



## Regional Arts Fund

### 2020-2021 Guidance Materials: NSW

You are reading the Regional Arts Fund Guidance Materials for NSW. These materials have been compiled to assist applicants in applying for support under the program.

This document includes all Regional Arts Fund grants available in the 2020-2021 financial year.

Even if you have applied for the Regional Arts Fund in the past, please read these new Guidance Materials as changes have been made from previous years.

#### Contents

<a href="#">What is the Regional Arts Fund?</a>	2
<a href="#">Objectives</a>	2
<a href="#">Who can apply?</a>	3
<a href="#">What can the funding be used for?</a>	3
<a href="#">Who is not eligible to apply?</a>	3
<a href="#">What will the Regional Arts Fund not support?</a>	4
<a href="#">Funding Categories</a>	4
<a href="#">How to apply</a>	7
<a href="#">Assessment Processes</a>	8
<a href="#">Assessment Criteria</a>	9
<a href="#">Additional Assessment Criteria – Recovery Boost</a>	10
<a href="#">Support Material</a>	11
<a href="#">Privacy</a>	11
<a href="#">Working with Young People/Working with Vulnerable Persons</a>	12

<a href="#">Working with First Nations Cultural Content and communities</a> .....	12
<a href="#">If you are successful</a> .....	12

## **What is the Regional Arts Fund?**

The Regional Arts Fund is an Australian Government Program that supports sustainable cultural development in regional and remote communities in Australia. It meets the strategic priorities of supporting participation in, and access to, the arts; and encouraging greater private sector support for the arts.

The Regional Arts Fund is designed to benefit regional and remote arts practitioners, arts workers, audiences and communities. The program is managed nationally by Regional Arts Australia and is delivered in all states and the Northern Territory by Regional Program Administrators.

NSW: Regional Arts NSW

NT: Darwin Community Arts

QLD: Flying Arts Alliance Inc.

SA: Country Arts SA

TAS: RANT Arts Ltd

VIC: Regional Arts Victoria

WA: Regional Arts WA

## **What is the Recovery Boost?**

The Recovery Boost is a \$10 million targeted measure announced by the Australian Government in 2020 as part of the Relief and Recovery Fund. It responds to the difficulties experienced by regional artists, arts organisations and communities who have been heavily impacted by COVID-19. The Recovery Boost is one-off funding and will be delivered through the Regional Arts Fund and seeks to offer short (Relief), medium (Recovery) and long-term (Renewal) support.

## **Objectives**

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.

## Who can apply?

- Individuals, groups and incorporated not-for-profit organisations.
- Applicants must reside in postcodes classified as regional using the Modified Monash Model Map. The applicant's physical address must be MMM Classification 2 or above. To check how your address is classified visit the Doctor Connect Locator Map: <https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator>
- Groups and organisations must either be legally incorporated and have an ABN, or have an auspice organisation manage their grant.
- Individual applicants must have an ABN or have an auspice organisation to manage their grant.

## What can the funding be used for?

The Regional Arts Fund will only fund arts or cultural development projects that are directed at achieving the objectives of the Program, as outlined above.

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

- Artist and arts worker fees (artists should be paid appropriately, see [RAF Resources](#) for reference)
- Travel costs (including international travel)
- Materials and small assets (up to \$3000)<sup>1</sup>
- Venue hire
- Equipment hire
- Insurance (a portion of organisations insurance appropriate to the project)
- Project administrative costs (up to 15%)
- Costs of running an organisation, including wages (Recovery & Renewal Projects only)

## Who is not eligible to apply?

- Applicants outside of regional NSW
- A for profit company
- Applicants who have not acquitted overdue grants from the Regional Arts Fund, any other Australian Government funding program, or any other program administered by Regional Arts NSW.

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<sup>1</sup> Purchase of assets will only be considered where it is demonstrated to be more cost effective than hire.

## What will the Regional Arts Fund not support?

- A project principally benefitting a major city or metropolitan location (MMM Classification 1).
- Projects that will commence before funding is approved.
- Components of projects that are also funded by other programs administered by the Australian Government or other state and local government agencies.<sup>2</sup>
- Projects which do not substantially align to and further the objectives of the Regional Arts Fund.
- Touring projects from major urban centres
- Competitions, prizes or awards
- Ongoing activities of collecting institutions
- Ongoing core administration costs of the applicant organisation (eg. photocopying, internet, phone, rent) – note – difference between organisation and project
- Infrastructure costs including building or fitting out permanent structures
- Curriculum based activities in schools, or courses of ongoing education and training in government or private institutions in Australia or overseas.
- Academic activity, including wages or course work that is required as part of any tertiary academic program.
- Recurrent or ongoing funding for projects or programs – RAF Renewal excepted

## Funding Categories

### RAF Project Grants (formerly Community Grants) – up to \$30,000

Project Grants are intended to assist arts and cultural development projects that meet the objectives and eligibility criteria of the Regional Arts Fund.

