

# NEW COMMUNITIES

## Program Guidelines

Grants are available to first time applicant group/organisations from regional, remote or very remote communities who have never applied to Country Arts SA or never undertaken an arts project. Applications for assistance with professional artist fees, travel and some project costs may be supported.

### Projects should:

- Provide an opportunity for groups/organisations who have not applied to the fund before to actively participate in the planning, 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.
- An Aboriginal or Torres Strait Islander community works with a 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 broader community outcomes, for example, educating and informing the wider community on environmental, social or health and wellbeing 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 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](http://www.countryarts.org.au) or phone: 08 8444 0400

**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 projects 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



**country..**  
**arts sa**



**Australian Government**  
**Regional Arts Fund**

# 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:**

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](http://www.countryarts.org.au) under assistance and funding

**Which other partner(s) will be involved in the project? Please list**

<b>TYPE</b>	<b>NAME OF PARTNER</b>	<b>SHORT OR LONG TERM</b>
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		

## 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 the GST: Yes  No**

**Has the Auspicing Body been provided with a copy of the application: 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 and what is your time frame?**

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

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

**7. How will you let people know about the project?**

**8. 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?**

**9. What documentation will you provide to contribute to your evaluation report?**

--

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

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

- 11. Current financial position** (for Incorporated Groups/Organisations or auspicing bodies)  
(Please attach an audited financial summary from the last financial year) Please do not attach your full annual report).

<b>Operating accounts</b>	\$
<b>Invested capital</b>	\$
<b>Total</b>	\$

- 12. Please list the attachments supporting this application.**

- 13. Who will take ownership and responsibility for ongoing maintenance of any resulting product?**

**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, venue hire, equipment hire and any other project costs

**ANY OTHER COSTS**

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



**country..  
arts sa**



**Australian Government  
Regional Arts Fund**

## **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:** \_\_\_\_\_

**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. 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*?
5. 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
6. Have 1-2 pages (max) curriculum vitae been provided by all artists?
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 this document?
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** 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.*