

The background of the cover page is a photograph of an outdoor cultural event. In the foreground, two Indigenous men are sitting on a black mat with red patterns, their backs to the camera. They have white body paint on their shoulders and are wearing traditional black loincloths. One has a feather in his hair. In the middle ground, a group of people, including women and children, are sitting on mats on a grassy area. Some are wearing traditional Indigenous clothing. In the background, a large crowd of people is gathered, some sitting on white plastic chairs. A modern building with large windows and a corrugated metal roof is visible behind the crowd. The sky is overcast. A large white circle with a dashed border is centered on the page, containing the title and subtitle.

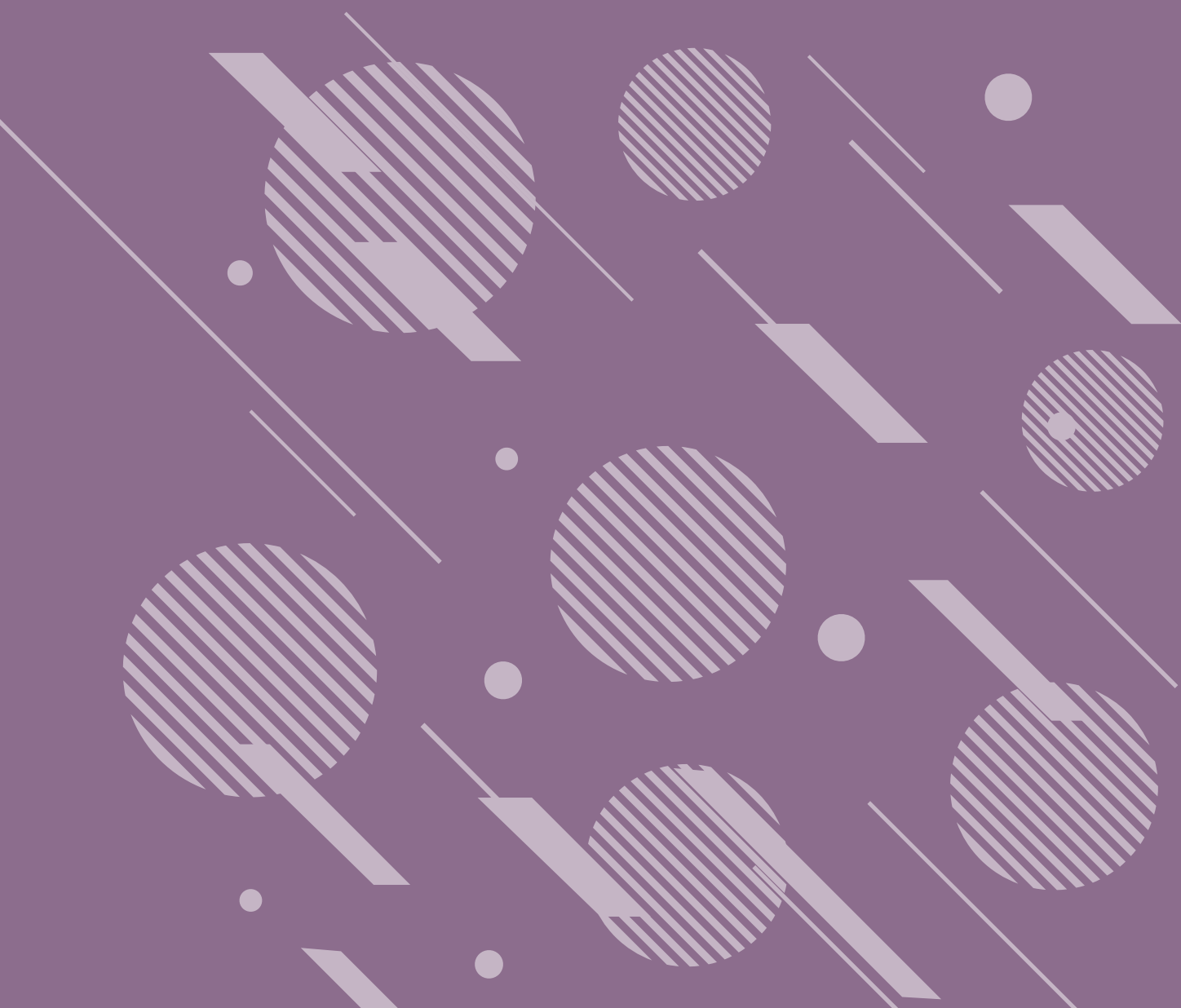
REGIONAL CULTURAL FUND

**Guidelines and
assessment information**

Cover image: Opening of Artstate in the Lismore Quadrangle, 2017.

