

# ARTS & WELL-BEING RESOURCE GUIDE

Developed by  
**TASMANIAN REGIONAL ARTS**  
on behalf of the Tasmanian  
Arts & Wellbeing Network



Cnr James and George Streets  
PO Box 172 Latrobe  
Tasmania 7307  
T: (03) 64262344  
F: (03) 6426 2889  
E: [info@tasregionalarts.org.au](mailto:info@tasregionalarts.org.au)  
W: [www.tasregionalarts.org.au](http://www.tasregionalarts.org.au)

# CONTENTS

<b>WEBSITES</b>	<b>3</b>
Tasmanian Regional Arts Inc	3
Regional Arts Australia	3
Australia Council for the Arts	3
Arts Tasmania	3
VicHealth	4
Australian Network for Arts + Health (ANAH)	4
Cultural Development Network	4
Community Cultural Development NSW	4
Arts Access	4
Arts Action Tasmania	4
Disability Awareness	5
KulturaNet	5
Noise	5
The Program	5
Diversional Therapy	Error! Bookmark not defined.
The Arts Law Centre of Australia	5
Australia Business Arts Foundation (ABaF)	5
<b>PUBLICATIONS</b>	<b>6</b>
H2W2- How to do an arts project, where to get help	6
Brave Arts: the art of healthy community CD-ROM Project	6
The Art of Renewal: A Guide to Thinking Culturally About Strengthening Communities	7
Creative Connections: Promoting mental health & wellbeing through community arts participation	7
VicHealth Letter	7
Evaluating Community Arts and Community Well-Being	7
Art for Health	7
Making The Journey - arts and disability in Australia	7
Disability Fact Pack for arts and cultural organisations	8
Respecting Cultures, Working with the Tasmanian Aboriginal Community and Aboriginal Artists	8
Getting Connected: making your mentorship work	9
<b>TRAINING</b>	<b>9</b>
Creative Volunteering - No Limits	9
Community Arts Network SA (CAN SA)	9
CCD NSW	9
<b>FUNDING</b>	<b>10</b>
Regional Arts Fund	10
Arts Tasmania	10
Australia Council for the Arts	10
Regional Event Assistance Program	10
Tasmanian Community Fund	11
Tasmanian Community Foundation	11
Local Government in Tasmania	11
GrantsLINK	11
Community Support Levy	12
Women Tasmania Small Grants Program	12
ANZ Charitable Trusts	12
Mercy Foundation Grants	12
Australia Foundation	12
Woodside Community Partnerships	12
<b>HOW TO WRITE A GOOD APPLICATION &amp; ACQUITTAL</b>	<b>13</b>

*This Resource was made possible through the Arts and Health Network of Tasmania, founded in conjunction with Tasmanian Regional Arts and the Tasmanian Dept of Health and Human Services - Think Outside the Box project, funded by the Australia Council for the Arts - Community Partnerships section.*



## WEBSITES



### **Tasmanian Regional Arts Inc**

<http://www.tasregionalarts.org.au>

Tasmanian Regional Arts (TRA) is the peak organisation for regional arts and community based arts in Tasmania. TRA is the peak Regional Arts and Community Cultural Development organisation in Tasmania.



### **Regional Arts Australia**

<http://www.regionalarts.com.au/raa1/default.asp>

This website contains helpful information and tools for people involved as artists and arts workers in regional Australia. Regional Arts Australia is the key national body representing the broad and complex interests and concerns of those working with and for the arts in regional, rural and remote Australia. Tasmanian Regional Arts is a member of Regional Arts Australia.



