



**REGIONAL ARTS WA | REGIONAL ARTS VICTORIA | DARWIN COMMUNITY ARTS
RANT ARTS | REGIONAL ARTS NSW | FLYING ARTS ALLIANCE | COUNTRY ARTS SA**

Managed by Regional Arts Australia and Regional Program Administrators in each state and territory.

Applicant Funding Details

* indicates a required field.

Grant Details

Application Number
This field is read only. The identification number or code for this submission.

Program Name
This field is read only. The program this submission is in.

Round Name
This field is read only. The round this submission is in.

Total Amount Allocated
This field is read only. The total amount of funding allocated for this submission.

Acceptance Details

Please provide the contact details of the individual or organisation who will be accepting the grant.

Grant Acceptance Contact Name * Individual Organisation [Clear](#)

Organisation Name

First name **Last name**

Primary Phone Number *
Must be an Australian phone number.

Primary Email *
Must be an email address.

Organisation Contact Details (Not Applicable)

This section is not applicable because of your response to question: "Grant Acceptance Contact Name" on page 1

Please provide the contact details of the individual who will be the main point of contact for the applicant organisation.

Organisation Contact *

Organisation Contact Position *

Organisation Contact Primary Phone Number *
Must be an Australian phone number.

Organisation Contact Primary Email *
Must be an email address.

Auspicings

Is this application being auspicied? * No - Applicant ABN to be provided below
 Yes - Auspicie details to be provided below
[Clear](#)

Applicant ABN (Not Applicable)

This section is not applicable because of your response to question: "Is this application being auspicied?" on page 1

Please provide the ABN of the Individual or Organisation listed under **Grant Acceptance Contact Details**.

ABN *

Must be an ABN.

Auspice Organisation Details (Not Applicable)

This section is not applicable because of your response to question: "Is this application being auspiced?" on page 1

Auspice Contact Name *

Auspice ABN * Must be an ABN.

Auspice Organisation
Contact Primary Address

Auspice Contact Primary
Phone Number Must be an Australian phone number.

Auspice Contact Primary
Email Must be an email address.

Protocols

* indicates a required field.

Please review the following information supplied in your application, and update as necessary.

Does your activity (at any stage) involve working with children? * Yes No [Clear](#)
Children means individuals under the age of 18 years.

Does your project (at any stage) involve working with Vulnerable Persons? * Yes No [Clear](#)
Vulnerable Person means an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation for any reason, including age, physical or mental illness, trauma or disability, pregnancy, the influence, or past or existing use, of alcohol, drugs or substances or any other reason.

Working With Children (Not Applicable)

This section is not applicable because of your response to question: "Does your activity (at any stage) involve working with children?" on page 2

Under the Regional Arts Fund Agreement with the Commonwealth, any project that involves personnel working with children is required to:

- Provide a list of all Child-related Personnel and verification of their Working with Children Checks
- Implement the National Principles of Child Safe Organisations

Please review the following list of personnel provided in your application, who will have contact with children.

Ensure that all personnel are listed, and have current Working with Children Checks.

Name	WWCC Number	WWCC Expiry Date
Add More		

Must be at least 1 rows

This section is not applicable because of your response to question: "Does your activity (at any stage) involve working with children?" on page 2

Please provide evidence of the Working With Children Checks listed above as a combined PDF.

WWCC Evidence Upload *

National Child Safety Protocols (Not Applicable)

This section is not applicable because of your response to question: "Does your activity (at any stage) involve working with children?" on page 2

At least one person involved in this project is required to undertake training in the National Child Safety Principles (NCSP), prior to the funding agreement being signed.

Please provide the name of the person who has undertaken NCSP training, and upload evidence of this training.

Name * Evidence of NCSP Training *

Working with Vulnerable Persons (Not Applicable)

This section is not applicable because of your response to question: "Does your project (at any stage) involve working with Vulnerable Persons?" on page 2

Please review the following list, provided in your application, of all personnel who will be working with vulnerable persons at any time during this project. Please add or remove any personnel as needed.

For each person, please provide:

1. **Category 37** Australian Federal Police (AFP) check for each person listed. The AFP checks must be no more than 12 months old.
2. Signed declaration from each person, declaring that they are not prohibited by any law, to work with Vulnerable Persons.

[Apply for an AFP check online.](#)

[Download a template declaration.](#)

These checks must be received before the project can commence.

Name	Police Check Attached	Declaration Attached

[Add More](#)

Must be at least 1 rows

This section is not applicable because of your response to question: "Does your project (at any stage) involve working with Vulnerable Persons?" on page 2

Please upload the Police checks and declarations for the personnel listed above.

Working with Vulnerable Persons evidence upload:

[Add More](#)

Must be at least 1 rows

Acceptance of Grant

* indicates a required field.

Funding Agreement

This is an agreement between:

[RPA Name]

[RPA Address]

ABN: XXX XXX XXX XX

and:

The Recipient, listed under **Grant Acceptance Details** on Page 1 of this form.

