

Community Cultural and Arts Facilities Fund

Guidelines and Application Information

Level 7, Law Chambers
573 Hay Street
Perth WA 6000
Phone: (08) 9224 7300
Fax: (08) 9224 7420
Email: ccaff@dca.wa.gov.au
Web: www.dca.wa.gov.au

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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 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.

Aim & Purpose

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.

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.

Section 2: Funding

Funding Priorities

The Department of Culture and the Arts fosters dynamic partnerships to create an environment in which quality arts and cultural activities can be achieved. The CCAFF funding priorities have been identified through the consultation, research and policy development undertaken by the DCA over the period 2002-2004.

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).

The annual funding allocation for the CCAFF is as follows:

<u>Financial Year</u>	<u>Funding Available</u>
2008 - 2009	\$750,000 in total available

Projects funded

The CCAFF will only be granted towards the components of a project that will support, or is integral to, arts and cultural activity. Applicants 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 types of projects 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:

1. The total cost of any project
2. Projects that start before the stated commencement date in the application form
3. Projects seeking funding on a retrospective basis
4. 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)
5. State or Commonwealth Government department/agency run buildings/spaces, unless exceptional circumstances can be demonstrated and negotiated with the DCA
6. The purchase of land and/or buildings
7. Recurrent maintenance and operating costs, unless exceptional circumstances can be demonstrated and negotiated with the DCA
8. Community facilities not defined for the purposes of this program as a Community Cultural and Arts Facility
9. Sporting and recreation facilities
10. Private and public education facilities, unless exceptional circumstances can be demonstrated and negotiated with the DCA
11. Projects that cannot demonstrate support from the owners of the facility/land
12. 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
13. Active CCAFF grants that have identified that the costs of their project have greatly increased
14. 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).
15. 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

16. 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
17. Non-land based facilities, such as floating venues and barges
18. 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
19. Internally or externally sited public art projects
20. Facilities or fixtures for the express purpose of serving alcohol/food

Funding Categories

Once Off Annual Grants

Once off annual grants will provide a diverse range of community cultural and arts projects that typically have less complex planning processes. Once off annual grants are not recurrent and 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 and provide the relevant support material.
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.

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 the construction of a new facility, multi-purpose arts and cultural facilities, and other capital or renovation works. Grants given in this category are non recurrent and they may be allocated by the DCA to the grantee in one or a combination of the years in the next triennium.

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 \$750,000 spread over 3 consecutive years.
Management:	Projects are encouraged to engage a full-time or part-time manager, or equivalent, in order to coordinate the venue, maintenance and demonstrate sustainable practices.
Planning process:	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. Projects of regional significance should be identified through tools such as a regional plan, cultural plan, principle activities plan, or through community needs assessment.
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.
Requirements:	All CCAFF applicants are required to address all the questions in the CCAFF Application Form and provided the relevant support material.

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. Arts and cultural organisations must fit the Community Cultural and Arts Facility definition used for the purposes of the program.

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.

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 DCA 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
- Land owned by or lease from the Aboriginal Lands Trust

Private land

The use of CCAFF 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 DCA will provide the relevant contact information.

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

Step 3

All project planning needs to take place before completing the CCAFF application form.

All information requested in the application form must be completed including addressing each of the guiding criteria and providing the required income and expense statements. **For best results this process should be undertaken in consultation with the CCAFF Project Officer and Local Government to before submitting an application.**

Applicants will have approximately three months between the advertising of the fund to the closing date to complete their application.

Step 4

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.

The Local Government comments upon, prioritises and prepares recommendations to the next Ordinary Council Meeting for ratification. This process applies to ALL applications - Local Government and art and culture organisations.

It is the applicant's responsibility to maintain contact with the Local Government to ensure the application has been received and processed to meet DCA timelines.

Step 5

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 (all applicants and Local Government must check with DCA). Any CCAFF applications ratified at an Ordinary Council Meeting after this closing date cannot be accepted.

Step 6

The CCAFF Assessment Committee meets to assess the CCAFF applications and provide funding recommendations to the Minister for Culture and the Arts.

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 approximately 8 weeks after the CCAFF Assessment Committee meets.

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.

Overview of the CCAFF Application Procedure

January - April

- Applicants undertake a planning process for their project.
- Applicants contact the CCAFF Project Officer to discuss projects and eligibility.
- Where relevant, applicants gain planning approval from Local Government planning committees for the proposed CCAFF project.
- Advertising the CCAFF through media and other networks.
- CCAFF Application forms available from the DCA.
- Applicants contact the CCAFF Project Officer during this time to discuss final application.

