



Australian Government
Regional Arts Fund

The Regional Arts Fund 2010

Small and Major Grants Program

INFORMATION PACK AND APPLICATION FORM

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



ALL APPLICATIONS SHOULD BE SENT TO:

PO Box 172, Latrobe 7307
Cnr James & George St, Latrobe
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E: info@tasregionalarts.org.au
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THE REGIONAL ARTS FUND (RAF)

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.

RAF VISION

The RAF program exists to foster creative and innovative regional, rural and remote communities. RAF supports individual and community access to and participation in cultural activities that sustains their cultural, social and economic capacity.

RAF PROGRAM OBJECTIVES

The program has a number of broad objectives designed to benefit arts practitioners, workers and audiences:

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

WHAT CATEGORIES OF FUNDING EXIST?

Tasmanian Regional Arts delivers the Regional Arts Fund through 3 targeted grant categories:

1. **Regional Quick Response Grants (RQR):** These are applied for on a separate form (see the TRA website for a copy of the RQR form and guidelines – funding restrictions apply)
2. **RAF Small Grants Program:** This category of grants funds eligible components of projects up to the value of \$5,000. Projects should support Tasmanian artists, arts organisations and communities in developing new work or creative projects in any artform. Projects should increase professional skills levels, promote dialogue, generate employment opportunities and/or activate partnerships. Funds in this category can be used to develop a project for further funding through RAF or other sources.
3. **RAF Major Grants Program:** Major grants are up to \$10,000 and are directed towards both individuals and organisations. Projects are sought that generate partnerships between and beyond arts organisations, community organisations and businesses. Projects in this category should encourage sustainable arts and cultural development activity by enhancing the organisational capacity of the grant recipient to plan and deliver on major projects.

WHAT ARE ELIGIBLE PROJECT ACTIVITIES?

Broadly speaking, RAF funds can be directed towards specific components of project budgets such as:

- Professional artists and artswokers fees;
- Travel costs associated with a project (conditions apply to overseas projects);
- Services associated with a project (materials; equipment hire);
- Professional development and networking activities;
- Partnership development between arts organisations and/or other organisations or companies;

WHAT DOESN'T RAF FUND: INELIGIBLE ITEMS/PROJECTS

- Ongoing administration costs; Infrastructure projects and purchases of significant assets;
- Heritage activities, collections development, maintenance, conservation and interpretation,
- Touring projects that primarily involve touring from major urban centres to regional communities;
- Overseas travel costs (costs of overseas projects are eligible where the artist funds their own travel)
- Festivals funded through the Festivals Australia or music projects funded through Playing Australia;
- Capital works or purely equipment purchases;
- Applications where RAF is being asked to meet the full cost of the project;
- The core costs of organising and running competitions, prizes, awards, or fundraising events;
- Curriculum based activities required as part of any academic program;
- Projects that have commenced or been completed, but further stages of a completed project are eligible; and
- Projects managed by grantees who have not acquitted previous RAF grants or any other Australian Government funding.

WHO CAN APPLY?

1. Individuals and organisations can apply for RAF grants provided that they are based in Tasmania.
2. Both TRA members and non members are encouraged to apply;
3. First time applicants are encouraged to apply (please discuss your proposal with your RADO prior to submission);
4. Young and emerging artists, artists from diverse cultural backgrounds, Indigenous artists and artists experiencing disability are also encouraged to apply.

WHAT DO I NEED TO PROVIDE WITH MY APPLICATION?

Both small and major grant applications use the same RAF form (this one).

You should provide enough information to effectively sell your project to the RAF panel. For best results, the following information is always required:

- The application form
- Cover letter
- Resumes or CV's of all paid professional personnel in the project and/or key members of the project team;
- Samples of the artwork of those involved in the project (slides, images; music CD's/DVD's of performances catalogues; programmes; references; critiques or review. Quality rather than quantity is the recommendation here- do not send originals of documents to TRA as they will not be returned).
- Letters of support/confirmation of key personnel;
- Outline of agreed partnerships in any projects (where relevant);
- Media cutting/clips (again quality rather than quantity here);
- Copies of any quotes for services (if relevant);

HOW ARE DECISIONS MADE?