For the purposes of releasing and acquitting funds totalling the **Total Amount Allocated**, listed under **Grant Details** on page 1 of this form. These funds are associated with the delivery of the Regional Arts Fund as follows:

Project Title

Project Summary

Word count:

Start Date
Must be a date.

End Date
Must be a date.

Terms used in this agreement

RPA: The Regional Program Administrator of the Regional Arts Fund in each State/Territory.

RAA: Regional Arts Australia, the peak body for regional arts development in Australia as the manager of the Regional Arts Fund.

Recipient: The artist or arts worker that will undertake the Regional Arts Fund project or activity in accordance with the content of the Application, program eligibility guidelines and the terms of this Agreement.

Department: Refers to the Office for the Arts, in the Department of Infrastructure, Transport, Regional Development and Communications, the Commonwealth Department providing the funds for the delivery of the Regional Arts Fund.

Budget: The financial income and expenditure items as stated in the Application.

Minister: The Australian Government Minister with responsibility for the arts.

Intellectual property: The creative content developed by the recipient in the course of completing the project or activity.

ICIP: Indigenous Cultural and Intellectual Property (ICIP) refers to Indigenous peoples' rights to their cultural heritage based on the fundamental right to self-determination. Cultural heritage includes all aspects of cultural practices, traditional knowledge, resources and knowledge systems developed by Indigenous people as part of their Indigenous identity. [Read more](#).

Agreement: This document and its attachments.

Acquittal Report: Provision of all required creative and financial documentation at the conclusion of the Fellowship as specified by the organisation.

Application: The recipient's official application (including support material and any agreed variations) made to the RPA via SmartyGrants.

Activity: The project proposed by the applicant, outlined in the application.

Auspecting body: An organisation with an ABN that has formally agreed to auspice the project or activity funding on behalf of the recipient if required.

Promotion: All media and face to face activity generated by either party associated with the completion of the project by the recipient and the marketing/promotions activity of RAA and the Department.

Children: Any individual under 18 years of age.

Vulnerable People/Persons: An individual aged 18 years and above who is, or may be, unable to take care of themselves, or is unable to protect themselves against harm or exploitation for any reason, including age, physical or mental illness, trauma or disability, pregnancy, the influence of past or existing use of alcohol, drugs, substances, or any other reason.

The parties agree to the following:

- The RPA will:**
- Provide the Recipient with a payment of the Total Amount Allocated (GST exclusive).
 - Undertake all liaison with RAA in relation to the activity.
[Clear](#)
- The Recipient will: ***
- Undertake the Activity as described in the Application (and approved variations) in accordance with the agreed timelines and budget.
 - Provide all required reporting and acquittal materials during and at the completion of the Activity.
 - Agree to provide promotional material and information about the Activity to the RPA and RAA upon Acquittal, or upon request.
[Clear](#)
- Grant period: ***
- The Recipient must complete the funded activity within the Project Start Date and Project End Date detailed in this agreement. If there are changes to these dates, the Recipient must seek approval of variation from the RPA and may only proceed with the changes once the variation has been accepted in writing.
[Clear](#)
- Activity delivery: ***
- The Activity must be delivered according to the timeline, outcomes and budget outlined in the application form. If there are changes to personnel, budget, or outcomes, the Recipient must seek approval of variation from the RPA and may only proceed with the changes once the variation has been accepted in writing.
[Clear](#)
- Payment: ***
- One payment will be made by the RPA to the Recipient following receipt of a properly tendered tax invoice to the value of the Total Funding Allocated to the Recipient.
[Clear](#)
- Auspecting ***
- If the funds for this grant are auspiced by another organisation, the Auspicing Body will sign this Agreement as a party to the Agreement.
[Clear](#)
- Variations: ***
- Any variation to this Agreement must be made with the consent of all parties to the Agreement and in writing.
[Clear](#)
- Communications: ***
- Both parties agree to respond to requests for information within a reasonable timeframe. Communications can be via phone/email or written correspondence.
[Clear](#)
- Title and Intellectual Property: ***
- Title to and intellectual property rights in material produced by the Recipient for the purpose of the grant will remain with the Recipient.
[Clear](#)
- Dispute resolution: ***
- Notice of any dispute must be provided in writing.
 - The parties agree to seek to reconcile the situation by mutual agreement within 7 days of the lodgement of a notice of dispute.
 - Where a resolution by mutual agreement is not reached within a further 14 days, both parties will agree to dispute resolution by an independent mediator whose determination shall be final.
[Clear](#)
- General ***
- The Recipient must comply with all relevant laws in executing the funded activities.
 - This Agreement constitutes the entire agreement between the RPA and the Recipient.
[Clear](#)

Indigenous Cultural and Intellectual Property (ICIP)

If the Activity incorporates any Indigenous Cultural and Intellectual Property (ICIP), then

