

Quick Response Application 19-20

Form Preview

Regional Arts Fund

* indicates a required field

Introduction

The Regional Arts Fund is administered on behalf of the Australian Government by Regional Arts Australia and its member organisations which includes Country Arts SA.

The Regional Arts Fund is designed to benefit regional and remote arts practitioners, arts workers, audiences and communities. The program provides funding for a mix of Quick Response, Step Up and Step Out grants that are for arts projects, professional development for artists and arts workers and community capacity building projects.

Guidance material, recommended rates and useful information is available [here](#) to assist applicants in applying for support under the Regional Arts Fund program.

Please read carefully before proceeding and ensure you discuss your application with your local Arts and Cultural Facilitator.

BEFORE COMPLETING THIS FORM PLEASE READ THE GUIDANCE MATERIAL, [available here](#) THIS WILL ENSURE YOUR APPLICATION IS ELIGIBLE AND WILL ASSIST YOU IN SUBMITTING A STRONG APPLICATION.

Have you read the Guidance Material * Yes No

Applying for a Grant

- Individual applicants can apply for up to **\$1,500** per grant with a maximum of \$2,500 per applicant over the four-year funding period from 1 July 2016 to 30 June 2020
- Organisations or community groups can apply for up to **\$3000** per grant with a maximum of \$6,000 per applicant over the four year funding period from 1 July 2016 to 30 June 2020

During COVID-19

- Funding can support equipment, subscriptions and licences that enable you to connect digitally, to create and share content or undertake training online.

Regional Arts and Cultural Facilitator

Country Arts SA's Arts and Cultural Facilitators collaborate with regional and remote communities, artists and organisations to assist the development of ideas, support new initiatives that are by, for and with communities and keep artists and communities informed of key arts opportunities.

The team of facilitators are based in pivotal locations throughout South Australia. It is recommended that you discuss your proposal with an Arts and Cultural Facilitator at least three weeks before the closing date and prior to lodging your application. **This will offer you the best chance of success.**

For details regarding your local Arts and Cultural Facilitator click [here](#)

Quick Response Application 19-20

Form Preview

Has your Arts and Cultural Facilitator reviewed your application? *

- Yes
 No

Arts & Cultural Facilitator *

First Name

Last Name

Date Contacted *

Must be a date.

Name of Individual or Group/Organisation applying

Individual or organisation name

Applicant Details

* indicates a required field

Applicant

Applicant Name *

- Individual Organisation
Organisation Name

Title

First Name

Last Name

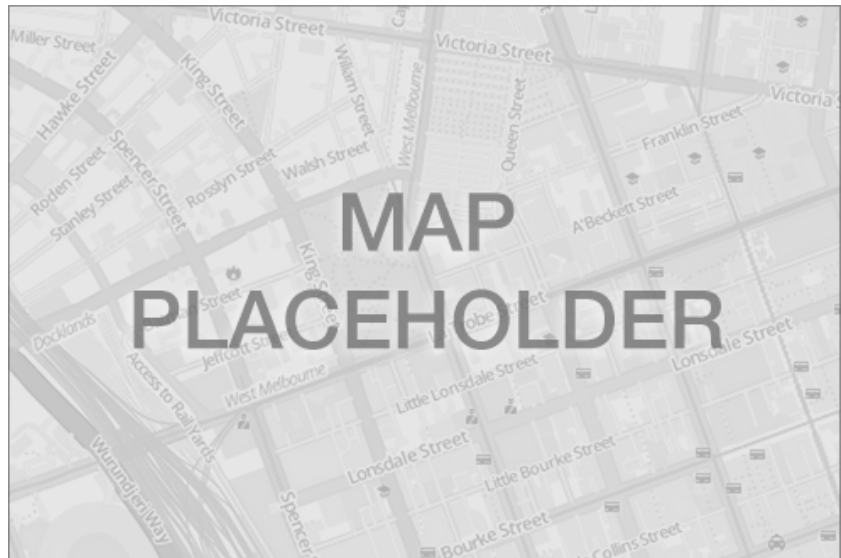
Please include contact persons name for both organisation and individual

Applicant Primary Address *

Address

Quick Response Application 19-20

Form Preview



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Other Phone Number *

Must be an Australian phone number.

