



Department of Culture and the Arts  
Government of Western Australia

# Community Cultural and Arts Facilities Fund (CCAFF) Policy

July 2007

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# Introduction

This policy has been developed to assist the Department of Culture and the Arts (DCA), Local Government personnel and other users who are involved in either assisting applicants to prepare their application for a CCAFF grant and/or are involved in the assessment process of the CCAFF.

This Policy handbook complements the following guiding documents of the CCAFF –

- Guidelines for making a CCAFF Application (Appendix 1)
- CCAFF Application Form (Appendix 2)

This draft document is a 'live' document requiring continual review and updating.

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# CCAFF Model

The Community Cultural and Arts Facilities Fund (CCAFF) is modelled on the successful Department of Sport and Recreation's (DSR), Community Sporting and Recreation Facilities Fund (CSRFF). The CSRFF has been in operation for over 20 years. The CSRFF has been refined over this time to ensure the smooth implementation and the delivery of community infrastructure in a cost-effective manner.

The DSR and DCA have worked together to ensure that government services are streamlined and work in complement to one another. To ensure a coordinated approach across government the procedural and application processes of the CCAFF parallels the CSRFF where relevant.

Accessible information and processes are a priority of the CCAFF. Using the CSRFF model as a framework simplifies government application processes. It also assists the community to navigate the differences and similarities between various State Government funding opportunities.

The DCA extends its appreciation to the DSR for assisting in the development of the CCAFF policy and guidelines.

The DCA has also worked with the Western Australian Local Government Association and the Department of Local Government and Regional Development to ensure the CCAFF complements the Local Government budget cycle and working processes.

There are eight sections to the CCAFF policy:

1. Overview of the CCAFF Program
2. Funding
3. Eligibility
4. Applications Procedure
5. CCAFF Application
6. Assessment
7. Post Approval Procedure
8. A Planned Approach to Facility Provision

# Acronyms

<b>ATO</b>	Australian Taxation Office
<b>ABN</b>	Australian Business Number
<b>AS</b>	Australian Standards
<b>BCA</b>	Building Code of Australia
<b>CANWA</b>	Community Arts Network Western Australia
<b>CCAFF</b>	Community Cultural and Arts Facilities Fund
<b>CSRFF</b>	Community Sporting and Recreation Facilities Fund
<b>DDA</b>	Disability Discrimination Act
<b>DCA</b>	Department of Culture and the Arts
<b>DLGRD</b>	Department of Local Government and Regional Development
<b>DSR</b>	Department of Sport and Recreation
<b>EST</b>	Estimated Total Cost
<b>FAAA</b>	Financial Administration Audit Act
<b>GAS</b>	Grants Administration System
<b>GST</b>	Goods and Services Tax
<b>HCWA</b>	Heritage Council of Western Australia
<b>ICOMS</b>	International Council of Museums
<b>OS&amp;H</b>	Occupational Safety and Health
<b>WALGA</b>	Western Australian Local Government Association

# Definitions

<b>Applicant / Grantee</b>	For the purpose of the CCAFF, applicants and grantees are the same entity. The applicant becomes a grantee once an offer of grant has been accepted.
<b>Applicant's contribution</b>	Applicant's contribution can be made up of cash, donations, voluntary labour, Local Government contribution (cash or in-kind), or other grants (up to two-thirds).
<b>Approval to commence project</b>	
(a) Minister's approval	Minister's approval to allocate the grant.
(b) Building approval	Approval to proceed with construction as issued by the Local Government authority.
<b>Art form infrastructure</b>	Specialised facilities or fixed furniture and equipment which will be used primarily for the programming, production, presentation, exhibition, creation of work, environmentally controlled storage or any combination of the above functions of any of the arts and cultural disciplines, such as: music, dance, drama, performing arts, writing, visual arts and crafts and multi media.
<b>Capital upgrades</b>	Capital improvement to an existing facility to provide additional arts and cultural activity such as a renovation, technical upgrade or modification to the building, not maintenance.
<b>CCAFF Assessment Committee</b>	The committee appointed by the Minister to assess applications and make final grant recommendations.
<b>Community Cultural and Arts Facility</b>	Means a community building which shall be used primarily for the programming, production, presentation, exhibition, creation of work, environmentally controlled storage or any combination of the above functions of any of the arts and cultural disciplines, such as: music, dance, drama, performing arts, writing, multi media, visual arts and crafts and includes community museums, and Indigenous arts and culture.
<b>Community Museum</b>	For the purposes of the CCAFF a community museum relates to the definition provided by ICOM including Aboriginal cultural centres and keeping places. ICOM definition: <i>A not-for-profit permanent institution in the service of society and its development and open to the public, which acquires, conserves,</i>

*researches, communicates and exhibits for the purpose of study, education and enjoyment, material evidence of people and their environment.*

<b>Community Needs Assessment</b>	Undertaken to determine the potential need for a project and to assess the arts and cultural requirements and aspirations of the community. This is a vital step in the facility planning process.
<b>Deferrals</b>	An extension to expend the funds outside of the twelve months (for once off annual grants and feasibility studies) or one to three years (for forward planning grants) in which they were allocated by the DCA to be spent.
<b>Donations</b>	Items that are donated by an individual or organisation that is not a supplier or contractor appointed to the project eg. materials, cash, equipment etc.
<b>Feasibility Study</b>	Identifies and assesses the practical requirements of creating a community cultural and arts facility. This could include draft management plan, components of the facility and concept design, and capital costs and sources of funding. This process occurs after a community needs assessment has been undertaken.
<b>Financial year</b>	1 July to 30 June.
<b>Fixed furniture and equipment</b>	Means items that are permanently affixed to the building and are integral to the arts and cultural operations of the building or organisation, for example: fly systems, built in storage shelving, permanent partitions, acoustic treatments, fixed signage, public address systems, non-portable lighting/audio/visual control equipment etc.
<b>Funding period</b>	The year in which the grant is applied for, for example: a forward planning grant can be applied for in the funding round of 2004/05 and allocated payment by the DCA in any year of the triennium, such as 2006/07.
<b>Funding year</b>	The year in which the grant is allocated for payment by the DCA.

<b>Grantees cash</b>	All CCAFF grants must be matched by grantees cash. Typically, a minimum of one third of the proposed budget must be grantee cash or Local Government contribution. The CCAFF grant cannot exceed the applicant's contribution to the project.
<b>In-kind contribution</b>	Means the documented fair market value of the non-cash contribution provided by the applicant/grantee or third parties which consist of real property or the value of goods and services directly benefiting and specifically identifiable to the proposed project.
<b>Local Government contribution</b>	The Local Government contribution can be in-kind or cash. All Local Government in-kind contributions are considered to be cash contributions.
<b>Maintenance</b>	Non-capital items and equipment that is recurrent, for example: minor plumbing and electrical, minor roof repairs, addressing general everyday wear and tear on a building, servicing of HVAC systems, minor painting, lift servicing, door and window hardware etc.
<b>Matching</b>	Means dollars provided by the applicant designated solely for the project. For every one dollar the DCA provides through the CCAFF for the project, the applicant will provide <i>at least</i> two dollars. The CCAFF grant will not exceed the grantee's contribution to the project.
<b>New construction</b>	For the purpose of the CCAFF, means adding an arts and/or cultural facility, or designated space to an existing property, an existing facility or cluster of community facilities, where no such community cultural and arts facility previously existed.
<b>Non-fixed furniture and equipment</b>	Means items that are <i>not affixed</i> to the building despite being required for the operation of the building, for example: portable screens/display panels, tables, chairs, musical instruments, artefacts, cultural and historical material, computers, equipment that is leased, desks and other office equipment, refrigerators, rugs, vehicles, planters, books, portable lighting/audio/sound/visual equipment etc.

<b>Not for Profit Organisation</b>	Uses all monetary surplus solely for the purposes of its and not to financially benefit its members in any way, is incorporated under the WA Associations Incorporations Act 1987 and has an Australian Business Number (ABN).
<b>Professional services</b>	Means the preliminary development of architectural, engineering, and other technical services necessary to scope and carry out the proposed project, for example architectural drawings, quantity surveyors etc.
<b>Planning</b>	Is a planned approach were applicants are required to demonstrate their consideration of functional and strategic planning, design and management issues to show the need for the project. The CCAFF encourages all applicants to show a planned approach to physical arts and cultural infrastructure development.
<b>Project</b>	Means the technical upgrade, modification or renovation of existing buildings, or the construction of new buildings integral to arts and cultural activity.
<b>Public Library Network</b>	The State-wide community based network of public libraries that provides services and opportunities for life-long learning, social activities and intellectual stimulation for the community. Public libraries in Western Australia are conducted as a partnership between the Library Board of Western Australia, Local Government and other bodies.
<b>Renovation</b>	Means the act or process of giving an existing arts and cultural facility a state of increased utility/service or returning an existing arts and cultural facility to a state of utility/service through repair, addition or alteration that makes possible more effective, efficient and sustainable arts and cultural use, not ongoing maintenance for example sewerage, electrical upgrades and meeting legislative/regulative requirements, i.e. Occupational Health & Safety.
<b>Regional/Rural</b>	For the purposes of the CCAFF, regional/rural relates to the Department of Local Government and Regional Development (DLGRD) Kimberley, Pilbara, Gascoyne, Mid West, Wheatbelt, Goldfields- Esperance, Peel, South West and Great Southern regions.
<b>Triennium</b>	A period of three years.

# Section 1: Overview of the CCAFF Program

## Background

Arts and cultural facilities add to a sense of place and belonging for people living throughout Western Australia. The State Government is committed to improving arts and cultural physical infrastructure. The Community Cultural and Arts Facilities Fund is an opportunity to build and maintain these important assets in Western Australia.

The State Government will partner with communities and Local Government to support a vision to realise the capital improvement, renovation or modification of existing facilities, or the construction of dedicated cultural facilities in a regional/local area.

The CCAFF is one way the Department of Culture and the Arts is addressing capital works requirements across the culture and arts sector. It forms part of the broader capital works strategy that aims to develop:

‘...arts and cultural facilities that foster community cultural development, excellence in the arts, and present and promote Western Australian culture.’

