Create X

Asian cultural exchange program guide

V1

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Create X Program Information

The **Create X** grant program offers up to $20,000 in funding towards travel and residency costs to artists, creative industry professionals and arts organisations to undertake collaborations and cultural exchange opportunities in Singapore, Malaysia or Indonesia.

A condition of the program is for applicants to organise a reciprocal residency as part of the exchange. There is no expectation for the costs of the reciprocal residency to form part of your application.

Objectives

- provide Western Australian creatives with the opportunity to develop relationships and networks with peers in South East Asia;
- expand artistic practice, cross-cultural exchange and understanding;
- contribute to the economic, social and creative development of Western Australian arts, culture and creative industries;
- improve access to innovative technologies, partnerships and/or other funding opportunities which may lead to the development of new knowledge, skills, products, and ideas;
- share unique local stories or stories of interest and relevance;
- build Western Australian and international audiences, and markets;
- raise the profile of the arts, culture and creative industries in Western Australia and South East Asia.

What can I apply for?

Eligible activities may include, but are not limited to:

- research and development of new work through cultural exchange;
- sharing of skills, knowledge and networks between local host communities in Asia and Western Australia;
- the creation, production and public presentation of new contemporary theatre or dance works;
- the creation, production and public presentation of visual arts work and/or new music;
- the creation, production and publication of contemporary written works;
- development of new products, professional practices and market expansion;
- collaborative activities which include local communities through the exchange of culture, creative ideas, products, or artistic experiences.

Who can apply?

Individuals, groups and organisations are welcome to apply however:

- individuals must have Australian citizenship or permanent resident status;
- groups including unincorporated bodies, partnerships and individuals informally collaborating on an activity must be based in Australia;
- organisations must either be registered under law (e.g. incorporated association, company limited by guarantee) or created by law (e.g. university, school or government statutory authority);
- WA educational institutions (kindergartens, primary and secondary schools, colleges and universities) cannot apply for curriculum-based arts activity. If you are in any doubt, contact us to discuss your activity;
- if you are applying on behalf of Aboriginal people you must provide evidence of significant Aboriginal involvement in the conception, development of and participation in the activity;
- although WA residency is not a requirement to apply for a grant, if you are applying from outside WA you will need to show the benefits to WA artists, creatives, arts or cultural workers in your application.

What disciplines are eligible?

Eligible disciplines include:

- Circus and physical theatre;
- Comedy;
- Community Arts and cultural development;
- Cross-art form;
- Dance;
- Design;
- Interactive arts content;
- Literature and writing (limited to literary fiction, literary non-fiction, poetry, illustrated narrative);
- Multi-arts festivals;
- Music;
- Music theatre and opera;
- Other performing arts;
- Theatre;
- Visual arts and crafts.

What can't I apply for?

- purchase of capital equipment including instruments, equipment, software (existing), computers, tablets (iPads) and/or uniforms;
- capital works such as construction or purchasing of studios, work spaces or gallery spaces;
- activities already funded by the department's culture and the arts grant programs;
- activity relating to radio broadcasting;
- display, restoration or conservation of cultural and/or historical material;
- costs of manufacturing and/or producing prototypes;
- fundraising, competitions, prizes and trophies;
- the work of Western Australian, Australian, or international partner government departments;
- activity that will be academically assessed;
- facsimiles, genealogical works and histories of local governments, clubs, districts and organisations;
- activities related to an individual's membership in a national organisation;
- ongoing staffing costs;
- film and television activities such as:
  - the development or production of narrative shorts or features, pilots for television series, mainstream animation e.g. conventional character-based narrative cartoons;
  - documentaries, including those about arts and culture;
  - screenwriting activities or script development for film and television;
  - stand-alone documentation activities;
  - education activities, or activities where members of the public take part, where the main or only art form being used is film or digital, unless it's in support of the creative's work.

What will make my application ineligible?

Your application will be ineligible if you:

- do not provide confirmation of residency;
- do not provide a confirmed outline of the reciprocal residency;
- do not adhere to support material limits and format requirements;
- do not adhere to budget requirements including requesting more than 80% of your project cost;
- start the activity before the eligible start date;
- submit an application late;
- have any key personnel with an overdue acquittal;
- are a staff member of the DLGSC (staff of portfolio organisations may apply subject to meeting the Code of Conduct and Secondary Employment Policy);
- request funding that exceeds the funding cap of the program;
- apply for activity that will be academically assessed, academic study or research, paid study leave, or you are a student enrolled in a tertiary institution at the time of your proposed activity. You also cannot defer your studies to undertake the residency (also applies to PhD candidates). You can only apply if the course you are undertaking will be complete at the time of the proposed activity;
- do not meet the 'place of residence' eligibility criteria defined by the department as being 'a resident who has been living in Western Australia for at least one year at the time of submitting the application';
- are a Portfolio Organisation of the DLGSC.

