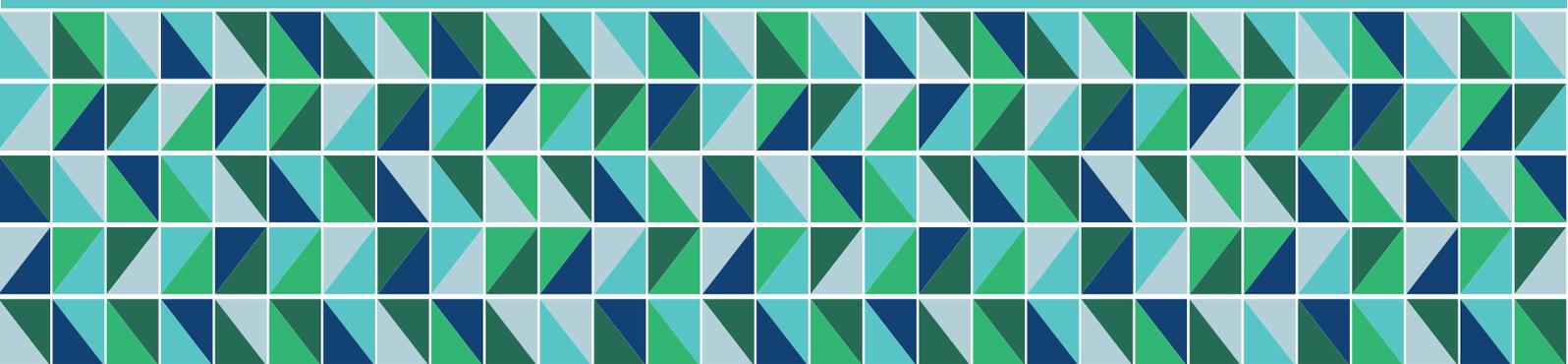


REGIONAL EXHIBITION TOURING BOOST

Public Regional Galleries Improvement Fund

2021 Applicant Handbook



Government of Western Australia

Department of Local Government, Sport and Cultural Industries
Department of Primary Industries and Regional Development



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Regional Exhibition Touring Boost

The Regional Exhibition Touring Boost (RETB) program is an \$8 million McGowan Government election commitment that increases access to, and experiences of, art and culture across Western Australia. It does this by touring more high-quality visual arts exhibitions across the State and provides the regions with increased access to the State's Art Collection.

Public Galleries play a vital role in this program and in supporting regional communities and their social, cultural and economic growth.

RETB Objective 1:

To increase the number of touring visual arts exhibitions available to regional audiences, including more access to the State's collections.

RETB Objective 2:

To build the capacity of regional public galleries to receive and present touring visual art exhibitions.

This is achieved through:

- Building new audiences and developing deeper connections with existing audiences through programming and engagement strategies;
- Providing professional development for artists and arts workers;
- Increasing the number of cultural tourism events and capitalise on touring exhibitions;
- Enabling partnerships that create employment in the arts and creative industries in regional WA; and
- Ensuring more promotion, sales and commission opportunities for WA artists.

The RETB provides the building blocks for improved art and cultural experiences in Western Australia. Touring exhibitions form only part of the story. Local collections and local communities are integral to these stories, and are involved and engaged throughout the process.

Public Regional Galleries Improvement Fund

Purpose

The purpose of the Public Regional Galleries Improvement Fund (PRGIF) is to support the RETB and arts activities through improvements and upgrades to eligible public arts and cultural galleries in regional Western Australia. It aims to strengthen the capacity of regional public galleries by enabling minor or major scale upgrades, COVID-19 recovery, and RETB activity and program support.

Funding Objectives

Funding distributed through this program is intended to support and achieve the following objectives:

- improve the quality of arts and cultural infrastructure in regional WA;
- mitigate COVID-19 impact and maintain activation of regional arts sector;
- contribute to the long-term sustainability of arts and cultural galleries in regional WA;
- improve galleries' ability to receive art works requiring environmental and security conditions, such as the State Art Collection.



