



## **Orana Arts Country Arts Support Program (CASP) 2024**

### **Grant Terms and Conditions**

The information in this document is the full terms and conditions, plus guidelines, for grant applications. We recommend reading the full document before completing your application.

#### **Apply now**

To apply for grant funding, you must discuss your project with the Orana Arts Executive Director Alicia Leggett - arrange a discussion, prior to Friday 5th April 2024, via email [rado@oranaarts.com](mailto:rado@oranaarts.com).

Then complete and submit the relevant SmartyGrants application form via the link on the Orana Arts website - <https://www.oranaarts.com/thestudio>.

**Deadline for applications: 5pm Monday 15th April 2024.**

Please note projects are to take place between 15 July 2024 and 31 December 2024.

Do not leave it to the last day to apply. Give yourself time to schedule a meeting with Orana Arts, to resolve any technical issues that may occur and to be confident that your application was received successfully. Special characters can cause issues with uploading files and text. Make sure you have read the Studio Co!Lab Resource on applying for grants before you apply.

#### **Accessibility**

If you require this information in a format which is accessible to you, please contact us prior to 5pm 5th April 2024.

You can choose to complete your application manually. If you would like to choose this option please advise us by 5pm 5th April 2024. We will provide you with a form to complete and return to us together with your supporting documentation.

Email: [operations@oranaarts.com](mailto:operations@oranaarts.com)

Phone: 0429 945 811

## Overview

**CASP** Grants are for artists, non-profit organisations and community groups across regional NSW interested in investing in their practice or interested in investing in regional artists.

These grants are designed to support community arts and cultural development in regional NSW through small grants that:

- assist locally determined community arts and cultural activities
- increase opportunities for regionally based groups to access a diverse range of arts programs
- enable communities to explore and express their cultural identities
- bring social and economic benefits to the community through training, employment, and promotional opportunities
- lead to greater awareness and appreciation of cultural diversity
- increase the sustainability and resilience of regionally based community arts organisations

All projects funded through this round of CASP Grants must be completed by the date shown above.

ELIGIBLE ACTIVITIES are Projects including but not limited to:

- Workshops
- Arts activities as part of community festivals or events
- Artist-in-residence programs
- Public art and design projects
- Performances
- Community seminars and forums
- Exhibitions
- Other local arts initiatives

Activities that will not be funded:

- Core equipment purchases
- Capital expenses
- Competitions
- Fundraising events
- Prizes and adjudication fees
- Applicants who have already received Create NSW funding for the same activities
- General operating expenses or ongoing costs of long-term continuous projects
- Projects that have commenced or are completed

- Sporting activities
- Activities that could be considered part of the curriculum for schools or tertiary institutions

There will be reporting requirements – please read below.

This program is funded by Create NSW.

### **Grants Available**

- Individual grants of up to \$3,000 (+ GST if applicable) will be awarded.

**Who can apply for funding?** To be eligible for an Orana Arts CASP Grant you need to meet the following criteria:

#### **1. Applicant type.**

- An individual - must be an Australian citizen or permanent resident
- Or a not-for-profit incorporated body
- Or a community group

**2. Age.** You, the named applicant, must be an individual 18 years and over.

**3. Location.** You, or everyone in your community group/ incorporated body, must be an individual currently living and working in regional NSW \*\*.

**4. ABN.** You must have an ABN and provide this in your application.

**5. Project focus.** Your project must be a clearly defined arts and cultural activity.

#### **6. Studio Co!Lab Member or be a resident of a qualifying council**

You, the named applicant, must be a current Professional member\* of the Orana Arts Studio Co!Lab, who is living and working in regional NSW \*\*

OR

A current resident of Warrumbungles, Narromine, Gilgandra or Dubbo Regional Council

\* current Professional member is defined as having been a Professional member for a minimum of 6 months

OR

Having an annual Studio Co!Lab membership in place at the time of applying for the grant AND Remaining a paid-up member until the project is completed.

\*\* Regional NSW includes all local government areas outside of Sydney, Western Sydney and the Blue Mountains. Regional NSW includes Newcastle and Wollongong.

**7. Insurance.** Not for profit incorporated bodies and community groups are required to have a current certificate of currency for Broadform Liability or 'Public Liability' Insurance. Individuals may require this insurance depending upon their project. This will be assessed when the applications are reviewed and may be a condition of receiving a grant.

**Ineligibility.** You are **ineligible** to apply for an Orana Arts CASP Grant if:

- Your project contravenes advice from the Federal or NSW State Government in relation to public health orders.
- Your project is not a clearly defined arts-related project.
- Your project does not meet the eligibility criteria above
- You have outstanding acquittals from a previous CASP or Orana Arts grant
- You have applied to another Regional Arts Development Organisation (RADO) for any funding in this round.

### **Funds Administration**

You may engage an administrative body/third party (e.g., manager, agent or producing organisation) to receive and administer funds on your behalf. It is recommended that a fee for this service be included in your project budget.

### **How will my application be assessed?**

You **must** address the following three assessment criteria:

**1. Project Merit.** Your application should demonstrate the artistic rationale for the project together with the quality and reputation of previous work. Use clear and concise language to explain your project, highlighting unique aspects of your project.

**2. Project Impact.** Your application should clearly demonstrate how the project impacts your career and practice, or your community. How will the grant assist with achieving the envisaged impact and development of your arts practice, audience engagement and/or development.

