REGIONAL ARTSNSW

GRANT WRITING GUIDE

ADVOCACY
CAPACITY BUILDING
COMMUNICATION
SUPPORT

FOR ARTS AND CULTURAL DEVELOPMENT AND
ACTIVITIES THAT BUILD POSITIVE FUTURES FOR
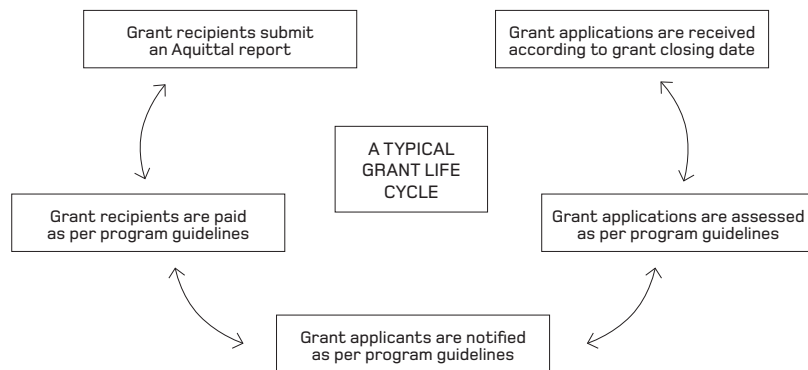REGIONAL, RURAL AND REMOTE COMMUNITIES
ACROSS NEW SOUTH WALES

CONTENTS

1. INTRODUCTION

THIS GUIDE HAS BEEN COMPILED TO
ASSIST WITH SUBMISSIONS TO THE GRANTS
PROGRAMS CURRENTLY ADMINISTERED BY
REGIONAL ARTS NSW (RANSW):

/ Country Arts Support Program (CASP)

/ PROP UPS

/ Regional Arts Fund (RAF)

/ Quick Response Grant ('Quicks')

The typical life cycle of these grant
programs is:

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┌─────────────────────────┐        ┌─────────────────────────┐
│   Grant recipients submit │        │ Grant applications are received │
│   an Aquittal report      │        │ according to grant closing date │
└─────────────────────────┘        └─────────────────────────┘

              ┌──────────────────┐
              │   A TYPICAL       │
              │   GRANT LIFE      │
              │   CYCLE           │
              └──────────────────┘

┌─────────────────────────┐        ┌─────────────────────────┐
│ Grant recipients are paid │        │ Grant applications are assessed │
│ as per program guidelines │        │ as per program guidelines │
└─────────────────────────┘        └─────────────────────────┘

              ┌─────────────────────────┐
              │ Grant applicants are notified │
              │ as per program guidelines │
              └─────────────────────────┘
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When writing a grant application it is
important to allow plenty of time for
preparation and research. The process
of gathering this information will also
assist you in completing other funding
applications so it is worth investing in
this time. The information you are required
to submit may vary from one program to
another, however there are some basics
that are common to most.

/ **Always read the Guidelines thoroughly
before commencing your application.**
They give an overview of the program's
objectives and its eligibility criteria,
categories and amounts of funding
available, required support material
and closing dates.

/ **Always seek clarification if you are
unclear about whether your application
fits the objectives and eligibility criteria
of the funding program.**
The Funding Officers at RANSW and
the Regional Arts Development Officers
across NSW are available to discuss your
ideas, queries and concerns. It is also
useful to check other projects funded
through the funding program – the most
up-to-date list for CASP and RAF can be
found on the RANSW website.

2. GENERAL PLANNING AND RESEARCH

A. Your Organisation

Most applications will generally ask you to provide an overview of your organisation i.e. its background/ history, aims and objectives, current or recent projects and its future directions. Preparing a grant application is a useful exercise in terms of planning and shaping your organisation. For some, the process can even help to clarify what you hope to accomplish as an organisation. This information will define *'who you are'* and *'what you do'* to the panel assessing your application.

You may be asked to elaborate on collaborations or partnerships with other organisations or groups within your community or region.

B. Project Planning

Start with an idea, not a desire to get a grant.

Make sure you ask yourself the following questions and make notes against each point:

/ **WHAT** is the project? Define your project before you even look at any grant application forms. Outline its aims and objectives and do a step-by-step project plan.

/ **WHY** do you want to do this project? What do you want to achieve? What are the proposed outcomes of the project? How is it significant or meaningful to your community? Identify the ongoing benefits after the life of the project.