There Were Moments of Transformation Tour Launch at Ningaloo Centre, Exmouth. September 2020. Image courtesy Shire of Exmouth.



Eligibility

Who can apply?

Applications are invited from public regional galleries that meet the following criteria:

- are located in regional Western Australia;
- are operated, owned or leased by a regional LGA or not-for-profit organisation with a non-statutory base. NB: funding cannot be used for staff wages in LGA galleries;
- either own or have a lease on an eligible gallery for at least 10 years from the date of the PRGIF funding application;
- not currently be in receipt of Royalties for Regions funding for infrastructure projects;
- have a space within the building devoted to the exhibition of works of art and available to the public;
- have the capacity to engage with audiences and host activity in the space(s);
- in the case of multi-purpose or co-located facilities, demonstrate that the upgrades are intended to support delivery of arts and cultural activity;
- are hosts of programmed, planned and funded visual and cultural arts activity and can demonstrate this in the application.
- While public galleries do not need to be currently involved in RETB activity to receive funding, those participating in RETB activity will be prioritised.

How much can I apply for?

Minor Upgrades & Support

\$2,500 to \$25,000 (excluding GST)

Major Upgrades & Support

\$25,001 to \$50,000 (excluding GST)

Within your budget there must be an applicant contribution of 10% - 20% of total upgrade cost (at least 10% in cash, not in-kind).

The value of funding sought should reflect:

- the scale and complexity of the upgrade project;
- potential benefits for the gallery and community;
- potential contribution to the growth and sustainability of visual arts touring circuits in WA;
- and/or potential employment opportunities for regional artists and arts workers.



What can I apply for?

Minor Upgrades & Support

- procurement of technical equipment with minimal supply and installation requirements e.g. public address and microphone systems, speakers, amplifiers, gallery hanging systems, hanging/install hardware tool-kits projectors, smart TVs, iPads, headphones, lighting, plinths, display cases, mobile seating, gallery fixed seating, wireless communication systems, LED display systems & signage and any consumables, cords or cables required for the listed equipment.
- art collection management systems and infrastructure e.g. new databases or digitisation;
- online activation; and
- COVID-19 relief support including staff salaries (15% of associated admin costs) (NB: funding cannot be used for staff wages in LGA galleries). The relief support includes any costs associated with enforcing the government's COVID-19 restrictions (such as hiring of COVID-safe equipment or services).

Major Upgrades & Support

- procurement of technical equipment items with more complex installation to existing venue infrastructure e.g. digital dimmer systems, climate-controlled monitoring systems (i.e. Thermometer-Hygrometer), HVAC systems, external digital signage and non-structural acoustic improvements, lighting and audio equipment or accessories;
- structural internal works (including design, build & install) e.g. false or temporary wall construction, modification to entry ways and service access points, acoustic improvements; and
- any items also included in Minor Upgrades & Support.

It is helpful to refer to your venue's Facility Report and the Supporting Guides linked on page 11 when assessing the needs of the venue and identifying appropriate upgrades.

What can't I apply for?

The following items are ineligible expenses and should not be included or your application will be deemed ineligible:

- the purchase cost of land and/or buildings
- 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, unless demonstrating direct improvement to artistic activity
- debt reduction
- private entertainment, food, beverages, plaques, awards or scholarships
- project feasibility and planning expenses, such as the development of architectural, engineering and other technical services necessary to initiate the project



Application Assessment

Applications to this funding program are assessed by a peer panel. Assessors will consider your application against the following five criteria and allocate a weighted score:

1. Eligibility (20%)

Applicants must meet all criteria detailed on page 5.

2. Program Objectives (20%)

Applications must meet the program objectives detailed on page 4.

3. Venue Need & Impact (20%)

The proposed activity in your application should reflect the need demonstrated in your application answers and Facility Report. In conjunction with this, the impact of the proposed activity on the venue capacity, programming, audiences and wider community will also be assessed.

