



Catalyst Guidelines 2012–2014

Community Arts Network WA Ltd.



Government of **Western Australia**
Department of **Culture and the Arts**



Government of **Western Australia**
Mental Health Commission

Overview

Community Arts Network WA (CAN WA) manages this fund on behalf of the State of Western Australia through the Department of Culture and the Arts and is supported by the Mental Health Commission WA.

The Catalyst Community Arts Fund supports projects that:

- Facilitate and support Western Australian community-determined arts and culture activities that express local culture and identity
- Promote the values of community empowerment, social inclusion, respect for diversity and self-determination.

This fund focuses on the community learning new skills, experiencing and participating in the arts.

Funding Categories & Amounts

category A – innovate

Innovate is for artists and communities interested in developing **new** and **innovative** community arts practices or to implement community arts practice in new and innovative environments.

\$15,000 in March round and \$15,000 in September round (applicants can apply for up to \$15,000).

category B – create

Create is for community arts projects that **express local culture and identity**.

\$75,000 in March round and \$75,000 in September round (multiple projects funded per round from the pool of funds, applicants can apply for up to \$15,000).

category C – develop

Develop is a professional development category for community artists and community cultural development workers for **research and/or development** in areas that will benefit community and the arts industry in the long term.

\$10,000 in March round and \$10,000 in September round (applicants can apply for up to \$10,000).

category D – explore

Explore is for community arts projects that **explore issues of mental health** and/or engage with groups at risk of mental health issues.

\$25,000 in March round and \$25,000 in September round (multiple projects funded per round, applicants can apply for up to \$10,000).

General eligibility criteria

- Applicants must be over 18 years of age.
- Activities must take place in Western Australia and directly benefit Western Australian communities.
- Individual applicants must be Australian citizens or permanent residents and WA residents (defined as being a resident for a least 12 months prior to the application).
- Applicants (both individuals and group/organisations) must either provide an Australian Business Number (ABN) or have a legal entity auspice (administer) the fund.
- Applicants must not be in receipt of multi-year funding from the Department of Culture and the Arts WA, Country Arts WA or the Mental Health Commission WA.
- Applicants must have fully acquitted previous grants from the Department of Culture and the Arts WA, Country Arts WA and the Mental Health Commission WA.
- Applications must comply with all the guidelines, conditions and criteria of the fund category.

Important dates

Round 1

Applications close: 30 March, 5.00pm, for projects beginning after 1 July.

Round 2

Applications close 30 September, 5.00pm, for projects beginning after 1 January.

Applicants are notified of results approximately six to eight weeks after the closing date.

What Catalyst will fund:

- The part of the project where people have the opportunity to participate, learn together and experience the arts.
- Arts workers, artists or other professionals fees.
- Production and venue costs.
- Arts materials and equipment hire.
- Travel and accommodation within WA.
- Promotion (e.g. marketing) and administration costs.
- Applications that demonstrate:
 - clear and adequate planning
 - community support and consultation
 - compliance with the criteria and requirements of the funding category.
- Professional development fees and costs associated with developing your community arts and cultural development practices and/or knowledge (when applying in category C – develop).

What Catalyst will not fund:

- Applicants who reside outside of Western Australia.
- The same stage of a project funded by Department of Culture and the Arts WA, Country Arts WA or Mental Health Commission WA.
- The total cost of the project (100% of the funding). You must include other project income such as additional funding, sponsorship or in-kind contributions.

You are encouraged to seek further funding for other aspects of the project (such as in-kind, corporate or government funding). A list of recommended funding sources is on our website (<http://www.canwa.com.au/what-we-do/funding/funding-resources/>)
- Prizes, prize money or equipment purchases – such as musical instruments, computers etc. In approved circumstances, some minor equipment purchases are accepted – please discuss with the Funding Manager before applying.
- Capital works (e.g. buildings, infrastructure), maintenance or restoration of cultural materials.
- Educational study or projects that are a part of a school's existing curriculum or used in academic assessment.
- Interstate or overseas travel.
- Projects or activities that have already taken place.