It is also another strategy in the Government’s larger capital works program to realise the development of a robust network of arts and cultural facilities throughout Western Australia. Community strengths such as entrepreneurial skill, fundraising ability, local knowledge and resiliency can be leveraged to shape well-planned arts facilities in the local area for future generations. Community support for CCAFF projects is vital as arts and cultural organisations depend on audience or user support to remain viable and relevant.

Cultural and arts facilities can be technically complex and costly to operate and maintain. Well-planned and appropriate facilities are intrinsically linked to the health and sustainability of arts and cultural organisations. Arts and cultural programs are inseparable from the cultural venues that accommodate them. When the program is at risk it impacts on the facility, when the facility is at risk the program is compromised.

## Purpose and Scope

The CCAFF aims to increase participation in, and access to arts and culture. It places an emphasis on advancing artistic and cultural activity through purposeful and well-planned facilities. The fund supports local decision-making and input in to developing community cultural facilities with an arts and cultural focus.

**The purpose of the program is to provide Western Australian Government financial assistance to eligible not for profit arts and cultural organisations and Local Government, to assist in the installation of fixed furniture and equipment, technical upgrade, modification and capital works requirements of arts and cultural facilities throughout the State.**

The CCAFF will support projects that involve building construction or capital improvement that clearly demonstrates arts and cultural benefits to the State. The fund also provides support for the purchase and installation of fixed furniture and equipment that encourages arts and cultural practice. All applications are required to demonstrate, particularly for multi-purpose or collocated facilities, that the CCAFF contribution will be used for the central purpose of arts and cultural activity.

The CCAFF policy facilitates the joint development of community facilities supported by a combination of State Government departments/agencies. This also allows for the development of a collocated or multi-purpose facility with CCAFF funds supporting the components of a project that will support, or is integral to, arts and cultural activity.

## Section 2: Funding

### Funding Priorities

The Department of Culture and the Arts fosters dynamic partnerships to achieve an environment in which quality cultural activities can be achieved and creative people express through the various art forms. The CCAFF funding priorities have been identified through the consultation, research and policy development undertaken by the DCA over the period 2002-2004. These policies identify significant community need for arts and cultural infrastructure support. The policies include:

- Cultural Signposts: Directions for Arts and Culture in Regional Western Australia
- Journey Further: A Cultural Tourism Strategy for Western Australia 2004-2008
- Championing Creativity: An Arts Development Policy Framework
- Community Museums Policy (in development)
- Culture and the Arts: Capital Works Policy (in development)
- Cultural Commitments: Indigenous Policy Statement and Action Plan
- Creative Cultures – Respecting and Supporting Indigenous Cultural Expressions

The aim of the CCAFF is to invest in a quality mix of capital works and infrastructure projects that have a direct benefit to the Western Australian community. The CCAFF will only provide grants towards those components of the building that provide a venue for, or are integral to, arts and cultural activity and for which there is no other source of funding. Collocated projects, multi purpose and joint use projects will be considered.

Priority is given to applications that support:

- Regional/ rural arts infrastructure
- Community museum infrastructure
- Art Form infrastructure
- Indigenous arts infrastructure.

For the purposes of the CCAFF program the term 'infrastructure' directly relates to the definition of a *Community Cultural and Arts Facility* and to their fixed furniture and equipment, technical upgrade, modification and capital works requirements. It also includes undertaking feasibility studies that are integral to arts and cultural infrastructure development (refer to Definitions page 6).

### Projects funded

The types of project that will be considered for funding assistance include, but not limited to:

- Fixed furniture and permanent fixtures integral to arts and cultural use e.g. storage racks and / or areas for the exhibition of artworks and artefacts; or a lighting grid for a theatre, where one does not exist
- Technical upgrades that better meet the current or future needs of the facility e.g. climate control for collection holding areas

- Fit out, modifications or additions to existing arts and cultural facilities that increase opportunities for access and participation
- The costs associated with the construction of a new arts and/or cultural facility e.g. a new gallery or theatre building space in a regional centre
- The costs associated with the construction of arts and cultural space within an existing facility or 'hub' of community facilities
- Contribution towards feasibility studies
- The costs associated with the arts and cultural component of a multi-purpose facility.

Examples include:

- Community run museums
- Theatres
- Galleries
- Exhibition spaces
- Art and craft centres
- Indigenous arts and cultural centres
- Backstage facilities
- Arts specific aspects of a community or collocated facility
- Rehearsal studios
- Lighting grids for theatres, where one doesn't already exist
- Writers centres
- Art and design studios
- Buildings or additions that house equipment integral to the delivery of arts and cultural activities
- Fixed climate, environmental control and storage systems

## Project exclusions

The CCAFF does not fund the following:

- The total cost of any project
- Projects that do not address each of the Guiding Criteria of the CCAFF
- Projects that start before the stated commencement date in the application form
- Projects seeking funding on a retrospective basis
- Development of facilities owned by private and public companies or individuals (*Note: buildings owned by, or gifted to eligible not-for-profit arts and cultural organisations are exempt*)
- State or Commonwealth Government department/agency run buildings/spaces, unless exceptional circumstances can be demonstrated and negotiated with the DCA
- The purchase of land and/or buildings
- Recurrent maintenance and operating costs, unless exceptional circumstances can be demonstrated and negotiated with the DCA
- 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
- Sporting and recreation facilities
- Private and public education facilities, unless exceptional circumstances can be demonstrated and negotiated with the DCA
- Projects that cannot demonstrate support from the owners of the facility/land
- Projects that have not received appropriate planning approvals from Local Government and/or do not meet disability access, OS&H, Australian Standards, Building Code of Australia or other legislative or compliance requirements
- Facilities or fixtures for the express purpose of serving alcohol/food
- Active CCAFF grants that have identified that the costs of their project have greatly increased
- Projects which are restricted to private or exclusive participation, which shall include restricting access on the basis of areas such as gender, race, religion, culture, ability, age, or marital status. (Note: Specific community requirements, particularly Indigenous community cultural protocols that *define* access to objects, rituals and information are exempt).

## Categories

The annual funding allocation schedule for the CCAFF is as follows:

<u>Financial Year</u>	<u>Funding Available</u>
2004 - 2005	\$500,000 in total available
2005 - 2006	\$600,000 in total available
2006 - 2007	\$750,000 in total available
2007 - 2008	\$900,000 in total available

The maximum DCA allocation to any project within the CCAFF program is \$1.5 million.

## Once Off Annual Grants

Once off annual grants will be provided to a diverse range of community cultural and arts projects that typically have less complex planning processes. The total project cost for an annual grant cannot exceed \$150,000 (exclusive of GST). Once off annual grants are **not recurrent** they must be claimed in the 12 months following funding approval.

Value of total project:	\$3,000 to \$150,000 (exclusive of GST)
Value of CCAFF grant:	Contribution up to one-third (\$1,000 to a max of \$50,000)
Management:	Once off annual projects may not require consultant(s) to be assigned to the project.
Planning process:	The skills required for the community to plan a project supported by a once off annual grant are simple and accessible. Some fundamental research and planning is required. How the project links to the local context and community is essential, as is the applicant's capacity to undertake the proposed project. Also evidence of consideration of how the project links with any or all of the following - the Local Government's Cultural Plan, Social or Community Plan, Strategic Plan and or Principle Activity or Regional Plan, and management plans.
Context:	Projects are generally local to district level in scale.
Grant funds:	CCAFF funds must be expended and claimed in the 12 months following funding approval for once off annual grants. If an application is made on behalf of others, the application should be made in the name of the auspice body and provide that body's ABN.
Requirements:	All CCAFF applicants are required to address all the questions in the CCAFF Application Form (Appendix 2), provide the relevant support material and address the Guiding Criteria for the CCAFF.

*Note: where the CCAFF grant requested by the applicant is less than \$50,000 but the total project cost is over \$150,000, applicants are to follow the criteria for a forward planning grant but will be funded by the DCA as a **once off annual grant**.*

Examples of Once Off Annual Projects:

- Minor technical upgrade to arts and cultural facilities
- Storage racks or holding areas for artworks
- Modifications to existing facilities
- Minor upgrade to stage facilities or installation of a lighting grid for theatre
- Climate control for collection holding areas

## Forward Planning Grants

Forward planning grants will be awarded to community cultural and arts capital works projects. These projects will require a commencement to completion timeline of between one and three

years. This category will typically support projects such as larger technical upgrades, the new construction of a facility, multi-purpose arts and cultural facilities, and other capital or renovation works. Grants given in this category are non recurrent, they may be allocated by the DCA to the grantee in one or a combination of the years in the next triennium. (Refer to the Claims and Payments section.)

Value of total project: \$150,001 and over (exclusive of GST)

Value of CCAFF grant: Contribution up to one third of project cost – \$50,001 up to a maximum of \$1.5 million spread evenly over 3 consecutive years.

Management: Projects are encouraged to engage a full-time or part-time manager, or equivalent, to be assigned to the facility in order to coordinate the venue, maintenance and demonstrate sustainable practices.

Planning process: Forward planning projects will require between one and three years to complete from start to finish.

Projects of regional significance should be identified through tools such as a regional plan, cultural plan, principle activities plan, or through community needs assessment.

The skills required to plan this type of project will be developed in both a technical and administrative sense. Consultants may need to be sought for the project from outside of the community to access a broad range of expertise and skills. Comprehensive research, community consultation and planning are required. Also evidence of how the project links with the organisation's business and management plans.

Context: Projects will be on a district or regional level.

Grant funds: Applicants are given the opportunity to indicate their preferred year(s) of claim on the application form, however, as funds are limited, there is no guarantee that the grantee's preferred year(s) of claim will coincide with the DCA's year of offer. It may also be necessary to allocate funding to some larger projects over two or three financial years.

If an application is made on behalf of others, the application should be made in the name of the auspice body and provide that body's ABN.

Requirements: All CCAFF applicants are required to address all the questions in the CCAFF Application Form (Appendix 2), provide the relevant support material and demonstrate that they have comprehensively addressed each of the Guiding Criteria for the CCAFF.