April (Local Government closing date for applications)

- Completed CCAFF applications to be submitted on the last Friday in April to Local Government. Applicants must contact Local Government or check the DCA website to be advised of the actual closing date as some Local Government's may bring forward their closing dates to meet Ordinary Council meeting schedules.
- Applications are commented on and prioritised by Local Government. Recommendations prepared and submitted to next Ordinary Council meeting.

June

- 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.

June - July

- Internal DCA administration procedures are undertaken.
- CCAFF Assessment Committee meets to assess application and make recommendations to the Minister for Culture and the Arts.
- Minister considers recommendations and grants approvals.

August

- Successful and unsuccessful applicants notified.

Section 5: CCAFF Application

Making a CCAFF Application

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

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. **For best results this process should be undertaken in consultation with the CCAFF Project Officer and Local Government before submitting an application.**

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 (Local Government'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)

Once Off Annual grants

- If the project involves the upgrade of an existing facility, photographs must be provided of the specific area to be upgraded and the existing facility
- Spatial maps identifying location of the facility in relation to other services and activities.
- Locality, site and/or concept sketches (if applicable)
- 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)

Forward Planning Grants

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

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 whole application's cash contribution to the project.

Any Local Government cash / labour / machinery / materials contribution is 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.

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.

Voluntary Labour

The DCA recognise that a number of the proposed CCAFF projects will be achieved through the valuable contribution of 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.
- 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.

Donated Materials

Donated materials can be recognised as part of an applicant's contribution. There is no limit on donated materials. However, 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.
- Supplier's or contractor's 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.

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

Organisations are strongly encouraged to seek professional advice on the calculation of expenses to ensure all items are accurate. The Department encourages all applicants to include a Quantity Survey report for major projects.

In breaking down the expenses, it is important for applicants to be aware that CCAFF does not fund the following items:

- 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;
- Facilities or fixtures for the express purpose of serving alcohol/food;
- Expenses incurred or obligated prior to or after the CCAFF grant period;
- Expenses incurred prior to the provision of the CCAFF grant;
- Debt reduction;
- Private entertainment, food, beverages, plaques, awards, or scholarships;
- No part of the CCAFF grant can be used to re-grant, devolve funds to another party, or be used as funds in any other private or public grants program;
- Planning dollars, including the development of architectural, engineering and other technical services necessary to initiate the project;
- Feasibility plans - unless part of a CCAFF feasibility plan application;
- Grantee operational support (examples, organisational salaries, travel, supplies, and non-fixed furniture and equipment).

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.

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.

Cheques for CCAFF grant payments are payable to the grantee only. This may have taxation implications for grantees. If grantees wish for 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.**

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 obligations remain with the auspice body.

Closing Date

Applicants need to contact the Local Government to check the date as Local Government's may opt to close the CCAFF round earlier in their area to accommodate Council meeting schedules.

It is the applicant's responsibility to maintain contact with the Local Government to ensure the application has been received and processed to meet DCA timelines.

In the event of a late submission, the application will not be considered for CCAFF funding. Applications will be returned to the applicant in full.

Section 6: Assessment

Guiding Criteria

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

2. Planning framework

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, scope and scale to reach a sustainable, functional plan for the proposed project. 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?*'

Applicants are required to demonstrate their:

- community's need for the project – Community Needs Assessment;
- consideration of planning, design and management issues;
- capacity to meet the demands associated with the ongoing maintenance and programming of the facility;
- project is linked with, and supported by, the community;
- project links 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).

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.org.au.

5. Financial strength & accountability

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

6. Sustainability

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. A management plan 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 program
- 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

Equitable access to the community, or specific community, is required to be demonstrated by the applicant. 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 and length of tenure.

Inclusion and opportunity can be demonstrated through:

- Marketing material and programs
- Training programs (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 (DSC) 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

Applicants are required to demonstrate how the project will increase broad community participation and excellence in arts and cultural activity.

Section 7: Post Approval Procedure

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 and returned to 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 DCA approval.

Reporting

Before calling for tenders or signing supplier contracts, one copy of the final plans must be submitted to the DCA, 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.

The applicant is required to ensure that DCA is informed of any project issues or changes as they arise during the development. Contact is to be made through the CCAFF Project Officer.

Consideration should also be given by applicants to invite an appropriate DCA representative to attend project meetings, from time to time.

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

- a. 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.
- b. 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.
- c. 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.
- Payment of the CCAFF grant 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.