Email *

Applicant Type

- **Groups & Organisations** must either be incorporated or have an auspicing body prepared to administer the grant on their behalf.
- **Individual applicants** must have an ABN or be auspiced by an organisation that has an ABN.
- **If you are an unincorporated community group or individual applicant without an ABN** you must complete the *Auspice Organisation* section on the next page.

What Type of Applicant are you? *

- Company Limited by Guarantee
- Incorporated Association
- Unincorporated Community Group
- School
- Individual
- Local Government

Quick Response Application 19-20

Form Preview

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Public Liability

If your project involves the public in any way, as creative participants, workshop participants or audience members, you are liable for any claims of personal injury or property damage that a third party may make as a result of these activities. In order to protect yourself and/or your organisation, you **MUST** have Public Liability Insurance (PLI). The level of insurance you will need will be dictated by the size of your event. Sometimes, funding or project delivery partners will require you to have a certain level. You may also need other forms of insurance to cover you and your members. **For more information about insurance for your event and not-for-profit business click [here](#)**

Auspice Organisation

* indicates a required field

Do you require an Auspice Organisation? *

Yes

No

Auspice Organisation Details

An Auspice Organisation is an organisation that takes on the financial, legal and/or public liability responsibility of a grant on behalf of the unincorporated organisation or the individual (applicant) who is undertaking the project.

An example of organisations able to auspice your grant include your local council, art gallery, business or tourism association or your local sports club.

For helpful information on Auspice Organisations, including where to find a local Auspice Organisation, click [here](#).

Quick Response Application 19-20

Form Preview

Name of Auspice Organisation *

Organisation Name

Auspice Primary Address

Address

Auspice ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN

Auspice Contact *

Individual Organisation

Organisation Name

Title First Name Last Name

Auspice Contact Position *

Auspice Contact Primary Phone Number *

Auspice Contact Primary Email *

Aboriginal & Torres Strait Islander Protocols

* indicates a required field

Quick Response Application 19-20

Form Preview

Does the APPLICANT identify as Aboriginal or Torres Strait Islander? (if the person filling in the form is NOT the Applicant, please answer as Applicant) *

Yes
 No

Cultural Protocols & Cultural Material

Country Arts SA requires that any project reflecting or working with Aboriginal and Torres Strait Islander people and/or community should be endorsed by the relevant authority from that community.

It is a requirement for this application that you show how you will acknowledge any Aboriginal and Torres Strait Islander cultural knowledge and intellectual property.

If your project contains cultural material or activity and;

- You are a non-Aboriginal or Torres Strait Islander applicant, you must provide appropriate letter/s of support for your application to be eligible.
- You are an Aboriginal or Torres Strait Islander applicant and are delivering a project outside your community, you must provide appropriate letter/s of support from that community for your application to be eligible.

Further details on the protocols and appropriate acknowledgements of Aboriginal and Torres Strait Islander people and their culture, are available from the Australia Council for the Arts [Protocols for working with Indigenous Artists](#)

Click [here](#) for a guide to obtaining a Cultural Letter of Support and for more information on Cultural Material.

With the above in mind, are you required to submit a Cultural Letter of Support? *

Yes
 No

Cultural Letter of Support

Upload your Cultural Letter of Support here

Attach a file:

upload PDF or word documents only

Working With Children

* indicates a required field

Protocols

Quick Response Application 19-20

Form Preview

Below are the details outlining South Australia's Working with Children Protocols. (Please note each State / Territory has different requirements).

Arts South Australia has developed a set of protocols to address the depiction of children in works, exhibitions and publications for recipients of government funding. These protocols are based on, and are consistent with, the *Protocols for Working with Children in Art* developed and applied by the Australia Council for the Arts, and are intended to apply to grants administered by Arts SA, Carclew and Country Arts SA.

Click [here](#) to view the **Working with Children protocols**.

Does your activity (at any stage) involve working with children and young people aged under 18 years? *

Yes
 No

Compliance

As you have indicated that your project/activity will involve working with children and young people under 18 years of age you are required to provide the names of all personnel involved in your project who will be working with children, together with a copy of their DHS Working with Children email, date of issue and date of expiry.

Issued After 1 July 2019 - valid for 5 years

Issued Before 1 July 2019 - valid for 3 years

For more information about screening checks please visit: <https://screening.sa.gov.au/home>

Name of Person	DHS Reference Number	Date of Issue	Date of Expiry	Copy of DHS Working with Children email
		Must be a date.	Must be a date.	