Examples of Forward Planning Projects:

- Multipurpose arts and cultural facilities
- The arts and cultural component of a 'hub' of community facilities
- Construction of a new gallery or theatre in a regional centre
- Larger technical upgrade for a theatre
- New or major upgrade to an existing arts and cultural facility
- Addition to an existing facility for the environmentally controlled storage or exhibition of arts and cultural material

*Note: where the CCAFF grant requested by the applicant is \$50,000 but the total project cost is over \$150,000, applicants are to follow the criteria for a forward planning grant but will be funded by the DCA as a **once off annual grant**.*

**The DCA will commission an independent Quantity Survey report for all applications over \$50,000 as part of the standard practice for the assessment practice. Quantity Survey reporting is advising only, not definitive.**

## Support for feasibility planning

Projects will vary in scale, type and complexity. Depending on these factors it is likely that a feasibility plan will be required. Conducting a feasibility plan for the project can assist in the identification of unforeseen, or the resolution of, a range of previously unconsidered issues that will impact the project, region or organisation. The DCA strongly encourages **all** applicants to consider utilising planning tools, particularly feasibility planning, when assessing the viability of the proposed project.

Up to one third or maximum cash allocation \$15,000 (minimum \$1,000) is available from the CCAFF to assist applicants to achieve a feasibility plan for proposed projects. The DCA recognises that some applicants may undertake feasibility plans well above the level of contribution available to support feasibility planning through the CCAFF. **CCAFF support is for feasibility planning only and cannot be used to contribute to the costs of conducting a community needs assessment or other pre-planning phases associated with the project (refer to Definitions.) The costs associated with other planning tools must be born by the applicant.**

If applying for support for feasibility planning through the CCAFF, the applicant is required to discuss the feasibility study brief with the CCAFF Project Officer. Support will be conditional on the DCA approval of the feasibility study brief. The DCA criteria for selection of a consultant(s)/team(s) to undertake a feasibility analysis for CCAFF projects should be adhered to. **Support for feasibility plans must be claimed in year following funding approval.**

## Section 3: Eligibility

### Eligibility

The CCAFF is open to metropolitan and regional Local Government and eligible not for profit Western Australian arts and/or cultural organisations (refer to Definitions).

Applicants must be able to demonstrate they have adequate resources to manage, maintain and operate the proposed project, either within their own organisation or in partnership and have support from the owners of the facility/land. Arts and cultural organisations must fit the Community Cultural and Arts Facility definition used for the purposes of the program.

Specific CCAFF exclusions, land requirements and collocated projects may also affect an organisation's eligibility.

### Organisational

Funds will not be available to:

- Organisations who have received a CCAFF grant that has not been satisfactorily acquitted according to the conditions of the grant
- Organisations who have an unsatisfactory acquittal of grants from ArtsWA devolved funds managed by Country Arts and CAN WA
- Organisations with a statutory base
- Individuals
- Western Australian arts and cultural organisations who are accommodated in State Government owned and operated facilities.

### Land requirements

To be eligible for the CCAFF the land on which the facility occupies or is to be developed must be one of the following:

- A Crown reserve
- Land owned by a public authority
- Municipal property
- Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public
- Land owned by the not-for-profit organisation

### Private land

The use of CCAFF funds towards the development of a facility or project on privately owned land would not usually be granted. However, applicants may make a special case if private land is to be donated, offered for the exclusive public use of arts and cultural activity or is owned by a specific community proposing a project fitting the definition of a Community Cultural and Arts Facility. Public accessibility in the longer term or tangible benefits to specific

communities or arts and cultural organisations must be demonstrated. Only the Director General can approve applications for exemption.

## **Public library infrastructure**

The CCAFF has no impact on the State and Local Government agreement. The changing infrastructure needs of public libraries will continue to be negotiated and resolved between local and State Government within the parameters of the agreement.

A community or Public Library may submit a proposed project to the CCAFF for the capital costs associated with the co-location of an arts and/or cultural facility within a 'hub' of existing or planned community facilities (such as a public library, Telecentre, sport and recreation centre etc). The CCAFF component will only support the capital costs associated with a dedicated arts and cultural space.

## Section 4: Application Procedure

### *Step 1*

**All applicants must contact the CCAFF Project Officer to discuss the project and its eligibility for funding at the earliest stages.**

### *Step 2*

If the project is eligible for consideration the CCAFF Project Officer will advise the applicant to contact their Local Government to discuss the proposed project. The contact person will vary in each Council. Some Local Governments employ cultural development officers, in other areas this falls within the responsibility of recreation and community services staff or the Deputy or Chief Executive Officer. The DCA will coordinate a CCAFF database with a key officer contact in each Local Government.

Local Government will provide applicants with the Guidelines for making a CCAFF Grant Application and CCAFF Application Form. Applicant guidelines and information will be provided by the DCA to LOCAL GOVERNMENT in CD format. Limited hard copies will be available from the DCA. The CCAFF documents will also be available to download on the DCA website – [www.dca.wa.gov.au](http://www.dca.wa.gov.au)

Applicants must discuss the CCAFF closing date with the CCAFF Project Officer and LOCAL GOVERNMENT to ensure the application is submitted in time. Local Government closing dates may be adjusted to meet Council meeting schedules.

### *Step 3*

Applicants undertake the project planning process to complete the application form, address the Guiding Criteria of the CCAFF and provide the required support material. For best results this should be undertaken in consultation with the CCAFF Project Officer and Local Government.

Applicants are strongly encouraged to discuss the details of the proposed project with the CCAFF Project Officer to ensure they address each of the Guiding Criteria of the CCAFF adequately in their application before submitting.

Completed applications are to be submitted to Local Government in the region in which the project is proposed by the nominated closing date. All support material for the application must be submitted **at the same time**. No late applications or supporting material will be accepted.

Applicants will have at least three months between the advertising of the fund to the closing date to complete their application. There is only one September closing date. The day the application is submitted in September will vary from year to year. Applicants will need to

contact the Local Government to check the September closing date in the year in which they are applying. The closing dates are also posted on the DCA website.

#### *Step 4*

Applications once received by the Local Government are then commented upon, prioritised, recommendations prepared and submitted to the next ordinary council meeting for comment and/or ratification.

Local Governments are encouraged to consult with their relevant Regional Development Commission to inform their comments on each application where relevant. The Local Government comment forms are to assist the panel with the decision-making process and to receive feedback on the relevance and need of the project to the region.

All applications, along with the original Local Government form and ordinary council meeting minutes, are then forwarded to the DCA by, and no later than, the nominated closure date (applicants must check with DCA) in November. Any CCAFF applications ratified at an ordinary council meeting after this date cannot be accepted into the annual September round.

This process applies to all Local Government and Art's organisations CCAFF applications. It is the applicant's responsibility to maintain contact with the Local Government during this phase to ensure the application has been received and processed to meet DCA timelines.

#### *Step 5*

All application forms and support material, the Local Government comment forms, and a copy of the Ordinary Council minutes are provided to the CCAFF Project Officer by the nominated closing date.

Each CCAFF submission is processed through the DCA's Grants Administration System (GAS). A minimum of two months is required to complete the information management process. All information should be entered into the DCA information management system by the last working day in November or as nominated by the DCA.

The CCAFF Project Officer and Grants Administration coordinates all the incoming submissions from LOCAL GOVERNMENT. The CCAFF Officer checks and clarifies submission details and generates a one-page summary for each application in preparation for the CCAFF Committee.

#### *Step 6*

The CCAFF Assessment Committee is the body by which assessments of applications are conducted.

Relevant applicant information will be circulated to the CCAFF Assessment Committee no later than 21 working days prior to their sitting.

The CCAFF Assessment Committee meets in February to assess the CCAFF applications and provide funding recommendations to the Minister for Culture and the Arts. It is anticipated that the CCAFF Committee will require 2-3 days to consider all the applications and make final recommendations. Applicants will be notified of the results approximately 8 weeks after the CCAFF Assessment Committee meets.

The CCAFF Project Officer provides executive support to, and coordinates the sitting of, the CCAFF Assessment Committee. A DCA Grants Administrator is also present at CCAFF Committee to note the comments and record recommendations.

#### *Step 7*

The Minister for Culture and the Arts considers the recommendations from the CCAFF Assessment Committee and approves grants. All applicants will be notified of the results by letter from the DCA.

#### *Step 8*

Once applicants have received the notification of results, the CCAFF Project Officer will contact successful applicants by letter to arrange the commencement of the project.

#### *Step 9*

Successful applicants will be required to complete and sign the grant agreement and comply with any conditions of that agreement. Once the grant agreement is signed the project is active. It is a condition of grant that the Minister for Culture and the Arts and/or the local member undertakes a formal announcement of the CCAFF project, or a cheque giving ceremony, at their discretion. The CCAFF Project Officer will arrange the details of such an event and the attribution of State Government support for the project.

#### *Step 10*

A signed acquittal statement of the project expenditure will be required each time a proportion of the grant is claimed. A Building Permit and/or Certificate of Occupancy will also be required where appropriate. It is a condition of grant that the Minister for Culture and the Arts and/or the local member be provided the opportunity to open the CCAFF project, such as a new facility.

# Overview of the CCAFF Application Procedure

## January- June

- Where relevant, applicants gain planning approval from Local Government planning committees for the proposed CCAFF project.
- Attend CCAFF Application information sessions conducted in regional and metropolitan locations.

## July

- Advertising the CCAFF through media such as The West Australian and other networks.
- CCAFF Application forms available from the DCA and Local Government.

## September (closing date for applications)

- CCAFF round occurs once a year. Completed CCAFF applications to be submitted on the last working day in September to Local Government. Applicants must contact Local Government or check the DCA website to be advised of the actual September closing date as some Local Governments may bring forward their closing dates to meet Ordinary Council meeting schedules.

## October

- Applications are commented on and prioritised by Local Government. Recommendations prepared and submitted to next Ordinary Council meeting.
- All applications, along with the original Local Government comment form and Ordinary Council minutes, are forwarded to the DCA, CCAFF Project Officer, by the DCA nominated date – check website for details.

## November/January

- The CCAFF Project Officer coordinates the applications and their entry into the Grants Administration System.
- CCAFF Project Officer prepares documentation and sources additional project information for the CCAFF Assessment Committee as required.
- CCAFF Officer coordinates material for the CCAFF Assessment Committee.

## February

- CCAFF Assessment Committee assesses application and makes recommendations to the Minister for Culture and the Arts.

## April

- Minister considers recommendations and grants approvals.
- Successful and unsuccessful applicants notified.