Applications for assistance from the Regional Arts Fund are assessed by the Regional Arts Fund Assessment Panel comprised of leading Tasmanian artists, arts workers and arts decision makers. The panel is balanced so that there is representation from the geographic, art form and population groups in Tasmania.

WHAT ARE THE DEADLINES?

Regional Quick Response grants are accessible year round (pending available funds).

The small and major grant round closing date in 2010 is:

16 March for projects commencing after 1 July 2010 and for projects commencing after 1 January 2011

Note: There will be no August 2010 RAF Round

Applications must be postmarked or emailed to TRA by the above date to be considered.

WHAT ARE THE CATEGORIES AND SELECTION CRITERIA?

| GRANT | Description | Selection Criteria | Additional Info Required |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Small Grants Program (to \$5,000) 16 March 2009 17 August 2009 | <ul style="list-style-type: none"> Projects support Tasmanian artists, arts organisations and communities in developing new work or creative projects in any artform. Projects should increase professional skills levels, promote dialogue, generate employment opportunities and/or activate partnerships. Funds in this category can be used to develop a project for further funding through RAF or other sources. | <ol style="list-style-type: none"> Applicant is a Tasmanian artist / worker or organisation Meets or responds to one or more RAF program objectives Partnerships (where required in project) are clear Other funding sources are evident or confirmed Applicant has capacity to deliver project Clear project plan, timelines and budget No outstanding RAF acquittals | <p>A maximum of five (5) pages describing your project. You must provide:</p> <ol style="list-style-type: none"> Rationale for the project (What will happen and why is the project needed?) A project timeline. Explain how the project meets local needs, supports arts development and the RAF program objectives. A project budget <p>In addition to these five pages you should attach support letters; resumes of personnel involved; press clippings and samples of artworks.</p> |
| Major Grants Program (\$5,000-\$10,000) 16 March 2009 17 August 2009 | <ul style="list-style-type: none"> Major grants are directed towards projects that generate partnerships between and beyond arts organisations, community organisations and businesses. Projects in this category should encourage sustainable arts and cultural development activity by enhancing the organisational capacity of the grant recipient to plan and deliver on major projects. | <ol style="list-style-type: none"> Applicant is a Tasmanian artist / worker or organisation Meets or responds to the majority of the RAF program objectives Partnerships (where required in project) are confirmed Other funding sources are evident or confirmed Applicant has artistic and organisational expertise and capacity to deliver project Clear project plan, timelines and budget Explanation as to how the project builds on previous activity No outstanding RAF acquittals | <p>A maximum of ten (10) pages describing your project. You must provide:</p> <ol style="list-style-type: none"> Rationale for the project (What will happen and why is the project needed?) A project timeline. Explain how the project meets local needs, supports arts development and the RAF program objectives. A detailed project budget <p>In addition to these ten pages you should attach support letters; resumes of key personnel involved; press clippings and samples of artworks and other materials that may support your case.</p> |

WHO CAN HELP ME AT TASMANIAN REGIONAL ARTS?**Regional Arts Development Officer RADO North West:**

Eunice Horne

Email: eunice@tasregionalarts.org.au

Mob: 0409 430 157

Access and Touring Officer:

Teresa Beck-Swindale

Email: teresa@tasregionalarts.org.au

Mob: 0439 262 377

Regional Arts Development Officer RADO North:

Angela Barrington

Email: angelabarrington@tasregionalarts.org.au

Mob: 0408 358 211

Regional Arts Development Officer RADO South:

Leigh Tesch

Email: leigh@tasregionalarts.org.au

Mob: 0419 104 961

SOME FRIENDLY ADVICE ON HOW TO WRITE A GOOD APPLICATION

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 upon favorably, 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 relevant TRA RADO, 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 or explain them if you do.
- 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, and are well thought out and 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, and grammar
- Make sure you've answered all questions,
- Have you attached all of 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 of text materials
- Don't submit important original documents – copies only please
- Make sure you have all the necessary support material
- Talk to the relevant TRA RADO 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 your 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 and that your detailed budget matches the summary budget (does it add up?)
- Keep a copy of your application form, you will need to refer to this when filling out your acquittal



File no: _____



Australian Government
Regional Arts Fund

Regional Arts Fund - APPLICATION FORM

Project Name/Title: _____

Amount Requested from the Regional Arts Fund: \$ _____

Applicant

Organisation/ Group/ Individual name:.....