How much can I apply for?

Eligible applicants can apply for funding up to $20,000.

When can I apply?

Applications open **3 March 2020**

Applications close **4:00pm, 16 April 2020**

For activities starting after **1 July 2020**

All times are in AWST (for Perth, Western Australia).

Check the key dates calendar for more information.

Note: Processing of grant payments to successful applicants will not start until after the grant contract is signed and returned. Depending on the activity start date, we cannot guarantee notification and/or availability of grant funds before the activity begins.

How many times can I apply?

Create X is a pilot grant program with applications restricted to one per Western Australian resident (individual, group, or organisation).

Applications to this program do not count towards the three-application limit or $60,000 total limit to the department's culture and the arts grant programs.

How do I apply?

The key dates calendar has opening and closing dates, activity start dates and draft review deadlines.

Please apply using the Online Grants web portal.

More information about how to apply can be found in the application manual.

How will my application be assessed?

Applications to this funding program are assessed by a peer panel.

All applications are assessed against four criteria:

- Quality
- Reach
- Good Planning
- Financial Responsibility.

Each has a subset of dimensions and weightings which can be found on the next page. More information about the dimensions and definitions, which have been developed by artists and creatives representing their sector, can be found in the application manual. You are not expected to address all dimensions and definitions, only those most relevant to your application.

Your activity must meet at least one of the objectives of the program to be successful. Assessors will consider your application against the relevant dimensions and definitions and allocate a weighted score for each of the four criteria.

See the application manual for more information about how your application will be assessed. Final approval of successful applications depends on available budget and approval by the Minister or delegated authority.

Quality

Dimensions of quality

Imagination, Authenticity, Originality, Inquisitiveness, Excellence, Captivation, Relevance, Innovation, Challenge, Risk and Rigour.

Weighting 30%

Definition

Quality refers to the level of artistic and cultural significance of the activity. Quality may be demonstrated by, but not limited to; examples of previous work of the applicant and the skills and artistic ability of your proposed international creative partner/s as well as their relevance to the exchange, sector support, timeliness of the work and a strong history in your area/s of practice. It may also be demonstrated through the skills and experience of other people involved in the activity, and the alignment of those skills and experience to deliver the project.

Reach

Dimensions of reach

Diversity, Platform, Collaboration, Leverage, Number and Growth.

Weighting 30%

Definition

Reach refers to the level of impact the activity is likely to have in Western Australia and in your exchange country - Singapore, Malaysia or Indonesia. Reach may be demonstrated by including information for; networking opportunities, relevant marketing and promotional strategies, number of participants and the potential increase in audience or markets.

Good planning

Dimensions of good planning

Realistic, Achievable, Considered, Demonstrated research and/or consultation, Evaluation

Weighting 20%

Definition

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, documented research and/or consultation, and a process of evaluation.

Financial responsibility

Dimensions of financial responsibility

Value, Comprehensive budget, Financial Self -sufficiency

Weighting 20%

Definition

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 and an accurate and comprehensive budget. Other sources of income have been considered and included where appropriate and the activity goes some way towards self-sufficiency.

Three components of your application

There are three components of a grant application: core application questions, financial information and support material. Each plays a significant and distinct role in creating a whole picture about your activity.

Core application questions

Your answers to the core application questions should give assessors an overview of your activity. Each question has a 1500-character limit.

If you need more information on how to prepare your application, please read the [application manual](#).

Q1. What is the activity you are seeking funding for?

Describe your planned activity (residency exchange). Outline your ideas, what is involved, who you will be working with and how they will contribute. Explain the creative, artistic or cultural relevance or significance of the activity, both for yourself and the relevant sector of the community in Western Australia and in Singapore, Malaysia or Indonesia.

Q2. Why do you need to undertake this activity and why do you need to do it now?

Explain the strategic significance of undertaking this activity at this time. Demonstrate the relevance, timeliness and impact of the work in the context of your individual practice, other WA practitioners, WA communities, international creative peers and communities.