## Section 5: CCAFF Application

### Making a CCAFF Application

Community Cultural and Arts Facilities Fund information and application forms are available from the DCA Office, Local Government and can be downloaded from the website:

[www.dca.wa.gov.au](http://www.dca.wa.gov.au)

Applicants must make contact with the CCAFF Project Officer at the earliest stages and discuss their project with Local Government.

CCAFF submissions must be lodged at the applicant's Local Government office. Applications must be completed ensuring that all the questions are answered and supporting documents are provided as required. An application checklist is provided with the CCAFF application form to assist applicants to complete their submissions.

The CCAFF Project Officer may request additional information once the application is received. Applicants will need to be familiar with their Regional Plans, or Local Government Cultural Plan, Social or Community Plan, Strategic Plan and/or Principle Activity Plan. These will be available from Local Government or Regional Development Commission office.

### Documentation and Information Requirements

The minimum requirements for support material are listed below. Applicants who wish to supply additional information are encouraged as long as it is directly relevant to the proposed project.

#### All applications

- Copy of ABN Certificate
- Certificate of Incorporation
- Copy of confirmation the applicant is registered for GST (if applicable)
- The organisation's management plan
- Income and expenditure statements for the previous, current and next financial years (LG's exempted)
- A full and completed project budget breakdown supported by documentation and written quotes.
- Written confirmation of financial commitment from other funding sources (cash, donations and in-kind)

#### For Once Off Annual Grants

- Completed CCAFF Application Form
- Certificate of Incorporation
- 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)

- 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
- Spatial maps identifying location of the facility in relation to other services and activities
- The organisation's facilities management plan
- Feasibility plans (where applicable)
- Income and expenditure statements for the previous, current and next financial years (Local Governments exempted)
- Locality, site and/or concept sketches (if applicable)
- Written confirmation of financial commitments from other funding sources (cash, donations and in-kind)
- An itemised list for all components of the project costs (expenses) with two written supporting quotes (refer to Estimating Expenses).

## For Forward Planning Grants

- Completed CCAFF Application Form
- Certificate of Incorporation
- 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)
- Evidence of community support
- Facilities management plan (where applicable)
- Feasibility 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 Regional Plan
- Spatial maps identifying location of the facility in relation to other services and activities
- The organisation's management plan
- Income and expenditure statements for the previous, current and next financial years (Local Governments exempted)
- Locality, site and concept building plans (where applicable)
- Written confirmation of financial commitments from other funding sources (cash, donations and in-kind)
- An itemised list for all components of the project costs (expenses) with two written quotes (Refer to Estimating Expenses section).

## Funding Contributions

### Funding Sources

The maximum CCAFF grant provided will be no more than one third of the total estimated cost of the applicant's project. The applicant's cash contribution must at least match the contribution from the DCA's CCAFF component (subject to funding category guidelines). **The**

**CCAFF grant (DCA contribution) cannot exceed the applicant's cash contribution to the project.**

The balance of funds needs to be sourced by the applicant.

Up to two-thirds of the funding necessary for the project can be sourced from State or Federal Government agencies, inclusive of the CCAFF contribution. Proposed CCAFF projects that secure commitments from State Government or Federal Government in excess of a two-thirds contribution can be considered by the CCAFF Assessment Committee on a case-by-case basis.

Applicants may be eligible for funding for select components of the project from State Government agencies such as the Department of Community Development, Department of Education and Training, Department of Local Government and Regional Development, Lotterywest or the Department of Sport and Recreation - for collocated projects. Federal Government agencies such as the Department of Transport and Regional Services or the Department of Communication Information Technology and the Arts may also be relevant sources of funding.

Local Governments may also be eligible for funding from Community Arts Network WA to assist with cultural planning/mapping and community needs assessment prior to making a CCAFF application.

**Any Local Government cash / labour / machinery / materials contribution is to be costed as part of the applicant's contribution.** Applicants and Local Governments must be aware that certain Local Government services are considered to be part of the Local Government's normal function, i.e. costs associated with services provided by Arts and Cultural Officers, Shire Engineers and Administration/Finance staff and as such will not be recognised.

The CCAFF policy facilitates the joint development of community facilities supported by a combination of State Government departments/agencies. This allows for the development of a collocated or multi-purpose facility. **It should be noted that CCAFF funds would only be granted towards the components of such a project that will support, or is integral to, arts and cultural activity.** Therefore, applications are required to demonstrate, particularly for multi-purpose or collocated facilities, that the CCAFF contribution will be used for the central purpose of arts and cultural activity.

## Voluntary Labour

The arts and cultural sector is strongly supported by cultural volunteers. The DCA recognise that a number of the proposed CCAFF projects will be achieved through the valuable contribution of cultural volunteers. The value of work undertaken by volunteers can be included in the applicant's contribution. Voluntary labour is work undertaken by a person, without compensation or financial reward. Voluntary labour can be classified as follows:

- Unskilled: General work is being undertaken where no recognised qualification is required. This includes work that is supervised by a skilled person or labourers.
- Skilled: A person with a recognised qualification specific to the work being undertaken, e.g. a tradesperson or truck driver.
- Professional: A person with a formal tertiary qualification specific to the work to be undertaken, e.g. theatre consultant, architect or project management professional.

Voluntary labour cost schedules (subject to change):

- Unskilled labour may be costed in at a maximum of \$20 per hour
- Skilled labour may be costed in at a maximum of \$30 dollars per hour
- Professional labour may be costed in at a maximum of \$50 per hour

Voluntary labour guidelines:

- Voluntary labour is allowable up to a maximum of one-third of the estimated project cost, but cannot exceed \$50,000 in value.
- Applicants must use the voluntary labour cost schedules to calculate the volunteer contribution to the project.

**Voluntary labour must be recorded by the grantee on a Schedule of Volunteer Labour (see Appendix 9).**

## Donated Materials

Donated materials can be recognised as part of an applicant's contribution. There is no limit on donated materials. The applicant is to provide supporting evidence to establish the value of the donated material, such as a letter from the supplier or from an independent valuation. Funds spent on land improvements, or donated/gifted buildings may be considered by the CCAFF Assessment Committee.

Any Local Government cash/labour/machinery/materials are to be costed as part of the applicant's contribution. They cannot be submitted as voluntary labour or donated materials (Local Government donations in cash or in-kind are treated as contributions by the applicant).

Donated materials are not recognised by the CCAFF when:

- They are services considered part of the Local Government's normal operational and management functions, e.g. services of technical personnel such as engineers, or other administration and associated costs.
- Suppliers or contractors donate materials. Applicants must have completed a valid tender or supply process before donations or discounts can be considered. If an appointed supplier or contractor provides material at a 'wholesale' price or lower, the

difference between the retail and wholesale price can be recognised as a donation. Supporting documentation must accompany the Schedule of Donated Materials to support the value of the donated materials. It is advised that applicants discuss donated materials with the CCAFF Project Officer prior to submitting the application to avoid any confusion.

- It is land or the costs associated with purchasing land.
- It is sponsorship or a cash donation (Sponsorship and/or cash donations form part of the applicant's contribution).

## Private Machinery

The use of privately owned machinery such as trucks, earthmoving equipment, or graders can be recognised as part of an applicant's contribution. There is no financial limit of the contribution of machinery towards a project; however, the CCAFF grant cannot exceed the applicant's contribution to the project.

Any Local Government machinery is to be costed as part of the applicant's contribution, not as private machinery use.

Private machinery contributions should be calculated at the Local Government rate applicable to the use of that machinery. Applicants will need to speak with their Local Government regarding the current rates.

## Estimating Expenses

Applicants must provide a detailed list of expenses for the project. Each expense should be itemised in priority order. Only costs related to the project should be included. **The project expenses should equal the Estimated Total Project Income amount in the completed Income sheet in the budget section of the application form.**

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.

Organisations are strongly encouraged to seek professional advice on the calculation of expenses to ensure all items are accurate.

Applicants should include a contingency line in their expenses budget. The contingency amount is not to be calculated as part of the matched funds. It is important for consideration be given to building cost increases and contingency levels.

Applicants will need to draw up their own expenses budget and add in items that are specific to their project. An example is included in the application form for information purposes only.

## Non-allowable expenses for grantees

CCAFF funding cannot be used for the following items:

- 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 land survey, 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).

Further project exclusions, items not funded under the CCAFF, refer to section "project exclusions" page 13.

## Goods and Services Tax

Tax is the responsibility of the grant recipient, who should seek advice from the Australian Taxation Office (ATO) or a certified tax agent. Applicants are required to provide an Australian Business Number (ABN) to be eligible for CCAFF funding.

Cheques for CCAFF grant payments are payable to the grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the ATO. **Please note that depending upon the value of the project and/or grant, the ATO may require that an organisation be registered for GST.** If the applicant is registered for GST, the grant is grossed up with the GST amount.

## Applications submitted through an Auspice body

Where an application is made on behalf of others, the application should be made in the name of the auspice body and provide that body's Australian Business Number (ABN) and GST details. The application must clearly identify who will actually be undertaking the project under the authority of the auspice body. For the purposes of equity the DCA will treat all applications by auspice bodies as if they were actually made by the organisation carrying out the activity. However, the funding contract and the obligations created therein will remain with the auspice body.

## Closing Date

The closing date for applicants to lodge their submissions with Local Government is the end of September. This gives applicants at least three months between the advertising of the fund to the closing date to complete their application.

Local Government's may opt to close the CCAFF round earlier in their area to accommodate Council meeting schedules. Any changes to closing dates must be communicated to the DCA and all applicants before the CCAFF is advertised in July. The actual date will vary; applicants will need to contact the Local Government annually to check the date.

All applications are to be completed by the September closing date, including Local Government. This ensures a fair and equitable process for all CCAFF applicants and allows for a competitive and even 'playing field'.

The timetable allows over one full month for the Local Government officer to comment and prioritise all applications and submit a recommendation to an Ordinary Council meeting, for subsequent approval and endorsement. All applications, including Local Government, need to be endorsed at an Ordinary Council meeting. It is the applicant's responsibility to maintain contact with the Local Government during this phase to ensure the application has been received and processed to meet DCA timelines.

