

Regional Arts Fund Applicant Guide

Quick Response Grant and
Project Grant

REGIONAL
ARTS
WA



Regional Arts WA acknowledges the traditional custodians of the land on which we meet and work.

We cherish First Nations people and respect their spiritual connection to their land and cultural heritage and belief systems. We value these ancient systems and understand that they are thriving, evolving and will empower and enhance all Australians.

Kaya!

These hints and tips have been compiled to support you as you work through an application form for the following grants:

Project Grant

Major funding (up to \$30,000) for high-quality arts projects benefitting regional or remote artists, arts workers, audiences and communities. The focus of the project could include any area of creative practice, multiple art forms or cross-disciplinary practice.

Quick Response Grant

Assisting regional artists, arts organisations and communities to take up professional or skills development opportunities, or respond to small project opportunities that arise at short notice. \$3,000 for individuals and \$5,000 for organisations and communities. Monthly rounds February - November.

The guide has been designed to provide extra information on the questions that applicants request support on. Before working through this document, you must **read the Regional Arts Fund Project Guidelines** and **talk to the Project Officer** to ensure your project is eligible and appropriate for the grant.

For guidance on eligibility for Project Grant and Quick Response Grant please refer to the Guidelines.

Let's get started...

Thanks for your interest in applying to the Regional Arts Fund. This document has been designed to give you information about what is required in your application.

If you have any feedback on this document, please contact Regional Arts WA at investment@regionalartswa.org.au or 08 9200 6200.

To help you begin, we've compiled a list of the major milestones for you to follow below. Check off each item as you complete it.

To do list:

- ☐ Read the guidelines
- ☐ Check your eligibility
- ☐ Note down any key deadlines
- ☐ Meet with the Regional Arts WA Project Officer about your activity
- ☐ Start application in SmartyGrants
- ☐ Compile support material, including confirmations and support letters
- ☐ Complete the application
- ☐ Check your application before submitting
- ☐ Submit your application before the due date!

Regional Arts WA is committed to diversity, accessibility, and inclusion.

We always encourage applications from:

- First Nations people;
- People from Culturally and Linguistically diverse backgrounds;
- Those within the LGBTQIA+ community and;
- People with a disability

Our friendly team can provide additional support as needed.
Contact us at 08 9200 6200 or investment@regionalartswa.org.au

Don't forget - we're here to help!

A Regional Arts WA Project Officer will be available to answer any questions and provide assistance as you work through the application form.

Quick Response Grant

A Project Officer may also provide feedback on one draft per applicant, if you are a first-time applicant or if English is your second language. For all other applicants, feedback on drafts to the Quick Response Grant program is only offered at the Project Officer's discretion and subject to availability.

Project Grant

A Regional Arts WA Project Officer may provide feedback on one draft per applicant if provided before the cut off date. This date can be found on the Project Grant website: regionalartswa.org.au/funding/raf-project-grants

Your first steps

Read the guidelines

Ensure you have read the Regional Arts Fund (Project Grant and Quick Response Grant) guidelines for all the essential information you'll need like eligibility, what we fund (and what we don't), and how much you can apply for. It also covers how your grant activities will be monitored and evaluated.

You can find the guidelines document at:

regionalartswa.org.au/funding/raf-project-grants
regionalartswa.org.au/funding/quick-response-grant

Allow enough time

Start as early as possible to give yourself enough time to create a compelling and detailed application. Having plenty of time will also help you avoid making mistakes.

Request letters of peer and/or industry support

Letters of support included with your application should be current and clearly show knowledge of your activity, not just that you can deliver it.

Give yourself plenty of lead time to talk with peers so they will be able to get their letters to you before the deadline. Gather evidence of participation or consultation. This is important for demonstrating you have confirmation of your activity and the people participating in it.

Support can be shown through:

- ✓ Letters
- ✓ Email confirmations
- ✓ Key personnel CVs and artist biographies
- ✓ Quotes for events, venues, or suppliers

This is particularly important for community-based activities and those including First Nations communities. Make sure you screenshot any emails (don't copy and paste text into a Word document) and ensure the screenshot includes dates and relevant e-signatures.

Please do not include letters of support that are not specifically relevant to the project or if they are addressed to another funding organisation. Always re-ask individuals and organisations for relevant letters of support if they have provided one previously.

Ensure you and all key personnel have no outstanding acquittals prior to applying

If you are in the process of acquitting a grant, please make a note within the **Outstanding Acquittals** section of the application. If you have overdue acquittals, you will be ineligible to apply. Please contact the Project Officer.

Develop the components of your application

Answer all the questions with a red asterisk, they are critical to the assessment process;

Avoid industry specific jargon or abbreviations. Your application will be read by experienced people from a range of disciplines, don't assume they know what you know;

Avoid waffling and using 'art speak'. Write your response clearly and concisely in Plain English. Assessors often have to read many applications in a short period of time and the easier and quicker it is to understand your application and your project, the better.