- The Recipient agrees to: ***
- Obtain permission from the traditional owners of the Indigenous heritage before using traditional or culturally significant Indigenous objects, knowledge or works.
 - Consult Traditional Owners on how the community should be attributed; and
 - Provide Traditional Owners with the opportunity to approve the way in which the material is used.
[Clear](#)

Working with Children

Under the Regional Arts Fund Agreement with the Australian Government, any project that involves personnel working with children is required to undertake the following:

- The Recipient agrees to: ***
- Provide a list of all personnel that will be working with children.
 - For of the personnel listed, provide verification of a valid Working with Children check.
 - Implement the National Principles of Child Safe Organisations.
 - Provide evidence that at least one person involved in the project that has undertaken training in the National Child Safety Principles.
 - Provide all of the requirements listed above prior to the Activity commencing.
[Clear](#)

Working with Vulnerable Persons

Under the Regional Arts Fund Agreement with the Australian Government, any project that involves personnel working with Vulnerable People is required to undertake the following:

- The Recipient agrees to: ***
- Provide a list of all personnel that will be working with Vulnerable People.
 - For each of the personnel listed, provide a Category 37 Australian Federal Police check.
 - For each of the personnel listed, provide a signed declaration, stating that they are not prohibited by any law to work with Vulnerable Persons.

- Provide all of the requirements listed above prior to the Activity commencing.
[Clear](#)

Promotion

The Recipient must acknowledge the support of the Australian Government, Regional Arts Australia, and the RPA on all promotional materials, websites, invitations, and signage association with the Activity. Failure to acknowledge these bodies may result in the Acquittal being declined, limiting eligibility for future RAF funding.

The Australian Government and Regional Arts Australia logos are available to download [here](#).

- The Recipient agrees to:** *
- Identify and maximise opportunities to promote the Australian Government contribution to the project, including through print media, social media, and other forms of electronic media.
 - Acknowledge the support of the Australian Government, Regional Arts Australia, and the RPA by including the logos of each organisation wherever relevant.
 - Where possible, give a written or spoken acknowledgement as follows: This project was made possible by the Australian Government Regional Arts Fund, which supports the arts in regional and remote Australia.
 - Provide details of invitations to all launches, openings or functions associated with the project at least 5 business days prior to any such occurrence to the Recipient's local Member of Parliament and the RPA.
 - On social media use hashtags #RegionalArtsFund #RegionalArtsAustralia and tag the RPA and RAA where appropriate.
- [Clear](#)

Acquittal

The Recipient must provide the RPA with a creative and financial acquittal report within 40 business days of the Project End Date. The RPA and RAA reserve the right to use material contained in the acquittal form for the purposes of promoting the grant program and reporting to the Australian Government.

- The Acquittal report must contain:** *
- A description of the activities undertaken during the grant activity.
 - A description of artistic and professional outcomes.
 - An itemised statement of funds expended.
 - A minimum of three high-resolution images, under a royalty-free, non-exclusive licence for use by the RPA, RAA, and the Australian Government, for the purposes of reporting and promoting the Regional Arts Fund.
 - Any relevant photo release forms.
- [Clear](#)

Cancellation/Termination

In the circumstance where this agreement must be cancelled or terminated, any monies already paid to the Recipient that cannot be successfully acquitted must be returned to the RPA.

- This Agreement may be terminated under the following circumstances:** *
- By mutual consent of the RPA and the Recipient.
 - By the RPA, should the project not proceed within 12 months of the date of offer.
 - By the RPA, if the Recipient misappropriates all or any part of the grant.
 - By the RPA, if the Recipient ceases to carry on business or becomes liable to be wound up.
- [Clear](#)
At least 4 choices must be selected.

Survival

- The following clauses will survive any termination or expiration of this Agreement:** *
- Title and Intellectual Property
 - Indigenous Cultural and Intellectual Property
 - Promotion
- [Clear](#)

Appendices

- Both parties agree that the following documents form part of this Agreement:** *
- Appendix 1: The Regional Arts Fund Program Guidelines.
 - Appendix 2: The completed Application and Budget as submitted to the RPA.
- [Clear](#)

Declaration

The Recipient agrees that they have read and agree to the Conditions of Grant as outlined in this Agreement.

- Confirmation *** I have read and agree to the Conditions of Grant as outlined above.
[Clear](#)

Name of person making declaration *

First name	<input type="text"/>	Last name	<input type="text"/>
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Date declaration made *

Invoice

Please upload an invoice addressed to [RPA] for the grant amount listed below. If this project is being auspiced, the invoice should come from the Auspice Organisation listed on Page 1 of this form.

Ensure the invoice contains the following details:

- Contact details of the Applicant or Auspice Organisation;
- Registered ABN of the Applicant or Auspice Organisation;
- Payment details of the Applicant or Auspice Organisation.

Total Amount Allocated

This field is read only.

Upload Invoice: *

Attach a file: no files selected