Making an Application

Objective

The aim of the **Arts OutWest Country Arts Support Program (CASP)** is to support community arts and cultural development in Central West NSW through small grants.

Overview

CASP is an annual small grants program.

It is guided by the NSW Government's Arts Cultural Funding Program's three major objectives:

- Grow creative leadership and programming excellence in NSW
- Strengthen NSW arts and cultural activity that drives community and social benefits
- Showcase NSW as a leader for strategic arts and cultural governance and strong financial management

The fund is delivered in partnership with the 15 Regional Arts Development Organisations.

Arts OutWest's CASP 2025 round is focused on exciting, creative, community-based, locally-developed activities with outcomes that benefit people living in the Arts OutWest region.

Arts OutWest's CASP 2025 funds are primarily for the payment of artists and arts workers to undertake or manage arts activities in local communities**.**

Closing date

Applications close: **Thursday 17 October 2024 at 5pm**

Funding Amount

Grants of *up to* $3000.

Timing

Projects are to take place between **1 January 2025 - 31 December 2025**

Contact and Support

Refer to **Arts OutWest's CASP Funding Guidelines** for more details or contact an Arts OutWest staff member if you need any advice between 9am and 5pm Monday to Friday:

Telephone: **02 6338 4657** Email: **artsoutwest@csu.edu.au**

Accessibility

If you are an applicant with disability and you require this information in a format which is accessible to you, you can contact us between 9am and 5pm Monday to Friday.

Telephone: **02 6338 4657**

Email: **artsoutwest@csu.edu.au**

Eligibility

Arts OutWest Inc CASP 2025
Form Preview

* indicates a required field

Arts OutWest's Country Arts Support Program is available to people and organisations whose residence or main place of practice is within one of the 12 Local Government Areas (LGAs) of our service region.

Applicant LGA *
○ Bathurst Regional Council
○ Blayney Shire Council
○ Cabonne Council
○ Forbes Shire Council
○ Lachlan Shire Council
○ Lithgow City Council
○ Mid-Western Regional Council

○ Oberon Council
○ Orange City Council
○ Parkes Shire Council
○ Weddin Shire Council
○ Cowra Shire Council
○ Other

Please select your LGA based on your street address i.e. principal place of residence/business. If the LGA is not in this list, your area is not eligible to apply for CASP funding through Arts OutWest.

Unable to Continue

Based on your response to the Eligibility *Applicant LGA* you are ineligible to apply. Refer to **Arts OutWest's CASP Funding Guidelines** for more details or contact a staff member if you need any advice between 9am and 5pm Monday to Friday:

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Email: **artsoutwest@csu.edu.au**

Applicants are expected to discuss their proposal with Arts OutWest staff before applying. This is to ensure that your chances of success are maximised and that people do not spend time on ineligible applications.

Have you discussed your project with Arts Out West and confirmed your application is for an eligible activity? *
○ Yes   ○ No

Unable to continue

Based on your response to the Eligibility *Have you discussed your project with your Regional Arts Development Organisation or Create NSW?* you are **currently** ineligible to apply. Refer to **Arts OutWest's CASP Funding Guidelines** for more details or contact a staff member if you need any advice between 9am and 5pm Monday to Friday:

Telephone: **02 6338 4657**

Email: **artsoutwest@csu.edu.au**

Are you applying as: *
○ Local Government Authority located in NSW

○ Group
○ Individual
○ Not for profit incorporated body
○ Small Business based in NSW
○ Other

Unable to continue

Based on your response to the Eligibility *You are applying as:* you are ineligible to apply.

Refer to **Arts OutWest's CASP Funding Guidelines** for more details or contact a staff member if you need any advice between 9am and 5pm Monday to Friday:

Telephone: **02 6338 4657**

Email: **artsoutwest@csu.edu.au**

Is your project one of these activities? *
○   A project previously funded through CASP
○   A project in which the core activity does not benefit communities or artists in the Arts OutWest region
○   A project that is not primarily arts or cultural activities
○   Competitions, prizes and adjudication fees
○   A fundraising event
○   Core administration costs of an organisation
○   Activities that are part of the curriculum of schools
○   Activities not occurring in the Arts OutWest region
○   Core equipment purchases
○   Capital works
○   Completed activities or activities that have already commenced
○   None of the above

Unable to continue

Based on your response to the Eligibility *Is your project one of these activities?* you are ineligible to apply.

Refer to **Arts OutWest's CASP Funding Guidelines** for more details or contact a staff member if you need any advice between 9am and 5pm Monday to Friday:

Telephone: **02 6338 4657**

Email: **artsoutwest@csu.edu.au**

Able to continue

Based on your responses to the above Eligibility Criteria you can now proceed and complete your application. Confirmation of eligibility will be determined upon submission of your application.