### **Australia Council for the Arts**

<http://www.ozco.gov.au/>

Enriching the lives of Australians and their communities through support for the creation and enjoyment of Australian arts. The Australia Council is the Australian Government's arts funding and advisory body. It directly supports young, emerging and established artists, as well as new and established organisations



### **Arts Tasmania**

<http://www.arts.tas.gov.au/>

Arts Tasmania's grants programs are divided into the following areas. Individuals, Organisations, Small Museums & Collections, Artsbridge National, Artsbridge International, Loans. It is important that you check that you are applying to the correct program, because with only one closing date per year for each, you don't want to apply incorrectly. If, after checking the program description you are still uncertain, call a Program Officer at Arts Tasmania for assistance on 1800 247 308 or email: [arts.tasmania@arts.tas.gov.au](mailto:arts.tasmania@arts.tas.gov.au)

### **arts@work**

#### **arts@work**

<http://www.artsatwork.com.au/services/about.htm>

An arts agency established to develop employment, commissioning and export opportunities in the arts and cultural sector within Tasmania. arts@work works with arts and cultural organisations around the state to position Tasmanian cultural products in wider markets; develops opportunities to showcase and promote all art-forms to gain heightened local, national and international recognition and media coverage for the arts in Tasmania; manages the state's public art program and looks to extend commissioning opportunities for artists to create works for the public and private sector; develops partnerships with the tourism, local government, health welfare industry and education sectors; actively promotes employment in arts and culture based industries and provides agency services to promote linkage of arts and cultural providers to the local government, commercial and non-government sectors and provides information about arts industry issues, innovations and opportunities.



## Community Cultural Development in Australia

<http://www.ccd.net>

This site provides resources and an on-line forum for ccd projects including; Self-publishing, online forums, 'Send a postcard', ccd E-zine, and a clearinghouse for all things ccd - web links, publications, theory & research, training & much more, with voices ranging from the seriously intellectual to the totally irreverent!



### VicHealth

<http://www.vichealth.vic.gov.au/Default.aspx>

VicHealth is the Victorian Health Promotion Foundation, and is the peak body for health promotion in Victoria, committed to promoting the health and wellbeing of all Victorians. VicHealth recognises the arts as an effective way to promote health for both participants and audience alike.



### Australian Network for Arts + Health (ANAH)

<http://www.anah.org.au/>

Gateway to the Australian arts and health sector online. This website provides information, and opportunities for participation and collaboration to Australian arts and health community locally, regionally and online.



### Cultural Development Network

<http://www.culturaldevelopment.net>

The Cultural Development Network is an independent non-profit group that links communities, artists and local government councils across Victoria. We advocate a stronger role for participatory arts and cultural expression to build a healthier, more engaged and sustainable society.



### Community Cultural Development NSW

<http://www.ccdnsw.org/ccdnsw/default.php>

Community Cultural Development NSW promotes and supports community based arts projects where communities and participants have an active role in directing and controlling activities. CCDNSW maintains focus on cultural projects that have tangible social, community and artistic development outcomes.



### Arts Access

<http://www.artsaccess.com.au>

Arts Access provides access to arts and cultural activity for people who are disadvantaged, including people with a disability.

### Arts Action Tasmania

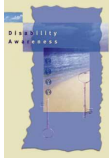
<http://www.artsaccessaustralia.org/members.htm#Tas>

Arts Action is the statewide body in Tasmania with responsibility for information exchange, lobbying and policy development in arts and disability.

Contact: 65 Hopkins Street, Moonah TAS 7009

Tel: 03 6214 7634, Mob: 0439 599 572, Email:

MTaylor@gcc.tas.gov.au



## Disability Awareness

<http://www.openroad.net.au/access/dakit/disaware/disaware.htm>

The broad aims of this website are: to promote an understanding of issues surrounding disability, to encourage service providers to focus on the individual, not the disability, to develop an understanding of appropriate and effective methods of interaction with people with disabilities, and to develop an awareness of issues relating to access.



## KulturaNet

<http://www.kulturaset.com/>

Australian Multicultural Artists Database. A free facility designed as a national resource for artists and professionals working in the arts industries who have multicultural backgrounds or interests.



## Noise

<http://www.noise.net/homepage.asp>

Young Artists. New Work. Media Exposure.

