

REGIONAL EXHIBITION TOURING BOOST

PUBLIC REGIONAL GALLERIES IMPROVEMENT FUND

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APPLICANT
HANDBOOK

This project has been made possible through the Regional Exhibition Touring Boost managed by the Department of Local Government, Sport and Cultural Industries, supported by Royalties for Regions.





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PUBLIC REGIONAL GALLERIES IMPROVEMENT FUND

PURPOSE

The Public Regional Galleries Improvement Fund (PRGIF) is aligned with the Regional Exhibition Touring Boost, an \$8 million McGowan Government election commitment that aims to increase access to art and culture across Western Australia.

The PRGIF supports improvements and upgrades, including the procurement of equipment, to eligible public arts and cultural galleries in regional Western Australia that will increase Galleries' capacity to receive touring exhibitions, participate in RETB activities and increases audience access to arts and culture, including the State Art Collection.

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;
- 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.



The Alternative Archive tour launch at Goldfields Art Centre. January, 2023. Photography by Mellen Burns.

REGIONAL EXHIBITION TOURING BOOST

The McGowan Governments' Regional Exhibition Touring Boost (RETB) aims to increase the number of high-quality visual arts touring exhibitions across the State and provide 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 art collections, including the State Art Collection.

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.

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.

NOTE: If your lease conditions fall outside these requirements, you may be able to make a case for special consideration. Contact ART ON THE MOVE to find out more.

- 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.

Previous recipients of PRGIF funding who have acquitted all completed projects are encouraged to apply again

WHAT CAN I APPLY FOR?

a) Minor Upgrades & Support
\$2,500 to \$25,000 (excluding GST)

b) 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).

NOTE: Projects that increase capacity to receive touring exhibitions, especially from the State Art Collection, will be prioritised for funding.

Minor Upgrades: projects or procurement of equipment with minimal supply and installation requirements.

For example: temporary signage (internal and external; digital or analogue, **including for way finding and accessibility**); gallery hanging systems; hardware toolkits; acoustic improvements; lighting and audio-visual equipment or accessories such as public address and microphone systems, speakers, amplifiers, projectors, smart TVs, iPads or tablets, lighting, plinths, display cases, headphones; mobile or fixed seating; wireless communication systems and any consumables, cords or cables required for the listed equipment.

Major Upgrades: projects or procurement of technical equipment items requiring more complex alteration to existing venue infrastructure or systems.

For example: digital dimmer systems; climate-controlled monitoring systems (i.e. Thermometer-Hygrometer); storage for artworks or artwork crates; art collection management systems and infrastructure, such as new databases or digitisation; permanent signage (internal and external/digital or analogue **including for way finding or accessibility**).

WHAT CAN I APPLY FOR?

Upgrades may be used for exhibitions, art collection management or to improve venue accessibility.

Refer to your venue's Facility Report and the Supporting Guides linked on page 14 when identifying appropriate upgrades.

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 CANT I APPLY FOR?

The following items are ineligible expenses and will not be considered for funding.

- Administrative and office equipment considered necessary for daily operating requirements, for example office furniture, stationery or grounds-keeping equipment
- 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 an Industry 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. Need, Relevance & Impact (20%)

The proposed activity in your application should be relevant to your exhibition and engagement program and 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

APPLICATION COMPONENTS

You will complete your application through an online form. [View here.](#)

The form can be saved during the application process, but we recommend keeping copy of your application saved on your personal computer.

There are 4 sections to the form.

1: Applicant Details

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

2: Gallery Information

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

3: Core Application Questions

See following pages for more information

4: Support Material

See following pages for more information



Painted Tree Gallery PRGIF upgrades, 2021. Courtesy Painted Tree Gallery.

APPLICATION COMPONENTS

Core Application Questions

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

Provide a summary of the planned upgrade, outlining key elements.

Max 500 words.

2: What long-term challenges to art collection, program or venue access and sustainability will the upgrade address?

