

Country Arts Support Program (CASP)

2008 Funding Guidelines



Closing Date Thursday 14 February 2008

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

PROGRAM OBJECTIVES

The Country Arts Support Program is a small grants program delivered on behalf of Arts NSW by Regional Arts NSW and jointly administered by the Regional Arts Boards throughout NSW. The aim of the Country Arts Support Program is to support community cultural development in regional and rural New South Wales through small grants which:

- assist locally determined community cultural activities
- increase opportunities for regionally-based groups to access a diverse range of arts programs
- enable communities to explore and express their cultural identities
- bring social and economic benefits to the community through training, employment and promotional opportunities
- lead to greater awareness and appreciation of cultural diversity.

A limited number of small grants of up to \$3,000 are available primarily for professional artist's fees, travel and accommodation. **Some other costs associated with the project may be included but artist's fees and expenses are the main focus of CASP.**

Projects must take place between **1 April 2008 and 31 March 2009**

ASSESSMENT CRITERIA

Applications will be assessed that best demonstrate:

- development of arts and cultural activity within communities
- extension of knowledge, community participation in and / or audiences for cultural activities
- evidence of adequate planning and capacity to manage the project
- evidence of consultation with and support from the community i.e. letters of support and involvement

Priority is given to projects which address key focus areas, determined by each region's overall needs eg. small or under-resourced communities, communities affected by geographic, socio-economic or cultural isolation, projects involving youth, indigenous and / or disability groups.

Funding is not recurrent and priority will be given to applicants and projects that have not been funded previously.

IMPORTANT THINGS TO REMEMBER

- All applications must be submitted on the **2008 CASP Application Form**.
- All applications must be postmarked by **Thursday 14 February 2008**.
- All support material must be relevant to your project and submitted with your application form on the published closing date.
- The declaration on the last page of the application form must be signed.
- Late applications will not be accepted.
- Applications by **Fax** or email will not be accepted.
- When working with children and young people you must institute and comply with best child protection policies and practices.
- Applicants should consider the accessibility of their events, organisations or information to people with a disability.

GENERAL ELIGIBILITY CRITERIA: WHO CAN APPLY

- Incorporated not-for-profit organisations and local government authorities
- Groups/ensembles and unincorporated associations with a nominated auspicing body (see box below)
- Tertiary institutions - for community-based projects only
- P& C committees and other incorporated bodies for community projects involving school students

WHAT IS AN AUSPICING BODY?

If your group is not incorporated, you can still apply for a grant if you have an auspicing body. An auspicing body is a legally constituted organisation that will take legal and financial responsibility for a grant if awarded. The auspicing body must sign the declaration on page 2 of the application form. If a grant is awarded, the auspicing body must also sign the Conditions for Payment of Grant form and is responsible for acquitting the grant within three months of the project's completion. All correspondence and monies will be directed to the auspicing body. It is recommended that grant applicants enter into a written agreement with their nominated auspicing body highlighting respective rights and responsibilities.

ELIGIBLE ACTIVITIES

Projects including but not limited to:

- workshops
- arts activities as part of community festivals or events
- artist-in-residence programs
- public art and design projects
- performances
- arts and cultural directories
- community seminars and forums
- exhibitions
- other local arts initiatives

ACTIVITIES NOT FUNDED BY CASP

- core administrative costs, office costs or the purchase of equipment
- capital expenses
- production costs of films, videos, books or other publications
- competitions
- fundraising events
- prizes and adjudication fees
- general operating expenses or ongoing costs of long term continuous projects
- projects that have commenced or are completed

APPLICATIONS WILL NOT BE ACCEPTED FROM

- individuals
- groups based in Sydney, the Blue Mountains, Newcastle and Wollongong or for projects based in those cities
- groups based in cities exceeding populations of 100,000 or for projects based in those cities
- interstate organisations
- professional performing companies
- commercial enterprises
- groups/ensembles, unincorporated associations with NO auspicing body
- previous recipients whose use of the grant did not, in the opinion of the CASP State Assessment Panel, conform to the spirit and intentions of these guidelines
- Government Departments, including Schools
- Groups/organisations who have outstanding acquittals for any funding programs administered by RANSW
- groups that do not have current public liability insurance to cover their project

THE APPLICATION ASSESSMENT PROCESS

Once your application is received and has been deemed eligible, it will be assessed, rated and prioritised by the CASP Regional Assessment Panel in your region. The Regional Panel's recommendations for final allocations are forwarded to the State CASP Assessment Panel for ratification. For regions that do not contribute to a Regional Arts Board (see last two pages of this form), the State CASP Assessment Panel will rate and assess these applications. The decisions of the State CASP Assessment Panel are final.

