

# application form | 2012/13/14

## category D: *Explore*



Community Arts Network 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.

### COMPLETING THIS FORM

This is a **category D: *Explore*** application form. For categories A, B and C please visit our website or contact CAN WA.

Please type or print in BLOCK letters. Incomplete or illegible forms will not be accepted.

### APPLICANT'S DETAILS

The applicant for funding is an:

Individual – If so, are you a citizen or permanent resident?      CITIZEN      P/R

Organisation

Group

(Note: groups or individuals without an ABN must be auspiced by an incorporated body)

Applicant's name (or group/organisation): \_\_\_\_\_

Project contact person: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Do you have an Australian Business Number (ABN)?      YES      NO

Yes, my ABN is: \_\_\_\_\_

If No, do you have a certificate of exemption?      YES      NO

**AUSPICING BODY** (contact CAN WA for assistance with auspicing)

Do you have an auspicing body?      YES      NO

Auspicing body's name: \_\_\_\_\_

Auspicing body's contact person: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Auspicing body's ABN: \_\_\_\_\_

## PROJECT DETAILS

Project title: \_\_\_\_\_

Project starting date: \_\_\_\_\_ Project ending date: \_\_\_\_\_

## PROJECT COST

Total cost of project (excluding GST): \$ \_\_\_\_\_

Amount requested from **CATALYST** (excluding GST): \$ \_\_\_\_\_

## ADDITIONAL INFORMATION

### PUBLIC LIABILITY

As part of implementing a risk management approach to organisational activities, organisations are reminded of the benefits of obtaining public liability insurance cover for such activities.

Is the applicant/organisation covered by public liability?                      YES                      NO

If No, please state why: \_\_\_\_\_  
\_\_\_\_\_

If Yes, what level of public liability cover? \$ \_\_\_\_\_

## REFEREES

Please list the details of the two (2) referees below. Referees are expected to be people who can vouch for you/or your organisation/group skills, experience and reliability.

**Referee 1.** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

**Referee 2.** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

## BUDGET

You must fill out the Catalyst Budget form and hand this in with your application. Budget forms can be downloaded from CAN WA's website (<http://www.canwa.com.au>). To request a form email [admin@canwa.com.au](mailto:admin@canwa.com.au) or call (08) 9226 2422.

Catalyst Budget form attached

## SUPPORT MATERIAL

**You must include the following essential support material with your Catalyst application:**

Support / agreement letters: from individuals / organisations / communities

Agreement letters: from key coordinators / artists

CV / resume: from key art worker / artist (max two pages)

Fee quotes: from key coordinators / artists

General quotes (for items in the budget over \$1000)

**Other support material may include:**

Annual report

Certificate of incorporation

Photos (up to 20 jpg photos on disc or printed)

DVDs / visual media (5 – 10 minutes of visual material)

Reports / reviews (up to 5 reports, media clippings or related promotional material)

## DECLARATION

Please sign and date the form below.

*I have read the guidelines relating to this program and certify to the best of my knowledge, the information provided in these forms and attached sheets is correct.*

*The applicant is NOT currently in receipt of funding from the Department of Culture and the Arts WA and does NOT have an outstanding acquittal for funds received from Country Arts WA, Healthway, the Department of Culture and the Arts WA and the Mental Health Commission WA.*

**Applicant:** (if the applicant is an organisation or association, the declaration must be signed by the CEO, Chairperson or President).

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Auspicing body:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEND YOUR APPLICATION TO:

Funding Manager, Community Arts Network WA, PO Box 7514, Cloisters Square, Perth WA 6850.  
Further information, call CAN WA on 9226 2422, (country callers) 1800 681 021.

*Applications must be postmarked by 5pm on the closing date*



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



Government of **Western Australia**  
**Mental Health Commission**

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.

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

**Applicants must address the following questions to be eligible for funding:**

1. **What** are you planning to do?  
*Describe the project in full and detail how the project explores issues of mental health and/or engages with groups at risk of mental health problems? (Response should be no more than one page).*
2. **Why** are you doing this project and why will your project be of benefit and/or engage with groups at risk of mental health problems?  
*What is the purpose, what are the objectives? (Response should be no more than one page).*
3. **Who** is involved in your project?
  - (a) Who is or who are your communities? *You need to provide support letters for anyone confirmed to participate.*
  - (b) Who will coordinate the project and who will provide the artistic and cultural development expertise? *Discuss their skills and expertise, provide quotes, CV's and letters of agreement of participation. (Response should be no more than one page).*
4. **Where** is your project taking place? (Response should be no more than half a page)
5. **When** will the project begin and end?  
*Include a schedule and list of project activities. (Response should be no more than one page)*
6. **How** will this project happen?  
*Detail the steps. Who will participate and where are they from? How will you gather participants? How will the project be promoted? (Response should be no more than half a page)*
7. **How** will the organisation, group or you as an individual address all matters relating to copyright in your project?  
*You need to ensure that everyone involved (eg. photographers, community members, performers, filmmaker, artists) is correctly acknowledged, consulted and have given written permission for you (the copyright owner) to use the material for promotional purposes or to reproduce the work. It is also your responsibility to acquire permission if using a substantial amount of existing copyrighted material. More information can be found in the Catalyst guidelines pg13 or speak to a CAN WA funding officer. (Response should be no more than one paragraph).*
8. **How** will you document this project?  
*How do you propose to record the progress and/or outcomes of your project?*  
  
*Documentation of your project might include photos, video and sound recordings, publications, media clippings, copies of notes and correspondence, artist and participant journals and blogs.*

*This is likely to be useful in future applications and in promoting your practice. (Response should be no more than one paragraph).*

9. **How** will you evaluate the project?

*Provide examples of evaluation tools you will use. This may include an example of a participant survey, a list of questions you will ask participants, recordings you will make, DVD's or photos to be produced, attendance numbers and analysis. (Response should be no more than half a page)*

10. **What** do you think would be the anticipated impacts of this project, particularly focused on mental health or mental health issues, both short and long term? (Response should be no more than half a page and separated into short and long term).