Australian Government

Department of Infrastructure, Transport, Regional Development and Communications

Office for the Arts

Regional Arts Fund
Project Grants and Quick Response Grants Guidelines

Opening date:	**See Regional Program Administrator[1] website for Project Grants and Quick Response Grants**
Closing date and time:	**See Regional Program Administrator website for Project Grants and Quick Response Grants**
Commonwealth policy entity:	**Department of Infrastructure, Transport, Regional Development and Communications, Office for the Arts**
Administering entity:	**Department of Infrastructure, Transport, Regional Development and Communications, Office for the Arts**
Enquiries:	**If you have any questions, contact the Regional Program Administrator in your state or territory:**

Regional Arts NSW www.regionalartsnsw.com.au admin@regionalartsnsw.com.au 02 9270 2500 Level 1, 10 Hickson Road The Rocks NSW 2000	Regional Arts Victoria www.rav.net.au enquiry@rav.net.au 03 9644 1800 Level 3, 370 Lt Bourke Street Melbourne VIC 3000	RANT Arts www.rantarts.com info@rantarts.com 03 6331 8232 45-47 Stewart Street Devonport TAS 7310
Regional Arts WA www.regionalartswa.org.au info@regionalartswa.org.au 08 9200 6200 Level 1, King Street Arts Centre 357 Murray Street Perth WA 6000	Flying Arts Alliance www.flyingarts.org.au info@flyingarts.org.au 07 3216 1322 Judith Wright Centre of Contemporary Arts Level 2F, 420 Brunswick Street Fortitude Valley QLD 4006	Country Arts SA www.countryarts.org.au email@countryarts.org.au 08 8444 0400 2 McLaren Parade Port Adelaide SA 5015
Northern Territory Regional Arts www.ntraf.org.au info@ntraf.org.au 08 8961 9005 Unit 2, 1 Travers Street Coconut Grove NT 0810	artsACT www.arts.act.gov.au artsACT@act.gov.au 02 6207 2384 Level 4, 1 Constitution Avenue Canberra ACT 2601	

Date guidelines released:	**1 July 2021**
Type of grant opportunity:	**Open competitive**

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[1] Please refer to Glossary on p.21 for definition of Regional Program Administrator.
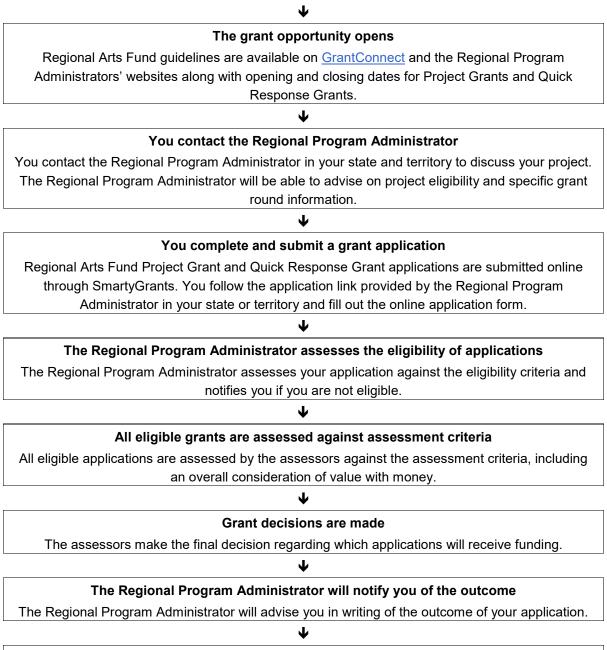
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1. Regional Arts Fund: Project Grants and Quick Response Grants processes

The Regional Arts Fund is designed to achieve Australian Government objectives for arts and cultural development

The program contributes to the Department of Infrastructure, Transport, Regional Development and Communications (the Department) Outcome 6 to support and promote participation in, and access to, Australia's arts and culture through developing and supporting cultural expression.

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The grant opportunity opens

Regional Arts Fund guidelines are available on GrantConnect and the Regional Program Administrators' websites along with opening and closing dates for Project Grants and Quick Response Grants.

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You contact the Regional Program Administrator

You contact the Regional Program Administrator in your state and territory to discuss your project. The Regional Program Administrator will be able to advise on project eligibility and specific grant round information.