Address the grant criteria. The criteria definitions in the guidelines will help you write your application but not all definitions will apply to your activity.

Page 1. Getting Started

The grant application link can be found on the relevant grant page on our website. This will take you to the SmartyGrants landing page.

To get started, click Start a Submission. You will need to be logged into your account to begin. If you are unsure if you have an account or not, try entering your email and resetting your password. If you don't have an account, you will need to register before you begin your application. You can also preview the questions before you begin by selecting the Preview the Form button.

About the Applicant

The applicant is the person applying to receive the funding. In this section you will need to tell us who the applicant is, provide details including the street address and, if applicable, postal address and ABN.

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**. Click **Modified Monash Model 2019**, click **Find Address** and then type in your address to find your classification.

ABN

This is where you enter the applicant's Australian Business Number (ABN). This will have a 'look-up' button so that it checks you have entered the correct ABN. To be eligible to apply to the Regional Arts Fund your ABN must be registered to a regional WA postcode. If you do not have an ABN or are unincorporated you will require an organisation to auspice your project. If you are under 18 years of age you must be auspiced by a person over 18 with an active ABN. Enter your ABN or the ABN of the auspice organisation or individual.

If your ABN does not match your main business location, you can continue your application but you must update your ABN details through the Australian Business Register - abr.gov.au

Auspice (if required)

If you require support in identifying an auspice, please contact a Regional Arts WA Project Officer.

Applicant's history with the Regional Arts Fund

Here you are asked to identify your history with applying to the Regional Arts Fund through one of the following funding programs;

- Quick Response Grant
- Project Grant
- Cultural Tourism Accelerator
- Annual Event
- Boost (Relief, Recovery, Renewal)
- Artlands Travel Assistance

If you are new to applying, please select either:

New applicant - have applied before, but never received RAF support

New applicant - have never applied or received RAF support

If you are unsure if you have previously received funding, select:

Not sure - may have received RAF support in the past.

Applicant Diversity

Regional Arts WA is committed to ensuring its services and programs reflect and meet the diverse needs of the WA regional arts sector to build connected and creative communities.

This section helps us to better understand who is accessing our services.

Page 2. About The Project

Project Title

This section will ask for the title of your project. We suggest that you select a descriptive title - but keep it succinct. The thing to remember is that this title will be used for promotional materials and funding announcements, if your application is successful.

Project Summary

In this section you will need to provide a summary of your project. It should be clear and succinct, outlining your overall project objective and what you require funding for in under 100 words. Again, this section will be used for promotional materials and funding announcements if your application is successful. You will have a chance further in the application to go into much more detail.

Start Date

Project dates vary between Project Grant and Quick Response Grant:

Project Grant

Your project must take place between 1 July 2023 and 30 June 2024.

Quick Response Grant

Your project must start between 2-12 weeks of the closing date of the round. That is, no earlier than the 15th of the following month, as all Quick Response Grant rounds close on the final day of each month.

There are no Quick Response Grant rounds in December or January, so if you have a project starting in February, you will need to apply in the November round.

Project Location

Add full details about the main project location. **Then, please list any other project locations.** List any other towns that the project will occur in, do not include the physical address for the other town/s.

Project Description

You have a maximum of 500 words here to explain your project in detail. Be clear and use plain English. We utilise a panel of artists and arts workers that understand the value of arts within the regions, so there is no need to use valuable word count explaining this. However, it is important to establish professional development need and/or community need for your specific project.

Make sure you:

- Describe in detail the stages or steps in planning, developing and implementing your activity. Include specific details that are essential to the success of your activity.
- Provide details on the partnerships, collaborations and/or networks that may be utilised to deliver the project.
- Outline your ideas, what is involved, who you will be working with and how they will contribute. If your activity engages with a First Nations community, evidence of consultation with the community must be provided in your support material.
- Clearly outline the need that you are trying to address.



5 handy tips for grant writing from Jacky Cheng, a multidisciplinary artist based in Broome

1. Use simple language.
2. Get straight to the point.
3. Break down into topics and into 1 or 2 sentences.
4. Start early. Sleep on drafts. Ideas will come to you. Park it, rejig as needed.
5. Seek feedback from the Project Officer.

“Have a go – don’t be scared.” – Jacky Cheng

Image: Jacky Cheng. Photo by Tim Acker.

Quick Response Grant

This page applies to the Quick Response Grant only

Example Project

A community has many high-calibre visual artists from photographers to painters and collage artists, but no local framer. This means that artists need to send their work to Perth to be framed for exhibitions or displays, which is a significant cost and adds weeks to exhibition timelines. It means that artists are often unable to take advantage of last-minute exhibition opportunities.

Community
Need

The applicant finds out at late notice, that a professional framer is travelling through the town, and they have been able to engage them to deliver a framing workshop.

