

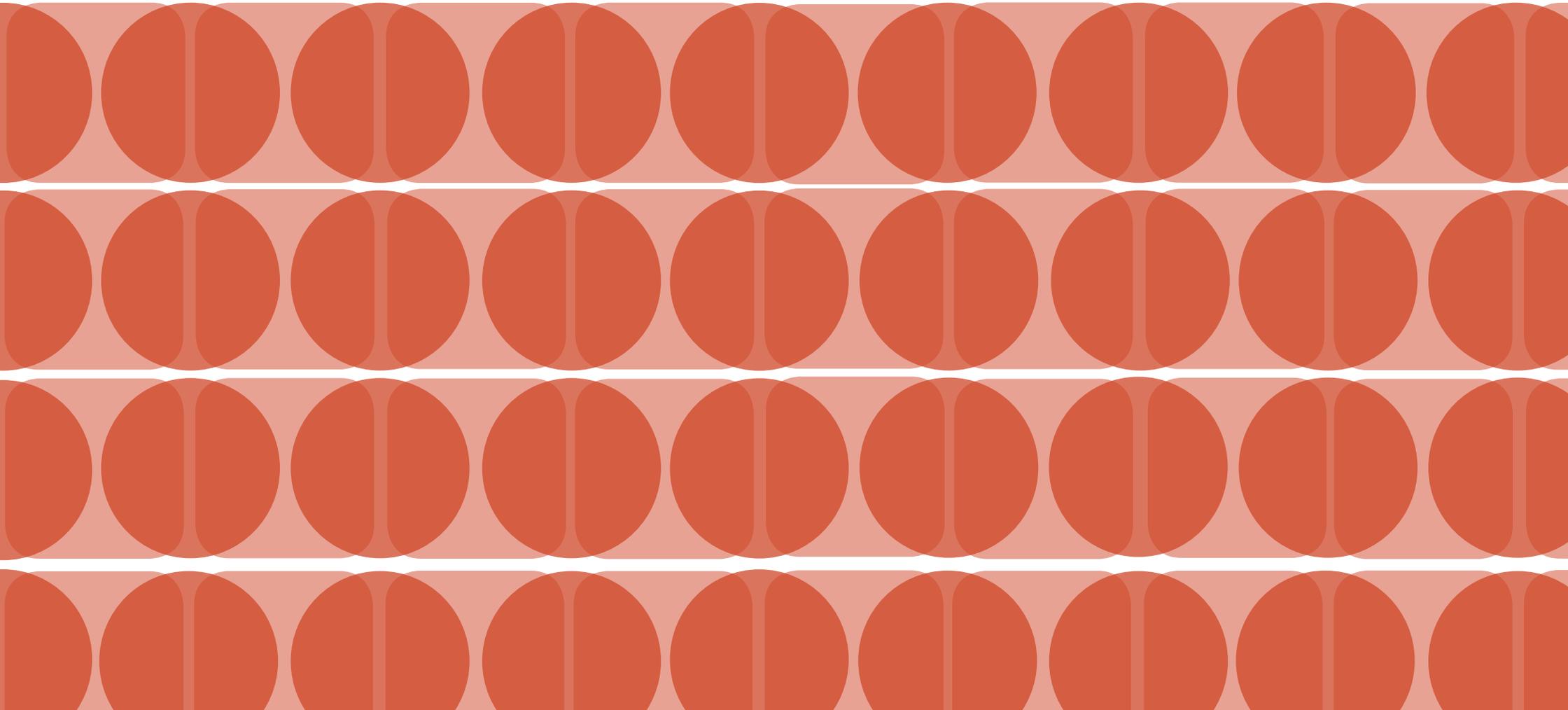


Department of **Local Government, Sport and Cultural Industries**

Department of **Primary Industries and Regional Development**

Regional Venues Improvement Fund

Grants Program Handbook



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The 2018-2019 Regional Venues Improvement Fund (RVIF) supports improvements and upgrades to eligible arts and cultural venues in regional Western Australia operated by Local Government Authorities and not-for-profit organisations.

For the purpose of this program a 'venue' is the collective term that includes performing arts and entertainment centres, Aboriginal arts centres and art galleries participating in the Regional Exhibition Touring Boost program (see detail under Who Can Apply?)

