# Next Gen Arts Application Form 2024
Form Preview

## Getting Started

### Next Gen Arts Application

Next Gen Arts grant program will deliver new arts experiences for regional young people aged between 12-18, while increasing employment for regional artists. Next Gen Arts will help to cover the artist fees and artist travel costs for the activity.

### Application Support

Please make sure you read the Next Gen Arts guidelines. These can be downloaded here.

Regional Arts WA Investment Team is available to help with any questions you have about your application. You can contact us by email investment@regionalartswa.org.au, or phone on 08 9200 6200 or 1800 811 883 (freecall). We recommend getting in touch before you start your application to discuss your project idea and how to make the strongest case in your application.

## Organisation Details

* indicates a required field

**Organisation** *
Organisation Name

**Organisation Primary Address** *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

**Organisation ABN** *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |
| --- |
| ABN |
| Entity name |
| ABN status |
| Entity type |

| | |
|---|---|
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main business location | |

Must be an ABN.

## Organisation Main Contact Person

**Organisation Contact** *

First Name                    Last Name

**Position/Title** *

**Contact Number** *

Must be an Australian phone number.

**Email Address** *

Must be an email address.

## Additional Information:

**Has the organisation received funding from Regional Arts WA in the past?** *

○ Yes                                    ○ No

**Has the Regional Arts WA funding been fully acquitted?**

○ Yes                                    ○ No

**If no, please provide details.**

## Project Introduction

* indicates a required field

**Project Title** *

This is what you will call your project when promoting it.

**Project Description - a very brief who, what, when, where of your project.** *

Word count:
Must be no more than 100 words.
This is your elevator pitch where you provide a short summary of what your project is. You will have more space to tell us everything later.

## Project Dates

**Project Activity Start Date** *

**Project End Date** *

Your project must commence after 1 July 2024

## Project Location

**Main Project Location (town name)** *

Where is your project happening?

**Main Project Location (Postcode)**

Must be a whole number

**Are there other Project locations?**
○ Yes                    ○ No

**Other Locations**

Include the other towns that your project will happen in. Use a comma to separate.

## People involved

How many people will be involved in the project as:

**Young Participants** *

(Estimate the number of young people aged 12-18 you expect to participate in the activity)

**Indirect Participants** *

(Estimate the number of audience or event attendees, of any age, if this is relevant to your project)

**What artform/s will your project focus on:** *

☐ Circus
☐ Community Arts and Cultural Development
☐ Craft and Textiles
☐ Dance
☐ Film/Screen Arts

☐ Multi-Art Form
☐ Music

☐ Digital Media
☐ Photography
☐ Puppetry

☐ Radio
☐ Sculpture

☐ Theatre
☐ Visual Arts
☐ Other (please detail)

☐ Literature

Tick the artform/s that your project will focus on.

**Will the project activities include any of the following ? ***

| | |
|---|---|
| ☐ Creation of new work | ☐ Skills/professional development |
| ☐ Delivery of workshops | ☐ Screenings |
| ☐ Exhibition/s of work | ☐ None of the above |
| ☐ Presentation/performance of a new WA work | |

Tick the project activities that your project will focus on.

## Project Details

* indicates a required field

## The Project Plan

List the important details of what you're planning to do and why you're planning to do it. Dot points can be used to outline your project.

**Provide a detailed overview of your project. Outline what the project is, what you want to achieve, which artform(s) are involved and why this project is relevant to the target group. ***

Must be no more than 500 words.

## Project Timeline

Provide a timeline of your activity. The timeline should begin and finish with the Activity Start and End Dates you have entered above. If you don't know exact dates for when things are going to happen, put in your best estimate, or the week date that you expect the project activity to occur in.

- When will your project start and finish?
- Are you running an event or series of workshops and if so, when will they occur?
- When are your marketing deadlines? (you can include things like poster/flyer printing & distribution, social media promotion, etc.)
- Are there other important dates in that time we should know about?
- When will you meet to plan and/or evaluate the project?

| Activity/Project Milestone | Person/s responsible | Activity Date/Timeframe |
|---|---|---|
| | | Please enter in chronological (date) order. |
| | | |
| | | |
| | | |
| | | |

**Not sure where to start with your project timeline?**

○ Click here to view an example project timeline    ○ Close the example

Make you close the example before submission.

## Example Project Timeline

This is an example of a project timeline and is provided for general information purposes only, and may not be relevant to your project. Please do not directly copy these dates and descriptions into your project timeline.

**Key Dates | Activity/Description**

03/07/2024 | Contract and confirm artists once notification of funding outcome.

