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Australian Government
Regional Arts Fund

COMMUNITY PROJECTS

Program Guidelines

Grants are available to assist groups to undertake projects, in any art form, which extend or advance knowledge, understanding, participation or development of the arts and culture within communities. Applications for assistance with artist fees, travel and some project costs may be supported.

Projects should:

- aim to advance the artistic and cultural life of the community through innovative approaches to participation and cultural development
- address relevant local community or cultural themes or issues of significance
- be initiated within the community and actively involve local people
- provide opportunities for collaboration with other community organisations and individuals such as planners, local authorities, designers, architects and engineers
- provide opportunities for the development of skills of locally based arts workers
- utilise a professional artist(s) experienced in community cultural development and/or a specific art form
- include funding from other sources (Country Arts SA will not fund the whole project)

Projects may assist broad community outcomes, for example, educating and informing the wider community on environmental, social or physical concerns or issues.

Projects initiated by non-art groups and organisations, i.e. community service or development organisations are encouraged.

Projects providing opportunities for local artists to learn community cultural development practices are also encouraged.

Applicants must engage the services of an artist, whose practice is suitable and appropriate to the nature of the project and the community. Arts Officers are able to assist by providing advice about suitable artists.

Supportive material must include 1-2 page (max) curriculum vitae of the artist(s) to be employed, and evidence of wide community support (letters of support).

Successful Community Grants range from \$1,500 to \$15,000. Average grants range from \$3,000 - \$7,000.

Applications with creative content and/or stated intended outcomes relating to Aboriginal or Torres Strait Islander artists, communities or their activities must provide letters of support from relevant Aboriginal or Torres Strait Islander artists and/or communities.

Applications that include creative content and/or stated outcomes for multi-cultural communities must provide letters of support from these communities.

Your application will be assessed against the following criteria. You should ensure that your application addresses the criteria:

- Artistic Merit and Innovation
- Calibre of the artists and/or facilitators with artistic and cultural development skills appropriate to the project
- That the project has adequate resources and support and is well planned including strategies for evaluation
- Evidence of community ownership and involvement in the planning, management, development and implementation of the project
- Evidence that the project will stimulate future arts activity in the community
- Appropriate strategies for promotion and acknowledgement of Country Arts SA and the Australian Government Regional Arts Fund should your application be successful.

How is your application assessed?

Applications for assistance are assessed by the Grants Assessment Panel made up of peers from regional South Australia. They assess all applications against the detailed criteria for each program. Applications are assessed in a competitive environment and applicants should address the relevant criteria (available on the front of each application form) and also discuss their application with their local Arts Officer at least six weeks before the closing date.

March 15 (projects commencing from July 1)

August 15 (for projects commencing from January 1 the following year)



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COMMUNITY PROJECTS

Application Form

Please read the Community Projects Guidelines before making an application. Your application should be discussed with your regional Arts Officer at least six weeks before the deadline. Complete application in black ink (preferably typed)

Name of Project:

Name of Applicant Organisation:

Address:

Town: State: Postcode:

Telephone: BH: AH: Mobile:

Facsimile:

Email address:

Website:

Contact Person for this application:

Title: (e.g. Mr/Mrs/Ms/Dr):

First Name:

Surname:

Contact's Position in the Organisation (if applicable):

Type of Organisation (if applicable):

Number of members (if applicable):

Is the Organisation Incorporated (if applicable): Yes No

Australian Business Number (ABN):

Are you registered for the GST: Yes No

If not incorporated, name of Auspicing Body:

(If you are using an auspicing body you will need to fill in page 3 – Notes on Auspicing Body. Please note that if your application is successful Country Arts SA will pay the grant to the nominated auspicing body.)

Name of consulting Arts Officer:

GRANT AMOUNT REQUESTED:

TYPE	NAME OF PARTNER	SHORT OR LONG TERM
State Government		
Federal Government		
Local Government		
Charities e.g. Salvation Army		
Private Sector e.g. businesses		
Cultural e.g. a local gallery		
Community e.g. a service club		
Social Services e.g. health, youth		

NOTES FOR AUSPICING BODIES

Applicant groups should either be legally incorporated or have an auspicing body prepared to administer the grant on their behalf.

An auspicing body agrees to manage any funding received on behalf of the applicant.

