

Regional Arts Fund Information for Applicants

Victoria

Guidelines for:

Project Grant Round 2 – 2010*

**for projects that start after 1 January 2011*

Next Closing date: Monday 9 August 2010

Regional Arts Victoria currently manages the Regional Arts Fund.
There will be two rounds - March and August – each year.
Applicants should always download the latest guidelines prior to each round.
The guidelines will have the round and the closing date on the cover.

Quick Response Grants

continuous until June 2012**

***QRG applications will not be accepted between 10 December 2010 and 9 January 2011*

Regional Arts Fund

The Regional Arts Fund is an Australian Government initiative supporting the arts in regional, remote and very remote/isolated Australia.

VISION

Creative and innovative regional, remote and very remote / isolated communities in which participation in and access to cultural activities contributes to the sustainable cultural, social and economic capacity and wellbeing of individuals and communities.

Regional Arts Victoria

PO Box 600, Port Melbourne Vic 3207

Phone: 03 9644 1800 or

Toll free (Country Victoria only): 1800 819 803

Email: enquiry@rav.net.au

Fax: 03 9646 3832

March 2010

Introduction

The Regional Arts Fund (RAF) is an initiative of the Commonwealth Government, supporting the arts in regional, rural and remote Australia. The Commonwealth Government has determined the objectives and general eligibility of the fund. Regional Arts Victoria (RAV) administers the RAF in Victoria. (*The funding does not come from RAV but from the Federal Government*).

The RAF is designed to support sustainable cultural development in regional and remote Australia and assists the professional skills development of regional artists. The program also facilitates the formation of partnerships and networks, and supports strategic initiatives that address disadvantage in remote, isolated and Indigenous communities.

The grant guidelines and application form are to assist applicants in applying for support under the scheme. Please read them carefully and discuss your application with your nearest Regional Arts Development Officer (RADO) or RAV staff member (contact details on back page).

Regional Arts Victoria

RAV is a membership-based, non profit organisation that helps to build better regional communities. It is the peak regional arts organisation in Victoria and one of the State Government's twelve major cultural organisations. RAV was established as the Victorian Arts Council in 1969 and since that time has provided leadership and a range of arts and cultural development programs for regional and outer metropolitan Victorians and artists. RAV's major programs are:

- **arts2GO**, the largest in-schools arts touring program in Victoria
- **Creative Communities**, a cultural development program assisting the work of over 100 affiliate groups throughout regional and rural Victoria, as well as major projects such as *Small Stages*, *Fresh & Salty*, *Common Ground* and *Possum Skin Cloaks*
- **Arts Across Victoria**, the largest and most comprehensive touring program for regional audiences in Victoria.

RAV has a central office in Port Melbourne and regionally-based field officers (RADOs) in Swan Hill, the South West, Ballarat, Wellington Shire and Murrindindi Shire. The RADOs work in these partnership areas but are available to a wider region for the purposes of promoting and assisting people to apply to the RAF.

Closing dates for 2010

Project Grants

Monday 9 August 2010 for projects commencing between 1 January 2011 – 31 December 2011

Quick Response Grants

No closing date. Can be submitted 1 – 12 weeks prior to your activity commencing. Projects scheduled to commence within 4 weeks of application need to justify why application was not made earlier. All applications need to articulate why the project needs RAF funding and cannot be funded by any other means.

Contents

Information applying to all RAF Grants	pages 2 - 6
Project Grants	pages 6 – 9
Quick Response Grants	pages 9 – 11
If you are successful	pages 11 – 12
Tips and helpful hints	pages 12 – 13
Contact RAV	page 14

Information applying to all RAF grants

Objectives of the Regional Arts Fund

The Australian Government has determined a number of broad objectives for the fund, designed to benefit arts practitioners, arts workers and audiences including to:

- encourage and support sustainable cultural development in regional, remote and very remote/isolated communities, 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 leverage 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) for individuals and organisations in regional and remote communities, with a particular focus on disadvantaged, Indigenous and isolated communities. Initiatives may relate to specific art or craft practice, formal training provided through accredited *Business Skills for Creative People – SmArt in Business* modules (formerly *Creative Volunteering*), or broader community cultural development and capacity building.

