REGIONAL ARTS LEGACY GRANTS GUIDELINES

The Regional Arts Legacy Grants stimulate and support arts activity in all nine regions of Western Australia through supporting regional Western Australian individuals and communities from one-to-two years. The intent of this fund is to be open and non-specific, and can fund smaller projects or bold visions. It will not fund assets, infrastructure, or performing arts touring.

The total budget pool available for Round Two is $173,868.

OVERVIEW ROYALTIES FOR REGIONS SCHEME FOUR PROGRAM

The Regional Arts Legacy Grants are part of Country Arts WA’s Scheme Four.

Scheme Four is made possible by the State Government’s Royalties for Regions $24million investment in culture and the arts. The Program is delivered through a Memorandum of Understanding between the Department of Culture and the Arts (DCA), and the Department of Regional Development (DRD). The investment is across five Schemes, and Country Arts WA is managing Scheme Four.

The State Government supported this investment in culture and the arts in response to a clear demand from the regional arts sector, including key arts organisations, along with Country Arts WA whose Vote Arts campaign called for a tangible and public commitment to regional arts.

Scheme Four has three pillars of delivery: Regional Arts Legacy Grants (RALG), Capacity Building through a number of projects, and the Regional Arts Partnership Program (RAPP). These guidelines relate to one pillar: the Regional Arts Legacy Grants.

REGIONAL ARTS LEGACY GRANTS

The RALG will provide funding to regional arts and cultural organisations, local governments and regional artists. The RALG will act as a catalyst to stimulate and support arts activity in all art forms across all nine regions.

DATES

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<th>CLOSING DATE</th>
<th>PANEL ASSESSMENT</th>
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<th>PROJECTS MUST START AFTER</th>
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<td>5pm 3 March 2017</td>
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All projects must be completed by 30 June 2019.
CATEGORIES

Applicants can choose from two categories:

**Individual** – professional\(^1\) artists and arts workers

This is available for professional individual artists, arts workers or small collaborations based in regional Western Australia who have identified projects that are focused on individual outcomes.

**Community** – not-for-profit organisations, groups or networks, and local governments

This is available for not-for-profit organisations, larger groups or networks, and local governments based in regional Western Australia who have identified projects with broader community outcomes.

Grants will be provided for projects on a one-off, or on a two-year basis. Activity can focus on all art-forms including but not limited to visual, theatre, dance, literature, music, digital, and multi-media.

Projects that remove barriers to allow the individual or organisation to move to the next level will be encouraged. Hence, applications and/or budget items that can be traditionally supported through existing annual funding programs will be less competitive, as one of the intentions of this grant is to support projects that face difficulty in securing funding support.

Applications that can be supported through Scheme 1, 2, 3 and 5 are ineligible.

Organisations currently in receipt of Regional Arts Legacy Grants will need to demonstrate how the project will significantly satisfy an unmet need above and beyond their existing program.

Applications will be primarily assessed on merit against the funding criteria. The subsequent assessment will consider regional spread, and prioritise applications from the Pilbara, Peel and East Kimberley.

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\(^1\) Professional artist is defined as one who is fully supported by their art work, or an artist that whilst not fully supported by their art work, achieves a recognisably high standard in their field for at least five years. This standard can be supported by published reviews, peer reviews or CV. A professional arts-worker is defined as an individual who has worked in arts management or administration for at least five years.
FUND CRITERIA

The Fund will not be proscriptive regarding project parameters, but will be open and non-specific. It can fund smaller projects or bold visions.

Projects will be assessed against the following criteria:

- **Vision**: what is your dream? 
  Demonstrate solutions and ideas with strong objectives and provide reasoning as to how this addresses an opportunity, barrier or unfulfilled need;

- **Integrity**: are you doing the right thing the right way? 
  Demonstrate solid project processes that consider consultation, design, planning, implementation, evaluation, documentation, and reporting;

- **Viability**: can you do it? 
  Demonstrate capacity to deliver, efficient use of resources, sound budgeting, relevant partnerships, and leverage; with consideration towards expansion beyond the project timeframe;

- **Impact**: what will be the effect or influence? 
  Demonstrate marked influence, lasting impressions, and long-reaching effect through strongly addressing a minimum of three of the Scheme Four outcomes (please see below);

- **Quality**: how will it be good? 
  Demonstrate merit and/or excellence in process, artistic practice or outcomes.

Applications must engage with and employ regionally-based Western Australian artists or contractors, or explain concisely why a non-regionally-based Western Australian is more appropriate for the project.

SCHEME FOUR OUTCOMES

Funding will be considered for projects within regional Western Australia that show how they will increase:

- local arts and cultural activities;
- opportunities for social interaction, inclusion and community cohesion;
- community involvement in arts and cultural activities;
- individuals wanting to create and/or participate in arts and cultural activity;
- community vibrancy and livability; and
- advice, networking, information and professional development opportunities for artists and arts workers.
BUDGET CRITERIA

The fund will not cover the entire cost of the project. Applicants are required to contribute or source a minimum of 25% cash from other funding sources; this doesn’t include in-kind support.

The project should be done in a cost effective way and show value for money. Individuals must be paid appropriately. Budgets should show diversity of funding, including both in-kind and cash support from a variety of funders. Applications should demonstrate sound project planning with an appropriately detailed and realistic budget to ensure the success of the project. It is important applicants reflect eligible costs, provide notes on where efficiencies have been gained, and a justification if costs are high. Project expenses should be clearly articulated.

There is no limit to the amount an applicant can apply for, however applications over $25,000 per annum must discuss their budget with the project officer prior to submitting an application.

Applications requesting large amounts of the Regional Arts Legacy Grants Fund would generally be expected to meet the criteria to a higher degree.

