



Regional Arts Fund Grant Guidelines 2019-20

Introduction

The Regional Arts Fund (RAF) is an Australian Government program that supports sustainable cultural development in regional and remote communities in Australia. The program is managed by Regional Arts Australia and, in the Northern Territory, by Darwin Community Arts Inc., trading as Northern Territory Regional Arts Fund (NTRAF). The RAF is designed to benefit regional and remote arts practitioners, arts workers, audiences and communities.

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Eligibility

Applicants must be current residents of the Northern Territory. Evidence of residential status may be requested by way of driver's licence, power bill, electoral roll registration etc.

Limited and Propriety Limited companies which are for-profit organisations are ineligible.

Applicants with outstanding acquittals for any Australian Government Arts Grant Program will not be eligible to apply.

Applicants cannot reapply for the same project in the same funding round.

Individuals, groups and organisations can receive one Quick Response grant per calendar year.

Quick Response applications must have a minimum of 4 weeks prior to project start date.

Applicant Definitions

Individuals: must be Australian citizens or have permanent residency status and must be current residents of the Northern Territory. Applicants under the age of 18 cannot apply for RAF grants.

Groups: which are not legally constituted must identify an individual within the group who will be legally and financially responsible for the grant on behalf of the group. The individual must meet the above criteria for individuals.

Organisations: must be legally constituted and not-for-profit, e.g. an incorporated association or a local government statutory authority. An organisation must be an Australian entity, registered and operating in the Northern Territory.

Funding Streams

The RAF is administered by Northern Territory Regional Arts Fund (NTRAF) across two funding streams:

1. **Project Grants** (Funding up to \$20,000 available)

The Project Grants stream supports applications which benefit the community, increase access and participation, and/or provide direct benefits to artists/arts workers.

Some examples are:

- delivering workshops in preparation for an event,
- research and/or developing new works,
- writing and creating a new publication,
- developing and presenting multi-arts performances,
- strengthening audience development and opportunities for collaborative partnerships with non-arts based organisations,
- coordinating, undertaking or providing a mentorship,
- collaborating with other artists to create new works or present works to new regions
- skills development initiatives

2. **Quick Response Grants** (Funding up to \$2,000 for individuals or \$4,000 for organisations available)

Quick Response Grants are intended to assist regional artists, arts organisations and communities to take up professional or skills development or small project opportunities.

The **RAF Quick Response Grant** stream supports creativity, innovation, participation and access to cultural activities which contribute to the sustainable cultural, social and economic capacity and wellbeing of individuals and community.

Skills development initiatives may relate to specific arts practice, arts management, small business management, emerging technologies, arts or cross-sector training and mentoring schemes or broader community cultural development and capacity building.

Time frames

RAF Stream	Amount	Opens	Closes	For projects commencing
Project Grants	Up to \$20,000	2 nd July 2019	6 th of August 2019	1 st January 2020
Quick Response Grants *	Up to \$2,000 (individuals) \$4,000 (organisations)	Three rounds annually. February, April and October.	Applications to the NTRA Quick Response category are open for the month for submission.	A minimum of four weeks after application is received

*Quick Response Grant applicants will be notified of the results of their application via email within 15 business days.

Objectives

RAF supports and promotes participation in, and access to, Australia's arts and culture in regional and remote Australia by:

- encouraging and supporting sustainable economic, social and cultural development in regional communities;
- developing partnerships and networks which leverage financial and/or in-kind support for specific projects and encourage ongoing collaboration;
- developing audiences and broadening community engagement with the arts; and
- increasing employment and professional development opportunities for, and raising the profile of, regional and remote and very remote artists.

In addition, Darwin Community Arts aims to:

- encourage projects from Indigenous artists, communities and organisations - this includes a 30% funding allocation
- increase the accessibility of arts funding for first time applicants

Assessment criteria

1. How well the activity meets the objectives
2. Quality of artistic outcomes
3. Benefits to the NT community including relevance to regions
4. Effective project planning including use of resources and a clear budget
5. Capacity and skills of artists, arts workers and/or facilitators
6. Indigenous cultural content projects: How well the project meets the Indigenous cultural content protocols
7. How the proposal will contribute to the individual, group or organisation's future as an NT based artist/arts worker

What is funded

Activity in all art forms including visual arts, sculpture, public art, burlesque, clowning, circus, theatre, dance, movement, puppetry, creative writing, spoken word, music, digital media, film, cross art form, crafts, textiles, wearable art, installation, experimental and emerging art, recording and preservation of language and stories, and other cultural and art projects are eligible.

What is not funded

The following projects or activities are not eligible for RAF support:

- a project principally benefitting a major city or metropolitan location;
- projects that will commence before funding is approved;
- ongoing administration costs of an organisation associated with a project (e.g. the administrative costs of a project grantee);
- a project component already funded by other programs administered by the Australian Government; and
- projects which do not substantially align with and further the objectives of the Regional Arts Fund.

Note: The Regional Arts Fund will not provide support equal to the total cost of an activity. You must demonstrate that you have significant financial or in-kind support from other sources.