Competitive rounds are delivered annually.

All Projects must be completed by 30 June 2022

### New Initiatives

This category assists groups to undertake projects that:

- Extend knowledge, participation and/or development of arts and culture within communities;
- Address cultural themes or issues of significance in local communities;
- Are initiated by and with the community;
- Provide opportunities for collaboration and skills development of locally based arts workers; and
- Meet the objectives of the RAF.

Arts projects initiated by non-arts groups and organisations are encouraged. Applications must provide evidence of wider support for the proposed project.

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<sup>2</sup> Applicants are encouraged to seek multiple sources of funding, but must not cover the same costs with multiple sources of funding.

## **Partnerships**

This category assists groups to undertake projects that:

- Assist in the development of sustainable cultural networks;
- Promote partnerships that support community and cultural exchange;
- Have long-term arts and community cultural development outcomes for communities;
- Are initiated by and with the community; and
- Meet the objectives of the RAF.

Partnerships can be with the non-arts sectors and specific target groups either within communities, between towns, within regions or across the state.

Each partner must fulfil the eligibility criteria. It is expected that each partner will actively contribute to the project through skills, financial and/or in-kind assistance. Priority will be given to projects that identify and create new partnerships and projects in which the partnerships are important in promoting sustainability.

## **RAF Quick Response Grants – up to \$2000 for Individuals and Organisations**

Quick Response Grants are intended to assist regional artists, arts organisations and communities to take up professional or 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.

All Quick Response Grants must be complete by 1 January 2022

## **RAF Relief Grants – up to \$3000**

Relief grants are designed to assist regional artists, arts organisations and communities to meet their immediate needs. This could include asset replacement or purchase, support for arts practice (including self-directed residency/research and development), small projects and professional development opportunities.

The RAF Relief program will be open from 1 July 2020, on an ongoing basis until all funds have been expended.

All RAF Relief projects must be completed by 30 June 2021

## **RAF Recovery Grants – up to \$60,000 can be over 2 years**

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 bushfire, drought, and/or 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.

The RAF Recovery Program will operate as a competitive funding round.

All RAF Recovery projects must be complete by 30 June 2024.

### **RAF Renewal – up to \$120,000 can be over 3 years**

Renewal grants will provide up to three years of funding to support projects that have strong partnerships and demonstrated long term outcomes, with sustainable future-positioning focus.

These projects will be strategic in nature. Collaborations across State and Territory borders will be encouraged. The projects can be process-driven and provide an opportunity to think beyond 'snap back' and to consider renewed arts practice and learning processes.

Project activities could include partnership projects, community events or programs, First Nations-led renewal and wages for workers (First Nations worker positions will be encouraged).

Applications to this program will be by Expression of Interest.

To be considered, please contact Lexie Reeves, Manager Grants and Projects

[lexie@regionalartsnsw.com.au](mailto:lexie@regionalartsnsw.com.au)

Applications will be short listed by a sub-committee of the RANSW Board before submitting to Regional Arts Australia and the Office for the Arts for final approval.

All RAF Renewal projects must be complete by 30 June 2024.

### **Applicants are eligible for one successful grant in each category, per financial year\* (and one RAF Renewal grant over the life of the program).**

\*financial year – dates are based on when the funds are allocated, not when project happens

Grant Type	Maximum amount available	Open Date	Close Date and time
<b>Regional Arts Fund - ongoing</b>			
RAF Project Grants	\$30,000	29 June 2020	21 August 2020 5pm
Quick Response Grants	\$2,000 Individuals and Organisations	1 July 2020 1 Oct 2020 10 Jan 2021 1 April 2021	ongoing each financial quarter until funds expended
<b>RAF Recovery Boost</b>			
RAF Relief	\$3,000	1 July 2020	Ongoing (until funds expended)
RAF Recovery	\$20,000-60,000 Up to 2 years	21 September 2020	29 October 2020 5pm
RAF Renewal	\$120,000 Up to 3 years	EOI Opens 1 July 2020	Ongoing until funds expended, no later than 31 March 2021

## How to apply

### Contact a staff member

It is recommended that applicants speak to the RANSW Manager Grants and Project prior to applying. It is preferred that this occurs prior to starting an application. Lexie Reeves, Manager Grants and Projects, can give guidance on eligibility, comment on the development of concepts and support applicants through the application process. She is a great sounding board, and has extensive arts and cultural networks across the state and beyond.

