

Country Arts Support Program (CASP) APPLICATION FORM 2008



Closing Date Thursday 14 February 2008

Decisions advised by 31 March 2008 | Projects may start 1 April 2008

Applicant Name:

Region:

Project Title:

Amount Requested:

IMPORTANT INFORMATION

- Please read thoroughly the **CASP 2008** funding guidelines and this application form **before** completing your application.
- Complete **all details** on the application form. Include applicant's name and project title at the top of each page.
- Submit **one original** of your completed application form.
- Submit one copy of all relevant **letters of support** as indicated in section 6 of this application form. Please make sure all letters are signed.
- Submit one copy of all relevant **support material** as indicated in section 7 of this application form. Please submit **photocopies** rather than original documents as support material.
- If letters of support and support material are not received, your application may be considered ineligible.
- Please **DO NOT** use staples, pins, plastic sleeves or folders or binding of any description.
- Keep a **copy** of your application form and any related material for your records.
- A **checklist** and **declaration** is provided on the last page of this application form. Please ensure that this has been completed, signed and included with your application.

ELIGIBILITY CHECK – Please answer each question.	Yes	No
<i>If any answers to the checklist occur in the shaded squares, this application is not eligible.</i>		
Is your organisation based in regional NSW, as interpreted in the Guidelines?		
Is your organisation an incorporated, not-for-profit organisation, local government authority or P&C OR a Group/Ensemble, unincorporated association with a nominated auspicng organisation?		
Does your organisation have public liability insurance to cover this project?		
Does your project take place between 1 April 2008 and 31 March 2009?		
Does your application exclude the following: <i>core</i> (i.e. other than this project) administrative costs & capital expenses; production costs of films, videos, books or other publications; fundraising events; competition, prizes & adjudication fees; general operating expenses or continuous projects?		
Is your application mainly for payment of artists' fees and associated costs?		
If you received a Regional Arts NSW grant in the past, has it been acquitted?		
Does the application include support material e.g. artists' CV extracts, letters of support and/ or involvement (especially for projects involving indigenous communities)?		

Applicant Name: _____ Project Title: _____

1. APPLICANT DETAILS

Name of Applicant:

Street address:

Postal address: Postcode:

Contact person for this project: Position:

Phone (BH) (AH) Fax:

Email:

Website (if applicable):

Region: Regional Arts Board:

Local Government Area:

State Electorate:

Federal Electorate:

Has your organisation previously applied for the Country Arts Support Program? Yes / No (circle answer)

LEGAL STATUS OF YOUR ORGANISATION

Incorporated association Company limited by guarantee

Non-profit cooperative Government body

Other (specify)

ABN: Registered for GST Not registered for GST (please tick)

Do you have Public Liability to cover this project (please tick)? Yes No

**Groups/Ensemble, unincorporated associations please see auspicing information below*

NOMINATED AUSPICING ORGANISATION

*If you are a Group/Ensemble, unincorporated association you **MUST** nominate a legally constituted body to administer your grant if one is awarded. Please complete the following information and get the nominated auspicing organisation to sign the declaration below.

Name of *nominated auspicing organisation*

Contact person:

Postal address:

Telephone: Fax: Email:

ABN: Registered for GST Not registered for GST (please tick)

Does the auspicing body have Public Liability to cover this project (please tick)? Yes No

2. PROJECT DETAILS

Project Title:

Amount requested: \$ Project Start Date: Project End Date:.....

Where will the project take place?

PROJECT SUMMARY: Please provide a short, one or two sentence description of your project (max 50 words). Be sure to include the 'Who', 'What', 'Where' and 'When':

.....
.....
.....
.....

ACTIVITY (Please tick the activity type/s appropriate to your project)

- Workshops
- Arts activity as part of a community Festival or event
- Artist-in-residence program
- Public art & or design project
- Professional performance
- Other local initiatives (please specify)
- Arts and cultural directory
- Community seminar and/or forum
- Curator(s) for exhibition
- Oral History Project

ARTFORM

Please tick the artform(s) involved in the project.

- Visual arts
- Craft
- Photography
- Literature
- Dance
- Theatre
- Circus
- Music
- Screen arts
- New media
- Multi-arts
- Textiles
- Physical Theatre
- Community Cultural Development

Of these artform(s), what is the **main** artform?