- Projects that solely involve the production of a: show or exhibition, book, CD, film, television or radio project.

UNLESS they are done as part of a participatory interactive process (participants are directly involved in the process).

You are encouraged to seek other funding sources for the showcasing of the final product.

How to apply

Application forms

Application forms are available for download from our website at <http://www.canwa.com.au/what-we-do/funding/catalyst/> or you can request a hard copy from any of our offices.

1. Develop your project.
 - Identify your community(ies)
 - Talk to your community(ies) and art workers about your idea
 - Develop a project timeline
 - Decide who will coordinate the project and who will provide the artistic or cultural skills
 - Think about who you could approach for further funding and support
 - Think about your outcomes and what you would like to achieve
2. Read over the Catalyst Guidelines and pick the category that best suits your project.

Ensure that you meet the eligibility criteria and the specific category criteria.

3. Contact the CAN WA Funding Manager or Officers.

CAN WA staff are experienced and knowledgeable in every aspect of the funding process. They can assist you by helping you meet the criteria in your application before it is submitted. Seeking advice is best done as early as possible in the funding process.

4. Attend a free Catalyst workshop.

This is recommended if you are first time applicant or if you need a refresher.

CAN WA runs a free workshop in Perth four to six weeks before each closing date.

The workshop explores the funding process from formulating your idea through to submitting your application. CAN WA staff who administer the fund are on hand to discuss projects in person.

The details of these workshops are advertised on the CAN WA website and in the CAN WA eNews. You can sign up for the eNews on the CAN WA website at canwa.com.au.

5. Start drafting your application and gaining support.
 - Plan your budget and what you will need (equipment, venues, staff etc.)
 - Start to gather your support material.
 - Once your draft application is complete, send it to the CAN WA Funding Manager or Officer for them to read and provide you with feedback. Do this as early as possible, i.e. at least two weeks prior to closing date.
 - Answer the questions in the application form.

6. Complete and check over your application form. Ensure that you have:
 - Answered each of the questions in sufficient detail.
 - Provided an accurate and detailed budget using the Catalyst Budget form.
 - Included signatures from the applicant organisation's CEO and (if relevant) the auspicing body.
 - Assembled all your support material and clearly labelled it.

Essential Support material

- **Support / Agreement letters:** letters from individuals / organisations / communities who will either take part in the project, provide financial support or offer general support (essential – no limit on support letters)
- **Agreement letters:** letters from key coordinators / artists
- **Key Arts worker / Artist CV / Resume:** Maximum of two pages containing information relevant to the application only.
- **Key Arts worker / Artist Quotes:** Quotes from key artists / arts workers stating their fees, in accordance with the relevant award. For information on award rates, contact the Media and Arts Alliance, Artsource, Writers Guild or NAVA.
- **General Quotes:** Quotes for any items in the budget that are over \$1000.

Other Support material

- **Annual Report**
- **Certificate of incorporation**
- **Photos:** up to 20 photos on disc (JPG format preferred) or printed on paper.
- **DVDs/Visual media:** One DVD/Disc of visual material with a length of between 5 -10 minutes.

- **Promotional material:** (Up to five reports) media clippings or related promotional material that relates to you or your group / organisation.

Handing in your application

Once applications are received, CAN WA staff copy the applications for distribution to the panel. Please make sure your application is:

- In hard copy, no electronic or faxed applications will be accepted.
- Unbound and not in a folder – please use paper clips to hold pages together.
- On standard white A4 paper.
- Printed on one side.

Remember to make a copy of your application to retain for your own records.

When to submit your application

Applications close at 5.00pm on the closing date. All posted applications must be postmarked at an Australia Post office by 5pm on the closing date.

Late applications will not be accepted.

CAN WA will accept support material for up to seven days after the closing date. Any material submitted after this point will not be accepted. (Please note that the application form including responses to the criteria and an accurate Catalyst budget form must be submitted by 5pm on the closing date.)

