

NEW COMMUNITIES

Program Guidelines

Grants are available to new applicant organisations from regional, remote or very remote communities who have never applied to Country Arts SA or never undertaken an arts project. Applications may also be from groups who are disadvantaged and unlikely to be able to apply for support. Applications for assistance with professional artist fees, travel and some project costs may be supported.

Projects should:

- Provide an opportunity for communities who have not applied to the fund before to actively participate in the development, management and implementation of an arts project
- Involve a professional artist (where appropriate) whose practice is suitable for the project and community
- May provide opportunities for the development of skills of locally based artists, arts workers or community groups
- Include funding from other sources (Country Arts SA will not fund the whole project)

Examples:

- A remote community decides that it would like a professional artist travel to its community to run singing workshops over a few weeks. At the end of this time the group hosts a small performance to celebrate its achievements which is part of a local festival or event.
- A community of aboriginal people works with a community cultural development writer and a photographic artist/film maker to document their stories about country and culture. The process is recorded photographically and a community exhibition is held to launch the stories and images.

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

Projects developed by non-art groups and organisations, i.e. community service or development organisations are 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 New Communities grants range from \$500 - \$5000, the average grant being \$2,000.

Applications with creative content and/or 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 non-English speaking 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
- Do the artists and/or facilitators have artistic and cultural development skills appropriate to the project?
- Will the project have adequate resources and support and be well planned? Does the budget add up and has the applicant found money or in-kind support from other organisations or people?
- Is the community involved in the planning and management of the project and will they be involved as participants when the project begins?
- Will the project encourage future arts activity in the community
- Has the applicant been involved in arts activity before or have they successfully applied to Country Arts SA for funding? If so you should discuss your application to this program with your Arts Officer.

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 for projects commencing from July 1

August 15 for projects commencing from January 1 the following year



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NEW COMMUNITIES

Application Form

Please read the New Communities Application Form Guidelines and Eligibility Criteria before making an application. Your application should be discussed with your Arts Officer at least six weeks before to 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:

What other strategic partner(s) will be involved in the project? Please list

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. What do you want to achieve by doing the project?

3. Does the project involve the creation of new, original artistic work?

4. How long will the project take to complete & what is your time frame?

5. Has your community been involved in any arts projects in the past? Please describe.

6. How has the local community been involved in the project planning, management and development and how will they continue to be involved during the project?

7. Will the project encourage future arts activity and projects in your community? How?

8. Brief summary of advertising/promotional plan for the project. How will you let people know about the project?

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

10. How will the project be documented and evaluated throughout the whole time frame for your project? How will you know if you achieved your aims and objectives?

11. 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				

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 - Eg 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 New Communities 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.