



Regional Arts Fund (NSW)

PROGRAM GUIDELINES

Applications close Friday 14 August 2009 for projects commencing after 1 January 2010

What is the Regional Arts Fund?

The Regional Arts Fund is an Australian Government initiative supporting the arts in regional and remote Australia through providing funding for artform (including cross-artform) projects, multi-media projects and, in exceptional circumstances, festivals. It is designed to support arts and cultural activities that are sustainable, have long term cultural, economic and social benefits, develop partnerships and cultural networks, provide skills development opportunities and contribute to the wellbeing of individuals and communities.

Regional Arts NSW administers the program in NSW according to the objectives and general eligibility determined by the Australian Government. In NSW there is **one grant round** per year.

The Regional Arts Fund objectives

- to encourage and support sustainable cultural development in regional communities, remote and very remote / isolated communities where possible, rather than 'one-off' events;
- to assist sustainable economic and social development within regional, remote and very remote / isolated communities, including a focus on Indigenous and isolated communities;
- to develop partnerships with local government, community groups, the private sector, state government agencies and other relevant groups which leverage financial and/or in-kind support for specific projects and encourage ongoing collaboration or support for cultural activities following the funded projects;
- to assist the development of cultural networks, especially in isolated areas, to facilitate information exchange and co-operative relationships;
- to increase employment and professional development opportunities for and raise the profile of regional, remote and very remote / isolated artists; and
- to increase skills development initiatives (including mentoring schemes), both for individuals and organisations in regional, remote and very remote / isolated communities. Initiatives may relate to a specific form of art or craft practice, or broader community cultural development and capacity building.

Definitions

The words 'region', 'remote' and 'very remote / isolated' are interpreted in these guidelines as follows:

Region means an area with common geographic, economic, statistical, social or cultural identifiers. It may include a regional centre, town or rural area crossing one or more local government area(s). The term **regional** excludes areas that are part of the dormitory catchment of major capital cities, high density coastal developments and major industrial cities close to the capital and population centres of greater than 100,000.

Remote means a community significantly removed by distance from a major capital city or regional services.

Very remote / isolated means a community very removed by distance, access to air services, road conditions or small island status (particularly during extreme climactic conditions such as monsoon, snow) from a range of goods, services and opportunities for social interaction.

Who is eligible for the Regional Arts Fund?

The applicant must meet all of the following criteria:

- be an organisation / agency / group;
- be (or have an auspicings organisation that is) legally constituted and currently operational;
- be adequately insured under Workers' Compensation legislation or other applicable law, and public liability to the value of at least \$10m;
- be based, or conducting a project, in regional NSW (as per the definitions on page 1).

If you do not meet the above criteria, contact the Funding Manager at RANSW to discuss your project.

What is an auspicings body?

An auspicings body is a legally constituted organisation that will take financial responsibility for a grant if awarded. An auspicings body must sign the declaration on the last page of the application form and the conditions of grant form, if a grant is awarded. The auspicings body is responsible for accepting the grant monies on behalf of the grant recipient, paying the grant monies to the grant recipient and ensuring, to the best of their ability, that the funds are used for the purpose for which the grant is intended. It is recommended that grant recipients enter into a written agreement with their nominated auspicings body highlighting respective rights and responsibilities.

What activities are NOT eligible?

- Ongoing core administration costs of the applicant organisation;
- Infrastructure projects (eg building purchase, renovation or maintenance) and projects involving purchase of significant assets (eg computers). Project materials (eg paint, brushes, other artistic tools, film) can be included;
- Annual programs unless clearly demonstrated that the proposal is developmental, and would continue to expand or advance arts and cultural development;
- Heritage projects (eg conservation of or signage at heritage buildings or sites). Arts projects located at heritage buildings or sites are eligible;
- Ongoing activities of collecting institutions for collections development, maintenance, conservation and interpretation. Collecting institutions and heritage organisations may, however, apply for creative arts projects that meet the Program objectives;
- Touring projects that primarily involve touring from major urban centres to regional, remote or very remote /isolated communities;
- Any international travel costs;
- The same component of a project funded by any of the indigenous arts and culture programs delivered by the Department of the Environment, Water, Heritage and the Arts;
- The same component of a festival funded by Festivals Australia program;
- The core costs of organising and running competitions, prizes, awards or fundraising events;
- Curriculum-based activities in schools, or courses of ongoing education and training in government or private institutions in Australia or overseas, academic activity, including wages or course work that is required as part of an academic program;
- Projects that have commenced or been completed, although further stages of a completed project are eligible;
- Programs and/or projects that are outside the geographic area designated as rural and regional by the Australian Government, and located in regional cities exceeding a population of 100,000;
- Projects managed by grantees who have not acquitted previous grants from the Regional Arts Fund or any other Australian Government funding program. Applicants who have failed to satisfactorily report on any previous Regional Arts NSW grant will not be considered a priority.