All applications, along with the Local Government comment form and Ordinary Council minutes, are forwarded to the CCAFF Project Officer by the DCA nominated closing date in October. Local Government comments are sought to assist the decision-making of the CCAFF Assessment Committee. The Council may recommend that no CCAFF project be endorsed in the annual round. This does not preclude the Council from endorsing projects in subsequent rounds.

In the event of a late submission, the application will not be considered for CCAFF funding in that round, but may resubmit in subsequent rounds. Applications will be fully returned to the applicant.

## Section 6: Assessment

### Criteria

The DCA has developed a set of guiding criteria for the CCAFF. The criteria assist the DCA in the development and implementation of the CCAFF policy. They serve to assist Local Government to comment on applications and the CCAFF Assessment Committee to consider and assess applications. The guiding criteria ensures that each application is considered in a balanced and fair manner.

All applicants are required to separately address each of the guiding criteria in the application to the CCAFF.

#### 1. Project rationale

The DCA supports the development of arts and cultural infrastructure that demonstrates community need for the project or facility. The context and location of arts and cultural infrastructure is integral to its success and to the artistic and cultural life of a regional community.

Projects must demonstrate that the need for the project is justified. In addition, there must be evidence of adequate research and planning; and that, where appropriate, the project has participants who have confirmed their active involvement in the activity.

#### 2. Planning framework

Planning with a purpose is essential to arts and cultural infrastructure that is sustainable and relevant to the community. A planned approach considers the cultural, functional, operational and strategic issues that impact on artistic and cultural development.

The DCA places a strong emphasis on the planning framework for proposed CCAFF projects. Applicants are required to demonstrate their consideration of planning, design and management issues to show the need for the project. Applicants must also demonstrate their capacity to meet the demands associated with the ongoing maintenance and programming of the facility.

Arts and cultural organisations have a responsibility to plan as broad based planning assists the applicant and communities to consider all of the project's issues in a proactive and constructive manner. Using a range of planning tools will identify community aspirations, priorities, and scope and scale a sustainable functional plan for the proposed project ensuring a better outcome is achieved. It will also assist the applicant and community to not only answer the question of 'What do we need to realise this project?' but also 'What kind of facility do we need, and can manage, operate and support in the medium to long term?'

The CCAFF requires that all applicants show a planned approach to physical arts and cultural infrastructure development. This will ensure that community needs are assisted as effectively

as possible. Applicants must demonstrate how their project is linked with and supported by, the community. This can be achieved by demonstrating how the project aligns with strategies outlined in the Local Government's Cultural Plan, Social or Community Plan, Strategic Plan and or Principle Activity Plan.

Cultural planning is an important planning tool and is useful to understand community expectations and aspirations, and then, to prioritise the issues identified. Where no cultural plans exist applicants must demonstrate community endorsement through other means, such as letters of support from organisations such as the relevant Regional Development Commission or Local Government (if not part of a partnership). Refer to Section 8 of the CCAFF Policy: "A planned approach "for more detail.

### 3. Consultation

The DCA considers consultation and active community involvement an essential part of the development of arts and cultural infrastructure. Coordinated consultation results in arts and cultural infrastructure that responds to broad community need and has been developed in a co-operative manner.

Organisations are encouraged to demonstrate the relevance of the project to the community of interest. In particular, the applicant should provide evidence, where appropriate, of community and industry need and support in consultation with the Local Government.

### 4. Design focus

Quality design encourages arts and cultural infrastructure that is highly functional, considers broader community requirements and is cost efficient in management and operation. Design processes that engage a multi-disciplinary approach, with a range of technical and creative professionals at the earliest stages, are the key to arts and cultural infrastructure that reflect Western Australia's creative talent and unique identity. To meet this criterion applicants should consider the following.

(A) A comprehensive project design brief which, when relevant, is a vital component of facility planning. The design brief will address the internal and external design elements and consider the flexible use of space in the project. The following areas need to be addressed in the design brief:

- Context
- Parameters of the project
- Local/environmental impact
- Commencement and completion dates
- Community feedback and fit
- Energy concerns
- Finishes and material selection
- Relationship to other facilities, particularly similar types of cultural facilities
- Site information

- The planning framework and other barriers and constraints as well as the requirements specific to cultural and arts facilities.

(B) Where relevant a project management group should be established who collectively, have:

- Project management skills
- An understanding of the design and construction process
- Expertise in facility/venue management
- Knowledge of the local culture and of local community processes
- Where possible, a familiarity with the arts and cultural sector and its systems

The size and scale of the project will determine the size of the project management group. In some instances a project management group will not be required.

(C) Technical expertise and design skills are important considerations in the proposed project to:

- Ensure optimum functionality of spaces
- Appropriately address technical requirements
- Anticipate equipment purchases
- Develop a functional design brief for the project
- Engage sustainable practices
- Effectively plan the reduction of future costs
- Address the requirements of the Australian Standards, BCA and disability access legislation
- Manage community input and cultural development issues.

All projects must comply with the Australian Standards relevant to their project. This information is available from Standards Australia by telephoning 1300 654 646 or via the Internet on [www.standards.com.au](http://www.standards.com.au).

## 5. Financial strength & accountability

Arts and cultural organisations are important contributors to the State's economy. They are powerful facilitators of a range of cultural services and programs that develop community strength and competitiveness. The DCA encourages financial self-sufficiency in the sector through supporting arts and cultural infrastructure that is robust and contributes to a community's viability.

Organisations need to demonstrate within their organisational structure and financial statements a clear ability to complete the project.

## 6. Sustainability

Arts and cultural infrastructure supported by sustainable practice encourages a sense of place, responsible and innovative use of finite resources, and a vibrant arts and cultural life.

Sustainable practices are identified by providing evidence of support from other funding sources and community groups; and evidence that the applicant has the resources, skills and ability to manage the ongoing operations and maintenance of the facility. The ongoing sustainability of a project is demonstrated through the provision of a management plan.

Where a management plan is required it should consider addressing the following:

- Vision, mission statement and operational philosophy
- The historical development and context of the project
- An outline of the artistic and cultural programme
- Services, programming and usage patterns
- Fee schedules appropriate to the local community
- Market research, target market(s) and a marketing plan
- Organisational structure
- Administrative systems
- An asset management plan detailing provisions for the life of asset – costs, including maintenance costs should be provided
- Projected operational budget (Minimum of 2 years forward estimates)
- Policy on the use of any operational surplus or the financing of any operational deficit
- Strategic plan and where possible Key Performance Indicators
- Areas of vulnerability, risk and opportunity (contingency planning)
- Future planned developments, initiatives and their projected impact.

## 7. Opportunity for, and inclusion of, community

One of the CCAFF's core aims is to increase opportunities for the broader community and specific communities to participate in, and engage with, cultural and arts activities. State Government support through the CCAFF, is used to maximise and increase participation by the public in arts and cultural activities. Equitable access to the community, or specific community, is required to be demonstrated by the applicant.

Preference will be given to CCAFF projects that provide opportunities for participation and inclusion that address universal access requirements and specific needs of the broader community within the context of the project. Particular attention needs to be given to universal access issues and the needs of community members such as young people, seniors, women, families, Indigenous and multi-cultural groups and people who have a disability or impairment.

Community development and universal accessibility are encouraged as is the recognition of the operation and management barriers to accessibility such as venue opening times, fees and pricing schedules, length of tenure. Applicants are required to consider and address factors such as physical location and the provision of access.

Plans and strategies need to be developed by applicants to maximise inclusion and opportunity in the context of the proposed project.

Inclusion and opportunity can be demonstrated through:

- Marketing material and programmes
- Training programmes (including members and non-members)
- Management plans
- Disability Access and Inclusion Plans
- Community Development Plans
- Strategic plans
- Other plans specific to the organisation type.

The Disability Services Commission can assist applicants with information on access, inclusion and universal design issues. The DSC can also supply information on the legal requirements under State and Federal legislation.

## 8. Impact on arts and cultural activity

When arts and cultural activity is stimulated opportunities are created to showcase, express, value and promote the diversity of the community. The DCA fundamentally supports opportunities that increase broad community participation and excellence in arts and cultural activity.

## Process

### Local Government role

The CCAFF Application Form (Appendix 2) must be submitted through the Local Government in which the project is located.

The Local Government comment form is an important part of the CCAFF application process. The completion of the form provides vital information on the local and strategic need for the project.

The Local Government Officer is required to complete a four-step process in assessing and providing information on each application. This process applies to all CCAFF applications (Local Government and community arts and culture organisations).

1. Ensure that the project can be categorised in one or more of the four funding priority areas: Regional/rural arts infrastructure, Art Form infrastructure, Community Museum infrastructure or Indigenous arts infrastructure.
2. Comment on how well the applicant met each of the Guiding Criteria for the CCAFF and note if the project relates to Local Government strategic priorities as outlined in the area's Cultural Plan, Social or Community Plan, Strategic Plan and/or Principle Activity Plan.
3. Rate all applications received as either high, high/medium, medium, medium/low, and low or not recommended. This rating should reflect the viability of the project and

indicate its importance on its actual need and benefit to the community. Only one rating can be given to a project.

4. Prioritise all applications received from within its boundaries. The most important application is to be ranked priority number one. All projects must be given a ranking priority and no two projects may be equally ranked.

The Council can recommend that a project not be funded or that it is to be resubmitted if:

- Correct planning approvals have not been sort or permitted;
- It does not satisfactorily address each of the Guiding Criteria of the CCAFF; or
- It does not meet the regional strategic priorities as outlined in the area's Cultural Plan, Social or Community Plan, Strategic Plan and/or Principle Activity Plan.

In making the recommendation not to endorse a project or recommending a resubmission, the Local Government should state the reasons in the comments section on the comment form. Comments are to be precise, relevant and presented as strongly as possible. The entire application with the attached Local Government comment form must then be forwarded to the CCAFF Project Officer for final completion of the application process and for the CCAFF Assessment Committee's consideration.

No distinction should be made, in the Local Government comment form, between proposed forward planning or once off annual projects.

A copy of the Ordinary Council minutes is required be provided with the original Local Government comment form for all applications, including Local Government. Any other relevant additional information that Council wishes to supply is appreciated.

## CCAFF Project Officer's role

On the receipt of the application form, the CCAFF Project Officer checks that all applications have been assessed and endorsed by the Local Government on the comment form and include a copy of the Ordinary Council Meeting minutes.