NOISE is a youth arts initiative that develops and profiles young artists and their work across radio, television, in print and online.

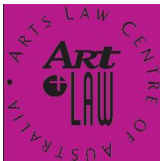
NOISE is unique because it hangs creative works across the media, rather than on gallery walls.



## The Program

<http://www.theprogram.net.au/>

THE PROGRAM is all about sparking connections between young people and the arts community. Recognising that arts and creativity mean something different for everyone. One man's opera is another man's grunge; oils to one woman, pixels to another.



## The Arts Law Centre of Australia

<http://www.artslaw.com.au/>

The Arts Law Centre of Australia is the national community legal centre for the arts. Arts Law is a not for profit company limited by guarantee which was established with the support of the Australia Council in 1983 to provide specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations. Arts Law gives preliminary advice and information to artists and arts organisations across all art forms on a wide range of arts related legal and business matters including contracts, copyright, business names and structures, defamation, insurance and employment.



## Australia Business Arts Foundation (ABaF)

<http://www.abaf.org.au>

AbaF promotes private sector arts support by connecting business, the arts, donors and volunteers. AbaF is a company of the Australian Government, established in 2000 by the Department of Communications, Information Technology and the Arts. AbaF's national team is supported by a council and board of over 90 leading companies. Contact :Phone: (02) 6271 1000

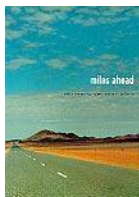
# PUBLICATIONS



## **Heartwork: great arts stories from regional Australia**

Author: Regional Arts Australia and the Australia Council  
*Heartwork: great arts stories from regional Australia* profiles and celebrates the huge range of artistic activity occurring beyond Australia's metropolitan centres. It provides inspiration and models for creators in regional and remote communities. Available for download:

[http://www.ozco.gov.au/arts\\_resources/publications/heartwork/](http://www.ozco.gov.au/arts_resources/publications/heartwork/)



## **miles ahead: marketing that works in regional Australia**

Author: Regional Arts Australia and the Australia Council (Su Hodge, Judith James and Amanda Lawson)

*miles ahead: arts marketing that works in regional Australia* is a collection of over 40 innovative arts marketing case studies gathered during a research trawl across regional Australia through 1997. Available for download:

[http://www.ozco.gov.au/arts\\_resources/publications/miles\\_ahead/](http://www.ozco.gov.au/arts_resources/publications/miles_ahead/)



## **H2W2- How to do an arts project, where to get help**

Author: The Octapod Collective

*How to do an arts project, where to get help* (H2W2- How to, Where to) is the perfect tool kit providing the absolute low down on getting projects up and running. It has advice on everything from the initial flash of inspiration to taking the final bow and all tricky bits in between. Available for download:

[http://www.ozco.gov.au/arts\\_resources/publications/h2w2/](http://www.ozco.gov.au/arts_resources/publications/h2w2/)



## **Art and Wellbeing**

Author: Deborah Mills and Paul Brown

*Art and Wellbeing* assembles ideas and case study material which demonstrate connections between community cultural development and government 'wellbeing' initiatives. Available for download:

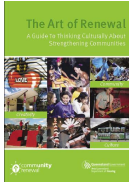
[http://www.ozco.gov.au/arts\\_resources/publications/art\\_and\\_wellbeing/](http://www.ozco.gov.au/arts_resources/publications/art_and_wellbeing/)



## **Brave Arts: the art of healthy community CD-ROM Project**

Brave Arts is designed in three sections.

Part 1 showcases 19 Tasmanian arts and health projects through video interviews, images, performance and film. These projects have been facilitated in the government, non-government and local governments sectors, and involve all population groups. Part 2 titled Brave Arts Start Up provides information and resources to plan, manage and evaluate an arts and health project. Brave Start Up includes action tips, hyperlinked downloads for resource information including useful web sites, arts worker contracts, work plans, artists fee schedules, consent forms, arts and health evaluation reports and privacy and confidentiality agreements. The CD also includes useful publications and links. To order a copy please email [womens.health@dhhs.tas.gov.au](mailto:womens.health@dhhs.tas.gov.au) or phone 1800 675 028.