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

The CCAFF claim forms will be provided by the CCAFF Project Officer and consist of:-

1. **Grantee claim form** is for the claim at that stage of the project.
2. An **Itemised Statement of Expenditure** signed by the treasurer of the grantee or authorised officer of the Local Government, which satisfies the requirements of the FAAA.
3. **Schedule of Voluntary Labour**, where voluntary labour is included on the itemised statement of expenditure, will be required.
4. **Schedule of Donated Materials**, where donated materials are included on the itemised statement of expenditure, will be required.

All technical aspects of the project will need to be checked and approved on the CCAFF 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.

The CCAFF claim forms and all supporting documentation are forwarded to the DCA Office. Claims for payment will need to be supported with details that satisfy audit requirements.

Deferral of approved CCAFF grant

In extraordinary circumstances, by consultation with the DCA, an extension of time to complete the project 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.

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.

State Government funding through the CCAFF must be acknowledged in a permanent form. The CCAFF Project Officer will provide the relevant material and information to meet this requirement; however it will include written recognition:

'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.

Section 8: A Planned Approach

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 40) 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?

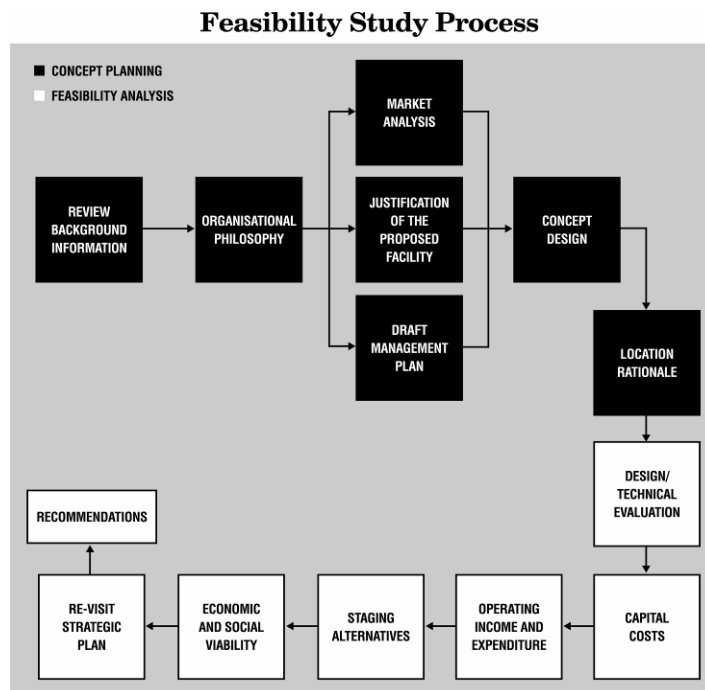
What is to be provided, what resources are available and how will it be best achieved?

The benefits of a community 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 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. Feasibility studies will be funded conditional on DCA approval of the study brief and eligibility.



Depending on the complexity of the project, it is likely that a feasibility study will be required. 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;
- 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)

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).
- Appropriate professional insurances, such as professional indemnity.

When engaging consultants, grantees are required to demonstrate that they have complied with the following Australian Standards, at the time of 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.org.au

To demonstrate compliance with these standards, the DCA requires:

1. Evidence of grantees invitation for consultants to submit proposals (eg. advertisements)
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.

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.