Would you like to proceed to complete your application? *

○ Yes   ○ No

Unable to continue

Based on your response to *Would you like to proceed to complete your application?* it sounds like you are not yet ready to apply. You can save your application and come back later.

Refer to **Arts OutWest's CASP Funding Guidelines** for more details or contact a staff member if you need any advice between 9am and 5pm Monday to Friday:

Telephone: **02 6338 4657**

Email: **artsoutwest@csu.edu.au**

Applicant Details

* indicates a required field

You have indicated that you are applying as an **Individual**. Please select Individual and fill out the questions below.

You have indicated that you are applying as a **Group**. Please fill out the questions below.

Select 'Organisation' and in 'Organisation Name' enter your group name (if you have one) or the names of the members.

You have indicated that you are applying as a **Not for profit incorporated body or a small business based in NSW**. Please fill out the questions below.

Select 'Organisation' and in 'Organisation Name' enter your organisation name.

If applying as a Local Government Authority, the Council's name and contact details should be provided as the Name of Applicant Group/Organisation.

If a Council facility (museum, gallery etc) or group is managing the project this information should be included in About Your Organisation.

If the ABN you're providing is for a Local Government Authority that Council should be shown as the Applicant, and Council's address and contact details provided here. Where applicable, other application contact details can be entered blow.

Applicant *

○ Individual   ○ Organisation
Organisation Name

[   ]

Title	First Name	Last Name
[ ]	[ ]	[ ]

IF YOU ARE APPLYING AS A BUSINESS OR GROUP: Select 'Organisation' and put use your business/ group name.

You have selected that you are applying as an *Individual* but you have selected you are applying as an *Organisation*. To continue select **Applicant** as **Individual** and ensure that the you fill in the **Title, First Name and Last Name.**

You have selected that you are applying as a *Not for profit incorporated body, Group, Local Government Authority* or *Small Business based in NSW* but you have selected you are applying as an *Individual*. To continue select **Applicant** as **Organisation** and ensure that the **Applicant Name** you provide is the name of your Organisation/Group or if you are a Group the name of **all** your group members.

Professional name (if applicable)   [   ]

Street Address *
Address
[   ]
[   ]

Suburb	State	Postcode
[ ]	[ ]	[ ]

Postal Address *
Address
[   ]
[   ]

Suburb	State	Postcode
[ ]	[ ]	[ ]

Phone *   [   ]

Email *   [   ]

Website   [   ]

Legal status of your organisation/ business / group

What is your organisation's legal status? *

☐   Not for profit incorporated body ☐   Local government authority ☐   Collective ☐   Incorporated association ☐   Company limited by guarantee ☐   Subcommittee of Council (e.g. 355 committee) ☐   Unincorporated association

Other

[   ]

Please select one

About Your Organisation/ Business / Group

Please provide a short description and history of your group / organisation / arts business, including examples of similar projects you have managed (if applicable). *

[   ]

Word count:
Must be no more than 500 words.

Applicant ABN. Find more details about applying and using an ABN at https:// www.abr.gov.au/ *

[   ]

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	

If the ABN you're providing is for a Local Government Authority that Council should be shown as the Applicant, and Council's address and contact details provided above. If you are applying as a group that doesn't have an ABN but one of your members does you may wish to apply instead as an 'Individual' and use their ABN. Find more details about applying and using an ABN at https:// www.abr.gov.au/

Do you have current Public Liability Insurance (to the cover value of $10million) *
○ Yes   ○ No, but will obtain if successful
See the FAQ section in the Arts OutWest CASP 2024 Guidelines for more information on Public Liability insurance.

Successful applicants must provide their current Public Liability Insurance Certificate of Currency (minimum $10 million) *

Attach a file:

You can provide this to us if successful in your application. Funds will only be released after receipt of Public Liability Insurance Certificate of Currency..

Applicant Contact Person

Contact Name *

Title | First Name | Last Name

Position *

Phone Number (BH) *

Mobile Number

Email *

Has your organisation previously applied for the Country Arts Support Program (CASP)? *

○ Yes   ○ No

About your Project

* indicates a required field

Project Title *

Must be no more than 10 words.

Brief description of the Project *

Word count:
Must be no more than 50 words.
Please provide a short, one or two sentence description of your project. Be sure to include the 'Who', 'What', 'Where' and 'When'.

In what town/locality will the event take place? *

Enter one or more towns/localities

Project Start Date *

Must be a date and between 1/1/2025 and 31/12/2025.

Project End Date *

Must be a date and between 1/1/2025 and 31/12/2025.

