



Department of Local Government, Sport and Cultural Industries
Department of Primary Industries and Regional Development

GRANTS PROGRAM HANDBOOK

regional and remote

touring fund

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Program Guide

The Regional and Remote Touring Fund (RRTF) supports the costs of touring performing arts shows to regional and remote towns and communities in Western Australia.

Objectives

Funding is available for a range of activities that will deliver on one or more of the following objectives:

- increase the number and variety of performances touring to regional WA
- contribute to the development of performing arts touring circuits in regional WA
- provide opportunities for regional and remote communities to attend performing arts shows produced by small-to-medium and major performing arts companies in their towns and communities; and
- enable local regional and remote communities to make decisions on their performing arts needs and agree on participatory arts activities.

Who can apply?

Applications are open to:

- performing arts groups, organisations or individual artists (WA and non-WA); and
- WA regional local government authorities;
- WA Aboriginal communities; or
- WA Regional Development Commissions.

Any of the above parties can be the primary applicant; however it is recommended that the application is prepared and submitted by the party that will take the lead on coordinating the tour.

What can I apply for?

To be eligible for funding through this program, the planned tour must be for a performing arts production that:

- is 'tour ready' (has been previously publically-staged and reviewed or you have a demonstrated track record of regional touring and your production is yet to be staged. [Contact a Grants Officer](#) if you have any questions);
- is based primarily on paid, ticketed events;
- will be open to the general public; and
- will be staged in two or more regional towns or remote communities in WA.

If your project does not correspond in some way to any of the above, contact a Grants Officer for advice before starting an application.

How much can I apply for?

Eligible applicants can apply for funding up to \$200,000 to support the direct costs associated with delivering the tour. E.g. travel, accommodation and salaries; as well as costs of delivering community participation activities as part of the tour. The amount of funding sought should depend on:

- the scale of the production (size of the cast and crew);
- the length, comprehensiveness and reach of the tour (including number of regional and remote towns/communities involved); and
- the range of community activities available;
- employment opportunities for regional artists and arts workers; and
- anticipated paid audience attendance.

When can I apply?

Applications are open all year round. Your application must be submitted at least 60 business days before the start date of your activity.

From time to time applications will not be accepted to allow for system upgrades, please check the website for details before submitting your application.

All times are in AWST (for Perth, Western Australia).

Processing of grant payments to successful applicants will not start until after the grant contract is signed and returned. Depending on the project start date, we cannot guarantee notification and or availability of grant funds before the project begins.

What will make my application ineligible?

You will make your application ineligible if you:

- do not adhere to support material limits and format requirements;
- do not adhere to budget requirements including requesting more than 80% of expenses;
- start the activity before the eligible start date;
- submit an application late;
- exceed application limits;
- have any key personnel with an overdue acquittal;

- are a staff member of the Department of Local Government, Sport and Creative Industries (staff of portfolio organisations may apply subject to meeting the Code of Conduct and Secondary Employment Policy);
- request funding that exceeds the funding cap of the program;
- apply for activity that is delivered as part of an educational institution’s curriculum or will be academically assessed;
- are a Portfolio Organisation of the DLGSC.

How many times can I apply?

There are no limits to the number of applications you may make to this program in a calendar year.

How will my application be assessed?

General Assessment Criteria

All applications are assessed against the 4 criteria: Quality, Reach, Good Planning and Financial Responsibility. Each criterion has a subset of dimensions and definitions. When you are preparing your application you are strongly encouraged to refer to these dimensions and their definitions, and address the most relevant ones in your application. Assessors will consider applications against the relevant dimensions and allocate a weighted score against each of the four criteria as follows:

Criteria	Weighting
Quality	15%
Reach	30%
Good Planning	30%
Financial Responsibility	25%

More information about the assessment process as well as the dimensions and their definitions can be found in the [First Time Applicant Handbook](#).

Recommendations are submitted to the Minister of Culture and the Arts and the Minister for Regional Development for final approval.

Three components of your application

There are three components of a grant application: core application questions, financial information and support material. Each plays a significant and distinct role in creating a whole picture about your activity.

Core Application Questions

Your answers to the core application questions should give assessors a concise overview of your activity. Each question has a 1500 character limit. You can extract a copy of your draft application in Online Grants at any stage to share with others for their feedback if you wish.

