

Community Project Grant

About this Grant

Community Project Grants – funding applications for up to \$30,000 are available through this grant program.

Community Project Grants provide major funding for projects involving regional artists that have a public outcome, and significantly engage the community in which they are based. They can also be used for skills development opportunities for regional artists, arts groups or community organisations. This grant is available to regional artists, arts organisations and communities.

Using the Modified Monash Model Map

As an applicant it is useful to know your MMM class to ensure you are eligible to apply for this grant.

People living in an MMM2 - MMM7 location are eligible to apply for this grant, however those living in an MMM1 location are not.

To access and search your address in the Modified Monash Model please follow these steps below:

1. Visit the [Doctor Connect Locator](#) Map using the link in this sentence.
2. On the webpage that loads, located on the right side of the page is the layer toolbar. Under the heading "Department of Health - custom remoteness classification" turn on the Modified Monash Model Layer by clicking the checkbox next to this layer name.
3. Enter your address into the address bar at the top of the toolbar to search the map for your MMM Class
4. The Map will now show you your MMM Class to check your eligibility to apply to this grant.

If you have any questions about your MMM location please contact Flying Arts on 07 3216 1322 for assistance with your MMM eligibility.

Application Eligibility and Timeline

Applications for Community Project Grants will be accepted from individuals, groups, incorporated not-for-profit organisations and councils which reside in postcodes classified as 'regional' according to the Modified Monash Model. MMM1 locations are ineligible, MMM2-MMM7 inclusive are eligible.

Although ineligible to apply in their own right, individuals and organisations from excluded areas (MMM1) can participate in RAF-funded project activities as project partners and/or paid participants where the applicant is an eligible regional arts organisation or individual (MMM2-MMM7).

For the full list of eligibility criteria please download the [Funding Guidelines](#)

Please read the [Terms of Funding](#).

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Form Preview

Visit the [Frequently Asked Questions](#) page for extra information regarding the grants program.

Funding recipients will:

- be required to upload the signed Letter of Agreement and invoice at least ten working days prior to the starting date of the proposed project or program to ensure adequate time is available for payments to be processed
- receive funds within **ten working days** of receipt of signed Letter of Agreement and invoice
- be required to submit an acquittal report to Flying Arts Alliance within 20 business days of completing the project or program
- be notified by phone that the application has been successful once final approval has been received from Regional Arts Australia

Applicant Details

* indicates a required field

Applicant

Applicant Name *

Individual Organisation
Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Street Address *

Address

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Is your postal address different to your street address? *

Yes No

You are a resident/citizen of Australia *

Yes No

Please note you must be either a resident or citizen to be eligible to apply for this grant

What is the Federal Electorate of your street address? *

search here: <https://electorate.aec.gov.au/>

Daytime Phone Number *

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Email *

Applicant Postal Address

Applicant Postal Address

*

Address

Suburb State Postcode

Must be an Australian postcode

Do you or your organisation have an ABN? *

Yes

No

Insert your 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, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 46.5% of any approved grant may be withheld. Download the form from: https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf

Please Upload completed Statement of Supplier Form: *

Attach a file:

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Max 25mb

Project Contact Person

Project Contact Name *

Title

First Name

Last Name

Role/Position *

Daytime Phone Number

*

Email *

AUSPICING OF PROJECT DETAILS

Will another organisation be auspicing your project? *

Yes

No

If yes, you will need to complete the Auspicing Organisation Details below

AUSPICE ORGANISATION DETAILS

Auspice Organisation Name *

Organisation Name

Auspice Primary Address *

Address

Suburb State Postcode

Must be an Australian post code

Auspice Postal Address (if different from above)

Address

Suburb State Postcode

Must be an Australian post code

Auspice Project Contact *

Title

First Name

Last Name

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Auspice Project Contact Position *

Auspice Project Contact Primary Phone Number *

Must be an Australian phone number

Auspice Project Contact Primary Email *

Must be an email address

IA or ACN Number *

Incorporated Association or Australian Corporation Number. If no, you must be sponsored by an incorporated sponsoring organisation.

Does the Auspice Organisation have an ABN? *

Yes

No

Please attach signed certification letter by Office Bearer of Auspice Organisation *

Attach a file:

President, Chair, Secretary or Treasurer. Letter must include, name, position, signature and date. Max 25mb

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	

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Must be an ABN

Project Details

* indicates a required field

The information provided in this application will be used by the assessment panel to determine how well the application addresses the following criteria:

QUALITY

Proven capacity to deliver high-quality arts and cultural initiatives in regional communities in response to identified need or demand.

REACH

Provides access to social and cultural development opportunities for diverse communities, practitioners, participants and/or audiences.

IMPACT

Increases employment and professional development opportunities for artists and arts workers living in regional and remote locations.

VIABILITY

Demonstrates good planning, management and partnerships to increase support for the initiative and for arts and culture in the region.

Project Title *

Project Description *

Word count:

Must be no more than 100 words. This is an overview only. Space will be provided for further details in later sections of the form.