### **The Art of Renewal: A Guide to Thinking Culturally About Strengthening Communities**

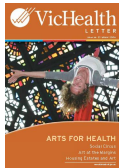
This guide aims to assist people in strengthening their communities through arts and culture. Available for download: <http://www.communityrenewal.qld.gov.au/resources/publications/art.shtm>

Creative Connections  
Promoting Mental Health and Wellbeing Through Community Arts Participation



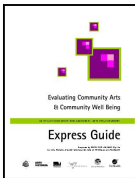
### **Creative Connections: Promoting mental health & wellbeing through community arts participation**

The Community Arts Participation Scheme (CAP Scheme) was one of a number of schemes established under the Victorian Mental Health Promotion Plan. The Scheme was launched in 1999 and is a major pillar of VicHealth's Arts for Health Program. This report documents the findings from the evaluation of the CAP Scheme and the key lessons learned. Available for download: <http://www.vichealth.vic.gov.au/ListPublications.aspx?TopicID=119>



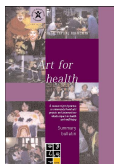
### **VicHealth Letter**

Issue 23, Winter 2004 looks at: the health benefits of social circuses; evaluating community arts participation; the benefits of public art in housing estates; key partnerships with arts organisations, which are marking arts more accessible for everyone; and more. Available for download: [http://www.vichealth.vic.gov.au/assets/contentFiles/VicHealthLetter\\_Winter\\_2004.pdf](http://www.vichealth.vic.gov.au/assets/contentFiles/VicHealthLetter_Winter_2004.pdf)



### **Evaluating Community Arts and Community Well-Being**

An Evaluation Guide for Community Arts Practitioners. This guide has been developed by Arts Victoria, VicHealth, Darebin City Council and the City of Whittlesea to assist community arts practitioners collect evidence about the impacts of community arts projects. Available for download: <http://www.arts.vic.gov.au/arts/publications/publications/evaluatingcommunityarts.htm>



### **Art for Health**

A review of good practice in community-based arts projects and interventions which impact on health and well-being. Available for download: <http://www.renewal.net/Documents/RNET/Research/Arthealthreview.pdf>



### **Making The Journey - arts and disability in Australia**

Author: Arts Access Australia  
This is a collection of inspiring examples of how to include people with disabilities in the arts, as participants, creators and organisers. Available for download: [http://www.ozco.gov.au/arts\\_resources/publications/making\\_the\\_journey/](http://www.ozco.gov.au/arts_resources/publications/making_the_journey/)



### **Access All Areas: guidelines for marketing the arts to people with disabilities**

Author: Neridah & Pam Wyatt-Spratt, Jane Haley, Lisa McKoy  
This guide is intended to be practical, covering actions which are within reach of arts organisations, especially marketing officers and their departments. How to identify this audience, how to reach them and how to provide what they want is the key advice contained in Access All Areas. Available for download:

[http://www.ozco.gov.au/arts\\_resources/publications/access\\_all\\_areas/](http://www.ozco.gov.au/arts_resources/publications/access_all_areas/)



### **Disability Fact Pack for arts and cultural organisations**

Author: DADAA National Network and the Australia Council  
The fact pack outlines a variety of issues for arts organisations regarding people with disabilities including access, attitude, employment and discrimination. It also provides an overview of the Disability Discrimination Act. Available for download:

[http://www.ozco.gov.au/arts\\_resources/publications/disability\\_act\\_pack/](http://www.ozco.gov.au/arts_resources/publications/disability_act_pack/)



### **The World is Your Audience**

Author: Australia Council

Focussing specifically on the development of audiences of a culturally diverse nature and of non-English speaking background, The World is Your Audience follows the path from planning through to development, marketing and presentation so the reader can refer to specific topics or use it as a step-by-step guide. Available for download:

