

# Arts and Disability Guidelines

CLOSING DATE:  
Midnight,  
Monday, 9  
February 2015



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# LTCSA AND ARTS NSW ARTS AND DISABILITY PROJECT FUNDING

This funding program supports arts projects for all people with disability. Project funding is for arts and cultural projects at any stage in their creative development and/or public presentation.

Applications are invited from NSW arts and cultural organisations and disability organisations working across all artforms. Projects must start on or after 1 June 2015.

We strongly recommend you read the guidelines before starting an application and talk to Arts NSW staff if you require further advice.

## GENERAL INFORMATION

The Lifetime Care and Support Authority (LTCSA) is a statutory authority and manages the Lifetime Care and Support Scheme (the Scheme) which provides treatment, rehabilitation and attendant care services to people severely injured in motor accidents in NSW. More information about the LTCSA and the Scheme can be found at [www.lifetimecare.nsw.gov.au](http://www.lifetimecare.nsw.gov.au).

The LTCSA has provided funding for grants for community participation programs to improve the quality of life of people with brain, spinal cord and musculoskeletal injury as a result of a motor accident. The number of Scheme participants (933 as of 30 June 2014) is not large when compared with the broader population of people with disability. The benefits of the funded projects may be realised by the participants in the Scheme as well as other people with disability.

Funded projects will need to demonstrate the legacy the project will leave for future Scheme participants, other people with brain and/or spinal cord injuries and people with disability more generally. Legacies might include:

- New models for supporting people living with injuries to participate in the community;
- Improved skills, knowledge and attitudes of people in the community;
- New ways for people living with an injury to access activities they might enjoy; and/or
- More opportunities for people living with injury to participate in arts and cultural activities.

The LTCSA has signed an MOU with Arts NSW to provide funding for Arts NSW to deliver a one-off arts and cultural grants program in 2015, the LTCSA and Arts NSW Arts and Disability Project Funding. The Arts and Disability Project Funding will support projects that improve social inclusion outcomes for all people with disability through increased involvement in arts and cultural activities.

## OBJECTIVES

The objectives of the LTCSA and Arts NSW Arts and Disability Project Funding are to increase opportunities for people with disability, in particular current and future Scheme participants, to participate in arts and cultural activities, including:

- Develop professional opportunities for artists with disability;
- Support the development of excellence in arts and disability projects and programs and build the capacity of arts and cultural organisations to support people with disability; and
- Increase community and cultural awareness and reduce attitudinal barriers to disability access.

## FUNDING

Projects must include the direct participation of people with disability.

Funding is available for professional arts and cultural projects at any stage of the creative process.

## FUNDING RANGE

Between \$20,000 and \$60,000

## CLOSING DATE

Monday 9 February 2015

## WHO CAN APPLY?

- Organisations;
- Partnerships and groups (auspiced)

## APPLICATION LIMIT

Applicants may submit only one application.

## TERM

Projects must commence on or after 1 June 2015 but can run until December 2016.

## HOW TO APPLY

To apply for funding you need to complete and submit the LTCSA and Arts NSW Arts and Disability Project Funding application form available through the [Apply Now](#) page of the Arts NSW website. The online application system is a secure website and you will be required to create an account before you are able to proceed with an application for funding.

**If you are unable to make your application online for access reasons, please contact Arts NSW.**

# ELIGIBILITY

## ORGANISATIONS

To be eligible to make an application, an organisation must be a legally constituted Australian based entity and be one of the following:

- A not-for-profit incorporated body;
- A co-operative or trust;
- A local government authority.

Individual business units and entities of local government authorities (such as art galleries or performing arts centres) are eligible to submit applications on their own behalf if they have their own ABN. If the business unit or entity does not have its own ABN, any application will need to be submitted by the local government authority as auspisor on behalf of the business unit.

For-profit organisations who wish to apply must seek written approval from Arts NSW to do so.

## CONSORTIUMS

Applications may be made by a consortium or a group of organisations working collaboratively. In this case, one eligible legally constituted organisation must be nominated as the lead organisation. If successful, the Funding Agreement will be between Arts NSW and the lead organisation.

