



PROGRAM GUIDELINES SHARE THE RISK

Share the Risk is a guarantee-against-loss program that aims to reduce the gamble taken by community organisations presenting a professional performing arts event by underwriting some of the costs to a maximum of \$10,000. The fund is designed to cover losses associated with unexpected events such as bad weather, a change in farming schedules or an unforeseen community occurrence. The performing arts can be unpredictable. Share the Risk can help reduce the risk of your next event.

PROGRAM OBJECTIVES

Share the Risk aims to:

- Develop regional audiences.
- Develop community skills in presenting ticketed performing arts events.
- Develop an effective regional WA touring circuit.
- Ensure regional communities have access to a diverse range of professional performances.
- Encourage and support community groups in coordinating regional activities.

For further information and assistance contact the Performing Arts Touring Officer
Phone 08 9200 6200 **Regional free call** 1800 811 883 **Email** touring@countryartswa.asn.au

WHAT WILL SHARE THE RISK FUND?

Share the Risk will fund up to 50% of the project's eligible expenditure (see the Budget in the Application Form for more details) to \$10,000 including:

- Performance fees for the professional performing artist or group.
- Touring costs including travel costs, allowances, accommodation and freight costs.
- Expenses directly related to putting on the performance or event, including venue hire, labour, equipment hire and seating.
- Marketing expenses.

Share the Risk will not fund fundraising or commercial events, non-performing arts events (eg. film festivals), workshop fees or catering costs.

Performances that form part of Country Arts WA's **Shows on the Go** program are eligible for up to half of the performance fee only.

- All community-based not-for-profit organisations in regional Western Australia may apply.
- Organisations do not need to be incorporated but may nominate another incorporated organisation with an ABN to administer funds on their behalf. This is called auspicings.
- Project budgets are required to include at least 15% income on top of projected ticket sales. This can include in-kind support.

INELIGIBILITY

- Shires and commercial bodies (such as hotels or wineries) cannot apply but can act as an auspice.
- Organisations or groups who receive core or project funds from Lotterywest are not eligible for Share the Risk.
- Projects that have already taken place cannot be funded.
- Organisations with outstanding acquittals at Country Arts WA, The Department of Culture and the Arts, or Community Arts Network.
- Individuals and fundraising ventures are not eligible.
- Schools and educational institutions may not apply but activities organised by community groups that take place within these institutions are eligible.

HOW MUCH CAN YOU APPLY FOR?

- Requests up to half of the eligible expenditure to \$10,000 (exclusive of GST) will be considered.

HOW MANY TIMES CAN YOU APPLY?

- There is no limit to the number of times you can apply for Share the Risk funding, but you must have successfully acquitted any Country Arts WA, Community Arts Network WA or Department of Culture and the Arts funding previously received.

WRITING THE APPLICATION

Applicants are required to discuss their application with the Country Arts WA Investment Officer well in advance of the closing date on **08 9200 6200** or regional free call **1800 811 883**.

Follow these steps

1. Writing the Application

- Log in to Smarty Grants via the link on the Country Arts WA website or at <https://cawa.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.
- 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 (we will) rather than hopeful statements (we hope to, we wish to).
- Your application will be assessed against a set of criteria by the Country Arts WA Touring Assistance Panel. Make use of the following questions that relate to the criteria to build your Share the Risk application:
 - Is there evidence that the event is desired and supported by the community and/or the target audience? Is there support material that will demonstrate this?
 - Is the artist/s considered to be professional? Is this demonstrated through a synopsis of the performance and artist biographies?
 - Is there evidence of a well-developed marketing or promotional plan that engages the target audience? Can samples of marketing collateral be included?
 - Has a well-developed evaluation or reporting method been planned? How will you collect data and what will you do with it?
 - Is there a 15% minimum cash or in-kind applicant contribution towards the proposed event (eg. local sponsorship, venue hire or volunteer labour)?
 - Will ticket prices maximise Box Office returns taking into account the nature of the event and the audience?

2. GST and the Budget

- If your organisation is registered for GST, please complete the budget exclusive of GST. GST received and paid does not reflect a true expense or income item of your project and should not be included in your budget.
- If your organisation is not registered for GST, you will not receive GST in your income and will not be able to claim input tax credits on the GST component of purchases. Therefore, the GST component of purchases is a real cost to your project and should be included in your budget.
- 'In-kind' represents any service or product that is donated to your project. This could include the value of time for voluntary artists and support staff, venue hire, materials or equipment. GST should NOT be included for in-kind figures.

3. 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.
- Excess support material will be removed from your application e.g. CVs that are longer than 2 A4 pages will have the extra pages removed. Make sure that you format the support material to fit within the requested limits.

Support letters must be signed and dated. Country Arts WA may conduct spot checks of support letters to verify their content.

4. Sending a draft application

- When you have completed the last page of the application form you can click **Review** in the navigation panel.
 - This will allow you to save a copy of your application by clicking **Download PDF**. Once you have downloaded the PDF, send it to the Country Arts WA Project Officer at least one week prior to the closing date to receive feedback.

5. Submitting your application

- Once you have received feedback from the Project Officer, you can log back in to make the changes to 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 5pm on the closing date. Make sure you leave enough time in case you have to make corrections.

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

ASSESSING YOUR APPLICATION

Once you have submitted a final application, it is processed by the Touring Team to ensure eligibility and then sent to the Touring Assistance Panel, comprised of 4-6 members of the Country Arts WA Board. The Panel meets approximately four weeks after the closing date to assess the applications. Applicants will be notified of the decision of the Panel within five days of the assessment. Country 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.

HOW ARE YOU NOTIFIED OF THE OUTCOME?

Once Panel decisions have been made, the Touring Officer will contact you to advise the outcome of your application. You will receive this notification within four weeks of the closing date. If your application is successful, you will receive a contract outlining the terms and conditions of your Share the Risk grant. Following the completion of your project, you will be required to submit an acquittal.

ACKNOWLEDGEMENTS

It is a condition that the Share the Risk program, Country Arts WA and Lotterywest receive appropriate acknowledgment on all material related to the project. Details of acknowledgement requirements will be included in the contract and relevant logos will be provided electronically.

ACQUITTING YOUR PROJECT

All Share the Risk projects must be acquitted via Smarty Grants.

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 300dpi or ~1MB) of the project are required for acquittals to be accepted. Acquittals are due

within 13 weeks of the completion of the project. Country Arts WA may use your acquittal for promotional purposes.

SHARE THE RISK QUICK RESPONSE

The Share the Risk funding rounds aim to maximise opportunities for community presenters to apply for Share the Risk funds for their performances and events. Occasionally, extraordinary opportunities present themselves that need to be responded to quickly. Should such an opportunity arise, contact the Country Arts WA Performing Arts Touring Officer to discuss the possibility of submitting a Share the Risk Quick Response application without having to wait for the next funding round.

This provision is not intended to overcome a lack of foresight in project planning or to supplement project income. Share the Risk Quick Response applications will need to clearly demonstrate why the opportunity is special for your community and why it requires immediate response.

Acceptance of Share the Risk applications for consideration outside of funding rounds is undertaken at the discretion of the Touring Assistance Panel.