



Creative Education Partnerships: Artist-in-Residence (AIR) Initiative AIR GRANTS PROGRAM

ADDITIONAL INFORMATION FOR APPLICANTS

Changes after Submission

Changes to your application, including support material, will not be accepted following the closing date, with the following exceptions:

- You may submit a confirmation of fact relevant to essential eligibility or assessment criteria that have already been referred to in your application. Approval from ArtsEdge must be obtained prior to submitting your application, and
- You must notify ArtsEdge if aspects of the proposed activity have changed due to circumstances beyond your control (e.g. the withdrawal of key personnel).

Assessment

Applications for AIR STREAMS 1 and 2 will be assessed by a panel of Australia Council for the Arts, Department of Culture and the Arts (DCA) and Department of Education and Training (DET) staff and external peers from the arts, cultural and education sectors. Panellists are selected on the basis that they are free from conflict of interest pertaining to the applications and have the relevant expertise to thoroughly assess the applications.

All panellists are required to observe a code of conduct of impartiality and confidentiality and undertake thorough assessment of each application. Assessment meetings are supervised by ArtsEdge to ensure adherence to the code of conduct for assessment, however ArtsEdge staff members are not involved in decision making.

The assessing Panel considers each application and how it meets the relevant assessment criteria and priorities. With limited funding available, the



Panel is often unable to support all applications that competitively address the assessment criteria.

Start dates

You should not plan to start the activities for which you seek funding before the nominated start date i.e. Term 2, 2010. Further, you must not begin public promotion of your activity prior to this start date.

Payment of Grants

If your application is successful, you will receive two copies of the contract detailing the conditions and requirements that apply to the grant. One copy should be signed and returned to indicate your acceptance of the conditions. The second copy should be retained for your records.

The completed contract, invoice and electronic funds transfer authorisation form (EFT) must be returned to the Department of Education and Training (for AIR STREAM 1 projects) and Department of Culture and the Arts (AIR STREAM 2 project) in order for the grant payment to proceed.

For AIR STREAM 1 successful applicants only you can check on your grant payments by contacting Luke Peterkin at the Department of Education and Training on (08) 9264 4856 or email luke.peterkin@det.wa.edu.au

The grant payment for AIR STREAM 2 will be processed through the State Government's Office of Shared Services (OSS). If you have questions about the progress of your payment, please contact OSS directly on 1300 345 677.

Complaints

It is a condition of submitting an application that you acknowledge acceptance of the system of Panel assessment and the conditions of the AIR GRANTS PROGRAM. Therefore, complaints will only be considered where there is an alleged breach of the assessment process as outlined in the AIR GRANTS PROGRAM Guidelines.

If you believe that the proper assessment process has not been followed for your grant application, please discuss your concerns with ArtsEdge who will raise your concerns with appropriate Department staff (DCA and DET).

If you consider that your complaint has not been adequately addressed following discussions with ArtsEdge, please put your complaint in writing and send it to the Deputy Director General, Development and Strategy Directorate, the Department of Culture and the Arts (Level 7/573 Hay Street Perth WA 6000) or Assistant Executive Director, Curriculum Assessment and Report, Department of Education and Training 151 Royal Street, East Perth WA 6004.

You will receive an acknowledgement of your letter and a response to your complaint within 14 working days of the receipt of your complaint.

Acquittals

An acquittal is a truthful record of the project and how the grant money has been spent. The acquittal is necessary for audit purposes, provides useful statistical information for the grant funding partners (i.e. Australia Council for the Arts, DCA and DET) and contributes to the knowledge that DCA and DET staff have about the arts and education sectors in general.

If you receive an AIR grant, you must complete an acquittal report within 13 weeks of the completion of the funded activity. If an acquittal has not been received within this time frame the acquittal will be considered to be over due and the applicant will be ineligible for further funding until the acquittal is provided.

If your project changes in any significant way after you have received your grant, you must still submit an acquittal outlining how and why the project varied from the original proposal.

Budget

The AIR funding may not meet 100% of the cost of any arts activity, so it is important that you consider other sources of income for your project, such as in-kind support, donations or fundraising and a contingency line should be factored into your project budget.

In-kind support

Include any costs that are contributed as in-kind services rather than a cash contribution. These might be borrowed or hired equipment, additional arts materials, costumes, software purchases, office space or casual relief teacher costs, volunteer labour, including your own and any additional time provided by the artist(s) or arts and cultural organisation(s). In the expenditure column, list all in-kind support as if you have to pay for it. Then in the income column, list all the in-kind services and support as income because these services have been donated to the project.

School Staff support

One key person in the school must take on the role as Project Coordinator. The Project Coordinator is the liaison person between the artist(s) and/or arts and cultural organisation(s) and the school(s) and should be the person who submits the application form. The Project Coordinator ensures that the project is integrated into the curriculum as well as student assessment and is the contact for ArtsEdge in terms of obtaining project progress reports and/or arranging school visits by ArtsEdge staff and submitting the project acquittal.

