

# RAF Recovery Application Form 2020

## Form Preview

### Introduction

#### The Regional Arts Fund

**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 RAF Boost Program** is a one-off targeted investment provided by the Australian Government. The funding recognises that the creative industries are central to thriving and healthy communities across regional, rural and remote Australia and that arts and culture activities are vital in the recovery and renewal process.

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

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

#### RAF Recovery Grant

**RAF Recovery grants** are designed to meet the medium-term recovery needs of artists, organisations and communities. Projects in this program should focus on activities that assist in recovery from the impacts of COVID-19.

Project activities could include creative recovery projects, training programs, operational recovery plans, asset purchase or replacement (up to \$5000) and the development of risk plans and emergency operating procedures and responses.

#### Applying for a RAF Recovery Grant

**Regional artists, arts workers, organisations and communities can apply for up to \$40,000 over a 2 year period and 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 Organisation that has an ABN, or
4. Be an Australian Incorporated Organisation

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

#### Country Arts SA 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, your Arts and Cultural facilitator can review your application before you submit.**

***Other Country Arts SA Cultural Development team members can also assist with your application.***

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

**Did you contact Country Arts SA to have your application reviewed?**

Yes

No

**Who did you contact?**

**Date Contacted**

Must be a date.

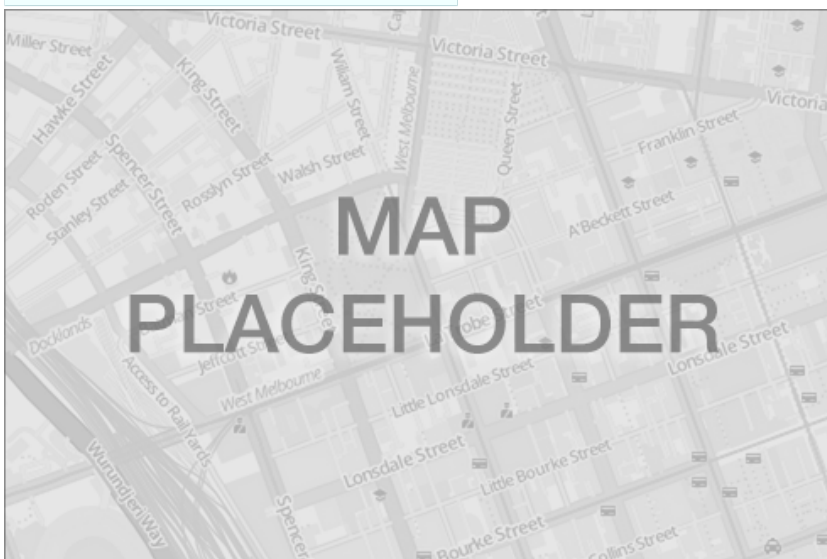
## Applicant Details

\* indicates a required field

Applicant location eligibility check - do this first

**Applicant Primary Address \***

Address

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

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### **IMPORTANT: Applicant location eligibility check.**

Only locations in areas classified MMM 2 and above are eligible for the Regional Arts Fund.

Please search your address on the Australian Government's Health Workforce Locator

<https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator>

1. Select MMM 2019
2. Enter your address
3. Click 'search location'
4. Note the MMM number of your location

### **What is the applicant MMM based on street (primary) address \***

### MMM 1 Ineligible Location

The applicant location you have entered is not eligible for the Regional Arts Fund because it is in an area classified as MMM 1.

For more information about the classification system please see the Department of Health's [MMM Fact sheet](#)

## About the applicant

### **Applicant - who is the grant for? \***

Individual       Organisation

Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### **Applicant Primary Phone Number \***

Must be an Australian phone number.

### **Applicant Primary Email \***

Must be an email address.

### **Applicant Primary Website**

Must be a URL.

## Applicant Type ABN

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**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

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Applicant Project Contact

### Applicant Project Contact

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Applicant Project Contact role/position

### Applicant Project Contact Postal Address

Address

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### Applicant Project Contact Primary Phone Number

Must be an Australian phone number.

### Applicant Project Contact Primary Email

Must be an email address.

## Auspice Organisation Details

Applicants who do not hold their own ABN will need to have an organisation to auspice their grant.

An auspice is a legally constituted organisation that will take financial responsibility for a grant if awarded. The auspice body is responsible for accepting the grant monies on behalf of the grant recipient, paying the grant monies to the grant recipient and ensuring, to the best of its ability, that the funds are used for the purpose for which the grant is intended.

