



# Community Arts and Cultural Development Project Funding for Organisations **HANDBOOK**

## About the Grant

Community Arts and Cultural Development Project Funding recognises the role that outstanding community arts projects play in enhancing the cultural and social life of South Australians.

The program supports the development of community awareness, participation and engagement in arts and culture through the involvement of professional practicing artists and creatives.

Projects must meet an identified community need or aspiration and be community driven, inclusive and participatory.

A 'community' may be defined by geographic location, cultural background, religious belief, gender, disability or any other common factor or shared experience.

## Amounts Available

Up to \$40,000

## Applicant Eligibility

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

Applications are accepted from not for profit incorporated South Australian community groups and organisations (including South Australian Government funded arts and cultural organisations\*) and Local and State Government agencies.

Unincorporated South Australian 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 with overdue acquittal/s will not be considered for funding.

\*Organisations funded through Department of the Premier and Cabinet (Major Organisations and Arts Organisations Program), Department for Innovation and Skills and Department for Education.

## Eligible Costs and Expenses

What this category funds:

- Accommodation and per diems for South Australian artists, creatives and technical persons
- commissioning fees
- freight and touring costs
- marketing costs
- materials
- mentoring fees
- project administration costs
- project documentation costs
- salaries and/or fees for South Australian artists, creatives and technical personnel
- venue and equipment hire.

What this category does not fund:

- projects already completed, or due to be completed, before the commencement of the funding period. Funding will not be provided retrospectively
- commercial projects
- projects without professional outcomes, amateur productions, fundraising, competitions, awards and prizes
- projects forming part of a course of study
- screen-based projects aimed at the cinema, film festivals or television, and media projects with a purely commercial outcome
- start-up business costs and the purchase of equipment.

If you are unsure whether your project is suitable to apply for this grant, [please contact us](#).

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](#)
- [Media, Entertainment and Arts Alliance](#)
- [National Association for the Visual Arts](#)

## Criteria

Community Arts and Cultural Development Project applications will be assessed on the applicant's ability to demonstrate that the proposed project meets the key criteria of **Artistic Merit**, **Viability**, **Engagement** and **Development**.

In assessing applications the following will be used as a guide by peer assessors. You do not need to address all the bullet points outlined, they are provided as a guide.

<b>ARTISTIC MERIT</b>
In assessing the <b>Artistic Merit</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• innovation, originality, quality, creativity and ambition of the project</li><li>• the track record, creative achievement and skill of the artist or artists involved</li><li>• the context in which the project is being undertaken</li><li>• the potential contribution of the project to the development of the art form</li><li>• evidence of experimentation, risk taking and bravery.</li></ul>
<b>VIABILITY</b>
In assessing the <b>Viability</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• the planning and resources required to achieve the potential of the proposal</li><li>• the ability of the applicant to meet the logistical challenges of the proposal</li><li>• evidence of strong financial and operational management, including a realistic budget and timeline</li><li>• evidence of additional resources and support, including other sources of income and in-kind contributions.</li></ul>
<b>ENGAGEMENT</b>
In assessing the <b>Engagement</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• the potential to grow audiences and their critical understanding of the art form</li><li>• the development of new markets, locally, nationally and/or internationally</li><li>• the development of new ways to engage with those markets</li><li>• 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</li><li>• evidence of deeper engagement with, and the involvement of, particular communities and/or audiences and the delivery of artistic benefits to them.</li></ul>
<b>DEVELOPMENT</b>
In assessing the <b>Development</b> criterion, the peers may consider: <ul style="list-style-type: none"><li>• the development of artist and art form practice</li><li>• the potential to enhance the skills and/or professional reputation of the applicant</li><li>• the capacity to forge new pathways for artist and sector development</li><li>• the capacity to develop new networks, collaborations and partnerships</li><li>• the contribution to South Australia's reputation as a centre of cultural leadership</li><li>• at a national and international level, and the resultant economic benefits.</li></ul>

## How to Apply

Before submitting an application, be sure to read the following information and visit the [Grants Portal FAQ page](#).

<b>Step 1</b>	Read this handbook
<b>Step 2</b>	Consider how your proposal meets the criteria and Community Arts and Cultural Development
<b>Step 3</b>	<a href="#">Email us</a> to discuss your proposal. We 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.
<b>Step 4</b>	If you are a new applicant, register in the <a href="#">online grants portal</a> . If you are a previous applicant, but have not logged in to the portal before, <a href="#">email us</a> to be issued with a temporary password.
<b>Step 5</b>	Log in to the <a href="#">online grants portal</a> and identify the funding program and round you wish to apply for
<b>Step 6</b>	Click on 'Apply' to access the online application form
<b>Step 7</b>	Complete the online application form and upload Key Application Attachments and Support Material
<b>Step 8</b>	Your application will remain in draft and can be revised at any time prior to the round closing (until you click 'submit').

### Late applications will not be accepted.

You will be unable to submit an application if you have an **overdue acquittal** (check with us if you are unsure).

## Applying as an organisation

As an organisation (this includes any group, collective of more than one person and Local and State Government agencies), 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, we 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.

## Key Application Attachments

It is mandatory that you include the items listed below in your application.

Files should be clearly labelled and uploaded to the Key Application Attachments section of the online application form.