Immediate
Need

The applicant has support from the local artists and Men’s Shed but requires funding for workshop fees and materials. The passing on of these skills will enable artists to frame their own art or utilise the local Men’s Shed.

Support and
Partnerships

Long term, this will reduce costs and timeframes for local artists to exhibit and sell their works. It will create opportunities for local artists to expand their practice and further build skills in the local community. It will promote social cohesion between artists and other community members.

Impact

Quick Response Grant

This page applies to the Quick Response Grant only

Immediate Need

The Quick Response Grant is designed for opportunities that arise at short notice and are unable to be planned for.

Example of a project that DOES demonstrate the immediate need:

“Most regional galleries have their programming organised 12 – 24 months in advance, however, due to a cancellation in their program, a space came up at Collie Art Gallery for June/July 2022. The applicant was advised of this cancellation at short notice, when in communication about another exhibition planned for 2023.”

If you are unable to answer this question, there may be another grant more suitable for your project or idea.

More examples can be found on the Regional Arts WA website:
regionalartswa.org.au/funding/quick-response-grant

The Quick Response Grant is not designed to fund elements of a project that were overlooked during the planning process.

Example of a project that does NOT meet the immediate need to a high degree:

“We are a collective of artists working on a theatre production. We have been in planning for the past six months and development for the past three months. Our show opens in 8 weeks, and we require funding to buy costumes.”

Even if the project meets a strong community need, it is ineligible for the Quick Response Grant because the funding is needed for something that should have been planned for. In this case, the collective would have known costumes would be required for their production for six months and could have sourced funding elsewhere.

What if my project is not eligible for the Regional Arts Fund?

If your application falls outside the deadlines or doesn't meet the criteria, you could investigate possible funding support through:

- **DLGSCI - Culture and the Arts** | <https://www.dlgsc.wa.gov.au/funding/arts-funding>
- **Your local government (LGA)** | <https://walga.asn.au>
- **Australian Cultural Fund** | <https://australianculturalfund.org.au>
- **Your local Member/s of Parliament** | [State & Federal](#)
- **Visit our website for more links and possible funding options:**
<https://regionalartswa.org.au/funding/other-funding-support>

Remember! Contact a Regional Arts WA Project Officer prior to starting an application or if you would like to discuss other grant opportunities.

Audience and Participants (Statistics)

This section is used for data collection and are required fields.

Details provided will not impact the assessment of your application.

- **Live** audiences or participants relate to people who will attend or participate in the project activities in person. *Will people attend the show, festival, exhibition in person?*
- **Digital** audiences or participants relate to people who will engage with or participate in the project activities online through a digital format. *For example, will you deliver artist workshops through online platforms such as Zoom, Microsoft Teams etc.?*

Include yourself and any key personnel under participants who participate in the project.

Project Grant

This page applies to Project Grant only

Describe the audience for your project

- Who are they?
- Where are they from?
- Why will they engage in the project?
- Consider the geographical spread of your audience members.
- Who is your targeted demographic for your project? For example, are they CaLD, First Nations, young people etc.

Describe the participants for your project

- Who are they?
- Where are they from?
- How and why will they participate?
- Include how the key personnel will be involved (ensure you provide key personnel confirmations of their involvement in the project delivery).

Also consider how your marketing and promotional strategies will engage new audience and/or participants.

Project Timeline

This section asks you to provide the dates for when the project activities to be funded will start and end, and the key milestones. These can be estimated to ensure flexibility is available for project delivery. However, dates are required so ensure that your start date is the first activity with the project end date being the final activity.

Activity - Task to be undertaken	Outcome - What will be achieved by this activity?	Planned date of completion
Contract and confirm artists	Bob will confirm and contract artists Mary and Jane to run workshops in the community.	01/09/2023
Posters designed and sent for approval	Bob will liaise with graphic designer and send posters for approval. Bob will arrange for the posters to be distributed in surrounding communities.	30/09/2023
Workshop delivery part 1 Over 4 weeks	Artist Jane will deliver a series of photography workshops over a 4-week period.	01/11/2023 - 01/12/2023
Workshop delivery part 2 Over 4 weeks	Artist Mary will deliver a series of music workshops over 4 weeks.	15/01/2024 - 18/02/2024
Final Showcase	This is an opportunity for workshop participants to display their photography and a chance for local musicians to perform a community showcase.	22/02/2024

Page 3. Project Personnel

First Nations Inclusion and Reconciliation

The below example will help you to answer how you, or your organisation demonstrates a commitment to reconciliation and First Nations inclusion within your project.

The organisation has developed a Reconciliation Action Plan.

Key deliverables within that document include:

- Coordinate and deliver a Welcome to Country at every key event;
- Ensure an acknowledgement is included on promotional materials, website and social media platforms;
- Develop a Reconciliation Action Plan Working Group to provide advice and guidance on First Nations matters.