Contact person: Position:

Postal Address:..... Federal Electorate:.....

Telephone:Mob:.....Email:

Are you incorporated? (Circle please) Yes / No

Are you registered for GST? Yes / No Your ABN No:

I have read the guidelines of the Regional Arts Fund, and I agree to undertake this project as described if the application is successful.

Signed:..... Date:.....

The Auspicing Body

If the above applicant is not incorporated the following section must also be completed

Organisation/ Group/ Individual name:.....

Contact person:Position:

Postal Address: PC:

Telephone: Fax:Email:

What is your legal entity?

Are you registered for GST? Yes / No Your ABN No:

I have read the guidelines and this application, and I fully understand the responsibilities of an auspicing body.

Signed: Date:

Please select which Grant Category you are applying for:

- Small grants program \$ 5,000
- Major grants program \$10,000

Do you have any support material attached? Yes No

Short Project Description:.....

Location of Project:..... **Location Postcode:** **Federal Electorate:**.....

Project start date:..... **Project finish date:**

Beneficiaries Postcode:..... **Beneficiaries Federal Electorate:**.....

Art Form/s (Please Circle):

| | | | | | | |
|----------------|-------|-----------|-------------|------------|---------|-------------|
| Circus | Craft | Dance | Design | Literature | Theatre | Visual Arts |
| Multi Art form | Music | New media | Photography | Screen | Other | |

Target Group/s (Please Circle only those groups that are specifically targeted by your project)

| | | | | | | | | |
|------------------|----------------|---------|-----|-------|------------|--------------------------------------------|--------------------------------|-----------------------|
| Children 0-12 | Youth 13-27 | Elderly | Men | Women | Indigenous | Culturally & Linguistically Distinct | People with Disabilities | General population |
|------------------|----------------|---------|-----|-------|------------|--------------------------------------------|--------------------------------|-----------------------|

Estimated number of participants: _____ **Estimated audience numbers:** _____

Number of artists and arts workers: _____ **paid:** _____ **unpaid:** _____

Artist/s and other project workers involved and their role (attach CV's for paid artists/artswokers)

| Name | Role | CV attached |
|------|------|-------------|
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Partnerships within the Project: (This section will link with your project budget on the following page)

Please list any project partners and indicate how will they contribute to the project?

| Type i.e: Federal Government, charity, local business | Source i.e: Arts Tasmania, CWA, Primary School | Type of Support | Short term or Ongoing partnership?* |
|-------------------------------------------------------------|------------------------------------------------------|-----------------|----------------------------------------|
| | | | |
| | | | |
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| | | | |

*Please indicate if these partnerships are Short Term (ST) or Ongoing (OG). Attach pages as needed.

Budget Summary (All applicants must also attach a detailed budget)

| Expected Income | Source/s | In -kind | \$ | Expected Expenses | In -kind | Total cost \$ | Amount requested in this application \$ |
|-----------------------------------------------------------------|-----------|----------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------|-----------------------------------------|
| Earned Income | | | | Artist Fees | | | |
| Local Govt | | | | Project costs | | | |
| State Govt | | | | Regional Travel & Allowances (include accom) | | | |
| Federal Govt (Not RAF) | | | | Marketing | | | |
| Local Business | | | | Administration | | | |
| Other Grants | | | | Sub total | | | |
| Fundraising & donations | | | | Total RAF Grant request: | | | |
| Your Own Contribution | | | | <u>Budget Notes:</u> Provide details here of other grant applications not yet confirmed (eg funding round dates for other applications) | | | |
| Volunteer Hrs | @ \$20/hr | | | | | | |
| Other | | | | | | | |
| Subtotal | | | | | | | |
| THIS RAF Grant request | | | | | | | |
| Total Income (Include in kind and this grant request) | | | | Total Expenses (including in kind) | | | |

NB. Total income should match total expenses. Mark Income Sources not yet confirmed with *