It is recommended that grant recipients enter into a written agreement with their nominated auspice body highlighting respective rights and responsibilities.

To be able to auspice your project, the auspice organisation must be an [incorporated association](#) or a [company limited by guarantee](#) and hold an [ABN](#). An example of an incorporated association is a local council, a local arts council or local sports club. You may be able to find a suitable auspice organisation at [www.acnc.gov.au](http://www.acnc.gov.au).

### Auspice Body \*

Organisation Name

### Auspice Body 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	<a href="#">More information</a>
ACNC Registration	

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Tax Concessions

Main business location

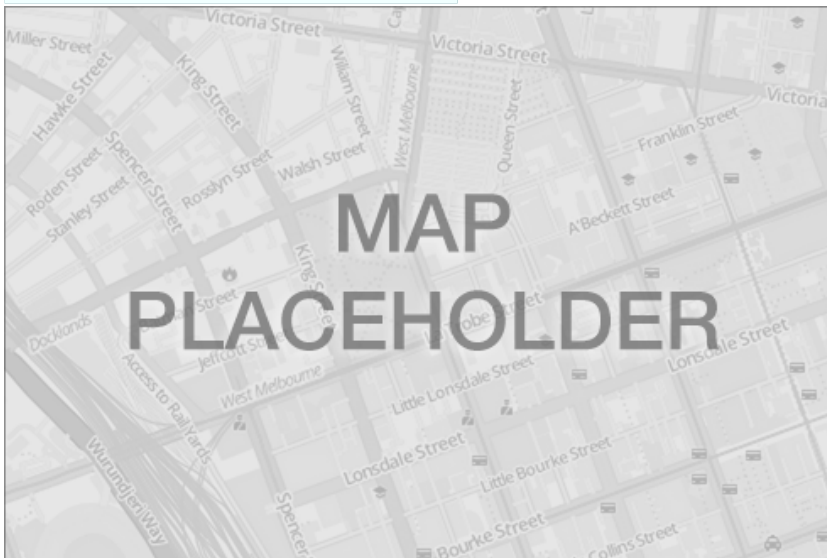
Must be an ABN.

### Auspice Primary Phone Number \*

Must be an Australian phone number.

### Auspice Primary Address \*

Address

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

### Auspice Contact

First Name

Last Name

### Auspice Contact Role in Organisation \*

### Auspice Contact Primary Email \*

Must be an email address.

### Auspice Contact Primary Phone Number \*

Must be an Australian phone number.

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### Project Protocols

\* indicates a required field

#### Aboriginal or Torres Strait Islander Protocols

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.

**Does the applicant identify as an Aboriginal or Torres Strait Islander person/organisation?**

yes  no

**Will you work with Aboriginal and Torres Strait Islander artists or communities on this project?**

yes  no

#### Evidence of support

**If you are not an Aboriginal or Torres Strait Islander applicant and you wish to work with Aboriginal or Torres Strait Islander cultural materials or communities, you are required to upload evidence of support from the relevant people, organisation or community as evidence of support for your work in this area.**

**Upload here:**

Attach a file:

#### Working with Children and Vulnerable Persons 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.

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**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.*

**Does your project (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	WWC Card Number	Card Expiry Date
		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

## RAF Objectives

\* indicates a required field

### RAF Objectives

In this section we ask you to articulate how your project meets the Objectives of the Regional Arts Fund and the additional objectives of the RAF Recovery Boost.

The objectives of the Regional Arts Fund are to support and promote participation in, and access to, arts and culture in regional and remote Australia by:

- **Encouraging and supporting sustainable economic, social and cultural development in regional communities;**
- **Developing partnerships and networks which leverage financial and/or in-kind support for specific projects and encourage ongoing collaboration;**
- **Developing audiences and broadening community engagement with the arts; and**
- **Increasing employment and professional development opportunities for, and raise the profile of, regional and remote artists.**

The following principles will be applied to the assessment of the RAF Recovery stream:

- **Community confidence (evidenced by connectivity) “increased or renewed community confidence”**



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- **Creative confidence (evidenced by arts practice)**
- **Business confidence (evidenced by partnerships)**

**How does the project encourage and support sustainable economic, social and cultural development in regional communities? \***

Word count:  
Must be no more than 100 words.

**How does the project develop partnerships and networks which leverage support for projects and encourage ongoing collaboration? \***

Word count:  
Must be no more than 100 words.