The CCAFF Project Officer assesses whether each project complies with the CCAFF eligibility criteria, that is the project, organisational and land ownership.

Once the Guiding Criteria of the CCAFF have been checked the CCAFF Officer needs to ensure that the project can be categorised in one or more of the four funding priority areas: Regional/rural arts infrastructure, Art Form infrastructure, Community Museum infrastructure and/or Indigenous art infrastructure.

The CCAFF Project Officer may liaise with Tourism WA, Lotterywest, Museum Assistance Program, Heritage Council WA, Regional Development Commissions and other agencies or stakeholders regarding specific and relevant applicant details/claims, as required.

The CCAFF Project Officer coordinates the assessment process for all CCAFF applications received. The DCA will provide administrative support to the CCAFF Project Officer to assist in the processing of the CCAFF applications.

### **CCAFF Officer Checklist**

- Co-ordinate receipt of all applications, comment forms and Council minutes from Local Government.
- The CCAFF Officer assesses whether each project complies with the CCAFF funding criteria.
- The CCAFF Officer may liaises with Tourism WA, Lotterywest, Museum Assistance Program, Regional Development Commissions, Heritage Council WA and other agencies or stakeholders regarding specific and relevant applicant details/claims.
- Brief the DCA Senior Manager and Executive Director, Arts and Cultural Development with an overview of all applications received and any potential issues arising.
- Provide notes on any policy changes since the last meeting for the CCAFF Assessment Committee.
- Ensures all information is entered correctly and processed through the DCA's GAS.
- Develop an agenda for the CCAFF Assessment Committee.
- Distribute information to CCAFF Assessment Committee members 21 working days prior to the February meeting.
- Separate applications into annual, forward planning and feasibility.
- Produce a spreadsheet, separated into annual, forward planning and feasibility applications, across the four priority funding areas and including regional spread. This information is to be provided to the CCAFF Assessment Committee.
- Provide Executive Officer support to the CCAFF Assessment Committee.
- Coordinates CCAFF Assessment Committee recommendations schedule for presentation to Minister for Culture and the Arts.
- Prepares notification of results to applicants.

### **CCAFF Assessment Committee Role**

The CCAFF Assessment Committee assesses and recommends to whom CCAFF grants should be given, however, the final decision rests with the Minister for Culture and the Arts.

The CCAFF Assessment Committee will be convened by the DCA annually, in February, from the 2005 funding round. It is anticipated that the CCAFF Assessment Committee will convene for a period between two to three days.

The CCAFF Assessment Committee considers all project assessments and rankings. Applications will be considered by the CCAFF Assessment Committee with due consideration given to the Statewide allocation and distribution of resources across the regions and the four funding priority areas.

The Committee finalises a recommended schedule of grant offers that most effectively meet the CCAFF criteria and funding priorities. This schedule is then forwarded to the Minister for Culture and the Arts for consideration and final approval.

Applicants receive feedback on the CCAFF Assessment Committee's recommendations as to why their application wasn't funded, partly funded or fully funded, through the notice of grant letter.

### **Committee Appointments**

To ensure that the CCAFF Assessment Committee has the best mix of relevant expertise and skills, diverse representation from the arts and cultural sector will be sought. This will span the various art forms, service organisations and cultural development agencies across the State. A minimum of three and up to four Community Cultural Consultants will be appointed to the CCAFF Assessment Committee. The Committee will have an independent chair.

The 2004/2005 pilot round will see the CCAFF Committee assess applications in September 2005. This will occur once. The pilot round will have invited Community Cultural Consultants from: Country Arts WA, Community Arts Network WA, Art on the Move and Museums Australia. The Committee will also have appointed members that represent a Regional and/or Indigenous perspective. These members have specialist expertise in the development, funding and program delivery for one or more art forms and/or cultural field. They also hold an informed opinion of community needs and opinion relevant to the CCAFF.

Up to four Community Cultural Consultants will be invited for September 2005 to sit as part of the 2005/2006 CCAFF Assessment Committee. Community Cultural Consultants may change annually. A diverse coverage of Western Australian arts and culture organisations will be sought as representatives. All representatives of the CCAFF Committee will possess specialist expertise in the development, funding, program and service delivery for one or more art forms and/or cultural field. They must also hold an informed opinion of broader community needs and the requirements of artistic and cultural development. Representatives from relevant public funding agencies will also be sought.

The selection of representatives to the CCAFF Assessment Committee will be conducted in an equitable, balanced and fair manner. The needs of the broader community, special interest groups and regional applicants will be considered. Representatives will commence in the 2005/2006 round, with the CCAFF Assistant Committee convening to assess applications in February 2006.

Appointed by the Minister for Culture and the Arts the CCAFF Assessment Committee may consist of:

- Independent Chair
- Executive Officer: DCA CCAFF Officer (non voting)
- Community Cultural Consultant x 3 (including regional/Indigenous representative)
- Department of Local Government and Regional Development
- Lotterywest
- Western Australian Local Government Association
- Department of Culture and the Arts.

The CCAFF Assessment Committee may from time to time require specific technical expertise and skills to assess a project. Professional advice to be sought from consultants such as a structural engineer, cost planner (QS), heritage specialist or architect may need to occur as part of the assessment process. The CCAFF Project Officer should identify the need for any specialised technical advice on receipt of the CCAFF application forms to allow time for the appropriate expertise and skills to be sourced.

## Section 7: Post Approval Procedure

### **CCAFF Project Officer's role**

- Prepares notification of results to applicants
- Prepares letter and list to Local Government informing outcomes from the Minister
- Prepares and collates all the necessary documentation and forms
- Read and file correspondence (both successful and unsuccessful)
- Check information supplied and endorsed on returned Acceptance of Grant form
- Follow-up any overdue acceptance of grant form
- Process any non-intention to proceed forms
- Provide feedback to applicants as necessary
- Update GAS as necessary at all stages
- Ensure all required supporting documentation provided by the grantee is approved by the DCA and Local Government prior to project commencement.

### **Local Government role**

- Read and file letter/attachments from the DCA
- Local Government successful projects to complete an Acceptance of Grant form and forward to DCA by the due date. Providing the Local Government agrees to the conditions, and to avoid the possibility of forfeiting the grant, the Acceptance of Grant form should be completed and returned, to the DCA office by the due date.
- Grant recipients are required to retain financial acquittal statements for at least two years following the date of final claim. These figures may be reviewed by DCA at any time during this period.
- Send copy of any non-intention to proceed to the CCAFF Project Officer.

### **Community organisations role**

- Read and file letter and attachments from the DCA.
- Successful community projects to complete an Acceptance of Grant form and forward to DCA by the due date. Providing the organisation agrees to the conditions, and to avoid the possibility of forfeiting the grant, the Acceptance of Grant form should be completed and returned, to the DCA office by the due date.
- Grant recipients are required to retain financial acquittal statements for at least two years following the date of final claim. These figures may be reviewed by DCA at any time during this period.
- Send copy of any non-intention to proceed to the CCAFF Officer.

## Commencement of projects

Projects may commence as soon as all conditions have been met, and the Acceptance of Grant and Conditions of Grant forms have been signed, returned to and received by the DCA.

If a forward planning project has met all conditions it may commence before the year(s) in which the DCA contribution has been allocated. Early claims for forward planning grants may be accepted subject to CCAFF cash flows and the Director General's approval.

Before calling for tenders or signing supplier contracts, one copy of the final plans must be submitted to the DCA office, together with any required supporting documentation, to confirm that the funded project is consistent with the original submission. Any subsequent alterations or significant change of plans or specifications must be submitted to DCA for approval.

## Reporting

Communication is an essential component of the CCAFF grantee and Department partnership. On applicable projects the project management committee is encouraged by the DCA to submit a progress report to the CCAFF Officer within 14 days of the committee meeting. The grantee agrees that from time to time a DCA representative may attend meetings as an observer.

## Claims and Payments

The CCAFF program operates on a reimbursement system. Grantees are required to demonstrate that they have expended the funds equivalent to the full cost of project before CCAFF grants can be paid in full. CCAFF grants are paid to the grantee only. Applicants will need to ensure they are able to carry the full cost of the project for the period between project completion and the CCAFF grant payment.

## Payment Options

1. A grant may be claimed in full when the project is 100% completed, all payments have been acquitted, a copy of the building permit and a copy of the certificate of occupancy have been forwarded to DCA, as appropriate.
2. 75% of the grant can be claimed when expenditure reaches 50% of the estimated total project cost and a copy of the building permit has been forwarded to DCA. The remaining 25% of the grant to be claimed on completion, all payments have been acquitted and a copy of the certificate of occupancy has been forwarded to DCA, as appropriate.
3. Forward Planning grants may arrange staged payments when at least three times the stage claim has been expended. Early claims for forward planning grants may be accepted subject to CCAFF cash flows and Director General approval.

## Conditions of claims and payments

- Claims can only be made if the grantee accepts the terms and conditions of the grant.
- Grant payments will be made to the grant recipient only.
- Only work which commenced after the Minister's grant approval of CCAFF funds will be recognised for payment, and the Acceptance of Grant and Conditions of Grant forms have been signed, returned to and received by the DCA.
- Claims for payment will need to be supported with detailed receipts that satisfy audit or review requirements.
- CCAFF grant paid will be up to one third of total project costs. Up to two thirds of the applicant's contribution can be from State or Federal Government funding sources, inclusive of the DCA contribution.
- The remaining two thirds may be a combination of payments to contractors and suppliers, volunteer labour, donated materials and other funding sources.
- A claim form, schedule of voluntary labour and schedule of donated materials will be provided to grantees for completion. Voluntary labour is allowable up to a maximum of one third of the total project cost, but cannot exceed \$50,000.
- Grant recipients are required to retain financial acquittal statements for at least two years following the date of final claim. These figures may be reviewed by DCA at any time during this period.
- Early claims for grants may be accepted subject to CCAFF cash flows and approval by the Director General.
- Recognition of the Western Australian Government's contribution to your project is mandatory and the CCAFF program will supply appropriate display material.

