

Next Level Fellowship Application 2024

Form Preview

Getting Started

* indicates a required field

Next Level Fellowships 2024 Application

Next Level Fellowships are available to support young emerging regional artists and arts workers to build skills so they can develop and sustain an arts career in regional Western Australia.

Next Level Fellowships are part of the Regional Arts and Culture Investment Program, delivered by the Department of Local Government, Sport and Cultural Industries, with funding from the Department of Primary Industries and Regional Development.

Applications will close 5pm, Thursday 13 June 2024. The activities you are applying for must take place between 8 July 2024 - 30 June 2025.

The Next Level Fellowship Guidelines can be downloaded [here](#).

Before you get started please make sure you have: *

- ☐ Read the Next Level Fellowship Guidelines
- ☐ Contacted the Regional Arts WA Project Officer about your project idea

Application Support

Regional Arts WA Project Officer, Megan Lemon is available to help with any questions you have about your application. Megan is a previous recipient of a Next Level Fellowship, so she knows the program well.

You can contact Megan by email mlemon@regionalartswa.org.au, or give her a call on 08 9200 4213 or 1800 811 883 (regional freecall). We recommend getting in touch before you start your application for the most helpful advice.

Applicant Information

* indicates a required field

Applicant location eligibility check - do this first

Street Address *

Address

No PO Boxes. Street addresses only.

In what region of WA are you based? *

Not sure? Visit: <https://www.screenwest.com.au/film-in-wa/locations/interactive-map/regions-of-wa/>

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About the applicant

Full Name *

First Name

Last Name

If you are applying as a group, please nominate a main contact

Name of group

If applicable

How would you describe your gender? ***What are your preferred gender pronouns? *****Do you identify as any of the following? ***

- ☐ Aboriginal and/or Torres Strait Islander
- ☐ Culturally and linguistically diverse
- ☐ A person with a disability
- ☐ LGBTQI+
- ☐ None of the above

Select any that apply

Preferred name:

If different from above.

Date of Birth *

You are only eligible to apply if you are aged between 18 and 26 at the time of the application closing date.

Mobile Number *

Must be an Australian phone number.

Email *

Must be an email address.

Postal Address *

Address

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

Do you have a current eligible ABN? *

☐ Yes

☐ No

You will need to have a current eligible ABN to apply. If you do not have an ABN you will require an organisation to auspice your project. Applying for an ABN is a short process and if you would prefer this to an auspice agreement, we can support you through the process of applying for an ABN.

Applicant ABN

Applicant 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.

If you do not have an ABN you will require an organisation to auspice your project.

Do you require an Auspice Organisation? *

Do you have outstanding acquittals with Regional Arts WA, Department of Local Government, Sports and Cultural Industries, or any Australian Government programs? *

☐ Yes

☐ No

Please provide details of outstanding acquittals or current projects. *

Word count:

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Must be no more than 50 words.

Applicant Biography

Please provide a summary of your activities in the creative sector to date, including any achievements or career highlights. *

Word count:

Must be between 100 and 500 words.

Your biography highlights your work and showcases who you are.

Upload a resume or CV that shows evidence of your artistic or professional practice. *

Attach a file:

A maximum of 1 file may be attached.

Resume or CV should be provided as a PDF.

Artist / Artworker Profile Links (Optional)

You may provide up to three links such as your website, blog, and social media pages that demonstrates the work that you do.

URL

Must be a URL.

URL

Must be a URL.

URL

Must be a URL.

Practicing Art Form/s *

- | | |
|--|--|
| <input type="checkbox"/> Circus | <input type="checkbox"/> Digital Media |
| <input type="checkbox"/> Community Arts and Cultural Development | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Craft and Textiles | <input type="checkbox"/> Puppetry |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Film/Screen Arts | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Heritage and Collections | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Multi-Art Form | <input type="checkbox"/> Other (please detail) |
| <input type="checkbox"/> Music | |

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Will you engage an experienced artist or arts worker as a mentor during your activity period? *

☐ Yes

☐ No

We recommend that you engage a mentor with the delivery of your project.

Auspice Details

* indicates a required field

An **AUSPICE** is an organisation that holds your project money in their bank account. They are not responsible for the artistic direction or quality of the project. The Auspice must have an ABN to administer your funds, but do not need to be GST registered.

