

# OPPORTUNITIES FOR REGIONAL ARTISTS CATEGORY 2: ARTIST LED INITIATIVES

## Program Guidelines

Applications must be from professional regional artists and **must** demonstrate significant cultural and community benefit to regional South Australia.

Projects must be planned and undertaken in regional South Australia and all applicant professional artists must be permanent residents of regional, rural or remote communities. Projects should provide significant community and cultural benefit to regional communities and must also demonstrate strong support from those communities.

Proposals should clearly indicate how the regional community will be engaged with or participating in the proposed project and what the longer term sustainable outcomes of the proposal might be.

**Applicants must discuss their proposal with their relevant Arts Development Manager before applying.**

### Applicants should:

- provide a detailed plan of their proposal
- Provide evidence that negotiations have taken place within their community to satisfy the assessment panel the applicant has the support of the relevant community for the proposed activity
- Provide professional CV's. supporting material could include manuscripts, slides, previous exhibitions, performances etc of work, reviews and publications
- Include funding from other sources (including applicant contribution). Country Arts SA will not fund the whole project. Funding from other sources should include cash and in-kind support. Your own support may be some cash or in-kind assistance e.g. work venue, administrative costs, equipment or other project contributions.
- Clearly demonstrate the applicants' level of professional experience including peer references from well known professional artists from your artform/area of expertise who are familiar with your work practice and organizational skills. Other details demonstrating professional experience may be public performances, exhibitions, screenings, commissions, community arts and cultural projects, publications or other professional industry acknowledgements.
- Clearly demonstrate the intended legacy for the community

Applicants must nominate at least 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.

It is anticipated that successful grants from this program will range from \$5,000 to \$15,000 with the average grant being \$6,000 - \$ 8,000.

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

### **Applications will be assessed against the following program criteria:**

- Artistic merit, innovation, and legacy for community
- Quality and evidence of the professional skills and experience of the applicant artist/s
- Evidence of the applicant's recent (relevant) experience and ability to plan, develop and achieve the project's objectives
- How the proposed project opportunity will assist the applicants professional artistic career
- The significance of the artistic and cultural opportunity for the community
- Evidence the project will have adequate resources and support, and the applicant artist/s have budgeted appropriately for artists fees, project planning, development, and all required project resources and is it well planned including strategies for evaluating and documenting the project
- Evidence of the benefit to the wider community and their support for the proposal
- 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).

### **Project Consultation**

Intending applicants are encouraged to discuss proposals with their regional Arts development Manager at least twelve 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 Development Manager 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 Development Manager 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](http://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 <a href="http://www.countryarts.org.au">www.countryarts.org.au</a> 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.**



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# OPPORTUNITIES FOR REGIONAL ARTISTS CATEGORY 2: ARTIST LED INITIATIVES

## Application Form

Please read the General Grants Program Guidelines in your Guide to Applying for a Grant as well as the Artist Led Initiatives Guidelines at the start of this form before you make an application. Your application should be discussed with your regional Arts Development Manager at least twelve weeks prior to the deadline. Complete application in black ink (preferably typed)

**Name of Proposal:**

**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:**

**Australian Business Number (ABN):**

**Are you registered for the GST:**    Yes                       No

**FOR ORGANISATIONS ONLY**

**Contact's Position in the Organisation:**

**Type of Organisation:**

**Number of members:**

**Is the Organisation Incorporated:**    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 Development Manager:**

**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

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 auspicings body prepared to administer the grant on their behalf.

An auspicings 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 Auspicings Body:**

**Address:**

**Town:**

**State:**

**Postcode:**

**Telephone:** BH

AH:

Mobile:

**Facsimile:**

**Email address:**

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

First Name:

Surname:

**Contact's Position in the Auspicings Body:**

**Auspiciens Body's Australian Business Number (ABN):**

**Is the Auspicings Body registered for GST:** Yes  No

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

# APPLICATION FORM

1. Full Description of your project proposal

2. What are the expected outcomes/benefits to be gained by you as a professional Artist/s and what significant benefit will there be to the community?

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

4. **Brief description of the community involved and how they have supported the project concept and how they will be involved?** (attach letters of support)

5. **Provide details of how you intend to manage the project and maintain links with community or other partners? e.g. advisory group, artist collective, regular meeting with local Government or other partners, reporting, planning, financial accountability, artist agreements and payment/s, or other issues.**

6. 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?

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

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

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

<b>Name:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Phone:</b>

**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 the Artist Led Initiatives Program Guidelines should this application be successful.

I/We agree to take responsibility for the effective management of the project and its funding and reporting. I/We also agree to notify Country Arts SA of any changes to the project outline or budgetary requirements as soon as possible and to not undertake the project until all funding has been confirmed and received. I/We agree to submit a revised project budget and confirmation of financial support prior to receiving any grant payment. I/We agree to complete the project within the stated time frame and stated project objectives.

I/We agree to take out appropriate artist and public liability insurance before undertaking the project, and to ensure there is an Occupational Health & Safety policy/plan for the project and its outcomes, e.g. the project results in a public art work. I/We also agree that Country Arts SA accepts no liability whatsoever for any legal or financial liability for the project or the artist/s.

### APPLICANT'S SIGNATURE/S:

\_\_\_\_\_ (print name) \_\_\_\_\_ (sign)

\_\_\_\_\_ (print name) \_\_\_\_\_ (sign)

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 Manager 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.*