

## Regional Arts Fund Guidance Materials 2019-20

### QUICK RESPONSE GRANT

Quick Response Grants are intended to assist regional artists, arts organisations and communities to take up professional or skills development or small project opportunities that would otherwise be limited by the constraints of other funding programs.

This fund is only open to applicants from regional and remote Western Australia.

### CATEGORIES

Applicants can choose from two categories. The same eligibility will apply across both categories.

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#### **Individual** – up to \$2,000

This program provides support for professional development opportunities for individual artists and arts workers in regional Western Australia. The program enables creative people to take advantage of an extraordinary professional arts opportunity that has presented itself at the last minute and needs to be responded to quickly.

Applicants can apply for a maximum of \$2,000 (per application) with a maximum of \$4,000 per applicant over the four-year funding period 2016-2020.

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#### **Community** – up to \$4,000

This program provides support for small-scale arts development initiatives for organisations in regional Western Australia. The program enables organisations to take advantage of an extraordinary arts opportunity in their local community that has presented itself at the last minute and needs to be responded to quickly.

Applicants can apply for a maximum of \$4,000 (per application) with a maximum of \$8,000 per applicant over the four-year funding period 2016-2020.

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From time to time, Country Arts WA may allocate Quick Response Funds for special funding rounds like travel assistance to regional conferences or significant regional events.

### DATES

The Quick Response Grant is open year-round.

**Application due:** At least 10 business days prior to the project start date.

**Notification:** Within 10 business days of receipt.

## ELIGIBILITY

### Who can apply?

- Not-for-profit organisations and Local Governments based in regional Western Australia are eligible to apply to the Community category.
- An applicant or auspice ABN must be registered to a regional postcode, as determined by the Modified Monash Model (MMM2 – MMM7). Check how your town/district is classified here: [www.beta.health.gov.au](http://www.beta.health.gov.au)
- Applicants in the Peel region that are defined as 'MMM1' are eligible to apply if their project clearly demonstrates broad impact in regional WA.
- Organisations must be either legally incorporated and have an ABN **or** have a legally incorporated organisation auspice their grant.
- Applicants without an ABN must have a regionally based not-for-profit organisation or Local Government to auspice the project.
- 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.
- In special cases, individuals with a demonstrated track record with Country Arts WA are eligible to apply to the community category. The Project Officer must be contacted to discuss this prior to application.

### What can the Regional Arts Fund support?

- Funding can cover artist, arts worker and cultural adviser fees, travel, accommodation, materials, venue, catering for workshops and/or opening events, equipment hire and insurance.
- Activities in all art forms including visual arts, circus, craft & textiles, dance, digital media, film, literature, music, photography, puppetry, theatre and cultural projects involving the recording and preservation of language and stories.
- International travel.

### Who is not eligible to apply?

- For-profit organisations.
- Applicants who reside or are based in a major city or metropolitan location.
- 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 the Regional Arts Fund, 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 will the Regional Arts Fund not support?

- A project that will not be completed by 30 June 2021.
- A project principally benefitting a major city or metropolitan location.
- Projects that commence before funding is approved.
- 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 or other.

- Ongoing administration costs of an organisation, as opposed to direct costs of a project.
- Infrastructure, capital and projects involving purchase of assets.
- The costs of organising and running competitions, prizes, awards, or fundraising events.
- 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 required as part of any academic program.
- Projects that do not substantially align with and further the objectives of the Regional Arts Fund.

## **RAF 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 raising the profile of, regional and remote artists.

## **QUICK RESPONSE GRANT CRITERIA**

Applications will be assessed on the degree to which:

- the project meets the RAF objectives (stated above);
- the opportunity presented at the last minute and demonstrates an immediate need;
- applicants are incapable of waiting to enter normal funding cycles; and
- demonstrate strong project planning and effective use of resources.

## **BUDGET CRITERIA**

- Applications should provide an appropriately detailed and realistic budget to demonstrate how the project will effectively use resources.
- 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.
- 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 Project Officer must be contacted to discuss this prior to application submission.

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 a Country Arts WA Project Officer.

It is essential that applicants speak to a [Project Officer](#) at Country Arts WA prior to applying. You can contact us on regional free call 1800 811 883, 08 9200 6200 or [fhardy@countryartswa.asn.au](mailto:fhardy@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.

Please note: If you do not make initial contact, we cannot guarantee that the Project Officer will have time available to give feedback on your project. Applicants should make the most of this opportunity by allowing plenty of time for discussion and feedback before applications close.

### Apply Online via SmartyGrants

All applications are to be submitted online using the SmartyGrants system. Applicants will need to contact a [Project Officer](#) at Country Arts WA to discuss their project and to access the link to the application. Regional free call 1800 811 883 or via email [fhardy@countryartswa.asn.au](mailto:fhardy@countryartswa.asn.au).

## ASSESSING YOUR APPLICATION

Applications are processed by Country Arts WA to ensure eligibility, then assessed internally by a Quick Response Grant Panel. You will be notified of the outcome within 10 business days of receipt of your application.

The Panel will:

- Verify the eligibility of your application.
- Assess the merit of your application against the criteria of the program.
- Determine the most appropriate allocation of funds giving consideration to regional spread and art form and target beneficiary diversity of previous applications.
- Act in accordance with any 'Program Strategy Statements' if issued by the Australian Government Minister for the Arts.

## 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. By submitting a Regional Arts Fund grant application you are also providing permission for this personal information to be used in this manner.

Country Arts WA will use your application to gather statistical information. This information will enable the analysis of trends and 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 6 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 provides funding to peak regional arts organisations in each state and territory (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 information visit [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au) or contact the screening unit:

Phone 08 6217 8100  
Freecall 1800 883 979  
Email [checkquery@cpfs.wa.gov.au](mailto:checkquery@cpfs.wa.gov.au)

## CONTACT COUNTRY ARTS WA

It is strongly recommended that all applicants liaise closely with a Country Arts WA Project 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.

Phone 08 9200 6200  
Freecall 1800 811 883  
Email [fhardy@countryartswa.asn.au](mailto:fhardy@countryartswa.asn.au)

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**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**