Photo | Kurt Peterson.

Image courtesy Lismore Regional Gallery.





MESSAGE FROM THE DEPUTY PREMIER

Having grown up and raised a family in a regional area, and now as Minister for Regional NSW, I am doing everything I can to make our regional towns and cities places where people can live a fulfilling and rewarding life.

Central to that is making sure people in our regions have access to arts and cultural facilities that enrich their lives and add to their wellbeing.

The disparity in arts and culture funding between the city and the bush is stark. We established the Regional Cultural Fund to do something about it.

The passion and drive of regional people – many of whom work and volunteer in local museums, galleries and theatres – is now finally being matched with significant government funding.

As part of Round One of the Regional Cultural Fund, we received a huge number of applications, full of great ideas and promise. I can't wait to see those successful projects begin to pop up all over the state.

Now, as part of Round Two, \$47 million has been made available to support the construction of new arts and cultural facilities, and upgrades to existing facilities. Round Two of the fund will also see a new type of project made eligible: public art.

This invites the creation and installation of permanent, artist-led public art, including sculpture, murals and street art. 'Silo art', which can turn small regional towns into cultural destinations, is something that personally excites and interests me.

I look forward to hearing about and seeing the local success stories that I know we can achieve together.

The Hon. John Barilaro
Deputy Premier
Minister for Regional NSW
Minister for Skills
Minister for Small Business



MESSAGE FROM THE MINISTER FOR THE ARTS

During the first round of the Regional Cultural Fund, I travelled across regional NSW and spoke with the dedicated volunteers and staff at cultural organisations. The overwhelming sense of excitement about what the fund could do for regional NSW was felt everywhere I went.

It was reflected in the high number of quality applications received, for everything from mobile cinema screens to constructing new multimillion-dollar regional cultural institutions.

Sixty-eight applications from across our regional areas were supported in Round One, including galleries, libraries, theatres, creative hubs and museums. This investment in significant cultural projects will deliver ongoing social and economic benefits in the regions.

Because of this excitement, we have made \$47 million available in this new round.

These funds, and the additional eligible project types – such as public art – mean a broader range of applications can be supported. I am also pleased to announce that \$5 million will be available in this round for regional public library infrastructure projects.

We have also streamlined the application process so applicants can apply for funding in one simple step.

The Regional Cultural Fund is an unprecedented investment in regional arts and culture – and I am proud to be a part of it.

The Hon. Don Harwin MP
Minister for Resources
Minister for Energy and Utilities
Minister for the Arts
Leader of the NSW Government in the Upper House
and Vice-President of the Executive Council

REGIONAL CULTURAL FUND

2

The Regional Cultural Fund has been established by the NSW Government to support the development of cultural infrastructure in regional NSW that enables bold, exciting and diverse arts and cultural activities. There will be \$47 million available in Round Two, including \$5 million specifically for regional public library infrastructure projects.

The NSW Government recognises the social, cultural and economic value of the arts in regional NSW. A thriving arts and cultural sector provides a focus for communities and offers opportunities for learning and self-development. Participation in the arts promotes personal and collective wellbeing, as well as contributing strongly to an innovative and robust local economy.

Investment in arts and cultural facilities in regional NSW drives dynamic country towns and regional centres, with facilities and programs attracting visitors and giving regional artists more opportunities. Cultural infrastructure also plays a role in supporting regional economic development and improving the lives of people living in regional environments. It ensures regional communities across NSW remain attractive and vibrant places for people to live.

All decisions will be made based on evidence demonstrating that projects have a positive economic and social impact for regional NSW.