[http://www.ozco.gov.au/arts\\_resources/publications/the\\_world\\_is\\_your\\_audience/](http://www.ozco.gov.au/arts_resources/publications/the_world_is_your_audience/)



### **Copyright, Moral Rights and Community Cultural Development**

Author: Community Cultural Development Board

This guide is for organisations, communities and artists involved in collaborative arts projects. Available for download:

[http://www.ozco.gov.au/arts\\_resources/publications/copyright\\_moral\\_rights\\_and\\_ccd/](http://www.ozco.gov.au/arts_resources/publications/copyright_moral_rights_and_ccd/)



### **Cultures: Indigenous protocol guides**

Author: Aboriginal and Torres Strait Islander Arts Board

This series of five Indigenous protocol guides provide information and advice on respecting Indigenous cultural heritage. Available for download:

[http://www.ozco.gov.au/arts\\_resources/publications/cultures\\_in\\_digenous\\_protocol\\_guides/](http://www.ozco.gov.au/arts_resources/publications/cultures_in_digenous_protocol_guides/)



### **Respecting Cultures, Working with the Tasmanian Aboriginal Community and Aboriginal Artists**

As a companion to the national indigenous guides for literature, music, new media, visual arts and performing arts, it provides an overview of Tasmanian Aboriginal arts and culture. It contains guidelines setting out appropriate ways of using their cultural material, and interacting with Tasmanian Aboriginal artists and communities."

<http://www.arts.tas.gov.au/publications/respectingcultures/>

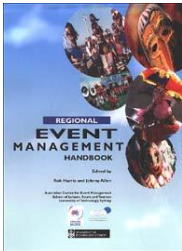


### **Getting Connected: making your mentorship work**

Author: Australia Council

*Getting Connected* is the handbook for you if you're seeking or planning a mentorship in the arts industry--either as a mentoree or mentor. Available for download:

[http://www.ozco.gov.au/arts\\_resources/publications/getting\\_connected\\_making\\_your\\_mentorship\\_work/](http://www.ozco.gov.au/arts_resources/publications/getting_connected_making_your_mentorship_work/)



### **Regional Event Management Handbook**

Edited by Rob Harris and John Allen (Sydney, 2002) Mail order is \$45 (includes GST)

The Handbook provides an overview of event management, marketing and operations intended for managers of small to medium-sized events. It includes modules on a range of topics by experts in their fields, and includes additional references, resources and self-completion exercises. Produced with the assistance of the Regional Tourism Program of the Commonwealth Department of Industry Science Resources. The Australian Centre for Event Management publishes and distributes specialist publications on event management topics that you can order.

Site: <http://www.business.uts.edu.au/acem/publications.html>

## **TRAINING**

**creative volunteering - no limits**  
A Regional Arts Australia Initiative

### **Creative Volunteering - No Limits**

<http://www.regionalarts.com.au/raa1/volunteers/default.asp>

A skills project for people in regional Australia who volunteer in the arts and cultural sector. Series of 1 day nationally accredited courses, topics include Business Planning, Marketing, Develop Funds and Resources, Plan and Program Events, Networking within Communities, Working with Collections, and Governance. Tasmanian Regional Arts coordinates Creative Volunteering – No Limits training throughout Tasmania. Contact (03) 6426 2344 or email:

[info@tasregionalarts.org.au](mailto:info@tasregionalarts.org.au)



### **Community Arts Network SA (CAN SA)**

<http://www.cansa.on.net>

Peak advocate for CCD and Community Arts in SA; develops strategic partnerships and alliances; produces national magazine of CCD & community-based practice 'Artwork'; produces a widely based artists/arts worker register; accredited training including Graduate Diploma of CCD; excellent resource library; calendar of events.



### **CCD NSW**

<http://www.ccdnsw.org/ccdnsw/default.php>

CCDNSW is accredited by the NSW Vocational Education and Training Advisory Board (VETAB) to offer the Diploma in Community Cultural Development (online).