4. Good Planning (20%)

Good planning refers to the level of consideration which has been given to practically undertaking the activity. Good planning can be demonstrated by, but not limited to; carefully considered preparation, confirmation of key personnel, a realistic timeline and achievable outcomes, quotes, documented research and/or consultation, and a process of evaluation.

5. Financial Responsibility (20%)

Financial responsibility refers to the sound management of the budget. Financial responsibility can be demonstrated by but is not limited to: efficient use of resources, reasonable expenses, an accurate and comprehensive budget, other sources of income (including in-kind) considered and included where appropriate, and that the activity demonstrates self-sufficiency

Timeline

Monday May 3, 2021 Applications Open

5pm Friday July 9, 2021 Draft Review Deadline (see more details on Page 11)

5pm Friday July 30, 2021 Applications Close

August 24 – September 11, 2021 Panel Assessment

September 6 -13, 2021 Notification of Outcome (funds dispersed to successful applicants within 2 weeks of receiving signed funding agreement)



Application Components

You will complete your application through a Google Form.

The Google Application Form can be found [here](#).

This form cannot be saved, it must be completed and submitted in one session.

There are 4 sections to the form.

Applicant Details

General contact information for the person responsible for submitting the application.

Gallery Information

- General venue contact details, building use and heritage status.
- Number of exhibitions and visitors in the last 12 months.

Core Application Questions

1. What is the upgrade/s you are seeking funding for?

Provide a summary of the planned upgrade, outlining its key elements and what these will involve. Max 300 words.

2. What are the current issues facing the gallery?

Provide a rationale for the project proposal. Highlight and summarise the key issues and needs facing the gallery and outline the research you've undertaken to identify them. Detail any upcoming programs or exhibitions that will be supported by these upgrades. Feel free to draw on your Facility Report and guides & research on page 11 that can support and add value to the issues outlined. Max 300 words.

3. What are the desired outcomes and how will you evaluate the project?

With reference to the issues you identified in question 2, describe the outcomes you hope to achieve with PRGIF funding. Provide a summary of the project development, implementation and delivery phases as well as how you will measure their success or otherwise. Max 300 words.

4. Describe how you will project manage this project.

Describe how you will project manage the proposed upgrade. Max 300 words.

5. What is the timeline for the project?

Outline the key milestones for the project and any relevant factors determining the timing of the milestones. Max 300 words.



Support Material

The following supporting documents are to be uploaded to the final section of the Google Application Form. All documents must be in PDF format, Maximum 10 A4 pages within one PDF only, 5MB max.

1. Gallery Program

Relevant planned program guide or strategy.

2. Budget

You will enter your figures into a [template](#) which can be found [here](#). See more details below.

3. Estimates or quotes for all expenditure

Ensure expenditure amounts match what is listed in your budget.

4. Evidence of financial commitments from other sources or in-kind

Ensure expenditure amounts match what is listed in your budget.

5. Facility Report Summary

You will enter your information into a [template](#) which can be found [here](#). See more details below.

Facility Report Summary

A Facility Report is a valuable tool to determine the capacity of your venue and to identify need for equipment and infrastructure upgrades. For the purpose of assessing this fund a simplified version of a Facility Report has been created with the core information about your venue capacity.

The template can be found [here](#), it is a fillable PDF and can be completed digitally.

Budget

The financial information in your budget helps to demonstrate that all elements of your activity have been considered, thoroughly researched and costed.

- If you are registered for GST, you should **not** include GST in the budget figures. All amounts should be in Australian dollars.
- Your funding request is the difference between your expenditure minus your income. To ensure this amount is calculated accurately, seek quotes for all expenditure items and include all costs associated with the activity, even if they are supplied in-kind.
- For each expenditure or income item you add to the budget, use the notes area alongside the item to explain how that item relates to the delivery of your activity and how the cost was calculated.

