



Department of
**Local Government, Sport
and Cultural Industries**

Connecting to Country

Grant Program Guide



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Connecting to Country

Connecting to Country provides funding to enable Aboriginal communities based in the Pilbara and South West regions to spend time on country and strengthen links between their communities, country and culture.

Program objectives

Funding distributed through Connecting to Country is intended to achieve the following objectives:

- facilitate sharing of cultural knowledge and skills between generations, such as preservation of language, stories and dance;
- recognise cultural leadership within the Aboriginal community and support leadership development in young people;
- contribute to stronger community mental health and wellbeing through culture-specific programs; and
- promote traditional ways of maintaining cultural knowledge.

Cover image: Mowanjum Festival, at Mowanjum Art and Culture Centre, 2011.
Photo by Matt Scurfield.

Who can apply?

Applications are open to Aboriginal communities in the Pilbara and South West regions; or Western Australian groups that work with these communities who can demonstrate strong Aboriginal governance and leadership in their application.

These may include:

- Western Australian Aboriginal organisations, including art, language, media, cultural, youth, ranger and other community groups (men's/women's groups);
- education and health service providers; and/or
- WA local government authorities.

What activities are eligible?

Connecting to Country supports a wide range of activities that enable Aboriginal people from Pilbara and South West regions to renew links between their communities, country and culture.

These may include:

- activities to improve understanding of country, ancestry and kinship connections;
- travel to culturally significant places to link traditional and contemporary knowledge;
- a bush trip to facilitate the transfer of Aboriginal cultural knowledge and skills from older to younger generations;
- youth diversionary projects focused on reconnecting to country, culture and identity;
- opportunities to engage with language and stories about places and experiences; or
- activities to document the project and extend its impact to other community members or into the future.

How much can I apply for?

Eligible applicants can apply for **funding up to \$30,000** to support the direct costs associated with the proposal, e.g. travel, equipment hire, materials, documentation and catering.

The amount of funding sought should reflect:

- the length and scale of the activity;
- the number of people involved; the range of activities occurring; and
- the anticipated impact of the program for participants.

When can I apply?

Applications open **26 February 2019**.

Draft review request deadline **4pm, 19 March 2019**.

Applications close **4pm Thursday, 28 March 2019**.

For activities starting after **1 July 2019**.

The [Key Dates Calendar](#) has all Culture and Arts grants dates.

How will my application be assessed?

Applications will be assessed by a panel of Aboriginal people and industry experts with backgrounds in the arts, culture and heritage.

The panel will assess applications against the program's objectives (listed on the previous page) and the following criteria:

- **the significance of the project to the cultural life** of and cultural understanding within the community, the potential to share and maintain traditional Aboriginal culture between generations, connect people to country, and impact positively on community well-being;
- **the potential impact of the project for young people** in the community, the ability of the project to facilitate intergenerational transmission of culture and knowledge to young people, support the development of youth leadership skills and promote cultural leadership capacity building;
- **the potential for the preservation or documentation** of the project for access by future generations;
- **good planning**, including carefully considered preparation, confirmation of key personnel, a realistic timeline and achievable outcomes, realistic and thorough consideration of all project elements, demonstrated process of research and/or consultation if required and a clear, well considered evaluation process; and
- **financial responsibility**, a comprehensive budget and value for money.

How to apply

Online grants

Login to Culture and the Arts (WA)'s [Online Grants portal](#) and select Connecting to Country from the program options. Online applications are preferred; however, if you cannot access Online Grants, you can contact us to request a hardcopy form.

The key components of your application are the **core application questions**, **financial information** and **support material**, although you will be required to provide other relevant information with your application.

Before commencing an application, please [contact us](#) to discuss your proposal and any assistance you may need with your application.

Application questions

Please respond to the following questions with reference to the program objectives and criteria:

1. Provide background information about your organisation and its purpose.

Include whether there are any other partners involved.

2. Who is planning this trip?

Tell us who is taking part and what is their role.

3. Provide an outline of the proposed activity.

Where are you planning to go? What do you want to do? Why is this important? How will you ensure the safety of all participants?