Project Coordination is challenging but rewarding! The job may require extra time allocation for planning, administration and/or supervision. The Principal

and school administrators should take into consideration how they can support this staff member i.e. alterations to timetables, assisting the staff member by implementing a reference group or committee of other staff members, parents or students.

Further advice on compiling your budget is included in the notes to the application form.

Professional Fees

The AIR GRANTS PROGRAM partners, Australia Council for the Arts, DCA and DET support appropriate rates of pay for artists.

It does depend on what exactly the artist intends to do and their level of experience.

On page 37 of the ArtsEdge Artist in Schools Guide there are recommendations when negotiating fees with the artist.

As a starting point consider the minimum rate it would cost a school to employ a relief teacher (see the School Education Act Employees General Agreement 2008) and negotiate with the artist.

It should be noted that an art lecturer in a tertiary institution can earn a minimum of \$30 to more than \$200 depending on their experience and the type of lecture or workshop they deliver to students. This information will help inform your negotiations with artists; however most professional artists and organisations should already have had experience in quoting fees for artist in residence projects or put values on their own expertise.

Tertiary Institution staff rates:

- Curtin University:
<http://staff.curtin.edu.au/staffservices/home/salaries/index.cfm>
- Edith Cowan University:
http://www.hr.ecu.edu.au/rem/html/salary_docs.cfm
- Murdoch University: <http://www.murdoch.edu.au/hr2/money/money-rates.html>
- University of Western Australia:
http://www.hr.uwa.edu.au/agreements/academic/academic_staff_agreement/schedules

The following organisations for information on industry standard payment rates may also be helpful:

- National Association for the Visual Arts www.visualarts.net.au
- Media, Entertainment & Arts Alliance www.alliance.org.au
- The Australian Society of Authors www.asauthors.org.au
- The Australian Writers' Guild www.awg.com.au
- Museums Australia www.museumsaustralia.org.au
- National Association of Visual Artists (NAVA) www.visualarts.net.au
- Artsource www.artsource.net.au
- Ausdance WA www.ausdance.org.au

Copyright and Intellectual Property

You must pay particular attention to all aspects of intellectual property arising from your proposed project. Please outline the part(s) of the project that are:

- Your own original work
- Created in collaboration with others, and
- Created by someone else.

Legally, any art work produced in the course of a residency or workshop where the artist is employed or contracted by the school is owned by and copyrighted to the Government of Western Australia, through the Department of Education and Training.

Students retain copyright ownership of their own art work and if they are under the age of 18 reproduction of these is dependent upon parental or guardian permission (refer to pages 44 & 45 of the ArtsEdge Artists in Schools Guide for more information).

Ensure that everyone involved is correctly acknowledged, consulted with, and has given appropriate written permission for you to use or reproduce the work. In preparing your budget you may need to consider including costs for licence fees for the use of any images, music or other intellectual property created by other people. All applications must clearly describe and demonstrate appropriate arrangements for intellectual property in, or arising from, the project.

If your project involves collaboration with Indigenous communities, you must give careful consideration to cultural ownership and Indigenous protocols. DCA's Indigenous Arts Project Officer can provide further advice.

For more information about copyright and intellectual property, refer to the Australian Copyright Council — (02) 9318 1788 or www.copyright.org.au; the Arts Law Centre of Australia: (02) 9356 2566; toll-free 1800 221 457; www.artslaw.com.au; or Creative Commons, www.creativecommons.org.au

Collaboration and Cultural Ownership



Applications that include collaboration with others such as Culturally and Linguistically Diverse Communities and Indigenous peoples must appropriately consult with all relevant parties.

It is your responsibility to ensure you do this thoroughly and in a manner suitable to those with whom you are collaborating.

In particular, those working with Indigenous people and communities must refer to the Indigenous protocols guides produced by the Australia Council's Aboriginal and Torres Strait Islander arts board. These are available by downloading it from the Australia Council website:
http://www.australiacouncil.gov.au/research/aboriginal_and_torres_strait_islander_arts

Working with Children Check for Artists

All applicants are required to comply with current legislative requirements related to working with children. For more information on current legislative requirements refer to www.checkwwc.wa.gov.au or contact the Working with Children Screening Unit on (08) 6217 8100, toll-free 1800 883 979.

For more information on these points consult the ArtsEdge Artists in Schools Guide available in electronic format from the ArtsEdge website www.artsedge.dca.wa.gov.au or call ArtsEdge on (08) 9224 7300 to request the publication in hard copy.

Contact:

ArtsEdge

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PO Box 8349
Perth Business Centre, WA 6849
Tel: (08) 9224 7300
Freecall (within WA): 1800 199 090
Email: artsedge@dca.wa.gov.au
Web: www.artsedge.dca.wa.gov.au

Hours: Monday to Friday 8.30am-4.30pm