

# Next Level Regional Grant Guidelines & Tips

REGIONAL  
**ARTS  
WA**

**YCulture Fellowships presented by Drug Aware**



Department of **Local Government, Sport and Cultural Industries**  
Department of **Primary Industries and Regional Development**



The Next Level Regional Grant is part of the Regional Arts and Culture Investment Program, supported by the State Government's Royalties for Regions Program.

Regional Arts WA receives core funding from the State Government through the Department of Local Government, Sport and Cultural Industries and Lotterywest.

**Regional Arts WA acknowledges the traditional custodians of the land on which we meet and work.**

We cherish First Nations people and respect their spiritual connection to their land and cultural heritage and belief systems. We value these ancient systems and understand that they are thriving, evolving and will empower and enhance all Australians.

**Kaya!** (hello)

## Are you interested in taking your art practice to the next level?

Next Level Regional Grants are available to support young emerging regional artists and arts workers to build skills so they can develop and sustain an arts career in regional Western Australia.

Applicants can apply for \$7,500 to support creative activity and professional development for a period of one year.

This program is open to applicants from regional and remote Western Australia aged between 18-26.

**Is this you? Then, read ahead!**

## Let's get started...

Thanks for your interest in applying for the Next Level Regional Grants!

This document has been designed to give you information about the grant, its benefits, and details of what is required in your application.

If you have any feedback on this document, please contact the Regional Arts WA Project Officer, Hannah Chambers at [investment@regionalartswa.org.au](mailto:investment@regionalartswa.org.au) or 08 9200 6210.

To help you begin, we've compiled a list of the major milestones for you to follow below. Check off each item as you complete it.

### To do list:

- ☐ Read this guidelines document
- ☐ Check your eligibility
- ☐ Note down any key deadlines
- ☐ Meet with the Regional Arts WA Project Officer about your activity
- ☐ Start application in SmartyGrants
- ☐ Compile support material
- ☐ Submit draft to Regional Arts WA for feedback
- ☐ Complete the application
- ☐ Submit your application before the due date!







## Who can apply?

Use the below checklist to see whether you are eligible to apply:

- ☐ I am an independent artist, arts worker, cultural worker, or producer
- ☐ I am aged between 18-26
- ☐ I have been living in regional WA\* for a minimum of 12 months prior to application
- ☐ I have an Australian Business Number (ABN) registered in regional WA\*\*

If you have said yes to all of the above criteria, you can apply for the Next Level Regional Grant.

**Regional Arts WA is committed to diversity and inclusion.** We always encourage applications from those who are First Nations, Culturally and Linguistically Diverse, LGBTIQ+ and people with disability.

### \*What does regional mean?

In this context, regional means anyone who lives in the following Development Commission areas: Peel, Pilbara, Gascoyne, Wheatbelt, Mid West, Great Southern, South West, Kimberley.

If you are unsure if your address is regional, please contact Regional Arts WA.

### \*\*What if I don't have an ABN?

You can apply for an ABN online for free. Find out more about applying for or updating your ABN here: <https://www.abr.gov.au/business-super-funds-charities/applying-abn>

If you don't have your own ABN, you will need to find a not-for-profit organisation or Local Government Authority to be an auspice. Your auspice will accept legal and financial responsibility for the grant on your behalf. Auspice organisations are required to be based and registered in regional WA. If you need help finding an auspice, get in contact with us.

**Image:** Rita Bush's Retrieve Your Jeans IN SPACE Development at Australian Dance Theatre, funded through the Regional Arts Fund's Project Grant in 2019. Rita Bush was a recipient of the Next Level Regional Grant in 2017. Photo by Sam Roberts.

## What can you apply for?

### You can apply for a range of different activities!

All art forms are eligible, including (but not limited to) visual arts, theatre, dance, writing, music, film, new media and cultural projects.

Some examples of activities we fund include:

- ✓ Collaborations
  - ✓ Creation of new works
  - ✓ Skills development
  - ✓ Research
  - ✓ Experimentation
  - ✓ Professional development and training
  - ✓ Presentation, promotion and marketing
  - ✓ Residencies
- 
- ✓ Travel  
You can travel within WA, nationally and overseas during the project but are asked to spend most of your time in regional WA so the benefits of the grant are evident in the regions.
- 
- ✓ Mentorships  
To get the most out of your experience, you are encouraged to consider including a mentoring component in your project. Regional Arts WA can help you identify suitable mentors, contact us for more information.
- 
- ✓ Equipment purchases (up to \$1,000 per item)  
The intention of this fund is not to support the purchase of equipment but you may apply for this if it is more financially viable to purchase equipment rather than rent it.

All activities must follow current advice from the WA Health Department relating to COVID-19 and must be drug, alcohol and smoke free.

## How much can you apply for?

The Next Level Regional Grant provides **\$7,500** to support your creative activity and professional development for a period of one year.