Applicants should make the most of this opportunity by allowing plenty of time for discussion and feedback before applications close.

**Lexie Reeves, Manager Grants and Projects**

**(02) 9270 2502**

[lexie@regionalartsnsw.com.au](mailto:lexie@regionalartsnsw.com.au) or [funding@regionalartsnsw.com.au](mailto:funding@regionalartsnsw.com.au)

### Apply online via SmartyGrants

All applications are to be submitted online using the SmartyGrants system. Applicants who require support to access the online application process should contact Regional Arts NSW. Links to the forms can be found on the Regional Arts NSW website:

<http://regionalartsnsw.com.au/grants/>

## **Assessment Processes**

### **Project Grants**

All Project Grants are assessed by an independent, external panel of artists and cultural workers from across the state, selected by Regional Arts NSW. The panel's decisions are final.

The Australian Government Minister for the Arts has the option to announce the Regional Arts Fund Project Grant recipients, after which Regional Arts NSW staff will notify all applicants. Notification of the outcome can take around three months after the Grant round closing date. Please be aware this is an indicative time frame only.

### **Quick Response Grants**

Applications are processed and assessed internally by Regional Arts NSW staff. Applicants will be notified of the outcome within 5 working days of receipt of their application.

### **RAF Relief**

Applications are processed and assessed internally by Regional Arts NSW staff. Applicants will be notified of the outcome within 5 working days of receipt of their application.

The Australian Government Minister for the Arts has the option to announce recipients of these grants retrospectively.

### **RAF Recovery**

All RAF Recovery Grants are assessed by an independent, external panel of artists and cultural workers from across NSW, selected by Regional Arts NSW. The panel's decisions are final.

The Australian Government Minister for the Arts has the option to announce the Regional Arts Fund Recovery Grant recipients, after which Regional Arts NSW staff notify all applicants. Notification of the outcome can take around three months after the Grant round closing date. Please be aware this is an indicative time frame only.

### **RAF Renewal**

Applications to this program will be by Expression of Interest. To be considered, please contact Lexie Reeves, Manager Grants and Projects [lexie@regionalartsnsw.com.au](mailto:lexie@regionalartsnsw.com.au).

Applications will be shortlisted by a sub-committee of the RANSW Board before submitting to Regional Arts Australia and the Office of the Arts for final approval.



## Assessment Criteria

All projects must include clearly defined arts and cultural activity. All applications are assessed against the following six criteria. The questions below each criterion are prompts for the assessors; however in some cases it is understood that not all projects are able to meet every criteria.

### IMPACT

Encouraging and supporting sustainable economic, social and cultural development in regional communities

- Are there long term outcomes for the project?
- Does it create opportunities for future cultural activity?
- Are there any sustainable economic benefits to the project (e.g. increased activity for local tourism and business, paid opportunities for artists, etc.)?
- Are there any sustainable social benefits to the project (e.g. health, social cohesion, access, etc.)?

### PARTNERSHIP

Developing partnerships and networks that leverage financial and/or in-kind support for specific projects and encourage ongoing collaboration

- Is community support for this project evidenced through partnerships and collaborations?
- Do these leverage financial and/or in-kind support for the project?
- Does the project assist the development of networks, collaborations and partnerships that could support future cultural activity?
- Is there appropriate community, council or other support for this project?

### REACH

Developing audiences and broadening community engagement with the arts

- Does the project provide access to social and cultural development opportunities for diverse communities, practitioners, participants and/or audiences?
- How is the project providing opportunities for community members or groups to participate in the arts?
- Does the project develop audiences by attracting new attendees or participants?
- Does the project develop audiences by extending their experience of the arts?

## **OPPORTUNITY**

Increasing employment and professional development opportunities for, and raising the profile of, regional and remote artists and/or arts workers

- Does the project provide employment opportunities for regional artists or arts workers?
- Does the project raise the profile of regional artists or arts workers?
- Does the project allow an artist access to an exceptional or rare opportunity?
- Does the project help develop the artist's skills?