Program objectives

Funding distributed through this program is intended to support achievement of the following objectives:

- improve the quality of arts and cultural infrastructure in regional WA; and
- contribute to the long-term sustainability of arts and cultural venues in regional WA

Who can apply?

Organisation Eligibility

Applications are open to Regional Local Government Authorities (LGAs) and not-for-profit organisations with a non-statutory base; who either own or have a lease on an eligible venue for at least 10 years from the date of the RVIF funding application.

Targeted regional galleries who are participating in the first touring exhibition from the Regional Exhibition Touring Boost (RETB) program will also be included in an invitation only round. This will enable them to receive works from the State's collection.

Venue Eligibility

To be eligible for funding through the RVIF, the venue must

- be located in regional Western Australia
- be operated by a regional LGA or not-for-profit organisation
- be owned or leased by a regional LGA or not-for-profit organisation

- have the capacity to receive touring performing arts productions and/or touring visual arts exhibitions (with the exception of Aboriginal art centres)
- be a full or associate member of CircuitWest, Country Arts WA, GalleriesWest or ART ON THE MOVE or AACHWA (not mandatory for Aboriginal art centres)
- not currently be in receipt of Royalties for Regions funding for infrastructure projects; and either:
- be used primarily for the delivery of programming, production, presentation, exhibition and/or creation of work related to performing or visual arts and cultural disciplines; or
- (in the case of multipurpose or co-located facilities), demonstrate that upgrades are intended to support delivery of its arts and cultural services and functions.

What can I apply for?

Category-specific activities

The type, scale and scope of equipment or functional upgrades eligible for funding through the RVIF differ based on the category you are applying to.

- **Minor Technical Equipment Upgrades:** funds procurement of technical equipment with minimal supply and installation requirements, such as public address and microphone systems, speakers, amplifiers, video projection systems, gallery hanging systems, hanging/install hardware toolkits, projectors, smart TVs, iPads, lighting, plinths, display cases, headphones, mobile seating, gallery fixed seating wireless communication systems, LED display systems and any consumables, cords or cables required for the listed equipment.
- **Major Technical Equipment Upgrades:** funds procurement of technical equipment items with more complex installation to existing venue infrastructure, eg. digital dimmer systems, climate-controlled monitoring systems (i.e. Thermometer-Hygrometer), external digital signage and non-structural acoustic improvements, lighting and audio equipment or accessories.

Mandatory requirements (all categories)

To be eligible for funding through RVIF, proposed upgrades or improvements must:

- be for existing venue buildings and/or infrastructure
- have appropriate planning and/or building approvals
- meet applicable legislative compliance requirements for disability access, Occupational Safety and Health (OS&H), Australian Standards and/or the National Construction Code
- be for land-based facilities; and
- have demonstrated support from the owners of the venue.

Automatic ineligibility

Your application will be deemed ineligible if it:

- includes capital works to build new venues;
- includes activity for public and private education facilities;
- was previously funded through the RVIF for the same component;
- is submitted late;
- does not adhere to support material limits and formats;
- does not adhere to budget requirements; and/or
- includes activity that is restricted to private or exclusive participation. All activity must comply with the relevant Australian discrimination laws. Note: specific community requirements, particularly Aboriginal community cultural protocols that define access to objects, rituals and information, are eligible.

Discretionary Exemption

DLGSC recognises that in regional areas, there are unique ownership, leasing and funding circumstances that may preclude venues from meeting all the eligibility requirements. Accordingly, DLGSC will, at its discretion, consider certain exemptions for applications that strongly meet the program's stated objectives. You should contact the Creative Regions team to discuss your proposal and circumstances.

How much can I apply for?

Funding caps and minimum applicant contributions apply for each category of the RVIF. **All amounts are excluding GST.**

Minor Technical Equipment Upgrades: Grant request: \$2,500 to \$25,000 | Applicant contribution: 20% of total project cost (10% in cash).

Major Technical Equipment Upgrades: Grant request: \$25,001 to \$250,000 | Applicant contribution: 30% of total project cost (15% in cash).

Irrespective of the category applied to, the value of funding sought should reflect:

- the scale and complexity of the upgrade project
- potential benefits for the venue and community
- potential contribution to the growth and sustainability of performing and visual arts touring circuits in WA; and/or
- potential employment opportunities for regional artists and arts workers

When can I apply?

Applications to this funding category are assessed by assessment panels. [The Key Dates Calendar](#) has application opening and closing dates, activity start dates, draft review deadlines and notification dates.