If you would like assistance finding a suitable Auspice Organisation, please contact the Regional Arts WA Project Officer, Megan on mlemon@regionalartswa.org.au or 08 9200 4213.

Auspice Organisation Name *

Organisation Name

Auspice Organisation Postal Address *

Address

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

Auspice 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.

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Auspice Contact Person

Contact Person *

First Name

Last Name

Contact Position ***Contact Person Daytime Phone Number ***

Must be an Australian phone number.

Contact Person Email *

Must be an email address.

Does your auspice have outstanding acquittals with Regional Arts WA, Healthway, Department of Local Government, Sports and Cultural Industries, or any Australian Government programs? *

☐ Yes☐ No**Please provide details of outstanding acquittals or current projects. ***

Word count:

Must be no more than 50 words.

Next Level Proposal

* indicates a required field

What is your project title? *

Must be no more than 15 words.

Summary - What do you need the funds for? Provide a brief description of your proposed activity. *

Word count:

Must be no more than 100 words.

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The summary is the first thing that the Grant Assessors will read about your proposal so make sure it is clear. This may be used on the Regional Arts WA website if you are successful. Use the section below to go into more detail about your project.

Outline your proposed professional and/or creative development project and what you would like to do. *

Word count:

Must be between 100 and 500 words.

When responding to this question please consider the criteria detailed in the Next Level Grant Guidelines on how the proposed activities will extend your practice.

You can upload a video or audio pitch of your project (optional)

Attach a file:

No more than 3 minutes in length. This must be a verbal pitch of your proposed project and not examples of your work. This 3 minute allowance is in addition to any video or audio content you may want to submit as support material.

How will the proposed project impact your career and strengthen or extend your practice? *

Word count:

Must be between 100 and 400 words.

Main Activity Location *

This is the location where the majority of your activity will be occurring.

Other Activity Locations (if applicable)

If your project has multiple locations please provide a list of these, separated by commas.

Project Dates

Activity Start Date *

Activity End Date *

Must be no earlier than the eligible start date for this round. Dates are outlined in the guidelines.

Timeline

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Use this timeline to provide a schedule for your proposed activities. This should include key dates to show how your activities will be achieved and managed. The first date should match your start date and the last date should match your end date. You can add as many rows as you need.

Activity/Milestone	Person/s responsible	Dates/Timeframe

Not sure where to start with your project timeline?

- ☐ Click here to view an example project timeline
- ☐ Close the example

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

01/07/2024 | Contract and confirm mentor once notification of funding outcome.

02/07/2024 | Schedule an initial meeting with the mentor to discuss expectations, timelines, and learning objectives.

02/07/2024 | Set up a plan for regular check-ins and feedback sessions.

04/07/2024 | Hands-on learning and skill development; focusing on hands-on weaving techniques and skill development.

10/07/2024 | Hands-on weaving techniques and skill development.

17/07/2024 | Experiment with various materials, tools, and weaving patterns under the guidance of my mentor.

24/07/2024 | Reflect on progress made during the mentorship period. Evaluate strengths, areas for improvement, and any adjustments needed to achieve goals.

26/07/2024 | Collecting natural materials to weave with.

27/07/2024 | Hands on weaving techniques using collected natural materials.

29/07/2024 | Dive deeper into advanced weaving techniques, such as tapestry weaving, loom manipulation, and textile design.

01/08/2024 | Explore specialisation areas based on personal interests and mentor expertise.

08/08/2024 | Collaborate with the mentor to develop a weaving project that showcases newly acquired skills and techniques.

21/08/2024 | Execute the project under the mentor's guidance, focusing on craftsmanship and artistic expression.

29/08/2024 | Fine-tune the weaving project, incorporating feedback from the mentor and personal artistic vision.

01/10/2024 | Bump in and opening night for exhibition of the completed project.

15/10/2024 | Bump out exhibition.

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18/10/2024 | Reflect on the overall mentorship experience and project outcomes.

How will you document, promote and evaluate your proposed activity? *

Word count:

Must be between 100 and 400 words.