YOUR APPLICATION'S BUDGET

Please itemise all income and expenditure on the Budget form provided in the application form. Do not include GST in your figures and ensure you include all in-kind and volunteer assistance.

For assistance on artist fees / wages - go to <http://www.qldcan.org.au/> and click on the **fee negotiation schedule**, or visit the Media Entertainment and Arts Alliance website at <http://www.alliance.org.au/> or, for visual arts projects, visit the National Association of Visual Arts website at <http://www.visualarts.net.au/>.

Your request for CASP funds should be the difference between the total project expenditure and the total project income. CASP funds should mainly be used for artist/s, artworker/s or cultural worker/s fees.

The maximum for which you can apply is \$3000. Please use the following as a guide:

- up to \$1,500 for workshops and forums
- up to \$1,500 for performances and exhibitions
- up to \$2,000 for artists-in-residence programs, public art projects and cultural directories.

SUPPORT MATERIAL

It is essential that appropriate and relevant support material be submitted with your application to assist in its assessment. This should include evidence of similar projects previously undertaken by your organisation and letters of support from organisations, artists and/or the community involved in your project.

PLEASE NOTE: Indigenous artists and arts organisations are encouraged to apply. 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.

GRANT PAYMENTS

If successful, approximately 6 weeks before your project start date you will be required to:

- sign and return to RANSW a signed *Conditions for the Payment of Grant* form
- provide proof of current public liability insurance for your project
- provide a tax invoice for the approved amount

Organisations registered for GST will need to forward a Tax Invoice for the grant plus 10% GST.

Organisations not registered for GST will need to forward an Invoice for the amount of the grant.

Please note: If an ABN is not provided, we are obliged to withhold 48.5% of the grant.

ACKNOWLEDGEMENT OF CASP FUNDING

One of the Conditions of Grant is that the assistance of the CASP program **MUST** be acknowledged in all advertising and promotional material associated with your project. This means you must put the Regional Arts NSW, Arts NSW and your Regional Arts Board (if applicable) logos and written acknowledgement of CASP in a prominent position on any brochures, flyers, posters, press advertisements, invitations and programs associated with your project. Clear and detailed instructions of this condition will be provided to you if you are successful for a grant.

GRANT ACQUITTAL

All successful applicants must submit an acquittal report within 3 months of the project's completion. CASP Acquittal forms must be used and are available on the Regional Arts NSW website <http://www.regionalartsnsw.com.au/grants/casp.html>. Photographs and media clippings should also be included in the acquittal documentation where available.

CHANGES TO APPLICATION DETAILS

- Applicants must inform and obtain approval from Regional Arts NSW and the relevant RADO (if applicable) in writing of any project variations which may take place, eg. project timeline, artists involved, project location.
- If NO approval for variation to project has been sought, the approved funds may not be released or will have to be returned to Regional Arts NSW.

TERMS OF REFERENCE

The terms 'regional', 'rural' and 'professional artist' are interpreted as follows:

Regional means a zone or area with common geographic, economic, statistical, social or cultural identifiers. A **region** may be as small as one specific local government council area or may encompass several councils. The term **regional** excludes population centres of greater than 100,000.

Rural means a non-urban community where residents live beyond the boundaries of urban/suburban planning schemes and where the place of residence may also be the place of employment (**rural** also includes rural residential development). Road access may be reduced due to climactic conditions.

Professional Artist means someone who identifies him/herself as such, on the basis of skill or experience; is accepted by peers or the arts industry as a professional; and may or may not earn income from artwork.

CASP is administered by Regional Arts NSW and Regional Arts Boards throughout regional NSW. It is funded by the NSW Government through Arts NSW and these guidelines reflect the spirit and intention of the Arts NSW Cultural Grants Guidelines.

FURTHER INFORMATION AND GUIDANCE

- Applicants should contact their Regional Arts Development Officer (see list on the following pages) or Regional Arts NSW if they need assistance with developing a project, budgeting, finding suitable artists, artists' contracts, administration of grants or any other matters.
- For clarification of guidelines and/or the eligibility of an application, contact the Funding Officers at RANSW Tel 02 9270 2501 or 02 9270 2502 Email funding@regionalartsnsw.com.au.



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

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
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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
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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
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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
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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
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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
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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
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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	Narramine	Warrumbungle
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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
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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
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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
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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
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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
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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
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 the NSW Government through Arts NSW