TARGET AUDIENCE

Please tick the appropriate sector(s) of the community who will benefit from the outcomes of the project.

- General Community
- Artists / Artworkers
- Arts volunteers
- People with Disabilities
- Indigenous
- Culturally and linguistically diverse
- Men
- Women
- Children (0-12)
- Youth (13-27)
- Elderly

What group will be the **main** beneficiary of the project?

PARTICIPATION

Estimated number of **participants** (those who will take an active role in the arts activity)

Estimated number of **attendees**: (audience /viewers for exhibition/performance component)

(Note: 'Attendees' refers to the audience or viewers if there is an exhibition or performance component.)

b) How will the project be managed? Please include a brief project plan and timeline.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

c) Describe the short-term and long-term benefits of this project for the community/communities involved.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

e) List other groups or organisations involved in the project and briefly state the nature of their involvement. Please enclose any letters of support from these groups with your application (see section 7, Letters of Support)

.....

.....

.....

.....

.....

f) What advertising, promotion and marketing will be used?

.....

.....

.....

5. BUDGET FOR YOUR PROJECT

The tables below will assist you to work out how much you need to request from CASP. Work out all the expenses associated with your project, then all the income you expect to receive – the amount you request from CASP is the difference between the two.

Note: only include **CASH** transactions on this page. In-kind support is included on the next page. Do not include GST.

Need help? Contact either your local Regional Arts Development Officer or the Funding Officers at RANSW (see contact list on the last two pages of this application form)

PROJECT INCOME	Name of funding source (please list)	Amount
Federal Government eg Australia Council, Festivals Australia etc		\$
State Government eg Arts NSW, Dept State and Regional Development etc		\$
Local Government eg your local shire or city council		\$
Sponsorship eg name of company, business		\$
Other Income eg applicant's own cash contribution, Foundations, Trusts, cash donations, fundraising		\$
Earned Income eg workshop fees, box office income, sale of merchandise, food and drink sales, program sales, membership fees etc		\$
	Total PROJECT INCOME	\$

PROJECT EXPENSES	Please list all items relevant to the project in this application	Amount
Artist / artsworker / curator / cultural worker fees and allowances – can also include travel, accommodation expenses and living allowances (include quote where available)		\$
Production / Program costs – can include materials, venue hire, equipment hire, costumes, fees for production staff (eg stage managers, lighting and sound technicians, set construction workers)		\$
Administration expenses – can include general printing and stationery, audit fees, insurance, telephone, fax and other office expenses, travel (other than artists), auspice fee, fees for administrator / coordinator)		\$
Marketing, Promotion & Documentation – can include costs of printing promotional material, media advertising, video, production, fees for marketing or promotional officer.		\$
	Total PROJECT EXPENSES	\$
Total CASP REQUEST	(Total PROJECT EXPENSES Less Total PROJECT INCOME) Do not include in kind support.	\$

Applicant Name: _____ Project Title: _____

Please specify what the CASP funds will be used for: refer to page 2 of the CASP guidelines for costs definitely not covered by CASP. Remember that CASP should mainly go towards artists' / artworkers' fees and expenses.

CASP EXPENSES – please itemise	Amount
	\$
	\$
	\$
	\$
	\$

In Kind Support – non cash items donated to your project. You will only be able to provide estimates of their value but they are important to include as it shows the 'real cost' of your project.	Estimated amounts
Estimated number of volunteers	
Estimated total number of volunteer hours (all volunteers combined)	
Estimated value of volunteer time (Total volunteer hours x suggested hourly rate of \$20 per hour)	\$
Local Government – goods, services that council provides without a fee eg venue, rubbish service, admin support	\$
Local Business – goods, services that local businesses provide without a fee eg paints, materials, advertising	\$
Other Community Groups – goods, services that other groups provide without a fee eg venue	\$
TOTAL IN KIND SUPPORT	\$

6. LETTERS OF SUPPORT

Please list all letters of support that you have submitted with your application and state how it relates to your project.

From: Individual/Organisation/Group	Relevance to the Project

7. SUPPORT MATERIAL

You may choose **ONE** of the following support material options to support your application. Please indicate by ticking the relevant BOX below.