Definitions

For the purposes of the RAF, the words 'regional', 'remote' and 'very remote / isolated' are interpreted in these guidelines as follows:

- **Regional** 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 such as the Geelong/Sunbury/Yarra/Mornington hub 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.
- **Auspice** is a legally constituted organisation that will take financial responsibility for a grant if awarded. An authorised officer of an auspice organisation must sign the declaration on the last page of the application form and the conditions of grant form, if a grant is awarded. The auspice 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 auspice body highlighting respective rights and responsibilities. Please note: an auspice organisation will not automatically cover you for things like public liability insurance.

General eligibility*

**Applicants are strongly advised to read the 'Tips and Helpful Hints' section on Page 12 of these guidelines for more information on eligibility for the Regional Arts Fund.*

Applications will be accepted from individuals and incorporated, not-for-profit organisations, registered in Victoria. Applicants will need to have an ABN or be auspiced by an organisation that is properly registered. Please note that not all projects that meet the eligibility criteria can be funded. It is important that applicants articulate how their project may be competitive in this regard.

The following activities may be eligible for funding under the RAF:

- Activities that significantly involve regional artists or cultural workers
- Arts projects, including cross-artform and multi-media projects
- Community celebrations, festivals, community milestones and anniversaries
- Activities that promote sustainability for regional arts and cultural development
- First time or previously unsuccessful applicants to the RAF or any other arts funding programs are encouraged to apply
- Galleries and Museums can apply for projects that are not collections based that fall within the program guidelines
- Not all applications considered can be offered a grant or the total amount requested
- Applicants must be resident in postcodes classified as regional, remote or very remote areas according to the Accessibility/Remoteness Index of Australia (ARIA). You can download a PDF of the ARIA map from our website: www.rav.net.au

The RAF cannot be applied to:

- Capital works or equipment
- International travel
- Administration costs of an organisation, as opposed to direct costs of a project
- Heritage projects such as conservation or signage at a heritage building or site
- Infrastructure projects, including buildings and the purchase of assets
- Touring projects that primarily involve touring from major urban centres to regional communities
- Competitions, awards, prizes or fund-raising projects
- Any component of a festival or program that receives funding through other funding programs managed by the Department of Environment, Water, Heritage and the Arts*, namely:
 - the Festivals Australia program
 - the Indigenous Cultural Support Program (ICS)
 - the National Arts and Craft Industry Support Program (NACIS)
 - Maintenance of Indigenous Languages and Records

**Please note, separate elements of the same festival or program not funded by the programs listed above may be eligible if the artists and art forms are different (check with RAV)*

- 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 any academic program
- Those ongoing activities of collecting institutions for collection development, maintenance and conservation
- Projects that have commenced or been completed
- Projects that commence before the stated starting dates for each grant round
- Projects managed by grantees who have not acquitted previous Australian Government grants
- Professional and skills development projects that are related to a course of study are ineligible
- Exhibitions or performances are generally not supported in their own right. A project may be supported which has an exhibition or performance as an outcome (eg involves the creation of the work by the community with professional artists)

All applications should be:

- Typed in black, with a font size no less than 11 point and a margin no less than 1.5cm
- On white A4 paper, printed on one side only with pages numbered
- Unbound – please use a paper or bulldog clip – do not staple or bind your application
- Within the page limits specified for each section and category. Anything over quota will not be sent to the panel
- In the format requested. All data is collected into a national database and requires this level of standardisation
- Post-marked* by 5pm on the closing date to:

**Regional Arts Fund
Regional Arts Victoria
PO Box 600
Port Melbourne VIC 3207**

Please note: late submissions will not be accepted under any circumstances. Project Grants must **not be emailed or faxed to Regional Arts Victoria*

Planning your application

There may be other funding programs more appropriate to your project aims. It is important to carefully target your funding applications to the most appropriate source of funds. Read the guidelines carefully and speak to your nearest RADO or other RAV staff for advice.

It is important that you address the program objectives and selection criteria carefully. You may use dot points if this assists you to make your point concisely. In assessing your application the panel looks for evidence that you have planned your project, and looks for responses to the following:

What is the project?