05/07/2024 | Posters designed and sent for approval.

12/07/2024 | Posters and flyers printed and distributed.

13/07/2024 | Send marketing information and media release.

9/08/2024 | Workshop 1 9am-5pm. Introduction and begin design.

20/08/2024 | Send invitations to showcase.

27/08/2024 | Workshop 2 9am-5pm. Finalise design and begin painting.

13/09/2024 | Workshop 3 9am-5pm. Complete painting.

14/09/2024 | Public showcase of work.

30/09/2024 | Submit Acquittal.

## Skills Development

Dot points can be used in the below answers to help explain the skills that young people will develop during the project.

**What artistic skills do you see young people learning through your project? ***

Word count:
Must be no more than 200 words.
Describe the artistic skills that participants will develop.

## Artists & Arts Workers

In this section we ask you to tell us about the artist(s) involved in the project and to provide evidence that the artist has confirmed their willingness to participate and stated their fee and travel expenses (if applicable).

**Who is the artist or arts worker you will work with, where are they from and why are they suitable for this project? ***

Word count:
Must be no more than 200 words.
Will they facilitate workshops? Choregraph a dance piece, guide delivery of a public art work?

**Artist Confirmation Upload**
Attach a file:

If more than one artist is involved, please combine into one file

**Artist Biography or CV Upload**
Attach a file:

If more than one artist is involved, please combine into one file

## Promotion

When it comes to promoting your project you might use flyers, posters, radio, TV, newspapers, websites, emails, social media or word of mouth - the possibilities are endless!

**How do you plan to promote your project to the community?** *

Word count:
Must be no more than 200 words.
Please provide a brief outline of your marketing plan and how you will capture your project.

## Project Budget

* indicates a required field

## Should GST be included?

If your Organisation is registered for GST please make sure you do not include GST in your budgeted expenses.

**Is your Organisation registered for GST?** *
○ Yes                                    ○ No

## Request Amount

You can apply for up to $3,000.

**Grant Amount Requested** *
$

What is the total financial support you are requesting in this application? (Must not include GST)

## Cash Income

In this section please list all other sources of cash ($$) income you have/will source for this project. (excluding this grant request).

| Cash Income Source | Source Name | $ value | Status |
|---|---|---|---|
| Where is the cash coming from? | Who is providing this cash support? | | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |

## Cash Expenditure

Please give us a breakdown of all the outgoing dollars related to your project. If you don't know the exact amounts, put in your best estimate.

| Cash Expenditure Type | Details of Expense | $ value | Funding Source |
|---|---|---|---|
| What type of expense is it? | What is the expense/who is it for? | | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |

## Cash Budget Totals

**Total Cash Income ***

$

This number/amount is calculated.

**Total Cash Expenditure ***

$

This amount should be equal to the Total Cash Income.

**Cash Balance ***

$

This number/amount is calculated.
Income-Expenditure

**Total Project Cost ***

$

This number/amount is calculated.
What is the total budgeted cost (dollars) of your project?

**Note:** The cash budget must balance and should be at $0 to show that cash income has been sourced to cover all cash expenses. If it does not balance you will need to check and can ask the Regional Arts WA Project Officer for help.

## In Kind Support

List in kind support such as venue hire, volunteer hours or donation of materials.

When an artist is taking a cut in fees to do the project, show the balance of their contribution as 'in-kind' so that the value of their input is properly represented. If you expect the project administration to take 50 hours but only request payment for 20 of these – show the remaining 30 hours as an in-kind contribution.

Volunteer hours should be priced at the following:

- $55 per hour for skilled labour. For example, someone who has specialised training and education in the work they will be doing.
- $33 per hour for unskilled labour. For example, someone who has had no formal education or special skills training in the work they will be doing.

| Type of in kind support | Provided by... | $ value |
|---|---|---|
| What is the in-kind support for? | Who is providing the in kind support? | What is the value of this in kind support? |
| | | $ |
| | | $ |
| | | $ |
| | | $ |

**Total value of in kind contribution** *

$

This number/amount is calculated.

## Budget Notes

Please provide details about the costs and figures entered into your budget. For example:

- Include a brief explanation of the project costs above $500.
- A breakdown of artist fees. (If you have more than one artist how have you calculated their fees?)
- Any additional notes on budget items, including unconfirmed income.

**Any notes to the income sources or expense calculations?** *

Word count:

**Upload quotes to support your budget expenses for artist fees and artist travel**
Attach a file:

A maximum of 2 files may be attached.
Please upload as a PDF, JPG or Word .