I confirm that I will ensure compliance and keep records of the appropriate checks for any other personnel, not listed above, (paid or volunteer) who will be working with vulnerable people.

Yes

Project Details

* indicates a required field

Project Contact Person

Project Contact Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Quick Response Application 19-20

Form Preview

Role/Position *

**Applicant Project
Contact Primary Phone
Number ***

Must be an Australian phone number.

**Applicant Project
Contact Primary Address

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Applicant Project
Contact Other Phone
Number**

Must be an Australian phone number.

Email *

**If Country Arts SA
Marketing Department
need to make contact
regarding this project? ***

Project Title *

Must not be more than 5 words

Project Start Date *

Project End Date *

Project Summary - Make your summary clear and concise, this is often the first thing the assessor will read. Hint: talk only about the project your are requesting funds for. *

Word count:
100 word limit

Location Section

Project Location (town name) *

Quick Response Application 19-20

Form Preview

Project Location (postcode) *

Does this project have direct outcomes or activity in another location? (if so please list the locations, separated by commas) *

If your project has multiple locations please provide a list of other locations, separated by commas

Project Type - Please select the Project Type that best represents the intended outcome for your project *

- Arts project
- Professional development for artists and arts workers
- Community capacity building project

Select the MAIN artform *

- Circus
- Crafts and textiles
- Cross art form
- Dance
- Digital media
- Film
- Literature
- Music
- Photography
- Puppetry
- Theatre
- Visual arts

Primary Beneficiary *

- Aboriginal/Torres Strait Islander people
- Artists and arts workers
- Children (0-14 years)
- General community
- Older people
- People from culturally and linguistically diverse backgrounds
- People with a disability
- Youth (12-25 years)

Secondary Beneficiary *

- Aboriginal / Torres Strait Islander People
- Artist and arts workers
- Children (0-14 years)
- People from culturally and linguistically diverse backgrounds
- Older people
- Men
- People with a disability
- Youth (12 - 25 years)
- General Community

Quick Response Application 19-20

Form Preview

Project Description

* indicates a required field

Project Rationale

Describe your project in detail, outlining what you plan to do, how you plan to do it and what you want to achieve. *

Word count:
no more than 500 words

Please explain why you are applying for Quick Response Funding and not to one of our normal funding rounds?. *

Word count:
no more than 250 words

Schedule and Planning

In dot point form, please provide a time frame for your project showing key dates. *

Word count:
Must be no more than 250 words

What are the expected short and long term outcomes; include any public outcomes e.g. exhibition/performance/launch *

Word count:
no more than 250 words

Documentation and Acquittal

NB: It is a requirement that you submit a project acquittal at the completion of your project - this section asks you to start thinking about how you will document and review your project. ***Click [here](#) to view the Acquittal - Handy Hints document, for some helpful ideas on how to record the successes and challenges of your project along the way.***

How will you document your project/event for your acquittal? *

Word count:
This could include digital photographs, video, blogs, vox pop etc

Marketing

Quick Response Application 19-20

Form Preview

How will the project be promoted to the wider community? *

Word count:

Must be no more than 250 words

Copyright and Maintenance

Who will take ownership and responsibility for ongoing maintenance of any product resulting from this project? *

Artists and Arts Workers

* indicates a required field

Artist is the person who **will be paid by this grant** to develop, make or deliver the creative outcomes of the project **OR** you the applicant as an Individual Artist

Arts Worker is someone who provides administrative or operational support to the project who **will be paid by this grant**.

**Please note: Arts and Cultural Facilitators and Country Arts SA staff can provide information, support and advice but cannot be listed as the project's Arts Worker paid by this grant.*

Artists

For your application to be eligible, you must provide the information requested below.

- **Artist's CV** (2 page max)
- **Letter of Agreement** indicating Artist's knowledge of the project. **(Does not apply to you as an Individual Applicant)**
- **Quote** for the Artist's fee with breakdown of associated costs. **(Does not apply to you as an Individual Applicant)**
- **Mentorships:** If you are applying for a mentorship please include a letter of acceptance and a proposed work plan from the intended mentor.
- **Examples of Artist's work**

Recommended Rates: Click [here](#) for Recommended Rates for Artists and Arts workers.