This information could include:

- The artistic, literary or cultural concept of the project
- The artistic objectives of the project
- The creative processes that will be used to develop and implement the project
- Where the project will take place
- How the community will be engaged
- The anticipated public/community outcome(s)
- The anticipated cultural, social and economic impacts the project may have

Who will be involved in the project?

This information could include:

- The role and credentials of key creative and managerial personnel involved
- Who will be included in the project (the names and roles of all groups, organisations and sectors of the community, including any specific target groups (include primary and secondary beneficiaries) and methods you'll use to get them involved).
- Details of support from other organisations/agencies or partnerships with local government, regional authorities or communities involved with the project

How will the project be achieved and managed?

This information could include but is not limited to:

- Timeframe, including anticipated start and finish dates and key dates
- How the project will be implemented, with reference to marketing, promotion, distribution and revenue generating strategies
- How you will manage ownership and copyright issues
- How the project will be evaluated in terms of outcomes and benefits
- How the project will be documented and in what form/s it will be available

Why should the project be funded by the RAF?

With reference to the Program Objectives (p.3) outline the expected benefits for regional artists and communities of the project. For example:

- How your project will make a difference to the community. What difference the project will make in the short and medium term
- How it will contribute to sustainable cultural development and develop the existing arts and culture in your community
- What it will give to and leave in the community, including:
 - What skills and experience are left behind
 - What relationships/partnerships will be developed
- In the case of Quick Response Grants, projects scheduled to commence within 4 weeks of application need to justify why application was not made earlier. All applications need to articulate why the project needs RAF Quick Response funding and cannot be funded by any other means.

The Budget

Applicants are strongly advised to discuss their project and budget with RAV staff (see back page for contact details).

- Applicants must use the budget form provided as all data is collected into a national database and requires this level of standardisation;
- The budget should list the total income and expenditure and reflect all costs, both cash and in-kind, associated with the project for which funding is sought;
- You should give a breakdown of artists' fees and how these were derived;
- When including box office and/or other earned income, include the basis upon which these figures have been reached;
- Applicants are expected to make a contribution, in cash and/or in-kind, and to seek support from other sources. These should be indicated in the budget as confirmed (C) or not confirmed (NC). It is unlikely that your application will be funded without evidence of other support;
- The RAF encourages applications that have an emphasis on support for the artists and material costs necessary to create the project; and,
- Income, including the RAF amount applied for, MUST equal expenditure.

Budget example:

EXPECTED INCOME	\$	EXPECTED EXPENDITURE	\$	RAF(\$)
Section 1 - Earned income		Section 5 - Salaries/ Fees		
<i>Workshop fees</i>		Artists Fee (2 x artists @ \$850 a week x 5 weeks)	\$8,500	\$8,500
<i>Box office</i>		Workshop costs (2 x artists @ \$200 a workshop x 4 workshops)	\$1,600	
Section 1 Sub Total	-	Section 5 Sub Total	\$10,100	\$8,500
Section 2 - Government Grants		Section 6 - Direct Project Costs		
<i>Federal</i>		Venue (in kind - Council)	\$700	
Regional Arts Fund (N/C)	\$9,250	Materials (in kind – Arties Supplies)	\$300	
<i>State</i>		Catering for participants	\$100	
<i>Local</i>				
Council – Cash (C)	\$1,600			
Council – In-kind (C)	\$ 700			
Section 2 Sub Total	\$11,550	Section 6 Sub Total	\$1,100	-
Section 3 - Sponsorship		Section 7 - Travel/ Accommodation		
<i>Cash</i>		Travel and Accom	\$900	\$750
SNAP Printing	\$100			
<i>In-kind</i>				
Artie's Supplies	\$300			
Section 3 Sub Total	\$400	Section 7 Sub Total	\$900	\$750
Section 4 - Applicants Contribution		Section 8 - Project Administration		
<i>Cash</i>		<i>Marketing</i>		
Applicants contribution	\$150	Marketing	\$300	
<i>In-kind</i>		<i>Documentation</i>		
Volunteer hours	\$400	Documentation	\$200	
Admin / promotion	\$500	<i>Other</i>		
		Coordination	\$400	
Section 4 Sub Total	\$1,050	Section 8 Sub Total	\$900	-
Sections 1 to 4 = Total Income (a)	\$13,000	Sections 5 to 8 = Total Expenditure(b)	\$13,000	\$ 9,250

Income (a) equals Expenditure (b). The RAF figure of \$9,250 clearly shows how it will be allocated.

