



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

HOW TO APPLY: A STEP-BY-STEP GUIDE

Step 1: Read the Guidelines

Use the AIR Grants Program Guidelines to find out crucial information about applying for AIR STREAM 1 OR 2 funding.

At the outset you should also check the following:

- That you are eligible to apply and your project meets the assessment criteria - see the Eligibility and Assessment Criteria.
- That your school can provide in-kind support for the project within their own resources and/or through other external funding. Where the AIR Grants Program funding does not support the entire cost of a project, priority should be given to funding artist(s) fees.
- That your school can allocate an appropriate working area(s) for the artist(s) and/or arts and cultural organisation(s).
- That your school can provide adequate staff support, including a Project Coordinator and, if possible, a reference or support group e.g. parents and friends etc.
- That you can identify the target group of students to be involved. The number of students engaged should reflect the number of artists/size of arts or cultural organisation involved.
- That your activity is not due to start before Term 2, 2010.

If you are unsure, contact ArtsEdge on (08) 9224 7300 Freecall 1800 199 090 or email artsedge@dca.wa.gov.au

Step 2: Get the Application Form and Additional Information for Applicants Guide

The AIR GRANT PROGRAM Application Form and *Additional Information for Applicants Guide* are available from the ArtsEdge website at www.artsedge.wa.gov.au or you can contact ArtsEdge on (08) 9224 7300 or Freecall 1800 199 090 (Country WA callers only) to have one posted to you if you cannot access the website.

Step 3: Talk to ArtsEdge

It's important that you discuss your idea with ArtsEdge **before** submitting an application. Staff are available to provide advice, put you in contact with schools and/or artists, assist with determining eligibility, and more.

Step 4: Prepare a Draft

When drafting your application remember that your application will be assessed against the Assessment Criteria. It is important that you answer the questions in the application form as completely as possible and assume that the assessment panel does not have any prior background on you or your project.

When your draft is complete you can request ArtsEdge to read over it and give you feedback. Advice should be sought as early as possible prior to the closing date. This advice will not guarantee the success of your application and should be used at your discretion. Whilst ArtsEdge staff may provide advice it is your responsibility to ensure you are aware of and meet the requirements of the AIR GRANTS PROGRAM.

Step 5: Assemble Your Support Materials

Collating your support material can take time as you may be relying on others to provide you with letters or information. Refer to the document *Additional Information for Applicants Guide* for details of what support materials must be submitted.

Step 6: Submit

Before you submit your application, run through the checklist at the front of the application form to make sure you have remembered everything.

Applications, along with all support materials, must be submitted by the closing date. Hand delivered applications must be at received by 5pm. Postal applications must be postmarked on the due date. Please check you local post office to ensure your application is postmarked on the correct date.



Step 7: Notification

You will be notified by letter as to whether or not your application has been successful in early October 2009.

After you receive notification, you may contact ArtsEdge to discuss the Panel's feedback.

Step 8: Acquittal

If you have been successful you will be required to provide an acquittal report.

An acquittal is a written account of how funds received for a particular purpose have been spent. It is a legal requirement for the AIR Grant Program (partners Australia Council, Department of Culture and the Arts and Department of Education and Training) to obtain acquittals from all individuals, groups, schools and organisations in receipt of State funds through this Grants Program.

Acquittals should be received within 13 weeks of the completion of the project.

Failure to provide an acquittal makes a school ineligible for future grants.

Contact:

ArtsEdge

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