POSSIBLE PROJECTS THAT COULD BE FUNDED

Example 1: Two arts organisations in separate regions collaborate to present a project that has been identified as equally lacking in both communities. They share all aspects of the project which has evolved into a two-day to week long program, drawing on each other’s resources and skills. The project will be showcased separately in the two communities, with the intent residents will travel between townships to participate in the full cross-regional experience.

Example 2: A professional regional artist has the opportunity of a three-month mentorship with an internationally recognised painter in Hong Kong, providing professional and skills development, art practice exploration, and market opportunities.

Example 3: Six young people from across four regions collaborate on a project over a six-month period with a high-profile regional artist, with the intent of presenting the final work at a national forum. The project addresses regional isolation, professional and skills development, informs participants’ arts practice, and provides opportunity for nation-wide exposure.

Example 4: An arts organisation contracts a regional consultant to facilitate organisational development, implement leadership program, and develop new five-year Business Plan, with leveraged money from Lotterywest.

Example 5: Following strategic analysis, three arts organisations within the same region identify the advantage of sharing a staff member in a fundraising, sponsorship and philanthropy role. Though the funding is finite, the potential success of this position could go on to financially support the continued role long-term.
ELIGIBILITY

- All regionally-based Western Australian not-for-profit membership-based organisations; local government authorities; not-for-profit community groups or networks; and individuals.
- Unincorporated applicants or individuals without an ABN, must be auspiced by a regional not-for-profit organisation or local government.
- All ABNs must be registered to a regional Western Australian postcode.
- An Individual applicant ABN must be registered as a sole trader.
- Individual applicants must be Australian citizens, or have permanent resident status and have resided in regional Western Australia for a minimum of 12 months prior to submitting the application.
- As an example: funding can cover artist, arts worker and cultural adviser fees; travel within Australia or internationally; accommodation and per-diems; materials, venue and equipment hire; and insurance.
- Minor capital purchases (up to $1,000 per item) can be made when it is clear it is more financially prudent than hiring. NB: The primary intention of this fund is not to support the purchase of assets.
- Regional Western Australia is determined by the borders of the nine Western Australian Development Commissions.

INELIGIBILITY

- Incomplete applications.
- Limited and Propriety Limited companies who are for-profit.
- Schools and educational institutions; but activity may take place within these institutions.
- 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 an academic program.
- Projects that have commenced or been completed.
- Infrastructure, capital and projects involving purchase of significant assets (over $1000).
- Applications that can be supported through Scheme 1, 2, 3 and/or 5 of the $24 million investment into regional arts.
- A project or element of a project that is receiving funding for the same costs from another funding source.
- The costs of organising and running competitions, prizes, awards, or fundraising events.
- Applicants who have not acquitted previous grants from the Regional Arts Fund, Country Arts WA, Community Arts Network, or the Department of Culture and the Arts.
PRIOR TO STARTING THE APPLICATION

Contact the Regional Arts Development Coordinator at Country Arts WA (Project Officer) to discuss and develop your project idea on email info@countryartswa.asn.au or regional free call 1800 811 883.

The purpose of this contact is to:

- 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 the Project Officer will have time available to provide feedback on your project. Please allow sufficient time for this interaction to occur.

WRITING THE APPLICATION

Follow these steps:

1. Writing the Application
   - Log in to Smarty Grants via the link on 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 project 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.
1. Use concrete statements (we will) rather than hopeful statements (we hope to, we 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.
   - Excess support material will be removed from your application e.g. CVs longer than two A4 pages will have the additional pages removed. It is important you format the support material to fit within the requested limits.

3. 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 Project Officer a minimum one-week prior to the closing date to receive feedback.

4. Submitting your application
   - Once you have received feedback from the Project Officer, you can log back-in to make 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. NB: when a word count has been specified, the application will not be submitted if you have gone over the number of words allocated.
   - Once the application has been submitted you will receive a confirmation number. If you do not receive a confirmation email, you should presume 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.

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 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 Regional Arts Development team to ensure eligibility, and then sent to the Assessment Panel. The Panel meets approximately six weeks after the closing date to assess the applications and determine the funding allocations.

All Panel members are active in their own communities in arts and cultural activities and have experience across a range of art-forms. The Panel will:

- Ensure the eligibility of your application.
- Assess the merit of your application against the Criteria and Scheme Four Outcomes.
- Discuss the merits of your application in relation to other applications under consideration.
- Determine the most appropriate allocation of funds giving consideration to regional spread and priority regions.

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.

SUCCESSFUL APPLICATIONS

Successful applicants will be notified of the outcome of the Assessment meeting within May 2017. All projects must be completed by 30 June 2019.

ACQUITTING YOUR PROJECT

You must acquit via Smarty Grants and not on a paper-based acquittal form. 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.

Acquittals are due within 13 weeks of the completion of the project. Country Arts WA may use your acquittal for promotional purposes.
A national criminal record check is compulsory for people who carry out child-related work in Western Australia. Ensure your artists/arts workers have current Working with Children Checks and Police Clearances. For more information:
Screening Unit
Phone:  08 6217 8100
Freecall: 1800 883 979
Email:  checkquery@dcd.wa.gov.au

CONTACT COUNTRY ARTS WA

It is strongly recommended all applicants liaise closely with the Regional Arts Development Coordinator prior to lodging their application. This will offer the best chance of success from drawing on their vast knowledge and experience in this area.
The RADC can be contacted on:
Phone:  08 9200 6200
Freecall: 1800 811 883
Email:  info@countryartswa.asn.au

Country Arts WA's Scheme Four program is made possible by the State Government's Royalties for Regions $24million investment in culture and the arts being delivered through the Department of Culture and the Arts. Scheme Four is one of five schemes being delivered through the State Government’s Royalties for Regions $24million investment.