Project Start Date *

Must be no earlier than 1 July 2019

Project End Date *

Must be no later than 30 May 2020

Project Type *

Arts project

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- Professional development for artists and arts workers
- Community capacity building project

Select the MAIN artform *

- | | | |
|---|-------------------------------------|-----------------------------------|
| <input type="radio"/> Circus | <input type="radio"/> Digital media | <input type="radio"/> Photography |
| <input type="radio"/> Crafts and textiles | <input type="radio"/> Film | <input type="radio"/> Puppetry |
| <input type="radio"/> Cross art form | <input type="radio"/> Literature | <input type="radio"/> Theatre |
| <input type="radio"/> Dance | <input type="radio"/> Music | <input type="radio"/> Visual arts |

Projected number of audience members *

Must be a whole number

Projected number of participants *

Must be a whole number

Primary Beneficiary *

- | | |
|--|---|
| <input type="radio"/> Aboriginal/Torres Strait Islander people | <input type="radio"/> Older people |
| <input type="radio"/> Artists and arts workers | <input type="radio"/> People from culturally and linguistically diverse backgrounds |
| <input type="radio"/> Children (0-14 years) | <input type="radio"/> People with a disability |
| <input type="radio"/> General community | <input type="radio"/> Youth (12-25 years) |

Project Location

Project Location (town name) *

Project Location (postcode) *

Other project locations (if applicable)

What is the MMM classification of the primary Project Location? *

Find the MMM location here: <http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/Content/locator> For projects based outside of Australia please select 'overseas'.

What is the Federal Electorate of the primary Project Location? *

search here: <https://electorate.aec.gov.au/> For projects based outside of Australia please select 'overseas'.

Employment opportunities

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How many employment opportunities will be created through this project? *

Must be a number.

Will this project/program directly employ or contract any artists or arts workers? *

Yes

No

Estimated Number of Artists Paid

Must be a number.

Must be a number

Estimated Number of Artists Unpaid

Must be a number.

Must be a number

Estimated Number of Arts Workers Paid

Must be a number.

Must be a number

Estimated Number of Arts Workers Unpaid

Must be a number.

Estimate number of volunteers in the project?

Must be a number.

Please elaborate on the details of the employment opportunities provided through this project.

Project Proposal

Describe your project. What will happen? Who will be involved? What are the key dates, activities and milestones?

Word count:

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Must be no more than 400 words.

How does the project address the four assessment criteria detailed on page 3 of this application?

Word count:

Must be no more than 400 words.

Criteria are quality, reach, impact and viability.

Detail how the project is relevant to participants, audiences and the wider community in the project's region, demonstrating demand and detailing outcomes.

Word count:

Must be no more than 500 words.

Letters of support should be provided as evidence of any support claimed. Letters of support can be uploaded in the 'Supporting Documentation' section.

In dot points, what steps will be taken to ensure the successful delivery of the project? (For example, indicate planning, partnerships, logistics, timeframes, schedules)

Word count:

Must be no more than 500 words.

How will be the project be promoted, marketed, and evaluated?

Word count:

Must be no more than 500 words.

Please indicate/supply a marketing plan.

Project Budget

* indicates a required field

Please complete the budget using the template below to account for all costs of your project.

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- **Ensure that your budget estimates are as accurate as possible.**
- Ensure that **your income and expenses totals are equal.**
- Indicate how much of the Regional Arts Fund (RAF) grant will be used for each relevant item in the RAF grant breakdown column.
- Enter all funding you have applied for and select Confirmed/Unconfirmed from the drop box provided.
- Use whole dollar amounts.

Please note: If you are **not GST registered**, amounts should include GST as this is part of the cost of the project. If you are GST registered, we will pay the funds plus GST. Amounts should be exclusive of GST if you are registered for GST.

Your total income must equal total expenditure.

Total RAF Amount Requested *

Must be a dollar amount.
What is the total financial support you are requesting in this application?

In Kind Income

In kind income is any contribution to your project of goods and services that is not cash. Examples include volunteer hours and venue hire if the cash fees have been waived.

Volunteer hours should be calculated at a value of \$33 per hour for general volunteering and \$55 per hour for skills-based volunteering. For more information about rates see Regional Arts Australia's Recommended Rates guide at: <https://regionalarts.com.au/raf-resources>

Income Source	Details	\$ value	Confirmed/ not confirmed
		\$	

Cash Income

Ensure you include the Total RAF Amount Request (entered above) Community Project Grant amount as cash income to balance your cash income against your cash expenditure.

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Cash Income Source Details	\$ value	Confirmed/ not confirmed
	\$	

Applicant Contribution

Applicant's In Kind Contribution - of the total in kind income listed above, what is the total applicant's contribution? *

\$

Must be a dollar amount.
Excluding GST

Applicant's Cash Contribution - of the total cash income listed above, how much is the applicant's contribution? *

\$

Must be a dollar amount.
Excluding GST

Total Applicant Contribution *

\$

This number/amount is calculated.

Cash Expenditure

Cash Expenditure Type	Details	\$ value	Is the RAF being used for this?
		\$	

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Contractor Quote/s

Your budget should contain quote/s for any provision of services from contractor/s.