Aims and objectives

The Regional Cultural Fund aims to strengthen regional arts, screen, culture and heritage, and revitalise local communities through strategic investment to:

- provide a distinctive cultural experience — enabling unique arts, screen, culture and heritage offerings or meeting an identified need or gap
- enhance cultural vitality — improving or establishing cultural infrastructure and generating additional jobs in the cultural sector or the broader economies of the region
- promote increased participation in creative and cultural activities — enabling access to arts and cultural projects, and increasing participation and diverse audiences for cultural events in regional communities, including for young people, and Aboriginal and Torres Strait Islander peoples
- ensure design excellence — projects should consider design excellence as a key component of the project development and procurement process.

There are four key objectives of the Regional Cultural Fund:

- Regional NSW's cultural offering is improved and its rich diversity is supported and encouraged.
- Bold and exciting new and upgraded cultural infrastructure is supported across NSW.
- Projects representing value for money and strong ongoing viability are supported.
- Regional communities have access to cultural experiences that result in recreational and educational benefits.



Mural and dog walker, Mendooran.
Image courtesy Destination NSW.

ELIGIBILITY

Eligible projects

To be eligible, projects must meet the following conditions:

- The infrastructure must be based in NSW and be primarily for arts and culture use.
- The application must demonstrate a co-contribution from non-Regional Cultural Fund sources. This may be in the form of cash or in-kind support.
- The application must show evidence of community consultation and how the project will improve arts, screen, cultural or heritage outcomes for communities.
- Local projects should commence within 24 months, and ideally be completed within three years of funding approval.
- Where possible, projects should support local procurement, job creation and skills development.

The types of projects that could be funded include:

- planning and design of new or upgraded local cultural infrastructure
- minor upgrades and enhancement to existing cultural infrastructure
- purchasing equipment for the improvement of existing cultural infrastructure
- building new local public cultural facilities
- refurbishing existing local cultural facilities, including maintenance backlogs and minor works
- creating and installing artist-led public art, including sculpture, permanent installations, murals and street art
- new library buildings and spaces
- enhancements to existing library buildings.

Ineligible projects

The Regional Cultural Fund will not support:

- projects that are not in eligible locations
- ongoing operational expenditure such as rent, utility bills or the leasing of equipment
- plaques, monuments or memorials
- operational funding to support the touring of existing collections and exhibitions, or cultural engagement
- artistic or other programming including festivals, prizes and events
- marketing, advertising or product promotion
- digitisation projects (if your project includes digitisation, this component will not be eligible for Regional Cultural Fund funding)
- projects with exclusively or mostly private benefits
- engaging or paying permanent employees
- costs that are normally the responsibility of business, state or territory agencies or local council
- projects that would proceed without NSW Government financial assistance
- projects that require ongoing funding from the NSW Government or Australian Government that has not been budgeted.

There are no limits to how many applications can be lodged by one organisation. Where more than one application is made for projects located close to each other, applicants must demonstrate the merit and viability of each.

ELIGIBILITY

4

Eligible applicants

The Regional Cultural Fund is available to all 93 regional local councils, Lord Howe Island and the Unincorporated Far West. Regional councils are those located outside Sydney, Newcastle and Wollongong.

A full list is available on the Regional Growth Fund web page: nsw.gov.au/regionalgrowth.

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

- a not-for-profit incorporated body
- a non-trading (non-distributing) cooperative/trust
- a local government authority.

If a business unit or entity does not have its own Australian Business Number (ABN), an application must be submitted on its behalf by the local government authority. If this is successful, funds will be required to be administered by council.

Project applications are invited from:

- local government
- Aboriginal land councils, and other Aboriginal and Torres Strait Islander groups
- incorporated associations including businesses, industry and community organisations
- cooperatives
- educational institutions
- non-government organisations.



Performance of *James and the Giant Peach* at the Dubbo Regional Theatre and Convention Centre, 2012.
Photo | Mark James Photography.
Image courtesy Dubbo Regional Theatre and Convention Centre, and Regional Arts Victoria.

HOW TO APPLY

To make the assessment process proportional to the project's scale and cost, applications have been divided into two funding categories:

1. Projects with an estimated total cost up to **\$250,000**
2. Projects with an estimated total cost of more than **\$250,000**.

The estimated total cost is the total expected budget needed to deliver the project, not the grant amount requested. The estimated total cost should include the cost of all items and activities needed to complete the project.

Applications for projects with an estimated total cost up to \$250,000 need to provide:

- completed application form in SmartyGrants
- completed project plan template
- supporting documents.