Funding Categories

To support the objectives of the Regional Arts Fund, funds are available in 3 categories: New Initiatives, Partnerships and Residencies and Mentorships.

1. New Initiatives

This category assists groups to undertake projects in any artform that:

- extend knowledge, participation and/or development of arts and culture within communities;
- address cultural themes or issues of significance in local communities;
- are initiated by and with the community;
- provide opportunities for collaboration and skills development of locally based arts workers.

Arts projects initiated by non-arts groups and organisations are encouraged. Applications must provide evidence of wider support for the proposed project.

2. Partnerships

This category assists groups to undertake projects in any artform that:

- assist in the development of sustainable cultural networks;
- promote partnerships that support community and cultural exchange;
- have long-term arts and community cultural development outcomes for communities;
- are initiated by and with the community.

Partnerships can be with the non-arts sectors and specific target groups either within communities, between towns, within regions or across the state.

Each partner must fulfill the eligibility criteria. It is expected that each partner contributes equally to the project through skills, financial and / or in-kind assistance. Priority will be given to projects that identify and create new partnerships and projects in which the partnerships are important in promoting sustainability.

A project can have more than 2 partners. If so, include profile(s) of other partner(s) as an attachment to the application form.

3. Residencies and Mentorships

This category assists groups to undertake projects in any artform that:

- provide programs of professional development for individuals and organisations in regional and remote communities;
- provide skills development to artist/s artworkers in community cultural development practice;
- relate to a specific form of art or craft practice, or broader community cultural development and capacity building;
- may link professional artists and/or organisations (including regional with metropolitan-based artists and organisations) with local practitioners in rural and regional communities.

Preference will be given to proposals that access skills and development not available locally. Applications for formal study or long term training courses will not be considered.

Timeframe of projects

- Funding is available for projects with a timeframe up to (but no longer than) 3 years. Projects requesting 2 and 3 year funding must demonstrate that longer-term or extended funding is necessary to consolidate previous development and achieve cultural sustainability. A plan and separate budget for each year **must** be provided.

Note: Applicants applying for 2 or 3 year funding must contact the Funding Manager at RANSW.

- Applicants must indicate on the application form the timeframe in which they expect the project to be completed (1, 2 or 3 years). All projects must commence between **1 January 2010** and **31 December 2010**.
- Approval for funding will be on an annual basis and 2 and 3 year projects will need to submit satisfactory annual progress reports before funds for the subsequent year are released. They do not need to re-submit a formal application.

Assessment Criteria

Each application will be assessed according to the degree to which it

- addresses the Regional Arts Fund objectives as set out on page 1 of these Guidelines;
- aims to achieve high quality output;
- expands community participation in and / or audiences for cultural activities;
- shows evidence of adequate planning and capacity to manage the project;
- provides evidence of consultation with and support from the community ;
- demonstrates that contributions, either in-kind or in cash, have been sought from a source other than the Australian Government.

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 and evidence of community consultation.

Funding Amounts and Eligible Expenses

- Proposals for funds for more than \$20,000 **must** be discussed with the Funding Manager at RANSW.
- Applicants may apply for artists' or art workers' fees and project costs. Ineligible expenses are included in the section "What activities are not eligible?" on page 2.
- Only in special circumstances will RAF support the entire cost of a project. Proposals that identify support (both cash and in-kind) from other funding sources will be viewed favourably.
- Applicants are encouraged to put a monetary value on all in-kind assistance for the project.

