

Quick Response Application 20-21

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.

We strongly encourage you to discuss your application with a [Country Arts SA Arts and Cultural Facilitator](#)

IT IS ESSENTIAL THAT YOU READ THE [GUIDANCE MATERIAL](#) - it will help you to ensure your application is eligible and will assist you in submitting a strong application.

Regional Arts Fund Quick Response Grant

Quick Response Grants are intended to assist regional artists, arts organisations and communities to take up professional skills development or small project opportunities. This program has been set up to be responsive to projects that fall outside the scope of other funding opportunities. Applicants **must** clearly explain why there is no other suitable funding program for their project.

The Quick Response Grant program is open to applications on an ongoing basis by financial quarter. There will be four allocations per year. They will be open on an ongoing basis until funds are expended each round.

Applying for a Quick Response Grant

Individual artists and arts workers can apply for up to \$2,000 / Groups & Organisations can apply for up to \$4,000.

All applicants must;

- 1.Be based in regional South Australia
- 2.Not have any outstanding acquittals from previous grants
- 3.Hold an active Australian Business Number (ABN) or be auspiced by an Organsiation that has an ABN, or
- 4.Be an Australian Incorporated Organisation

click [here](#) to view **Guidance Material** where you will find detailed **eligibility criteria**.

Regional Arts and Cultural Facilitator

Country Arts SA's Arts and Cultural Facilitators are based in pivotal locations throughout South Australia and collaborate with regional and remote communities, artists and organisations to assist the development of ideas, provide support for new initiatives and keep communities informed of new opportunities.

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If you supply your log in details to your Arts and Cultural Facilitator, they will be able to review your application before you submit

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

Has your Arts and Cultural Facilitator reviewed your application? *

Yes

No

What is the name of the Arts and Cultural Facilitator that you contacted.

Date Contacted *

Must be a date.

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

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

Postal Address (if different from above)

Address

Suburb

State

Postcode

Must be an Australian post code

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Daytime Phone Number

*

Email

*

Project Contact Person

Project Contact Name

*

Title

First Name

Last Name

Role/Position

*

Daytime Phone Number

*

Email

*

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

*

Applicant Type & 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

Does the Applicant have an ABN?

*

Yes

No

Applicant ABN Look Up

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.

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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

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](#).

Name of Auspice Organisation *

Organisation Name

Auspice ABN *

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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 Postal Address *

Address

Suburb State Postcode

Must be an Australian post code

Auspice Contact *

Individual Organisation

Organisation Name

Title First Name Last Name

Auspice Contact Position *

Auspice Contact Primary Phone Number *

Auspice Contact Primary Email *

Project Protocols

* indicates a required field

Aboriginal and Torres Strait Islander Protocols

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Do you identify as an Aboriginal or Torres Strait Islander person or organisation?

*

Yes

No

In your application you must show how you will acknowledge Aboriginal and Torres Strait Islander cultural and intellectual property if you say that you will be using Aboriginal and Torres Strait Islander cultural material. You will also need to show how you have consulted with community and gained permission to proceed.

Further details on the protocols and appropriate acknowledgements of Aboriginal and Torres Strait Islander people and their culture, are available [here](#)

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

With this in mind are you required to submit a letter of cultural 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 and Vulnerable People Protocols

Where a project involves children and/or vulnerable persons Regional Arts Australia requires that applicants provide all necessary police and other background checks, as required by the relevant legislation in the State or Territory in which the activity takes place (project location).

In **South Australia** legislation requires that people who wish to work with or volunteer with children complete a compulsory Working with Children Check. The check seeks to protect children from harm by requiring people to undertake a criminal history check before they start work in an organisation.

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

If your project happens outside of **South Australia** you will need to comply with the legislation in that jurisdiction.

The Australia Council has developed a set of protocols for artists working with children. [Find out more here.](#)

The protocols are intended to apply to grants administered by Arts SA, Carclew and Country Arts SA.

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

Yes

No

Compliance - list all people who will be working with children on this project

Name of person working with children	Working with Children Card Number	Card Expiry Date	Pease upload a photo/copy of your card
		Must be a date.	