### **arts@work**

<http://www.artsatwork.com.au/services/about.htm>

# FUNDING



## Regional Arts Fund

[www.tasregionalarts.org.au/content/view/26/108/](http://www.tasregionalarts.org.au/content/view/26/108/)

The Regional Arts Fund is an Australian Government initiative supporting the arts in regional and remote Australia and delivered in Tasmania in partnership with Tasmanian Regional Arts. Tasmanian Regional Arts delivers the Regional Arts Fund through targeted grant categories. We see the RAF as an 'arts road trip' punctuated by opportunities to pick up new skills, participants and partners on the way.



## Arts Tasmania

<http://www.arts.tas.gov.au/>

Arts Tasmania's grants programs are divided into the following areas. Individuals, Organisations, Small Museums & Collections, Artsbridge National, Artsbridge International, Loans. It is important that you check that you are applying to the correct program, because with only one closing date per year for each, you don't want to apply incorrectly. If, after checking the program description you are still uncertain, call a Program Officer at Arts Tasmania for assistance on 1800 247 308 or email: [arts.tasmania@arts.tas.gov.au](mailto:arts.tasmania@arts.tas.gov.au)



## Australia Council for the Arts

<http://www.ozco.gov.au>

The Australia Council for the Arts is the Australian Government's arts funding and advisory body. It directly supports young, emerging and established artists, as well as new and established organisations. The Council provides over 1700 grants each year to artists and arts organisations across the country in the fields of Aboriginal and Torres Strait Islander arts, community cultural development, dance, literature, music, new media arts, theatre and visual arts/craft. Australia's major performing arts companies are supported through funding partnerships with the Australia Council and the state governments. In addition, the Australia Council supports strategies to develop new audiences for the arts, as well as new markets both here and internationally. The Council also conducts arts research and policy development, and regularly advises governments and industry on issues affecting Australian artists, such as taxation and insurance.

Contact : (02) 9215 9000



## Regional Event Assistance Program

[www.eventstasmania.com/reap](http://www.eventstasmania.com/reap)

The Regional Event Assistance Program (REAP) has been designed to assist the sustainability of regional festivals and events which demonstrate the ability to attract intrastate visitors and deliver regional benefits. The REAP is an initiative of Events Tasmania, the Cradle Coast Authority, Northern Tasmania Development and Totally South Tourism, to contribute to the growth of the Tasmanian tourism industry. The Program has limited funding and grants will generally be expected in the range \$1,000 - \$2,000 with a maximum of \$5,000. Contact: Events Tasmania - Email: [reap@events.tas.gov.au](mailto:reap@events.tas.gov.au)



## **Tasmanian Community Fund**

[www.tascomfund.org](http://www.tascomfund.org)

We make grants to community organisations that make a difference by enhancing well-being and improving social, environmental and economic outcomes for the Tasmanian Community.

The Board conducts two grant programs

General Grant Programs

The Board conducts two general grants programs annually. The aim of this program is to distribute funds across a broad range of community projects state-wide.

Targeted Initiatives Program

The aim of this program is to identify and fund specific sector initiatives that have the capacity to achieve significant and sustainable benefits for the Tasmanian community. There are no targeted initiatives announced at this time. Contact Details: Mr Mark Green - (03) 6233 2800.



## **Tasmanian Community Foundation**

<http://www.tasmaniancommunityfoundation.org/>

Enhancing community development through informed giving and strategic grant-making. An independent non-profit public foundation. Providing a sustainable and permanent mechanism to resource a range of community initiatives. Supporting Tasmanian communities in cities, local towns and their surrounding districts. The Community Foundation awards grants to voluntary organisations in Tasmania. Our grants are usually recommended by our donors from sub-funds they have set-up at the Foundation.