Taxation and GST

RAV is required to withhold 48.5% of grant funds if the applicant does not hold an Australian Business Number (ABN). If you do not have an ABN you will need to have an auspice organisation apply with you.

Applicants do not need to be registered for the GST. If you are not registered you will receive the grant amount approved. If you are registered for GST, you will receive the grant amount approved plus 10%.

If you are registered for GST please do not include GST in your budget - RAV will add GST to the amount of your grant. If you are not registered for GST include GST in your budget - RAV will not add GST to your grant. If you are not sure about your tax liability you are encouraged to seek professional advice.

Project Grants for groups and individuals.

Limit of one application per round. Limit of one successful application in a 12 month period.

Applicants are strongly advised to read the 'Tips and Helpful Hints' section on Page 12 of these guidelines.

New community grant categories have been developed in response to the increasing competitiveness of the RAF. This change recognises that the RAF is not simply funding for arts projects in regional Australia; it exists to stimulate arts and cultural development in regional, remote and isolated communities and among communities new to the fund.

The same eligibility will apply across all categories, but category A will ensure that smaller, more developmental projects can be fairly represented among grant recipients. All applicants are strongly advised to thoroughly discuss their application with a RAV staff member (see back for details).

A. Toe in the water – up to \$5,000

This category is available to applicants who have not previously applied or have been unsuccessful with the RAF. Amounts of up to \$5,000 are available for small cultural projects involving professional and regional artists in a project that significantly engages the community in which it is based. Competitive applications in this category will:

- be initiated by and with the community
- have a strong art outcome
- demonstrate how the project will develop arts and cultural activity and strengthen participation in the community
- articulate what social and/or economic impact it might have
- have other sources of funding and community support.

B. Projects and skills development – up to \$15,000

This category is open to all applicants from regional and remote Victoria. Priority is given to applications from Indigenous, small, remote or isolated communities and strongly encourages first time applicants and applicants who have been previously unsuccessful. Applicants who have had previous success with RAF funding will need to demonstrate that they are pushing boundaries with arts outcomes, community engagement and sustainable cultural activity.

Projects

Amounts of up to \$15,000 are available for projects involving regional artists in a project that has a public outcome and significantly engages the community in which it is based. Competitive applications in this category will:

- be initiated by and with the community
- be innovative in creative ideas and have a strong art outcome
- demonstrate how the project will develop arts and cultural activity and participation in the community
- articulate what social and/or economic impact the project might have
- have other sources of funding and significant community contributions to the project
- provide opportunities for collaboration and skills development of locally based artists and arts workers
- have long-term arts and community cultural development outcomes for communities.

Skills development

Amounts of up to \$15,000 are available for skills development opportunities involving regional artists that will enhance and develop arts practice for the benefit of the community in which the applicant is based.

Competitive applications in this category will:

- clearly articulate the skills being developed, how, for whom and to what end;
- demonstrate strong community support;
- demonstrate how the project will develop arts and cultural activity and participation in the community;
- articulate what social and/or economic impact the activity might have;
- have other sources of funding and community contributions to the project;
- provide opportunities for collaboration and skills development of locally based artists and arts workers; and,
- have long-term arts and community cultural development outcomes for communities.

Assessment criteria

Not all projects that meet the assessment criteria can be funded. It is important that applicants articulate how their project may be competitive in this regard.

Applications will be assessed according to the degree to which they:

- address the RAF objectives and eligibility criteria (pages 2 and 3);
- aim to achieve high quality arts outputs;
- promote excellence and innovation in arts and cultural activity;
- aim to develop and expand community participation in and/or audiences for cultural activities;
- show evidence of adequate planning and capacity to manage the project;
- provide evidence of consultation with and support from the community;
- demonstrate that contributions, either in-kind or in cash, have been sought from a source other than the Australian Government;
- demonstrate how the project may result in long-term benefits (eg. cultural, social, economic); and,
- demonstrate an engagement between artists and project partners or participants.