## Put these important dates in your diary!

Next Level Regional Grant will close **5pm, Wednesday 8 June 2022**.

Your activities must take place between **1 July 2022 and 30 June 2023**.

The Regional Arts WA Project Officer may provide feedback on one draft per applicant. Drafts must be submitted by **Thursday 26 May 2022**.



**Image:** Frank Bennett working on an edit of The Dance of Samsara short film, featuring sister Sita Bennett. Frank and Sita were both recipients of the Next Level Regional Grant in 2020. Photo by Sita Bennett.



## Are there other program benefits?

Yes! In addition to your own creative activity and development, other benefits of the program include:

- **Additional money** to support attendance at a conference or gathering with the other successful applicants. We aim to make this experience relevant for the whole group.
- **Online group induction** for recipients at the commencement of the program to get the rundown on Next Level.
- **Minimum of 3 x 1 hour online group catch-ups** for recipients. These are designed to check in on how your activity is going, provide peer review and share experiences. Sessions are held at approximately three-month intervals over the course of the program.



“This grant has allowed me to not only increase my capacity and ability as a lighting and sound technician, but has also led me to meet lots of new people which has opened up so many new and exciting opportunities for me.”

**- Megan Lemon (Ravensthorpe)**  
2021 Grant Recipient

**Image:** Megan Lemon (aka Lemon) taking charge of the sound and lighting at the Hopetoun Community Centre. Lemon was a recipient of the Next Level Regional Grant in 2021. Photo by Dene Bingham, courtesy of Rave About Arts.

## How do you apply?

Applications must be made in SmartyGrants. You will need to sign up for a free account, if you don't already have one. Head to <https://regionalartswa.org.au/funding/nlrg> and click **Apply Now** to get started.

We recommend having a chat with Regional Arts WA Project Officer, Hannah Chambers to confirm your eligibility and discuss your project before you proceed with your application.

## Helpful resources for grant writing

### The Grants Hub

<https://www.thegrantshub.com.au/grant-resources>

### Five tips for writing successful grant applications

<https://regionalartswa.org.au/news/five-tips-for-writing-successful-grant-applications>

### ArtsHub Artists Essentials Toolkit

[https://youtu.be/WlgjmUT5\\_UI](https://youtu.be/WlgjmUT5_UI)

## Templates

[Sample Tax Invoice \[PDF\]](#)

[Biography Template \[PDF\]](#)

# What support material can you include?

You may submit support material with your application to help the assessors gain a better sense of your project.

There are three types of support material you can submit:

## 1. Artist, Producer or Arts Worker Information

You will need to include either a biography (bio) or a Curriculum Vitae (CV) for yourself and any artists, mentors or key collaborators involved your project.

Each bio or CV should be presented:

- ☐ As a single document
- ☐ A4 size
- ☐ Maximum two pages
- ☐ PDF format

## 2. Examples of Your Work

Include relevant and recent examples of your artistic work.

You will be able to upload a maximum of:

- ✓ Seven written material documents (in PDF format, no more than five pages each)
- ✓ Five photographs or images such as artworks or examples of past projects
- ✓ Three direct links of audio, images or video\*
- ✓ Two audio files\* (mp3 format preferred)
- ✓ Two video files\* (no more than 25MB in size)

\*If you are providing either audio or video the assessors will view/listen to a **combined maximum total of three minutes**. If your materials are longer than three minutes, you can list specific times for the assessors to watch/listen to.

## 3. Letters of Support

An important part of any application is the inclusion of letters of support from those you have worked or collaborated with. Support letters can also be thought of as endorsements from those who have seen what you can do. A support letter should explain to the assessors how the project or activity will benefit you and the development of your skills. If applicable, it will also explain how the project or activity will benefit the community.

You can include up to five letters of support from individuals, groups or organisations. Each letter should not exceed one A4 page and should be provided in PDF format.



**Previous Image:** Bridget Baldock's Botanic II exhibition, held in Geraldton in 2020. Bridget was a recipient of the Next Level Regional Grant in 2020. Photo by Bridget Balcock.



## What can't you apply for?

- × Projects or activities that do not involve or benefit emerging regional artists or arts workers
- × Projects that mostly benefit a metropolitan location or areas outside of regional WA
- × Projects or activities that do not have a clear arts component
- × Projects that have already taken place
- × Activities already funded by Regional Arts WA or the Department of Local Government, Sports and Cultural Industries through other funding programs
- × Fundraising, competitions, prizes and trophies
- × Activities that will be academically assessed or any school curriculum-based activity
- × Equipment purchases over \$1,000 - including instruments, equipment, software, computers and/or uniforms
- × Construction, purchasing of studios, workspaces, galleries or any other capital works

## Who can't apply?

You cannot apply for the Next Level Grant if:

- × you are based in a metropolitan area – this includes anyone in the greater Perth area
- × you have overdue acquittals for grants from funding programs, including those from Regional Arts WA, Community Arts Network, Department of Local, Government, Sports and Cultural Industries or the Australian Government
- × you have previously been a successful recipient of a Next Level Regional Grant

We will not accept applications from legally constituted organisations or partnerships.