4. What will be the legacy of this activity?

What do you hope to achieve by doing this activity? How will the value of the activity be continued in some way?

5. Provide an estimated timeline for the proposal.

Include all the steps you will take to complete the proposed activity.

Financial information

In the budget section, provide details of the proposed expenditure and income. Use the 'Notes' alongside each item to explain how it relates to the delivery of the project.

Expenditure

Eligible expenses are those directly related to the proposal, such as transport, equipment hire and fees. Use the budget notes to explain how you arrived at these figures.

Income

Include all confirmed and anticipated income sources related to the project, including in-kind, sponsorship, local, State or federal government contributions.

Support materials

Support materials are crucial to a successful application and are essential for assessors to fully gauge the value of your activity. It is highly recommended you pay close attention to the support material you choose and make sure it offers the best support for your application.

You must strictly adhere to the formats and limits or your application will be ineligible. Formats that are NOT eligible are: .pages, .zip, .excel, MP3s and .eml (however screenshots of emails are ok).

The Supplier Creation Form (if required) does not count towards your support material limits, however, if required, it must be submitted with your support materials.

As an online grants portal user, you can choose to upload your support materials with your online application OR you can post/courier your materials to us (e.g. as printed matter, on CD or USB drive). If you choose to post your support material this must be done on the same day as submitting your application online. Mail must be post marked the same day or earlier as the application submission date.

No matter which way you choose to submit your support material, if you are submitting audio and/or video files **you must** upload them to file streaming sites like Vimeo, YouTube, Bandcamp or SoundCloud that do not require a log-in to access.

Do not use Dropbox for any support material. You can find instructions on how to use these sites at the following links

- YouTube https://support.google.com/youtube/topic/16547?hl=enGB&ref_topic=4355169
- Vimeo <https://vimeo.com/upload>
- Soundcloud http://help.soundcloud.com/?b_id=10674&t=604718
- Bandcamp <https://bandcamp.com/artists>

You can choose to submit your support materials by uploading them to your application or posting them to us (not a combination of the two).

The following support materials **must be submitted** with your application. The maximum file size for submission through Online Grants is 5MB.

Support Material Item	Formats and Limits
<p>Evidence of community support for the proposed activity. This can be in the form of letters, emails, videos or other digital media.</p>	<ul style="list-style-type: none"> ▪ Maximum 10 A4 pages (One PDF only, 5MB max) ▪ Maximum 10 images (2MB max per file) ▪ Maximum 6 minutes of audio (3 web links max) ▪ Maximum 6 minutes of video (3 web links max)
<p>Quotes for major expenditure items/confirmation of fees listed in your budget.</p>	<ul style="list-style-type: none"> ▪ Maximum 10 A4 pages (PDF or Word, 5MB max file size)
<p>Background or supplementary content such as maps, images, interviews, short film or video to support your proposal.</p>	<ul style="list-style-type: none"> ▪ Maximum 10 A4 pages (One PDF only, 5MB max) ▪ Maximum 10 images (2MB max per file) ▪ Maximum 6 minutes of audio (3 web links max) ▪ Maximum 6 minutes of video (3 web links max)

More information about how to submit your support materials can be found on the following page

Online submission of support materials

1. If submitting audio and/or video files you **must** upload them to file streaming sites like [Vimeo](#), [YouTube](#), [Bandcamp](#) or [SoundCloud](#). **DO NOT** use Dropbox for any support material documents.
2. In the support materials section of your application in Online Grants select Online.
3. Click Add Support Material.
4. Insert a title and description for each item.
5. Select File if you wish to upload a file saved on your computer or Web Link if pasting a website address (URL).

File
Select Choose File and navigate to the file saved to your computer, then click Open.

The file name will be displayed in the bottom right field.

Click Add.

Web Link
Paste the complete URL in the field. Ensure the link is active and redirects to the correct web page.

If your file requires a password to access it before you click Add make sure you put the password in the description field.

If the combined total length of all audio OR all video exceeds the 6-minute limit, specify the exact minute-marks for the assessor to start and finish listening or viewing.