PLEASE TICK	TYPE	Relevance to the Project
	Up to 8 pages of written material (e.g. excerpts of published writing, press coverage or research)	
	Up to 10 photographs	
	DVD	
	Audio CD/CD ROM	

APPLICATION CHECKLIST

- Have you read the guidelines?
- Have you checked if your project/organisation is eligible? - see 'Checklist' on page 1 of the application form and 'Eligibility Criteria' on page 2 of the guidelines.
- Have you contacted your local Regional Arts Development Officer or Funding Officers at RANSW to discuss your project?
- Have you completed all sections of the application form?
- Have you completed the budget correctly?
- Have you attached all relevant support material and letters of support from the community and/or artist involved in the project?
- Has your application been signed by the nominated auspicing body if applicable?
- Has the declaration below been signed?
- Are you sending your application to the correct RADO/contact person for your area? (see list on following pages)
- Have you kept a copy of your application for your own records?

DECLARATION OF THE APPLICANT ORGANISATION

I certify that, to the best of my knowledge, all the information in this application is correct and has been discussed and approved by the Committee of Management or equivalent body and that I have the delegated authority to sign this application.

Name

Title (General Manager, Chairperson, Executive Officer *etc*)

Signature **Date**

DECLARATION OF THE NOMINATED AUSPICING ORGANISATION (if applicable)

I/my organisation agrees to take responsibility for auspicing the grant on behalf of the applicant.

Name

Title (General Manager, Chairperson, Executive Officer *etc*)

Signature **Date**

WHERE TO SEND YOUR APPLICATION

Check the list of Regional Arts Boards (RABs) and their local government areas below. If your group is based in a local government area which is covered by an RAB you should send your application there. If your group is in a region which does not contribute to a RAB, please forward your application to the Funding Officer, Regional Arts NSW Locked Bag 5 Millers Point NSW 2000.

If you have any queries, please contact your Regional Arts Development Officer (RADO) or the Funding Officers at Regional Arts NSW (Sam Chester & Annette Eassie) **Tel** 02 9270 2502 or 02 9270 2501 **Email** sam@regionalartsnsw.com.au or funding@regionalartsnsw.com.au.

Regional Arts Board's Local Government Areas

ALBURY WODONGA REGION: MURRAY ARTS

PO Box 7142 Albury NSW 2640

Tel 02 6021 5034 **Fax** 02 6021 1053 **Email** radp@murrayarts.org.au

Albury	Greater Hume
--------	--------------

CENTRAL WEST REGION: ARTS OUTWEST

PO Box 8272 CSU LPO Bathurst NSW 2795 **Contact** Hannah Semler, Executive Officer

Tel 02 6338 4657 **Fax** 02 6338 4646 **Email** artsoutwest@csu.edu.au

Bathurst Region Blayney Cabonne	Cowra Forbes	Lachlan Lithgow City Mid-Western Regional	Oberon Orange	Parkes Wellington
---------------------------------------	-----------------	---	------------------	----------------------

EASTERN RIVERINA REGION: EASTERN RIVERINA ARTS PROGRAM

Suite 2 – 252 Baylis Street, Wagga Wagga 2650 **Contact** Melissa Delaney, RADO

Tel 02 6921 4584 **Fax** 02 6925 8154 **Email** info@erap.org.au

Bland Coolamon Cootamundra	Harden Junee Lockhart	Temora Tumbarumba	Tumut Urana	Wagga Wagga Young
----------------------------------	-----------------------------	----------------------	----------------	----------------------

FAR WEST REGION: OUTBACK ARTS

PO Box 28 Coonamble NSW 2829 **Contact** Angela Sidoti, RADO

Tel 02 6822 2484 **Fax** 02 6822 4159 **Email** rado@outbackarts.com.au

Bourke Brewarrina	Cobar Coonamble	Warren Walgett
----------------------	--------------------	-------------------

NORTHERN RIVERS: ARTS NORTHERN RIVERS

Unit 1 Old Tintenbar Chambers 5 Bruxner Hwy Alstonville NSW 2477 **Contact** Peter Wood, Information & Communication Manager **Tel** 02 6628 8120 **Fax** 02 6628 8121 **Email** info@artsnorthernrivers.com.au

Ballina Byron	Clarence Valley Kyogle	Lismore City Richmond Valley	Tweed
------------------	---------------------------	---------------------------------	-------