Support material that is ready to be copied will be included in the mail out to the panel, other material that is bound or on disc will be available for the Catalyst Assessment Panel to view at our office.

Where to submit your application

You can submit your application in person or by mail –

In person

Community Arts Network WA (CAN WA)
Ground Floor, King Street Arts Centre
357-365 Murray Street
Perth WA 6000

By mail

Funding Manager
Community Arts Network WA
PO Box 7514
Cloisters Square WA 6850

The assessment process

Once your application has been received, you will receive a letter of receipt from CAN WA acknowledging your application, along with your project number.

Applications are then photocopied and sent to the Catalyst Assessment Panel members approximately three weeks before the assessment meeting.

The Catalyst Assessment Panel is an independent peer assessment panel, made up of industry professionals from various sectors including local government, arts and health organisations, and independent artists/arts workers. CAN WA staff do not influence or make any funding decisions relating to Catalyst. **All decisions made by the panel are final and cannot be changed.**

Once the CAN WA Board of Directors has ratified the decisions, all applicants (successful and unsuccessful) will be notified of the results via mail. This is approximately **six to eight weeks after the closing date**. A list of successful applicants and their projects will be released on the CAN WA website.

If you are successful, you will be required to sign and return a funding contract and confidential declaration, as well as completing a tax invoice template for you to issue to CAN WA for the grant amount. Information on promotional guidelines to acknowledge CAN WA, the Department of Culture and Arts WA and the Mental Health Commission WA will be included in your funding package.

If you are unsuccessful, feedback from the Catalyst Assessment Panel will be included in your acknowledgement letter. You can contact a CAN WA funding staff member to discuss feedback.

Acquitting your project

Once the project is finished, you will be required to complete a Catalyst acquittal (see below). An acquittal is a truthful and accurate record of the project and how the funds have been spent. Acquittals are required for auditing purposes, but they also provide CAN WA with valuable information on the project and its influence on the community. While your project is underway, you should be collecting the required information and keeping your receipts for the acquittal.

Acquittals are required to be submitted 12 weeks after the project ends. If you have not submitted your acquittal by this deadline, your acquittal will be considered overdue and you will be ineligible for further funding from the Department of Culture and the Arts WA, Country Arts WA, Mental Health Commission WA and CAN WA.

Frequently asked questions

Can I apply for the total amount available in a category?
What's the maximum amount that I can apply for?

When applying in category A (*innovate*) \$15,000 is available per round. Applicants can apply for up to \$15,000.

When applying in category B (*create*) there is a pool of \$75,000 available in the March round and \$75,000 available in the September round. Multiple projects of various amounts will be funded from this pool. Applicants can apply for up to \$15,000.

When applying in category C (*develop*) there is \$10,000 available in the March round and \$10,000 in September round. Applicants can apply for up to \$10,000.

When applying in category D (*explore*) there is \$25,000 available in the March round and \$25,000 available in the September round. Applicants can apply for up to \$10,000.

When will I know if my application has been successful?

You will be notified approximately six to eight weeks after the closing date of the outcome.

Who can I talk to about my application?

You must discuss your application with CAN WA funding staff and they may answer any questions you have. You can call the CAN WA office and speak to the Catalyst Funding Manager or Officer or if you prefer to meet in person, contact the CAN WA office to arrange a meeting.

What defines a 'group/organisation'?

Local governments, not for profits, businesses, community groups and schools are considered groups/organisations. If your group does not have an ABN then you must nominate an incorporated organisation to auspice you. This third party will take legal and financial responsibility.

How many times can you apply?

For categories A, B and D as often as you like, but once you have successfully gained funding you cannot apply again for 12 months.

For category C once funding is obtained you may not apply again for three years.

No new funding applications will be accepted until you have successfully acquitted a previously funded project with Community Arts Network WA, Department of Culture and Arts WA, Mental Health Commission WA or Country Arts WA.

Can I email or fax my application?

No. Any applications received via email or fax will not be accepted.

How do I address Innovation?