Describe the international significance of the activity and demonstrate that the activity will have a long-term impact on your practice, or where applicable, for your business or organisation.

Q3. What outcomes will be achieved?

List the direct outcomes you hope to achieve from your activity. These may include producing a new work or revisiting an existing work, reaching new audiences or markets, contributing to growing the creative industries sector, providing employment opportunities, engaging with specific communities or promoting Western Australia as a place to visit and do business. Where relevant, you should include outcomes and benefits for the audiences (locally and internationally) for your activity.

Q4. How do you plan to undertake the activity?

Describe in detail the stages or steps in planning, developing and implementing your activity. Include as many specific details that are essential to the success of your activity. For creative exchange activity with your international partners evidence of consultation with your creative partners, and commitment to host you in your chosen international location must be provided in your support material. Likewise, for activity which involves a Western Australian Aboriginal community, evidence of consultation with that community must be included in your application. Please ensure you consider the time required to organise visas.

Q5. What is the timeline for the activity?

Provide a timeline outlining what will happen at each stage of your activity (across the two residency exchanges). The timeline should begin and finish with the Activity Start and End Dates you entered at the beginning of your application.

Q6. How will you evaluate the activity?

Outline the methods, processes or tools you will use to measure and report your progress towards, and/or achievement of the activity

outcomes you outlined in Question 3. Consider how you will know whether you achieved your proposed outcomes.

Q7. What are your plans for marketing, promotion and/or distribution for the activity?

Marketing includes audience and sector engagement, promotion and distribution strategies. Describe the different methods you will employ to market your activity or distribute your product to your desired audience, client, consumer or peer group. You can include a marketing plan with your support materials.

Q 8, 9, 10. Activity Demographic information

These questions relate to the demographic target groups you plan to work with. Check whichever box is most relevant from the list of options provided. If these questions do not apply to you select 'Not applicable to this application' at the top of the option list. You will not be assessed on the demographic target group information.

Financial information

The financial information in your budget helps to demonstrate that all elements of your activity have been considered, thoroughly researched and costed. A good budget also provides confidence for the DLGSC that your activity will be a sound investment for the State of Western Australia.

You should indicate which expenditure items you want the department to support. List those items in the Additional Notes section of the application budget page in Online Grants.

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 (whether or not you intend to include these as support material) and include all costs associated with the activity, even if they are supplied in-kind.

Many activities will include in-kind contributions in the form of offering something for free or at a discount. More information on in-kind expenditure and income as well as an example of how to demonstrate your in-kind support can be found on page 13.

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.

Do not duplicate costs in the budget form. For example, if you receive a quote for advertising which includes design, do not add an additional item for design. Simply use 'advertising' as the expenditure item, and add a note explaining that the cost includes design.

Make sure you check What Can't I Apply For on page 5 for ineligible items.

Eligible expenditure items

Administration	Expenses related to the management and administration of the activity e.g. telephone/internet, travel and other insurance, passports/visas, postage and stationery. Eligible expenditure items in this category may also include audit costs and accessibility costs (expenditure associated with making your activity accessible to participants or audiences with a disability).
Marketing, Promotion and Distribution	Costs associated with marketing to your target audience e.g. information, promotion and audience engagement activities, advertising, graphic design, merchandise photography, videography, public relations and production of marketing collateral.
Preparation, Development, Production and Exhibition/ Presentation	Costs related to the remount, production and delivery of the activity or its deliverables, including the costs of presentation and exhibition. Eligible items may include venue hire, lighting hire, set construction, manufacturing costs, recording fees, rehearsal space hire, props and audiovisual costs.
Salaries, fees and living allowances	Expenditure in this category should include salaries, fees and living costs (including accommodation) and allowances for all key personnel, with separate components itemised in the budget notes. We support appropriate rates of pay for all people involved in your activity.
	Refer to the following websites for information on industry standard payment rates: National Association for the Visual Arts Media, Entertainment and Arts Alliance Australian Society of Authors Australian Writers' Guild Museums Australia. If these standards do not apply to your activity, then you must outline how reasonable rates have been calculated. For long-term activities, it may be appropriate to pay artists a rate based on a yearly salary for a similar kind of work. If this is the case, you need to clearly explain the rationale for the pay rate in your budget notes. Applicants are expected to research the cost of living in their chosen international residency location (Singapore, Malaysia or Indonesia) and may need to supplement the grant with their own funds depending on their project costs for the residency period.
Travel and Freight	Costs associated with transporting people, equipment or goods. Eligible items may include fares (taxi, airplane, bus etc.), tolls, land or air freight, vehicle hire and visa expenses.