**How does the project develop audiences and broaden community engagement with the arts? \***

Word count:  
Must be no more than 100 words.

**How does the project increase employment, professional development opportunities and profile of regional and remote artists? \***

Word count:  
Must be no more than 100 words.

**How does the project meet the Recovery criteria of Community, Creative and Business confidence? \***

Word count:  
Must be no more than 200 words.

## RAF Recovery Project Details

\* indicates a required field

### About the Project

**Project Title \***

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Use the title to tell us what you want the money for

### **Project Summary - Provide a brief outline of your RAF Recovery project \***

Word count:

Must be no more than 100 words.

Must be 100 words or less. Do not refer to or attach additional information to this section

### **Project Location (town name) If your project has a digital outcome only, please list the address of the Host \***

If the project takes place in multiple locations choose a primary location here. If outside Australia provide Town and Country.

## Project Timeline

**All RAF Recovery grants must be completed by 30 June 2024**

### **Project Start Date \***

Must be a date and no earlier than 1/1/2021.

### **Project End Date \***

Must be a date and no later than 30/6/2024.

## Activity Timeline

<b>Activity</b>	<b>Person/s responsible</b>	<b>Start and End dates</b>

## Project Rationale

### **What is the need that the project addresses? \***

Word count:

Must be no more than 150 words.

### **What are the activities that will happen as part of this project? \***

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Word count:

Must be no more than 200 words.

**How will the project benefit Participants, Audience and Community. \***

Word count:

Must be no more than 200 words.

**Does your project have a digital outcome? \***

Yes

No

**If you answered Yes, please provide a brief description of the digital outcome**

List of Project Personnel

*e.g. creatives, crew, arts workers, mentors, mentees etc*

Name	Role in Project	Paid or volunteer	Artistic CV or Bio	Artist Statement of Commitment & Quote for Fee
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Partnerships

**Please include information regarding the strategic partners you are working with to deliver your project.**

A **Strategic Partner** can include your local council, businesses, arts organisation, art gallery or venue, state or federal government, education or health sectors and others.

***Please do not include your own organisation or auspice organisation.***

Name of Project Partner	Partner type	Evidence of Partner Support for Project
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## RAF Statistics

\* indicates a required field

### RAF Statistics

In this section we gather statistics about your project - **your answers here do not influence the assessment of the project** - it is merely for data collection purposes.

#### Project Type \*

- Arts project
- Professional development for artists and arts workers
- Community capacity building project
- Cultural Tourism Accelerator Initiative or Campaign

If your project is for asset purchase or replacement please select 'Professional Development for artists and arts workers'

#### Select the MAIN artform \*

#### Primary Beneficiary \*

If your project is for asset purchase or replacement please select 'artists and arts workers'

#### Project Location (postcode) \*

If the project takes place in multiple locations choose a primary location here. If outside Australia enter "Overseas".

#### Other project locations (if applicable)

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

#### Projected Number Audience Members (Live) 1620 \*

Must be a number.

How many people will attend your project live. If none, enter '0'.

#### Projected Number Audience Members (Digital) 1620 \*

Must be a number.

How many people will experience your project in digital format. If none, enter '0'.

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### Projected Number Participants (Live) 1620 \*

Must be a number.

How many people will participate in your project live. If none, enter '0'.

### Projected Number Participants (Digital) 1620 \*

Must be a number.

How many people will participate in your project in digital format. If none, enter '0'.

## Project 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.

USE THE LINKS BELOW TO MAKE FILLING OUT YOUR BUDGET EASIER...

[Recommended Rates](#) guide will assist you to work out **volunteer rates, artist fees, acceptable travel & accom rates** and more.

[Budget Template](#) will assist you to create a balanced budget.

[Guidance Material](#) to ensure your budget items are eligible for funding.

Your local [Arts and Cultural Facilitator](#) can provide valuable support when creating your budget.

### Total Amount Requested \*

Must be a whole dollar amount (no cents).

What is the total financial support you are requesting in this application?

## Cash Budget

In this section please list all sources of cash income and all items of cash expenditure.

Income	\$	Expenditure	\$
RAF Recovery Grant	\$		\$

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**In the cash budget above is there any cash income provided directly from the applicant? If no, put '0' \***

\$

Must be a dollar amount.  
Excluding GST

## Cash Budget Totals

**Total Cash Income Amount**

\$

This number/amount is calculated.