## **QUALITY**

Proven capacity to deliver high-quality arts and cultural initiatives in regional communities in response to identified need or demand

- Has the applicant considered the calibre of the artists involved? Is this evidenced through appropriate and high quality support material?
- Has the applicant considered the cultural context in which the project will be placed?
- Does the project involve an original or innovative concept?

## **VIABILITY**

Demonstrates good planning, management and realistic budget and timeframes

- How realistic is the timeframe and budget?
- Does the applicant have the capacity to deliver? How is this evidenced?
- Have appropriate risks been taken into consideration and addressed?

## **Additional Assessment Criteria – Recovery Boost**

The Recovery Boost will be assessed against the criteria listed above. In addition, the following principles will be applied to the assessment of the RAF Recovery and RAF Renewal Streams:

- Community confidence (evidenced by connectivity) “increased or renewed community confidence”
- Creative confidence (evidenced by arts practice)
- Business confidence (evidenced by partnerships)

The RAF Renewal Program in particular needs to respond to:

- Lasting benefits
- Local supply
- Job incentives

Specific questions in application forms will allow for applicants to address these additional criteria.

## Support Material

Applicants must supply CVs for artists and arts workers in the relevant areas of the online application. CVs cannot exceed more than two pages per person. CVs included should relate to the work that will be required for the project.

Other support material can be uploaded to online applications. You will only be able to upload a maximum of:

- One support letter from each of the strategic partners
- Seven written material documents (must not exceed more than five pages each)
- Five photographs and images such as art works or examples of past projects
- Three direct links of audio, images or video (no greater than three minutes in length per video)
- Two audio files (mp3 format preferred)

Support material provides the opportunity to sell an idea in more than words. This is an opportunity for applicants to show examples of previous projects and/or artwork relevant to their submission.

Effective support letters will tell why the writer wants to be involved, how they are going to be involved and, if they can, provide financial assistance, in-kind assistance, sponsorship or if they just want to come along and participate. If appropriate, they may also state the potential benefits for their community and can provide confidence in the capacity of the applicant to deliver the project. Support letters may vary depending on the type of category you are applying to.

## Privacy

Regional Arts NSW values applicants' privacy. For details on how we collect, store and use information, applicants can review our Privacy Policy at

<http://regionalartsnsw.com.au/about/contact/> or contact us at [admin@regionalartsnsw.com.au](mailto:admin@regionalartsnsw.com.au) or call 02 9270 2500 for a copy.

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 Regional Arts NSW) 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 Regional Arts Australia, Regional Arts NSW, the Department and their representatives may also use this information to conduct research so that we may better understand community needs and can improve service delivery.

When submitting an application to the Regional Arts Fund you will be providing permission for this personal information to be used in this way.

## **Working with Young People/Working with Vulnerable Persons**

A Working with Children Check is compulsory for people who carry out child-related work in NSW. Ensure that your artists/arts workers have current Working with Children Checks and Police Clearances. Details can be found on the NSW Office of the Children's Guardian website: [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

Grantees also need to comply with applicable state, territory and Commonwealth laws before any project personnel commences an activity that involves vulnerable people.

## **Working with First Nations Cultural Content and communities**

Regional Arts NSW 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 that applicants show how they 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](#)

## **If you are successful**

All applicants will be notified of the outcome of their application by Regional Arts NSW.

Successful applicants will be notified by Regional Arts NSW and asked to sign a funding agreement. After the agreement has been signed, and any other conditions met, the applicant can send an invoice to Regional Arts NSW.

### **Insurance**

For any project that involves a public outcome, recipients will be required to provide a copy of their Public Liability Insurance.

Helpful links to insurance: <http://regionalartsnsw.com.au/insurance/>

### **Acknowledgement of Funding**

All recipients must acknowledge the Federal Government, Regional Arts Australia and Regional Arts NSW by using the logos on all promotional materials, or by using the statement:

“Supported by the Australian Government’s Regional Arts Fund”



### **Acquittal**

All RAF projects must be acquitted within 12 weeks of the end date of the project. Acquittal forms are provided via SmartyGrants, and this is the only format in which acquittals will be accepted.

Non-compliance with acquittal conditions may result in the recipient being ineligible for future funding rounds until their acquittal has been submitted and accepted.