This may include:

- reading, understanding and counter signing the application before it is submitted
- receiving and banking the funds if the application is successful
- liaising with the applicant about the budget for the project
- meeting with the applicant during the project to review the budget
- paying all accounts as agreed with the applicant
- ensuring accurate and appropriate financial documentation is received e.g. tax invoices, statements of supply etc.
- advising the applicant of any variation to the original budget as the project progresses
- providing a financial reconciliation to the applicant at the conclusion of the project.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name of Auspicing Body:

Address:

Town:

State:

Postcode:

Telephone: BH

AH:

Mobile:

Facsimile:

Email address:

Contact Name for the Auspicing Body: Title: (e.g. Mr/Mrs/Ms/Dr)

First Name:

Surname:

Contact's Position in the Auspicing Body:

Auspicing Body's Australian Business Number (ABN):

Are you registered for the GST: Yes No

APPLICATION FORM

1. Full project description. Please include information about what will happen in the project the community will be undertaking.

2. Outline the aims and objectives of the project. These should include short and long term aims and objectives.

3. Is the project innovative and does it involve the creation of new, original work?

4. Duration of the project

5. How does the project respond to local community or cultural themes or issues of significance?

6. How is the local community involved in the planning, management and development of the project?

7. How will the project stimulate future arts activity in your community?

8. Will there be a training opportunity for a local person/artist within the duration of the project? If so give details

9. Brief summary of advertising/promotional plan for the project

10. How will you acknowledge Country Arts SA, Arts SA and the Australian Government Regional Arts Fund, should your application be successful?

11. How will the project be evaluated and documented (e.g. high quality video documentation / photography)?

12. Who will take ownership and responsibility for ongoing maintenance of any product resulting from this project and who will own copyright for any material produced during the project?

13. Other financial assistance received or being sought (this includes private sector support, local government, state or federal funding sources)

Support From: (list where it's coming from)	\$Cash Support	In Kind Support	Confirmed?	New or traditional funding source
Volunteer hours @ \$20.00 per hour				
State Government				
Federal Government				
Local Government				
Local Business				
Sponsorship				
Community Organisation				

15. Present bank balance (please attach a copy of your last audited annual report if you are an incorporated body. Do not attach an auspicing body's annual report)

Operating accounts	\$
Invested capital	\$
Total	\$

16. How will the project proceed if total grant funds are not forthcoming?

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17. Provide other relevant information

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NOTES TO THE BUDGET - Please provide a detailed breakdown of the income and expenditure items in your budget. * **attach Country Arts SA Excel Budget Page to application**

INCOME

EARNED INCOME - E.g. no of ticket sales x price per ticket, no of participants x workshop fee, breakdown of other sales

SPONSORSHIP AND OTHER INCOME - E.g. who are your sponsors and how much are they giving you?

IN KIND SUPPORT - List the in kind support you are providing and the in kind support that others are providing

EXPENDITURE

ARTIST COSTS - List the artists you will use, how much they are being paid on a daily basis and how many days they will be working. Also list any living allowance you are paying them.

TRAVEL COSTS - E.g. fares you have booked, kilometres x how much per kilometre and break down accommodation by bed nights and cost per night

PROJECT COSTS - Describe the materials you are using, the venue changes, any equipment hire and any other project costs

ANY OTHER COSTS

* **attach Country Arts SA Budget Page to this form – EXCEL document**



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APPLICANT'S AGREEMENT

I have read and agree to abide by the General Applicant Information and Community Projects Program Guidelines should this application be successful.

APPLICANT'S SIGNATURE: _____

APPLICANT'S NAME: _____

DATE: _____

AUSPICING BODY SIGNATURE: _____

SIGNATORY'S POSITION (if applicable): _____

SIGNATORY'S NAME (if applicable): _____

DATE: _____



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Applicant Checklist

1. Has **General Application Information** including **Eligibility** criteria been read and accurately met?
2. Have **Program Guidelines** been addressed in the application?
3. Has your Project been **discussed or developed** with your Arts Officer prior to submission?
4. Are the **artists** involved:
 - fully aware of, and agreeable to, the project?
 - available and committed to their role in the project?
 - providing a letter outlining their commitment and the work program to be undertaken for professional development applications
5. Have 1-2 pages (max) curriculum vitae been provided by all artists?
6. Have **all application form questions** been answered, in full?
Incomplete applications will not be accepted.
7. Have all **budget details** been accurately outlined in full?
8. Have you attached the Country Arts SA excel Budget page to this document?
9. Has only relevant or requested **supportive material** been included, and been kept to a minimum? *(Recommended: no more than 6 A4 pages)*
10. If your organisation is not incorporated, has the nominated **auspicing body signed the application form** and been fully briefed on the project and budget and their responsibilities with the project?
11. Have you kept a **photocopy** of the application for your reference?

Applications that are not submitted to Country Arts SA by the published closing date cannot be considered until the next funding round.