



GUIDELINES for Regional Arts Fund (RAF) Grants Program

Community Grants - Small
Community Grants - Major
Regional Quick Response Grants

ALL ENQUIRIES ARE TO BE SENT TO:

RAF Grants Administration

Tasmanian Regional Arts

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Australian Government

Regional Arts Fund

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These guidelines have been compiled to support you in seeking funding for your project from the Regional Arts Fund. These guidelines cover the period 2016 - 2020.

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INTRODUCTION: What is the Regional Arts FUND (RAF)?

The Regional Arts Fund is an Australian Government initiative supporting cultural activity in regional and remote Australia by providing funding for artist professional development and arts projects that intrinsically involve regional and remote communities.

In Tasmania, the Regional Arts Fund (RAF) is administered by Tasmanian Regional Arts Inc (TRA). The objectives and general eligibility for applicants to the RAF are determined by the Australian Government.

There are a maximum of two grant rounds per year which includes Community Grants and Quick Response Grants (QRG).

IMPORTANT DATES Community Grants

Round 1, 2017 – For projects commencing after 1 July 2017

Opens: Wednesday 1 February

Closes: Wednesday 15 March

Round 2, 2017 – For projects commencing after 1 January 2018

Opens: Tuesday 4 July

Closes: Tuesday 15 August

Quick Response Grants

There is no deadline for applications, which may be made as required. The QRG is a competitive grant round which closes once the funds have been expended. Applications are processed both on merit and on a 'first come, first served' basis.

Round 1, 2017 – For projects commencing before 1 July 2017

Opens: Wednesday 11 January

Round 2, 2017 – For projects commencing before 1 January 2018

Opens: Monday 3 July

WHO CAN APPLY?

All artists and art organisations in Tasmania, including Hobart based organisations and artists, are classified as regional and therefore meet the location eligibility criterion of the Regional Arts Fund. Further to this requirement:

- Individuals and organisations can apply for RAF grants provided that they are based in Tasmania and where the primary beneficiaries are Tasmanian residents
- Both TRA members and non-members can apply
- Young and emerging artists, artists from diverse cultural backgrounds, Indigenous artists and artists with disability are strongly encouraged to apply
- Applications from remote and isolated communities, or communities experiencing significant disadvantage are strongly encouraged to apply.

All applicants must have an ABN, or, if they do not have an ABN, must have an auspicng organisation manage their grant.

Groups and organisations should either be legally incorporated or, like individual applicants, have an auspicng organisation prepared to administer the grant on their behalf.

It is recommended that applicants undertake appropriate insurance cover for their proposed project.

WHAT ARE THE OBJECTIVES OF THE REGIONAL ARTS FUND?

RAF VISION

The RAF program exists to foster creative and innovative regional, rural and remote communities. RAF supports individual and community access to and participation in cultural activities that sustain the cultural, social and economic capacity of Australian regional, rural and remote communities.

RAF PROGRAM OBJECTIVES

The Regional Arts Fund is designed to benefit regional and remote arts practitioners, arts workers, audiences and communities.

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

1. encouraging and supporting sustainable economic, social and cultural development in regional communities;

2. developing partnerships and networks which leverage financial and/or in-kind support for specific projects and encourage ongoing collaboration;
 3. developing audiences and broaden community engagement with the arts; and
 4. increasing employment and professional development opportunities for, and raise the profile of, regional and remote artists.
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WHAT DOES THE REGIONAL ARTS FUND SUPPORT?

RAF funds can be directed towards specific components of project budgets such as:

- Professional artists and arts workers fees
- Travel costs associated with a project (conditions apply to overseas projects)
- Professional services associated with a project (materials, equipment hire etc)
- Professional development and networking activities
- Partnership development between arts organisations and/or other organisations or companies

WHAT DOESN'T THE REGIONAL ARTS FUND SUPPORT?