Respond to the following questions with reference to the assessment criteria and program objectives:

1. What is the performing arts show that is the subject of this application?

Describe the show that will be toured, including details such as the featured performing art form/s, themes and performers, when it was previously staged, and where. Include information on how regional and remote host communities were given the opportunity to review the show before they agreed to host it. Note: you will need to provide evidence of the tour-readiness of the show by including examples of past reviews, videos, marketing/promotional materials or press coverage with your support materials.

2. Who will undertake the tour and what is their experience?

Highlight the role of key creatives and collaborators, with a particular focus on the artistic and coordinating tour leaders, and how they will contribute their expertise and experience to the delivery of the tour.

3. Why have you chosen to tour your show to the particular regions?

Provide an overview of when and where the tour will take place, how you identified regional demand for the project, and how the tour will contribute to the viability of the touring circuit in the longer term. Note: an Itinerary and Touring Party Workbook must be submitted with your support materials.

4. How will you plan, manage and deliver the touring project?

Provide a summary of your touring plan, describing the key stages of the tour and details that will ensure the success of your tour. Note: you will need to expand on your project planning information in the Itinerary and Touring Party Workbook.

5. How will you engage the community and interest audiences in attending the show?

Describe how you will encourage participation or involvement from members of the community and interest your regional target audiences in attending the show. Note: You will need to attach a separate community engagement plan and marketing plan with your support materials.

Financial Information

The financial information in your budget helps to demonstrate that all elements of your activity have been considered, thoroughly researched and costed. A good budget also provides confidence for the DLGSC that your activity will be a sound investment for the State of Western Australia.

You should indicate which expenditure items you want the DLGSC to support. List those items in the 'Additional Notes' section of the application form's budget page.

If you are registered for GST you should not include GST in the budget figures. All amounts should be in Australian dollars.

Your funding request is the difference between your expenditure minus your income. To ensure this amount is calculated accurately, seek quotes for all expenditure items (whether or not you intend to include these as support material) and include all costs associated with the activity, even if they are supplied in-kind.

For each expenditure or income item you add to the budget, use the notes area alongside the item to explain how that item relates to the delivery of your activity. Also include a breakdown or itemisation of costs if relevant.

Many activities will include in-kind contributions in the form of offering something for free or at a discount. Make sure you put the full cost in expenditure and the discounted amount in in-kind income and mark both items in the notes as in-kind so they are easily linked. This program does not fund 100% of your activity costs and in-kind contributions count towards your income so make sure you identify any discounts. More information on in-kind expenditure and income as well as an example of how to demonstrate your in-kind support can be found on [page 8](#).

Expenditure

Expenditure items can vary significantly from one activity to another. Any legitimate expense that is eligible can be included in the budget.

Do not duplicate costs in the budget form. For example, if you receive a quote for advertising which includes design, do not add an additional item for design. Simply use 'advertising' as the expenditure item, and add a note explaining that the cost includes design.

Make sure you check the list on page 3 for ineligible items.

Eligible expenditure items

Administration	Expenses related to the management and administration of the activity. E.g. Telephone/internet, insurance, postage and stationery. Eligible expenditure items in this category may also include audit costs and accessibility costs (expenditure associated with making your activity accessible to participants or audiences with a disability).
Marketing, Promotion and Distribution	Costs associated with marketing to your target audience. E.g. information, promotion and audience engagement activities, advertising, graphic design, merchandise photography, videography, public relations and production of marketing collateral.
Preparation, Development, Production and Exhibition/ Presentation	Costs related to the creation, development, production and delivery of the activity or its deliverables, including the costs of presentation and exhibition. Eligible items may include venue hire, lighting hire, set construction, manufacturing costs, recording fees, rehearsal space hire, props and audio visual costs.
Salaries, fees and living allowances	Expenditure in this category should include salaries, fees and allowances for all key personnel, with separate components itemised in the budget notes. We support appropriate rates of pay for all people involved in your activity. Refer to the following websites for information on industry standard payment rates: National Association for the Visual Arts Media, Entertainment and Arts Alliance Australian Society of Authors Australian Writers' Guild Museums Australia . If these standards do not apply to your activity then you must outline how reasonable rates have been calculated. For long-term activities, it may be appropriate to pay artists a rate based on a yearly salary for a similar kind of work. If this is the case, you need to clearly explain the rationale for the pay rate in your budget notes.
Travel and Freight	Costs associated with transporting people, equipment or goods. Eligible items may include fares (taxi, airplane, bus etc.), tolls, land or air freight, and vehicle hire.