**3. Project Viability.** Your application should clearly demonstrate effective and timely planning for your project. A schedule and budget can be helpful to demonstrate that you have considered the hours involved in your project and how you can achieve it by the specified deadline for project completion. Letters of support are compulsory and will enhance your application by substantiating your strengths and support of the project.

### **Assessment Process**

You will receive an automated response from the online Smarty Grants application system once your application has been submitted. If you have agreed an alternative application process with us (see Accessibility above) you will be notified as agreed. If you do not receive

a success message it is likely that your application has not been received and you should contact us via email to check - [operations@oranaarts.com](mailto:operations@oranaarts.com).

All applications then proceed through an assessment process as outlined below.

If your application is deemed ineligible, you will be advised in writing. Your application can be ineligible due to location, residency status, lack of ABN, Studio Co!Lab membership status or incompleteness. It will also be ineligible if you did not discuss your project with Orana Arts prior to submitting your application as this is a mandatory requirement.

Orana Arts will assess all eligible applications against three assessment criteria: Merit, Impact and Viability. See above for details on how to address these criteria. The assessment panel will make recommendations with reference to the assessment criteria, artform, demographics and the distribution, range, and scale of recommended applicants. This may include prioritising Aboriginal people, people from culturally and linguistically diverse backgrounds, people with disability and young people. Prioritisation of recommended applicants ensures equity across the state and the best outcomes for NSW Government investment.

The grant awarded will be determined by Orana Arts Board of Directors and an external peer assessor using the above assessment criteria.

### **When will I know the outcome of my application?**

All applicants will be notified of the outcome of their applications mid-June 2024.

If you are unsuccessful and would like to receive more feedback please contact us *within 10 working days* of being notified. Feedback is not automatically provided. We will endeavour to provide more information on request. Please note funding opportunities are always competitive and while your application may be sound, the assessment panel will make all final determinations based on the merit, impact, and viability of applications.

### **What happens if my application is successful?**

Successful applicants will be provided with an agreement, containing a grant reference number, which they are required to sign and return to Orana Arts within one week.

The agreement will require formal acceptance of the following terms of the grant:

- Not engaging in any external or private activities which will result in a conflict or potential conflict of interest with Orana Arts
- Confirming that to the best of your knowledge your current life circumstances would in no way prevent you from satisfactorily delivering the program in its current delivery framework
- You have current professional Studio Co!Lab membership in line with the criteria above and will maintain this membership until after your project is completed, OR you are a resident of Warrumbungle Shire Council

- Acknowledgement that any wilful suppression or inaccuracy in your application or non-delivery of the specified acquittals will render you liable for the instant termination of the agreement and return of any benefits you have received.
- Your project outlined in your application complies with Public Health Orders related to COVID-19 at the time of submission. NSW Government Public Health Orders can be found here: <https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules>.
- All activities proposed in your application will be conducted in accordance with current legislation, including but not limited to, complying with Working with Children legislation.

Successful applicants will be required to provide an invoice for the grant amount awarded ( plus GST if registered for GST) within two weeks of receipt of the above agreement. This must include their ABN and the Orana Arts grant reference number. Participants should seek their own independent tax advice in relation to their own financial situation.

**Acquittals:** Documentary evidence must be provided to Orana Arts (high-resolution images or video), plus completion of a number of questions via SmartyGrants by 30 November 2023.

Successful applicants will be required to participate in an ***Orana Arts Studio Co!Lab*** presentation (one hour) within 6 months of completion of their project. This will be negotiated with each successful applicant.

**Publicity:** Orana Arts and Create NSW must be acknowledged in any marketing/publicity collateral, social or other media that references the work/project. Logos will be provided for this purpose. Any promotional content should also include: This program is proudly funded by Orana Arts and the NSW Government.

Additional publicity requirements may be sought from successful applicants in addition to project titles and descriptions.

#### **Key dates:**

- Deadline for grant support queries: 5pm, 5th April 2024
- Deadline for mandatory discussions with Orana Arts: 5pm, 5th April 2024
- Deadline for applications: 5pm 15th April 2024
- Successful applicants will be advised by mid June 2024
- Invoices will be paid on receipt of invoice
- Projects must be completed by 31st December 2024
- Acquittal material must be received by 31st January 2025
- Studio Co!Lab presentation 2025

**What support is available to me?**

Orana Arts staff are available to provide information to potential applicants on the interpretation of these Guidelines, including types of projects eligible for funding and advice on the online application process. To apply for grant funding, you must discuss your project with the Orana Arts Executive Director Alicia Leggett - arrange a discussion, prior to 5th April 2024 via email [rado@oranaarts.com](mailto:rado@oranaarts.com).

Staff cannot help directly with your application. To maintain a fair and equitable process, staff are unable to edit or correct any applications. *Studio Co!Lab members only: please refer to the Studio Co!Lab grant writing checklist on the Resources page of the Members' Lounge (<https://www.oranaarts.com/resources>) before submitting your application.*

Refer to the section Accessibility for alternative methods of applying to SmartyGrants.

Email [operations@oranaarts.com](mailto:operations@oranaarts.com), or phone 0429 945 811, if you require support by 5pm 5th April 2024.

### **Grant Contact**

Amanda Donohue, [operations@oranaarts.com](mailto:operations@oranaarts.com)