**Image:** Blind Dates networking event.  
Photo by Susie Blatchford.

# What is the assessment criteria?

Your application will be assessed externally by an Investment Sub-Committee of young peers who are active in their own regional communities, and have experience across a range of art forms and the arts industry as a whole.

To assess how well your application meets our criteria, the Sub-Committee may consider several prompts. Not all prompts will apply to your application, but they are examples of the things the Sub-Committee may consider.

## Artistic Potential

The Sub-Committee will assess the potential and calibre of those involved. They may consider the following:

- Artistic merit of proposed project
- Quality of work previously produced by the applicant and collaborator/mentor
- Demonstrated ability, skills and creative thinking
- Level of innovation, ambition, or experimentation
- Dedication to building a creative career in regional WA

## Viability

The Sub-Committee will assess whether your proposed activity is capable of working successfully. They may consider the following:

- Relevance and timeliness of proposed activity
- Realistic and achievable planning and resource use
- Support from a recognised individual or organisation within the arts and cultural sector
- Where proposals involve working with diverse audiences or communities, the Sub-Committee will look for demonstrated cultural understanding and appropriateness (cultural competencies)

## Impact

The Sub-Committee will assess the impact that the proposed activity will have on your arts practice and career. They may consider the following:

- Capacity to strengthen skills and abilities of artist/arts worker
- Potential to extend arts practice, including working at greater scale or significance
- Potential to discover and develop new markets and raise your profile
- Potential to create a sustainable arts career within regional WA



“This project was the perfect opportunity to allow me to invest in my abilities which I now can invest in the community. It’s a bonus that I even got a job out of it.”

**- Minna Rankine (Geraldton)**  
2018 Grant Recipient

**Image:** Producer Minna Rankine during her Next Level Fellowship in 2018-19. Minna is now the Associate Producer at Euphorium, a creative production company based in Geraldton.



## Working with Children

If you're carrying out child-related work as part of your project, all artists and arts workers involved must have a current Working with Children Check as required by WA law.

For more information visit <https://www.workingwithchildren.wa.gov.au>

## Working with First Nations Cultural Content and communities

Regional Arts WA requires applicants to show how they will acknowledge any Aboriginal and Torres Strait Islander cultural knowledge and intellectual property.

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](#).

You may also contact Regional Arts WA for advice specific to your project.

## Successful Applicants

### Payment

If you are successful, you 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, then you will need to send an invoice to Regional Arts WA.

[Useful Resource: Sample Tax Invoice \[PDF\]](#)

### Acquittal

You must provide an acquittal within 8 weeks of the project end date. Acquittal forms are available via SmartyGrants, and you will need to log in to complete.

If you do not provide an acquittal within the given timeframe you may be considered ineligible for future funding rounds until your acquittal has been submitted and accepted.



“This Grant was a huge help with my second album – I was able to record it in less than two weeks, it took three years to do the first one. Having the funds available to record this album really helped me cement my place in the music industry, with the album achieving over a million streams on Spotify.”

**- Mitchell Martin (Bunbury)**  
2018 Grant Recipient

**Image:** Musician Mitchell Martin, who was a recipient of Next Level Regional in 2018. Photo by Lewis Martin Photography.

# 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.

# Acknowledgement of Funding

The Next Level Regional Grant is part of the Regional Arts and Culture Investment Program, supported by the State Government’s Royalties for Regions Program.

The purpose of the program is to drive the creation of jobs, drive economic development and tourism and improve social cohesion by supporting the creative and cultural industries in regional Western Australia. Through strategic investments, the program aims to build capacity in the regions and contribute to liveability and vibrancy of regional communities.



Department of **Local Government, Sport and Cultural Industries**  
Department of **Primary Industries and Regional Development**

Next Level Regional Grants; YCulture Fellowships are also supported by Healthway as part of the YCulture program to promote the Drug Aware message.



# About Regional Arts WA

Regional Arts WA is the State’s only service organisation delivering a multi-arts program to strengthen and celebrate our powerful regional arts sector. We are a regionally governed, not-forprofit organisation looking after the regional arts sector, meaning every artist, arts worker, arts and cultural organisation, and group with regional programs.