MID NORTH COAST REGION: ARTS MID NORTH COAST

Education Campus Coffs Harbour NSW 2457 **Contact** Richard Holloway, RADO

Tel 02 66589400 **Fax** 02 66589411 **Email** arts@midcoast.com.au

Bellingen Coffs Harbour	Great Lakes Greater Taree	Hastings Kempsey	Nambucca
----------------------------	------------------------------	---------------------	----------

NORTH WEST REGION: ARTS NORTH WEST

PO Box 801 Glen Innes NSW 2370 **Contact** Jack Ritchie, RADO

Tel 02 6732 4988 **Fax** 02 6732 4995 **Email** artsnw@northnet.com.au

Armidale-Dumaresq Glen Innes Severn Gunnedah	Gwydir Inverell	Liverpool Plains Moree Plains Narrabri	Tamworth Regional Tenterfield	Uralla Walcha
--	--------------------	--	----------------------------------	------------------

ORANA REGION: ORANA ARTS

PO Box 271 Gilgandra NSW 2827 **Contact** Merryn Spencer RADO (Acting)
 Tel: 02 6817 8704 Fax: 02 68178707 **Email** mspencer@oranaarts.com

Dubbo	Gilgandra	Narromine	Warrumbungle
-------	-----------	-----------	--------------

SOUTH EAST REGION: SOUTH EAST ARTS REGION (SEAR)

PO Box 492 Bega 2550 **Contact** Jennifer Hunt, RADO
 Tel 02 6499 2286 Fax 02 6499 2200 **Email** jhunt@sear.org.au

Bega Valley	Bombala	Cooma-Monaro	Eurobodalla	Snowy River
-------------	---------	--------------	-------------	-------------

SOUTH WEST REGION: SOUTH WEST ARTS

PO Box 95 Hay NSW 2711 **Contact** Nina O'Brien-Hehir RADO
 Tel 02 6993 2010 Fax 02 6993 3441 **Email** nina@southwestarts.com.au

Balranald Berrigan	Carrathool Conargo	Deniliquin Hay	Murray	Murrumbidgee Wakool
-----------------------	-----------------------	-------------------	--------	------------------------

SOUTHERN TABLELANDS REGION: SOUTHERN TABLELANDS REGIONAL ARTS (STARTS)

P.O. Box 1323 Goulburn NSW 2580 **Contact** Elizabeth Brown, RADO
 Tel 02 4823 4407 Fax 02 4822 9839 **Email** elizabethbrown@starts.com.au

Boorowa Goulburn Mulwaree	Palerang Queanbeyan City	Upper Lachlan Wingecarribee	Wollondilly Yass Valley
------------------------------	-----------------------------	--------------------------------	----------------------------

UPPER HUNTER REGION: ARTS UPPER HUNTER

PO Box 515 Scone NSW 2337 **Contact** Bridget Nicholson RADO
 Tel 02 6545 9727 Fax 02 6545 9837 **Email** artsuh@bigpond.net.au

Upper Hunter	Gloucester	Muswellbrook	Singleton
--------------	------------	--------------	-----------

WEST OF THE DARLING REGION: WEST DARLING ARTS

P.O. Box 473 Broken Hill NSW 2880 **Contact** James Giddey, RADO
 Tel 08 8087 9035 Fax 08 8087 8425 **Email** jgiddey@westdarlingarts.org.au

Broken Hill	Central Darling	Wentworth	Unincorporated area
-------------	-----------------	-----------	---------------------

NON-CONTRIBUTING AREAS

The following local government areas are not currently contributing to a Regional Arts Board's program. If your group is from one of these areas, you should forward your applications to the Funding Officers, Regional Arts NSW Locked Bag 5, MILLERS POINT 2000. Enquiries can be directed to Sam Chester or Annette Eassie Tel 02 9270 2502 or 02 9270 2501 Fax 02 9247 7828 **Email** sam@regionalartsnsw.com.au

Shellharbour Shoalhaven Kiama	Griffith Leeton Corowa	Gundagai Narrandera Dungog Jerilderie	Maitland City Cessnock City Port Stephens	Weddin Guyra Bogan
-------------------------------------	------------------------------	--	---	--------------------------



The Country Arts Support Program of Regional Arts NSW is funded by
 the NSW Government through Arts NSW