OR

Postal submission of support materials

1. If submitting audio and/or video files you **must** upload them to file streaming sites like [Vimeo](#), [YouTube](#), [Bandcamp](#) or [SoundCloud](#). **DO NOT** use Dropbox for audio or video. **DO NOT** post CDs.
2. In the support materials section of your application in Online Grants select Postal Delivery.
3. Click Add Support Material.
4. Insert a title and description for each item.
5. If submitting audio/video add the following to the description field:
6. the complete URL, ensuring the link is active and redirects to the correct web page
7. the password to access your file, if you have set one; and
8. if the combined total length of all audio OR all video exceeds the 6-minute limit, specify the exact minute-marks for the assessor to start and finish listening or viewing.
9. Click Add Support Material to continue adding items.
10. When complete, click Print Postal Delivery Receipt. This will generate a Postal Delivery Receipt which will automatically download to your computer.
11. Print and include a receipt to your Support Material package.
12. Post your support material package to:

Department of Local Government, Sport and Cultural Industries
PO Box 8349
Perth Business Centre
PERTH WA 6849

Draft review

A Culture and the Arts officer can provide feedback on your application before submission.

The [draft review request deadline](#) for Connecting to Country is **4pm, 19 March 2019**. Submit your draft as early as possible to ensure sufficient time to make any changes based on feedback from staff.

Please note: you can request just one review per application; and you must remember to submit your application by the closing date to be eligible for assessment.

To submit a draft review request through Online Grants:

- Complete all parts of your application and mark each section complete, then click Save and Close at the top right of the screen to return to the Grant Applications home page;
- Locate your draft grant application in the list;
- In the Actions column, click more to view additional actions;
- Click Request Draft Review;
- Click Yes to confirm you wish to proceed. You will receive a message confirming your draft has been successfully submitted for review.

Submission

When you have completed all sections, click **Submit as Final**. A system-generated email confirming the successful submission of your application will be sent to your registered email address within 15 minutes of submission.

This email confirmation is evidence that you have submitted your application by the due date and time, so email onlinegrantsupportca@dlgsc.wa.gov.au immediately if you do not receive it.

In your email, quote your application name and time of submission and a Culture and the Arts officer will investigate the status of your application.

Successful applications

Following panel assessment, applications recommended for funding will be submitted to the Minister for Culture and the Arts for consideration.

Successful applicants will be notified in **May 2019**.

Successful applicants will be required to complete an acquittal to document the project and expenditure of Connecting to Country funds.

Contact us

For enquiries about the Connecting to Country program and help with your application, contact the Senior Project Officer Cultural Programs, Jade Balfour.

Email: jade.balfour@dlgsc.wa.gov.au

Telephone: 08 6552 1450

Toll Free (Country WA callers only): 1800 199 090

Alternatively, you can contact a Grants Officer:

Email: grantsprogramsca@dlgsc.wa.gov.au

Telephone: 08 6552 7400

Toll Free (Country WA callers only): 1800 199 090

If you need extra assistance due to disability, language barriers or any other factor that may disadvantage you in completing your application, please contact us.

Online Grants help

For help to use the online grants portal or for technical issues, contact the Online Grants Support Team: onlinegrantsupportca@dlgsc.wa.gov.au

Please note: The advice provided by Grants Officers does not guarantee the success of your application. Due to the high number of applications received, each funding round is highly competitive. All applications are considered on their own merits and against the assessment criteria and program objectives.

Assistance for people with disability

The Department of Local Government, Sport and Cultural Industries is committed to supporting applicants with disability. Information can be provided in alternative formats (large print, electronic or Braille) upon request.

If you require special assistance in preparing your application, please call (08) 6552 7450 or toll-free for regional WA callers on 1800 199 090.

Family, friends, mentors and/or carers can attend meetings with you.

If you are deaf, or have a hearing or speech impairment, contact us through one of the following:

National Relay Service (NRS) <http://www.relayservice.gov.au> then ask for 1800 199 090

TTY users phone 133 677 then ask for 1800 199 090

Speak and Listen users phone 1800 555 727 ask for 1800 199 090

Interpreting assistance

For interpreting assistance in languages other than English, telephone the Translation and Interpreting Service on 13 14 50.

Regional applicants

Toll Free (Country WA callers only): 1800 199 090