Reconciliation and First Nations Inclusion

Regional Arts WA's vision for Reconciliation is an Australia that will embrace unity between First Nations and other Australians to develop a national culture representing equality and equity. Regional Arts WA acknowledges the contribution Aboriginal and Torres Strait Islander peoples (First Nations) have made to the arts sector and respect their unbroken connection to land, cultural heritage and belief systems. We value these complex, thriving and evolving systems and understand they will empower and enhance the lives of all Australians.

We therefore encourage all applicants to grant programs to have a commitment to First Nations Inclusion and Reconciliation.

Now we want to know - how do you demonstrate a commitment to Reconciliation and First Nations Inclusion? *

Word count:

Must be no more than 200 words.

This question is about how you conduct yourself in general. In your answer, you can also refer to your project and/or your auspice organisation. We recognise that Reconciliation is a process of continuous learning and improvement. Your answer here will not affect your final assessment, but gives us an understanding of where you are on your journey towards Reconciliation.

Statistics

* indicates a required field

In this section we gather statistics about your project - **your answers here do not influence the assessment** - it is merely for data collection purposes.

Will your project activities include any of the following? *

- | | |
|--|--|
| <input type="checkbox"/> A creative development | <input type="checkbox"/> Professional development for artists and arts workers |
| <input type="checkbox"/> Exhibition/s of work | <input type="checkbox"/> The delivery of workshop/s |
| <input type="checkbox"/> Presentation/performance of a new WA work | <input type="checkbox"/> None of the above |

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☐ Presentation/performance of an existing WA work

Projected Number Audience Members (Live) *

If your project involves an outcome for audiences such as a performance or exhibition, how many people do you estimate will attend? If none, enter '0'.

Projected Number Participants (Live) *

How many people will participate in your project. If none, enter '0'.

Projected Number Audience Members (Digital) *

How many people will experience your project in a digital format. If none, enter '0'.

Projected Number Participants (Digital) *

How many people will participate in your project in a digital format. If none, enter '0'.

Will your project provide employment opportunities for regional artists or arts workers? *

☐ yes

☐ no

Not sure if your project will provide employment opportunities for regional artists or arts workers? Call for support.

If your project involves an outcome for audience members, how many artists will be employed through the project? *

If none, enter '0'.

How many arts workers will be employed through the project? *

If none, enter '0'.

How many of these are based in regional WA? *

If none, enter '0'.

How many of these are based in regional WA? *

If none, enter '0'.

Budget

* indicates a required field

In this section of the form you will need to provide a budget outlining how the funding will be spent. Please provide a detailed in-kind budget, cash income and cash expenditure.

GST: If you or your Auspice Organisation is registered for GST please make sure that you do not include GST in your budgeted expenses and income.

Next Level Fellowship Request *

The maximum amount you can apply for is \$8,000. (Must not include GST).

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Cash Income

In this section please list all other sources of cash income (excluding this grant request)

Cash Income Source	Source Name	Details	Cash Amount	Status
Where is the cash coming from?	Who is providing this cash support?		Must be a dollar amount.	
			\$	
			\$	

How much is the applicant's contribution? If none, put '0'.

\$8,000

Must be a dollar amount.

Excluding GST

Cash Expenditure

In this section please list all items of cash expenditure. (This might include, for example, venue costs, travel costs, materials, mentor fees, and an allowance/stipend payment for the Fellowship recipient(s) during a creative development period).

Cash Expenditure Type	Details of Expense	Cash Amount	Funding Source
What is the item and how have you calculated the cost?		Must be a dollar amount.	Artist Fellowship
		\$	
		\$	

Budget Totals

These totals are automatically calculated from your entries in the tables above.

Note: The cash budget must balance and should be at \$0 to demonstrate that cash income has been sourced to cover all cash expenses. If it does not balance you will need to check and amend until they balance.

Total Cash Income (including grant request) *

\$

This number/amount is calculated.

***Total Cash Expenditure ***

\$

This number/amount is calculated.

Cash Balance (Income - Expenditure) *

\$

This number/amount is calculated.

Total Project Cost *

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

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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 cost (e.g. venue hire, volunteer hours, donations of materials). This has a value or cost that can be shown in your in kind budget.

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.

This is also an opportunity to provide further evidence of how your partners will be supporting you with in-kind support.