Applications for projects with an estimated total cost of more than **\$250,000** will need to provide:

- completed application form in SmartyGrants
- completed business case template
- supporting documents
- Treasury Compliant Benefit Cost Ratio (for projects with an estimated total cost of more than \$5 million). Information about the Benefit Cost Ratio can be found on the Treasury website: [treasury.nsw.gov.au/nsw-economy/](https://treasury.nsw.gov.au/nsw-economy/economic-frameworks)**economic-frameworks**.

Download and complete the mandatory templates

Find and download the relevant template for your project on the Regional Cultural Fund web page: nsw.gov.au/regionalculturalfund.

Applicants must populate every part of the templates.

Co-contribution

Applicants should note that co-contribution is mandatory and higher levels of co-contribution will be viewed favourably in the assessment process.



Spaghetti Circus - *Momeraths*, 2016.
Photo | John McCormick, Carnival Cinema.
Image courtesy Spaghetti Circus.

Albury LibraryMuseum, *Longing to Belong*, 2018.
Photo | Albury LibraryMuseum (Albury City Council). Image courtesy Albury LibraryMuseum.

ASSESSMENT

6

Applications will be assessed by a panel of professional and independent experts.

There are four assessment criteria aligned to the objectives as shown below:

1. Case for change
2. Capacity to deliver
3. Value for money
4. Engagement and reach

Each criterion is equally weighted in the scoring process.

Competitive applications will demonstrate competency across all criteria

Assessment criteria	Projects with an estimated total cost < \$250,000 must show:	In addition, projects with an estimated total cost > \$250,000 must show:
Criteria 1: Case for change	<ul style="list-style-type: none"> • an immediate and continuing need for the proposed project deliverables (the case for change) • the proposed project aligns with the fund’s priorities and objectives • that alternative ways to meet the need have been considered • social and economic impacts of the project considered as contributing to the fund’s objectives. 	<ul style="list-style-type: none"> • the scope, scale and requirements of the project have been properly identified and are realistic, clear and unambiguous • a comprehensive assessment and analysis of all reasonable, feasible alternative means of meeting the need • criteria for measuring the success of the project, and the benefits to be delivered have been defined, quantified and target dates assigned for achievement of benefits and successful project delivery.
Criteria 2: Capacity to deliver	<ul style="list-style-type: none"> • roles, responsibilities and accountabilities have been allocated to project team members • the proposed project schedule and milestones are achievable, and description of any contingency allowances • major risks have been identified and assessed, and any actions to avoid or mitigate these risks have been considered. 	<ul style="list-style-type: none"> • appropriate expertise for the project team has been identified and is available • project risks are visible at the appropriate level of management, with responsibility for risk monitoring and management assigned to a suitable project team member • responsibility has been assigned for the management and reporting of benefits • capability and capacity to establish and manage the proposed project governance structure.



Kandos Museum, *Yinaa - Gibir*
 (A Woman - A Man) mural by Djon
 Mundine and Wiradjuri Dabee clan, 2015.
Photo | Mike Oakey.
Image courtesy Kandos Museum.



Exterior of Flying Fruit Fly Circus (detail).
Photo | Joss Construction.
Photo courtesy of Flying Fruit Fly Circus.

Assessment criteria	Projects with an estimated total cost < \$250,000 must show:	In addition, projects with an estimated total cost > \$250,000 must show:
<p>Criteria 3: Value for money</p>	<ul style="list-style-type: none"> • all costs throughout the life of the project have been identified, quantified (where possible), validated and included in the analysis • assumptions underlying the analysis are clearly articulated • the ongoing feasibility of the project has been considered and shown to be viable • all opportunities for co-funding have been maximised • a reasonable contingency management approach with sufficient contingency allowances to cover risk management strategies. 	<ul style="list-style-type: none"> • appropriate analysis has been undertaken (i.e. a financial and/or economic appraisal), the cost-benefit analysis supports the recommended option and the ongoing feasibility is shown to be viable • analysis of a range of alternative options (including a realistic base case) has been undertaken • the range of alternatives options considered must be reasonable and offer a similar level of service delivery • expected benefits have been identified, quantified (where possible) and validated. They are considered realistic and most likely to be achieved in the specified timeframe.
<p>Criteria 4: Engagement and reach</p>	<ul style="list-style-type: none"> • community support for the project • stakeholder views have been considered in developing the project • key stakeholders have been identified, and their opinions reviewed and documented • recreational and educational benefits for the community. 	<ul style="list-style-type: none"> • a strategy for managing stakeholder expectations and communications with stakeholders has been developed • a strategy for measuring the extent to which the community agrees that recreational and educational benefits have been delivered has been developed.