## **Local Government in Tasmania**

[www.lgat.tas.gov.au](http://www.lgat.tas.gov.au)

There are three spheres of government in Australia: the Australian Government, State Governments and Local Government. Because local government makes decisions about so many things that affect our everyday lives, it is often described as the sphere of government that is closest to the people: the 'grass roots' form of government. In Tasmania, local government is made up of 29 councils each responsible for a municipal area. The principal legislation establishing the powers and functions of councils is the Local Government Act 1993 (the Act). Section 20 describes the role of councils: to provide for the health, safety and welfare of the community, to represent the interests of the community, and to provide for the peace, order and good government of the municipal area. Many local councils offer grants on an annual basis to community groups. Contact your local council for more information. Contacts available through [www.lgat.tas.gov.au](http://www.lgat.tas.gov.au).



## **GrantsLINK**

<http://www.grantslink.gov.au/index.aspx>

GrantsLINK makes it easier to find suitable and relevant grants for your community projects from the many Commonwealth grants that are available. GrantsLINK also helps you find the best source of funding and assists you to complete application forms.



### **Community Support Levy**

<http://www.dhhs.tas.gov.au/agency/pro/gambling/comsupportlevy.php>

Under provisions in the Gaming Control Act 1993 Section 151, a percentage of the gross profits from video gaming machines in hotels and clubs are paid into a trust account known as the 'Community Support Levy'. Monies in the Community Support Levy are put back into the Tasmanian community through grant programs, services for people affected by gambling and gambling harm minimisation programs. The Gambling Support Bureau within Department of Health and Human Services (DHHS) administers the Charitable Organisations Grants Programs and is responsible for developing funding policies, assessment procedures and administering the grant monies.



### **Women Tasmania Small Grants Program**

[www.women.tas.gov.au](http://www.women.tas.gov.au)

The Small Grants Program was established in 1999 as part of the Women's Development Program, a new initiative developed in response to the Government's commitment to providing as many opportunities as possible for women to become more involved in the social, economic, political and cultural life of the Tasmanian community. The Women's Development Small Grants Program is usually advertised in all three major newspapers in the south, north and north-west of the state around November each year, but if you would like to be placed on our email 'grant alert' system, please call Women Tasmania on 1800 001 377. Information, including guidelines and application forms, may also be found on the Women Tasmania website.

### **ANZ Trustees**

#### **ANZ Charitable Trusts**

[www.anz.com.au/aus/fin/Trustees/guPrograms](http://www.anz.com.au/aus/fin/Trustees/guPrograms)

To fund projects for general charitable purposes with the aim of addressing an identified area of need in the community.



#### **Mercy Foundation Grants**

[www.mercyfoundation.com.au/](http://www.mercyfoundation.com.au/)

To provide practical support for people who are working together for the elimination of poverty and the creation of a more just social order. telephone (02) 9699 8726



#### **Australia Foundation**

[www.statetrustees.com.au/](http://www.statetrustees.com.au/)

To provide income in perpetuity to charities operating within, and supporting, the Australian community. telephone (03) 9667 6740



#### **Woodside Community Partnerships**

[www.woodside.com.au/Citizenship/Community+partnerships](http://www.woodside.com.au/Citizenship/Community+partnerships)

To work with a diverse range of community-based organisations to deliver better social, environmental and cultural opportunities both in Australia and overseas. Typically Woodside community partnership activities focus on development (especially of our young people), health, environmental protection and rehabilitation, culture and the arts. They encourage collaboration between our partners so they can build on each other's strengths.