Here is an example on how you could appropriately engage with First Nations communities/people and/or cultural content.

The organisation has developed a set of Cultural Protocols that are followed when we deliver a project. Key protocols within that document include:

- Coordinate and deliver a Welcome to Country at every key event;
- Ensure an acknowledgement is included on project promotional materials;
- Engage a Cultural Consultant to provide advice on cultural content of a project.

Please remember to upload your support letters or confirmation of commitment from First Nations communities or individuals.

Visit regionalartswa.org.au/funding/funding-resources-quick-links and go to **First Nations Engagement and Protocols** for resources to refer to when addressing or working with First Nations communities or individuals.

Working with Children and Vulnerable persons

If your activity directly involves children under the age of 18, or if you or any key personnel in the activity will be responsible for, or supervising children, you must confirm your understanding and compliance with current legislative requirements related to working with children.

Refer to the Working with Children Check website for more information:

workingwithchildren.wa.gov.au



Page 4. Assessment Criteria

This section is one of the areas where the Panel will assess how well you have met the grant criteria. Ensure you read your responses to demonstrate how you will meet the assessment criteria within the scope of your project.

Criteria 1 – Impact

- Are there any long-term outcomes?
- Are there any other benefits that the project can provide? (i.e., health and wellbeing, social cohesion, sustainable and long-term impact etc).
- Is there a clear need for your project to be delivered?
- Are there any opportunities for community members to participate in your project?
- What are the benefits for skilled personnel within the project delivery?

Criteria 2 - Support and Partnerships

Support and partnerships are all about what others (individuals, organisations or businesses) will contribute towards the project this can be through in kind support, a cash contribution or providing a letter of support towards the project. For example:

- Will the project develop new partnerships and networks?
- Is there an opportunity for skilled personnel to develop their own partnerships and networks, which leverage community support?

Criteria 3 - Reach

Reach is about expanding your audience and implementing strategies on how you plan to achieve this, for example: articles in the local newspaper, increase of visits to your social media accounts, your website (if applicable), a blog post, radio interview etc.

- Who is your targeted audience?
- How will you reach new audiences?
- Participants who physically attend a workshop or showcase verses participants who attend virtually. Consider audience members in the same context.
- How do you plan to capture evidence of engagement and participation?

Criteria 4 - Opportunity

- Is there an opportunity to develop new skills for key personnel?
- Will there be any future employment opportunities for key personnel?
- What impact will the project have on the community?
- Is there an opportunity to collaborate in future with key personnel or stakeholders?

Criteria 5 - Quality and Viability

Ensure you have identified how your project has capacity to be delivered successfully. This can be demonstrated through explanation of the artistic component, experience of key personnel involved, benefits to project participants and audiences. Here, you need to be explain why you need support from RAF to successfully deliver your project.

- How do you plan to capture the success of your project?
- Can you deliver your project in a reasonable timeframe?
- Is your budget appropriate?
- Does your support material evidence the quality and viability of your project?



Image: Angus Smith, Naomi Pigram, Tyrell Smith, Rachel James Mason, Allery Smith and Roseanne Pat perform at the 2020 Songs for Peace, Roebourne. Photo by Courtney McFarland, courtesy of Big hART.

Page 5. Project Budget

In this section you will need to provide a budget. This includes an in kind budget, cash income and cash expenditure. A well-constructed budget is vital to the success of your application. It provides evidence of what you have showed us in your application so far and supports you demonstrating the viability of the project to the panel. This budget should only cover the project for which you are seeking QRG funding.

Budget tips:

- 1. Refer to appropriate rates of pay or, where applicable, negotiated fees based on industry standards* for your sector.

*Visit regionalartswa.org.au/funding/funding-resources-quick-links and go to **Standards of Pay**.
- 2. Include other sources of income (if applicable) and record in kind contributions;
- 3. Provide quotes for major expenditure items under the budget document upload section;
- 4. Provide a breakdown of your expenditure budget (don't just put \$5,000 RAF Quick Response Grant or \$30,000 RAF Project Grant). You can also provide budget notes in the notes section;
- 5. Demonstrate thorough planning by including all activity costs, leave nothing unanswered; and
- 6. Make sure the budget balances to \$0!

In Kind Contribution

In kind contributions are when an individual, organisation or group support your project by providing something you require for your project at no (or reduced) cost.

Make sure you provide evidence of how any key partners will be supporting you by including key quotes or confirmations in the Support Material section of your application.

Common Examples of In Kind Contributions

Venue and/or Equipment Hire

An organisation or community centre may give you a discount for venue hire or provide the venue free of charge.

Volunteer Hours

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

Artist Hours

If artists are taking a cut in fees to do the project (budget allocation is less than the total cost), show the balance of their contribution as 'in kind' so that the value of their input is properly represented.