/ **WHERE** will the project take place – the location/venue?

/ **WHO** are you targeting – both in terms of participants and audience?

/ **HOW** will you manage and carry out the project? Do you have the capacity to deliver the project? How and who will manage the funds? What resources are needed (financial, human, materials)?

C. Timeframe

Make a timeline or project plan. Determine start and completion dates and research application closing dates for all relevant programs. The more complex a project the more detail required. Projects that have already commenced or have been completed are ineligible for funding from all grant programs.

D. Research

This component is crucial to your application. You'll need to investigate the following areas:

Identify who you want to work with or bring onto the project – artists, artsworkers, consultants, facilitators or any other personnel involved – both paid and volunteer. You should check their availability and also their suitability in terms of what you want to achieve. It's important to ensure that they have the skills to realise the aims of the project. Find out about their previous work and what they can bring to your project.

You will usually need to submit a brief bio or an up-to-date CV for all artists involved in the project. This will depend on the requirements of the grant program and the guidelines and/or application form generally specify the amount of information required.

Consultation.
Where projects are based on community need or cultural development, it is strongly recommended that you discuss ideas and implications of these projects with the people in your community who are likely to be involved.

Working with Indigenous Communities. In the case of projects that target or involve Indigenous communities, it is essential that consultation is undertaken and that you have their support. For any RANSW grants, it is necessary that evidence of the community's support be provided as part of your support material. Also check out the Indigenous protocol guides published by the Aboriginal Torres Strait Islander Board at the Australia Council for the Arts at *www.australiacouncil.gov.au/research/ aboriginal_and_torres_strait_islander_arts*.

Support. Investigate other sources of support within your community e.g. local government, community groups, local libraries, industry groups, P and C Associations. Forming partnerships with other organisations or groups in your town or region has the potential to lead to sustainable cultural development in regional areas, rather than just one-off events. Request letters of support from those organisations involved or who will benefit from the project and include with your application.

Documentation. It's important to plan how you will document the process and outcomes of the project. Any costs for photographic and/or digital documentation will need to be considered for inclusion in the budget as well as towards meeting reporting requirements.

Other Funding. Always explore funding options under other grants programs. Your project may 'fit' better into another grants program and/or you may be able to apply to other grants programs for different components of your project. For information on upcoming grants and funding opportunities, subscribe to the Regional Arts NSW monthly e-bulletin at *www.regionalartsnsw.com.au/ebulletin /e-bulletin.html*. Alternatively you can check out the grants calendar on the RANSW website or the other resources and services included in the 'Other Useful Resources' section of this publication. It is important to be aware that almost all grants programs are extremely competitive and that funds are limited. Your application will be one of many so don't be discouraged if you are not successful. Feedback can generally be sought from program managers.

Time. Allow time for preparation of your submission. Check early on what is required and don't leave it too late as additional material like CVs, financial statements, letters of support may be requested and these rely on other people's time commitments.

Contact the Funding Officers at RANSW or local Regional Arts Development Officers to discuss your project and check that the applicant and the project meet the objectives of the program and eligibility criteria. For some grant programs, it is compulsory to make this contact and failure to do so deems the application ineligible.

3. BUDGETS

Preparing Your Budget

WHEN PREPARING A BUDGET FOR A GRANT APPLICATION ALWAYS READ THE GUIDELINES TO ESTABLISH WHAT THE PARTICULAR GRANT PROGRAM WILL ALLOW. ENSURE THAT YOUR BUDGET MATCHES THE PROJECT DESCRIBED IN YOUR APPLICATION.

Do NOT request more than the maximum amount available, as this may make your application ineligible and will indicate to the panel that you have not read the Guidelines properly.

Do NOT expect a grant to pay for your entire project. Additional contributions from other sources are generally expected. This can be in-kind support, contributions from your organisation, generated income like sales or fees, other grants or sponsorship and donations.

DO read all the explanatory notes included in the budget section of the application form. These are intended to guide you in completion of the budget and provide examples of the types of income and expenditure items to be included. It is a good idea to do a DRAFT budget before you transfer it to the actual application form. If you adjust individual figures make sure you re-check total amounts. Do NOT include GST in your budget figures.

DO estimate the 'in-kind support' – that is, the non cash items donated to your project. You will only be able to provide estimates of their value but they are important to include as it shows the 'real cost' of your project.

