

2009 FELLOWSHIPS AND SCHOLARSHIPS PROGRAM

GENERAL GUIDELINES FOR INDIVIDUAL APPLICANTS

1. ABOUT ARTS NSW

Arts NSW is a division of the NSW Department of the Arts, Sport and Recreation. The primary role of Arts NSW is to support the development of the arts in NSW. The 2007-2011 Arts NSW Strategic Plan summarises our vision as follows:

Our vision is to foster a spirited arts and cultural environment which values our artists and our heritage, which builds community, excites our imagination and inspires our future.

The 2007-2011 Strategic Plan identifies the following strategic goals for Arts NSW:

- Effective key arts organisations, services and infrastructure
- Increased participation and broader access to the arts
- A creative and diverse arts practice
- An efficient and responsive organisation.

Arts NSW gives effect to these goals through a number of mechanisms, particularly its funding programs.

2. FUNDING PROVIDED UNDER THE 2009 FELLOWSHIPS AND SCHOLARSHIPS PROGRAM

Arts NSW is offering the following fellowships and scholarships in 2009:

- NSW Archival Research Fellowship
- NSW History Fellowship
- Design NSW: Travelling Scholarship (*in partnership with the Powerhouse Museum and the British Council*)
- NSW Writer's Fellowship
- Philip Parsons Young Playwright's Award (*managed by Company B*)
- Rex Cramphorn Theatre Scholarship
- Helen Lempriere Travelling Art Scholarship (*managed by Artspace*)
- Women and Arts Fellowship

Other biennial fellowships and scholarships available in 2010 include:

- David Paul Landa Scholarship (*managed by Musica Viva*)
- Indigenous Arts Fellowship
- NSW Indigenous History Fellowship (*managed by the History Council of NSW*)
- Robert Helpmann Scholarship

Details of these biennial fellowships and scholarships will be available in 2010.

Each of these fellowships and scholarships has particular application requirements. The following information is of a general nature only.

3. ELIGIBILITY FOR FUNDING

3.1 Who is eligible to apply for a fellowship or scholarship?

Individuals applying for fellowships and scholarships must be (unless otherwise specified):

- Australian citizens currently resident in New South Wales, or
- persons holding permanent residence visas who have been residents of New South Wales for two consecutive years immediately prior to the date of their application.

Fellowships and scholarships are usually awarded to an individual, although joint applications may be accepted under certain circumstances. Inquiries should be directed to the relevant Arts NSW program staff.

In general, previous recipients of Arts NSW's fellowships and scholarships are ineligible to apply for the same award twice.

3.2 Who is ineligible to apply for a fellowship or scholarship?

Applications will not be considered from previous recipients:

- who have not fulfilled the conditions of an Arts NSW (previously Ministry for the Arts) grant, fellowship or scholarship
- whose use of a grant, fellowship or scholarship did not, in the opinion of the assessment panel conform to the spirit and intentions of these guidelines, or
- who have not acquitted or satisfactorily acquitted prior Arts NSW (previously Ministry for the Arts) grants, fellowships or scholarships.

4. APPLICATION PROCESS

4.1 How many applications may be submitted?

Applicants may apply for one or more relevant fellowships or scholarships.

4.2 Which application form should be used?

Specific application forms are available for each fellowship and scholarship. They are available from www.arts.nsw.gov.au or by contacting Arts NSW.

The details of where to submit application forms is outlined in the application forms.

4.3 Applications by people with a disability

In accordance with its Disability Action Plan, Arts NSW is committed to addressing any difficulties people with a disability may have in accessing Arts NSW and the services it provides.

Applicants with a disability who are unable to make an application in the usual way, or who need other assistance because of that disability, should contact Arts NSW on 02 9228 5533. Callers who are deaf, or have a hearing impairment or a speech/communication impairment, may call through the NRS using modem or textphone (TTY) by dialling 1800 555 677 and then asking for 1800 358 594.

5. FUNDING LIMITS AND USE OF FUNDS

5.1 Funding Limits

Each fellowship and scholarship is set at a particular level.

5.2 Are there any restrictions on the use of funds?

Fellowships and scholarships are:

- not intended to meet costs associated with a project or program that has already been substantially completed
- generally not available to assist the completion of degree theses or university or college projects undertaken to gain formal qualifications
- not to be applied towards the cost of items and materials already purchased at the time an application is lodged.

5.3 When are funding payments made?

Fellowships and scholarships are either paid in a lump sum or in instalments. The manner of payment is particular to each fellowship and scholarship.