Income

This program **does not fund 100%** of your activity costs so you must demonstrate at least 20% income or your application will be ineligible.

Eligible Income Items

Earned Income	May include ticket sales, product sales, performance fees and merchandise sales. For performances, this amount should factor in the number of performances, average ticket price and projected venue capacity.
In-kind	Some activity expenses may be offered at a free or reduced rate. This contribution can be in the form of borrowed equipment, the use of a rehearsal space, donated goods or discounted goods or services, volunteered labour (including your own), negotiated fees and allowances. Contributions should be valued at the full rate agreed on between you and your participant, sponsor or service provider and based on current market value. As a guide, volunteer labour may be costed as follows: <ul style="list-style-type: none"> • Unskilled: general work where no recognised qualification is required. Max \$25 per hour. • Skilled: recognised qualification or trade specific. Max \$40 per hour. • Specialised: highly skilled professional. Max \$60 per hour. <p>The full value of volunteers is included in expenditure. An equal in-kind value should be entered in income. Both should be clearly marked in the notes to ensure they are easily read by assessors.</p>
Corporate Sponsorship	List any income received through sponsorship from corporate bodies or businesses. Income received through government sponsorship should be included in the relevant government income category.
Philanthropic Donations	May include contributions from fundraising, crowdfunding, donations, gifts and bequests.
Australia Council, Other Federal Government, Other State Government, Local	All grants and sponsorship being sought from local government, state government, Australian government, the Australia Council, and other government sources must be included, whether or not this support has been confirmed. If your application is to be assessed by a peer assessment panel,

Government	we will attempt to confirm the status of any pending funding applications directly with the funding body prior to the panel assessment. Do not include DLGSC grant funds being requested as part of this application.
Other Income	If you are making a cash contribution, or someone is providing cash to the activity, list this item as a 'cash contribution' or similar. Include any other income source that does not fit within any of the above categories, and provide enough detail to identify the income source. RVIF applicants should ensure the minimum cash contribution for the category applied to is included and clearly identified here.

In-kind expenditure and income

The value of in-kind income must always equal the value of in-kind expenditure. Ensure your budget clearly identifies both in-kind income and in-kind expenditure, and that they balance. In-kind expenditure may include expenditure items such as goods, equipment or services, which will be contributed by any source at a free or reduced rate. For example, use of equipment, a rehearsal space, a studio, professional service e.g. a photographer, graphic designer and volunteer labour (including your own). Contributions should be costed based on agreements between you and the sponsor or service provider. Contributions should also be based on current market value.

Here is an example of how to include in-kind expenditure and income in your budget. You are hiring a venue, which would normally charge a hire fee of \$2000. You have successfully negotiated a \$1000 (50%) discount with the venue management.

Expenditure			Income		
Category	Description	Budget	Category	Description	Budget
Preparation, Development, Production and Exhibition/ Presentation	Venue hire in-kind	\$1000	In-kind	Venue Hire	\$1000
	Venue hire – cash	\$1000			
		\$2000			\$1000

Additional Notes

This section of the budget provides an opportunity for you to detail any additional information you feel may help to clarify items within your budget. For example, for fees and salaries you can indicate in this section how you calculated your amount.

You should use this section to indicate which expenditure items you want Department of Local Government, Sport and Cultural Industries to support.

Taxation

The Australian Taxation Office (ATO) considers any grant payment to be taxable income for the purposes of your annual income tax return. If you receive a grant you are encouraged to discuss your tax implications with your tax agent or the ATO.

Goods and Services Tax

Registered for GST?

If you are registered for GST you must show your expenditure items **exclusive** of the GST component. For example, you have been quoted \$550 including GST for lighting hire. In your expenditure budget you would only show lighting hire of \$500.

If you are registered for GST and your activity is funded, the DLGSC payment will include a 10% GST component to cover those items on which GST is payable.

Not registered for GST?

If you are not registered for GST you must show your expenditure items **inclusive** of the GST component. For example, you have been quoted \$550 including GST for lighting hire. In your expenditure budget you would show lighting hire of \$550.

If you are not registered for GST and your activity is funded, the DLGSC payment will include the GST component for those items on which GST is payable.