DO contact the RANSW Funding Officers or your local Regional Arts Development Officer for guidance in completing your budget.

A. DO THE EXPENSE SECTION OF THE BUDGET FIRST

Be realistic about what you ask for – don't underestimate the time and cost of the project. Likewise, don't inflate your costs as assessment committees ltook carefully at budgetary issues.

/ Assess the personnel time involved

/ Approach the artist/consultant to verify their **costs and availability

/ Assess if there is any travel, accommodation and living allowance involved

/ Assess the cost of any materials, venue and equipment hire

/ Don't forget to consider 'hidden' costs:

  / Insurance

  / Catering

  / Documentation

  / Incidentals

**For assistance on artist fees/wages - visit the Media Entertainment and Arts Alliance website at *www.alliance.org.au/resources* or, for visual arts projects, visit the National Association of Visual Arts website at *www.visualarts.net.au/advicecentre/fees-and-wages*.

B. NOW DO THE INCOME SECTION

/ How much can you apply for from this particular grant?

/ Is there any in-kind support you can source?

/ Are there any cash donations or sponsorship opportunities?

/ Is there any earned income?

/ What can your organisation afford to contribute to the project?

/ Is there any confirmed or unconfirmed income from other grants for the project?

Budgets must always be balanced i.e. Income should equal Expenditure.

/ **Read the GUIDELINES AND APPLICATION FORM thoroughly.**
These forms have information on what type of projects will be funded as well as specific instructions on how to complete the application. Make sure you thoroughly check the eligibility requirements and activities that will not be supported. If available on the website, it is a good idea to check the list of successful applicants from previous rounds to get an idea of the types of projects supported.

/ Use the **CORRECT FORM**. Each funding program has its own application form so make sure you use the correct form.

/ **Be CONCISE**. Assessment panels will often have to read and assess up to 50-60 or more applications.

/ **Be PRECISE.** If an application form instructs you to use only the space provided, you should follow those instructions. Forms will indicate if you can attach additional pages. Also adhere to any limits on type and/or amount of support material submitted. If a 'short bio' is requested, do not provide a lengthy CV.

/ **The FRESH EYES test.** It's worthwhile giving a draft of your application to someone not involved in the project to read and give feedback. This assists with proofing and checks whether the application conveys your ideas clearly.

/ **Is it LEGIBLE?** Always submit a legible application. You can download forms directly from the RANSW website on to your computer. If this is not possible, request a hard copy of the guidelines and application form. Hand written applications are acceptable and should be in black ink.

5. CHECKLIST

/ **Do not staple, bind or pin** the application as it will be photocopied several times. Paper clips are best.

/ Make sure you make **a copy of your application** and support letters for your records.

/ Make sure that the **application is signed and dated** by the correct person in your organisation.

/ Ensure that all **support material** (images, CDs, DVDs) is included in your application. Failure to do this may make your application ineligible. Also adhere to any limits on support material.

/ Check whether the **closing date of applications** is the postmarked date or the date the application must be received by the funding body.

/ Check that you have the **correct postal address** for the funding body.

/ If you are unsure of any requirement or detail relating to any aspect of the application, **contact the Funding Officers** at RANSW or your Regional Arts Development Officer.

6. ASSESSMENT

/ **Country Arts Support Program (CASP):** Applications are sent to the Regional Arts Board in your region - see Regional Arts Network at *www.regionalartsnsw. com.au/network/network.html* - and assessed against the pre-determined selection criteria and guidelines by the CASP Regional Assessment Panel in your region. The Regional Panel's recommendations are then forwarded to the State CASP Assessment Panel for ratification. Applications from regions that do not contribute to a Regional Arts Board are assessed by the State CASP Assessment Panel. Final allocations are made by the State CASP Assessment Panel and all applicants, both successful and unsuccessful, are advised accordingly.

/ **Regional Arts Fund (RAF):** RAF applications are assessed by an independent panel of at least eight members who represent various sectors of the arts across regional NSW. Applications are assessed and rated by the RAF NSW State Assessment Panel against the pre-determined RAF selection criteria and guidelines. The State Panel makes recommendations that are forwarded to the Federal Minister for the Arts for official approval. Once approved by the Minister, applicants, both successful and unsuccessful are advised accordingly. For more information about the RAF panel go to *www.regionalartsnsw.com.au/ grants/raf-panel.html*.

