## 2024 Country Arts Support Program (CASP) Arts Mid North Coast

**Guidelines**We recommend reading the full guidelines on this page before completing your application.   
  
To apply for funding you will need to complete and submit the relevant application form through our secure online grants system, SmartyGrants.  
  
To be eligible, applicants must discuss their project with Arts Mid North Coast before applying.  
  
**Accessibility**If you are an applicant with a disability, and you require this information in a format that is accessible to you, or if you require this information in another language, you can contact us on the details below between 9am and 5pm Monday to Friday. Telephone: (02) 02 6658 9400 or Email: [communications@artsmidnorthcoast.org](mailto:communications@artsmidnorthcoast.org)   
  
  
**Overview**Country Arts Support Program (CASP) is an annual small grants program and is guided by Create NSW Arts and Cultural Funding Program’s three major objectives:

* grow creative leadership and programming excellence in NSW
* strengthen NSW arts and cultural activity that drives community and social benefits
* showcase NSW as a leader for strategic arts and cultural governance and strong financial management.

The fund is delivered on behalf of Create NSW in partnership with the 15 Regional Arts Development Organisations. CASP is not a recurrent fund. The program aims to support community arts and cultural development in regional NSW through small grants that:

* assist locally determined community arts and cultural activities  
  increase opportunities for regionally based groups to access a diverse range of arts programs
* enable communities to explore and express their cultural identities  
  bring social and economic benefits to the community through training, employment and promotional opportunities
* lead to greater awareness and appreciation of cultural diversity  
  increase the sustainability and resilience of regionally based community arts organisations

The Country Arts Support Program supports the following Create NSW ACFP priority areas:

* people living and/or working in regional NSW
* NSW Aboriginal people
* people from culturally and linguistically diverse backgrounds
* people with disability
* young people.

**Eligibility**

**Who can apply for funding?**

* Aboriginal Corporations
* A not for profit incorporated body
* An individual / sole trader with current ABN
* Groups/Collectives (A lead Project Administrator must have an ABN)
* A group/collective with a nominated Funds Administrator (see Definitions at the bottom of this page)

All applicants are required to have a current certificate of currency for Broadform Liability or ‘Public Liability’ Insurance

Applicants and project activities must be based in eligible local government areas that contribute to Arts Mid North Coast: Port Macquarie-Hastings LGA; Kempsey Shire LGA; Nambucca Valley LGA; Bellingen Shire LGA and Coffs Harbour LGA.

**Who is not eligible to apply?**

* Individuals, Groups and organisations based outside of Arts Mid North Coast region or applying for projects based outside those areas
* Interstate organisations
* Professional touring groups
* Commercial enterprises
* Groups/ensembles and unincorporated associations with no Funds Administrator
* Regional Conservatoriums
* Organisations that have applied for or received Create NSW funding for the same activity
* Previous recipients where the use of the grant did not, in the opinion of the CASP state assessment panel, conform to the spirit and intentions of these guidelines
* Local, state and federal government departments, including schools (except P&Cs who are incorporated).

**Eligible activities**  
  
Projects including but not limited to:

* workshops
* arts activities as part of community festivals or events
* activation of community halls for arts events/activities
* artist-in-residence programs
* public art and design projects
* performances
* community seminars and forums
* exhibitions
* other local arts initiatives

Note: To be eligible, applicants must discuss their project with Arts Mid North Coast before applying. Contact [director@artsmidnorthcoast.org](mailto:director@artsmidnorthcoast.org)

If your project involves working with children and young people, participants must supply a current Working With Children Check Number.

**CASP will not fund**:

* Core equipment purchases (such as laptops, artworks, musical instruments), you can purchase art materials required for the project / event / workshop.
* Capital expenses (infrastructure/building activities)
* fundraising and donations, awards, competition entry fees or prize money
* Applicants who have already received Create NSW or other funding for the same activities
* repayment of loans regarding funding opportunities
* General operating expenses or ongoing costs of long-term continuous projects
* Projects that have commenced or are completed
* Sporting and religious events/activities
* activities that are carried out to satisfy the course requirements of an educational institution, such as a TAFE or university
* activities that directly support the delivery of an educational program, school curriculum or course, and delivered during school hours at a single institution.
* reimbursement to recover costs of items already purchased (such as flights, accommodation, and materials)

**When can I apply for funding?**

Applications open Thursday 1 May 2023 and close Friday 31 May at 12 midnight AEST. Projects are to take place between 1 July 2024 – 28 February 2025

**How much funding can I apply for?**

Grants of $500 - $2,000 are available primarily for professional artists’ fees, art materials, venue hire, travel and accommodation.

**Assessment criteria**Applications will be assessed against the following criteria:

* Artistic and cultural merit (Merit)
* Relevance, extent and depth of community engagement and participation (Impact)
* Evidence of consultation with and support from the community (Impact)
* Evidence of adequate planning, budgeting and capacity to manage the project (Viability)

Priority is given to projects which address these criteria and provide artist fees at industry rates.

**Process**You must contact Arts Mid North Coast to discuss your application before it is submitted.

**To apply to the 2024 CASP funding round you need to complete and submit an application form through our secure online grants system, SmartyGrants.** You will be required to create a SmartyGrants account before you can proceed with your application. You should save your application form on a regular basis and allow plenty of time to review your application before submission.

All applications must be submitted via the Country Arts Support Program (CASP) 2024 Application in SmartyGrants by midnight Friday 31 May. Applications will not be accepted after that time.

Once your application is received and has been deemed eligible, it will be assessed, rated and prioritised by the CASP Regional Assessment Panel.

Arts Mid North Coast staff will make final recommendations with reference to the assessment criteria, artform, demographics and the distribution, range and scale of recommended applicants.

**Checklist**

✔ All support material must be relevant to your project and submitted with your application.

✔ If your project involves working with children and young people, participants must supply a current Working With Children Check Number.

✔ Applicants should consider access for People with Disability in their information and events.

✔ Applications with creative content and/or stated intended outcomes relating to Aboriginal and/or Torres Strait Islander artists, communities or their activities must provide letters of support from relevant Aboriginal or Torres Strait Islander artists and/or communities. [**Please ensure you download and read Create NSW’s Aboriginal Arts and Cultural Protocols**](https://www.create.nsw.gov.au/arts-in-nsw/aboriginal-arts-and-culture-protocols/) **at** [**https://www.create.nsw.gov.au/arts-in-nsw/aboriginal-arts-and-culture-protocols/**](https://www.create.nsw.gov.au/arts-in-nsw/aboriginal-arts-and-culture-protocols/)

✔ All applications must have a current certificate of currency for Broadform Liability or ‘Public Liability’ Insurance.

**What support is available to me?**Resources are available to assist you with your funding application. Contact Arts Mid North Coast to discuss your application.   
Telephone: 02 6658 9400 Email: director@artsmidnorthcoast.org

**Definitions***What is a Funds Administrator?*If your group is not incorporated, you can still apply for a grant if you have a Funds Administrator. A Funds Administrator is a legally constituted organisation that will take legal and financial responsibility for a grant if awarded. A signed letter from the Funds Administrator will be required. If a grant is awarded, the Funds Administrator must also sign the Conditions for Payment of Grant form and is responsible for reporting on the grant within three months of the project’s completion. All correspondence and monies will be directed to the Funds Administrator. It is recommended that grant applicants enter into a written agreement with their nominated Funds Administrator highlighting respective rights and responsibilities.