## Goods and Services Tax (GST)

Where the applicant organisation is an incorporated community group or Local Government and is registered for GST, CCAFF grant payments will be 'grossed up' by 10% of the grant amount. The

Where the applicant organisation is an incorporated community group and is **not** registered for GST, CCAFF grant payments will **not** be "grossed up" by 10% of the grant amount. The grantee will supply the Department with an invoice when submitting a grant claim.

## Claim forms

All technical aspects of the project will need to be checked and approved on the claim form by the Local Government Officer to ensure that the project complies with standards outlined in the Building Code of Australia (BCA), Australian Standards, government regulations and local by-laws. Where applicable, grantees are required to forward a copy of their building permit and/or certificate of occupancy when submitting claims for payment.

For example access for people with disabilities must be provided. The Disability Discrimination Act (DDA) requires that people with disabilities be able to access any building that the public is entitled to enter and use, and access any services and facilities provided in those buildings.

The DDA applies to Federal, State, and Local Government as well as the private sector and other entities.

The claim form and all supporting documentation are forwarded to the DCA Office. Completed claim forms are to be retained in the information management system by the CCAFF Officer. Claims for payment will need to be supported with details that satisfy review requirements.

## Local Government involvement in claims and payments

Grantee claims for payment (Appendix 6) must be endorsed by an authorised officer from the Local Government. This endorsement is to ensure that the applicant has completed the work described, for which the grant was approved.

Where voluntary labour or donated materials are involved, a Schedule of Voluntary Labour and/or Schedule of Donated Materials are also to be endorsed by that authorised officer. The endorsement confirms the Council certifies that these schedules to be a fair and reasonable account of the value of the work performed and/or materials supplied. Voluntary labour must comply with the cost schedules and be recorded on a Schedule of Voluntary Labour.

A CCAFF grant will not exceed one third of the completed cost of the project, or the maximum grant offered, whichever is the lesser. Cheques will be paid to the grantee only.

Expenditure claims should consist of:-

1. **Grantee claim form** (Appendix 6) is an acquittal of the grant or the claim at that stage of the project. Signatories of this acquittal must be made aware that they may be called on (on a random basis) to provide evidence of expenditure against this acquittal for up to seven years after completion of the project.

Additionally the grantees auditor should be instructed to confirm retrospectively that income and expenditure related to this project correlates with claims made within the CCAFF claim form. It is in the grantees interest to demonstrate a clear audit trail.

In conjunction with DCA's audit review division, a random sample of projects, metropolitan and regional, may be selected annually for review, and requested to provide all evidence of income and expenditure related to the project and the CCAFF grant.

2. An **Itemised Statement of Expenditure** (Appendix 7) signed by the treasurer of the grantee or authorised officer of the Local Government, which satisfies the requirements of the FAAA. Only those items deemed eligible under CCAFF will be recognised. A clear description of items must be provided on the Itemised Statement of Expenditure.

3. Where voluntary labour is included on the itemised statement of expenditure a **Schedule of Voluntary Labour** will be required (Appendix 9).
4. Where donated materials are included on the itemised statement of expenditure a **Schedule of Donated Materials** will be required (Appendix 10).
5. Where appropriate, a copy of the grantees Building Permit and/or Certificate of Occupancy is required.

The DCA authorises the payment of the claim on either a Tax Invoice/Payment Authority (if registered for GST) or a Payment Authority (if not registered for GST An ATO Statement by Supplier form must also be submitted - available at <http://www.ato.gov.au>). The original Tax Invoice/Payment Authority and Tax Invoice (if GST registered) are to be forwarded by the grantee to the CCAFF Officer.

A copy of the payment forms is to be retained at the Local Government office and the DCA Office with the claim form on the relevant grant file. Grant payments are made direct to the grantee. This is a ruling of the ATO. Under no circumstances will payments be made to a third party.

If special conditions apply, e.g. the payment is less than the amount sought, then the recipients should be advised, by the CCAFF Project Officer, that the cheque is for the lesser amount and the reason why.

## **Deferral of approved CCAFF grant**

Funds are allocated for a set period, after which the approval expires. Grantees have applied for money in a certain period and the onus is on the grantee to complete the project within the agreed period.

The year in which funds are to be claimed should not be varied. Grantees are expected to nominate a date by which the project will be completed or they will relinquish all claims to the grant. A realistic date will be mutually negotiated. Funds, which are not claimed within this time frame, may be forfeited.

In extraordinary circumstances, by consultation with the DCA, an extension may be possible. Deferral is subject to approval by the DCA. Given the significant impact deferrals can have on the management of the fund, there is no guarantee that any deferral will be approved.

The grantee must demonstrate that exceptional circumstances have prevented them from completing the project in accordance with the predetermined schedule. The four (4) standard conditions for deferrals are:

- i) The grantee has received substantially less than the grant applied for. A standard 12 month deferral on request may be permitted in these circumstances to allow for additional financial planning to take place.

- ii) A natural occurrence (fire, flood, drought or like event) has rendered the project untenable in the year that funding was approved.
- iii) A significant change to a project which results in a far greater benefit to the community is proposed by the grantee (the onus is on the grantee to demonstrate the benefit). DCA can approve a deferral but not a change in purpose, a change in purpose requires Ministerial approval.
- iv) The project has been delayed but is commenced within the original year and will be completed early in the following year (a project should be substantially underway i.e. 50% or near 50% complete). Reasons for the delay must be detailed.

If it is believed that there is good reason for a deferral but it does not meet a standard condition, a letter can be forwarded, with relevant documentation attached, to the CCAFF Project Officer. The request will be considered through the same process and if necessary a request will be sent to the Minister. There is no guarantee that any deferral will be approved.

The procedure for handling deferral requests is as follows:

1. The applicant is to apply in writing to the CCAFF Project Officer outlining the reasons why a deferral is necessary. The applicant must also indicate an estimated project completion date and a date by which the final claim will be made otherwise the grant will be relinquished.
2. Once the request from the applicant has been received, the Director General assesses the request and a recommendation is made on the CCAFF Grant Deferral request form (Appendix 8).
3. The CCAFF Project Officer prepares the response to inform the grantee, in writing, of the outcome.
4. The CCAFF Project Officer forwards a copy of the letter to the Local Government and files a copy of the deferral request and letter on the DCA records file.

## **Acknowledgment Requirements**

It is a condition of grant that the DCA's contribution to the CCAFF project be recognised by successful applicants. Acceptance of a CCAFF grant means the applicant agrees to the establishment of continuing partnerships with DCA. The applicant will assist the DCA and other State government departments with any research, evaluation, promotion and usage of the CCAFF project as requested.

## **Arts and cultural representation on project committees**

Project management committees are relevant to those projects undertaking significant capital upgrades and capital work programs. Where relevant, forward planning grantees are required to have an arts and cultural representative on the project management committee the grantee establishes as part of the project. The arts and cultural representative will have skills and

expertise relevant to the project. The arts and cultural representative will have voting rights on committees established for the project. The arts and cultural representative does not preclude other arts and cultural sector consultants from inclusion in the development of the project.

## **Acknowledgement of State Government contribution**

State Government funding through the CCAFF must be acknowledged in a permanent form. A stock of decals and a range of colour bond signs will be maintained by the CCAFF Project Officer. With the co-operation of the owners of the facility, and the appropriate approvals from the Heritage Council WA (where necessary), this promotional material may be fixed to glass surfaces (decals) or walls and fencing.

All projects must contain the DCA logo and following wording:

‘This Community Cultural and Arts Facilities Fund project was supported by the State Government through the Department of Culture and the Arts’

On occasion, the Minister's office will arrange a presentation of the cheque by the Minister or the local member. It is a condition of grant that at the completion of the project the Minister for Culture and the Arts and/or the local member be provided the opportunity to officially open, or launch, the CCAFF project, such as a new facility.

## **Acknowledgement of the project partners**

Acceptance of a CCAFF grant means the applicant may have entered partnerships to realise the CCAFF project. The Department encourages grantees to suitably acknowledge the CCAFF project partners. Funding partners could include Local Government or the private sector. Grantees may consider providing opportunities to partners that acknowledge their valuable contribution. Opportunities such as an invitation to jointly launch the project or display the partner's logo in promotional material should be considered. The appropriate level/type of acknowledgement will differ in accordance with the partner contribution.

## Section 8: A Planned Approach

This section provides a reference and checklist to guide personnel and applicants through the requirements of a planned approach to facility provision.

Applicants must demonstrate how their project is linked with, and supported by, the community:

1. All projects should be considered in the context of their local cultural, social or community and strategic plans and regional and/or principle activity plans to ensure that the project relates to the needs of the community.
2. Where appropriate, applications should demonstrate their intention (if one has not already been conducted) to undertake functional planning, a community needs assessment/ and or a feasibility plan. Should the outcome of conducting a community needs assessment and/or feasibility plan demonstrate a facility is justified, the application should then include a design brief and a draft management plan.

The flowchart (refer page 49) explains the preferred facility planning process. The DCA has adapted the flow chart from the Department of Sport and Recreation CSRFF Program to meet the requirements of the CCAFF program.

### Community Needs Assessment

A community needs assessment is a vital step in the facility planning process and is encouraged to be undertaken prior to applying to the CCAFF program. The assessment is undertaken to determine:

- (a) the potential need for a project which has been proposed or is being discussed within the community; and
- (b) to assess the arts and cultural requirements and aspirations of the community within a particular region or district.

Essentially, a needs assessment asks the following questions:

#### Who are we?

Who will benefit from the project? An exploration of the diversity of community groups, their stories, histories, needs and aspirations of the groups.

#### Where are we now?

What facilities and services are available at present and do they fulfil the medium-long term needs of the community?

## Where would we like to be?

What has the community consultation identified as needs and what facilities and services are required to meet these needs?

## How do we get there?

What is to be provided, what resources are available and how will it be best achieved?

The benefits of a needs assessment will cover a range of cultural, economic, ideological, social, political and democratic issues such as:

1. Provision of facilities that are appropriate to the needs of the community.
2. Unnecessary duplication or over-provision of facilities and programs will be avoided.
3. Involvement of the community in the needs assessment process will foster the ownership of facilities and programs that are ultimately provided.
4. New opportunities may be identified which will enhance the lifestyles of persons within the community.
5. Opportunities to increase the participation in, and access to, arts and cultural activity.
6. Orderly municipal development of facilities prioritised according to the needs of the community.
7. Develops community facilities in a sustainable way.