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

In Kind Source	Details	Value (\$)
	include provided by	
		\$
		\$

How much is the applicant's in-kind contribution? If none, put '0'

\$

Must be a dollar amount.

Total In Kind Income *

\$

This number/amount is calculated.

Budget Notes

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

- Include a brief explanation of expenditure 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.

Notes

Word count:

Must be no more than 100 words.

You may upload quotes or a detailed budget here (optional):

Attach a file:

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

Support Material

* indicates a required field

You may submit support material with your application to help the Assessors gain a better sense of your project. Support material should be relevant to your proposal, including an artistic example, biographies of additional artists, and letters of support from individuals, groups or organisations.

When uploading support materials, please make sure the file names describe the contents. e.g.

- Support Letters
- Letters of Confirmation

This helps the Assessors identify what they are looking at and its relevance to your application.

Artist and Arts Worker Information

Please include a brief artist biography or curriculum vitae (CV) for any additional artists, mentors or key collaborators involved in your proposed program of activities.

You should also provide a brief confirmation email/letter from the person confirming their participation, dates of involvement and any agreed payment amount.

- Biographies or CV's should not exceed 2 standard pages and should be combined into one PDF
- All letters of confirmation should be combined into one PDF document and include dates of involvement and any agreed payment.

Artist or Arts Worker Name	Role in project	Based in
	max. 3 words	

Artist or Arts Worker Biographies/CV Upload

Attach a file:

Artist or Arts Worker Letters of Confirmation Upload

Attach a file:

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Support Letters

Individuals, groups or organisations can write letters in support of your project. A support letter should explain to the Assessors how the project or activity will benefit the applicant (and if applicable, how the project or activity will benefit the community).

In addition to confirming their participation in the above section, a mentor or collaborator might also write a letter of support for your project. If any project partner is making a contribution in cash or in-kind (such as a reduced fee), make sure they include this information in their letter.

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

- One combined PDF of up to 5 support letters of one page each.
- Video: no more than 3 minutes and maximum 25MB. Can be included as a link if hosted online.

Organisation or Individual Based in Name	Video Link (if required)
	Must be a URL.

Support Letters Upload

Attach a file:

Additional Support Material

You may upload support material with your application in the following formats:

- Video (MP4, QuickTime, and Windows Media)
- Audio (MP3 and Windows Media)
- Images (JPEG and PowerPoint)
- Written material (combined PDF)

Images (JPEG)

Description	Upload

Video (MP4 and Quicktime)

Description	Upload (max 3 minutes)	Link (if required)
	If video is longer please indicate viewing points in description	Must be a URL.

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Audio (MP3)

Description	Upload (max 3 minutes)	Link (if required)
		Must be a URL.

Written word or PDF

Three written documents of up to 5 pages each, combined into one PDF.

Description	Upload
	Combined into one PDF. A maximum of 1 file may be attached.

URLs

Description	Link
	Must be a URL.

Working with Children and Vulnerable Persons

Where a program involves children or vulnerable persons Regional Arts WA requires that applicants provide all necessary police and other background checks. In Western Australia legislation requires that people who carry out child-related work must have a current [Working with Children Check](#). If your project happens outside of Western Australia you will need to comply with the legislation in that jurisdiction.

Does your activity (at any stage) involve working with children under the age of 18? *

☐ Yes

☐ No

Please list all personnel who will be working with children and/ or vulnerable persons.

Full Name	Working with Children Check Number (if available)

I confirm that (if this program is funded) I will ensure compliance with relevant legislation or guidelines including Child Safe Standards, and keep records of the appropriate checks for any other personnel, not listed above, (paid or volunteer) who will be working with vulnerable people. *

☐ Yes

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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 permission to proceed.

Please refer to the [Creative Australia's First Nations Cultural and Intellectual Property in the Arts](#) for the art form areas and the Arts Law Centre of Australia resources for respecting and 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

Please provide supporting evidence on how you or your auspice organisation will engage with First Nations content.

Attach a file:

This can be from an Elder or First Nations community in letter or video format.

Insurance

If you are successful, you confirm that you will arrange the necessary insurances including public liability for any activities involving an audience that are not already covered by a venue or partner. *

☐ Yes ☐ No

If your project involves the public in any way as creative participants, workshop participants, or audience members, you are liable for any claims of personal injury or property damage that a third party may make as a result of these activities. In order to protect yourself you must have Public Liability Insurance (PLI). This may be covered by the venue or organisation you are working with.

