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Australian Government
Regional Arts Fund

OPPORTUNITIES FOR REGIONAL ARTISTS PROGRAM CATEGORY 1: PROFESSIONAL DEVELOPMENT

Program Guidelines

Applications to this program may include mentorships, residencies or extended programs of professional or skills development. Mentorships usually take the form of a one-to-one professional development opportunity with an appropriate artist who is widely recognised within the chosen art form.

Proposals that develop an artist's understanding of a specific form of art form or craft practice, or community cultural development practice and capacity building are encouraged.

Applications for assistance with artist fees, travel and some project costs may be supported.

Applicants should:

- Contact their relevant Arts Manager to discuss the proposal before applying
- Detail how the opportunity will benefit their professional career
- Provide evidence that negotiations have taken place with their chosen mentor or collaborating agency to satisfy the assessment panel the applicant is able to complete the project in the manner proposed
- Provide evidence of the applicants' relevant experience. This could include manuscripts, slides of previous exhibitions or work, reviews and publications, video or audio of performances, reviews, and other material. Writers should have already developed work that has been preferably published, critiqued, appeared in journals, anthologies or other publications.
- Include funding from other sources including yourself (Country Arts SA will not fund the whole project)
- Demonstrate what previous professional development they have been able to undertake, such as workshops, courses and why funding will assist them in taking their current practice to another level of expertise in their chosen art form.

Applicants must nominate two contactable referees who are appropriately qualified or specialists in a similar field, and who have knowledge of the applicant's practice and proposed development opportunity.

Applications for formal study or long term training courses will not be considered.

Support material must include detailed curriculum vitae of the artist and mentor.

It is anticipated that successful grants from this program will range from \$3,000 to \$10,000 with the average grant being \$5,000.

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.

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

Applications will be assessed against the following program criteria:

- Artistic Merit and Innovation
- Calibre of the professional development opportunity, artists and/or mentors with artistic and cultural development skills appropriate to the project and evidence of their willingness to participate
- Evidence of the applicant's recent relevant experience and ability to undertake the program of activity
- Evidence of long term development outcomes for the individual
- That the project has adequate resources and support (has the applicant contributed to the project?) and is well planned including strategies for evaluating and documenting the project
- Appropriate strategies for promotion and acknowledgement of Country Arts SA and the Australian Government Regional Arts Fund

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 twelve 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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OPPORTUNITIES FOR REGIONAL ARTISTS CATEGORY 1: PROFESSIONAL DEVELOPMENT

Application Form

Please read the Opportunities for Regional Artists Category 1: Professional Development Guidelines before making an application. Your application should be discussed with your regional Arts Officer at least twelve 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:

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. Description of professional development to be undertaken (include timeframe, format, venue(s), tutor(s) etc.)

- 2. What are the expected outcomes/benefits to be gained from the professional development opportunity?

3. **Brief description of the applicant's recent relevant experience/training (please attach curriculum vitae)**

4. **Brief description of the mentor(s) or agency(s) experience (please attach curriculum vitae and a brief letter from the mentor or agency confirming their availability and the work plan associated with the professional development)**

5. **Provide details of your work to date and attach examples**

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

7. How will you document and evaluate your project?

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8. Will this project result in any new career or employment opportunities?

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| |
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9. Provide names and contact numbers of two professional referees (one of which must be from your field of arts expertise)

| | |
|-------|--------|
| Name: | Phone: |
| Name: | Phone: |

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 Opportunities For Regional Artists Program Category 1: Professional Development 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.