

# CA SP 2024

## FUNDING GUIDELINES Arts Northern Rivers

### KEY DATES

Applications open Monday 6 May 2024

Applications close 5pm Thursday 4 July 2024

Projects are to take place between 1 September 2024 to 30 June 2025

### ACCESSIBILITY

If you are an applicant with a disability, and you require this information in a format that is accessible to you, or if you require this information in another language, you can contact us on the details below between 9.30am and 4pm Tuesday to Thursday.

Telephone: 0456 770 632 or Email: [sean@artsnorthernrivers.com.au](mailto:sean@artsnorthernrivers.com.au)

## OVERVIEW

CASP (Country Arts Support Program) is an annual small arts program funded by Create NSW and managed and delivered in partnership with the 15 Regional Art Development Organisations (RADOs) in NSW.

It is guided by the Create NSW Arts and 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 program aims to support community arts and cultural development in Regional NSW through small grants that:

- Assist locally determined community arts and cultural activities.
- Increase opportunities for regionally based groups to access a diverse range of arts programs.
- Enable communities to explore and express their cultural identities.
- Bring social and economic benefits to the community through training, employment and promotional opportunities.
- Lead to greater awareness and appreciation of cultural diversity.
- Increase the sustainability and resilience of regionally based community arts organisations.

CASP supports the following Create NSW ACFP priority areas:

- People living and/or working in regional NSW
- NSW Aboriginal people
- People from culturally and linguistically diverse backgrounds
- People with a disability
- Young people
- Older people
- LGBTQIA+ people



## ELIGIBILITY

### Who can apply for funding?

- A not for profit incorporated body
- An individual/sole trader with current ABN
- Groups/Collectives (A lead Project Administrator must have an ABN)
- A group/collective with a nominated Funds Administrator (see Definition at the end of this page)

All applicants are required to have a current certificate of currency for Broadform Liability or 'Public Liability' Insurance. If not, all applicants are to confirm willingness to obtain relevant insurance prior to executing a funding agreement if successful.

Applicants and project activities must be based in eligible local government areas that contribute to Arts Northern Rivers:  
Byron Shire LGA; Clarence Valley LGA; Kyogle LGA; Lismore LGA; Richmond Valley; and Tweed Shire LGA.

### Who is not eligible to apply?

- Individuals, groups, and organisations based outside of Arts Northern Rivers region or applying for projects based outside those areas.
- Interstate organisations.
- Professional touring groups
- Commercial enterprises.
- Groups/ensembles and unincorporated associations with no Funds Administrator.
- Regional Conservatoriums.
- Organisations that have applied for or received Create NSW funding for the same activity.
- Previous recipients where the use of the grant did not, in the opinion of the CASP assessment panel, conform to the spirit and intentions of these guidelines.
- Local, state and federal government departments, including schools (except P&Cs who are incorporated).

Note: To be eligible, applicants must discuss their project with Arts Northern Rivers before applying. Contact [sean@artsnorthernrivers.com.au](mailto:sean@artsnorthernrivers.com.au)

### Definitions

What is a Funds Administrator?

If your group is not incorporated, you can still apply for a grant if you have a Funds Administrator. A Funds Administrator is a legally constituted organisation that will take legal and financial responsibility for a grant if awarded. A signed letter from the Funds Administrator will be required. If a grant is awarded, the Funds Administrator must also sign the Conditions for Payment of Grant form and is responsible for reporting on the grant within three months of the project's completion. All correspondence and monies will be directed to the Funds Administrator. It is recommended that grant applicants enter into a written agreement with their nominated Funds Administrator highlighting respective rights and responsibilities.

### Eligible activities

Projects including but not limited to:

- Workshops
- Arts activities as part of community festivals or events
- Artist-in-residence programs
- Public art and design projects
- Performances
- Community seminars and forums
- Exhibitions
- Other local arts initiatives

### CASP will not fund:

- Core equipment purchases
- Capital expenses
- Production costs of films, videos, books or other publications
- Competitions
- Fundraising events
- Prizes and adjudication fees
- Applicants who have already received Create NSW or other funding for the same activities
- General operating expenses or ongoing costs of long-term continuous projects
- Projects that have commenced or are completed
- Sporting activities
- Activities that could be considered part of the curriculum for schools or tertiary institutions

### How much funding can I apply for?

Grants of up to \$5,000 are available primarily for professional artists' fees, art materials, venue hire, travel, and accommodation.

## ASSESSMENT CRITERIA

Applications will be assessed against the following criteria:

- Artistic and cultural merit (Merit)
- Relevance, extent and depth of community engagement and participation (Impact)
- Evidence of consultation with and support from the community (Impact)
- Evidence of adequate planning, budgeting, and capacity to manage the project (Viability)

## PROCESS

You must contact Arts Northern Rivers to discuss your application before it is submitted.

To apply for the CASP 2024 funding round you need to complete and submit an application form through our secure online grants system, SmartyGrants.

You will be required to create a SmartyGrants account before you can proceed with your application. You should save your application form on a regular basis and allow plenty of time to review your application before submission.

All applications must be submitted 5pm Thursday 4 July 2024. Applications will not be accepted after that time.

Once your application is received and has been deemed eligible, it will be assessed, rated, and prioritised by our CASP 2024 Assessment Panel.

Arts Northern Rivers staff will make final recommendations with reference to the assessment criteria, artform, demographics and the distribution, range, and scale of recommended applicants.

## CHECKLIST

All support material must be relevant to your project and submitted with your application.

If your project involves working with children and young people, participants must supply a current Working With Children Check Number.

Applicants should consider access for People with Disability in their information and events.

Applications with creative content and/or stated intended outcomes relating to Aboriginal and/or Torres Strait Islander artists, communities or their activities must provide letters of support from relevant Aboriginal or Torres Strait Islander artists and/or communities. Please ensure you download and read Create NSW's Aboriginal Arts and Cultural Protocols at <https://www.create.nsw.gov.au/arts-in-nsw/aboriginal-arts-and-culture-protocols/>

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