6. HOW TO COMPLETE THE APPLICATION FORM

- Read these guidelines and the guidelines specific to the fellowship or scholarship carefully.
- Check the closing date.
- Check the eligibility criteria specific to the relevant fellowship or scholarship.
- Complete the Application Form obtained from Arts NSW or the Arts NSW website with all the required details.
- Attach the supporting material that is relevant to the particular fellowship or scholarship. As supporting material is not generally returned, please do not send original art work. Any support material retained by Arts NSW becomes the property of Arts NSW.
- First-time applicants are required to complete an electronic funds transfer (EFT) authorisation form and, only if registered for GST, two copies of a recipient-created tax invoice (RCTI) form. These forms can be obtained by downloading them from Arts NSW's website www.arts.nsw.gov.au or by calling 02 9228 5533 or 1800 358 594 (NSW).
- Forward the completed Application Form (and one copy of it), two copies of all written supporting material, single copies of other supporting material, the completed EFT authorisation form and, if applicable, two copies of the completed RCTI to Arts NSW.

7. WHO ASSESSES APPLICATIONS?

Most fellowships and scholarships are assessed by assessment panels. These assessment panels make recommendations to the Minister for the Arts.

Assessment panel members are required to comply with Arts NSW's Code of Conduct, 2003 (available from the Arts NSW website).

At the discretion of the assessment panel, applicants may be asked to attend an interview about a project or proposal.

Assessment panels will supply their recommendations to the Minister for the Arts for approval. A panel may recommend that a fellowship or scholarship not be awarded if, in its opinion, applicants do not reach a satisfactory standard.

The Minister's decisions will be final and no discussion or correspondence will be entered into concerning these decisions. Individuals may only appeal a decision on the basis of probity. Such appeals will be considered by a panel chaired by an executive of the Department not involved in the original process and consisting of independent membership.

Except where indicated, all applicants will be notified in writing of the outcome of their application.

A successful application does not commit the NSW Government to any future funding.

Rejection of an application does not necessarily mean that the project or activity is not worthy of support. Worthwhile applications may be rejected because of budgetary restrictions and the need to balance the financial support offered by Arts NSW across a wide range of programs.

For further information, please contact Arts NSW.

8. WHAT ARE THE ASSESSMENT CRITERIA?

Assessment panels will assess the artistic merit of the proposal and its intended, quantifiable, benefits.

Applications are assessed on the basis of a set of Assessment Criteria. Each fellowship and scholarship has its own specific Assessment Criteria.

9. FUNDING AGREEMENT

All fellowship and scholarship recipients will be required to sign a Funding Agreement with Arts NSW.

10. REPORTING

Fellowship and scholarship recipients are generally required to provide reports on the progress of the project, usually at six-monthly intervals, as well as a final Artistic and Financial report.

The final Artistic Report will summarise achievements against the intended results set out in the Funding Agreement and cover components such as:

- The successful completion of the planned artistic project
- Key factors (both positive and negative) that impacted on the project
- The recipient's self-assessment of the extent to which they successfully achieved the intended results.

Copies of any published work resulting from the fellowship or scholarship should be forwarded to Arts NSW.

The final Financial Report will be a statement of income and expenditure certified by the grant recipient. The Arts NSW's grant should be clearly identified as a separate item of income.

11. WHAT CONDITIONS APPLY TO RECIPIENTS OF FUNDING?

The following General Conditions apply to all funding provided by Arts NSW. Some fellowships or scholarships may have additional special conditions.

- Successful applicants for funding will be required to sign and return a Funding Agreement to Arts NSW. The form may include conditions not specified in these guidelines.
- Fellowships and scholarships may be used only for the purposes approved by the Minister. In exceptional circumstances, applicants are required to apply in writing to Arts NSW for a variation of their grant conditions before proceeding.
- Dates nominated for the commencement and completion of projects must be adhered to as far as possible. If the project is not commenced within 12 months of funding, Arts NSW will have the right to terminate its obligations under the Funding Agreement and request return of the funds.
- Funds may be withdrawn if a successful applicant fails to comply with any of the conditions specified here or any special conditions imposed for a fellowship or scholarship.
- All funding must be appropriately acknowledged in printed material and in any published work or promotional material associated with a fellowship or scholarship and, where appropriate, on website homepages. Acknowledgements should make reference to the NSW Government, the Department of the Arts, Sport and Recreation and Arts NSW in accordance with the Arts NSW branding and style guidelines available on the Arts NSW website.
- Arts NSW funding must be appropriately acquitted.

12. ADMINISTRATION OF PAYMENTS

12.1 Required Information

GST

Applicants registered for GST should complete and sign a recipient-created tax invoice (RCTI) form for the sum of the payment. If you have not signed a RCTI form, you must issue Arts NSW with a tax invoice if your application is successful.

ABN

Applicants are required to supply an Australian Business Number (ABN)

Successful applicants without an Australian Business Number (ABN) can expect to have 48.5 per cent of their grant withheld by Arts NSW, and will need to demonstrate how their project would proceed at a reduced level of funding.