⬇

You complete and submit a grant application

Regional Arts Fund Project Grant and Quick Response Grant applications are submitted online through SmartyGrants. You follow the application link provided by the Regional Program Administrator in your state or territory and fill out the online application form.

⬇

The Regional Program Administrator assesses the eligibility of applications

The Regional Program Administrator assesses your application against the eligibility criteria and notifies you if you are not eligible.

⬇

All eligible grants are assessed against assessment criteria

All eligible applications are assessed by the assessors against the assessment criteria, including an overall consideration of value with money.

⬇

Grant decisions are made

The assessors make the final decision regarding which applications will receive funding.

⬇

The Regional Program Administrator will notify you of the outcome

The Regional Program Administrator will advise you in writing of the outcome of your application.

⬇

The Regional Program Administrator will enter into a grant agreement

The Regional Program Administrator will enter into a grant agreement with successful applicants.

⬇

Delivery of grant
You undertake the grant activity as set out in your grant agreement. The Regional Program Administrator will manage the grant by monitoring progress and making payments where applicable.

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Evaluation of Regional Arts Fund
The Regional Program Administrator, Regional Arts Australia and the Department will evaluate the specific grant activity and the Regional Arts Fund as a whole. This will primarily be based on information provided through acquittal reports.

1.1   Introduction

These guidelines contain information about Regional Arts Fund Project Grants and Quick Response Grants.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grant activities will be monitored and evaluated
- responsibilities and expectations in relation to the grant opportunity.

2.   About the Regional Arts Fund

The Regional Arts Fund is an ongoing program that provides approximately $3.6 million per year to support artists and communities in regional and remote areas. The Regional Arts Fund is part of the Australian Government's Arts and Cultural Development Program that supports participation in, and access to, Australia's arts and culture through developing and supporting cultural expression. The Regional Arts Fund is managed by Regional Arts Australia on behalf of the Australian Government.

Regional Arts Australia contracts regional arts organisations (Regional Program Administrators) in each state and territory to deliver the program and award grants to artists, arts workers and organisations.[2] Regional Arts Australia and Regional Program Administrators also deliver projects of a strategic nature.

The objectives of the Regional Arts Fund are to support and promote participation in, and access to, Australia's arts and culture in regional and remote Australia, and through doing so:

1. encourage and support sustainable economic, social and cultural outcomes in regional communities;
2. develop partnerships and networks which leverage financial and/or in−kind support for regional arts projects and encourage ongoing collaboration;
3. develop audiences and broaden community engagement with the arts;
4. increase employment and professional development opportunities for, and raise the profile of, regional and remote artists; and
5. support quality and viability of artistic and cultural activity.

To achieve these objectives, the Regional Arts Fund will award grants for projects and programs benefiting regional and remote areas.

The program is undertaken according to the *Commonwealth Grants Rules and Guidelines* (CGRGs) www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-guidelines.

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[2]Please refer to the contact table on p.1 for details of the Regional Program Administrator in your state or territory.

2.1 About the Project Grants and Quick Response Grant opportunities

These guidelines cover funding for grants through two funding streams:

- Project Grants, for arts projects, professional development for artists and arts workers, and community capacity building projects
- Quick Response Grants, for small arts projects, professional development for artists and arts workers, and community capacity building projects

Projects will address the objectives of the program and will contribute to making the arts accessible to communities across Australia regardless of location, whether as participant or consumer.

These guidelines apply to all states and territories. Arrangements for the ACT are included at item 13 of these guidelines.

From time to time, Project Grants and Quick Response Grants may be targeted towards particular strategic goals, such as responding to national emergencies or significant events. The Australian Government Minister with responsibility for the arts (the Minister) may issue a 'Program Strategy Statement' to Regional Arts Australia indicating the Government's strategic focus for regional arts in achieving the program's objectives, to apply until the statement is updated. The 'Program Strategy Statement' may indicate that the program should focus on a particular area, such as youth arts, to further the objectives of the program. Any 'Program Strategy Statement' will be available on the Regional Program Administrator's website in your state or territory.

3. Grant amount and grant period

3.1 Grants available

The Australian Government will provide approximately $22 million over 6 years for the Regional Arts Fund program. The Department provides this funding to Regional Arts Australia under a grant agreement.