Project Administration

If you expect project administration to take 50 hours but only request payment for 20 of these – show the remaining 30 hours as an in kind contribution.

Donations

For example, materials and equipment use. Cash donations should be entered in the Cash Income table.

Cash Income

In addition to the RAF grant you are applying for, applicants are encouraged to seek support from other sources. In this section, please identify any income you are receiving to support the project, how much it is and who it is coming from.

Cash Income should be indicated in the budget as confirmed or not confirmed.

Include the amount requested from Regional Arts WA and the following as relevant:

- Other grant funding
- Revenue generated from the project
- Funds that you or your organisation are contributing to the project
- Sponsorships and fundraising

Cash Expenditure

In this section, show us any cash expenses that your project will incur. Please itemise each item. Expenditure totalling the amount of this grant request must also be noted in the *Grant Allocation* column.

In this table, identify all costs for the project and how these will be funded. There is strict criteria about what items can be funded so ensure you check the guidelines.

- Utilise the notes section to show the breakdown of how you have calculated the larger expenses.
- You may choose to upload a budget breakdown or quotes to further demonstrate your overall project cost.

Budget Totals

Your cash income minus cash expenditure must equal \$0

The application budget needs to balance to demonstrate that you will be contributing and/or sourcing enough cash income to cover the expected cash expenses for the project. This total is automatically calculated from the table entries and your cash balance should read \$0. If not, double check figures within the tables.

Budget Example

Total Amount Requested = \$5,000

Not registered for GST

IN KIND

Item - what is it?	Source - where is it coming from?	\$ value of contribution
Administration	Applicant – 56 hours @ \$53 per hour	\$3,000
Marketing and promotion	Shakespeare’s Theatre, Margaret River	\$1,000
Tech, PA	Shakespeare’s Theatre, Margaret River	\$3,000
Venue	Shakespeare’s Theatre, Margaret River	\$1,000

Total In Kind: \$8,000

CASH INCOME

Item - what is it?	\$	Confirmed or not?
Regional Arts Fund: Quick Response Grant	\$5,000	Not confirmed
DLGSCI	\$5,000	Not confirmed
Bank of Margaret River Grant	\$10,000	Confirmed

Total Income: \$20,000

CASH EXPENDITURE

Item - what is it?	\$	RAF or another source
Flights for 3x artists – Broome to Perth (return)	\$1,200	Yes - RAF
Accommodation for 3x artists (3 nights)	\$1,500	Yes - RAF
Local Photographer	\$500	Yes - RAF
Car Hire - Perth to Margaret River	\$1,550	Yes - RAF
Fuel	\$250	Yes - RAF
Artist Fees	\$15,000	No - Other

Total Expenditure: \$20,000

Taxation

The Australian Taxation Office (ATO) considers any grant payment to be taxable income for the purposes of your annual income tax return. If you receive a grant you are encouraged to discuss your tax implications with your tax agent or the ATO.

Registered for Goods and Services Tax

If you are registered for GST, you must show your expenditure items exclusive of the GST component. For example, you have been quoted \$550 including GST for venue hire. In your expenditure budget you would only show venue hire of \$500. If your activity is funded, the grant payment will include a 10% GST component to cover those items on which GST is payable.

Not registered for Goods and Services Tax

If you are not registered for GST, you must show your expenditure items inclusive of the GST component. For example, you have been quoted \$550 including GST for venue hire. In your expenditure budget you would show venue hire of \$550. If your activity is funded, the grant payment will include the GST component for those items on which GST is payable.

International Projects

RAF can fund projects that take place internationally, please refer to the guidelines on what can be funded. A reminder if you are requesting funds for an international project convert costs into Australian dollars.



Image: Stamp designed by Tomoko Yamada to honour the Fusion Moonrise event in Broome.
Photo courtesy of Shire of Broome.

Page 6. Support Material

Support material is vital to a successful application and is essential for assessors to fully understand the value of your activity. It is highly recommended you pay close attention to the support material you choose and make sure it offers the best support for your application.

Key Points

- Your support material should back up the claims you make in the main application;
- Focus on current, high quality and relevant materials that strengthen your application;
- CVs and/or biographies of relevant project personnel are essential;
- Don't forget to include letters of confirmation from key project personnel confirming their involvement in the project.

Your choice of support material should help to demonstrate the assessment criteria: impact; support and partnerships; reach; opportunity; and quality and viability.

Details on what support material can be included with your application can be found in the application form. Please do not upload information that you have already uploaded throughout the application and only upload information that is relevant to the application.