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

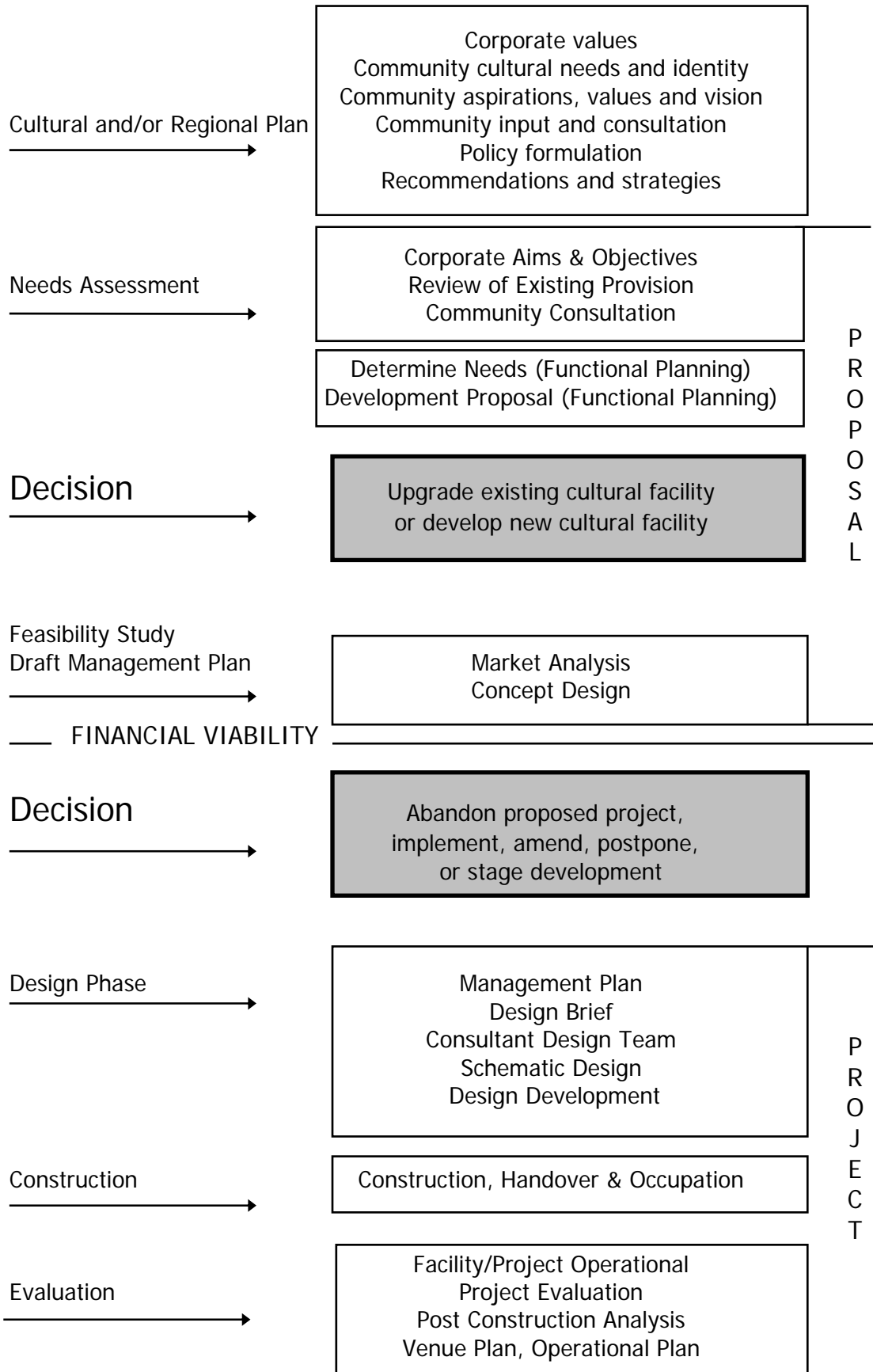
Where the interest is material, the consultant shall retract any interest in undertaking or reviewing the feasibility plan. Where the interest is immaterial, the consultant shall be eligible to undertake or review the feasibility plan.

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.

The Facility Planning Process



Section 9: Funding Sources

Department of Culture and the Arts

Street Address

7th Floor, Law Chambers Building
573 Hay Street
Perth WA 6000

Postal Address:

PO Box 8349
Perth Business Centre WA 6849

Telephone: (08) 9224 7300
Freecall: 1800 199 090 (Country WA callers only)
Facsimile: (08) 9224 7301
Email: info@dca.wa.gov.au
Website: www.dca.wa.gov.au

Art on the Move

(National Exhibitions Touring Structure for Western Australia)

Art on the Move administers three government exhibition funds annually which support the development and preparation costs associated with touring exhibitions. Funding proposals are encouraged from organisations, educational institutions with collections, galleries, independent curators, arts and craft groups and other legally constituted bodies.

Street Address

8a Carbon Court
Osborne Park
Perth WA 6916

Postal Address:

GPO Box 1835
Osborne Park DC
WA 6916

Telephone: 9242 7887
Facsimile: 9242 7878
Email: artmoves@artonthemove.com.au
Website: www.artonthemove.com.au

Community Arts Network WA

On behalf of DCA, the Community Arts Network:

CATALYST Community Arts Fund

Funding is available in three categories: Discovering Community Arts; Growing Community Spirit; and Professional Development Investments.

Community Culture: A Regional Cultural Planning Investment Fund

Community Culture encourages the use of arts and culture to plan and build strong, healthy and vibrant regional, rural and remote communities through cultural mapping and cultural planning.