Income

This program does not fund 100% of your activity costs so you must demonstrate at least 20% income, or your application will be ineligible.

Eligible income items

Earned Income	May include ticket sales, product sales, performance fees, royalties, artwork and/or merchandise sales. For performances, this amount should factor in the number of performances, average ticket price and projected venue capacity.
Corporate Sponsorship (WA/International)	List any income received through sponsorship from corporate bodies or businesses. Income received through local or international government sponsorships should be included in the relevant government income category.
Philanthropic Donations	May include contributions from fundraising, crowdfunding, donations, gifts and bequests.
Australia Council, Other Federal Government, Other State Government, Local Government, international affiliates	All grants and sponsorship being sought from WA local government, state government, Australian government, the Australia Council, and other Australian or international government sources must be included, whether or not this support has been confirmed. As your application is to be assessed by a peer assessment panel, we will attempt to confirm the status of any Australian-based pending funding applications directly with the funding body prior to the panel assessment. Do not include DLGSC grant funds being requested as part of this application.

Other Income	If you are making a cash contribution, or someone is providing cash to the activity, list this item as a 'cash contribution' or similar. Include any other income source that does not fit within any of the above categories and provide enough detail to identify the income source.

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. 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 your online application, and you do not need to enter any in-kind income budget items. The total in-kind expenditure must 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.

Additional notes

This section of the budget provides an opportunity for you to detail any additional information you feel may help to clarify items within your budget. For example, for fees and salaries you can indicate in this section how you calculated your amount.

You should use this section to indicate which expenditure items you want the department to support.

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.

Registered for Goods and Services Tax?

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 DLGSC payment will include a 10% GST component to cover those items on which GST is payable.

Not registered for GST?

If you are not registered for GST, you must show your expenditure items inclusive of the GST component. For example, you have been quoted $550 including GST for lighting hire. In your expenditure budget you would show lighting hire of $550. If your activity is funded, the DLGSC payment will include the GST component for those items on which GST is payable.

Support material

Support materials are critical to a successful application and are essential for assessors to fully gauge the merit of your activity. It is highly recommended you pay close attention to the support material you choose and make sure it offers the best support for your application. Your choice of support material should help to demonstrate the four assessment criteria: Quality, Reach, Good Planning and Financial Responsibility as well as the objectives of the program.

You must submit the required documents listed as MANDATORY residency specific unit and then you can select three out of five of the remaining units.

These units are outlined in the table on the next page. Within each unit there are acceptable formats and limits. You must strictly adhere to these formats and limits or your application will be ineligible. **Formats that are NOT eligible are:** .pages, zip, excel, MP3s and .eml (however screenshots of emails are ok).

The **Supplier Creation Form** (if required) does not count towards your support material limits, however, if required, it must be submitted with your support materials.

As an Online Grants portal user, you can choose to upload your support materials with your online application OR you can post/courier your materials to us (e.g. as printed matter, on CD or USB drive). If you choose to post your support material this must be done on the same day as submitting your application online. Mail must be post marked the same day or earlier as the application submission date.

No matter which way you choose to submit your support material, if you are submitting audio and/or video files you must upload them to file streaming sites like Vimeo, YouTube, Bandcamp or SoundCloud that do not require a log-in to access.

Do not use Dropbox for any support material.

You can find instructions on how to use these sites at the following links:

- [YouTube](#)
- [Vimeo](#)
- [Soundcloud](#)
- [Bandcamp](#)

More information about how to submit your materials can be found in the [application manual](#).

Units	Examples of material in this unit	Acceptable formats and limits
Mandatory unit – residency specific		
Up to 15 pages of text	**Asian residency** • Applicant CV or profile (artist/creative undertaking the residency) • Short biographies for any other key creatives or artistic personnel involved in the residency • Profile of host residency organisation. • Confirmation from host residency of participation for the activity • Brief overview of residency location and facilities (including accommodation) **Reciprocal residency** • Description of the reciprocal residency to include dates, timeframe, name of the participating artist/creative and any other key creative personnel, profile of the WA host organisation • Confirmation from reciprocal host residency for the activity	**Online submission** Maximum 15 A4 pages of text in a Word or PDF document only (maximum file size 5 MB) **Postal submission** Maximum 15 A4 pages of text either • Printed OR • As a Word or PDF document on USB OR • As a Word or PDF document on CD You can include emails as screenshots, converted to PDF or printed. Links to text and/or images online are not accepted. All text must be legible at 100%. If text is not legible the assessors will be unable to review this document.