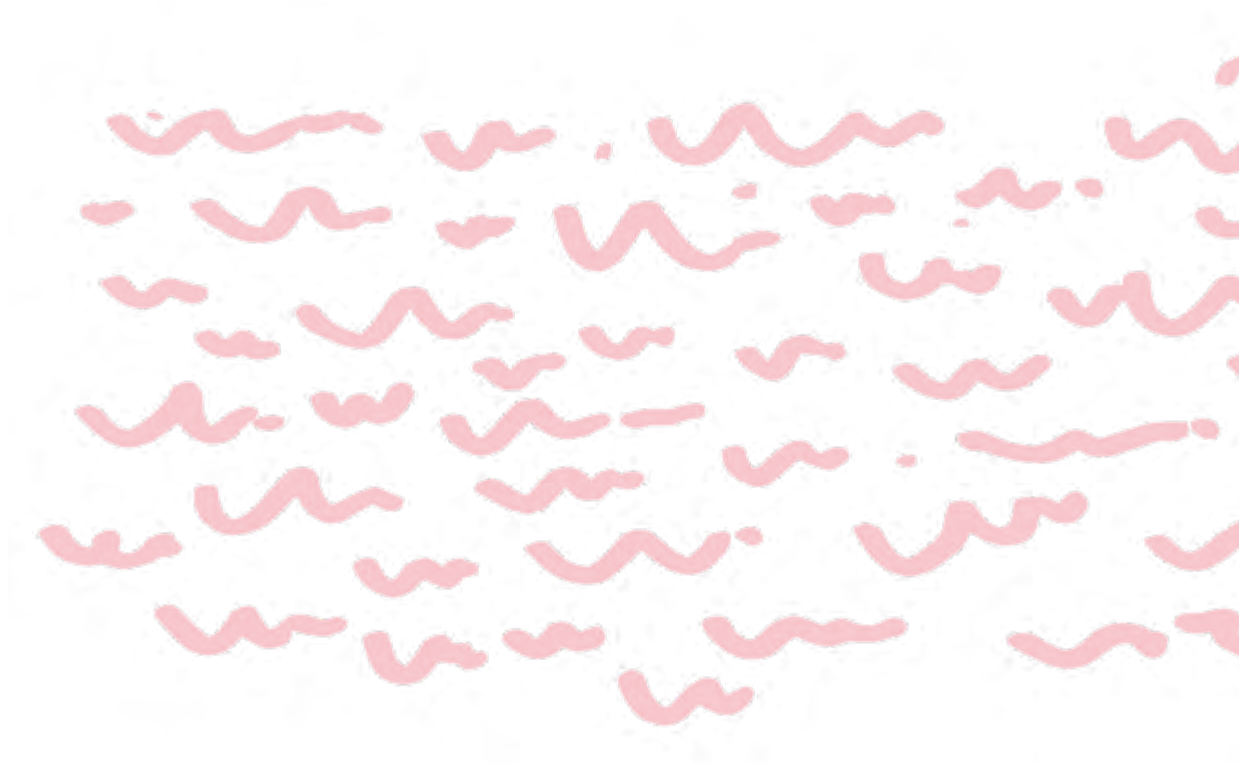
Support Material Checklist

Have you included the following:

- ☐ Quotes for your budget expense items
- ☐ A breakdown of your budget
- ☐ Current CVs or bios of key personnel
- ☐ Signed and dated letter/s of commitment from key personnel
- ☐ Samples of the artist's work
- ☐ Signed and dated letters of support relevant to this project

Insurance

Remember if your project has community engagement or participation you will be required to have insurance of some kind. This may also be offered within the venue hire or partnering with individuals/organisations.



Page 7. Privacy Statement and Declaration

This section outlines the Privacy Policy and will ask for the Declaration to be read and signed by an authorised representative of the applicant. If you have nominated an Auspice Organisation then they must also sign the declaration.

Final Check

You can extract a copy of your draft application in SmartyGrants at any stage to share with others for their feedback.

In SmartyGrants select **My Submissions**. There will be a list of any draft applications you have started at the top of the page. You will be able to Export your application as a PDF.

Show your application to a colleague or friend who is not involved in the project. If it doesn't make sense to them, or they are not particularly excited about the project, then your application probably needs more work.

Proofread thoroughly and fix typos and bad grammar.

Check — and check again!

Make sure absolutely everything you need for your application is included because once you submit your application there is no opportunity to add or amend anything.

Submit

You will receive an email confirmation from Smartygrants once your application has been submitted.



Image: Lightning Luther hoons across the stage in movement-based film Take Flight as part of the 2021 Artzability Film Festival. Photo by Anton Blume.

Assessment Process

All applications are assessed against the criteria outlined in the guidelines. Assessors will consider how well your application addresses the criteria, as well as the objectives of the Regional Arts Fund.

The majority of funding programs delivered by Regional Arts WA are assessed by an independent, external panel of artists and arts workers from across the State.

Notification

Project Grant

Applicants will be notified in writing of the outcome in late June.

Quick Response Grant

Applicants will be notified in writing of the outcome of their Quick Response Grant application once the assessment process has been finalised, and within 5 business days.

Transfer of Funds

Successful applicants will receive a contract via SmartyGrants, which needs to be signed and returned with an invoice before the grant funds are paid.