Please note: It is essential that projects do not commence prior to 1 January 2011.

Number of applications

Applicants are restricted to one application in a round and will be limited to one successful Project Grant application in a 12 month period. Other restrictions apply to Quick Response Grants (see p10).

Support material

You are encouraged to submit support material that is relevant to, and will assist the Panel in assessing, your application. In particular, evidence that demonstrates the experience of key creative personnel working in the manner proposed in the application is important to the assessment process. Letters of support are essential (see Tips p.12).

All support materials must be clearly marked with the applicant's name and project title. You may provide the following:

- CVs of key creative and managerial personnel involved in the proposed project (maximum of 1 page per person) ;
- Letters of support from the artist/s, community/ies/partners indicating the nature of their involvement in the proposed project;
- Other short, relevant written material, eg reviews; and/or,
- An example of previous or relevant work undertaken by the key person/people to be employed on the project – submit only 2 of the following (please indicate):
 - no more than 10 photographs or slides or images saved as .jpg on CD
 - Video tape or DVD of moving images (the panel may not view more than 5 minutes)

- Audio cassette or CD (the panel may not listen to more than 5 minutes)
 - 5 pages of manuscript.
- Make sure you provide context for the material you are submitting. Eg does it show a previous project? Examples of the artists' work? Demonstrate processes or previously successful outcomes?
 - Please indicate whether you also have these in electronic format as this would assist the panel in their assessment. Discuss this with the Program Officer, Ella McDonald (see back page for contact details).
 - Please do not send originals of material. If you wish to have support materials returned, please indicate so by including an appropriately stamped, self-addressed envelope/postpack.

Closing date – all project grant categories:

Monday 9 August 2010 for projects commencing between 1 January 2011 – 31 December 2011

How to apply

- Read the guidelines first;
- Contact RAV – either a RADO or a staff member in the central office (see back page for details). It is important to discuss your project to ensure the RAF is the appropriate fund for your application in the first instance. Applicants are strongly encouraged to discuss their applications again at least one week prior to lodgement for feedback on the proposal and budget;
- Adhere to page limit and requested format (any pages outside this will not be seen by the Panel);
- Applicants who have previously received support from any Government funding source must have satisfactorily acquitted those funds to be eligible to receive RAF grants – if in doubt, contact RAV staff;
- Applications by **MAIL** only, to be received or post-marked by the specified deadline; and,
- Support materials may be also sent electronically after discussing with the Program Officer.

Your application must contain

1. Application Form Parts A – E (5 pages)
2. Project Description Part F – (4 page limit)
 - What is the Project?
 - Who will be involved in the Project?
 - How will the Project be managed?
 - Why should the Project be funded?
3. Budget Part G (read the notes and use the template)
4. Support Material Part H (limits apply)
5. Signed Certification Part I
6. Two additional complete copies (except audio visual materials)

Assessment process

The Federal Minister for the Arts has appointed a Panel of eight regional arts practitioners to decide the grants to be awarded in the Project Grant categories. All Panel members are experienced across a number of artforms and are active in various sectors of regional arts in Victoria.

The Panel's role is to:

- Discuss the merits of your application in relation to the program criteria and other applications; and,
- Determine the most appropriate allocation of funds.

The Panel's recommendations are sent to the Department of Environment, Water, Heritage and the Arts for the Minister's consideration. A list of the current Panel members can be found at www.rav.net.au

Notification

The Federal Minister for the Arts announces the RAF project grant recipients and RAV will then notify all applicants in writing. This usually occurs 3-4 months after the application is made and RAV makes every effort to inform applicants if there is a delay in this process.

What happens next?

