

Making an Application

Objective

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

Overview

CASP is an annual small grants program and is guided by the ACFP'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.

Closing date

Applications close: **25 November 2024, 5pm**

Funding Amount

Grants of up to **\$3,000**.

Timing

Projects are to take place between **1 February 2025 and 31 December 2025**.

Contact and Support

Refer to [CASP Funding Guidelines](#) for more details. It is a mandatory requirement to discuss your application. Book your meeting to discuss [HERE](#)

Telephone: **0429 909 447** Email: agray@southeastarts.org.au

Eligibility

* indicates a required field

You or your organisation must be based in one of the Local Government Areas covered by [South East Arts](#) include Bega Valley Shire Council, Eurobodalla Shire Council, Snowy Monaro Regional Council.

Applicant LGA *

- ☐ Bega Valley Shire Council
- ☐ Eurobodalla Shire Council
- ☐ Snowy Monaro Regional 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.

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Form Preview

Based on your response to the *Applicant LGA* you are ineligible to apply. Refer to [CASP Funding Guidelines](#) for more details or contact a staff member if you need any advice between 9am and 5pm Monday to Friday:

Telephone: **0429 909 447**

Email: agray@southeastarts.org.au

It is an eligibility requirement that you discuss your project with South East Arts. To book a meeting to discuss your project proposal contact Andrew Gray on 0429 909 447 or book your meeting to discuss [HERE](#)

Alternatively you can email Andrew Gray at: agray@southeastarts.org.au

Have you discussed your project with South East Arts 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 South East Arts?* you are ineligible to apply. Refer to [CASP Funding Guidelines](#) for more details or contact a staff member if you need any advice between 10am and 4pm Tuesday to Thursday:

Telephone: **0429 909 447**

Email: agray@southeastarts.org.au

Eligible Applicant types

Are you applying as:

- ☐ Local Government Authority located in NSW
- ☐ Group/Collective with a nominated Funds Administrator
- ☐ Not for profit incorporated body
- ☐ Other

Unable to continue

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

Refer to [CASP Funding Guidelines](#) for more details or contact a staff member if you need any advice between 9am and 5pm Monday to Friday:

Telephone: **0429 909 447**

Email: agray@southeastarts.org.au

Able to continue

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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?* you are unable to continue and apply.

Refer to [CASP Funding Guidelines](#) for more details or contact a staff member if you need any advice between 9am and 5pm Monday to Friday:

Telephone: **0429 909 447**

Email: agray@southeastarts.org.au

Applicant Details

*** indicates a required field**

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 then 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 below.

Applicant *

Organisation Name

Street Address *

Address

Suburb State Postcode

Postal Address *

Address

Suburb State Postcode

Phone *

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Email *

Website

About Your Organisation/Group

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

Word count:

Must be no more than 500 words.

If you are applying as a Local Government Authority or Not for profit incorporated body you need to provide an ABN.

Applicant 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	

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. Where applicable, other application contact details can be entered below.

Do you have a Public Liability Insurance Certificate of Currency (minimum \$10 million) *

☐ Yes

☐ No

Please upload Public Liability Insurance Certificate of Currency (minimum \$10 million) *

Attach a file:

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No Public Liability Insurance

If you are applying for the Small Project grant of up to \$3000 as an LGA or NFP Incorporated Association you will need to have PLI. If you are applying for a Small Project grant as a Group/Collective, your nominated auspice organisation will need to provide the PLI Certificate of Currency.

Applicant Contact Person

Contact Name *

Title

First Name

Last Name

Position *

Phone Number (BH) *

Mobile Number

Email *

Have you or your organisation previously applied for the Country Arts Support Program (CASP)? *

☐ Yes

☐ No

Nominated Funds Administrator

*** indicates a required field**

If your organisation type is a collective or group (groups/ensembles and unincorporated associations) you must nominate a legally constituted body (with both an ABN and public liability insurance) to administer your grant if one is awarded.

Please complete the following information and get a signed letter from the nominated Funds Administrator which you will be required to upload.