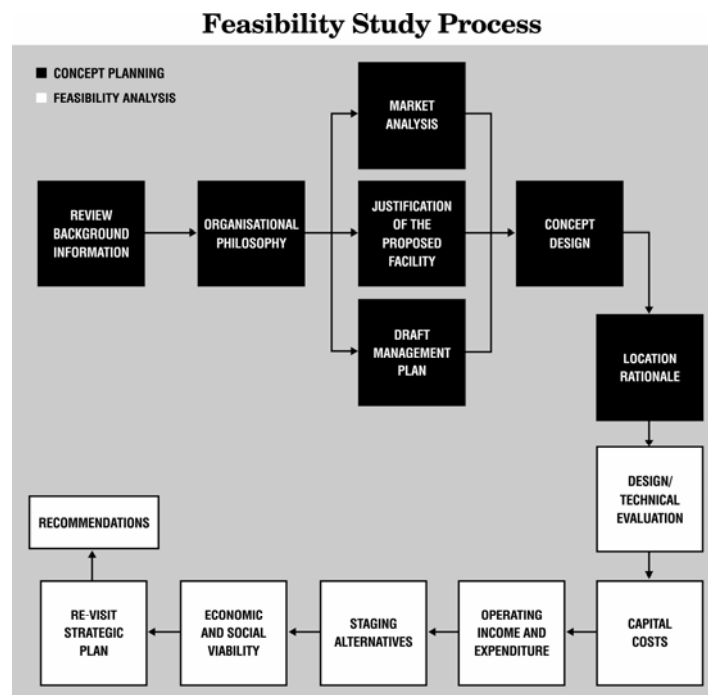
## Feasibility Study

DCA support for feasibility planning or review, up to \$15,000, is an eligible component of the CCAFF grant application for projects. CCAFF applicants are responsible for selecting the most appropriate pathway to meet the requirements of an independent feasibility plan.

Depending on the complexity of the project, it is likely that a feasibility study will be required. Funding for feasibility studies will be conditional on DCA approval of the study brief and eligibility. Each proposed feasibility study will be different, however it may include:

- A demographic profile of the area
- An inventory of existing arts and cultural facilities programs and services
- Review of relevant trends in the arts and cultural sector and their anticipated impact
- Assessment of community needs - justification for provision and the impact of the proposed facility on other facilities and services in the local and broader area
- Draft management plan (the first three years of operation including operational philosophy and plan, an outline of the artistic or cultural program, usage estimates, staff requirements, an asset management plan, operational budget estimates, and analysis of financial strength)
- Components of the facility and concept design
- Identification of site selection criteria and location rationale
- Capital costs and sources of capital funding
- Analysis of economic and social viability including life of asset and maintenance considerations

- Staging alternatives and opportunities for future development
- Proposed process of site selection
- The relationship of the project to the overall development of culture and the arts in the local area or region.



## Appointment of Consultant(s)/Team(s)

Feasibility studies will be funded on conditional approval by DCA.

The DCA have developed guiding criteria for the selection of a consultant(s)/team(s) to undertake feasibility planning for CCAFF projects. The criteria will assist applicants in selecting the most appropriate consultant(s) or consultant team(s) to undertake a feasibility plan for the project.

### Core Criteria:

- Expertise within the consultancy, or access to expertise, in areas such as business and financial planning, community services planning, cultural services, accounting, management, marketing, engineering and architecture
- Demonstrated experience in undertaking feasibility plans for cultural facilities of this type
- Demonstrated experience in undertaking community consultation, cultural, or feasibility plans
- Specific expertise in planning particular types of cultural facility.

### Desirable:

- Working knowledge of CCAFF.
- Understanding of the management and operational requirements of art and cultural facilities.
- Demonstrated record of success in facility planning.

### **Eligibility Requirements:**

- Willingness to abide by Conflict of Interest criteria to ensure independence (as defined) in any particular project.
- Appropriate professional insurances, such as professional indemnity.

## **Engagement of Consultant(s)/ Team(s)**

For CCAFF funded projects where grantees intend to engage consultants to complete all or part of the funded project, grantees are required to demonstrate that they have complied with the following Australian Standards when submitting a claim for payment of their grant:

- AS4121-1994 Code of Ethics and procedures for the selection of consultants.
- AS4122-2000 General conditions of contract for engagement of consultants.

Copies of these standards can be obtained from Standards Australia by telephoning 1300 654 646 or accessing Internet address [www.standards.com.au](http://www.standards.com.au)

To demonstrate compliance with these standards, the DCA requires:

1. Evidence of grantees invitation for consultants to submit proposals (eg. Advertisements etc)
2. Copies of Project Briefing documents
3. Description of the process used to evaluate proposals from consultants
4. A copy of the contract for engagement of the consultant(s)/team(s).

## **Conflict of Interest**

The grantee is strongly encouraged to provide prospective consultants with Conflict of Interest criteria. It is suggested that the prospective consultant(s)/team(s) agree to abide by the guidelines as a prerequisite to engagement to undertake an independent feasibility plan.

These conflict of interest guidelines are premised on self-regulation by the consultant, or firm of consultants, and are as follows.

### **Declaring a conflict of interest**

Where a consultant, or team of consultants, is aware of an actual or potential conflict of interest, pecuniary or otherwise, the consultant(s) must immediately advise the proponent of the facility project.

The interest is likely to be material if the consultant, or team of consultants, is not deemed to be acting as an independent party, in accordance with the definition of 'independent' below. The requirement to be independent may also embrace the activities of the consultant's immediate family. The interest is otherwise likely to be immaterial.

### **Action by a consultant**

Where the interest is material, the consultant shall retract any interest in undertaking or reviewing the feasibility plan. Where the interest is immaterial, the consultant shall be eligible to undertake or review the feasibility plan.

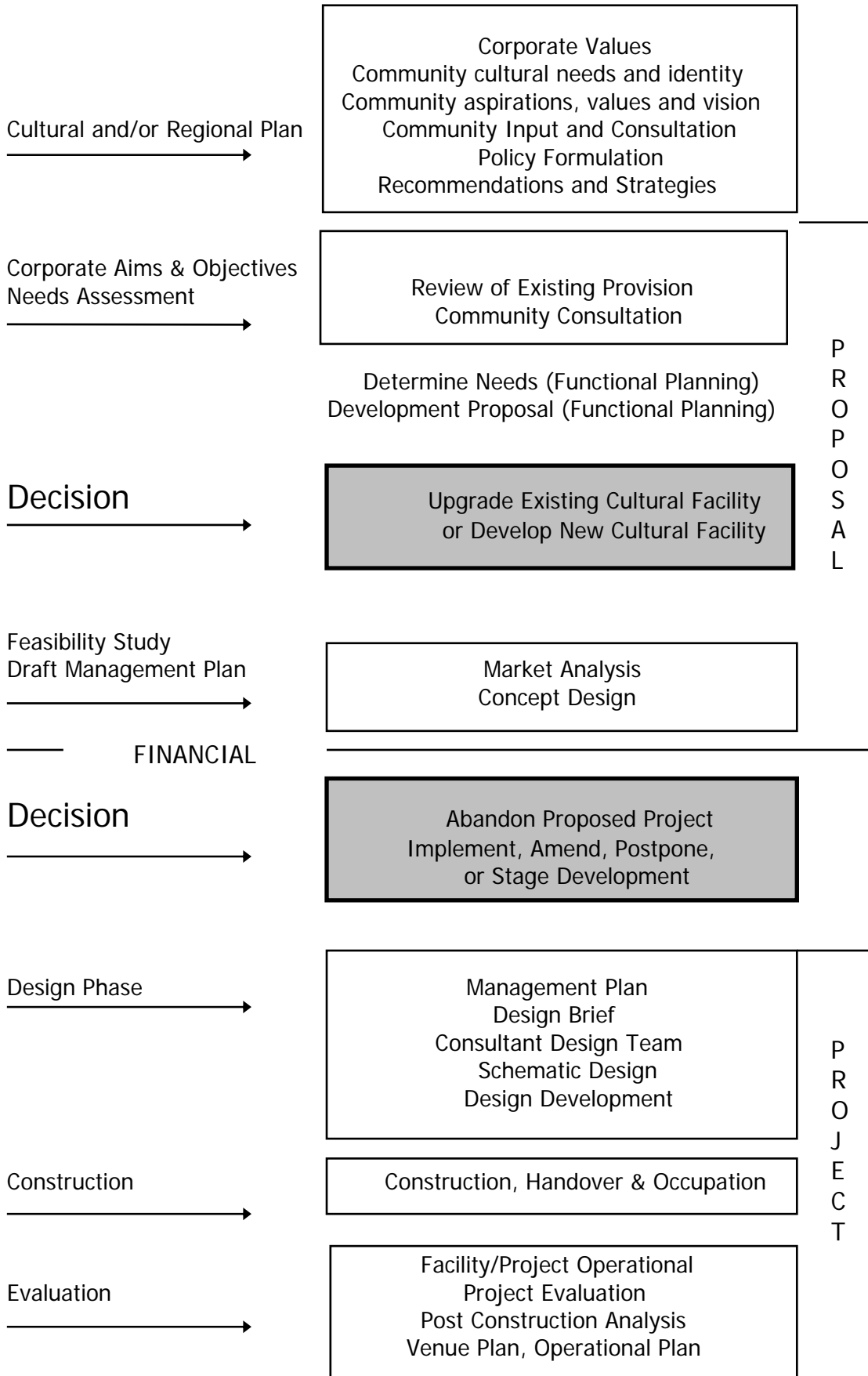
### **Definition of 'independent'**

In the context of facility planning, 'independent' means:

- No current alliance with the organisation applying for the facility grant. No involvement in the needs assessment and concept planning phases of the project that is the subject of the CCAFF application.
- No proposed or likely involvement in facility design and construction phases.
- No exertion of any influence on the applicant or other parties, direct or implied, relating to the future provision of services.

Personnel involved in processing applications and members of the assessment committees of Local Government's, DCA /CCAFF should also declare the nature of their interest in accordance with these 'conflict of interest guidelines' and the policies provided by their organisation.

# The Facility Planning Process



# Appendices