- We will send you an email or letter to acknowledge we have received your application;
- RAV staff will check your application and contact you if further information is requested;
- Applications are photocopied, collated and sent to the panel;
- The applications are used as the basis for assessment at a panel meeting;
- RAV will recommend applications to the Federal Minister of the Arts for approval;
- The Minister will make a public announcement at his discretion;
- RAV will send notification of outcomes to all applicants (notification of outcomes for RAF Grants assessment generally takes approximately 12 – 16 weeks from the closing date); and,
- Successful applicants will be invited to enter into a funding agreement with RAV that will specify a range of conditions consistent with the accountability standards of the use of public funds for arts projects.

Quick Response Grants

for groups and individuals. Limit of \$2,500 per applicant in a four year period.

Quick Response Grants are intended for regional artists, arts organisations and communities who would otherwise be ineligible for other forms of financial assistance for small cultural projects or professional development. While they are, as they suggest, quick response, applications which appear to be 'last minute' due to poor planning will not be accepted. A QRG may enable an opportunity or project that is new or unforeseen, rather than a last attempt to fund a hole in the budget.

RAF objectives and eligibility criteria also apply to Quick Response Grants and applicants are strongly encouraged to discuss their application with a RADO or other RAV staff member prior to lodgment. Once the application is accepted, a decision will be made and the applicant notified within 5 working days.

The priorities of this program are to:

- support professional or skills development for artists and communities;
- support small cultural projects in communities, expanding community engagement in the arts;
- arts and cultural development for isolated and Indigenous communities; and,
- increase access for artists/arts workers in remote or small communities to professional arts development training opportunities.

A. Small cultural projects – up to \$1,500

Applicants must satisfy the objectives and eligibility criteria (pages 3 and 4), plus:

Eligibility

- Applicants must demonstrate that there is no other funding program for which the proposal is eligible either by its nature or its timing; and,
- Have not exceeded the funding limit in this category.

Assessment Criteria

Successful applications will propose projects that enable organisations to employ artists or artswokers to engage with their community to:

- Assist in the concept development phase of a more substantial project; and/or,
- Assist in enhancing participation or development of the arts and culture within a regional or rural community, with priority given to smaller and remote communities (this may include strategic planning projects for community-based organisations).

B. Professional development - up to \$1,000

Applicants must satisfy the objectives and eligibility criteria (pages 3 and 4), plus:

Eligibility

- Applicants must demonstrate that there is no other funding program for which the proposal is eligible either by its nature or its timing;
- Applicants must demonstrate that the recipient/s is a practicing professional arts worker with at least 2 years experience in the field of development proposed. This is expected to include:
 - Public exhibition/ performance/ publication of work
 - Engagement/ involvement with community or arts organisations;
- Have not exceeded the funding limit in this category; and,
- Projects that are related to a course of study are ineligible.

Assessment Criteria

Successful applications will propose projects that:

- Assist individuals or groups involved in delivering community programs or projects to increase their knowledge, skills and experiences, where the benefits are ultimately returned to the community; and,
- Assist individuals in accessing exceptional or rare opportunities for professional development.

Applying for a Quick Response Grant

Closing dates

Quick Response applications can be submitted at anytime between 3 months and one week prior to your activity as long as it has not commenced prior to notification of the application's success.

Completed applications should arrive at RAV's Melbourne office no less than 5 working days prior to the project commencing. Allow extra time where possible as applicants are often asked to submit further information. You will also need to bear in mind that you cannot contract an artist if you do not have notification of the success of your application. Projects scheduled to commence within 4 weeks of application need to justify why application was not made earlier. Applications which appear to be submitted at the last minute due to poor planning will not be successful.

Quick Response Grant applications will not be accepted between Friday 10 December 2010 and Friday 7 January 2011.

Number of applications

In order to ensure that the funding is available equitably across Victoria, the Quick Response Grants will be allocated on the basis of a maximum of:

- \$1,500 per grant
- \$2,500 per applicant in any four year period.

Applicants may still apply to the Toe in the Water or Project Grants categories.

