

COMMUNITY PROJECTS

Program Guidelines

Grants are available to assist groups/organisations to undertake projects, in any art form, which extend or advance knowledge, understanding, participation or development of 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
- seek opportunities for collaboration with other community organisations and local government
- provide opportunities for the development of skills
- 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 health and wellbeing concerns or issues.

Applicants cannot receive funding from Festivals Australia for the same costs for a project.

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 relating to Aboriginal or Torres Strait Islander artists, communities or culture 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 culturally and linguistically diverse communities must provide letters of support from these communities.

Country Arts SA staff are available to provide advice and support. Contact details for your closest regional arts officer are available at www.countryarts.org.au or phone: 08 8444 0400

Your application will be assessed against the following 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 through the 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).

Project Consultation

Intending applicants are encouraged to discuss proposals with their regional Arts Officer at least six weeks before a closing date prior to making an application.

March 15 (projects commencing from July 1)

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

Your Arts Officer can:

- provide you with more detailed information about the funding program most appropriate for your project
- assist with project development and coordination advice
- provide advice about appropriate artists
- provide advice about other possible funding sources available for your project
- suggest ways of documenting and evaluating your project's progress and outcomes.

MAKING AN APPLICATION

Applicants should contact your relevant Arts Officer to discuss your proposal before applying.

Your application (preferably typed or clearly printed in black ink) must be forwarded on the appropriate form.

Application forms are available from your Arts Officer or can be accessed from the Country Arts SA website www.countryarts.org.au

Grant applications will not be considered if previous applications have not been acquitted.

Country Arts SA staff are available to provide advice and support. Contact details for your closest regional arts officer are available at www.countryarts.org.au or phone: 08 8444 0400
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GENERAL APPLICANT INFORMATION

ELIGIBILITY

You are eligible to apply to Country Arts SA if you meet the following criteria:

- Applicants need only be a group of people with a common interest.
- Groups should either be legally incorporated or have an auspicing body prepared to administer the grant on their behalf.
- Individual artists are only eligible to apply for funding under the Regional Arts Fund Opportunities for Regional Artists Category 1 and Category 2, the Regional Arts Fund Quick Response Grants, or Arts Development Skills Development Program.
- Schools may only apply if they propose to facilitate the involvement of the wider community as direct participants in an arts project. Proposals should be developmental, involve an artist or artists of professional standard, and should not be part of the school curriculum or school based extra curricula activities.
- Applicants should note that festivals or festival organisations in receipt of, or applying for, Festivals Australia funding will only be eligible to apply to the Regional Arts Fund for a different project within the same festival. Ongoing or repeated funding for particular organisations or festivals will only be provided where longer term or further funding fulfils a compelling need to consolidate previous development and a timeframe for the achievement of cultural sustainability has been identified. Such funding can be provided for a maximum of three years.

The following activities are not eligible for funding:

- Under the guidelines of the Regional Arts Fund, applications from collecting institutions for collection development, maintenance, conservation and interpretation will not be eligible. Galleries and museums are, however, encouraged to apply for projects which are not collection based and which fall within the program guidelines.
- Fundraising projects are not eligible.
- Performing arts touring projects are only eligible under the Shows on the Road Program.
- Administration costs and infrastructure projects, including buildings and all capital works are not eligible.
- Applications for projects that have already occurred or commenced will not be considered.
- Certificate, degree, or courses of ongoing study in government or private institutions in Australia or overseas, academic activity, including wages or course work that is required as part of any academic program.
- The core costs of organising and running a competition, prize, award, exhibition or fundraising event (for example, judges expenses, administration and infrastructure costs).
- Annual program funding or the core costs of running an organisation are not eligible for funding.

Please address the criteria listed and ensure that you are eligible to apply to Country Arts SA or your application may not be considered.



Australian Government
Regional Arts Fund

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:

Which round are you applying for? March 15 August 15

Summary of Project Description (no more than 25 words):

Venue / Township in which the project will occur:

Venue / Township in which the applicant resides:

Local Government Area of the Applicant:

State Electorate of the Applicant:

Federal Electorate of the Applicant:

Proposed date(s) of project:

Start:

Finish:

Please tick artform(s) involved in the project and underline the artform you believe to be the main artform:

- visual arts craft design
- dance theatre music
- literature new-media screen arts
- photography Other (please specify)

Will any of the following sectors of the community specifically benefit from the project? If yes, please tick the appropriate sector(s) and underline the sector you believe will be the main beneficiary:

- children 0-12 youth 13-26 elderly
- males females disabled
- Indigenous culturally and linguistically diverse
- general population Other (please specify)

Estimated number of participants:

Estimated No of Audience Members:

How many artists will be involved?

Paid:

Unpaid:

Name of Artist(s) to be paid, and their area of expertise: (Please include C.Vs – 1-2 pages max)

ARTIST NAME	AREA OF EXPERTISE

Does the activity (at any stage) involve working with children and young people aged under 18 years? Yes No

If yes, have you read, and do you agree to comply with, Arts SA Protocols for working with children in art? Yes No

Protocols can be downloaded from www.countryarts.org.au under assistance and funding

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		
Not for profit 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		

Please indicate if you have applied for funding from other programs for this **project** and whether this funding has been approved. These amounts must be the same as in your budget:

Other Funding Source	Amount	Approved
<input type="checkbox"/> State Government funds	\$0.00	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Festivals Australia funding for this project?	\$0.00	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Other Australian Government funding for this project? If yes please specify which program:	\$0.00	<input type="checkbox"/> YES <input type="checkbox"/> NO

Note: You cannot receive funding from Festivals Australia for the same project costs.

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):

Is the Auspicing Body registered for GST: Yes No

Has the Auspicing Body been provided with a copy of the application: Yes No

APPLICATION FORM

1. Full project description. 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 has the local community been involved in the project planning, and how will they continue to be involved in the project?

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

- 8. Will there be a mentoring 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. You must acknowledge Country Arts SA and the Australian Government through the Regional Arts Fund if your application is successful. How will you do this?**

- 11. What documentation will you provide with your evaluation report (e.g. high quality video documentation / photography)?**

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

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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. Current financial position (for Incorporated body's please attach a copy of your last audited annual report (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?

17. Please list attachments you are providing to support this application.

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 charges, 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: _____

Send your original signed application to:

**Grants Administration Officer
Country Arts SA
2 McLaren Parade
Port Adelaide SA 5015**

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** 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. If you are **working with children** have you read, and do you agree to comply with Arts SA *Protocols for working with children in art*?
7. Have **all application form questions** been answered, in full?
Incomplete applications will not be accepted.
8. Have all **budget details** been accurately outlined in full?
9. Have you attached the Country Arts SA excel Budget page to your application?
10. Has only relevant or requested **supportive material** been included, and been kept to a minimum? (*Recommended: no more than 6 A4 pages*)
11. If your organisation has nominated an **auspicing body** have they **signed and received a copy** of the application form, and are they aware of their responsibilities?
12. 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.