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Australian Government
Regional Arts Fund

REGIONAL ARTS FUND QUICK RESPONSE GRANTS

Program Guidelines

In *exceptional circumstances*, applications seeking *minor funding support up to \$1,500* may be considered under quick response arrangements. Your project will only be considered under these arrangements if you would otherwise be disadvantaged by being ineligible for other forms of financial assistance or if there is a genuine reason why the application could not have been submitted by the appropriate closing date.

As with all other applications for assistance, your project would need to meet the relevant Regional Arts Fund objectives set out in the funding booklet. Groups interested in applying for a Quick Response Grant should first discuss their project with their regional Arts Officer.

Regional Arts Fund Guidelines for Quick Response Grants mean that an applicant can only apply for up to \$1,500 in any one application and a total of \$2,500 in any four year period.

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.

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

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.



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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.

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.

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.

Applications should:

- show evidence of adequate planning for your project
- provide evidence of consultation with and support from the community concerned, e.g. letters of support for the project
- demonstrate sufficient organisational skills and resources to manage the project
- demonstrate that funding has also been sought from other sources. Country Arts SA will not fund the entire project
- include material to support the application, for example, photographs, and letters of support for the project or 1-2 page (maximum) curriculum vitae.

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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REGIONAL ARTS FUND QUICK RESPONSE GRANTS

Application Form

Please read the Quick Response Program Guidelines before making an application. Your application should be discussed with your regional Arts Officer two weeks prior 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:

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 Officer:

GRANT AMOUNT REQUESTED (up to \$1,500):

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		
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		

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):

Are you registered for the GST: Yes No

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

APPLICATION FORM

1. **Description of project or activity to be undertaken (include timeframe, format, venue(s), tutor(s) etc.). Please describe how the community are involved (if applicable).**

2. **What are the expected outcomes/benefits to be gained from the project or activity? Are there any long term benefits?**

3. Please explain why you are applying for Quick Response Funding?

4. Provide details of any artists involved in the project

5. 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?

6. What documentation will you provide with your evaluation report

*** attach Country Arts SA Excel Budget Page to application ***



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APPLICANT'S AGREEMENT

I have read and agree to abide by the General Applicant Information and Regional Arts Fund Quick Response Grants 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 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. 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?