost of the project including but not limited to:

- Artist and arts worker fees (artists should be paid appropriately, see [RAF Resources](#) for reference)
- Travel costs (including international travel)
- Materials and small assets (up to \$5000)<sup>1</sup>
- Venue hire
- Equipment hire
- Insurance (a portion of organisations insurance appropriate to the project)
- Project administrative costs (up to 15%)
- Costs of running an organisation, including wages (Recovery & Renewal Projects only)

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<sup>1</sup> Purchase of assets will only be considered where it is demonstrated to be more cost effective than hire.

## Who is not eligible to apply?

- Applicants outside of regional Western Australia<sup>2</sup>.
- A for profit company
- Applicants who have not acquitted overdue grants from the Regional Arts Fund, any other Australian Government funding program, or any other program administered by Regional Arts WA.

## What will the Regional Arts Fund not support?

- A project principally benefitting a major city or metropolitan location (MMM Classification 1).
- Projects that will commence before funding is approved.
- Components of projects that are also funded by other programs administered by the Australian Government or other state and local government agencies.<sup>3</sup>
- Projects which do not substantially align to and further the objectives of the Regional Arts Fund.
- Touring projects from major urban centres
- Competitions, prizes or awards
- Ongoing activities of collecting institutions
- Ongoing core administration costs of the applicant organisation (eg. photocopying, internet, phone, rent) – note – difference between organisation or project
- Infrastructure costs including building or fitting out permanent structures
- 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 that is required as part of any tertiary academic program.
- Project funding that is historically or commonly supported by Local Governments.
- Recurrent or ongoing funding for projects or programs – RAF Renewal excepted

## Funding Categories

### RAF Relief – up to \$4,000

Relief grants are designed to assist regional artists, arts organisations and communities to meet their immediate needs. This could include asset replacement or purchase, support for arts practice (including self-directed residency/research and development), small projects and professional development opportunities.

The RAF Relief program will be open from 1 July 2020, on an ongoing basis until all funds have been expended.

All RAF Relief projects must be completed by 30 June 2021

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<sup>2</sup> Regional is defined as a postcode that is MMM Classification 2 or above. Check how your location is classified here: <http://www.doctorconnect.gov.au/locator>

<sup>3</sup> Applicants are encouraged to seek multiple sources of funding, but must not cover the same costs with multiple sources of funding.

### **RAF Recovery – up to \$30,000**

Recovery grants are designed to meet the medium-term recovery needs of artists, organisations and communities. Projects in this program should focus on activities that assist in recovery from the impacts of COVID-19.

Project activities could include creative recovery projects, training programs, operational recovery plans, asset purchase or replacement (up to \$5000) and the development of risk plans and emergency operating procedures and responses.

The RAF Recovery Program will operate as a competitive funding round.

All RAF Recovery projects must be complete by 30 June 2024

### **RAF Renewal – up to \$90,000 over 2-3 years**

Renewal grants will provide up to three years of funding to support projects that have strong partnerships and demonstrated long term outcomes, with sustainable future-positioning focus.

These projects will be strategic in nature. Collaborations across State and Territory borders will be encouraged. The projects can be process-driven and provide an opportunity to think beyond 'snap back' and to consider renewed arts practice and learning processes. Project activities could include partnership projects, community events or programs, First Nations-led renewal and wages for workers (First Nations worker positions will be encouraged). The additional criteria for Renewal projects are identified on page 11.

Regional Arts Australia will approve these applications, in consultation with the Department. All RAF Renewal projects must be complete by 30 June 2024.

### **RAF Project Grants– up to \$ 15,000 for Individuals, \$30,000 for Community**

Project Grants are intended to assist arts and cultural development projects that meet the objectives and eligibility criteria of the Regional Arts Fund.

Competitive rounds are delivered annually. All Projects must be completed by 30 June 2022

#### **Individual – maximum amount \$15,000**

This category assists individual artists and arts workers to undertake professional development and/or a creative development project. Individuals can be emerging or professional, however must show a dedication to their chosen art form.

#### **Community – maximum amount \$30,000**

This category assists arts groups, community organisations and local governments to undertake projects that involve regional artists and significantly engage the community in which they are based. They can also be used for professional development opportunities for regional artists, arts groups or community organisations.

### **RAF Quick Response Grants – up to \$2,000 for Individuals, \$4,000 for Community**

Quick Response Grants are intended to assist regional artists, arts organisations and communities to take up professional or skills development or small project opportunities.

This program has been set up to be responsive to projects that fall outside the scope of other funding opportunities. Applicants **must** clearly explain why there is no other suitable funding program for their project.

The Quick Response Grant program is open to applications on an ongoing basis by financial quarter. There will be one allocation in 2020 and two allocations in 2021. They will be open on an ongoing basis until funds are expended each round.

All Quick Response Grants must be complete by 1 January 2022

### **RAF Annual Event – triennial funding of \$25,000 per year (\$75,000 total)**

The Annual Event program is designed to assist arts groups, community organisations and Local Governments to deliver high-quality annual arts and cultural events that encourage community participation and audience engagement from people living in regional and remote communities.

Funding will be provided for annual arts and/or cultural events that:

- Demonstrate the ability to continue to push the boundaries with arts outcomes, community engagement and sustainable cultural activity to develop the event each year.
- Have been running for a minimum of three years.
- Are separately branded from the applicant organisation and already has a demonstrated impact in the community. This may include an annual festival, showcase or exhibition.
- Meet the objectives of the RAF.

There is funding available to support up to four annual events to receive triennial funding of \$25,000 per year for their Annual Event (\$75,000 total). It may fund up to 50% of your activity costs and you must demonstrate at least 50% income, or your application will be ineligible.

Applicants must have a demonstrated track record of applying to Regional Arts WA for funding or support of an annual event. This is demonstrated by those who have been recipients of the Regional Arts Fund Project Fund, Regional Arts Legacy Grants, or Core Arts Fund in the period 2012-2020.

Unsuccessful applications will automatically be assessed in the March 2021 Regional Arts Fund Project Grant round for the first year of their program.

All RAF Annual Event projects must be complete by 30 June 2024.

### **Applicants are eligible for one successful grant in each category, per financial year\* (and one RAF Renewal grant over the life of the program).**

\*financial year – dates are based on when the funds are allocated, not when project happens

Grant Type	Maximum amount available	Open Date	Close Date and time
<b>RAF Recovery Boost</b>			
RAF Relief	\$4,000	1 July 2020	Ongoing

			(until funds expended)
RAF Recovery	\$30,000	1 August 2020	5pm, 22 October 2020
RAF Renewal	\$90,000 Over 2-3 years	13 November 2020 Stage 1: Proposals open  29 January 2021 Stage 2: Shortlisted applicants invited to submit EOI	5pm, 21 January 2021 Stage 1: Proposals close  5pm, 18 March 2021 Stage 2: Shortlisted applicant EOI submissions close
RAF Annual Event	\$75,000 Over 3 years	10 January 2021	5pm, 11 March 2021
<b>Regional Arts Fund - ongoing</b>			
Project Grants, 2021 Round 1	Individuals \$15,000 Community \$30,000	10 January 2021	5pm, 11 March 2021
Quick Response Grants	Individuals \$2,000 Community \$4,000	Round 1 11 November 2020  Round 2 10 January 2021  Round 3 April 2021	Round 1 4pm, 11 December 2020  Round 2 4pm, 25 March 2021  Round 3 4pm, 16 June 2021  OR until funds expended

## How to apply

### Contact a staff member

It is essential that applicants speak to a [Regional Arts WA Project Officer](#) prior to applying. It is preferred that this occurs prior to starting an application. The team can give guidance on eligibility, comment on the development of concepts and support applicants through the application process. They can be a great sounding board, and have extensive arts and cultural networks across the state and beyond. Applicants should make the most of this opportunity by allowing plenty of time for discussion and feedback before applications close. Applicants can also access the [Application and Resource Guide](#) on our website.

A Regional Arts WA Project Officer can be contacted by:

**Phone** 08 9200 6200

**Regional Freecall** 1800 811 883

**Email** [info@regionalartswa.org.au](mailto:info@regionalartswa.org.au)

### Apply online via SmartyGrants

All applications are to be submitted online using the SmartyGrants system. Applicants who require support to access the online application process should contact Regional Arts WA.

Links to the forms can be found on the Regional Arts WA website:

[www.regionalartswa.org.au](http://www.regionalartswa.org.au)

### **Applying for Quick Response Grants and RAF Relief.**

To apply to Quick Response Grants and RAF Relief you must contact the Regional Arts WA Project Officer to discuss your proposed request, check eligibility and availability of funds. Once you have contacted Regional Arts WA we will provide a reference number and the link to complete the application online through Smartygrants.

### **Applying for RAF Renewal**

There are two stages to the RAF Renewal Expression of Interest process:

Stage 1: Project Proposals submitted through SmartyGrants

Stage 2: Applicant proposals shortlisted through Stage 1 will be invited to submit a complete Expression of Interest through SmartyGrants.

## **Assessment Processes**

### **RAF Relief**

Applications are processed and assessed internally by Regional Arts WA staff. Applicants will be notified of the outcome within 10 working days of receipt of their application.

The Australian Government Minister for the Arts has the option to announce recipients of these grants retrospectively.

### **RAF Recovery**

All RAF Recovery Grants are assessed by an independent, external panel of artists and cultural workers from across Western Australia, selected by Regional Arts WA. The Panel's decisions are final. Members of the complete Panel pool are listed [here](#).

The Australian Government Minister for the Arts has the option to announce the Regional Arts Fund Recovery Grant recipients, after which Regional Arts WA staff notify all applicants. Notification of the outcome can take around three months after the Grant round closing date. Please be aware this is an indicative time frame only.

### **RAF Renewal**

RAF Renewal assessment process will be in three stages:

Stage 1: Project proposals submitted are reviewed internally by Regional Arts WA.

Stage 2: Expressions of Interest submitted by applicants invited through stage 1 are assessed by an independent, external panel of artists and cultural workers from across the state, selected by Regional Arts WA

Stage 3: Applicants are recommended by Regional Arts WA to Regional Arts Australia, to be approved in consultation with the Department.



## **RAF Annual Event**

All RAF Annual Event grants are assessed by an independent, external panel of artists and cultural workers from across the state, selected by Regional Arts WA. The Panel's decisions are final. Members of the complete Panel pool are listed [here](#).

The Australian Government Minister for the Arts has the option to announce the Regional Arts Fund Community Grant recipients, after which Regional Arts WA staff notify all applicants. Notification of the outcome can take around three months after the Grant round closing date. Please be aware this is an indicative time frame only.

## **Project Grants**

All Project Grants are assessed by an independent, external panel of artists and cultural workers from across the state, selected by Regional Arts WA. The Panel's decisions are final. Members of the complete Panel pool are listed [here](#).

The Australian Government Minister for the Arts has the option to announce the Regional Arts Fund Community Grant recipients, after which Regional Arts WA staff notify all applicants. Notification of the outcome can take around three months after the Grant round closing date. Please be aware this is an indicative time frame only.

## **Quick Response Grants**

Applications are processed and assessed internally by Regional Arts WA staff. Applicants will be notified of the outcome within 10 working days of receipt of their application.

## **Assessment Criteria**

All projects must include clearly defined arts and cultural activity. All applications are assessed against the following six criteria. The questions below each criterion are prompts for the assessors; however in some cases it is understood that not all projects are able to meet every criteria.

### **IMPACT**

Encouraging and supporting sustainable economic, social and cultural development in regional communities

- Are there long term outcomes for the project?
- Does it create opportunities for future cultural activity?
- Are there any sustainable economic benefits to the project (e.g. increased activity for local tourism and business, paid opportunities for artists, etc.)?
- Are there any sustainable social benefits to the project (e.g. health, social cohesion, access, etc.)?

## **PARTNERSHIP**

Developing partnerships and networks that leverage financial and/or in-kind support for specific projects and encourage ongoing collaboration

- Is community support for this project evidenced through partnerships and collaborations?
- Do these leverage financial and/or in-kind support for the project?
- Does the project assist the development of networks, collaborations and partnerships that could support future cultural activity?
- Is there appropriate community, council or other support for this project?

## **REACH**

Developing audiences and broadening community engagement with the arts

- Does the project provide access to social and cultural development opportunities for diverse communities, practitioners, participants and/or audiences?
- How is the project providing opportunities for community members or groups to participate in the arts?
- Does the project develop audiences by attracting new attendees or participants?
- Does the project develop audiences by extending their experience of the arts?

## **OPPORTUNITY**

Increasing employment and professional development opportunities for, and raising the profile of, regional and remote artists and/or arts workers

- Does the project provide employment opportunities for regional artists or arts workers?
- Does the project raise the profile of regional artists or arts workers?
- Does the project allow an artist access to an exceptional or rare opportunity?
- Does the project help develop the artist's skills?

## **QUALITY**

Proven capacity to deliver high-quality arts and cultural initiatives in regional communities in response to identified need or demand

- Has the applicant considered the calibre of the artists involved? Is this evidenced through appropriate and high quality support material?
- Has the applicant considered the cultural context in which the project will be placed?
- Does the project involve an original or innovative concept?

## **VIABILITY**

Demonstrates good planning, management and realistic budget and timeframes

- How realistic is the timeframe and budget?
- Does the applicant have the capacity to deliver? How is this evidenced?
- Have appropriate risks been taken into consideration and addressed?