All times are in AWST (for Perth, Western Australia).

Processing of grant payments to successful applicants will not start until after the grant contract is signed and returned. Depending on the activity start date, we cannot guarantee notification and or availability of grant funds before the activity begins

How will my application be assessed?

Applications will be assessed against DLGSC's General Assessment Criteria as well as the Regional Venues Improvement Fund objectives.

General Assessment Criteria

The 4 criteria are:

- Quality;
- Reach;
- Good Planning; and
- Financial Responsibility.

Each criterion has a subset of dimensions and definitions. When you are preparing your application, you are strongly encouraged to refer to and address the most relevant dimensions and their definitions.

Weighting

Assessors will consider applications against criteria and allocate a weighted score as follows:

- Quality 15%
- Reach 15%
- Good Planning 30%
- Financial Responsibility 30%

More information about the assessment process as well as the dimensions and their definitions can be found in the [First Time Applicant Handbook](#). Please note, even applications that rank highly in relation to quality, reach, good planning and financial responsibility may not be recommended for funding if they do not meet the program's objectives.

How to Apply

Online Grants

[Log in to Online Grants](#) and select the following from the drop-down lists:

Program: Regional Venues Improvement Fund

- Category:**
- Minor Technical Equipment Upgrades; or
 - Major Technical Equipment Upgrades.

Three components of your application

There are three components of a grant application: application questions, financial information and support material. Each plays a significant and distinct role in creating a whole picture about your activity.

Core Application Questions

The questions below are intended to provide assessors with a concise overview of the key elements of the project. Most applications to this program, in particular for Major Technical Upgrades will need to expand or supplement their responses to these questions with detailed information in their support materials where indicated.

Respond to the following questions with reference to the assessment criteria and program objectives:

1. What is the project you are seeking RVIF funding for?

Provide a summary of the planned project, outlining its key elements and what these will involve.

2. What are the current issues facing the venue?

Provide a rationale for the project proposal. Highlight and summarise the key issues facing the venue and outline the research you've undertaken to identify them. Note: A detailed Project Plan is a mandatory support material requirement

for Major Technical Equipment Upgrades. Your response to this question should be a summary of information provided in the plan.

3. What is the community's need for the venue's proposed upgrade?

Outline evidence of the community's demand for the proposed upgrades of the venue. This should link to your support material showing support from the venue owner and community, as well as the support material demonstrating your program and venue use.

4. What are the desired outcomes and how will you evaluate the project?

With reference to the issues you identified in questions 2 and 3, describe the outcomes you hope to achieve with RVIF funding. Provide a summary of the project development, implementation and delivery phases as well as how you will measure their success or otherwise.

5. How do you plan to manage and/or undertake the project?

Describe how you will project manage this project. If your application is for Major Technical Upgrades provide details of your project management group, and highlight relevant key information outlined in the strategic planning documents. You will need to include your strategic planning documents with your support materials.

6. What is the timeline for the project?

Outline the key milestones for the project and any relevant factors determining the timing of the milestones.

Information Questions

In this section, you will also need to provide the following information about your venue:

1. What is the name of the venue?
2. What is the venue's physical address?
3. Who is the owner of the venue?
4. If there is a lease, how long is the lease for?
5. What is the age of the venue?
6. What are the venue's current public opening hours?
7. Is the venue heritage listed, and if so, what type of heritage listing?
8. Is the venue a full or associate member of CircuitWest, Country Arts WA, GalleriesWest or AACHWA (not mandatory for Aboriginal art centres)?
9. Is this venue shared with other groups? If 'Yes', who are the primary users?
10. What arts and/or cultural activities does the venue support?
11. How many arts events or exhibitions were held in the last 12 months?
12. How many professional touring events or exhibitions were held in the last 12 months?
13. How many people attended arts and cultural events at your venue in the last 12 months?
14. Summarise your current arts and cultural program for 2018.
15. Summarise the proposed arts and cultural program for 2019.

Financial Information

The financial information in your budget helps to demonstrate that all elements of your activity have been considered, thoroughly researched and costed. A good budget also provides confidence for the DLGSC that your activity will be a sound investment for the State of Western Australia.

You should indicate which expenditure items you want the DLGSC to support. List those items in the 'Additional Notes' section of the application form's budget page.

If you are registered for GST you should not include GST in the budget figures. All amounts should be in Australian dollars.

Your funding request is the difference between your expenditure minus your income. To ensure this amount is calculated accurately, seek quotes for all expenditure items (whether or not you intend to include these as support material) and include all costs associated with the activity, even if they are supplied in-kind.

For each expenditure or income item you add to the budget, use the notes area alongside the item to explain how that item relates to the delivery of your activity. Also include a breakdown or itemisation of costs if relevant.

Many activities will include in-kind contributions in the form of offering something for free or at a discount. More information on in-kind expenditure and income as well as an example of how to demonstrate your in-kind support can be found on page 8.

Expenditure

Eligible expenses are those directly related to undertaking the proposed works identified in the scope of the project, eg. project management and consultancy fees, costs of materials, supplies, technical expertise, installation and other related labour costs. Applicants must demonstrate their ability to cover building and other cost increases by including an appropriate self-funded contingency amount (eg. 10%) as a matching expenditure and income item.

Note: With your support materials you will need to include:

- evidence to support expenditure estimates; and

- a completed Itemised Upgrade Requirements spreadsheet with additional information on all equipment, assets or infrastructure expenditure items you have listed in the expenditure table.

Ineligible Expenditure items

The following items are not eligible expenses and should not be included, or your application will be deemed ineligible for assessment.

- The purchase cost of land and/or buildings
- Recurrent maintenance costs and/or costs associated with regular operations or services provided by the venue or LGA (eg. organisational salaries, travel and supplies)
- Landscaping or external works associated with an existing or new facility surrounds, such as car parks, access roads and other infrastructure on existing or proposed facilities, unless demonstrating direct improvement to artistic performance-based activity
- Debt reduction
- Private entertainment, food, beverages, plaques, awards or scholarships
- Project feasibility and planning expenses, such as the development of architectural, engineering and other technical services necessary to initiate the project.

Income

This program does not fund 100% of your activity costs. Include any confirmed and anticipated income sources related to the project. Depending on the category applied to, you must demonstrate income equivalent to between 20% and 50% of your total project-related expenses, of which your cash contribution will be between 10% and 25%. List your cash contribution in the 'other income' category of the income table.

Some expenses may be offered to you for free or at a discount. This might be borrowed equipment, donated or discounted goods or services, volunteers (including you), negotiated discounted fees and allowances. Anything given to your project at no expense to you is considered in-kind.

All in-kind expenditure must be included as a budget item under the in-kind expenditure category. The corresponding recognition of in-kind income is created automatically in your online application, and you do not need to enter any in-kind income budget items. The total in-kind expenditure must always equal the total in-kind income.

As a guide, volunteer labour may be costed as follows:

- Unskilled: general work where no recognised qualification is required. Max \$25 per hour.
- Skilled: recognised qualification or trade specific. Max \$40 per hour.
- Specialised: highly skilled professional. Max \$60 per hour.

Additional Notes

This section of the budget provides an opportunity for you to detail any additional information you feel may help to clarify items within your budget. For example, for fees and salaries you can indicate in this section how you calculated your amount. You should use this section to indicate which expenditure items you want Department of Local Government, Sport and Cultural Industries to support.

Support Materials

Support materials form a crucial part of your 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 to ensure it offers the best support for your application and will demonstrate the four assessment criteria: Quality, Reach, Good Planning and Financial Responsibility. You should also consider the objectives for the program you are applying to.

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). 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 or SoundCloud. Do not use Dropbox to deliver audio or video files.

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

More information about how to submit your materials can be found in the [First Time Applicant Handbook](#).

Where indicated, the following support materials are mandatory or recommended for the category you are applying for. Ensure items are included in the exact formats specified or your application may be ineligible for assessment.