Project Grants

You can apply for Project Grants of up to $30,000. There is no minimum grant amount. Assessors will make decisions around funding allocated to successful applicants, taking into consideration the quantum of funds available in the individual state/territory. You are strongly encouraged to speak with a Regional Program Administrator Program Officer, especially if you are applying for grants greater than $20,000 as a large funding request may be unrealistic where the available funds are limited.

In exceptional circumstances, you may be permitted to apply for larger grants. You should keep in mind that the Regional Arts Fund supports a diverse range of high-quality projects that deliver outcomes in regional areas. To remain competitive, all applications for funding must include realistic budgets and represent value with money. Funding applications are assessed against other applications on a competitive basis.

Funding is available through annual or multi-year agreements, subject to available funds. Multi-year funding is only available to support the development and delivery of a single project across financial years (to a maximum of $30,000 per year). Applicants seeking multi-year funding will be required to provide a strongly argued business case demonstrating the need for, and benefits of, multi-year support and additional budget information.

Quick Response Grants

You can apply for Quick Response Grants up to $3,000 for individuals and $5,000 for organisations. There is no minimum grant amount. Assessors will make decisions around funding allocated to successful applicants, taking into consideration the quantum of funds available in the individual state/territory. In exceptional circumstances, applicants located in very remote areas may be permitted to apply for larger grants. Funding applications are assessed against other applications on a competitive basis. To remain competitive, all applications for funding must include realistic budgets and represent value with money.

3.2 Grant period

The maximum grant period for Project Grants is two years and for Quick Response Grants is one year.

You must complete your project by the date specified in your grant agreement.

4. Eligibility criteria

Your application can only be considered if you satisfy all the eligibility criteria.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- be an individual or Australian incorporated organisation or local government organisation[3]
- have an active Australian Business Number (ABN) that is registered to your name and location
- if required by the Australian Tax Office, be registered for the purposes of GST
- not have any outstanding reports, acquittals or serious breaches relating to any Australian Government funding or funding from a state or territory Regional Program Administrator. A serious breach is one that has resulted in, or warrants, the termination of a grant agreement.

Unincorporated groups are eligible for funding if auspiced by an organisation that meets the above criteria. See Section 7.1 for details on applying through an auspicing body.

If you are under 18, you must be auspiced by a person over 18 with an active ABN.

Schools are only eligible to apply if they are located in a very remote area (MM 7) as defined using the Modified Monash Model available at www.health.gov.au/health-workforce/health-workforce-classifications/modified-monash-model.

If you are uncertain whether your organisation or project is eligible please contact the Regional Program Administrator prior to submitting your application.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an unincorporated organisation not auspiced by an organisation that meets the eligibility criteria
- a for profit company

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[3] Applicants from the Australian external territories, such as Norfolk Island, are eligible to apply.

- an organisation or individual based outside of regional or remote Australia (see below 5.2 Eligible Locations)

- an Australian Government or state government entity (except for schools in very remote areas (MM 7))

- a Regional Program Administrator[4] or a Regional Program Administrator employee directly involved in the delivery of the Regional Arts Fund

- for Quick Response Grants, an individual or organisation who has already received a Regional Arts Fund Quick Response Grant in the same financial year

- for Project Grants, an individual or organisation who has already received a Regional Arts Fund Project Grant in the same financial year

- for Project Grants, an individual or organisation who has already received multi-year funding for a Regional Arts Fund Project Grant taking place in the same financial year

These eligibility criteria are subject to change, based on Australian Government policy. Should the eligibility criteria change the grant guidelines will be re-published.

5. What the grant money can be used for

5.1 Eligible grant activities

Project Grants

Project Grants will fund high-quality arts projects benefitting regional or remote artists, arts workers, audiences and communities.

The focus of the project could include any area of creative practice, multiple artforms or cross-disciplinary practice.

Quick Response Grants

Quick Response Grants will fund professional development opportunities for artists and arts workers or small project opportunities. The program supports immediate need that arises where the activity is unable to be planned for or supported in other funding rounds, for example taking up professional development, skills development or small project opportunities at short notice.

5.2 Eligible locations

Organisations or individuals based in metropolitan locations are not eligible. However metropolitan organisations or individuals can partner with a regional organisation/community. In these circumstances, the regional organisation/community should submit the application. Projects principally benefitting metropolitan locations are not eligible for funding.