Completing the Application Form

- Application Forms are available for download from the Grants section of the Regional Arts NSW website at www.regionalartsnsw.com.au. If requested, forms can be sent by email or by mail. Applications cannot be submitted online.
- For photocopying purposes, use black ink or type your application details and **do not use staples**. Do not present in a binder or folder.
- In preparing your proposal, follow the format provided in the appropriate Application Form. An application that is incomplete or does not follow the application format may not be accepted.
- The most recent audited accounts for the applicant or auspicing organisation must accompany the proposal.
- Ensure that all support material is included with your application. Support material includes extracts from curriculum vitae of the artist(s) involved, agreements from all those involved and / or evidence of community support. Do not send originals of support material.

- Ensure that all documents requested in the Checklist (with application form) have been provided and that the Declaration has been signed (last page of application form).
- Submit **one original** of your application. Keep a copy for your own records.
- Applications must be **postmarked** by the closing date and posted to:

**The Funding Manager
Regional Arts Fund
Regional Arts NSW
Locked Bag 5, Millers Point NSW 2000**

Applications received by fax or email will not be accepted.

Late applications will not be accepted.

Incomplete applications may not be accepted.

Assessment Process

The Regional Arts NSW Funding Manager initially checks each application.

Applicants will receive a letter acknowledging receipt of their application.

Each application is photocopied and forwarded to each member of the NSW Regional Arts Fund Assessment Panel. The panel is broadly representative of the State's regional arts practitioners, artforms and regional arts organisations and the community, and includes a representative from the State Government (Arts NSW).

Each panel member independently rates each application against all eligibility and assessment criteria. The panel is convened to discuss each application and determine the most appropriate allocation of funds.

The recommendations of the panel are forwarded to the Federal Minister for the Arts for official approval.

Applicants are advised of the outcome of their application approximately ten weeks after the closing date. At the same time, the Federal Minister for the Arts makes a formal announcement.

Grant Conditions and Evaluation Requirements

Successful applicants will receive a letter outlining the conditions of the grant that must be accepted in writing before the grant is paid.

All grant recipients must complete the project as stated in the application or seek approval from Regional Arts NSW for any variation. Any grant funds remaining on completion of the project must be returned.

Grant recipients must also acknowledge the support of the Australian Government and provide an Acquittal Report evaluating the project.

Grant Payments

The letter to successful applicants will also advise on the process of claiming the grant.

There may be taxation consequences of obtaining a grant and it is recommended that grant recipients consult their financial adviser or the Australian Taxation Office regarding their individual circumstance.

Regional Arts NSW is required to withhold 48.5% of funds if the grant recipient does not hold an Australian Business Number (ABN).

If an organisation is registered for GST it will receive the amount of the grant approved plus 10% GST. If an organisation is not registered for GST it will receive the amount of the grant approved.

Acknowledgement of the Fund

The Australian Government requires that all Regional Arts Fund recipients feature the appropriate logos in a prominent position on all advertising and promotional material associated with the grant. This includes brochures, flyers, posters, press advertisements and programs. Copies of the appropriate logos are available for download in a variety of formats from the Regional Arts Fund pages of the Grants section of the Regional Arts NSW website at www.regionalartsnsw.com.au.

The Government's expectation is that acknowledgement of its assistance, while being appropriate to the circumstances, will be commensurate with that given to corporate, or other sponsors or donors, for similar levels of support.

All successful applicants will be provided with the acknowledgement requirements upon notification of the outcome of their application.

Acquittal

One of the conditions of payment of the Regional Arts Fund grant is the provision of an acquittal report. This accounts for the way in which you have used public monies to complete your project. The acquittal must be received within three months of completion of the project and it is important that you provide the information requested. Failure to comply with this requirement may jeopardise further funding through this program and / or other funding programs of the Australian Government and Regional Arts NSW.

The acquittal consists of:

- A financial report including statement of income and expenditure relating to the RAF grant. The report must be signed by the Chairperson or President of your organisation;
- an artistic report which addresses the objectives of the Regional Arts Fund and the outcomes listed in your proposal;
- a statistical report which provides details of artists, audience and skills developed.

Enquiries

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