Support Material

Support materials form a crucial part of your application and are essential for assessors to fully gauge the value of your activity. It is highly recommended you pay close attention to the support material you choose to ensure it offers the best support for your application and will demonstrate the four assessment criteria: Quality, Reach, Good Planning and Financial Responsibility. You should also consider the objectives for the program you are applying to.

As an Online Grants portal user you can choose to upload your support materials with your online application OR you can post/courier your materials to us (e.g. as printed matter, on CD or USB drive).

No matter which way you choose to submit your support material, if you are submitting audio and/or video files you **must** upload them to file streaming sites like Vimeo, YouTube or SoundCloud. **Do not use** Dropbox to deliver audio or video files.

You can find instructions on how to use these sites at the following links:

- YouTube https://support.google.com/youtube/topic/16547?hl=en-GB&ref_topic=4355169
- Vimeo <https://vimeo.com/upload>
- Soundcloud http://help.soundcloud.com/?b_id=10674&t=604718

More information about how to submit your materials can be found in the [First Time Applicant Handbook](#).

The following mandatory support materials **must** be submitted with your application.

Support Material Item	Formats and limits
Performing Arts Touring Agreements. The purpose of this Form is to demonstrate that agreement with Western Australian regional and remote communities has been reached to host your show. It provides confirmation of the number of performances, community participation activities, fees and box office arrangements.	Download and complete this form : one copy is required for <u>each</u> regional host venue or presenter (PDF only, 5MB max)
Itinerary and Touring Party Workbook This workbook details the itinerary and touring party requirements for the tour.	Download and complete this workbook (Excel, 5MB max)
Community engagement plan for the tour	Maximum 5 A4 pages (One PDF only, 5MB max)
Marketing plan for the tour agreed with the venue and presenting partners.	Maximum 5 A4 pages (One PDF only, 5MB max)
Evidence of tour-readiness of the show in the form of past reviews, videos, marketing and promotional materials or press coverage.	Select three (3) of the following: Maximum 10 A4 pages (One PDF only, 5MB max) Maximum 10 images (2MB max per file) Maximum 6 minutes of audio (3 web links max)* Maximum 6 minutes of video (3 web links max)
Quotes for major expenditure items/confirmation of fees listed in your budget.	Maximum 5 A4 pages (One PDF only, 5 MB max)

Assistance for Applicants

If you require further information please read the [First Time Applicant Handbook](#).

Grants Officers are available via telephone and email to answer queries about applications and suitability of activities to specific programs. As applications to the U-15k categories are assessed internally, they can only provide general information and cannot provide comment on the content of your application question answers. If you need extra assistance due to disability, language barriers or any other factor that may disadvantage you in completing your application, please contact us.

The advice provided by Grants Officers does not guarantee the success of your application. Due to the high number of applications received, each funding round is highly competitive. All applications are considered on their own merits and against the assessment criteria and program objectives.

Contact us

For assistance using Online Grants or to report any related technical issues, contact the Online Grants Support Team: onlinegrantsupportca@dlgsc.wa.gov.au

For enquiries relating to the Grants Programs, including advice or assistance with your application, contact a Grants Officer:

Telephone: (08) 6552 7400
Toll Free (Country WA callers only): 1800 199 090
Email: grantsprogramsca@dlgsc.wa.gov.au

To assist us in directing your enquiry to a relevant member of the team, please specify the grants program and category your enquiry relates to in the subject line of your email.

Assistance for people with disability

The Department of Local Government, Sport and Cultural Industries is committed to supporting applicants with disability. Information can be provided in alternative formats (large print, electronic or Braille) upon request.

If you require special assistance in preparing your application, please call (08) 6552 7400 or toll-free for regional WA callers on 1800 199 090. Family, friends, mentors and/or carers can attend meetings with you.

If you are deaf, or have a hearing or speech impairment, contact us through one of the following:

- National Relay Service (NRS) www.relayservice.gov.au then ask for 1800 199 090
- TTY users phone 133 677 then ask for 1800 199 090
- Speak and Listen users phone 1800 555 727 then ask for 1800 199 090

Interpreting assistance

For interpreting assistance in languages other than English, telephone the Translation and Interpreting Service on 13 14 50.

Regional applicants

Toll Free (Country WA callers only): 1800 199 090