Contact Details: Email: [CompanyInfo@woodside.com.au](mailto:CompanyInfo@woodside.com.au)

## HOW TO WRITE A GOOD APPLICATION & ACQUITTAL

By Felicity Harris – Grants officer Tasmanian Regional Arts

Whether you are applying to the Tasmanian Community Fund, TRA, Arts Tasmania, or any other organisation for funding, you need to know how to maximize the chances of your application being successful. Projects need to be aimed at quality artistic and cultural/social outcomes. Projects that appear to be 'bandaid' approaches to issues such as disability, isolation etc are not looked favourably upon, there needs to be a focus on longevity and quality. A good application will show evidence of being a well planned and well thought out project, with genuine and realistic outcomes. In order to achieve this, there are a few things you need to do:

- Do your research and get your information in order.
- Be prepared, start getting support letters and organising your application early.
- This gives you plenty of time to talk to the grants officer, and iron out issues.
- Read the guidelines and talk to someone before you start writing your application, grants come with conditions attached so make sure you are eligible before applying.
- Projects that have already started are ineligible.

### The Panel

- Applications are assessed by a panel, they may have to read at least 50 applications per round.
- Your application needs to: stand out, be easy to read, and provide all the information necessary clearly and succinctly.
- The role of the application is to show the panel that your project deserves to be funded.
- Be informative, don't assume the panel will know what you are talking about.
- Don't use acronyms, don't waffle, be clear and concise.
- Make sure your budget is complete and clear.

### Support material

- Only include support material that enhances your application.
- It should show evidence of a competent artist (artist CV)
- Use support letters from the community or partners to make clear who the projects partners are and exactly what they are contributing. Not everyone is a partner, only those organisations that are providing actual money or specific in-kind support (venue, wine, food etc) or are jointly creating and producing the project.

### Look professional

- Panels look favourably on applications that look professional, well thought out and well researched
- Make sure your application is clear and stands out. Do this by using a clear font, no fancy headings/detail/borders etc, but good use of bullet points, and bold headings.
- Check your application for typos,
- Make sure you've answered all questions,
- Have you attached all the support material.

Remember organisations want to be able to fund applicants, and they want good community projects to get off the ground.

## Handy tips and things to remember when writing your application

- Sell your project, show clearly that it is a good project and why.
- Don't bind your application (paper clip is best)
- Provide hard copies if possible, not CD/DVDs
- Don't submit important original documents
- Make sure you have all the necessary support material
- Talk to the grants officer before you send in an application, to ensure that you are eligible
- Application forms are formatted for a reason, use the correct form and fill out all sections
- Don't leave bits blank, common things to miss are postcode and ABN number
- Don't assume the organisation has artists CVs etc on a database at their office
- Write very clearly, or type if you have the form on your computer
- Be as specific as possible, you need to take time over your application and be thorough, get the correct dates and show a clear project timeline
- Double check you have filled out the budget correctly (does it add up?)
- Keep a copy of your application form, you will need to refer to this when filling out your acquittal

### Now for the Acquittal

You've written your application, received the money, undertaken a fantastic project, what's next, another project, no not quite, before you begin the next project you need to finish off the last one by submitting a formal acquittal (project report). You've received funding, now you need to tell us how you spent that money, and show us that you spent it responsibly and the way you said you would in your application. This is called accountability and transparency and is very important.

We (TRA) also need to write an acquittal to our funding bodies, showing who we funded and whether they spent the money they were given appropriately. We also use this information, especially the stats about the number of participants and volunteers and target groups to try and improve community art access in Tasmania and to show how important it is. We also use acquittals to promote and highlight important community projects and use them as case studies of what can be done

### To write a good acquittal here are a few tips:

- Keep a copy of your application form – this will remind you what it is you promised to do.
- Take quality photos – digital format with people in them, if they are good we will use them and promote you.
- Keep statistics – no. of artists, no. of participants, no. of audience (do this right away, you might forget by acquittal time)
- Good quotes – testimonials, these are fantastic in measuring the success of your project (short, sweet, name, role)

Check out the Arts Tasmania website for some more tips, and also grant opportunities.

<http://www.arts.tas.gov.au/grants/guidelines.htm>

The NSW regional arts website is also useful

[http://www.regionalartsnsw.com.au/docs/grant\\_writing\\_guide\\_2003.pdf](http://www.regionalartsnsw.com.au/docs/grant_writing_guide_2003.pdf)