Sharing Stories

This is a new development community arts sponsorship program which aims to encourage community participation and inspire creativity, with a particular focus on young people.

Street Address:

King Street Arts Centre
357-365 Murray Street
Perth WA 6000

Postal Address:

PO Box 7514
Cloisters Square WA 6850

Telephone: 9226 2422

Freecall (Country WA callers only): 1800 681 021

Facsimile: 92262230

Email: admin@canwa.com.au

Website: www.canwa.com.au

Lotterywest

Lotterywest provides capital expenditure funding to help communities and small groups participate in arts, cultural and community events. Many grants aim to help communities that are normally disadvantaged in gaining access to the arts. Arts and Cultural funding programs include Conservation of Cultural Heritage, Interpretation of Cultural Heritage, Cultural Groups Small Grants, Community Facilities Grants (capital works and Interpretive Centre grants).

Street Address:

74 Walters Drive
Osborne Park WA 6017

Telephone: 9340 5270

Freecall (Country WA callers only): 1800 655 270

TTY: 9340 5236

Facsimile: 9340 5274

Email: grants@lotterywest.wa.gov.au

Website: www.lotterywest.wa.gov.au

Department of Sport and Recreation

Funding program: Community Sport and Recreation Facilities Fund

Postal Address:

PO Box 329
LEEDERVILLE
WA 6903

Telephone: 9387 9700
Facsimile: 9387 9726
Email: info@dsr.wa.gov.au
Website: www.dsr.wa.gov.au

Department for Community Development

The Office of Children and Young People manages the Youth Spaces and Facilities Fund.

Street Address

Level 7, Dumas House
2 Havelock Street
West Perth WA 6005

Telephone: 6217 8400
Facsimile: 9481 3071
Email: youngpeople@dcd.wa.gov.au
Website: www.dcd.wa.gov.au

Department of Local Government and Regional Development

Funding programs include: Regional Investment Fund, Regional Collocation Scheme

Street Address:

Level 1 Dumas House
2 Havelock St
West Perth WA 6005

Postal Address:

GPO Box R1250
Perth WA 6001

Telephone: 9217 1463
Facsimile: 9217 1555
Freecall (Country WA callers only): 1800 620 511
Email: info@dlgrd.wa.gov.au
Website: www.dlgrd.wa.gov.au

Australia Council

The Australia Council is the Australian Government's arts funding and advisory body. It directly supports young, emerging and established artists, as well as new and established organisations.

Street Address:

372 Elizabeth Street
Surrey Hills NSW

Postal Address:

PO Box 788
Strawberry Hills NSW 2012

Telephone: (02) 9215 9000
Freecall (Country WA callers only) 1800 226 912
Facsimile: (02) 9215 9111
Email: mail@ozco.gov.au
Website: www.ozco.gov.au

Department of Communications, Information Technology and the Arts

Fund program: Regional Arts Fund

Street Address:

38 Sydney Ave
Forrest ACT

Postal Address:

GPO Box 2154
Canberra ACT 2601

Telephone: (02) 6271 1000
Facsimile: (02) 6271 1901
Email: dcita.mail@dcita.gov.au
Website: www.dcita.gov.au/arts

Department of Transport and Regional Services

Fund program: Regional Partnerships

Freecall (Country WA callers only): 1800 026 222
Website: www.regionalpartnerships.gov.au

Section 10: Information Sources

Australian Institute of Quantity Surveyors

The Australian Institute of Quantity Surveyors (AIQS) is the regulatory body of the profession. Through its leadership, standards and code of ethics, it ensures that practicing Quantity Surveyors are dedicated to maintaining the highest standards of professional excellence.

Postal Address

Post Office Box 301
Deakin West, ACT, 2600, Australia

Phone: (02) 6282 2222

Fax: (02) 6285 2427

Email: contact@aiqs.com.au

Country Arts WA

Country Arts WA is the leading regional arts organisation in Western Australia, responding to and supporting with excellence the needs and aspirations of country communities; playing a major role in reconciliation and building an interweaving network across the state that generates creative outcomes and fosters the arts in everyday life.

Street Address:

King Street Arts Centre
357 Murray Street
Perth WA 6000

Postal Address:

PO Box 7012
Cloisters Square WA 6850

Tel: 9481 0077

Freecall (Country WA callers only): 1800 811 883

Facsimile: 9481 0477

Email: info@countryartswa.asn.au

Website: www.countryartswa.asn.au

Healthway

Healthway (the Western Australian Health Promotion Foundation) is an independent statutory authority. Healthway's Arts Sponsorship Program objectives are to sponsor activities that encourage a healthy lifestyle and provide opportunities to promote health messages – particularly to young people.