/ **Quick Response Grants ('Quicks'):** Applications are assessed in-house by at least two senior Regional Arts NSW staff, including the Funding Manager, against the pre-determined selection criteria and guidelines. Applicants are notified of the decision within five working days.

/ **PROP UPS:** Applications are assessed against the pre-determined selection criteria and guidelines by an independent panel selected by the Regional Arts Board (RAB) in your Region. They are then submitted to RANSW for data entry and processing. As for CASP, applications from regions without a RAB are sent directly to and processed by RANSW.

7. YOUR RESPONSIBILITY AS A GRANT RECIPIENT

/ **Insurance cover**
Funding bodies sometimes ask for proof that your organisation has current and adequate insurance cover – public liability, personal accident where volunteers are involved, workers compensation when employing staff. Where an artist or professional person is engaged on a contract or fee basis, it is your duty of care to ensure that they have their own insurance that covers the specific activities of the project.

/ **Artists' Contracts**
If you are contracting artists for a project, you will need to get their ABN. If they do not have an ABN, you can either withhold 48.5% tax or request them to fill in a Statement of Supply (this document must be kept for a period of 7 years). Statements by a Supplier are available through the Australian Taxation Office or Australia Post and general information is available through the following link *www.ato.gov.au/businesses/content. asp?doc=/content/38509.htm*
When engaging artists, artsworkers or project personnel for a fee, it is advisable to have a contract. The Arts Law Centre of Australia has some standard contracts available for a small fee that can be adapted to suit your needs. Contact details for Arts Law are:
Tel. 02 9356 2566,
Freecall 1800 221 457
Website *www.artslaw.com.au*

/ **Auspicing arrangements**
If your group has no legal status (ie an unincorporated group), you can still apply for a grant but will need to nominate an incorporated body to manage the grant monies on your behalf, if you are successful. This could be the local council, local arts council or progress association and they will need to show they are willing to undertake the role of auspicer by signing the application form plus the Conditions for Payment of Grant form, should a grant be awarded. The auspicing body accepts the grant monies on behalf of the grant recipient, pays the grant monies to the grant recipient and ensures, to the best of their ability, that the money is used for the purpose for which the grant is intended. It is up to the grant recipient and the auspicing body to work out an agreement on how the conditions of the grant are to be met.

/ **Conditions of grant**
Grants generally come with a range of conditions attached. These will vary so, if your application is successful, you should read them carefully and make sure you have a copy for your records. In accepting the grant, your organisation will be obligated to fulfilling these conditions.

/ The grant must be used for the specific purpose for which it was approved and as per your application.

/ If your project changes in any way (eg it is postponed, cancelled or there is a change of artist or personnel) you are required to seek approval in writing from RANSW prior to making any changes. This is important as your grant was approved for the specific purpose described in your application as well as any change in start date or end date can affect when you are paid and when your acquittal report is due.

/ RANSW requires that acknowledgements of the grant program be included in all publicity and promotional material and to include relevant logos of the program and/or funding body. Acknowledgement requirements are outlined in all correspondence to the grant recipient as well as in the Conditions for Payment of Grant form. General information is also available in the 'Logos' section of the RANSW website *www.regionalartsnsw.com.au*.

/ An Acquittal Report is required within a certain timeframe from completion of the project, as specified on the Conditions for Payment of Grant form. This involves the completion of an artistic, statistical and financial report and failure to adhere to this condition may result in future applications being deemed ineligible.

/ **Payment**
A grant is paid once RANSW receives from the grant recipient a signed Conditions for Payment of Grant Form and an invoice for the amount of the grant. If you are registered for **GST** you must supply a **Tax Invoice** (with 10% GST added), or if you are **not registered for GST** you must supply an **Invoice** (without GST added). Invoices should contain all relevant details such as date, name of grant recipient and postal address, the ABN of the grant recipient or auspicing body (if applicable), the name of the project and grant program, as well as the amount of the grant offer (plus GST, if registered). If the grant recipient does not have an ABN, RANSW is obliged to withhold 48.5% of the grant, unless a Statement by a Supplier (see 'Artists' Contracts' above) is provided.

