

Guidelines – Community Presenter Professional Development 2021

This fund is to support regional organisations who are active Presenters of Lotterywest Shows on the Go shows in Western Australia. Support for this program is from Lotterywest.

ELIGIBILITY

- The funding will support WA regional arts workers and volunteers for organisations who have previously presented a Lotterywest Shows on the Go show or who have an interest in presenting shows in the future. A balance of new and experienced presenters will be considered for funding. (Shows on the Go will be delivered by Circuitwest in the future).
- Grant monies will only be paid to organisations holding an ABN.
- Applications can be for one to two people in an organisation. You could also encourage another organisation that you partner with to attend the professional development with you.
- If you are an individual applying from an organisation, you may apply for up to \$2,000* (excluding GST) for the costs associated with travelling to and from Perth and the WA Showcase registration fee.
*If you live above the 26th parallel or in very remote Western Australia you can apply for up to \$3,000. Contact us to find out if this is you.
- If you are two people applying from an organisation, you may apply for funding up to \$4,000* (excluding GST) for the costs associated with travelling to and from Perth and the WA Showcase registration fee.
*If you live above the 26th parallel or in very remote Western Australia you can apply for up to \$6,000. Contact us to find out if this is you.
- Applicants can choose between 1-4 days of professional development based on your availability; however, we highly recommend you attend for the entire period from Monday – Thursday, if possible.
- Costs associated with travel may include airfares, train or road travel from the applicant's ordinary place of residence to Perth, accommodation costs in Perth, per diems, taxis and parking.
- WA Showcase registration will be funded at the CircuitWest member price.
- Please notify the Project Officer if you are submitting an application. It is the applicant's responsibility to ensure the application has been received.

Please note:

In the event of WA Showcase being postponed or cancelled due to a COVID event, Regional Arts WA will work in good faith to support attendance at WA Showcase at a rescheduled time, subject to agreement with Lotterywest.

DATES

Opening Date	Closing Date
25 August 2021	19 September 2021

BUDGET GUIDELINES

- Please include all income and expenditure related to your travel and accommodation to attend WA Showcase hosted by CircuitWest.
- Only include GST in the budget if your organisation is **NOT** GST registered. If you are registered for GST do not include GST in the budget.
- Full registration at WA Showcase can be covered by this funding, including networking drinks. Refer to the CircuitWest Member price (\$682.61 incl. GST). If a second person from your organisation will be joining you, they receive the Additional Delegate price (\$637.68 incl. GST). Ticket details are available at this link - <https://www.eventbrite.com.au/e/wa-showcase-2021-tickets-166771878177>
- Per diems can be claimed for the period of time you are away from home for meals and incidentals. Per diem rates are based on the Live Performance Award (LPA) at **\$77.54** per day up to a maximum of **\$387.73** per week. Note: per diems are tax free.
- Our preferred accommodation provider is Seasons of Perth. Regional Arts WA receives a discounted rate of \$120 per night. <http://www.sahq.com.au/seasons-of-perth>. Parking is charged at \$25 per day additionally. When booking please email reservations directly reservations@sahq.com.au and mention you are a Regional Arts WA presenter and use the reference code SOPCORP2. Include your full name, check in and check out date and credit card details to guarantee the booking.
- All airfares and vehicle travel should be current quotes using the most economic routes and fares available. For example: return airfare from Broome – Perth economy rate \$500, flexible rate \$1,200.
- Car hire, taxis or uber can be claimed up to a maximum of \$350.
- Fuel and vehicle charges should be calculated using the Regional Arts WA standard fuel reimbursement rates of 74 cents per km.

Note: do not book or pay for any travel, accommodation, registrations or other expenses until your application has been approved.

CRITERIA

Applications will be assessed against the following criteria:

- A rationale for why attending the WA Showcase will be of benefit to themselves, their organisation and their community.
- A budget detailing the costs of travelling to Perth.

WRITING THE APPLICATION

- Call the Project Officer at Regional Arts WA to discuss your application on regional free call 1800 811 883 or email investment@regionalartswa.org.au

The purpose of this contact is to:

- Ensure you fully understand the expectations and obligations of the fund.
- Provide advice regarding preparation of budgets and any other aspect of your application.
- Please note: if you do not make initial contact sufficiently early, we cannot guarantee that the Project Officer will have time available to provide feedback. Please allow sufficient time for this interaction to occur.

Follow these steps:

1/ Writing the Application – once the round is open

- Log in to Smarty Grants via the link on Regional Arts WA website or at <https://regionalartswa.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. The form can be found here <https://regionalartswa.smartygrants.com.au/comprespd2021>
- 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 (I will) rather than hopeful statements (I hope to, I 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/ Submitting 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 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 Project Officer as soon as possible.

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

ASSESSING YOUR APPLICATION

Applications are currently closed, and we will confirm opening dates soon.

PRIVACY

The information you provide may be used for reporting and promotional purposes. By submitting an application, you are also providing permission for this personal information to be used in this manner.

Regional 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**.

Acquittals are due four weeks after the Regional Arts WA Community Presenter Meeting and WA Showcase. Regional Arts WA may use your acquittal for promotional purposes. Your acquittal will request images, so ensure you take at least **two photos** that represent your experience at the meeting and the showcase.

You will receive an email from Smartygrants notifying you that your acquittal has been added to your account for you to complete.

CONTACT REGIONAL ARTS WA

It is strongly recommended that all applicants liaise closely with a Regional Arts WA Project 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 Regional Arts WA Project Officer can be contacted by:

Phone: 08 9200 6200

Freecall: 1800 811 883

Email: investment@regionalartswa.org.au