## **Additional Assessment Criteria – Recovery Boost**

The Recovery Boost will be assessed against the criteria listed above. In addition, the following principles will be applied to the assessment of the RAF Recovery and RAF Renewal Streams:

- Community confidence (evidenced by connectivity) “increased or renewed community confidence”
- Creative confidence (evidenced by arts practice)
- Business confidence (evidenced by partnerships)

The RAF Renewal Program in particular needs to respond to:

- Lasting benefits
- Local supply
- Job incentives

Specific questions in application forms will allow for applicants to address these additional criteria.

## **Support Material**

Applicants must supply CVs for artists and arts workers in the relevant areas of the online application. CVs cannot exceed more than two pages per person. CVs included should relate to the work that will be required for the project.

Other support material can be uploaded to online applications. You will only be able to upload a maximum of:

- One support letter from each of the strategic partners
- Seven written material documents (must not exceed more than five pages each)
- Five photographs and images such as art works or examples of past projects
- Three direct links of audio, images or video (no greater than three minutes in length per video)
- Two audio files (mp3 format preferred)
- Two video files (no greater than three minutes in length and 25MB in size)

Support material provides the opportunity to sell an idea in more than words. This is an opportunity for applicants to show examples of previous projects and/or artwork relevant to their submission.

Effective support letters will tell why the writer wants to be involved, how they are going to be involved and, if they can, provide financial assistance, in-kind assistance, sponsorship or if they just want to come along and participate. If appropriate, they may also state the potential benefits for their community and can provide confidence in the capacity of the applicant to deliver the project. Support letters may vary depending on the type of category you are applying to.

## Privacy

Regional Arts WA values applicants' privacy. For details on how we collect, store and use information, applicants can review our Privacy Policy at <https://regionalartswa.org.au/legal/privacy-policy/> or contact us at [info@regionalartswa.org.au](mailto:info@regionalartswa.org.au) or call 08 9200 6200 for a copy.

The Australian Government stipulates that application details and applicant contact information may be provided to the Australian Government (including the Minister and the Department), Members of Parliament, Regional Arts Australia, and other Regional Program Administrators (such as Regional Arts WA) and may be published on the internet by any of them. This will include the applicant's name/organisation name, funded project description, funded amount, state/territory, location and electorate.

This information may also be used for promotion and reporting purposes. The Directors of Regional Arts Australia, Regional Arts WA, the Department and their representatives may also use this information to conduct research so that we may better understand community needs and can improve service delivery.

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

## Working with Young People/Working with Vulnerable Persons

A Working with Children Check card is compulsory for people who carry out child-related work in Western Australia. Ensure that your artists/arts workers have current Working with Children Checks and Police Clearances. For more information:

**Website:** <https://workingwithchildren.wa.gov.au/>

**Telephone:** (08) 6217 8100

**WA Country callers using a landline:** 1800 883 979

**Fax:** (08) 9221 6345

**Email:** [checkquery@cpfs.wa.gov.au](mailto:checkquery@cpfs.wa.gov.au)

Grantees also need to comply with applicable state, territory and Commonwealth laws before any project personnel commences an activity that involves vulnerable people.

## Working with First Nations Cultural Content and communities

Regional Arts WA requires that any project reflecting or working with Aboriginal and Torres Strait Islander people and/or community should be endorsed by the relevant authority from that community.

It is a requirement that applicants show how they will acknowledge any Aboriginal and Torres Strait Islander cultural knowledge and intellectual property.

If your project contains cultural material or activity and;

- You are a non-Aboriginal or Torres Strait Islander applicant, you must provide appropriate letter/s of support for your application to be eligible.
- You are an Aboriginal or Torres Strait Islander applicant and are delivering a project outside your community, you must provide appropriate letter/s of support from that community for your application to be eligible.

Further details on the protocols and appropriate acknowledgements of Aboriginal and Torres Strait Islander people and their culture, are available from the Australia Council for the Arts [Protocols for working with Indigenous Artists](#)

## If you are successful

All applicants will be notified of the outcome of their application by Regional Arts WA. Successful applicants will be notified by Regional Arts WA and asked to sign a funding agreement. After the agreement has been signed, and any other conditions met, the applicant can send an invoice to Regional Arts WA.

## Insurance

For any project that involves a public outcome, recipients will be required to provide a copy of their Public Liability Insurance.

## Acknowledgement of Funding

All recipients must acknowledge the Federal Government, Regional Arts Australia and Regional Arts WA by using the logos on all promotional materials, or by using the statement:

“Supported by the Australian Government’s Regional Arts Fund”



## Acquittal

All RAF projects must be acquitted within 8 weeks of the end date of the project. Acquittal forms are provided via SmartyGrants, and this is the only format in which acquittals will be accepted.

Non-compliance with acquittal conditions may result in the recipient being ineligible for future funding rounds until their acquittal has been submitted and accepted.