How to apply

For both funding streams:

- Step 1** Review the RAF Guidelines and FAQs at <http://ntraf.org.au/>
- Step 2** If you have any questions, contact Northern Territory Regional Arts Fund (details below) to discuss your application prior to submission. Check website for current RAF manager hours as this is a part time position.
- Step 3** Submit your application form and support material online via SmartyGrants application portal which can be accessed here: <https://ntraf.smartygrants.com.au>
- Step 4** You will receive an email notification that your application has been submitted.

Note: Support Material

Including support material gives you the opportunity to sell an idea in more than words. This is an opportunity for applicants to demonstrate great examples of previous projects and artwork relevant to their submission. Support material can include JPEGS, TIFFS, GIFS, animated GIFS, digital video, digital audio, reviews and/or media of previous works.

All files of support material cannot exceed (25MB) and must be cross-platform compatible. Letters of support are encouraged. A maximum of three will be assessed. You cannot send physical support material via post or freight without consultation with NTRAF. All files must be accompanied by a list of captions. Please include title, date, content maker's names and a short relevant description including materials used, etc. along with the file name.

Example:

File name: 'expression.jpg'

Title: 'Desert Skies'

Materials used: collage, acrylic and watercolour on canvas

Dimensions: 600mm x 1000mm

Year: 2017

Description: 'Desert Skies is part of an award winning series of works that I exhibited in 2017 at Wayward Gallery. It won the Katherine Prize, and was acquired by the Tennant Creek Library Collection. This application will develop these concepts further, incorporating waterholes and excerpts from my diaries when the flood isolated my house from the rest of the community during the wet season'

Assessment Process

Step 5 Applications are checked for eligibility by Northern Territory Regional Arts Fund staff.

Step 6 Eligible applications are forwarded to members of the RAF Assessment Panel, who read and consider all applications against the assessment criteria and RAF objectives.

Panel members are selected from the Northern Territory Regional Arts Fund peer assessment pool.

Step 7 Assessors provide funding recommendations to Northern Territory Regional Arts Fund.

For Quick Response Grants – applications are actioned by Northern Territory Regional Arts Fund. Some Quick Response Grants are approved or rejected in consultation with external assessors.

For Project Grants – panel recommendations are forwarded to Regional Arts Australia and may be announced by the Federal Minister for the Arts.

Step 8 Northern Territory Regional Arts Fund will notify all applicants (ineligible, unsuccessful and successful) via email of the results of their application. If the applicant doesn't have an email address, notification will be made by post and/or phone.

Note: Partial Funding: Northern Territory Regional Arts Fund will not partially fund projects. Projects will either be funded in full or not at all.

If you are successful

Contracts and Logos

Successful applicants will be emailed an acceptance contract with information about invoicing and reporting on their project. It will contain links to access the relevant logos and acknowledgement statements for the Australian Government's Regional Arts Fund that must be used in project marketing and promotional material. The Australian Government Regional Arts Fund and the Northern Territory Regional Arts Fund logos and acknowledgements must be included on all marketing and promotional material for funded projects.

Acquittal and reporting requirements

Funding recipients will be required to submit an acquittal report to Northern Territory Regional Arts Fund within 20 business days of completing the project or program.

The acquittal report collects information about outputs and outcomes from your project or program, including artistic, cultural, social and economic returns on investment.

It is recommended that you familiarise yourself with the acquittal report, so that you understand the obligations which come with RAF funding.

Privacy

Darwin Community Arts Inc. values applicants' privacy. For details on how we collect, store and use information, applicants should review our Privacy Policy at <http://ntraf.org.au/> or contact us on 08 8961 9005 for a copy.

The Australian Government stipulates that application details and applicant contact information may be provided to the Australian Government (including the Minister and the Department), Members of Parliament, Regional Arts Australia, and other Regional Program Administrators (such as Darwin Community Arts Inc.) 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 Northern Territory Regional Arts Fund and their representatives may also use this information to conduct research so that we may better understand community needs and can improve service delivery.

When submitting an application to the Regional Arts Fund you will be providing permission for this personal information to be used in this way.

Protocols for working with Indigenous Artists

If you work with Indigenous artists and communities, you should follow the Australia Council for the Arts' protocols. Read the protocols for specific art forms on the Australia Council for the Arts website: <https://www.australiacouncil.gov.au/about/protocols-for-working-with-indigenous-artists/>

For more information on protecting Indigenous copyright and intellectual property go to the Arts Law Centre of Australia's Artists in the Black website: <https://www.aitb.com.au/>

Working with children in the arts

For projects involving children all artists and arts workers must hold a working with children clearance notice, also called an Ochre Card, to work or volunteer with children in the Northern Territory (NT).

NT Government: Working with children clearance: apply and renew

<https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>

NT Police: Safe NT

<https://www.pfes.nt.gov.au/Police/Community-safety/SAFE-NT.aspx>

Contact Us

Northern Territory Regional Arts Fund

Phone (08) 8961 9005

email info@ntraf.org.

Shop 2, 1 Travers Street, Coconut Grove NT 0810

Please note Northern Territory Regional Arts Fund staff work Tuesday to Thursday.

Northern Territory Regional Arts Fund (NTRAF) is a registered business name of **Darwin Community Arts Inc.**, the Regional Program Administrator for the Regional Arts Fund in the Northern Territory.