To determine eligible locations the program uses the Modified Monash Model. Under the Modified Monash Model, Regional Arts Fund funding cannot principally benefit a location classified as MM 1 (major cities). To check if your project is taking place in an eligible location, visit the Health Workforce Locator at www.health.gov.au/resources/apps-and-tools/health-workforce-locator and follow the directions below:

- Enter your address into the 'Address' box at the left-hand side of the page

- Tick the box beside 'Modified Monash Model', selecting the most recent year

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[4] As per the Regional Program Administrator list on page 1 of these Guidelines

- Press 'Search location'
- All locations with Codes from MM 2 to MM 7 are eligible under the Regional Arts Fund.

5.3   Eligible expenditure

Regional Arts Fund grant funds may be used toward the cost of producing the project including but not limited to:

- artist fees (artists should be appropriately paid)
- travel costs (including international)
- materials
- venue hire
- equipment hire
- insurance
- project administrative costs
- disability access costs

Purchase of assets up to $5,000 will only be considered where it is demonstrated to be more cost effective than hire. You can only spend grant funds on eligible grant activities as defined in the grant details in your grant agreement.

5.4   What the grant money cannot be used for

The Regional Arts Fund will not fund the following activities:

- a project principally benefitting a major city or metropolitan location (MM 1)
- funded activity that will commence before funding is approved
- components of projects that are also funded by other programs administered by the Australian Government or other state and local government agencies.
- projects which do not substantially align with and further the objectives of the Regional Arts Fund. See Section 2.
- touring projects from major cities (MM 1), such as tours of performances and exhibitions
- curriculum based activities, including for primary, secondary or tertiary courses
- competitions, prizes or awards
- ongoing activities of collecting institutions

Expenditure items that are not eligible include:

- ongoing core administration costs of the applicant organisation
- infrastructure costs including building or fitting out permanent structures

6.   The assessment criteria

Providing quality information that is clear and concise within the available word limits is essential. Templates for budgets, work plans and addressing assessment criteria will be provided in the application form.

You will need to address all of the following five assessment criteria in your application. All assessment criteria are given equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested. All applications for funding must include realistic budgets and represent value with money[5].

Criterion 1 – Impact

Encourage and support sustainable economic, social and cultural outcomes in regional communities.

Where applicable, you should demonstrate this through identifying:

- long term outcomes
- demonstrated need for the project in community
- creation of opportunities for future arts and cultural activity
- sustainable economic benefits (eg tourism, employment of artists)
- sustainable social benefits (eg health, social cohesion, access, health and wellbeing)

Criterion 2 - Support and Partnerships

Develop partnerships and networks which leverage financial and/or in−kind support for regional arts projects and encourage ongoing collaboration.

Where applicable, you should demonstrate this through identifying:

- community support and engagement
- financial and project partners
- level of co-contribution (cash and/or in-kind)
- development of networks, collaborations and partnerships

Criterion 3 - Reach

Develop audiences and broaden community engagement with the arts

Where applicable, you should demonstrate this through identifying:

- access to social and cultural development opportunities for diverse communities, practitioners, participants and/or audiences
- opportunities for community members or groups to participate in the arts
- development of audiences by attracting new attendees/participants
- development of audiences by extending their experience of the arts
- geographical spread of the project

Criterion 4 – Opportunity

Increase employment and professional development opportunities for, and raise the profile of, regional and remote artists.

Where applicable, you should demonstrate this through identifying:

- employment opportunities for regional artists or arts workers
- profile raising of regional artists or arts workers

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[5] See glossary for an explanation of 'value with money'.

- opportunity for an artist to access an exceptional or rare opportunity
- skills development

Criterion 5 – Quality & Viability

Support quality and viability of artistic and cultural activity.

Where applicable, you should demonstrate this through identifying:

- experience/calibre of the applicant organisation/individual in the relevant field
- strength of outcomes relevant to scope of project
- skills, expertise/calibre of the key personnel including participating artists
- benefits to project participants
- benefits to audiences, the arts and cultural sector and the Australian community
- need for funding support
- quality and viability of project plan, timeline and budget
- all personnel are appropriately paid and these details are outlined in the project budget

7.   How to apply

You must read these guidelines before you submit an application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration. Incomplete applications will be considered ineligible.

To apply for funding under the Project Grants or Quick Response Grants streams, you are required to apply to the Regional Program Administrator located in the state or territory where the applicant resides. For projects that benefit multiple states or territories or for applicants located in the Australian external territories, please contact Regional Arts Australia.

