

Regional Arts Fund (NSW)

INSTRUCTIONS

Applications close Thursday 14 August 2008 for projects commencing after 1 January 2009.

Please read carefully both these Instructions and the Fund Guidelines before downloading your Application Form. Copies of the Instructions and Guidelines may also be downloaded in Word or PDF.

In addition to the completed Application Form, other documents and support material must be supplied as part of your application, to provide sufficient information upon which to base a decision. These requirements are listed throughout the Application Forms and again on the last page, in a checklist.

Applications for the Regional Arts Fund cannot be submitted online. Applicants must download an Application Form and either print it out and fill it in by hand (Word or PDF forms), or fill it in on your computer (Excel format) and print it out once completed.

Please note that the Excel Application Form is the ideal format because it has been set up to assist with the budget section of the Application and will automatically perform calculations and transfer figures. To use the Excel form, however, you will need to have the Excel 2000 program, or better. In either case, you must print out your Application and send it to Regional Arts NSW together with all other required documents.

Applicants must submit the following:

1. **One original** of the completed (signed) Application Form for the appropriate category and
2. **All required attachments** as specified in the Application Form and listed on the checklist.

Keep a copy of your submission and any related material for your records.

Applications **will not be accepted by fax or email**.

Applications close **Thursday 14 August 2008** and must be postmarked on or before this date. Late applications will not be accepted.

All applicants will be notified in writing of the outcome of their submission.

Enquiries

Any enquiries should be directed to the Funding Manager Tel 02 9270 2502
Email fundingmanager@regionalartsnsw.com.au.