## PARTNERSHIPS, GROUPS AND UNINCORPORATED ENTITIES

For applications from a partnership, group or unincorporated entity, an eligible legally constituted organisation must be nominated as auspisor to take legal and financial responsibility for any funding. For information on auspicing, read pages 51 and 52 of the Arts and Cultural Development Program (ACDP) Funding Guidelines. You can download the ACDP Guidelines from the Arts NSW website [here](#)

## WHO IS INELIGIBLE?

Applications will not be accepted from:

- Libraries;
- Government departments and agencies, including the State Cultural Institutions;
- Preschools, primary and secondary schools and regional conservatoriums;
- For-profit organisations except in particular circumstances (Contact Arts NSW for details);
- Amateur organisations (including community bands, orchestras, ensembles, craft guilds, theatre and dance groups);

- Applicants that have received Arts NSW devolved funding for the same activities;
- Applicants that have been advised by Arts NSW that they are not eligible for further funding as a result of failing to meet contract conditions;
- Applicants that have not satisfactorily acquitted prior Arts NSW funding.

## INELIGIBLE APPLICATIONS

The following applications will not be accepted:

- Applications requesting 100 per cent funding from Arts NSW - applications must include income from other sources (cash or in-kind);
- Applications that do not involve professional artists and/or arts and cultural workers;
- Applications received after the closing date;
- Incomplete and/or unsigned applications;
- Applications for activities that are already completed, or are due to be completed before the funding period commences.

## LOCATION OF ACTIVITIES

Funding is limited to programs and projects based and delivered in NSW.

## RESTRICTIONS ON THE USE OF FUNDS

Funds are not available for:

- Speakers' fees;
- Accredited study, education, training or university courses;
- Research projects, if that is the primary purpose of the funding;
- Purchase of musical instruments or equipment, or the costs of operating a radio station;
- Publishing costs, if that is the primary purpose of the funding;
- Purchase of capital items unless they are integral to that project;
- The purchase of artworks, land or buildings;
- The cost of plans, feasibility studies and architectural drawings;
- The costs of regular maintenance and repair of existing facilities;
- Compliance with local government environmental or sustainability plans;
- Fundraising, competitions and eisteddfods;
- Awards or prize money;
- Repayment of loans.

## ELIGIBILITY CHECK

You will receive an automated response when Arts NSW receives your application. Your application is then checked by staff and either registered for assessment or identified as ineligible. Applicants will be advised in writing should their application be deemed ineligible.

Applications are assessed against the assessment criteria based on the information provided in your application, (including any support material). An application that fails to meet one or more of the assessment criteria will not be eligible for funding.

Due to the competitive nature of the LTCSA and Arts NSW Arts and Disability Project Funding, not all applications that meet the assessment criteria will be able to be funded.

## THE ASSESSMENT PROCESS

### WHAT ARE THE ASSESSMENT CRITERIA?

Applications will be assessed against the Assessment Criteria outlined below which address the Arts NSW ACDP objectives of Quality, Reach and Health and the objectives of the LTCSA.

Each application is assessed as a whole and rated against the criteria. The criteria are given equal weighting.

### LTCSA AND ARTS NSW ARTS AND DISABILITY PROJECT FUNDING - SPECIFIC ASSESSMENT CRITERIA

The following indicators for each of the criteria are provided to guide the application and assessment process.

#### ARTISTIC AND CULTURAL MERIT (QUALITY)

- Clear artistic or cultural vision
- Quality of artistic and/or cultural outcomes
- Contribution and relevance to art form, cultural practice or location
- Artistic and/or cultural experience and expertise
- Involves professional arts and/or cultural practitioners

#### ENGAGEMENT AND PARTICIPATION (REACH)

- The project meets one or more of the objectives of the LTCSA and Arts NSW Arts and Disability Project Funding to increase opportunities for people with disability, in particular current and future Scheme participants, to participate in arts and cultural activities, including;
  - To develop professional opportunities for artists with disability;
  - To support the development of excellence in arts and disability projects and programs and build the capacity of arts and cultural organisations to support people with disability; and



- To increase community and cultural awareness and reduce attitudinal barriers to disability access.
- Benefits for the artistic needs and aspirations of people with disability
- Strategies that build the skills, knowledge and confidence of people with disability
- Expansion of the creative and social networks of people with disability
- Extent and depth of engagement with the families and/or carers of people with disability participating in the project

### VIABILITY (HEALTH)

- Sound planning and effective use of resources
- Achievable and realistic timelines and outcomes
- Administration, management and governance experience and expertise
- Record of financial stability and capacity
- Appropriate project outcomes, measurement and evaluation
- Track record of delivery, on and acquittal of, Arts NSW funding (if applicable)
- Ongoing strategic partnerships, including collaborations across the arts/cultural and disability sector

### BUDGET (HEALTH)

- Detailed, comprehensive and accurate
- Value for money - realistic for scale and impact of program or project
- Appropriate use of the public funds requested
- Income (cash and in-kind) from sources other than Arts NSW
- Provision for insurance and other liabilities

The assessment panel may seek specialist advice on your application, if required and /or request further information or clarification on your application at the assessment meeting. If this occurs, you will be contacted by Arts NSW staff immediately.