**Total Expenditure Amount**

\$

This number/amount is calculated.

**Income - Expenditure \***

\$

This number/amount is calculated.  
Must balance to '0'

## In kind support

Sometimes an organisation or group might offer to help you by providing something you require for your project at no cost (e.g. venue hire, volunteer hours, donations of materials). This is referred to as an 'in kind contribution' and has a value or cost that can be shown in your project budget.

When an artist is taking a cut in fees to do the project, show the balance of their contribution as 'in-kind' so that the value of their input is properly represented. If you expect the project administration to take 50 hours but only request payment for 20 of these - show the remaining 30 hours as an in-kind contribution.

This is also an opportunity to provide further evidence of how your partners will be supporting you with in-kind support.

Volunteer hours should be priced at \$55 per hour for skilled labour and \$33 per hour for unskilled labour.

## List of In kind Contributions

Type of support	Provided by	\$	Upload here any notes or evidence of support
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**In the list above is there any in kind support provided directly by the applicant? If no, put '0' \***

\$

Must be a dollar amount and at least 0.  
Excluding GST

## Total In Kind Contributions

**Total In Kind**

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\$

This number/amount is calculated.

### Total Applicant Contribution \*

\$

This number/amount is calculated.

### Total Project Cost \*

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

### Leveraged Income \*

\$

This number/amount is calculated.

Total contributions from other sources (besides applicant and RAF)

## Support Material

### Posting Support Material

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

- If you are mailing, ensure you have attached the [Support Material Cover](#) page.
- Ensure support material is [postmarked](#) on or before the application closing date.

**I am posting my support material to Country Arts SA | Grants Administration PO Box 899 Mount Gambier SA 5290**

Yes

### Letters of Support

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

- Letters of Support from individuals or community members (who are external to your project) and support the artist/activity.

**Please clearly label the title of your document.**

**Letter of Support**

**Who is the letter from?**

Letter of Support	Who is the letter from?
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Additional Supporting Documents

- **Any document that will support your application e.g. designs & plans, media articles. Documents must not exceed two pages**

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Name of Document	What is this Document?

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

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

You **must** upload an [Image Information sheet](#) and a [Photo Release form](#) with your images.

Image Title	Image Upload

Photo Release Form	Image Information Sheet upload

### Weblinks

- Links to websites that show examples artist's work; conferences, forums or workshops you are attending.
- Audio or video added must not be more than 3 minutes in length.

Website URL	Weblink Description

### MP3

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

MP3 File Name	MP3 Upload

## Privacy Statement and Declaration

### Privacy Statement



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The information requested in this application form is to be used for the purposes of determining whether or not an individual or organisation is eligible for funding. **Country Arts SA** also uses the information supplied to distribute mail of interest, such as: newsletters, events, and funding opportunities. Organisations that do not wish to be on this mailing list should notify **Country Arts SA**.

**Country Arts SA** values your privacy. For details on how we collect, store and use information, you should review our Privacy Policy here ... or contact us for a copy.

### I agree to the following:

The Australian Government stipulates that application details and applicant contact information may be provided to the Australian Government (including the Minister and the Department), Members of Parliament, Regional Arts Australia, and other Regional Program Administrators (such as **Country Arts SA**) and may be published on the internet by any of them. This will include the applicant's name/organisation name, funded project description, funded amount, state/territory, location and electorate. This information may also be used for promotion and reporting purposes. The Directors of **Country Arts SA** and their representatives may also use this information to conduct research so that we may better understand community needs and can improve service delivery. I understand that my contact details may be provided to Members of Parliament.

yes

## Declaration

I certify that:

- 1.I have read the Regional Arts Fund guidelines for the program that I am applying to.
- 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 **Country Arts SA** immediately if any information provided in this application changes or is incorrect.
- 6.I understand that all applications are assessed by my industry peers and the decision is final.

### Name

First Name

Last Name

### Date of declaration

Must be a date.

## Feedback

This is the end of the application form.

We would value any feedback you may have regarding our online grants application process. This information will not in any way be used to assess your application.

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**How was the application process? What worked? How can we improve?**

Before you Submit...

Once you click "**Submit**" you will not be able to re-open your application form. We advise saving your application form and using the "**Download PDF**" button on the Review and Submit page to preview your application to make sure everything is correct and that you are happy with the content you are about to submit. Once you are ready, hit "Submit".

**Thank you for applying to the Regional Arts Fund.**