**Please combine items to keep the number of individual documents to a minimum.**

Please provide:

<p><b>Project Description and Project Details</b></p> <p>(Maximum four pages, and must be in Arial 11pt font)</p>	<ul style="list-style-type: none"> <li>• a project description, outlining what the project is, why you want to do it and how the project will be facilitated</li> <li>• identify the community and their involvement</li> <li>• details of artists/creatives involved</li> <li>• evidence of experience in managing and delivering community arts and cultural development projects.</li> <li>• project and risk management approach</li> <li>• details of project partners and outline of financial and in-kind commitment</li> <li>• timeline that illustrates the stages of the project and shows a viable approach to planning.</li> </ul>
<p><b>Impact Statement</b></p> <p>(Maximum one page, and must be in Arial 11pt font)</p>	<ul style="list-style-type: none"> <li>• how does the project increase community awareness, engagement and participation in arts and culture?</li> <li>• how does the project develop the art form and the skills and/or professional reputation of the artists/creatives.</li> </ul>
<p><b>Confirmation, Support Letters and CVs</b></p>	<ul style="list-style-type: none"> <li>• letters of confirmation from artists, creatives and project partners</li> <li>• letters of support from community and industry partners</li> <li>• artists/creatives' CVs.</li> </ul>

**Please note:** The **maximum file upload per application** (including all Key Application Attachments and Support Material) is **10MB**.

## Support Material

Support material should assist the peers in their understanding of your application.

The total size of attachments and uploads must fit within the 10MB limit for each application

Support material must be clearly labelled and numbered in the sequence you want the peers to view it, and may consist of:

- URLs, web links such as Vimeo and YouTube with a maximum of 10 minutes of video and/or audio recording (edited highlights of 3-5 minutes are recommended)
- PowerPoint of up to 10 images, clearly labelled as appropriate
- PDF's of additional background information, reports, articles and other relevant documents.

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

**Please note:** the maximum file upload per application (including Key Application Attachments and Support Material) is **10MB**.

## Budget

Complete and finalise the budget template provided in the online application form.

<b>Budget Tips</b>	Your budget must be a balanced income and expenditure budget which: <ul style="list-style-type: none"><li>• identifies items for which funding is sought</li><li>• notes confirmed and unconfirmed income items</li><li>• identifies the value and source of in-kind contributions</li><li>• shows confirmation of the applicant's contribution to the project.</li></ul>
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Upload **Notes to Budget** in the Key Application Attachments section of the online application form.

Please provide:

<b>Notes to Budget</b>	<ul style="list-style-type: none"><li>• details of calculations for such things as box office and artist fees (include professional fee benchmarks for reference). Box office income should be conservatively estimated at 40% of the capacity of the venue.</li><li>• if you have applied for funding from other sources, notes to budget should indicate the timing of notification for unconfirmed funds</li><li>• a contingency statement for significant unconfirmed funds</li><li>• copies of quotes to support all major expenses.</li></ul>
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## Important information

### Working with Children in Art

We have protocols to address the depiction of children in works, exhibitions and publications that it funds. These 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).

To view the full Working with Children in Art protocols, please visit the [Department of the Premier and Cabinet website](#).

### Respectful Behaviours

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

We have taken a proactive, leadership approach to this serious issue, with it a condition of all funding and grants that recipients must adopt and implement a Respectful Behaviours policy and procedure.

For more on Respectful Behaviours and a range of practical resources to help you develop a policy and procedure for your organisation or project, see the [Department of the Premier and Cabinet website](#).

### Aboriginal and Torres Strait Islander Protocols

We endeavour 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.

You can find more about the ATSI protocols on the [Department for the Premier and Cabinet website](#).

## Information Privacy

We collect your 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.

We comply with the [Government's Information Privacy Principles \(PDF, 230KB\)](#) when dealing with all personal information.

The information that you provide in your application may be used for:

- processing and assessing your application –we will provide the information to the peer assessors
- verifying other funding income for your project – we 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, our 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 and Access

We are 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 us know if you have specific accessibility requirements.

We are situated in **State Administration Centre, Level 12, 200 Victoria Square (Tarntanyangga)**, which is wheelchair accessible.

### **Deaf and hearing-impaired artists:**

When contacting us, 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 us know if you require an Auslan interpreter.

## After You Submit Your Application

<b>Acknowledgment</b>	You will receive an automated email acknowledging submission of your application.
<b>Assessment</b>	<p>It is important to note that while our staff manage the funding programs, they do not determine the final outcomes.</p> <p>Peer assessment is central to the grant funding process.</p> <p>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.</p> <p>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.</p> <p>There is usually a greater number of worthy applications than the available funds can support.</p> <p>A summary of funding outcomes will be available on Department of the Premier and Cabinet website following notification of applicants.</p> <p>Feedback on unsuccessful applications is available by contacting us at <a href="mailto:ASAGrants@sa.gov.au">ASAGrants@sa.gov.au</a>.</p>
<b>Funding Agreements</b>	Successful applicants will be required to enter a funding agreement with us for the period of funding.
<b>Reporting</b>	Successful applicants will be expected to provide an artistic, statistical and financial acquittal within three months of the completion of the funding period.
<b>Approval, Notification and Advice</b>	<p>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 our online grants portal.</p> <p>Unsuccessful applicants are encouraged to seek feedback to assist with future applications.</p>
<b>Draft (Unsubmitted) Applications</b>	<p>All draft (unsubmitted) applications will be deleted from the online grants portal one month after the round closing date.</p> <p>Please email <a href="mailto:ASAGrants@sa.gov.au">ASAGrants@sa.gov.au</a> if you wish to retain access to a draft application.</p>