Select the primary artform of your program: *

Select the secondary artform that better reflects the subcategory of your primary artform: *

Does your project involve Aboriginal cultural elements, community or heritage? *

○ Yes   ○ No

If Yes, you are required to provide letter of support or other evidence and/ or contact details of referees from the relevant communities and/or organisations who are prepared to speak to your experience and or your proposal. Refer to NSW Aboriginal Arts and Cultural Protocol. You can add these in the next section.

What consultation has occurred with your community/communities (If applicable)? *

Word count:
Must be no more than 300 words.

PROJECT

Describe your project's in more detail (do not refer to attachments). Outline what you plan to do and why. *

Word count:
Must be no more than 300 words.

How will the project be managed? Please include a brief project plan and timeline. *

Word count:
Must be no more than 300 words.

Describe the planned public outcome of your project *

Word count:
Must be no more than 300 words.
Refer to the Arts OutWest CASP 2024 Guidelines for examples of 'public outcomes'. https://artsoutwest.org.au/pf/casp/

Describe the short-term and long-term positive impact (cultural, social or economic) of this project on the regional community or on the regional artists involved. *

Word count:
Must be no more than 300 words.

Project Details - Other Groups and Artists

* indicates a required field

Other Groups or Organisations involved in the Project

Are any other groups or organisations involved in the project? *
○ Yes   ○ No

List the other groups or organisations involved in the project and briefly state the nature of their involvement. *

Word count:
Must be no more than 300 words.

Attach letters of support from these groups. *
Attach a file:

Number of Artists

How many PAID artists will be employed on the project? *   **How many UNPAID artists will be involved in the project?** *

Does your project involve working with children under the age of 18 years? *

○ Yes ○ No

Details of Artists involved (Complete where the project does not involve working with children under the age of 18 years)

Provide details for each artist involved in the project, paid and unpaid - do not refer to attachments. To add another artist click on ADD MORE.

Artist Name *

Brief Role Description *

Word count:
Must be no more than 50 words

Relevant Experience *

Word count:
CV extract outlining their relevant experience. Must be no more than 100 words

Details of Artists involved (Complete where the project involves working with children under the age of 18 years)

Provide details for each artist involved in the project, paid and unpaid - do not refer to attachments. To add another artist click on ADD MORE.

Artist Name *

Name of artist involved in the project

Working with Children Check Number *

Details can be found on the Office of the Children's Guardian website: www.kidsguardian.nsw.gov.au

Brief Role Description *

Word count:
Must be no more than 50 words

Relevant Experience *

Word count:

Budget for your Project

* indicates a required field

Budget

CASP grants can be for *a maximum of* $3,000.

Applicants are urged to cost their projects accurately and ask *only for what they need*. Value for money will be a part of the assessment of the budget. Please be aware that some successful projects could be allocated only part funding if budgets are not realistic or available funds are limited. Click here for our Budget Tips document.

Your Income should equal your Expenditure.

Total Cost of the Project (total expenditure including both CASH and IN KIND) *

$ [   ]
Must be a whole dollar amount

Total Amount Requested from CASP (excl GST). *

$ [   ]
Must be a whole dollar amount (no cents) and no more than 3000.
Must be a whole dollar amount and not exceed the limit for your Region.

Other Income

Income (excluding the CASP requested amount)

$ [   ]
Must be a dollar amount.
This is other confirmed or expected income such as other funding, sponsorships, existing funds, ticket sales etc. A balanced budget will show 'total cost of project' (above) equal to 'Total amount requested from CASP' (above) + 'Other income'.

CASP Expenses

Please provide details of what the **CASP funds** in your overall budget will be used for. Remember that CASP should mainly go towards Artist/Artsworker fees and expenses.

Refer to the **CASP Funding Guidelines** for details of expenses that CASP will not fund.

The total of these amounts must be the same as *Total Amount Requested from CASP* and must not exceed the limit for your Region.

DO NOT INCLUDE here activity expenses paid for by 'other income'.

Add **0** for any that are not relevant.

Fees and Allowances - Artists *

$ [   ]
Must be a dollar amount.

Artist Fees and Allowances - Details

[   ]

Fees and Allowances - Arts Workers *

$

Must be a dollar amount.

Can also include travel, accommodation expenses and living allowances

Total Artist Fees and Allowances *

$

This number/amount is calculated.

Total Production Costs *

$

Must be a dollar amount.

Production Costs - Details

Can include materials, venue hire, equipment hire, costumes, fees for production staff (eg stage managers, lighting and sound technicians, set construction workers)

Administration - Amount *

$

Must be a whole dollar amount exclusive of GST

Administration Expenses - Details

Can include general printing and stationery, audit fees, insurance, telephone, fax and other office expenses, travel (other than artists), auspice fee, fees for administrator / coordinator

Marketing - Amount *

$

Must be a whole dollar amount exclusive of GST

Marketing Costs - Details

Can include costs of printing promotional material, media advertising, video production, fees for marketing or promotional officer

TOTAL EXPENSES

$

This number/amount is calculated.