Electronic funds transfer (EFT) payments

Applicants should complete and submit an EFT authorisation form to facilitate payment of the fellowship or scholarship.

Electronic funds transfer payments information will be handled according to Arts NSW's Privacy Policy. It will be seen by relevant Arts NSW staff and, if the application is successful, it will be forwarded to the Finance section of the NSW Department of the Arts, Sport and Recreation, which processes grants payments for Arts NSW.

12.2 Arts NSW's Privacy Policy

Arts NSW is required to comply with the *Privacy and Personal Information Protection Act 1998*. Arts NSW collects the minimum personal information to enable it to contact an organisation or individual and to assess the merits of an application. All privacy issues are handled in accordance with Arts NSW *Privacy Management Plan (2000)*, obtainable from the Arts NSW website.

Applicants must ensure that people whose personal details are supplied with their applications (including artists whose CVs are supplied) are aware that Arts NSW is being supplied with this information and of how this information will be used by Arts NSW.

12.3 Freedom of information

The provisions of the *Freedom of Information Act 1989* apply to documents in the possession of Arts NSW. Under some circumstances, a copy of the Application Form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

INDIGENOUS ARTS PROTOCOL: A GUIDE

Aboriginal Australia is recognised as the oldest living culture in the world. Originally consisting of diverse nations and languages, the Aboriginal people within New South Wales experienced massive changes to their ways of life as a result of European colonisation. Within New South Wales, Indigenous cultural expression (including visual arts and craft, performing arts, music, dance, theatre, literature and multimedia) plays a major role in the revitalisation of cultural practices and continued strengthening of Aboriginal identity.

One of the NSW Government's key goals in its *Cultural Development Policy* (March 1995, revised in March 1999 as *Encouraging the Arts in Local Communities*) is the recognition, support and promotion of Indigenous cultural expression.

To achieve this goal, Indigenous representatives have convened as the Indigenous Arts Reference Group (IARG), advising on policies and strategies aimed at improving infrastructure and opportunities for Indigenous artists in New South Wales.

In 1998, the IARG devised *Indigenous Arts Protocol: A Guide*, to help nurture Indigenous cultural expression in New South Wales.

Principles

- 1 All Aboriginal people are entitled to respect for their culture.
- 2 Aboriginal cultural heritage, including cultural expression, is the intellectual property of Aboriginal people.
- 3 Aboriginal people have a right to protect and manage the use of their cultural heritage and expression.
- 4 Aboriginal people have a right to benefits (e.g. training, employment, royalties, promotion etc.) accruing from any activities that use their cultural heritage and expression.
- 5 Aboriginal people have a right to Government support in the protection and maintenance of their cultural heritage and expression.

Guidelines

The following are guidelines for arts workers and organisations developing project proposals:

- 1 Projects involving Aboriginal cultural expression must be negotiated with the owner/s using appropriate protocols.
- 2 An agreement outlining the conditions of consent must be obtained from the owner/s for projects to commence and continue.
- 3 Proposals must acknowledge the owner/s of the cultural heritage or expression.
- 4 Project proposals must describe clearly, in plain and appropriate language:
 - the aims and objectives
 - the methodology
 - how the results are to be interpreted
 - what the results are to be used for
 - what the anticipated benefits to the community will be.
- 5 Proposals must demonstrate that the project will not result in damage to Aboriginal cultural integrity.

- 6 Project proposals must demonstrate that the collected information remains the intellectual property of the people who provided it.
- 7 An Aboriginal perspective should be sought on all issues surrounding the proposal.

Checklist

This is a checklist of questions intended as a guide to assist applicants in negotiations and consultation with Aboriginal communities:

- 1 Does your nominated Aboriginal community representative have the authority to speak for, or on behalf of, the proposed project? (If in doubt, consult with appropriate community leaders or organisations – for example, community-based organisations, the local Aboriginal Land Council.)
- 2 Have you received written consent from the owner/s for the project?
- 3 Does the community understand the aims, objectives and methodology of the project?
- 4 Does the community understand how the outcomes of the project will be used?
- 5 Have you made arrangements with the community to provide feedback on the project at all stages?
- 6 Have you acted in good faith and respected the privacy of Aboriginal peoples and communities? (For example, you should ensure that you have written permission for the public exhibition of all materials produced.)
- 7 Have you ensured that the community understands the copyright issues of the project? (For example, you should assist the community in seeking any legal advice that may be required.)
- 8 Does your proposal safeguard Aboriginal sensitivities? (Information or images should be used in ways that do not risk their integrity and are not detrimental to the people from whom they come.)

Definition of 'Indigenous' (Aboriginal and Torres Strait Islander)

An Indigenous person is a person of Aboriginal or Torres Strait Islander descent, who identifies as an Aboriginal or Torres Strait Islander person and is accepted as an Aboriginal or Torres Strait Islander person in the community which he or she lives in or comes from.