Does your budget contain quote/s for any provision of services from contractor/s?

- *
 Yes No

Contractor Quotes

If your budget contains quote/s for provision of services from contractor/s, please upload quote/s here. Quotes should provide a clear breakdown of charges.

Please upload quote/s here.

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

Budget Totals

Total In Kind Income *

\$

This number/amount is calculated.
Excluding GST

Total Cash Income *

\$

This number/amount is calculated.
Excluding GST

Total Cash Expenditure *

\$

This number/amount is calculated.
This amount should be equal to the Total Cash Income.

Total Project Cost *

\$

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

Leveraged Income Calculation *

\$

This number/amount is calculated.

OTHER PROJECT DETAILS

If your organisation is offered a grant less than the amount you have requested, would you be able to proceed with your project? *

- Yes No

Supporting Documentation

* indicates a required field

- Letters of support must include an original signature or contact details of the author.
- All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.
- Excessive support material will not be read by assessors and as such excluded from assessment.
- For audit purposes, Flying Arts Alliance is required to retain a copy of the support material supplied by applicants.

Letters of Support

Please upload a minimum of two and maximum of three letters from individuals or organisations in your area of practice that provide relevant comment in support of your application. *

Attach a file:

A minimum of 2 files and a maximum of 3 files may be attached.

Letters of support from a relevant artist or artistic organisation recognising the artistic merit of your application.

Please upload a maximum of three letters of support from key personnel, partners or supporters confirming their involvement, funding or in-kind support. *

Attach a file:

A maximum of 3 files may be attached.

This section refers to sponsors/partners/benefactors/contributors who sit outside your area of artistic support.

Employment Opportunity Supporting Documentation

Please upload a CV and confirmation of engagement for up to five (5) key artists and/or arts workers employed or contracted by this project/program.

Employee/contractor 1 CV *

Attach a file:

A maximum of 1 file may be attached.

Employee/contractor 1 confirmation of engagement *

Attach a file:

A maximum of 1 file may be attached.

Employee/contractor 2 CV

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Attach a file:

A maximum of 1 file may be attached.

Employee/contractor 2 confirmation of engagement

Attach a file:

A maximum of 1 file may be attached.

Employee/contractor 3 CV

Attach a file:

A maximum of 1 file may be attached.

Employee/contractor 3 confirmation of engagement

Attach a file:

A maximum of 1 file may be attached.

Employee/contractor 4 CV

Attach a file:

A maximum of 1 file may be attached.

Employee/contractor 4 CV confirmation of engagement

Attach a file:

A maximum of 1 file may be attached.

Employee/contractor 5 CV

Attach a file:

A maximum of 1 file may be attached.

Employee/contractor 5 confirmation of engagement

Attach a file:

A maximum of 1 file may be attached.

Examples of Previous Work/Online Support Materials

Examples of previous work (including evaluation, survey results, media reports, documentation). *

Attach a file:

A minimum of 1 file and a maximum of 3 files may be attached.

Examples of work - URL 1

Examples of work - URL 2

Working with children, people with disability, and other vulnerable people

Where a project involves vulnerable persons Regional Arts Australia requires that applicants provide all necessary police and other background checks, as required by the relevant legislation in the State or Territory in which the activity takes place (project location).

Vulnerable Persons for this purpose means:

- 1.a Child or Children; or
- 2.an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

In Queensland, legislation requires that people who work with children and young people must undergo a Working With Children Check to hold a blue card or an exemption card if their work falls into one of the regulated categories of business or employment. For more information, please go to the [Queensland Government Blue Card website](#).

Further, under the Disability Services Act 2006, persons engaged by a non-government service provider at a place where disability services are provided to adults must undergo criminal history screening every three years to hold a yellow card unless exempt if their work falls into one of the regulated categories of business or employment. For more information, please view the Queensland Government Department of Communities, Disability Services and Seniors [criminal history screening website](#).

For resources and links to legislative requirement outside of Queensland please see the Regional Arts Australia website (link to be provided mid June)

Will you or any personnel involved in your project be working with vulnerable people as part of the project? *

- Yes No

Personnel working with vulnerable people

Please upload copies of relevant documentation for all personnel involved in your project who will be working with vulnerable people:

*

Attach a file:

A minimum of 1 file must be attached.

It is recommended that you scan and combine documentation into one file before uploading.

*

- I confirm that (if project is funded) I 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 vulnerable people.

Community Project Grant Privacy Statement

* indicates a required field

I agree to the following: Personal information collected through the Regional Arts Fund is protected by the Privacy Act 1988 (Cth). Regional Arts Australia is required to ensure that necessary permissions are obtained to allow funding to be announced publicly by the Australian Government (including the Minister and the Department), Members of Parliament, Regional Arts Australia and Regional Program Administrators - Flying Arts Alliance, including by way of publication on the internet by any of those persons. This will include, but may not be limited to, the applicant's name/organisation name, funded project description, funded amount, state/territory, location and electorate. This information may also be used for reporting and promotional purposes. By submitting a Regional Arts Fund grant application you are also providing permission for this personal information to be used in this manner. *

- Yes