Test that your budget balances - this should equal $0 *

$

This number/amount is calculated.

Outline how you have arrived at those figures *

Word count:

Must be no more than 300 words.

Identify any financial risks to the successful delivery of your project and how you will manage these *

Word count:
Must be no more than 300 words.

Budget Information (IN KIND SUPPORT)

In Kind Support

Non cash items donated to your project. You will only be able to provide **estimates** of their value but they are important to include as it shows the 'real cost' of your project.

Estimated number of volunteers

Estimated total number of volunteer hours

(all volunteers combined)

Estimated value of volunteer time

$

This number/amount is calculated.
This amount is calculated.

Local Government - goods, services that council provide without a fee

$

eg venue, rubbish service, admin support, excluding GST

Local Business - goods, services that local business provide without a fee

$

eg paints, materials, advertising, excluding GST

Other community groups - goods, services that other groups provide without a fee

$

Total In Kind Support

$

Attachments and Support Material

* indicates a required field

Letters of Support

If you have any additional letters of support (other than from groups or organisations involved in the project, which you have already added in a previous section) you may upload them here.

Attached Letters of Support here *
Attach a file:

Evidence of Support - For proposals involving Aboriginal people, cultural content or communities.

You are **required** to provide at least one letter or referee of support from the relevant Aboriginal communities and/or organisations who are prepared to speak to your experience and or your proposal. Refer to NSW Aboriginal Arts and Culture Protocols for more information.

Do you wish to provide your evidence by attaching/providing *
○ Letters of Support   ○ Contact details of referees ○ Both

Attached Letters of Support here *
Attach a file:

Name	Organisation	Relationship to project	Phone	Email

Samples of Work

You may choose **ONE** of the following support material options to support your application. Please indicate by selecting the relevant TYPE below.

- Up to 5 pages of written material (e.g. excerpts of published writing, press coverage or research), OR
- Up to 5 photographs, OR
- A link to video footage of work, hosted on YouTube/Vimeo/DropBox - Provide URL and passwords to view video on external website.

Type	Relevance to the Project

Please provide support material documents in .pdf format where possible. Zip files cannot be accepted.

Attach written material or photographs here *

Attach a file:

[   ]

Files must not exceed 25MB

Link/URL *

[   ]

Password *

[   ]

If no password required just write 'none'.

Description *

[   ]

Declaration

* indicates a required field

Declaration of the Applicant Organisation

Before you can complete and submit an application you must accept the following conditions by declaring:

I certify that:

- **Authority:** If the applicant is a group, I have the authority to complete and submit this application on the group's behalf.
- **Valid information:** All information supplied as part of this application will be true and accurate to the best of my knowledge.
- **Legislative requirements:** All activities proposed by this application will be conducted in accordance with current legislation, including but not limited to, complying with Working with Children legislation.

I acknowledge that:

- **Deadline**: Application and any additional materials cannot be submitted after 5pm on the advertised closing date.
- **Investigation:** Arts OutWest and Create NSW have the right to investigate any information provided in this application and/or to request for additional information
- **Errors and Omissions:** It is solely my responsibility to ensure my application is correct and complete before submitting. Arts OutWest does not check, amend or update applications. Applications cannot be modified after being submitted.
- **Support**: Arts OutWest staff are available 9am-5pm Monday to Friday during the grant round to provide technical and general guideline advice.
- **False declarations**: Arts OutWest has the right to withdraw any offer of funding or demand the return of funds already paid if my declaration is found to be incorrect or misleading.

I am aware that recipients of the grant will be expected to interact with Arts OutWest and the other recipients through:

- Attending an online induction session.
- Acknowledging Arts OutWest and Create NSW in all materials associated with my activity.

- Updating Arts OutWest about progress of the project, sharing photos and publicity
- Completing an acquittal form with documentation within three months of competing the project.

I agree that:

- If successful, images relating to this project can be reproduced by Arts OutWest and Create NSW for the purpose of promoting this grant, acquittal and annual reporting.

Do you understand and acknowledge these conditions? *

○ Yes   ○ No

Full Name *

Typing your name will be taken to be as binding as a signature.

Title/Position *

General Manager, Chair, Executive Officer etc.

Date *

Please keep a saved copy of your application form and any related material for your records

A PDF of your submitted application form will be emailed to the registered email address of the person submitting this application.

Please keep a copy of the PDF and related material that you attached/uploaded to the application in a common area within your organisation. If your application is successful, you will need to refer to it during your acquittal process when the project is completed.