



## Regional Arts Fund (NSW)

### Frequently Asked Questions

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#### **Where can we get a copy of the RAF Application Form?**

You can download the RAF Instructions, Guidelines and Application Form from the Regional Arts Fund pages of the Grants section of the Regional Arts NSW website at <http://www.regionalartsnsw.com.au/grants/raf.html> or contact Regional Arts NSW on 02 9270 2502 and ask for copies to be posted or emailed to you.

#### **Do we have to use the RAF Application Form?**

Yes. The RAF Application Form for NSW must be used. All questions must be answered and can be typed straight into the form on your computer or handwritten. The Excel format (2000 onwards) of the Application Form is set up to assist with the budget section and will automatically perform any calculations and transfer of figures.

#### **Can we add information on additional (attached) pages?**

Additional pages should only be required for the following:

- section 3 "Project Information" of the Application Form but please note that there is a limit to the amount submitted.
- in the "Partnerships" category, if additional material for more than 2 partners needs to be added.
- Additional budget pages for applications for two and three year funding covering the second and/or third year of the project.

#### **When are applications due?**

Applications must be postmarked (showing the date) up to and including the closing date, **14 August 2008**. Applications may also be hand delivered to Regional Arts NSW up to and on the closing date.

#### **Can we fax or email our application?**

No. An original signature is required in the Declaration section of the application, so an original of your application is required.

#### **Is there any way we can apply to undertake my project if we are not a legally constituted body?**

Yes. You can approach a body (local government or council, arts council, local cultural organisation) to auspice the grant for you.

#### **What is auspicings?**

'Auspicing' occurs when a body (council, arts and/or cultural organisation) which is legally constituted agrees to administer that grant on behalf of another group. The auspicings body (council, arts and / or cultural organisation) signs the declaration form on the Application Form. If the grant is approved, the auspicings body is paid the funds and signs the Conditions for Payment of Grant which means that they are responsible for the administration and acquittal of the funds.

**Can we apply for more than one project in the round?**

Yes, but each project is assessed on its own merit so submitting more than one application will not necessarily increase your chance of success. It is also extremely unlikely that more than one application will be funded, given the demand on program funds.

Note: A full application for each project should be submitted.

**How much can we apply for?**

There is no set limit but applicants requesting more than \$20,000 must contact the Funding Manager at Regional Arts NSW.

**Can we apply for funding for more than one year?**

You can apply for 2 and 3 Year funding in all categories. It is strongly recommended that applicants contact the Funding Manager at Regional Arts NSW to discuss longer term projects before applying. Grantees approved 2 and 3 year funding receive funding on an annual basis and pending a satisfactory progress reports approved by the RAF Assessment Panel.

Note that applications for two and three year funding need to provide budget details and project plan for each year of the project.

**Can an individual apply?**

No. The applicant must be an organisation / agency / group.

**Can a school apply for RAF funding?**

Yes, as long as the activity is not ineligible according to the criteria of the Fund.

**Can metro-based organisations apply for funding?**

Yes, but strong evidence of benefits to and support from regional communities must be demonstrated.

**Does our application have to fulfil all objectives of the Regional Arts Fund?**

No, but each application is assessed according to the degree to which it fulfils each of the objectives.

**Can we apply for administrative costs of the project?**

Administrative costs of the project will be considered. Ongoing core administration costs of the applicant organisation are not eligible.

**Can we apply for materials?**

Yes, as long as they are integral to the running of the project and are not 'significant' assets (see 'What activities are NOT eligible' in the Regional Arts Fund Guidelines).

**What if my project fits into more than one category? Which one should I chose?**

Because of the broad objectives of RAF and the multi-faceted nature of arts and cultural projects, many applications could be relevant to any (or all) of the three categories (New Initiatives, Partnerships, Residencies & Mentorships). All applications, regardless of category, are assessed according to the broad RAF objectives and there is no specific allocation for each category. Applicants are recommended to chose a category of "best fit" and / or according to the main focus of the project.

**What constitutes a Partnership?**

It is expected that 'Partners' will make an equal contribution to the project. This contribution can be in the form of skills and expertise, financial or in-kind assistance. Priority is also given to projects that identify and create new partnerships and projects in which the partnerships are important in promoting sustainability.

**In the Mentorships category, can we apply for fees for the person being mentored?**

Yes. Fees can be paid to both the mentor and the mentoree.

**What is the difference between a Residency and a Mentorship?**

A *Residency* generally involves the employment of an artist-in-residence, for example, to conduct workshop programs with a group of people in a particular environment.

A *Mentorship* generally involves a one-to-one relationship with a mentor providing on-the-job training for a mentoree.

**How do we complete the budget page?**

The budget section of the Application Form includes Budget Calculation Worksheets on which all the details of your income and costs can be calculated. These figures are then transferred to the Project Budget Summary page. Note that the Excel format of the Application Form will automatically calculate totals and transfer figures for you.

The Budget Worksheet pages contain clear explanatory notes and are designed to help you consider all the costs that may be involved in your project.

Applicants for 2 and 3 year funding must complete a budget for each year of the project. If using the Word or PDF format of the application form, you can copy and paste and /or photocopy extra pages to add to your application. If using the Excel format, you will need to contact the Funding Manager.

It is recommended that you contact the Funding Manager at Regional Arts NSW if you would like to discuss any questions related to the budget section of the application.

**Can we apply for 100% of the project cost?**

RAF will support the entire cost of a project only in special circumstances where significant disadvantage is clearly demonstrated. Otherwise, proposals that identify support (both cash and in-kind) from other funding sources or generate income will be viewed favourably.

**What are common errors made by applicants?**

- The budget has been incorrectly completed, although the Excel format of the Application Form makes this easier for you. Use of RAF funds also needs to be clear.
- The application has not been posted or postmarked by the closing date.
- There is insufficient and / or irrelevant support material, particularly letters of support and involvement and general evidence of consultation with parties involved in the project. This especially applies to projects involving Indigenous communities.
- Project ideas are not clearly and concisely stated. Remember that Panel members have many applications to read and long, complicated and "difficult

to read” applications with irrelevant material may detract from the merit of your project.

- It is unclear as to whether the requested funds are for new development projects or for already existing ongoing programs and core business.

**Further enquiries**

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