For more information about the Next Level Regional Grants contact:

## Project Officer

Hannah Chambers

08 9200 6210

[hchambers@regionalartswa.org.au](mailto:hchambers@regionalartswa.org.au)

Regional Freecall: 1800 811 883





# Glossary

<b>ABN</b>	(Acronym: Australian Business Number). A number given by the Australian Taxation Officer (ATO) that identifies your business to the government and community. To find out if you need an ABN visit the Australian Business Register.
<b>Accountability</b>	Responsibility for honest and ethical conduct.
<b>Acquittal (grant)</b>	A report where you are asked to accurately explain how funds have been spent during a project.
<b>Application (grant)</b>	A structured, written document that describes how you plan to meet the stated needs for the grant program.
<b>Artform</b>	A particular type of artistic activity. For example, painting, photography, dance, music, etc.
<b>Artistic</b>	Able to create or enjoy art; skilfully or attractively made.
<b>Arts Practitioner</b>	A person actively engaged in the creation of art, either as a hobby or profession.
<b>Arts Worker</b>	A person who actively engages in the planning and creation of art and arts activities as a profession.
<b>Assess/ Assessment</b>	The act of forming an opinion about the nature or quality of something.
<b>Assess externally</b>	(See: Assess/Assessment) Something that is assessed by people who do not work for the organisation.
<b>Auspice</b>	The body responsible for accepting grant monies on behalf of a grant recipient, paying grant monies to a grant recipient, and ensuring that funds are acquitted once a funded project is completed.

<b>Artistic Merit</b>	The perceived quality or value of arts practitioners and their work. This can include prompts such as – do they have a defined style? How relevant is their work? Can the practitioner critically reflect on their practice?
<b>CaLD</b>	(Acronym: Culturally and Linguistically Diverse.) Someone who identifies as having different cultural backgrounds and speaks other languages besides English.
<b>Collaboration</b>	The act of working with another person or group of people to create or produce something.
<b>Creative</b>	Involving the use of skill and imagination to produce something new or a work of art.
<b>Cultural</b>	Relating to the habits, traditions, and beliefs of a society.
<b>Cultural Competencies</b>	The ability to understand, communicate with and effectively interact with people across cultures. Cultural competence is built over time and requires a willingness to be respectful of others’ cultures and to honour and value them. Relationship building is fundamental to cultural competence.
<b>Diversity</b>	Having a range of people or things with different attributes, backgrounds, skills, experiences, and perspectives.
<b>Eligibility</b>	The fact of being allowed to do or receive something because you satisfy certain conditions.
<b>Emerging</b>	Someone who is in the early stage of their career as an artist, arts worker, or producer.
<b>First Nations</b>	Australia’s first people, made up of different and distinct Aboriginal and Torres Strait Islander groups each with their own culture, language, beliefs, and practices.

<b>Glossary</b>	An alphabetical list of words relating to a particular subject, text, or dialect, explaining their meanings.
<b>Grant</b>	An amount of money given, especially by the government, to a person or organisation for a special purpose.
<b>Guidelines</b>	A set of rules or instructions that are given by an official organisation telling you how something should be done.
<b>Inclusion</b>	Occurs when a range of people from diverse backgrounds, and with varied skills, feel valued and respected, have access to opportunities and resources, and can contribute their perspectives and talents to improving their communities.
<b>Independent</b>	Individual creative workers who are self-employed, sole traders or contractors.
<b>Induction</b>	The process of formally introducing someone, or a group of people, into a new workspace, or program.
<b>Local community</b>	A group of people living in a common location, for example: living in a particular town, city, or suburb.
<b>Local government</b>	The control and organisation of towns and small areas run by people who are chosen by other people living in the area.
<b>Mentorship</b>	A relationship between two people where the individual with more experience, knowledge, and connections can pass along what they have learned to a more junior individual within a certain field.
<b>Not-for Profit Organisation</b>	Not-for-Profit (NFP) organisations are organisations that provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable).
<b>Partnership</b>	A relationship between two people or organisations.

<b>Peer</b>	A person who is equal to another in abilities, qualifications, age, background, and social status.
<b>Project Officer</b>	A person who is employed to plan and coordinate project activities, including scheduling, reporting, and document control.
<b>Professional Development</b>	Continued training and education of an individual.
<b>Profile</b>	The extent to which a person or organisation attracts public attention.
<b>Producer</b>	A person responsible for the financial and managerial aspects of the making of any production e.g. film, theatre, circus, exhibition.
<b>Regional freecall</b>	A phone number you can call from fixed telephone services in regional WA for free.
<b>Residency</b>	To give arts practitioners the opportunity to live and work outside of their usual environments, providing them with time to reflect, research, or produce work.
<b>Social media</b>	Websites and computer programs that allow people to communicate and share information on the internet using a computer or mobile phone. For example, Facebook, Instagram, LinkedIn, Twitter, etc.
<b>Sub-Committee</b>	A small group of people assigned to focus on a particular task and/or make recommendations to the Board of Directors for decision.
<b>Sustainable</b>	Able to be continued for a long time.
<b>Support Letter</b>	A personally written document that explains the writer's support for a person, cause or idea.





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