## Support Materials

* indicates a required field

You may submit support material with your application to help the Panel gain a better sense of your project. Support material should be relevant to your project including examples of artistic work, bios of key artists, and letters of support from individuals, groups or organisations.

## Letters of Support

Support letters should explain to the assessment panel the benefit of the project for the young people involved and/or the community.

You can include up to five letters or videos of support.

- Letter: max. length one A4 page uploaded as Word or PDF and the file names should describe the contents (e.g. "Support Letter_Name").
- Video: max. length 2 minutes and max. size 25mb. Can be included as a link if hosted online.

| Organisation or Individual Name | Support Letter, Audio or Video | Link (if required) |
|---|---|---|
| | No longer than two pages each. PDF or Word Format Only. | Must be a URL. |
| | | |
| | | |

## Working with Children Checks

Where a program involves children or vulnerable persons Regional Arts WA requires that applicants provide all necessary background checks. In Western Australia legislation requires that people who carry out child-related work must have a current Working with Children Check.

We suggest that you check that the artists you wish to engage has a current Working With Children Check when requesting their quote, before they commit to your project.

**Please list below the names and card numbers for all people involved in your project who will be working with children, including the artists and arts workers:**

| Full Name | Working with Children Check Number |
|---|---|
| | |

**We confirm that (if the project is funded) we will ensure compliance and keep records of the appropriate checks for any other personnel, not listed above, (paid or volunteer) who will be working with children. ***

○ Yes

## Working with First Nations Cultural Content and Communities

If you will be using First Nations content or working with First Nations communities you must show how you will acknowledge their cultural and intellectual property in your

application. You will also need to show how you have consulted with community and gained permissionto proceed.

Please refer to the Creative Australia's First Nations Cultural and Intellectual Property in theArts for the art form areas and the Arts Law Centre of Australia resources for respecting protecting Indigenous intellectual property, Artists in the Black https:// www.artslaw.com.au/artists-in-the-black/.

**Will your project involve the use of First Nations cultural content or require to engage with First Nations communities? ***
○ Yes                        ○ No

**How does your organisation engage with Aboriginal and Torres Strait Islander people and/or cultural content.**

Some organisations have a Reconciliation Action Plan or Statement of Commitment that can be used as evidence of support.

## Additional Support Material (Optional)

You can choose to provide further evidence to demonstrate your project, for example:

- Artistic evidence of your key artists by providing images of their artwork, links to their website or social media pages or video footage;
- Marketing plan or poster/flyer design

| Description | Upload Document | Include Link |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | A maximum of 5 files may be attached. | Must be a URL. |

## Application Checklist

* indicates a required field

Use the checklist below to make sure you have everything you need to support your application.

**The essentials. Have you included: ***
☐ The main Artist/s Biography or CV
☐ The Artist/s letter of agreement
☐ Support letters

## Conditions and Declaration

* indicates a required field

## Privacy Statement

Regional Arts WA stipulates that application details and applicant contact information may be provided to the Department of Local Government, Sport and Cultural Industries, and may be published on the internet by any of them. This will include the applicants' name/s, funded project description, funded amount, state/territory, location and electorate.

This information may also be used for promotion and reporting purposes. The Directors of Regional Arts WA and their representatives may also use this information to conduct research so that we may better understand community needs and can improve service delivery.

Regional Arts WA also uses the information supplied to distribute mail of interest, such as: newsletters, events, and funding opportunities. Applicants that do not wish to be on this mailing list should notify Regional Arts WA. **Regional Arts WA** values your privacy. For details on how we collect, store and use information, you should review our Privacy Policy here https://regionalartswa.org.au/legal/privacy-policy/ or contact us for a copy.

## Applicant Declaration

**If your application is successful these conditions will form part of your contract with Regional Arts WA.**

- Acknowledge the support of Department of Local Government, Sport and Cultural Industries and Regional Arts WA.
- Ensure that logos are included on all promotional materials.
- Use the funds for the approved purpose only.
- Return any unspent funds to Regional Arts WA.
- Seek approval from Regional Arts WA for any changes in project dates and artistic personnel engaged in this project.
- Complete a project acquittal (report) within 4 weeks of finishing your project activity in the form provided by Regional Arts WA.
- Ensure that the artists you are working with have current Working With Children Checks before they begin the project.

**We declare that the information presented on this form is correct and understand that if approved we will abide by the conditions above. ***
○ Yes                                              ○ No

**Organisation Contact ***
First Name                    Last Name

[                    ]        [                    ]

**Date of declaration ***

[                    ]
Must be a date

**How did you hear about this Regional Arts WA grant?** *