Declaration

I confirm that (if this project is funded) I will ensure compliance with relevant legislation or guidelines, 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 & Outcomes

* indicates a required field

Project Title *

Must not be more than 5 words

Project Summary - Describe your project outlining what you plan to do, how you plan to do it, who is involved and what you want to achieve. *

Word count:
100 word limit

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

Project Location (town name) If your project has a digital outcome only, please list the location of the host *

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

Word count:

Must be no more than 250 words

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

Project Timeline

All Quick Response Projects must be complete by 1 January 2022

Project Start Date *

Project End Date *

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

Word count:

Must be no more than 100 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](#) for some helpful ideas on how to record the successes and challenges of your project along the way.

Refer to your Project Description - How will you know if your aims and objectives have been met? *

Word count:

This could include information from feedback forms, surveys, diaries, anecdotal stories

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

Word count:

This could include digital photographs, video, blogs, vox pop etc

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Artists and Arts Workers

* indicates a required field

Artists & Arts Workers

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

Applicant Artist

- **Your artistic CV** (2 page max)

Project Artist/s

- **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 in the form of weblinks, MP3s or images must be attached in the **Support Material section**

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

Are you the applicant and only artist?

Yes

No

If you are the applicant artist, upload your CV here

Attach a file:

Project Artist/s Supporting Documents

Name	Role on Project	Residential Base (suburb/town)	CV/Resume	Statement of Commitment & Quote for Fee

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

Is the artist / arts worker being paid by this grant, based in regional/remote South Australia? *

Yes

No

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If more than one, please indicate how many are based in regional/remote South Australia.

Must be a number

Raf Statistics

* indicates a required field

Select the MAIN artform *

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

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

Project Location (postcode) *

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

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- Youth (12 - 25 years)
- General Community

Does your project have a digital outcome? *

- Yes
- No

If you answered Yes to the last question, please describe the digital outcome

How many employment opportunities will be created through this project?

If you are an Artist or Arts Worker applying for funds to assist with travel and accommodation 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 Arts Workers Paid *

a number
Must be a number

Estimated Number of Artists & Arts Workers Unpaid *

a number
Must be a number

Participants and Audience

Projected Number Audience Members (Live) 1620 *

Must be a number.
How many people will attend your LIVE performance. If none enter 0

Projected Number Audience Members (Digital) 1620 *

Must be a number.
How many people will attend your DIGITAL event.

Projected Number Participants (Live) 1620 *

Must be a number.
How many participants are involved in delivering this event?

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Projected Number Participants (Digital)
1620 *

Must be a number.

How many participants will be involved in delivering this event

Does this project have activity in another location other than the internet? (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

Your Budget

* indicates a required field

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. Please refer to the [Guidance Material](#) and [Budget Helpful Hints](#) to ensure your budget items are eligible for funding.
3. It is unlikely that your application will be funded without evidence of financial support from a source other than the Regional Arts Fund.
4. A budget template is available [here](#) and will greatly assist you to create a balanced budget.
5. 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*.

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**
- **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
		\$

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	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

\$

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 Breakdown e.g. Artist Fee = 12 days @\$360/day

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CASH Expenditure Type	CASH Expenditure Breakdown	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?

Is the amount you requested included in your Cash Income and Expenditure tables? *

Yes

Total In-Kind Income

\$
Must be a dollar amount.
Excluding GST

Total Cash Income *

\$
Must be a dollar amount.
Excluding GST

Total Cash Expenditure *

\$
Must be a dollar amount.
Must be a dollar amount

Total Project Cost *

\$
This number/amount is calculated.

Leveraged Income Calculation *

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

Notes to Budget

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Please briefly comment on your budget

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

Word count:

Support Material

Letters of Support / Written Material

NB: At least two signed letters of support must be attached for your application to be eligible.

- Letter or statement from someone familiar with your practice, supporting your project activity.
- Mentorship projects must have a Letter of Support from Mentor.

Description of document	PDF files or Word Docx

Images

You must provide recent, high quality images to support the project. e.g.

- Images that support the artist's CV
- Images of the artist's work.
- Project site or location images

Images should be a maximum of [300dpi](#) in jpeg format

Image Title	Attach Images
	Image

Additional Support Material

Any document that will support your application e.g. designs & plans, media articles

Name of Document	Document Upload

Web Links

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- 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

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

MP3 File Name	Attach MP3

Declaration and Privacy Statement

* indicates a required field

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.

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I am authorised to complete this application and have read and understood the declaration and privacy statement *

Yes

Authorised Person's Name *

Title

First Name

Last Name

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