You must submit your grant application on the application form, which is available online through SmartyGrants at a link on the Regional Program Administrator's website. You will receive an email from SmartyGrants acknowledging receipt of your application once it has been submitted.

You must address all of the eligibility and five assessment criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the requested information. The application form has been designed to assist you to demonstrate how your proposal meets the program's objectives and address the assessment criteria.

As part of the application, you will be required to complete a project work plan and detailed budget.

You may be asked for clarification or additional information if an error is found or information is found to be missing. The Regional Program Administrator can refuse to accept any additional information from you that would change your submission after you have submitted your application.

7.1   Applications through auspice bodies

If you are an unincorporated organisation then you must arrange for a legal entity that meets the eligibility criteria in section 4 to auspice your application. All activities undertaken must have the support and approval of the auspice body.

You and your auspice body should be aware that the auspice body will need to enter into a legally binding grant agreement with the Regional Program Administrator. The auspice body will be

responsible for meeting the obligations set out in the agreement as well as managing, reporting on and acquitting the funding.

If you are applying as an individual and are under 18, you will be required to get an individual over 18, with an active ABN, to auspice your application. The individual auspicing your application should be aware that they will need to enter into a legally binding grant agreement with the Regional Program Administrator. The individual auspicing your application will be responsible for meeting the obligations set out in the agreement as well as managing, reporting on and acquitting the funding.

7.2 Attachments to the application

Any supporting documentation for Quick Response Grants and Project Grants must be uploaded to the online SmartyGrants application form. There are instructions in the application form to help you.

7.3 Timing of grant opportunity processes

Quick Response Grants

Quick Response Grants are delivered each year from February to November, and are batched for assessment at the end of each month. Projects must commence between 4 to 12 weeks after the date you submit your application.

Project Grants

Regional Program Administrators decide on the timing and number of funding rounds offered each year (minimum one Project Grant round per annum), following agreement from Regional Arts Australia in consultation with the Department. Further information on the timing of funding rounds is available on the Regional Program Administrator's website.

Applications can only be submitted between the published opening and closing dates.

Please note that late applications for Quick Response Grants and Project Grants will only be accepted where there are exceptional circumstances. You cannot change your application after the grant opportunity has closed.

7.4 Questions during the application process

If you have any questions during the application period, please contact the Regional Program Administrator in your state or territory.[6]

8. The grant selection process

8.1 Assessment of grant applications

Each application is assessed against the eligibility criteria listed in Section 4.

Eligible applications are then assessed on their merits against the assessment criteria (see Section 7) and against other applications, through an open competitive grant process. An application is assessed on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

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[6] Please refer to the contact table on p.1 for details of the Regional Program Administrator in your state or territory.

When assessing the extent to which the application represents value with relevant money, the panel will have regard to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- the alignment of the geographic location of the application with the identified priorities
- the demonstration of the evidence in the application contributing to the outcomes/objectives of the grant opportunity
- how the grant activities will target groups or individuals.

8.2   Who will assess applications?

Regional Program Administrators will assess the applications against the eligibility criteria. Assessors appointed by the Regional Program Administrators will then assess the eligible applications for Quick Response Grants and Project Grants against the assessment criteria and in the context of the program objectives. The assessors are expected to perform their duties in accordance with the Commonwealth Grant Rules and Guidelines.

8.3   Who will approve grants?

The Regional Program Administrators appoint assessors to decide which grants to approve. Regional Arts Australia will publish on their website the national pool of assessors which is drawn from by the Regional Program Administrators. To protect the integrity of the assessment process, it will not be possible to request the names of individual assessors who assessed your application.

The assessors decide on all matters, including:

- the approval of the grant
- the amount of funding to be awarded
- the terms and conditions of the grant.

Regional Arts Australia and/or the Department can refer a project back to the assessment panel for further consideration if either considers it inconsistent with these guidelines.

9.   Notification of application outcomes

You will be advised in writing of the outcome of your application no later than 5 business days from the date the round closes for Quick Response Grants (end of each month from February to November) and generally within three months of the date the round closes for Project Grants.

If successful, you will also be advised of any specific terms and conditions attached to the grant and you will be invited to enter into a grant agreement. If you are unsuccessful, the Regional Program Administrator will notify you in writing and provide feedback on request.