Artist Name	Area of Expertise	Residential Base (town/suburb only)	UPLOAD Artist's CV, Letter of Agreement & Quote
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Quick Response Application 19-20

Form Preview

Arts Workers

For your application to be eligible, you must provide the information requested below - (Do not include your Arts and Cultural Facilitator or Country Arts SA staff)

- **Art worker/s CVs** (max. 2 pages)
- **Letter of Agreement** indicating their knowledge of the project.
- **Quote** for the Art Worker's fee with breakdown of associated costs.
- **Mentorship:** If you are applying for a mentorship please include a letter of acceptance and a proposed work plan from intended mentors.

Recommended Rates: Click [here](#) for Regional Arts Australia Recommended Rates for Artists and Arts workers.

Arts Worker Name	Area of Expertise	Residential Base (suburb/town only)	UPLOAD Art Worker's CV, Letter of Agreement and Quote

Where are the artists / arts workers based?

This question refers only to the artist or artswoker who is being paid by this grant.

How many Artists/Arts Workers are based in regional SA? *

Must be a number.

How many employment oportunites will be created through this project?

If you are an Artist or Arts Worker applying for funds to assist with travel and accomodation to attend a professional or skills development opportunity, please populate the relevant **Unpaid** box. *e.g. 1 Unpaid Artist will travel to Adelaide to attend Arts Conference*

Estimated Number of Artists Paid

a number
Must be a number

Estimated Number of Artists Unpaid

a number
Must be a number

Estimated Number of Arts Workers Paid

a number
Must be a number

Quick Response Application 19-20

Form Preview

Estimated Number of Arts Workers Unpaid

a number

Must be a number

Participants, Audience and Partners

Participants and Audience

Projected number of participants

Must be a number

Projected number of audience members

Must be a number

Budget - Important Information

A well constructed budget is essential to the success of your application - please keep the following important points in mind while drawing up your budget.

1. Not all items are eligible for funding through the Regional Arts Fund.
2. It is unlikely that your application will be funded without evidence of financial support from a source other than the Regional Arts Fund.
3. Please refer to the [Guidance Material](#) and [Budget Helpful Hints](#) to ensure your budget items are eligible for funding.
4. A budget template is available [here](#) and will greatly assist you to create a balanced budget.
5. Your local Arts and Cultural Facilitator can provide valuable support when creating your budget.
6. **Individual applicants** are required to provide a contribution either in kind or cash.
7. **Organisations** - If you are applying for funds for a workshop that will make up one component of a festival, your budget should focus only on that workshop; *not the entire festival*.

Your Budget

* indicates a required field

In-Kind Budget

- In-kind income is any contribution to your project that is not cash. *E.g. the free use of a venue, donated materials or free admin tasks.*
- Click [here](#) to look at an **example In-Kind budget**

Quick Response Application 19-20

Form Preview

- It is recommended that you fill in a **Budget Template** please click [here](#)
- **Volunteer hours** should be calculated at \$33 per hour for general volunteering and \$55 per hour for *professional* volunteering services. Click [here](#) for Recommended Rates guide

In-Kind INCOME

In-Kind Income Source	Details of In-kind Contribution	Value of Contribution
		\$
	What is the item that has been contributed?	Must be a dollar amount

Cash Budget

- **IMPORTANT** - Cash Income Total **must equal** Cash Expenditure Total
- Click [here](#) to look at an **example Cash Budget**.
- It is recommended that you fill in a **Budget Template** [here](#)

CASH INCOME - please ensure you include the amount requested from the Regional Arts Fund

CASH Income Source	CASH Income Source Name	CASH Income Details	CASH Amount	CASH Funding Status
			\$	
			Must be a dollar amount	

Applicant Contribution

Organisations and Individuals must provide either an in-kind or cash contribution.

Applicant's In-Kind Contribution

\$

This is your contribution Excluding GST

Applicant's Cash Contribution

Quick Response Application 19-20

Form Preview

\$

Your cash contribution Excluding GST

Total Applicant Contribution *

\$

This number/amount is calculated.
This will calculate for you

CASH EXPENDITURE - please ensure you include the amount requested from the Regional Arts Fund

CASH Expenditure Type	CASH Expenditure Details	CASH Source	CASH Amount Allocated
			\$
			Must be a dollar amount

Budget Summary

* indicates a required field

Amount Requested

Total Amount Requested *

\$

What is the total amount you are requesting from the Regional Arts Fund?