### WHO ASSESSES APPLICATIONS?

Arts NSW relies upon a process of peer assessment. Assessment panels are independently chaired and are comprised of highly qualified and experienced representatives from across the sector.

The assessment panel for the LTCSA and Arts NSW Arts and Disability Project Funding will be comprised of peers from the arts and disability sector, Arts NSW staff and representatives from the Lifetime Care and Support Authority.

(Peer representatives are people who are professionally involved with the arts or a specific artform and have the relevant knowledge and/or experience to make a fair and informed assessment of a funding application).

Assessment panel members are required to comply with the Department's Code of Conduct for Committees and Boards.

## HOW ARE APPLICATIONS ASSESSED?

The assessment panel assesses and ranks applications according to how well they meet the published assessment criteria.

Final recommendations will be compiled by Arts NSW in consultation with LTCSA.

## SUPPORT MATERIAL

### WHAT DO I NEED TO SUBMIT WITH MY APPLICATION?

Support material plays a vital role in assessing and understanding your application. You should consider including key material of direct relevance to your application to strengthen the application.

Information on required support material and applicable limits is listed at the end of the LTCSA and Arts NSW Arts and Disability Project Funding application form.

As a general guide, support material may include:

- CVs for key personnel and artists (max. one A4 page per person)
- written confirmation of the participation of key personnel and artists
- written confirmation of significant partnerships and/or evidence of interest from potential partners (e.g. contributions from partner organisations)
- additional budget information (e.g. information on in-kind income, a breakdown of 'complicated' budget items)
- examples of previous recent and/or relevant work to demonstrate the quality of your work and that of the artists involved in the project.

For works involving a public presentation – confirmation from your venue/presenting partner or evidence of your likely presenting venues/partners is required.

Where there is in-kind support and/or cash support provided through partnership arrangements, support letters should confirm the details of the partnership and the support provided.

For proposals involving Aboriginal people, written letters of support and confirmation of involvement from the relevant communities and/or organisations must be provided (see [Arts NSW Aboriginal Arts and Cultural Protocols](#)).

All support material must be provided at the time your application is submitted.

## OTHER INFORMATION

Arts NSW is required to comply with the *Privacy and Personal Information Protection Act 1998*. For successful applications, some information about the funded activity is published on the Arts NSW website [www.arts.nsw.gov.au](http://www.arts.nsw.gov.au).

The provisions of the Government Information (Public Access) Act 2009 apply to all documents in the possession of Arts NSW.

Further information on Arts NSW's Privacy Policy and Government Information (Public Access) can be found in the Arts NSW Arts and Cultural Development Program Guidelines (available on the Arts NSW website [www.arts.nsw.gov.au](http://www.arts.nsw.gov.au)).

## RESOURCES AND KEY DOCUMENTS

The following information and resources are available on the Arts NSW website [www.arts.nsw.gov.au](http://www.arts.nsw.gov.au) to assist you with your application:

- [Frequently Asked Questions \(FAQs\)](#)
- [Lifetime Care and Support Scheme Fact Sheet](#)
- [Arts and Cultural Development Program \(ACDP\) Funding Guidelines](#)
- [NSW Aboriginal Arts and Cultural Strategy](#)
- [Arts NSW Aboriginal Arts and Cultural Protocols](#)

## ADVICE ON YOUR APPLICATION

Please allow plenty of time to check and review your application before submission. Once you have submitted your application you will not be able to make changes.

Support material sent separately to your application will NOT be accepted.

Arts NSW application rounds close at midnight (AEST) on the specified closing date.

Arts NSW staff can be contacted from 9am to 5pm (Sydney time) Monday to Friday.

For information about the application and eligibility

Email: [arts.funding@arts.nsw.gov.au](mailto:arts.funding@arts.nsw.gov.au) or Ph: 02 9995 0533

For information about the objectives of the LTCSA and Arts NSW Arts and Disability Project Funding and assessment criteria

Email: [nea.cahill@arts.nsw.gov.au](mailto:nea.cahill@arts.nsw.gov.au) or Ph: 02 9995 0663

Free call: 1800 358 594 (within NSW)

To make a National Relay Service (NRS) call:

- TTY users phone 133 677 then ask for 02 9995 0533
- Speak and Listen users phone 1300 555 727 then ask for 02 9995 0533
- Internet relay users connect to the NRS then ask for 02 9995 0533

## NOTIFICATION OF FUNDING RECOMMENDATIONS

All applicants are notified in writing of the outcome of their application. Please note that if your application is auspiced, the funding notification will go to the organisation which has auspiced your grant.