10. Successful grant applications

10.1   The grant agreement

Successful applicants will be required to enter into a legally binding grant agreement with the Regional Program Administrator in your state/territory. A copy of the standard grant agreement can be found on the Regional Program Administrator's website.

Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be negotiated with the successful applicant and outlined in the schedule to the grant agreement.

The Regional Program Administrator in your state/territory will negotiate agreements with successful applicants as soon as possible after informing you of the success of your application. If there are unreasonable delays in finalising the grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

The project activities should not commence until the grant agreement has been signed by you and the Regional Program Administrator and funding has been received by you.

10.2   How the grant will be paid

The grant agreement will state the grant amount to be paid and the manner of payment.

The amount is final. You will be required to meet additional costs, should they be incurred.

The grant agreement will include an agreed payment schedule. Payments will be made against this schedule following execution of the grant agreement by the Regional Program Administrator and on provision of a correctly rendered tax invoice.

10.3   Grant payments and GST

Payments will be made as set out in the agreement. Payments will be GST inclusive, where applicable. Payments to state, territory and local government agencies do not attract GST.

Additional information regarding GST can be found on the Australian Tax Office website at www.ato.gov.au.

10.4   Grant agreement variations

It is recognised that unexpected events may affect the progress of a project. If you experience any delays or are unable to spend your funds in accordance with your grant agreement for any reason, you must notify the Regional Program Administrator as early as possible to request a variation.

You can request a project variation to:

- adjust project milestones
- extend the timeframe for a reasonable period of time to allow completion of the project
- make minor changes to project activities (only for unforeseeable events)
- make changes to project personnel
- change allocations across approved budget line items (if over 10% of the total grant – budget reallocations to approved budget lines under 10% of the total grant do not require formal approval).

If you wish to propose changes to the grant agreement, you must complete a Request for Variation form via SmartyGrants. Contact the Regional Program Administrator for further information.

You should not assume that a variation request will be successful. Your request will be considered based on factors such as:

- how it affects the project outcome
- whether it is consistent with the Regional Arts Fund objectives and any relevant Australian Government policies.

11. Announcement of grants

If your application for a Quick Response Grant or Project Grant is successful, your grant will be listed on the Regional Program Administrator's website and may be listed on Regional Arts Australia's website and in media materials announcing the grants.

The Australian Government Minister responsible for the arts has the option to announce Project Grants.

12. How your grant activity is monitored

12.1 Your responsibilities

You are responsible for meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively. You are also required to comply with record keeping, reporting and acquittal requirements as set out in the grant agreement.

12.2 Responsibilities of the Regional Program Administrator

The Regional Program Administrator will:

- meet its responsibilities in relation to the terms and conditions set out in your grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

The progress of your project will be monitored by assessing the acquittal reports you submit. Occasionally the Regional Program Administrator may need to re-examine claims or seek further information.

12.3 Reporting

You are required to submit your reports through SmartyGrants.

12.4 Progress Reports

Progress reports will be applicable to any multi-year funding. Your progress report must be submitted by the due date set out in your grant agreement. The progress report is expected to:

- include evidence of progress towards completion of agreed activities
- show the total eligible expenditure against the budget incurred to date.

Grant payments will only be made when satisfactory progress reports are received.

12.5   Final Reports

Your final report (acquittal report) must be submitted within 40 business days of completion of the grant activity, unless otherwise stated in your grant agreement. You are expected to report on your project's achievements against agreed objectives including:

- progress against agreed key deliverables
- outcomes of the project
- outcomes of partnerships and collaborations
- expenditure of grant funding against agreed budget
- evidence of acknowledgement of funding
- at least two high quality photos and/or some video of the project.

12.6   Evaluation

The Department, Regional Arts Australia and the Regional Program Administrator in your state/territory will evaluate the Regional Arts Fund program from time to time to measure how well the outcomes and objectives are being achieved. The evaluation will identify and document the impact of activities and may also include a survey of organisations/individuals which have received funding.

12.7   Acknowledgement

You will be required to identify and maximise opportunities to promote the Australian Government contribution to the project, including through print media, social media and other forms of electronic media.

The Regional Arts Fund logo, Regional Arts Australia logo and relevant Regional Program Administrator logo must be used on published materials related to funded activities under the grant opportunity.