- Ongoing administration costs; Infrastructure projects and purchases of significant assets
 - Touring projects that primarily involve touring from major urban centres to regional communities
 - Overseas travel costs (costs of overseas projects are eligible where the artist funds their own travel. RAF does not fund the cost of any international airfares or any mode of transportation outside of Australia)
 - Projects that are also funded through Festivals Australia or through Playing Australia
 - Capital works or purely equipment purchases
 - Applications where RAF is being asked to meet the full cost of the project
 - The core costs of organising and running competitions, prizes, awards, or fundraising events
 - Curriculum based activities required as part of any academic program
 - Heritage activities, collections development, maintenance, conservation and interpretation
 - Projects that have commenced or have been completed prior to the closing date, but further stages of a completed project as an extension of that project *are* eligible
 - Projects proposed by previous grant recipients who have not successfully acquitted previous RAF grants or any other Australian Government funding
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WHAT CATEGORIES OF FUNDING EXIST?

Tasmanian Regional Arts delivers the Regional Arts Fund through three targeted grant categories:

1. **RAF Small Community Grants Program:** This category funds eligible components of projects up to the value of \$5,000. Projects should support Tasmanian artists, arts organisations and communities in developing new work or creative projects in any art form. Projects should increase professional skill levels, promote dialogue, generate employment opportunities and/or activate partnerships. Funds in this category can be used to develop a project for further funding through RAF or other sources. First time applicants are usually encouraged to apply for funds from this grant category.
2. **RAF Major Community Grants Program:** Major grants are up to \$10,000 and are directed towards both individuals and organisations for projects that generate partnerships between a range of arts organisations, community organisations, government entities and businesses. Projects in this category should encourage sustainable arts and cultural development activity by enhancing the organisational capacity of the grant recipient to plan and deliver on major projects.
3. **Quick Response Grants (QRG's): Grants** up to \$1500 for individuals and up to \$3,000 for organisations to respond to unique arts opportunities that present themselves at short notice. This fund can be used to undertake:
 - Professional development by Tasmanian artists in Tasmania, interstate or overseas
 - Employment of professional artists to conduct seminars and forums, which develop professional arts practices and share skills within the arts community
 - Eligible projects in any art form that fall outside of existing funding program deadlines.

To be considered for funding for the QRG's an applicant must:

- Be a Tasmanian artist/arts worker or a Tasmanian group/organisation seeking to employ an artist
- Demonstrate that there is no other funding program for which the proposal is eligible either by its nature or its timing.

Assessment Process for the Quick Response Grant:

Applicants will be notified within two weeks of receipt of their application. Successful applicants must complete the 'acceptance of offer' process within 30 days or the offer for funding will expire.

Funding limitations:

- a. *Individual Grants* (amounts up to \$1,500) are available to individuals per financial year with a maximum of \$3,000 over the four-year funding period (2016 – 2020).

- b. Organisation Grants* (amounts up to \$3,000) are available to organisations per financial year with a maximum of \$6,000 over the four-year funding period (2016 – 2020).

YOUR APPLICATION - HOW DO I APPLY?

All applications are developed and submitted through the online application system Smarty Grants. You will need to register or log in to Smarty Grants via the TRA website.

Click here to log in https://tra.smartygrants.com.au/round_2_2016

Applications can be developed and submitted as soon as the grant round opens; usually 1st January (round 1) and 1st July (round 2) each year.

SUPPORT MATERIAL - WHAT DO I NEED TO PROVIDE WITH MY APPLICATION? The following information is required:

- The completed application form including the project budget
- Details of your auspicing organisation (if required)
- A one page resume/CV for all paid professional personnel in the project
- Samples of artwork by paid artists and key artistic personnel involved in the project (slides, images, music CDs/DVDs of performances, catalogues, programs, references, critiques or reviews – quality rather than quantity is the recommendation here)
- A maximum of three support letters
- Confirmation of key personnel (eg by email)

UPLOADING SUPPORT MATERIAL

Our preference is for all written support material to be provided in PDF format. If you have used Smarty Grants before you will log in as usual. All your smarty grants applications will be linked to your email login.

- JPEG, Word, PDF, and TIFF files are also able to be uploaded
 - Files should not exceed 25mb in size. It is strongly recommended that you keep your file size under 5mb – remember the larger the file the longer it will take to upload
 - When uploading you should not navigate to another web browser page until the file has been successfully attached, otherwise the file upload will be cancelled
 - Please name your attachments logically, for example: 'Mary Citizen arts worker CV'.
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I STILL NEED MORE HELP - CAN I TALK TO SOMEONE AT TRA?