8. REPORTING AND ACQUITTAL REQUIREMENTS

ALL FUNDING PROGRAMS REQUIRE A FINAL REPORT ON HOW THE GRANT MONIES WERE SPENT. THIS IS REQUIRED AFTER THE PROJECT IS COMPLETED BUT IT IS ADVISABLE TO THINK ABOUT THE ACQUITTAL WHILE THE PROJECT IS HAPPENING, SO THAT YOU CAN COLLECT RELEVANT INFORMATION. THIS REPORT IS ALSO A VALUABLE RECORD NOT JUST FOR THE FUNDING BODY BUT FOR YOUR OWN ORGANISATION AND ITS FUTURE PROJECTS. ACQUITTAL REPORTS MUST BE SUBMITTED WITHIN THE SPECIFIED TIME PERIOD AS OUTLINED IN YOUR CONDITIONS OF GRANT. YOUR ORGANISATION IS ACCOUNTABLE FOR THIS PROCESS AND FAILURE TO COMPLY CAN AFFECT YOUR ELIGIBILITY FOR OTHER GRANTS.

/ An Acquittal form will either be sent to grant recipients with the grant payment letter or available on the RANSW website in the appropriate grant program at the following link *www.regionalartsnsw.com.au/ grants/grants.html*.

/ Other information and documents will also help you acquit a grant. Keep copies of all publicity, media/ news clippings, programs, catalogues, invitations, good quality photographs, DVDs.

/ Think about how you will measure and evaluate your project. You will need to collect statistics on audience and participants as they are required as part of the statistical report.

/ Keep good financial records to demonstrate how the funds were spent. You will need to supply a verified (i.e. Director or Treasurer's signature) Profit & Loss Statement or Audit Statement. The Grant should be separately identified (i.e. RANSW CASP Grant) in the income column. You do not need to provide receipts with your report but it is recommended that they are retained.

9. RANSW GRANT GUIDELINES, FORMS AND CONTACTS

A full list of all Regional Arts Boards is on the website at *www.regionalartsnsw.com.au/ network/network.html*

For information about other sources of funding for arts and community cultural development projects, subscribe to the Regional Arts NSW e-Bulletin from the website at *www.regionalartsnsw.com.au/ ebulletin/e-bulletin.html*

All enquiries about Regional Arts NSW grants should be directed to the Funding Manager or Funding Officer

Tel **(02) 9270 2502** or **(02) 9270 2501**

Email **funding@regionalartsnsw.com.au**

10. OTHER USEFUL RESOURCES

Arts funding bodies and information

Arts NSW	www.arts.nsw.gov.au
Australia Council for the Arts	www.australiacouncil.gov.au
Dept Environment, Water, Heritage and the Arts (DEWHA)	www.arts.gov.au
Museums and Galleries NSW (MG NSW)	www.mgnsw.org.au
National Association of Visual Artists (NAVA)	www.visualarts.net.au
Music NSW – Indent program	www.indent.net.au/

Grants resources

www.regionalartsnsw.com.au/grants/grants.html – grants calendar on the RANSW website with a focus on arts funding. Programs can be searched by funding body or closing date.

www.communitybuilders.nsw.gov.au – general information on all grants, scholarships and awards offered by the NSW Government, Federal and local government, institutions, philanthropic trusts and companies as well as grant-writing guide and links to funding directories.

www.grantslink.gov.au – listing of government grants and assistance for individuals, businesses and communities.

www.culture.gov.au – comprehensive funding database with sophisticated grants and services finder. Subscription rate applies.

Specific regional / local grants

Contact your local Regional Arts Board at *www.regionalartsnsw.com.au/network/ network.html* and/or subscribe to their newsletter for up-to-date information.

Contact your local council for details of council funding programs

Awards, Scholarships, Prizes

Search the websites above ('General Grants Resources') or subscribe to the RANSW or regional RAB newsletters

Newsletters

www.ourcommunity.com.au/funding/grant_ main.jsp (Easy Grants Newsletter) – monthly e-newsletter featuring the latest new and recurring government, philanthropic and corporate grants. Subscription rate applies.

Other services

Australian Directory of Philanthropy
- *www.philanthropy.org.au* –
national peak body for philanthropy.

Australia Business Arts Foundation
– *www.abaf.org.au* – makes connections between businesses, arts organisations, individual artists, trusts and foundations and provides advice, professional development, volunteering and networking opportunities.

Arts Law Centre of Australia
– *www.artslaw.com.au* - provides specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations