

Community Cultural and Arts Facilities Fund

Application Form

Application requirements

- Use the standard CCAFF application form
- Wherever space is insufficient, please provide additional information on a separate A4 piece of paper and attach it to your application (No larger than A3, A4 is preferable).
- Please submit one copy of your application to your Local Government Office
- Completed application should be printed on one-side only
- Please do not attach any original documents, copies only (Certificate of Incorporation etc), as they will not be returned
- Do not use any special folders, staples or binding for your application.
- Please mark all sections that are not relevant with **Not Applicable**, but ensure they are included in with your final application

Your application will be considered not eligible, and returned to you if:

- You have received a grant from the Department of Culture and the Arts (DCA) (including ArtsWA) that has not been satisfactorily acquitted.
- You have an unsatisfactory acquittal of grants from DCA devolved funds managed by Country Arts and CANWA.
- You have not used the standard application form for the CCAFF.
- It has not received Local Government endorsement.

Further information is available from:

CCAFF Project Officer
Department of Culture and the Arts
PO Box 8349, Perth Business Centre
Western Australia 6849
Telephone: 9224 7300
Facsimile: 9224 7420
Freecall: (country callers only) 1800 199 090
Email: ccaff@dca.wa.gov.au
Web: www.dca.wa.gov.au

Contents

- All sections must be completed. Where a section or question does not relate to your project please mark these as '**Not Applicable**' but include them in your application.
- Only those applying for 'Feasibility Study' funding, as per the CCAFF definition, need to complete Section Five of the Application.

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Part One: CCAFF application summary

Project name: _____

Requesting organisation: _____

Local Government Authority: _____

Type of CCAFF funding:

- Once Off Annual Grant
- Forward Planning Grant (Please tick in the box below the year in the triennium you would prefer to lodge a CCAFF claim for payment)
 - 2008/2009 2009/2010
- Feasibility Planning Support

Funding priority:

- Regional/Rural Arts Infrastructure
- Community Museum Infrastructure
- Art Form infrastructure
- Indigenous Arts Infrastructure

CCAFF funding request: \$ _____

Total value of project: \$ _____

Expected project commencement: _____

Expected project completion: _____

END OF PART ONE

Part Two: Organisation Information

1. Organisation Details

Organisation Name: _____

Street address: _____

Postal address: _____

Telephone: _____ Facsimile: _____

ABN: _____

Nominated Contact Person: _____

Position: _____

Telephone: (wk) _____ (mob) _____

Facsimile: _____

Email: _____

Website: _____

Is your organisation registered for GST: Yes No

What is your legal status?

Company Limited by Guarantee Incorporated Association

Municipal Indigenous Corporation

Other _____

2. Organisation overview

(Provide a brief description of your organisation is – what it does etc.)

3. Local Government Details

Region in which the project will be/is located:

Municipality (Town of, Shire of):

Total Population:

Local Government Contact Person:

Position:

Telephone: (wk)

(mob)

Facsimile:

Email:

END OF PART TWO

3. Planning

a. Where applicable, has planning permission for the project been granted?

Yes No

b. Is this project identified in any Local Government Plan? Yes No

If yes, please name the plan: _____

c. Is the project part of a regional plan? Yes No

If yes, please name the regional plan: _____

d. Is this project part of a Local Government cultural plan? Yes No

e. Facility planning from a regional perspective is encouraged. Has the project been discussed with Local Governments in the region to determine regional context and need? Yes No

If yes, please name the Local Governments consulted

4. Project location/proposed site (actual address of land or facility):

5. Is the land?

- | | |
|--|---|
| <input type="checkbox"/> A Crown Reserve | <input type="checkbox"/> Land held for purposes by trustees under a valid lease, title or trust deed, or intended of public use |
| <input type="checkbox"/> Land owned by a public authority | <input type="checkbox"/> Land owned by the not-for-profit organisation/applicant |
| <input type="checkbox"/> Land owned by State Government | <input type="checkbox"/> Land gifted to the not-for-profit organisation/applicant |
| <input type="checkbox"/> Municipal property | |
| <input type="checkbox"/> Land owned by or leased from the Aboriginal Lands Trust | |

6. Name of existing building to be improved.

7. Address of location of the building.

8. Age of building:_____

9. Name of Registered Owner of the building.

10. **Is the building heritage listed?** Yes No

If yes, please tick the type of heritage listing

- Local Government Municipal Heritage Inventory
- Local Town Planning Scheme (Heritage List)
- State Register of Heritage Places
- Classified by the National Trust
- Register of the National Estate
- Other: _____

11. **If the building is heritage listed do you have a Heritage Conservation Plan for the facility?** Yes No

If yes, please state:

Year of Plan: _____ Author of Plan: _____

12. **How is the building currently used, what activities does it support?**

13. **If the grant is to upgrade the building please provide an assessment of the condition of the building:**

Building	Excellent	Good	Average	Poor	Non Compliant
Structural					
Plumbing					
Electrical					
Fire Protection					
Access (people with disabilities)					
Occupational Safety and Health					

14. **Please list and describe the type of fixed equipment to be purchased and its intended use.**

15. How this equipment will lead to a more effective delivery of arts and cultural activities and programs for the organisation.

16. What is the 'life expectancy' of new equipment?

17. Detail what provisions have been made for its replacement, maintenance, and upgrading in the future.

18. How will the equipment be made secure (insurances, storage areas, security etc)?

END OF PART THREE

Part Four: Program Information

1. Summarise your current community/public arts and cultural program/s.

2. Briefly outline your community/public arts and cultural program/s for the next twelve months.

3. How many events/activities in the last twelve months?

4. Projected events and activities per annum once the project is complete.

5. Total audience/attendance figures in the last twelve months

6. Projected audience/attendance figures per annum once project is complete.

7. Where is the closest facility of similar size/function to your existing facility?

8. **What are the opening hours of your facility?**

9. **How many days per week is your facility open?**

Community museum

If your project relates to the development or upgrade of a community museum the following information is required.

1. **Does the museum have a conservation policy and/or interpretation policy?**

Yes No If yes, please attach details.

2. **Has a significance assessment been prepared for the collection(s)?**

Yes No If yes, please attach details.

3. **What percentage of the museum's collection is on display?**

4. **Please outline the significance of your collection to the local area or region, the state or to a particular community.**

5. **How is the collection(s) housed, managed and recorded (collection holding areas, curatorial areas, work spaces and exhibition)?**

END OF PART FOUR

Part Five: Feasibility Plan

Only complete this section if you are applying for CCAFF funds towards support for a feasibility plan.

Space has not been provided in this document to address this section. You will need to attach this documentation to the application form.

Please outline the scope and plan for the feasibility plans, including the following:

- Consultant's brief, including timeframe for plan
- Estimated consultant's fee
- Applicants financial contribution
- Other financial contributions
- List of those to be consulted (such as Local Government, community groups, arts and cultural organisations)
- Technical and/or other reports (or advice) from professionals (such as theatre consultant, heritage, engineer, architect) etc.
- Scope of works
- Timeframe for intended capital upgrade project / new facility project
- Total Estimated costs of undertaking the feasibility plan

END OF PART FIVE

Part Six: Guiding Criteria

The guiding criteria ensure that each application is considered in a balanced and fair manner by the CCAFF Assessment Committee.

You are required to separately address each of the guiding criteria in the application to the CCAFF. Space has not been provided in this document to address the criteria. You will need to attach this documentation to the application form.

A complete definition of each criterion is provided within the Guidelines. Please read this information and keep it near when you are addressing this section of the application

- 1. Project rationale***
- 2. Planning framework***
- 3. Consultation***
- 4. Design focus***
- 5. Financial strength & accountability***
- 6. Sustainability***
- 7. Opportunity for, and inclusion of, community***
- 8. Impact on arts and cultural activity***

END OF PART SIX

Part Seven: Financial Information

This section consists of three questions and every applicant must address each question.

The three questions are:

1. Other funding requests for this project
2. Estimated Project Income
3. Estimated Project Expenses.

Please telephone or email the CCAFF Project Officer if you require assistance when completing this section of the application. Contact details are:

Telephone: 9224 7300

Email: ccaff@dca.wa.gov.au

- 1. If you applied to any other funding local, State or Commonwealth agencies for financial assistance towards this project (at any stage of the project) please list the agencies and amount applied for, and whether the funding is confirmed or unconfirmed.**

Year	Agency/Activity	Amount \$	Status
			<input type="checkbox"/> Confirmed <input type="checkbox"/> Unconfirmed
			<input type="checkbox"/> Confirmed <input type="checkbox"/> Unconfirmed
			<input type="checkbox"/> Confirmed <input type="checkbox"/> Unconfirmed
			<input type="checkbox"/> Confirmed <input type="checkbox"/> Unconfirmed
			<input type="checkbox"/> Confirmed <input type="checkbox"/> Unconfirmed
			<input type="checkbox"/> Confirmed <input type="checkbox"/> Unconfirmed
			<input type="checkbox"/> Confirmed <input type="checkbox"/> Unconfirmed
			<input type="checkbox"/> Confirmed <input type="checkbox"/> Unconfirmed

2. Estimated Project Income

Applicants must read the Guidelines before completing this section.

- **All figures provided are to be GST exclusive.** If the applicant is registered for GST, the grant will be grossed up with the GST amount.

	Funding Source	Income	Notes
A	Applicants cash contribution		Applicants cash
B	Local Government contribution		Local Government cash and in-kind contribution
C	Voluntary Labour		Voluntary labour can be a maximum of one-third of the total project cost up to a max of \$50,000.
D	Donated materials		No limit to donated materials but cannot exceed the sum of applicant cash and the Local Government contribution.
E	Other State Government Contributions		Such as Lotterywest, ArtsWA, DSR, DLGRD etc.
F	Commonwealth Contribution		DCITA, DOTAR, Australia Council etc
G	Other		Sponsorship
	SUB TOTAL		Sum of Rows A-G
H	CCAFF Grant request		<ul style="list-style-type: none"> • DCA CCAFF contribution cannot exceed one third of the Estimated Total Project Cost. • If the applicant is registered for GST, the grant will be grossed up with the GST amount.
	TOTAL PROJECT INCOME (GST EXCLUSIVE)		Sum of Rows A-H.

3. Estimated Project Expenses

- You must provide a detailed list of expenses for the project. Each expense should be itemised in priority order. Only costs related to your project should be included.
- The project expenses should equal the Estimated Total Project Income amount in your completed income sheet.
- Wherever possible, the proposed expenditure amounts should be supported by documentation such as two written quotes from suppliers or contractors, builders or quantity surveyors estimates etc.
- Applicants should include a contingency line in their expenses budget. The contingency amount is not to be calculated as part of the matched funds.

The CCAFF program only funds those elements of an eligible project that are directly related to cultural and arts activity. In breaking down the expenses please remember the CCAFF does not fund the following items:

- The purchase of land and/or buildings, recurrent maintenance and operating costs
- 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
- Costs associated with compliance requirements of an existing facility, disability access, OS&H, Australian Standards, Building Code of Australia or other legislative or compliance requirements.
- Non-land based facilities, such as floating venues and barges
- Non-fixed furniture and fittings such as musical instruments, portable sound equipment, artworks, artefacts, cultural and historical material, computers, software, motor vehicles, costumes and the costs associated with the restoration or conservation of cultural and/or secret/sacred material
- Community facilities not defined for the purposes of this program as a Community Cultural and Arts Facility
- Internally or externally sited public art projects
- Facilities or fixtures for the express purpose of serving alcohol/food
- Expenses incurred or obligated prior to or after the CCAFF grant period
- Expenses incurred prior to the provision of the CCAFF grant
- Debt reduction
- Private entertainment, food, beverages, plaques, awards, or scholarships
- No part of the CCAFF grant can be used to re-grant, devolve funds to another party, or be used as funds in any other private or public grants program
- Planning dollars, including the development of architectural, engineering and other technical services necessary to initiate the project
- Feasibility plans - unless part of a CCAFF feasibility plan application
- Grantee operational support (examples, organisational salaries, travel, supplies, and non-fixed furniture and equipment).

You are encouraged to be as thorough as possible in identifying all expenses. Therefore, if you require further space please expand the chart as necessary.

	ITEM	Applicants Amount \$	CCAFF Amount \$	Notes
A				2 written quotes attached
B				2 written quotes attached
C				2 written quotes attached
D				2 written quotes attached
E				2 written quotes attached
F				2 written quotes attached
G				2 written quotes attached
H				2 written quotes attached
I				2 written quotes attached
J				2 written quotes attached
K				2 written quotes attached
L				2 written quotes attached
M				2 written quotes attached
N				2 written quotes attached
O				2 written quotes attached
P				2 written quotes attached
	SUB TOTAL			Sum of Rows A-D The Sub Total should equal two-thirds of the total project cost or greater.
	Contingency		X	Not to be calculated as part of CCAFF matched funds.
	TOTAL PROJECT EXPENDITURE			Sum of Rows A-E. The Total Project Expenditure should equal the Total Project Income.

END OF PART SEVEN

Part Eight: Support Material

Applicants should note that the CCAFF is a competitive process, so please ensure that the following items are included in your application. A checklist is also provided to ensure you have included all the material to make an application.

1. Please list every item of support material you have attached to this application.

- Copy of ABN Certificate
- Certificate of Incorporation
- Copy of confirmation the applicant is registered for GST (if applicable)
- Copy of auspice agreement (if applicable)

2. Support material checklist

- The organisation's management plan/strategic plan
- Income and expenditure statements for the previous, current and next financial years (Local Governments exempted)
- Written confirmation of financial commitment from other funding sources (cash, donations and in-kind)

For Annual Grants

- If the project involves the upgrade of an existing facility, photographs must be provided of the specific area to be upgraded and the existing facility
- Locality, site and/or concept sketches (if applicable)
- Spatial maps identifying location of the facility in relation to other services and activities.
- A copy of the Local Government's Cultural Plan, Social or Community Plan, Strategic Plan and/or Principle Activity Plan (for that applicant's region if applicable)

For Forward Planning Grants

- Evidence of community support
- Feasibility plan (where applicable)
- Facilities management plan (where applicable)
- Details of personnel who form the Project Management Committee (where applicable)
- If the project involves the upgrade of an existing facility, photographs must be provided of the specific area to be upgraded and the existing facility.
- If the project involves a new facility, photographs must be provided of the proposed site
- If the project is a new facility, evidence of how that project links with the overall region.
- Spatial maps identifying location of the facility in relation to other services and activities.
- Locality, site and concept building plans (if applicable)

END OF PART EIGHT

Part Nine: Declaration

For the purposes of this application 'I' means the organisation submitting an application. If the applicant is an organisation, this declaration must be carefully read and signed by the chairperson or president of the group or organisation. Applicants must sign this declaration.

I, the undersigned, certify that:

1. I am familiar with all relevant information in the CCAFF Guidelines.
2. I acknowledge that this application will not be accepted if it is late, faxed, or does not have all required support material attached.
3. I have:
 - the original copy of this application
 - typed or printed this application in black ink on one side of the page only
 - used only white bond A4 paper
 - provide an application without staples or binding.
4. I have answered all relevant questions in this application form.
5. I meet the eligibility criteria of the CCAFF.
6. The statements in this application are true to the best of my knowledge and the supporting material is the work of persons named in this application.
7. I understand that any information given to applicants by a DCA staff member should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.
8. I have no overdue acquittals for previous DCA investments.
9. I understand that the CCAFF is a competitive process. I agree to accept to the decision of the CCAFF committee, which is the group that assesses this application.
10. I give permission for the copying for my visual support material onto CD format by DCA for the sole purpose of the grant assessment.
11. I declare that all the information contained in this application is accurate and comprehensive.

Name in full:

Signature:

Position in the group or organisation (if applicable):

Please note that it is the responsibility of the applicant to inform DCA of any change in the status or circumstances of the application between the time of its lodgement and its assessment.

END OF PART NINE

CCAFF Checklist

1. Have you discussed your project, either in person or by telephone, with the CCAFF Officer? If "Yes" please provide the following: Yes No

Name of CCAFF Officer

Date you spoke to him/her
2. Have you discussed your final application, either in person or by telephone, with the CCAFF Officer? If "Yes" please provide the following: Yes No

Name of CCAFF Officer

Date you spoke to him/her
3. Have you discussed your proposal, either in person or by telephone, with the appropriate Local Government Officer? If "Yes" please provide the following: Yes No

Name of Local Government Officer

Date you spoke to him/her
4. Are the organisation details complete and accurate? Do these details match the legal name of the ABN registration? Yes No
5. Have you provided your ABN/evidence of ineligibility for an ABN? Yes No
6. Have you provided Australian Taxation Office advice that you are registered for GST? Yes No
7. Have you described clearly your proposed project? Yes No
8. † Have you completed each section of the application, indicating which sections aren't applicable to your application? Yes No
9. Have you addressed each of the guiding criteria outlined in Section 6? Yes No
10. Have the appropriate category and funding priority boxes been ticked? Yes No
11. Are all of the people or organisations listed aware of the proposal and committed to participating? Yes No
12. Have you declared all previous support you have received from DCA over the past 3 years? Yes No
13. Is all of your support material with this application? Yes No

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14. Have you actually applied for the subsidies you have listed on your budget page? Yes No
15. Have you indicated which of those subsidies are 'confirmed' or 'to be confirmed'? Yes No
16. Have you re-checked your budgets (income and expenses)? Yes No
17. Is the auspice agreement signed (if applicable)? Yes No
18. Has the declaration been signed? Yes No
19. Have you checked with your Local Government that your application will be submitted at the Ordinary Council Meeting in time to meet CCAFF deadlines? Yes No
20. Is your completed application printed one sided? Yes No

Points to remember

- You must have contacted the DCA, CCAFF Officer to discuss your project and the final application.
- The CCAFF Officer will put you in touch with a Local Government contact if you are eligible to apply.
- The CCAFF is a competitive process.
- Complete the CCAFF application and submit all sections. Those sections which are not relevant to your application mark as '**Not Applicable**'.
- Read and address each of the guiding criteria. Some of the criteria may not be applicable to your project. You must outline in writing why they are not relevant.
- Compile and complete the supporting documentation. Use the checklists supplied in this application form.
- Make a copy of your application and other support material for your records. Your support material will not be returned.
- Check the nominated closing date with your Local Government as some may close earlier to meet Council schedules.
- All applications (including Local Government) must be ratified at an Ordinary Council Meeting. A copy of the minutes from this meeting is to be attached to the application.
- Lodge your application by the nominated closing date in September with your Local Government, even if your Local Government is not contributing to the project.
- It is your responsibility to maintain contact with your Local Government to ensure your application has been received and processed to meet DCA timelines.

END OF CHECKLIST

Auspice agreement

1. **What services and support will be provided by the auspice body to the project?**

2. **What services and support will be provided by the auspice body with regard to the management of the funding?** Please note that the auspice body must provide a financial acquittal of any funding received. Please contact DCA if you do not understand this condition.

3. **What are the agreed roles and responsibilities of those undertaking the project and the auspice body?**

4. What fee, if any, is to be paid to the auspice body by those undertaking the project? This fee should be clearly included in the project budget if the fee is to be paid from the project.

5. Who is responsible for insurance and other legal requirements of the project?

Please sign here

If the auspice body is an organisation, the auspice agreement must be carefully read and signed by the chairperson or president of the group or organisation.

Auspice body:

Name in full: _____

Signature: _____ Date: _____

Position in the group or organisation (if applicable): _____

Person/s carrying out the activity or project:

Name in full: _____

Signature: _____ Date: _____

Position in the group or organisation (if applicable): _____

END OF AUSPICE AGREEMENT

Local Government – project comment form

(This section is for Local Government use only)

The Local Government comment form is a tool to assist decision making and the CCAFF Assessment Committee process.

DCA Ref Number (CCAFF Officer to complete):

Local Government Ref Number (Local Government Officer to complete):

Section A

1. Which funding priority does this project support?

- Regional/Rural Arts Infrastructure
- Community Museum Infrastructure
- Art Form infrastructure
- Indigenous Arts Infrastructure

2. The CCAFF Guiding Criteria has been considered and the following comment is provided on how the applicant has met the guiding criteria (only tick one of the boxes below for each CCAFF Guiding Criteria):

CCAFF Guiding Criteria	Met	Partially Met	Not Met	N/A
Project Rationale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Framework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Design Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strength	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity for, and Inclusion of, community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact on Art and Cultural Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

1. Does the applicant have a strategic plan that indicates the need for this project?

Yes No

2. If Yes, is the project consistent with that plan?

Yes No

3. Is this project part of the Local Government's Principle Activities Plan?

Yes No

4. Project Background

The proposed CCAFF project is (only one of the following will apply to the project under review):

- Well planned and needed by the region (High)
- Project is part of a local or regional plan (Medium/High)
- Well planned and needed by applicant (Medium/High)
- Needed by the region, more planning required (Medium)
- Needed by applicant, more planning required (Medium/Low)
- Idea has merit, more preliminary work needed (Low)
- Not recommended

5. Other Comments:

Local Government priority of the proposed project

Priority number _____ of _____ applications received

Signed Local Government Officer: _____

Name: _____

Position: _____ Date: _____

END OF THE LOCAL GOVERNMENT – PROJECT COMMENT FORM