Mandatory ✓ Recommended ^

Support Material Item	Minor technical	Major Technical	Formats and limits
Project Plan , which includes: <ul style="list-style-type: none"> • Detailed project description and management approach • Project rationale demonstrating community and/or industry need • Project implementation schedule, including key milestones • Risk management matrix • Images, drawings, site plans, building approvals, permits and insurances (as relevant) 	N/A	✓	Maximum 20 A4 pages (one PDF only, 5MB max)
Evidence of arts and cultural program and venue use . This document may include: <ul style="list-style-type: none"> • Current and/or future program or schedules • Business and/or marketing plans • Building use statements • Evidence of community engagement support, particularly with regard to programming 	✓	✓	Maximum 10 A4 pages (one PDF only, 5MB max)
Evidence of project support from venue owner and community . This document may include: <ul style="list-style-type: none"> • Ordinary Council Meeting minutes • LGA approval notice • Letters from venue owner, members of the community, LGA and/or industry representatives 	✓	✓	Maximum 10 A4 pages (one PDF only, 5MB max)

Support Material Item	Minor technical	Major Technical	Formats and limits
Strategic planning documents. This may include: <ul style="list-style-type: none"> • Cultural Plan • Heritage Policy • Community Strategic Development Plan • Disability Access Audit • Building maintenance plans/ assessments/schedule 	N/A	✓	Maximum 15 A4 pages (one PDF only, 5MB Max)
RVIF Itemised Upgrade Requirements template Items should be listed in order of priority. Ensure expenditure amounts match what is listed in the Online Grants expenditure table.	✓	✓	RVIF template (Excel, max 5MB per file)
Evidence to support expenditure estimates, eg. written quotes from suppliers/contractors, quantity surveyor estimates or LGA preferred supplier details for each project budget component and/or item over \$2,000 listed in RVIF Itemised upgrade Requirements template	N/A	✓	Maximum 2 A4 pages per quote (PDF only 5MB max)
Evidence of financial commitments from other sources, including government funding from LGAs, Regional Development Commissions etc). This can be provided in the form of letters, correspondence, confirmation of grants and funding support.	✓	✓	Maximum 5 A4 pages (one PDF only 5MB max)
Income and expenditure budgets/statements for the current and next financial years* 2017-2018 (estimated) and 2018-2019 (indicative). *Applications submitted by LGA's are exempt	✓	✓	Up to 6 A4 pages in total (2 PDFs, max 5MB per file)
Consultant/contractor brief detailing the project requirements and key deliverables.	^	^	Maximum 5 A4 pages (one PDF only, 5MB max)

Assistance for Applicants

If you require further information please read the [First Time Applicant Handbook](#).

Grants Officers are available via telephone and email to answer queries about applications and suitability of activities to specific programs. As applications to the U-15k categories are assessed internally, they can only provide general information and cannot provide comment on the content of your application question answers. 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.

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.

Contact us

For assistance using Online Grants or to report any related technical issues, contact the Online Grants Support Team: onlinegrantsupportca@dlgsc.wa.gov.au

For enquiries relating to the Grants Programs, including advice or assistance with your application, contact a Grants Officer:

Telephone: (08) 6552 7400
Toll Free (Country WA callers only): 1800 199 090
Email: grantsprogramsca@dlgsc.wa.gov.au

To assist us in directing your enquiry to a relevant member of the team, please specify the grants program and category your enquiry relates to in the subject line of your email.

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 7400 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) 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 then 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

Appendix 1: Category Snapshot

Item	Minor Technical Equipment Upgrades	Major Technical Equipment Upgrades
Scope	Technical equipment upgrades involving a low to moderate level of planning and procurement.	Technical equipment upgrades involving a more advanced level of planning, procurement and installation.
Eligible projects	Procurement of technical equipment with minimal supply and installation requirements, such as public address and microphone systems, speakers, amplifiers, video projection systems, gallery hanging systems, hanging/install hardware toolkits, projectors, smart TVs, iPads, lighting, plinths, display cases, headphones, mobile seating, gallery fixed seating wireless communication systems, LED display systems and any consumables, cords or cables required for the listed equipment.	Procurement of technical equipment items which may require more complex installation to existing venue infrastructure, such as digital dimmer systems, climate-controlled monitoring systems (i.e. Thermometer-Hygrometer), external digital signage and non-structural acoustic improvements, lighting and audio equipment or accessories.
Grant value	\$2,500 to \$25,000	\$25,001 to \$250,000
Minimum contributions	Applicants must demonstrate income equivalent to at least 20% of total project-related expenses, of which at least 10% must be in the form of a cash contribution.	Applicants must demonstrate income equivalent to at least 30% of total project-related expenses, of which at least 15% must be in the form of a cash contribution.
Use of funds dates	Grant funds must be expended and acquitted no later than 9 months after the project start date.	Grant funds must be expended and acquitted no later than 15 months after the project start date. Project milestone payments may apply.