Tasmanian Regional Arts has dedicated staff to assist you. If you wish to speak with the grants manager you must book a time for a phone call by using the online appointment booking system at <https://tragrants.youcanbook.me/>

Please note that our grants management team works part-time – if you do not log on to the online phone booking system we cannot guarantee that you will be able to speak to the Grants Manager.

You can also email at: grants@tasregionalarts.org.au

HOW ARE DECISIONS MADE?

Regional Arts Fund Community Grants are independently assessed by the Regional Arts Fund Panel comprised of leading Tasmanian artists and arts workers. All applications are assessed against the RAF Program Objectives (Page 4).

Quick Response Grants are assessed by Tasmanian Regional Arts (TRA) Staff.

IF YOU ARE SUCCESSFUL

Contracts and Logos

You will receive a posted contract with information about invoicing and reporting on your project. It will contain links to relevant logos and acknowledgement statements for the Australian Government's Regional Arts Fund that you must use in your project marketing and promotional material.

If your project changes significantly you must tell us, and apply for a variation.

The Australian Government Regional Arts Fund logo and the Tasmanian Regional Arts logo must be included on all marketing and promotional material for your successful project.

If you are unsuccessful it is important to be aware that the RAF grant programs are extremely competitive and that funds are limited. Your notification letter will provide details on accessing feedback on your application.

Acquittal

Acquittal reports are required within 90 days of the completion of your funded project or six weeks for Quick Response Grants. The acquittal report form requests information regarding the development

process, project outcomes, project finances and any relevant documentation. It is crucial that your financial report reflects the budget you submitted with your application.

Good quality photographs of the project are particularly important to provide with the acquittal – this can include photographs of workshops, work development, and the final outcome of your project.

FREQUENTLY ASKED QUESTIONS

Can individuals apply for the \$3,000 Quick Response Grant? No

- this category is only open to organisations.

Is multi-year funding available?

There is no multi-year funding under the RAF in Tasmania.

Is it better to apply for the \$3,000 category of RQRG or put an application into the normal RAF round?

The RQRG is just that – a quick response grant. If your project timelines allow you to lodge your application in a normal RAF round you will be asked to submit your proposal to that round for assessment.

Can individuals and organisations apply for Quick Response Grants? Yes –

Both can apply. Individuals without an ABN will need an auspicing body.

Can Individuals apply for the small or major grant round?

Yes, individuals can apply but without an ABN they would need to source an auspicing body who is incorporated and has an ABN Number. Some organisations charge an auspicing fee, which could be included in your grant budget.

Can TRA auspice a RAF grant?

Unfortunately in the interests of accountability and transparency TRA cannot auspice your grant. You will need to identify another organisation to do so. TRA may auspice grants for other non-RAF applications on request.

Should we use the TRA/RAF logos on our promotional material?

You are required to use both TRA and RAF Logos (available from the TRA website) on all your promotional materials wherever possible if you successfully receive a RAF grant.

How do I correspond with TRA? Please continue to direct any email enquiries to grants@tasregionalarts.org.au.

What if I have an overdue RAF acquittal?

Any recipient that does not acquit their grant by the due date is reported to the Ministry for the Arts. No further RAF funding can be applied for until the overdue acquittal is completed.

Can I invite TRA staff and RAF Panel members to my opening event?

Of course – the staff and panel are delighted to attend funded projects or events to witness first hand your successes. Please send invitations to TRA via the grants email.

So who are the recipients of these grants?

TRA publishes a list of all grant recipients on the TRA website.

How will my personal information be used?

Privacy Statement

Personal information collected through the Regional Arts is protected by the *Privacy Act 1988* (Cth). Regional Arts Australia is required to ensure that necessary permissions are obtained to allow funding to be announced publicly by the Australian Government (including the Minister and the Department), Members of Parliament, Regional Arts Australia and Regional Program Administrators, including by way of publication on the internet by any of those persons. This will include, but may not be limited to, the applicant's name/organisation name, funded project description, funded amount, state/territory, location and electorate. This information may also be used for reporting and promotional purposes. By signing a Regional Arts Fund grant application you are also providing permission for this personal information to be used in this manner.