Acquittal Report

Successful recipients will be required to submit a funding acquittal report as per the details specified in the funding agreement. The relevant report will be available for you to access in SmartyGrants once a copy of your signed funding agreement has been received. Ensure you check your funding agreement to confirm your reporting requirements and deadlines.

Acquittal images: documenting your activity

Images of your activity provide a simple and straightforward means of showing your activity was delivered as described in your original application.

When you submit an acquittal report with images, the best images may be used on our website and in promotional materials. This is a valuable opportunity for publicity.

If you would like your images to be considered they must be high quality, have information so we can appropriately credit them and an image permission form for us to use them.

To ensure you capture the best possible images for documentation and promotion make sure you:

- Use a good camera. Phone cameras may be convenient, but the quality and resolution of phone camera images may not be suitable for publication;
- Set your camera for at least 300 dpi and/or set it to save the image at between 1MB-5MB;
- Include photos taken during the development stages of your activity as well as the final activity;
- If you provide images taken by someone else, ensure you clarify copyright ownership and seek agreement or permissions for you to share those images with us;
- If children are pictured, seek the consent of a parent or guardian at the time of taking the photograph and include that consent in your acquittal report. We cannot publish images featuring children if consent cannot be verified; and take notes to help you remember who or what was in the photograph, where it was taken and when. You will need to provide this information in your image submission form.

Contact Us

For enquiries relating to Project Grant or Quick Response Grant including advice or assistance with your application, contact the Project Officer.

Telephone: 08 9200 6200
Toll Free (Regional WA callers only): 1800 811 883
Email: investment@regionalartswa.org.au

SmartyGrants Support

For any login or technical issues with the grants system, please contact SmartyGrants directly.

Phone: +61 3 9320 6888 (Australia or international customers)
Email: service@smartygrants.com.au

Helpful resources for grant writing

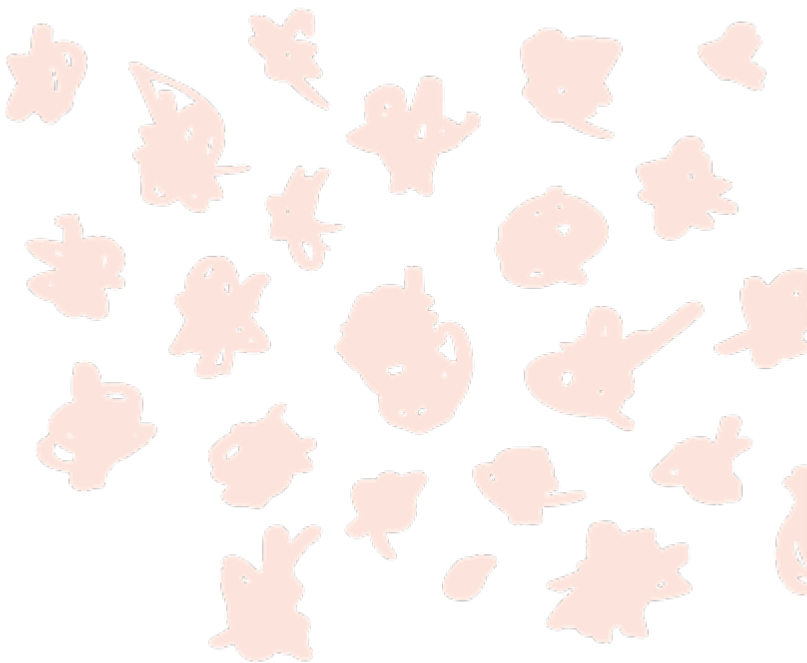
- The Grants Hub**
<https://www.thegrantshub.com.au/grant-resources>
- Five tips for writing successful grant applications**
<https://regionalartswa.org.au/news/five-tips-for-writing-successful-grant-applications>
- ArtsHub Artists Essentials Toolkit**
https://youtu.be/WlgjmUT5_UI

Additional Resources

Visit regionalartswa.org.au/funding/funding-resources-quick-links to access resources on grant writing, standards of pay, budgeting, First Nations engagement and more!



Image: Nya Dennison, Jasmine Heslop, Holly Carter, and Summer Addy warm up for a rehearsal of Annette Carmichael's Chorus. Photo by Holii Carmody.



Privacy

Regional Arts WA values applicants' privacy.

For details on how we collect, store and use information, applicants can review our Privacy Policy at <https://regionalartswa.org.au/legal/privacy-policy/> or contact us for a copy.

About 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.

About Regional Arts WA

Created in 1994, Regional Arts WA is a not-for-profit organisation that provides services to the regional arts sector. This means every artist, arts worker, arts and cultural organisation, and organisation or group with activities in regional Western Australia.