Name of Nominated Funds Administrator *

Organisation Name

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Funds Administrator 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	

Please upload the Public Liability Insurance Certificate of Currency (minimum \$10 million) of your nominated Funds Administrator *

Attach a file:

Signed Letter from your nominated Funds Administrator confirming engagement *

Attach a file:

Street Address *

Address

Suburb

State

Postcode

Postal Address *

Address

Suburb

State

Postcode

Phone Number *

Email *

Website

Funds Administrator Contact Person Details

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Name *

Title

First Name

Last Name

Position *

Phone Number *

Email *

About your Application

* 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 project take place? *

Enter one or more towns/localities

Start Date *

Must be a date and between 1/2/2025 and 31/12/2025.

End Date *

Must be a date and between 1/2/2025 and 31/12/2025.

Select the primary artform of your application:

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

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Are you an Aboriginal individual or Aboriginal Organisation? *

☐ Yes

☐ No

Is your project involving Aboriginal cultural elements, community or heritage?

☐ Yes

☐ No

If Yes and you do not identify as an Aboriginal individual, group or organisation, you are required to provide an email or letter of support 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](#).

Describe your project 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.

Describe the short-term and long-term benefits of this project for you and/or the community/communities involved. *

Word count:

Must be no more than 300 words.

Project - Additional Information

What consultation or engagement has occurred with your community/communities? *

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.

Project Details - Other Groups and Artists

* indicates a required field

Other Groups or Organisations involved in the Project

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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

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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: <https://ocg.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

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.
Small Project Grants are for up to \$3,000

Income

Income (excluding the CASP requested amount)

Must be a dollar amount.

CASP Expenses

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

Refer to the [24/25 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.

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

Fees and Allowances - Artists *

\$

Must be a dollar amount.

Fees and Allowances - Arts Workers *

\$

Must be a dollar amount.

Total Artist Fees and Allowances *

\$

This number/amount is calculated.

Artist Fees and Allowances - Details

Can also include travel, accommodation expenses and living allowances

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

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\$

This number/amount is calculated.

Funds Allocation - 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.

Project 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

Must be a number

Estimated total number of volunteer hours

(all volunteers combined)

Estimated value of volunteer time

\$

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

\$

eg venue, excluding GST

Total In Kind Support

\$

This amount is calculated.

Attachments and Support Material

* indicates a required field

Attachments - Applicant Financial Information

This information is not required from Local Government Authorities or collectives

Applicant organisation's financial report

Attach a file:

Please provide the most recent financial reports you have, preferably the latest audited financial statements

Attachments - Funds Administrator's Financial Information

Funds Administrator's financial report *

Attach a file:

Please provide the most recent financial reports you have, preferably the latest audited financial statements

Evidence of Support

If you have evidence of support (emails, letter etc other than from groups or organisations involved in the project) you may upload them here.

Attached evidence of support here *

Attach a file:

Letters of Support - For proposals involving Aboriginal people or communities

You are **required** to provide at least one letter/email of support from the relevant Aboriginal communities and/or organisations who are prepared to speak to your experience and or your proposal.

Attached Letters of Support here *

Attach a file:

Samples of Work

You may choose **TWO** 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),
- Up to 5 photographs,

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- 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 the material is not password protected, write "None"

Description *

Declaration

* indicates a required field

Declaration of the Applicant

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:** South East Arts has the right to investigate any information provided in this application and/or to request for additional information

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- **Errors and Omissions:** It is solely my responsibility to ensure my application is correct and complete before submitting. South East Arts does not check, amend or update applications. Applications cannot be modified after being submitted.
- **Support:** South East Arts staff are available 10am-4pm Tuesday to Thursday during the grant round to provide technical and general guideline advice. Staff are not able to provide advice on content or choices required within my application.
- **False declarations:** South East Arts 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 agree that:

- if successful, images relating to this project can be reproduced by South East Arts for the purpose of promoting this grant, acquittal and annual reporting in the 12 months following the completion of this project.

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 (if applicable)

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.