Getting support

A range of tools and templates to help applicants complete and submit their applications are available on the Regional Cultural Fund web page: nsw.gov.au/regionalculturalfund. Online information sessions (webinars) may also be offered through the web page.

The Regional Cultural Fund team can be contacted at: regional@arts.nsw.gov.au or on (02) 8289 6575.

Yindyamarra Sculpture Walk, *Vertical Message Sticks*, 2014, River Red Gum, Galvanised Steel, by Girralang Rolyat (Carmel Taylor), Wiradjuri nation.
Photographer unknown. Image courtesy Albury City Council.



Spaghetti Circus - Mullum Music Festival, 2016 with performers Luella, Nellie and Rosa.
Photo | John McCormick, Carnival Cinema. Image courtesy Spaghetti Circus.



Round Two key dates

Round Two opens on Sunday 1 July 2018 and applications close at 12pm (midday), Friday 21 September 2018.

Arts Northern Rivers, *Weaving Women Project*, Tania Marlowe.

Photo | Kate Holmes. Image courtesy Arts Northern Rivers.



If you are successful

Organisations must not begin to make financial commitments for successful projects until funding agreement documentation has been finalised by the NSW Department of Planning and Environment, and any relevant parties.

The information provided in your funding application will be used to create:

- a funding agreement and reporting schedule based on key milestones
- any special conditions
- key performance indicators
- a proposed evaluation method.

These will become part of the funding agreement. View examples at nsw.gov.au/regionalculturalfund.

The funds must be spent on items and eligible project costs directly relating to the project, as specified in the application and the funding agreement.

Where successful applications have identified other sources of funding, and are unable to secure these funds within a 12-month period, any Regional Cultural Fund funding will be required to be returned.

Funding identified for contingency purposes will only be released if the applicant is able to demonstrate that the contingency is required to complete the project as outlined in the application.

Funds that are unspent at the end of the project, or which were not used in accordance with the funding agreement, must be returned.

Requests for variations or changes to the project may be considered in limited circumstances. Changes or variations may be rejected or accepted subject to certain conditions.

Information on grants may be publicised.

Model funding agreements

The model funding agreement gives you a general idea of the nature of the contractual arrangement you will be required to enter if successful. This can be found at: nsw.gov.au/regionalculturalfund.

KEY STEPS

1. Read these guidelines and all the application information to determine the correct category for your project.
2. Download and familiarise yourself with the template relevant to your category from the Regional Cultural Fund web page: nsw.gov.au/regionalculturalfund.
3. View the model funding agreement on our website to get a general idea of the nature of the contractual arrangement you will be required to enter if successful.
4. Contact us to discuss your project.
5. Register as a Smartygrants user.
6. Complete page one of the Smartygrants application to ensure your project is eligible.
7. Seek the relevant internal approvals, prepare the application, and upload documentation and support material attachments.
8. Submit your application through Smartygrants no later than 12pm (midday) on Friday 21 September 2018.



MORE INFORMATION

www.nsw.gov.au/regionalculturalfund

Contact us

Email: regional@arts.nsw.gov.au

Phone: (02) 8289 6575

© State of NSW 2018

Disclaimer

While every reasonable effort has been made to ensure that the facts contained within this document are correct at time of printing, the state of NSW, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of this document.

Copyright notice

In keeping with the NSW Government's commitment to encourage the availability of information, you are welcome to reproduce the material that appears in this Regional Cultural Fund document for personal, in-house or non-commercial use without formal permission or charge. All other rights reserved. If you wish to reproduce, alter, store or transmit material appearing in this Regional Cultural Fund document for any other purpose, request for formal permission should be directed to the Department of Premier and Cabinet, 52 Martin Place, Sydney. You are required to acknowledge that the material is provided by this Regional Cultural Fund document or the owner of the copyright.