Street Address:

3rd Floor 46 Parliament Place
West Perth WA 6005

Telephone: 9476 7000

Facsimile: 9324 1145

Email: healthway@healthway.wa.gov.au

Website: www.healthway.wa.gov.au

Heritage Council WA

The Heritage Council WA is the State's advisory body on heritage matters and focuses on places, buildings and sites. It was set up under the Heritage of Western Australia Act 1990. The Heritage Council's mission is to provide for and encourage the conservation of places which have significance to the cultural heritage of Western Australia.

Street Address:

108 Adelaide Terrace
East Perth

Telephone: 9221 4177

Facsimile: 9221 4151

Email: heritage@hc.wa.gov.au

WA Local Government Association

The Western Australian Local Government Association is the peak organisation of Local Government in Western Australia.

Street Address:

15 Altona Street
West Perth WA

Postal Address:

PO Box 1544
West Perth WA 6872

Telephone: 9321 5055

Facsimile: 9322 2611

Email: info@walga.asn.au

Website: www.walga.asn.au

WA Museum: Museum Assistance Program

MAP offers information and advice on all aspects of the planning, management and operation of museums as community assets. Advisory services are tailored to assist organisations to achieve the principles of best practice outlined in the national guidelines for museums, galleries and keeping places.

Street Address:

Francis Street
Perth Cultural Centre

Postal Address:

GPO Box S1400
Perth WA 6001

Telephone: 9212 3775
Freecall (Country WA callers only): 1800 023 333
Facsimile: 9212 3882
Email: clare-frances.craig@museum.wa.gov.au
Website: www.museum.wa.gov.au

Acronyms

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

Definitions

Applicant / Grantee	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.
Applicant's contribution	Applicant's contribution can be made up of cash, donations, voluntary labour, LG contribution (cash or in-kind), or other grants (up to two-thirds).
Approval to commence project	
(a) Minister's approval	Minister's approval to allocate the grant.
(b) Building approval	Approval to proceed with construction as issued by the LG authority.
Art form infrastructure	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.
Capital upgrades	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.
CCAFF Assessment Committee	The committee appointed by the Minister to assess applications and make final grant recommendations.
Community Cultural and Arts Facility	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.
Community Museum	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, researches, communicates and exhibits for the purpose of study, education and enjoyment, material evidence of people and their environment.</i>

Community Needs Assessment	Undertaken to determine the potential need for a project and to assesses the arts and cultural requirements and aspirations of the community. This is a vital step in the facility planning process.
Deferrals	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.
Donations	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.
Feasibility Study	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.
Financial year	1 July through to 30 June of any year
Fixed furniture and equipment	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.
Funding period	The year in which the grant is applied for, for example: a forward planning grant can be applied for in the funding round of 2008/09 and allocated payment by the DCA in any year of the triennium, such as 2009/10.
Funding year	The year in which the grant is allocated for payment by the DCA.
Grantees cash	All CCAFF grants must be matched by grantees cash. Typically, a minimum of one third of the proposed budget must be grantee cash or LG contribution. The CCAFF grant cannot exceed the applicant's contribution to the project.
In-kind contribution	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.

Local Government contribution	The LG contribution can be in-kind or cash. All LG in-kind contributions are considered to be cash contributions.
Maintenance	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. This also includes items which need to be upgraded to meet legislative requirements.
Matching	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.
New construction	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.
Non-fixed furniture and equipment	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.
Not for Profit Organisation	Uses all monetary surplus solely for the purposes of its objectives. 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).
Professional services	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.
Planning	A planned approach is where applicants are required to demonstrate their consideration of functional and strategic planning, design and management. The CCAFF encourages all applicants to show a planned approach to physical arts and cultural infrastructure development.

Project	Means the technical upgrade, modification or renovation of existing buildings, or the construction of new buildings integral to arts and cultural activity.
Public Library Network	The Statewide 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, LG and other bodies.
Quantity Survey	Estimate of costed items in project construction including site acquisition, preparation, detailed cost estimates of materials, labour, and overhead requirements to produce a structure.
Renovation	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. It is not ongoing maintenance for example sewerage, electrical upgrades and meeting legislative/regulative requirements, i.e. Occupational Health & Safety.
Regional/Rural	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.
Triennium	A period of three years.