Total In-Kind Income

\$

This number/amount is calculated.
Excluding GST

Total Cash Income *

\$

This number/amount is calculated.
Excluding GST

Total Cash Expenditure *

\$

This number/amount is calculated.
Must be a dollar amount

Quick Response Application 19-20

Form Preview

Total Project Cost *

This number/amount is calculated.

Leveraged Income Calculation *

This number/amount is calculated.
This will calculate for you

Notes to Budget

Please briefly comment on your budget

Provide any relevant budget comments here, including breakdowns for accom, fees & travel

Word count:

Provide an approximate date for notification of un-confirmed funding (other than this grant)

How will the project proceed if requested grant funds are not forthcoming? *

Support Material

Letters of Support / Written Material

Please provide at least two letters of support for your application to be eligible. Clearly label all attachments, e.g. "CV for Joe Bloggs, not SXP3452".

- Letters of Support from parties outside your project who support the activity.
- Mentorship Projects -- Letter of Support from Mentor.
- Any document that will support your application e.g. designs & plans, media articles

Description of document

PDF files or Word Docx

Description of document	PDF files or Word Docx
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Images

All applicants must provide recent, high quality support material to support the project.

- Upload images that support the artist's CV and images or links to the artist's work.
- Images should be a maximum of [300dpi](#) in jpeg format

Image Title

Attach Images

Quick Response Application 19-20

Form Preview

	Image

Web Links

- Links to websites that show examples artists work or the participants involved in your project or event; conferences, forums or workshops you are attending.
- Audio or video added must not be more than 3 minutes in length.

Website URL	Web Link Description
Must be a URL	

MP3

- Upload a maximum of two audio files, no more than 5MB each

MP3 File Name	Attach MP3

Posting Support Material

* indicates a required field

NB: Uploading your support material is preferable, however we understand that this is not always possible.

- If you are posting ensure you have attached the support material cover page available by clicking [here](#)
- Do not exceed the amount of support material allowed. Read the instructions carefully.
- That support material is [postmarked](#) on or before the application closing date.

I am posting my support material to Country Arts SA *

Yes
 No

POST TO:

Country Arts SA | Grants Administration
PO Box 899
Mount Gambier SA 5290

Feedback, Declaration and Privacy Statement

Quick Response Application 19-20

Form Preview

* indicates a required field

Feedback

How did you find the online application process?

Easy Neutral Difficult

My local Arts & Cultural Facilitator provided assistance with my application

Yes No

Other

We welcome your suggestions for improvements to the application process

I certify that;

- 1.I have read the SA Guidance Material
- 2.All details supplied in this application and in any attached documents are true and correct to the best of my knowledge.
- 3.I understand the application will not be accepted if it is submitted late or subject to outstanding acquittals.
- 4.That the application has been submitted with the full knowledge and agreement of my organisation/group/board.
- 5.I agree that I will contact my [Arts and Cultural Facilitator](#) immediately if any information provided in this application changes.
- 6.I agree to accept the decision of the panel assessing this application.
- 7.I understand that personal information collected through the Regional Arts Fund is protected by the Privacy Act 1988 (Cth).[National Privacy Principles](#). Regional Arts Australia is required to ensure that necessary permissions are obtained to allow funding to be announced publicly by the Australian Government (including the Minister and the Department), Members of Parliament, Regional Arts Australia and Country Arts SA, including by way of publication on the internet by any of those persons. This will include, but may not be limited to, the applicant's name/organisation name, funded project description, funded amount, state/territory, location and electorate. This information may also be used for reporting and promotional purposes. By signing a Regional Arts Fund grant application you are also providing permission for this personal information to be used in this manner.
- 8.I understand that my contact details may be provided to Members of Parliament.

The Regional Arts Organisations, including Country Arts SA who are members of [Regional Arts Australia](#), respect all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the

Yes

Quick Response Application 19-20

Form Preview

declaration and privacy statement *

Authorised Person's Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position Held

If organisation applicant

Date of Declaration *

Must be a date

I consent for Country Arts SA to contact me about the progress of my project *

Yes