What are the key issues facing the gallery?

Provide a rationale for the project proposal and address its relevance to the funding objectives.

Outline any research you've undertaken to identify them.

You can also use your Facility Report, and the guides and research on Page 14 to support your answer.

Max 500 words

3: What will you achieve with this funding?

What will this funding allow you to do that you have otherwise not been able to?

List any exhibitions (including touring exhibitions), workshops and other gallery programs that will be supported by the upgrades.

Consider how the upgrades benefit the gallery and community by:

- contributing to the growth and sustainability of visual arts touring circuits in WA,
- or - increasing potential employment opportunities for regional artists and arts workers.
- or - improving the accessibility or quality of art experiences for audiences.

Max 500 words

4: Describe how you will manage this project and provide a project timeline.

Identify key milestones, and any internal and external factors that may impact on them.

Max 300 words

5: How will you evaluate the impact of the upgrades?

What information do you need to evaluate the impact of the upgrades and how will you collect and present it?

Max 300 words

SUPPORT MATERIAL

The following supporting documents are to be uploaded to the final section of the Application Form.

All documents must be in PDF format, Maximum 10 A4 pages within one PDF only, 5MB max.

1. Gallery and Engagement Program

Provide examples of your annual gallery program.

This can include:

- exhibitions
- workshops
- talks
- other engagement programs

2. Budget

You will enter your figures into a template, which can be found [here](#).

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, including in-kind

Ensure expenditure amounts match what is listed in your budget

5. Facility Documentation.

Provide a complete and current Facility Report, and a maximum of 10 images of the gallery or building/s relevant to the application.

If you have not previously completed a Facility Report, [a template can be found here](#).

See more details on page 12

SUPPORT MATERIAL NOTES

Facility Report Summary

A Facility Report documents key information about your gallery that can be used to assess its capacity to receive loans or touring exhibitions, and to describe the gallery to stakeholders, such as artists, curators, organisational partners, or funding bodies.

A detailed Facilities Report captures environmental, security and staffing conditions, as well as materials of construction, weight and size ratings of floors, doorways, storage and gallery spaces.

For the purpose of this application process, a simplified version of a Facility Report has been created to cover core information about your venue.

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.

Refer back to pages 6 and 7 to check what items you can and can't apply for.

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.

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.

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.

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.

PROJECT UPDATES AND ACQUITTAL REPORT

If you are successful, you will be issued a Funding Agreement.

You must complete the Funding Agreement before an invoice can be submitted.

Unforeseen circumstances may delay completion of the upgrades, or require a change to the project outcomes.

You **must** notify ART ON THE MOVE of any change to the upgrade outcome or completion date before committing to further expenditure.

Extensions to the upgrade completion date will be considered on a case-by-case basis

Successful applicants will be required to fill in an Acquittal Report when the project is complete.

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

Draft Review

Please let us know if you would like a draft application reviewed prior to submission.

You can email a draft of the following to ART ON THE MOVE before **5pm Thurs April 27, 2023:**

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

Your draft application will be reviewed within 1 week.

Consultation meetings can also be arranged online or by telephone to discuss your application and your venue's needs.

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

ART ON THE MOVE PRGIF Officer
Phone (08) 9335 6011
Email aotm@artonthemove.art

or

ART ON THE MOVE Exhibitions and Touring Manager
Phone (08) 9335 6011
Email exhibitions@artonthemove.art

Office Hours:
Monday – Thursday | 8am – 4pm

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](#)

[Gallery Equipment List](#)

[Sustainable Climate Control and Lighting Guide](#)

[Digital Suppliers List for Museums & Galleries](#)

[Introduction to Access](#)

Please read through this handbook carefully before beginning your application.

TIMELINE

Applications open:	7 March 2023
Webinar Q&A for Applicants:	19 April 2023
Application draft review deadline:	27 April 2023
SUBMISSIONS CLOSE:	1 June 2023
Notifications by:	before 23 June 2023