Support material

You are encouraged to submit support material that is relevant to your application. Quick Response Grants do not require as much support material as the Project Grants, but make sure you provide evidence that demonstrates the experience of key creative personnel working in the manner proposed in the application (eg a CV and perhaps a brief example of their work). All support materials must be clearly marked with the applicant's name and project title. You may provide the following (*please do not send originals of material*):

- CVs of key creative and managerial personnel involved in the proposed project (maximum of 1 page per person);
- Letters of support from the artist/s, community/ies/partners indicating the nature of their involvement in the proposed project;
- Images or DVD footage of samples of work by the artist. If this is available in electronic form please state this in your application; and,

- Check with your nearest RADO as to whether other materials should be submitted to support your particular application (eg pages of manuscript if it is a writing project).

How to apply

- Read the guidelines first;
- Contact RAV – either a RADO or a staff member in the central office (see back page for details). It is important to discuss your project to ensure the RAF is the appropriate fund for your application in the first instance;
- Adhere to page limit and requested format;
- Applicants who have previously received support from any Government source must have satisfactorily acquitted those funds to be eligible to receive further RAF grants – if in doubt, contact RAV staff; and,
- In 2010 **Quick Response Grant** applications ONLY will be accepted via **MAIL, EMAIL, or FAX**, to be received by **5pm** at least 5 working days prior to project commencement.

Your application must contain

1. Application Form Parts A – E (5 pages)
2. Project Description Part F – (2 page limit)
 - What is the Project?
 - Who will be involved in the Project?
 - How will the Project be managed?
 - Why should the Project be funded?
3. Budget Part G (read the notes and use the template)
4. Support Material Part H (limits apply)
5. Signed Certification Part I

Assessment and Notification

Quick Response applications are processed in the Melbourne office and sent to one of RAV's RADOs to assess. Please allow as much lead time as possible when submitting applications as incomplete or incorrectly completed application forms can delay the process. Once a recommendation is made, final approval rests with the Manager, Creative Communities Victoria at RAV.

Quick Response decisions are made and the applicant notified within 5 working days, upon receipt of completed application.

Please note: the funds may take up to 2-3 weeks to be sent to you following receipt of your invoice, should you be successful.

If you are successful

Acknowledgement

RAV administers the RAF on behalf of the Federal Government. Please note: RAV is **not** the funding body.

It is a condition of all RAF grants that the funding sources for the program receive appropriate acknowledgment on all material related to the project. Details of acknowledgement requirements will be included in the contract and relevant logos will be provided electronically.

Acquittal

The acquittal form will be forwarded to you with your grant. Acquittals will be required within 13 weeks of the completion of the project for project grants or 6 weeks for Quick Response Grants. The acquittal form requests information regarding the process, the outcomes of the project, the financial results and any

relevant documentation. Digital photographs or prints of your project at various stages are very useful. It is crucial that your financial report reflects the budget you submitted with your application, as that was part of the basis of the decision to award you the grant.

Your quality information is extremely useful to RAV to show how the fund can continue to develop arts in regional communities. We use this information, and the images you provide, as part of our continual reporting and evaluation.

Tips and helpful hints

Below are some tips that have been developed as a result of previous RAF panel assessment processes to assist applicants to improve their applications. If you have any questions, please contact a RAV staff member (see back page).

Eligibility and criteria

Please make sure you read the guidelines carefully. The small pool of funding available means that addressing one or two criteria might not be enough. A discussion with a RAV staff member will help you tease out these issues and help you decide whether it might be worth applying.

It is important that the project has not commenced. Planning a project outline, inquiring about artist availability or seeking community interest and support will not count as having started. However, if you have contracted artists, entered agreements or promoted the project or event it will be deemed to have commenced. Make sure you do not do these things until the funding decision is known (5 working days for Quick Response Grants and approximately 3 months for Project Grants). This will have an impact on when you plan to commence your project.

Be clear

The RAF panel represents artists and arts workers from across Victoria and are selected to cover as many art forms and regions as possible. However, it is important to not assume all the panel members will know who or what you are talking about in your application. It is important to be clear and concise, but also to spell out acronyms and do not assume that the panel have the same knowledge that you have. This will not offend those who do know and it will assist those who do not.

It is very helpful if you explain your concept clearly and succinctly early on in your application. It greatly assists the panel if they have a clear understanding of your concept as they read through the full application. Panel members have commented that they sometimes had difficulty getting a clear sense of the project despite repeatedly reading the application.

