



Arts South Australia

**COMMUNITY ARTS  
& CULTURAL  
DEVELOPMENT**

**PROJECT FUNDING  
FOR ORGANISATIONS**

**Grant Handbook**

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# ABOUT THE GRANT

This program will invest in projects with professional practicing artists that provide greater community awareness of, and participation and engagement in, arts and culture.

There is no prescription for what constitutes a community. The term 'community' may refer to a group of people who wish to express, through collaboration and joint ownership with professional practicing artists, something about their shared experience. A 'community' may be defined by geographic location, cultural background, religious belief, gender, disability or other common factors.



## KEY DATES

**Closing date:** 5pm, 13 August 2018  
**Notification date:** November 2018  
**Commencement date:** 1 January 2019



## AMOUNTS AVAILABLE

\$10,000 to \$40,000



## CONTACT

**Angela Salomon**  
Manager, Arts Organisations & Programs  
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Email: [angela.salomon@sa.gov.au](mailto:angela.salomon@sa.gov.au)

## APPLICATION ADVICE

You should discuss your application and budget with the relevant Arts South Australia program manager.

You should discuss your application with Arts South Australia's Arts Development Officer, Aboriginal and Torres Strait Islander (ATSI) Arts if the project involves ATSI people, artists, participants and/or representation of ATSI people, art and culture.

Applicants must be legally constituted and based in South Australia.

Unincorporated groups may submit an application under the auspices of a recognised incorporated body.

Activities must be delivered in South Australia and provide direct benefits to South Australians.

Applicants will be assessed by peer assessors.

Late applications are not accepted.

Meeting the funding criteria does not entitle applicants to project funding. Ultimately your success rests on your application's merits against the criteria in competition with others.

Rates of pay for artists can vary depending on the skills and experience the artist brings to the project. Where an award or industry standard clearly applies, applicants are encouraged to comply. Where there is no award, it is advisable to quote industry standard rates for artists.

For guidance on awards and rates of pay or other arrangements, contact:

- Australian Writers' Guild (AWG)
- Media, Entertainment and Arts Alliance (MEAA)
- National Association for the Visual Arts (NAVA).

# APPLICATION ADVICE

## **APPLYING AS AN ORGANISATION**

If you are applying as an organisation (this includes any group, band, act or collective of more than one person), you will need to go to the My Organisations section of the portal and request that you are associated to an existing or new organisation.

Once you have submitted your request to be associated with an organisation, Arts South Australia will review and verify your request or contact you to discuss further.

You will be able to start an application on behalf of an organisation once your request has been verified. Please allow sufficient time for the verification process to ensure your application can be submitted before the closing date.

You may also apply as an individual and clearly articulate in your key application attachments that you are applying on behalf of a group, band, act or collective of more than one person. If you choose this option, Arts South Australia's communications to you will be as if you have applied as an individual.

## ELIGIBILITY

Applicants must be Australian citizens or have permanent resident status and live, or be primarily located in, South Australia.

Applicants with overdue acquittal/s will not be considered for funding.

The following organisations working with professional practicing artists can apply:

- arts and cultural organisations, including those in receipt of Arts South Australia funding (small-to-medium organisations, major organisations and youth organisations)
- state and local government agencies
- not for profit and community organisations and groups.

The following are not eligible for Community Arts and Cultural Development project funding:

- individuals
- commercial, for-profit, fundraising activities, awards and competitions
- internal school activities, which are part of the curriculum
- capital works or maintenance projects
- projects already completed, or due to be completed, before the commencement of the funding period. Funding will not be provided retrospectively
- projects without professional outcomes, such as amateur productions, the self-publication of literary works, fundraising, competitions, awards and prizes, as well as projects forming part of a course of study, including graduation activities
- screen-based projects aimed at the cinema, film festivals or television, and media projects with a purely commercial outcome. Some activity will be eligible when incorporated into projects in other art form areas. Speak to Arts South Australia if you are unsure
- start-up business costs and the purchase of basic equipment. Speak to Arts South Australia if you are unsure.

# CRITERIA

Successful applications will be those that best demonstrate **Artistic Merit, Engagement and Viability**.

Please also briefly describe your and/or the project artists recent track record in successfully managing and delivering community arts and cultural development activities.

You do not need to respond to each individual bullet point.

## **Artistic merit may refer to:**

- innovation, originality, quality, creativity and ambition
- the track record, creative achievement and skill of the artist or artists involved
- the context in which the work is being undertaken
- the potential contribution to the development of the art form
- evidence of experimentation, risk taking and bravery.

## **Engagement may refer to:**

- the potential to grow audiences and their critical understanding of the art form
- the development of new markets, locally, nationally and/or internationally
- the development of new ways to engage with those markets
- the potential to provide a broader range of people with opportunities to participate in arts experiences, through strategies that increase access, social inclusion and cultural diversity
- evidence of deeper engagement with, and the involvement of, particular communities and/or audiences and the delivery of artistic benefits to them.