Expenditure

- Expenditure items can vary significantly from one activity to another. Any legitimate expense that is eligible can be included in the budget.
- Eligible expenses are those directly related to undertaking the proposed works identified in the scope of the project, e.g. project management and consultancy fees, costs of materials, supplies, technical expertise, installation and other related labour costs.
- Ensure you have checked what you can and can't apply for on page 6.



Income

- Include any confirmed and anticipated income sources related to the project.
- There must be an applicant contribution of 10% - 20% of total upgrade cost (at least 10% in cash, not in-kind).
- List your cash contribution in the “other income” of the income table.

In-kind expenditure and income

Some expenses may be offered to you for free or at a discount. This might be borrowed equipment, the use of a rehearsal space, donated or discounted goods or services, volunteers (including you), negotiated discounted fees and allowances. It could also be staff costs required to deliver the upgrade, anything given to your project at no expense to you is considered in-kind.

All in-kind expenditure must be included as a budget item under the in-kind expenditure category. The corresponding recognition of in-kind income is created automatically in the spreadsheet and you do not need to enter any in-kind income budget items. The total in-kind expenditure will always equal the total in-kind income.

If, for example, you are hiring a venue, which would normally charge \$2000, and you have successfully negotiated an \$800 (40%) discount, you would include Venue Hire Fee as a budget item under the Expenditure category of \$1,200 and \$800 under the In-Kind Expenditure category.

Taxation

The Australian Taxation Office (ATO) considers any grant payment to be taxable income for the purposes of your annual income tax return. If you receive a grant you are encouraged to discuss your tax implications with your tax agent or the ATO.

If you are registered for GST, you must show your expenditure items exclusive of the GST component.

For example, you have been quoted \$550 including GST for lighting hire. In your expenditure budget you would only show lighting hire of \$500. If your activity is funded, the PRGIF payment will include a 10% GST component to cover those items on which GST is payable.

Acquittal Report

If you're successful you will be required to fill in an Acquittal Report when your activity has finished. An Acquittal Report details your activity and how you spent the grant. The Acquittal Report will be sent to you once a copy of your signed funding agreement has been received. Your Acquittal Report must be submitted within 90 days of the activity completion date as specified in the funding agreement.

You will need to attach relevant documents, images and videos that substantiate the delivery of the activity and that may demonstrate the impact and outcomes achieved.

The report will also include your activity budget and you will be required to enter all the actual figures against each budget item and add any additional items not in the original budget. Variations between budget and actual figures are acceptable; however, you must provide an explanation for large variations in the notes for that item.

Application Support

Please read through this handbook carefully before beginning your application.

If you have any questions throughout the application process, please contact:

Olivia Nichols or Alex Fuller
Phone (08) 9249 3479
Email exhibitions@artonthemove.art
Monday – Thursday | 8am - 4pm

Draft Review

If you would like your draft application reviewed you must email drafts of the following to exhibitions@artonthemove.art by **5pm Friday July 9, 2021**:

- Answers to core application questions (Word document or PDF)
- Budget spreadsheet (Excel template completed)
- Facility Report Summary (PDF template completed)

Your draft application will be reviewed within 1 week and where deemed appropriate consultation meetings will be setup with applicants via Zoom to discuss your application and your venue's needs, in relation to submitted Facility Report Summary.

Google Form Help

The Google Application Form can be found [here](#). This form cannot be saved, it must be completed and submitted in one session. You will need a Google account to complete this application. If you don't already have one, you can easily create an account using [this guide](#).

Supporting Guides

The following links and documents may assist in considering your galleries needs and appropriate upgrades:

- [Regional Galleries Mapping And Needs Analysis Project Executive Summary Report](#)
- [Australian Public Galleries Snapshot](#)
- [COVID-19 | Information, Resources & Support for WA Public Galleries](#)
- [Gallery Equipment List](#)
- [Sustainable Climate Control and Lighting Guide](#)
- [Digital Suppliers List for Museums & Galleries](#)
- [Media Player Guide](#)