Privacy Statement and Declaration

* indicates a required field

Fellowship Program Commitments

In addition to your own creative activity and development the program also includes:

- Additional money to support attendance at a conference or gathering with the other successful applicants. We aim to make this experience relevant for the whole group.
- Online group induction for recipients at the commencement of the program to get the rundown on Next Level.

I acknowledge that if successful I will be required to participate in the above listed activities of this Fellowship. *

☐ Yes ☐ Unsure, would like to discuss

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Privacy Statement

The information requested in this application form is to be used for the purposes of determining whether or not an individual or organisation is eligible for funding. **Regional Arts WA** also uses the information supplied to distribute mail of interest, such as: newsletters, events, and funding opportunities. If you do not wish to be on this mailing list please 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.

I agree to the following:

Regional Arts WA stipulates that application details and applicant contact information may be provided to the State Government and Members of Parliament, and may be published on the internet by any of them. This will include the applicant's name/organisation name, 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. I understand that my contact details may be provided to Members of Parliament.

*

☐ yes

Declaration

I certify that:

- 1 . I have read the guidelines of the program that I am applying to.
- 2 . All details supplied in this application and in any attached documents are true and correct to the best of my knowledge.
- 3 . I understand the application will not be accepted if it is submitted late or subject to outstanding acquittals.
- 4 . That the application has been submitted with the full knowledge and agreement of any partners identified in the proposed activities.
- 5 . I agree that I will contact **Regional Arts WA** immediately if any information provided in this application changes or is incorrect.
- 6 . I understand that all applications are assessed by my industry peers and the decision is final.

I have read and understood the declaration and privacy statements. *

- ☐ Yes
☐ No

Applicant Name *

First Name

Last Name

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Date of declaration *

Must be a date

Auspice Agreement

If the application is successful, correspondence, including the letter of offer from Regional Arts WA, will also be sent (via the applicant) to the CEO or Chairperson of the auspicing organisation.

Payment will be made directly to the bank account of the auspicing body. Any fee for auspicing and coordination, if levied, should be included in the budget submission and as a general rule, should be no more than 10% of the total project cost.

A Project Report and Financial Acquittal is required from successful applicants, with assistance from the Auspice Organisation where necessary. This can be completed throughout the project and submitted within one month of the completion of the project.

The auspicing organisation agrees to ensure that:

- 1 . The submission has been fully discussed with the applicant and all responsibilities are understood
- 2 . Monies will be spent in accordance with the agreed contract.
- 3 . Regional Arts WA will be consulted and advised of any changes to the approved program.
- 4 . All required evaluation and financial reports will be sent to Regional Arts WA on completion of the project or before the specified dates.

Auspice Organisation *

Organisation Name

Auspice Organisation Authorised Representative *

First Name

Last Name

Position *

Final Steps

* indicates a required field

My application includes the following required information: *

- ☐ My ABN or Auspice Organisation ABN registered to a regional WA postcode
- ☐ Applicant Biography / CV
- ☐ Letters of Support
- ☐ Biographies from the key artists/arts workers (if applicable)
- ☐ Examples of artistic work

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- ☐ A balanced project budget
- ☐ Budget notes explaining the costs and figures entered into the budget

Draft Review (Optional)

- At the next page click '**Download PDF**' and then email the PDF to Megan Lemon, mlemon@regionalartswa.org.au
- Make sure you send your draft by 9am Monday 27 May. Drafts sent after this date will not be reviewed.

Already had your draft reviewed?

It sounds like you're ready to go...

Continue to the next page and click Submit!

Is this the first time you have applied to Regional Arts WA? *

- ☐ Yes
- ☐ No

How did you hear about the Next Level Fellowship? *

That's awesome! Who told you about the Next Level Fellowship?

We would value any feedback you may have regarding our online grants application process. This information will not in any way be used to assess your application.

How did you find the application process?

- ☐ Very Difficult
- ☐ Difficult
- ☐ Neutral
- ☐ Easy
- ☐ Very Easy

What worked? What could we improve?

Word count:

Must be no more than 150 words.