## **Viability may refer to:**

- the planning and resources required to achieve the potential of the proposal
- the ability of the applicant to meet the logistical challenges of the proposal
- evidence of strong financial and operational management, including a realistic budget and timeline
- evidence of additional resources and support, including other sources of income and in kind contributions.

# HOW TO APPLY

Before submitting an application, be sure to read the following information:

## Step 1

Read this handbook.

## Step 2

Register in Arts South Australia's online grants portal - [grants.arts.sa.gov.au](https://grants.arts.sa.gov.au).

## Step 3

Consider how your proposal meets the criteria.

## Step 4

Contact one of the officers listed in this handbook to discuss your proposal. Officers can support you in the preparation of your application, including answering questions about the content of your application, your application budget and the application process.

## Step 5

Log in to the online grants portal at [grants.arts.sa.gov.au](https://grants.arts.sa.gov.au) and identify the funding program and round you wish to apply for.

## Step 6

Click on 'Apply' to access the online application form.

## Step 7

Complete the online application form and upload key application attachments and support material as outlined in this handbook.

## Step 8

Your application will remain in draft and can be revised at any time until submitted.

**Late applications will not be accepted**



# KEY APPLICATION ATTACHMENTS

These key attachments are **MANDATORY**. Files should be clearly marked according to the following headings, and uploaded to the **Key Application Attachments section** of the online application form.

## PROJECT DESCRIPTION

Please provide the following information (*max two A4 pages, size 11 font*):

- a project description of the activity to be undertaken with the grant, concentrating on what you want to do; why you want to do it; how you are planning to do it; the community you are working with and when and where you intend to do it.
- an outline of how the project increases awareness, engagement and participation in arts and culture, and how it meets the assessment criteria.
- a brief statement about your and/or the project artists recent track record in successfully managing and delivering community arts and cultural development activities.

Please provide short biographical information of all artists and creative personnel involved in the project (*max two A4 pages, size 11 font*).

## LETTERS OF SUPPORT

Please provide letters of support from community representatives, artists, supporting organisations or individuals (*max four support letters*).

# KEY APPLICATION ATTACHMENTS

## **TIMELINE**

Please attach a timeline that illustrates the stages of the project and shows a viable approach to planning.

## **NOTES TO BUDGET**

Notes to budget may include explanations for income and expenditure items, including box office calculations, artist fee calculations and breakdowns, currency conversions, quotes and expected notification of unconfirmed funding requests.

# SUPPORT MATERIAL

Support material should assist the peers in their understanding of your application. We prefer to receive support material via URLs (web links) or as digital files. If you provide only one hard copy of a book, manuscript or other publication, for example, it will not be circulated to peers prior to assessment.

URLs may include video, audio, images, and written material and you must observe the following limits:

- 10 minutes of video and/or audio recording (edited highlights of 3-5 minutes are recommended)
  - 10 images\*
  - 10 pages of written material.

If you are unable to provide URLs, you can submit material files in the following formats:

- Video (MP4, QuickTime, and Windows Media)
  - Audio (MP3 and Windows Media)
  - Images (JPEG and PowerPoint)\*
  - Written material (Word and PDF).

\*Visual art, craft and design applicants: A total of 10 images for individuals and 20 images for groups should be provided via URL or PowerPoint. Images must be accompanied by an image list which includes dates and full descriptions of the works.

**Support material will not be accepted after the closing date.**

# BUDGET

Complete the budget template provided in the online application form.

## BUDGET TIPS

- Your budget must balance
- Your budget should show evidence of additional resources and support, including other sources of income and in-kind contributions (see Viability criteria)
- Upload concise notes to your budget in the Key Application Attachments section of the online application form
- Notes to budget should include detail of calculations for such things as box office and artist fees (include professional fee benchmarks for reference)
- Notes to budget should include copies of quotes to support all major expenses
- If you have applied for funding from other sources, notes to budget should indicate the timing of notification for unconfirmed funds
- Notes to budget should include a contingency statement for significant unconfirmed funds.

[Click here](#) to see an example of the budget template.

# IMPORTANT INFORMATION

## WORKING WITH CHILDREN IN ART

Arts South Australia has protocols to address the depiction of children in works, exhibitions and publications that it funds.

The protocols are designed to help artists and arts organisations understand their legal obligations and to establish responsible steps for artists when they are involving children in the creation, exhibition or distribution of creative works (including photography, painting, printmaking, performance, sculpture, written text, drawing and digital imagery).

Protocols can be downloaded [here](#).

## RESPECTFUL BEHAVIOURS

The safety and wellbeing of everyone working in, and engaging with, the South Australian arts and cultural sector is of paramount importance. Arts South Australia is committed to a zero-tolerance approach to all forms of victimisation, bullying and harassment, including sexual harassment.