13.   Funding for the Australian Capital Territory

A small amount of funding is available to the ACT Government (artsACT) to run a modified version of the Regional Arts Fund in the ACT. ArtsACT will submit a proposal outlining the operation of the Regional Arts Fund in the ACT to Regional Arts Australia for approval. Regional Arts Australia will consult with the Department when considering the proposal.

14.   Probity

The Regional Program Administrator in your state/territory will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the Commonwealth Grant Rules and Guidelines.

Note: These guidelines may be changed from time-to-time. When this happens, the revised guidelines will be published on GrantConnect.

14.1   Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices. The Australian Government is working together with its grant recipients to do all it can to ensure the safety of children that staff may come in contact with in the context of their work and activities.

If you are successful in receiving funding through the program, your grant agreement will include a provision regarding compliance with applicable state, territory and Commonwealth laws relating to employment or engagement of any project personnel who work with children. The grant agreement will also include a provision regarding complying with applicable state, territory and Commonwealth laws before any project personnel commences an activity that involves vulnerable people.

14.2   Protocols for working with Indigenous artists

Applicants funded under the Regional Arts Fund who are working with Indigenous Australian artists, need to comply with the Australia Council's Protocols for Using First Nations Cultural and Intellectual Property in the Arts: www.australiacouncil.gov.au/programs-and-resources/Protocols-for-using-First-Nations-Cultural-and-Intellectual-Property-in-the-Arts.

14.3   Enquiries and feedback

Complaints regarding the grant process can be made in writing to the Regional Program Administrator in your state/territory or Regional Arts Australia.

The Department also has a complaints procedure. If you have a complaint, please follow the steps outlined at this link: www.infrastructure.gov.au/department/about/charter.aspx.

It is expected that all communications between applicants, potential applicants, Regional Program Administrators, Regional Arts Australia and the Department are professional. Where this is not the case from any party, this may result in the termination of communications.

14.4   Conflicts of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if Regional Program Administrator staff involved in the Regional Arts Fund, external assessors, Regional Arts Australia staff, Department staff, any advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as one of the Regional Program Administrator's staff or an assessment panel member involved in the Regional Arts Fund;

- has a relationship with, or interest in, an organisation or individual which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or

- has a relationship with, or interest in, an organisation or individual from which they will receive personal gain because the organisation or individual receives a grant under the grant program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If there is the possibility of a perceived conflict of interest, applicants should include a statement addressing this and demonstrate why a conflict of interest would not result from the funding of a project, or how the conflict will be managed.

If you later identify an actual, apparent or potential conflict of interest, or one that may arise in relation to your grant application, you must immediately inform the Program Officer in writing.

If the Regional Program Administrator establishes that a conflict of interest exists, it may decide not to consider the application.

Assessors and other officials, including the decision maker must also declare any conflicts of interest.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Subsection 13(7)) of the *Public Service Act 1999*.)

14.5 Privacy

Your personal information is treated according to the *Privacy Act 1988* and the Australian Privacy Principles. This includes letting you know:

- what personal information the Regional Program Administrator, Regional Arts Australia or Department collects
- why the Regional Program Administrator, Regional Arts Australia or Department collects your personal information
- who the Regional Program Administrator, Regional Arts Australia or Department gives your personal information to

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

14.6 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive

3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Regional Arts Australia and the Department of Infrastructure, Transport, Regional Development and Communications
- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

14.7 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the _Freedom of Information Act 1982_ (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
            Department of Infrastructure, Transport, Regional Development and
            Communications
            GPO Box 594
            CANBERRA ACT 2601

By email: foi@infrastructure.gov.au

15.   Glossary

Term	Definition
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
Commonwealth entity	a Department of State, a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a) under which relevant money[7] or other Consolidated Revenue Fund (CRF) money[8] is to be paid to a grantee other than the Commonwealth; and b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant

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[7] Relevant money is defined in the PGPA Act. See section 8, Dictionary.

[8] Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
Regional Arts Australia	the national peak regional arts organisation which delivers the Regional Arts Fund on behalf of the Australian Government.
Regional Program Administrator	organisations based in each state and territory which work with Regional Arts Australia to deliver the Regional Arts Fund. A list of Regional Program Administrators is on the first page of this document. The Department reserves the right to change the list of Regional Program Administrators should the need arise.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.

When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:
• the quality of the project proposal and activities;
• fitness for purpose of the proposal in contributing to government objectives;
• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and
• the potential grantee's relevant experience and performance history. |