



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

Arts Development Programs are supported by the Government of South Australia through Arts SA.

# SKILLS DEVELOPMENT

## Program Guidelines

Grants are available to assist **groups** and **individuals** to undertake projects in any art form which extend or advance knowledge and skills, understanding, participation or development of the arts and culture within communities.

### Projects should:

- provide opportunities for the development of skills of locally based arts workers, community groups or individuals
- address relevant local community or cultural themes or issues of significance
- be initiated within the community and actively involve local people
- involve a professional artist where appropriate whose practice is suitable for the project and community

### Funding may:

- provide opportunities for the development of skills through workshops run by professional artists
- provide assistance with travel and accommodation costs incurred in participating in arts activities, workshops, conferences or seminars for individuals or groups
- provide opportunities for the development of project ideas and concepts by supporting costs associated with the short term visit by an artist (s) or guest speaker to assist community groups in the development stage of a major arts project.

### Applications should:

- include a curriculum vitae, 1-2 pages (max) of the artist(s) to be employed (where appropriate)
- include information about the arts activity, workshop, conference or seminar to be attended.

Successful Skills Development grants range from \$100 - \$3,000, with the average grant being \$500.

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 and/or communities.

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



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# SKILLS DEVELOPMENT

## Application Form

**Please read the Skills Development Program Guidelines before making an application. Your application should be discussed with your local Arts Officer.**

Complete application in black ink (preferably typed)

**Name of Project:**

**Name of Applicant or Organisation:**

**Address:**

**Town:**

**State:**

**Postcode:**

**Telephone: BH:**

**AH:**

**Mobile:**

**Facsimile:**

**Email address:**

**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:**

**For Country Arts SA Use Only:**

**Application No**

**Date Received**

**Date Processed**

Which round are you applying for?      **March 15**       **August 15**   
**Quick Response (up to \$1000)**

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

**Venue / Township in which the project will occur:**

**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	<input type="checkbox"/>	craft	<input type="checkbox"/>	design	<input type="checkbox"/>
dance	<input type="checkbox"/>	theatre	<input type="checkbox"/>	music	<input type="checkbox"/>
literature	<input type="checkbox"/>	new-media	<input type="checkbox"/>	screen arts	<input type="checkbox"/>
photography	<input type="checkbox"/>	Other (please specify)		<input type="checkbox"/>	

**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	<input type="checkbox"/>	youth 13-26	<input type="checkbox"/>	elderly	<input type="checkbox"/>
males	<input type="checkbox"/>	females	<input type="checkbox"/>	disabled	<input type="checkbox"/>
Indigenous	<input type="checkbox"/>	culturally and linguistically diverse		<input type="checkbox"/>	
general population	<input type="checkbox"/>	Other (please specify)		<input type="checkbox"/>	

**Estimated number of participants:**

**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:**

**Area of expertise:**

**What other strategic partner(s) will be involved in the Project? Please list**

## 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. **Full project description. Please include information about the skills development activity or workshop you and/or the community will be undertaking or the activity you will be attending.**

2. **Outline the long term skills development aims of the project or activity you are undertaking or attending.**

3. **Anticipated outcomes for you and /or your community**

**4. How does the project address relevant local community or cultural themes or issues of significance** (may not be applicable to individual applicants)?

**5. Give a brief promotional/publicity plan for the project** (if applicable)

**6. How will you acknowledge Country Arts SA and Arts SA funding, should your application be successful?**

**7. Current financial position** (for organisations)  
(Please attach a copy of your last audited annual report if you are an incorporated body. Do not attach an auspicing body's annual report).

Cash on hand	\$
Invested capital	\$
Total	\$

**8. List other local arts/community groups or individuals involved in the project and the nature of their assistance**

Organisation	\$ Financial	\$ In-Kind	Confirmed (yes/no)
-			
-			
-			
-			
-			

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

Organisation	\$ Financial	\$ In-Kind	Confirmed (yes/no)
-			
-			
-			
-			
-			
-			

**10. Who will take ownership and responsibility for ongoing maintenance of any product resulting from this project** (may not be applicable to individuals)?

**11. How will you document and evaluate your project?**

**12. Please provide any other relevant information?**

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



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## APPLICANT'S AGREEMENT

I have read and agree to abide by the General Applicant Information and Skills 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.*