Arts South Australia has taken a proactive, leadership approach to this serious issue, announcing that from 1 March 2018 it is a condition of all Arts South Australia funding and grants that recipients must adopt and implement a Respectful Behaviours policy and procedure.

Further information about Respectful Behaviours, and resources to assist you to develop a policy and procedure for your organisation or project, are available [here](#).

## ABORIGINAL AND TORRES STRAIT ISLANDER PROTOCOLS

Arts South Australia endeavours to work with artists and organisations to ensure respect and acknowledgement for Aboriginal and Torres Strait Islander people and cultures at every stage of a project's development.

For more information on ATSI protocols click [here](#).

## INFORMATION PRIVACY

Arts South Australia collects personal information as reasonably necessary for the purposes and functions of:

- administering our grants and funding program;
- keeping you informed about relevant upcoming events, grants funding initiatives and outcomes, our services, special events or client feedback surveys as well as our activities in general;
- improving our websites and other services.

Arts South Australia complies with the Government's Information Privacy Principles (Department of the Premier and Cabinet Circular, dated 20 June 2016) when dealing with all personal information.

The information that you provide in your application may be used by Arts South Australia for:

- processing and assessing your application – Arts South Australia will provide the information to the peer assessors
- verifying other funding income for your project – Arts South Australia may provide information to other agencies nominated in your application
- processing, paying and administering your grant
- reviewing and evaluating our funding programs, strategies, plans and services – we may contact you for this purpose
- training
- systems testing and process improvement
- compiling statistics and reports.

The information you present to us in your application is treated as confidential, however, Arts South Australia staff and peer assessors will see it, and it may also be made available to those assessing future grant applications you make. Peer assessors are bound by a Code of Conduct.

If your application is successful, the Funding Agreement and associated documents for your particular project may be audited, which will mean disclosure of such documents, including your personal information, to auditors for audit purposes only.

If your application is successful, your personal details and the details of your application (including support material, the amount of funding you receive, the information you provide in your reports, and text and images relating to the funded activity) may be used, with your consent, for marketing and promotion of funding outcomes and South Australian arts and culture. This may include publication on our website and/or other Government websites, notifying your local Member of Parliament, the media, local government, Australia Council and State Government agencies.

## **TRANSLATION, COMMUNICATION & ACCESS**

Arts South Australia is committed to making the application process accessible to everyone. We are able to organise interpreters for meetings as well as the translation of applications.

Please let the Arts South Australia contact know if you have specific accessibility requirements.

Accessing the Arts South Australia building:

The Arts South Australia offices in Wakefield House, Level 16, 30 Wakefield Street, are wheelchair accessible.

Deaf and Hearing-Impaired Artists:

When contacting Arts South Australia, TTY users should phone 133 677 then ask for (08) 8463 5444.

Speak and Listen (speech-to-speech relay) users should phone 1300 555 727 then ask for (08) 8463 5444.

Auslan interpreters can be arranged for meetings and to translate applications which are submitted in Auslan (in digital format).

Please let the Arts South Australia contact for the grant program you are applying to know if you require an Auslan interpreter.

# AFTER YOU SUBMIT YOUR APPLICATION

## ACKNOWLEDGMENT

You will receive an automated email acknowledging submission of your application.

## ASSESSMENT

It is important to note that while Arts South Australia staff manage the funding programs, they do not determine the final outcomes.

Peer assessment is central to Arts South Australia's funding process. Peer assessors are individuals who are recognised for their artistic achievements, artform knowledge and professional standing. Most peers are practicing artists, but they may also be arts managers and arts workers, or have relevant knowledge and experience.

Peer assessors make funding recommendations to the Premier (or delegate) for approval.

Peers usually meet for one to two days and rigorously assess applications against the criteria. If necessary, an application may be sent to external assessors for comment.

There is usually a greater number of worthy applications than the available funds can support.

A summary of funding outcomes will be available on Arts South Australia's website following notification of applicants. Feedback on successful and unsuccessful applications is available by contacting the relevant Arts South Australia officer.

## FUNDING AGREEMENTS

Successful applicants will be required to enter a funding agreement with Arts South Australia for the period of funding.



## **REPORTING**

Successful applicants will be expected to provide an artistic, statistical and financial acquittal within three months of the completion of the funding period.

## **APPROVAL, NOTIFICATION AND ADVICE**

All applicants will be notified of funding outcomes by email in advance of the commencement date for the round. Return of funding agreements and payment invoices will be managed through Arts South Australia's online grants portal.

Applicants are encouraged to seek feedback from Arts South Australia to assist with future applications.



Government  
of South Australia



[arts.sa.gov.au](http://arts.sa.gov.au)