Our services reflect and meet the diversity of WA's nine regions (Kimberley, Pilbara, Gascoyne, Mid West, Wheatbelt, South West, Peel, Great Southern, and Goldfields-Esperance), including investments, specialist advice, networking, and training.

For more information contact:

Regional Arts WA Investment Team

investment@regionalartswa.org.au

Regional Freecall: 1800 811 883

Phone: 08 9200 6200



Glossary

ABN	(Acronym: Australian Business Number). A number given by the Australian Taxation Officer (ATO) that identifies your business to the government and community. To find out if you need an ABN visit the Australian Business Register.
Accountability	Responsibility for honest and ethical conduct.
Acquittal (grant)	A report where you are asked to accurately explain how funds have been spent during a project.
Application (grant)	A structured, written document that describes how you plan to meet the stated needs for the grant program.
Artform	A particular type of artistic activity. For example, painting, photography, dance, music, etc.
Artistic	Able to create or enjoy art; skillfully or attractively made.
Arts Practitioner	A person actively engaged in the creation of art, either as a hobby or profession.
Arts Worker	A person who actively engages in the planning and creation of art and arts activities as a profession.
Assess/Assessment	The act of forming an opinion about the nature or quality of something.
Assess externally	(See: Assess/Assessment) Something that is assessed by people who do not work for the organisation.
Auspice	The body responsible for accepting grant monies on behalf of a grant recipient, paying grant monies to a grant recipient, and ensuring that funds are acquitted once a funded project is completed.

Artistic Merit	The perceived quality or value of arts practitioners and their work. This can include prompts such as – do they have a defined style? How relevant is their work? Can the practitioner critically reflect on their practice?
CaLD	(Acronym: Culturally and Linguistically Diverse.) Someone who identifies as having different cultural backgrounds and speaks other languages besides English.
Collaboration	The act of working with another person or group of people to create or produce something.
Creative	Involving the use of skill and imagination to produce something new or a work of art.
Cultural	Relating to the habits, traditions, and beliefs of a society.
Cultural Competencies	The ability to understand, communicate with and effectively interact with people across cultures. Cultural competence is built over time and requires a willingness to be respectful of others’ cultures and to honour and value them. Relationship building is fundamental to cultural competence.
Diversity	Having a range of people or things with different attributes, backgrounds, skills, experiences, and perspectives.
Eligibility	The fact of being allowed to do or receive something because you satisfy certain conditions.
Emerging	Someone who is in the early stage of their career as an artist, arts worker, or producer.
First Nations	Australia’s first people, made up of different and distinct Aboriginal and Torres Strait Islander groups each with their own culture, language, beliefs, and practices.

Glossary	An alphabetical list of words relating to a particular subject, text, or dialect, explaining their meanings.
Grant	An amount of money given, especially by the government, to a person or organisation for a special purpose.
Guidelines	A set of rules or instructions that are given by an official organisation telling you how something should be done.
Inclusion	Occurs when a range of people from diverse backgrounds, and with varied skills, feel valued and respected, have access to opportunities and resources, and can contribute their perspectives and talents to improving their communities.
Independent	Individual creative workers who are self-employed, sole traders or contractors.
Induction	The process of formally introducing someone, or a group of people, into a new workspace, or program.
Local community	A group of people living in a common location, for example: living in a particular town, city, or suburb.
Local government	The control and organisation of towns and small areas run by people who are chosen by other people living in the area.
Mentorship	A relationship between two people where the individual with more experience, knowledge, and connections can pass along what they have learned to a more junior individual within a certain field.
Not-for Profit Organisation	Not-for-Profit (NFP) organisations are organisations that provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable).
Partnership	A relationship between two people or organisations.
Peer	A person who is equal to another in abilities, qualifications, age, background, and social status.

Project Officer	A person who is employed to plan and coordinate project activities, including scheduling, reporting, and document control.
Professional Development	Continued training and education of an individual.
Profile	The extent to which a person or organisation attracts public attention.
Producer	A person responsible for the financial and managerial aspects of the making of any production e.g. film, theatre, circus, exhibition.
Regional freecall	A phone number you can call from fixed telephone services in regional WA for free.
Residency	To give arts practitioners the opportunity to live and work outside of their usual environments, providing them with time to reflect, research, or produce work.
Social media	Websites and computer programs that allow people to communicate and share information on the internet using a computer or mobile phone. For example, Facebook, Instagram, LinkedIn, Twitter, etc.
Sub-Committee	A small group of people assigned to focus on a particular task and/or make recommendations to the Board of Directors for decision.
Sustainable	Able to be continued for a long time.
Support Letter	A personally written document that explains the writer's support for a person, cause or idea.



**Level 1, King Street Arts Centre
357 Murray Street Perth, WA 6000**

PO Box 7012
Cloisters Sq, WA 6850

Regional Freecall: 1800 811 883

Phone: 08 9200 6200

Email: info@regionalartswa.org.au

regionalartswa.org.au