Innovative could be a number of things within a project or one particular aspect of the project. The project may be innovative because of the particular art form or multi art form eg. the use of mixed visual arts and music within a particular youth or elderly community (or mixing of the communities) to create a combined outcome.

It may also be innovative simply because the art form has not been used in that particular setting, eg. using digital art within an elderly community who have not previously had access to this.

We advise that you discuss this aspect of your project with the CAN WA funding staff to ensure you address it correctly.

How Do I address Mental Health?

This could be addressed by projects exploring issues of mental health or directly engaging with individuals or communities affected or at risk of being affected by mental health issues.

The project may also be aimed at a specific target group affected or at risk of being affected by mental health issues for example:

- people with mental illness and their carers
- Indigenous
- culturally and linguistically diverse
- rural and remote
- gay, lesbian, bisexual, transgender, intersex
- people with co-occurring issues (disability, drug and alcohol, justice etc).

Discuss this aspect of your project with the CAN WA funding staff to ensure you address it correctly.

Can I submit a DVD or other support material with my application?

Yes. Support material is essential in your application. Please be aware that visual media such as DVD's are restricted to 5-10 minutes in length and will be viewed by the Catalyst Assessment Panel on the day of the assessment (see page 7 for more detail).

We recommend that your support material includes: support letters, arts worker/artist CV's, letters of agreement, quotes, laser printed photos, printed and copied materials.

What does 'auspice' mean? How do I go about getting an organisation to 'auspice' my project?

If you are an individual or a group that does NOT have an Australian Business Number (ABN) you cannot apply unless you have an incorporated organisation auspice you. By nominating a third party as your auspice organisation, you will be using their ABN and they are then legally and financial responsible for the funds. A local Shire, business or not for profit organisation are often available to auspice projects.

What if my project involves working with children?

If your project involves children, or if the coordinator or supervisor will be responsible for supervising children, applicants must provide Working with Children Checks for each person directly involved.

If you are successful in receiving Catalyst funding you will be required to sign and return a Working With Children declaration form.

For more information on the requirements for Working with Children Checks, to apply for one, refer to <http://www.checkwwc.wa.gov.au> or contact the Working with Children Screening Unit on (08) 6217 8100 or tollfree on 1800 883 979.

How do I find other sources of funding? Do I submit funding that hasn't yet been confirmed?

The Department of Culture and the Arts WA (www.dca.wa.gov.au) and the Australia Council for the Arts (<http://www.australiacouncil.gov.au/>) both have arts funding grants available. Check their websites for further details. The CAN WA website also has a list of further funding programs available under 'Funding Resources' (<http://www.canwa.com.au/what-we-do/funding/funding-resources/>).

Finding other sources of funding, whether it is in-kind (paid for in anything other than legal tender, e.g. support, staff etc.) or from other sources (such as corporate, government, not for profit or community groups funding grants) will strengthen your application. Even if you have applied for other funding and it is still unconfirmed, include it in your application and mark it as 'unconfirmed'.

Catalyst will not fund 100 per cent of your project costs and you will need to demonstrate other forms of income.

Where can I seek copyright information?

Useful websites:

Australian Copyright Council <http://www.copyright.org.au>

Creative Commons <http://creativecommons.org.au>

Copyright Agency Limited <http://www.copyright.com.au>

Artistic works www.viscopy.org.au

Dramatic works www.awg.com.au

Australian Publishers Association www.publishers.asn.au

Australian Society of Authors <http://www.asauthors.org>

Further information

If you have a question or need any further information, please contact CAN WA's funding staff on the details below.

CAN WA Perth (Head Office)

King Street Arts Centre
Ground Floor
357-365 Murray Street
Perth, Western Australia

t | (08) 9226 2422
f | (08) 9226 2230
tollfree | 1800 681 021
e | admin@canwa.com.au

CAN WA Kellerberrin

8 Ripper Street
Kellerberrin WA

t | (08) 9045 4766

CAN WA Narrogin

21 Doney Street
Narrogin WA

t | (08) 9881 5400

<http://www.canwa.com.au>