Art and engagement

Sound community engagement and a high standard of arts practice and outcomes are both major factors in the assessment of your project. Remember, as it is the Regional ARTS Fund, we encourage applicants to look to your local artists for inspiration. Artists are also encouraged to look beyond what they already know to develop their practice. Projects must meaningfully engage the community participants and demonstrate strong community support.

Artist Fees

The RAF will mostly be allocated towards artist fees and the cost of materials for a project. There are no hard and fast rules when it comes to knowing how much to budget for artist fees, but the RAF panel has commented that artists will often undersell themselves while other applications have artist fees out of proportion with the budget or scale of the project. Organisations like the National Association for the Visual Arts (NAVA) have developed wages benchmarks for some categories although they do not cover community-based practice. The realities of working in small communities, alongside volunteers, on a community-run project may be very different from a public art commission or commercial engagement.

It is suggested that for the projects seeking RAF funding, you may wish to consider an hourly rate of \$25 - \$50 depending on experience of the artist, the tasks required and length of project. Some projects may require a daily or weekly rate, rather than hourly. Alternatively, a fixed fee may be agreed to, but ensure that the amount of work required is understood by all.

Where the funding sought is for only a portion of this hourly rate (ie the artist is taking a cut in fee to do the project), it is important that the balance of the artist's contribution is shown 'in kind' so that the value is properly represented.

It is important that the artist fees are in reasonable proportion to the project and budget. It is expected that the majority of Regional Arts Fund funding will be allocated towards the employment of artists and their ability to work with the community on the project. For example, if your marketing, administration or materials cost of the project exceeds the costs of employing artists your application will have difficulty convincing the panel that it fits the objectives of the Fund.

Letters of support

Applicants are required to submit letters of support for their project. These need to represent groups or individuals who will work with you in the project and state how they will contribute to the project. It is not sufficient to have a letter that indicates the project would be a good thing. Letters of support need to be on letterhead with contact details and need to state clearly how the organisation or individual is contributing to the project, e.g. through funding cash or in-kind, assisting to develop or coordinate the project or bringing participants to the project.

Skills development and mentorships

Many people misunderstand the differences between mentorships and skills development and it is important to distinguish these as they require different levels of support and coordination.

Mentorship generally refers to a developmental relationship in which a more experienced person helps a less experienced person develop in a specified capacity. It is often conducted over a period of time that is longer than the life of a project.

Skills development is the learning of particular skills that will improve your work or arts practice. It may also be about developing the capacity of others to do the work or learn new skills. It may be conducted over a short workshop or the course of a project.

Partnerships, funders and participants

The word 'partnership' is being used more frequently as an increasingly productive approach to funding and delivering projects and programs. Nearly every funding source will now expect partnerships and co-funding arrangements to ensure that the dollars go further and that projects and programs will be sustainable. Sustainability means that there is a continuing life for a project or its outcome beyond its initial funding. Partnerships are key to this. It is important to distinguish whether an organisation is a partner, funder or participant. Sometimes they may encapsulate all three, but applications to the RAF must clarify these.

- A **partner** has a stake in the project, sometimes financial, but it needs to be more. A partner helps to set the agenda or framework and collaborates to some degree;
- A **funder** contributes financially to the project and, although they will expect a report and acquittal, will not be much more involved in the project than this; and,
- A **participant** will be involved in the project and will help drive it by their presence, but they do not have a strategic overview of the project.

Compliance

Applicants are expected to have considered relevant issues relating to legal compliance and undertaken all necessary risk assessment tasks before commencing their projects. Applicants must ensure that they are adequately insured (including public liability insurance) before commencing projects.

Contact Regional Arts Victoria

Working with RAV Staff

Applicants are urged to contact their nearest RADO or RAV staff member about their project. Assistance and advice can be given if sufficient time is allowed prior to application closing dates. Applications are encouraged that address cultural and social priorities among communities that currently do not participate in the program. The network of RADOs offers support to organisations that have not had success with previous arts funding applications, to assist the development of arts and cultural activities in their community.

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