Unit 1 audio		
Up to 6 minutes of audio (combined total length of all audio submitted for assessment)	• Examples of previous work or activities • Other audio (e.g. interviews, recordings, presentations) that supports your activity	**Online and postal submission** • Maximum 3 links • Maximum 6 minutes total listening time (all files) If your audio file/s are longer than 6 minutes in total, you must specify the exact minute markers the assessor should start and finish listening.
Unit 2 video		
Up to 6 minutes of video (combined total length of all video submitted for assessment).	• Examples of previous work or activities • Other video (e.g. interviews, recordings, presentations) that supports your activity	**Online and postal submission** • Maximum 3 links • Maximum 6 minutes total viewing time (all files) If your video file/s are longer than 6 minutes in total, you must specify the exact minute markers the assessor should start and finish viewing.

Unit 3 images		
Up to 10 images (combined total of all images submitted)	• Examples of previous work, activities, design collections	**Online submission** Maximum 10 images in one of the following formats: • One PDF document containing up to 10 images (maximum file size 5 MB) OR • 10 image files (maximum file size 5 MB per image) **Postal submission** Maximum 10 images in one of the following formats: • Printed • USB • CD Links to images online are not accepted.
Unit 4 text		
Up to 5 pages of text	• Quotes for major expenditure items/ confirmation of fees • Reviews, media reports or articles on your previous work • Confirmation of consultation and/or support from the target community/participants such as Aboriginal communities or young people • Evidence of significant Aboriginal involvement, participation and decision making (where relevant)	**Online submission** Maximum 5 A4 pages of text in a Word or PDF document only (maximum file size 5 MB per document) **Postal submission** Maximum 5 A4 pages of text in one of the following formats: • Printed • As a Word or PDF document on USB

		• As a Word or PDF document on CD Can include emails as screenshots, converted to PDF or printed. For quotes, you can take a screen shot or snip of the essential information and paste on to an A4 page. Links to text and/or images online are not accepted. All text must be legible at 100%. If text is not legible the assessors will be unable to review this document.
Unit 5 activity specific		
Up to 5 pages of an activity specific document	If relevant to your activity you may use Unit 5 to include documents such as: • Literary manuscript • Play script • Publishing samples • Curatorial statement • Marketing plan • Product catalogue • Activity/project plan	**Online submission** Maximum of 5 A4 pages of text in a Word or PDF document only (maximum file size 5 MB) **Postal submission** Maximum 5 pages of text in one of the following formats: • printed OR • as a Word or PDF document on USB OR • as a Word or PDF document on CD Can include screenshots converted to PDF or printed. Links to text and/or images online are not accepted. All text must be legible at 100%. If text is not legible the assessors will be unable to review this document.

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 available for you to access in [Online Grants](#) 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. As you enter actual figures, the activity profit/loss will be automatically updated and displayed at the top of the Financial Information page.

The funding acquittal report also includes the option to provide feedback to help us to continually review and improve the service we provide.

Assistance for applicants

If you need more information, please read the [application manual.](#)

Grants Officers are available via telephone and [email](#) to answer queries about applications and suitability of activities to specific programs.

If you need extra assistance due to disability, language barriers or any other factor that may disadvantage you in completing your application, please contact us.

The advice provided by Grants Officers does not guarantee the success of your application. Due to the high number of applications received, each funding round is highly competitive. All applications are considered on their own merits and against the assessment criteria and program objectives.

Contact us

Online Grants Portal

For help to use the portal or for technical issues, contact the Online Grants Support Team: onlinegrantsupportca@dlgsc.wa.gov.au

Grants Officers

For enquiries relating to grant programs, including advice or assistance with your application, contact a Grants Officer:

> **Telephone:** (08) 6552 7400
>
> **Toll Free (Country WA callers only):** 1800 634 541
>
> **Email:** grantsprogramsca@dlgsc.wa.gov.au

Assistance for people with disability

The Department of Local Government, Sport and Cultural Industries is committed to supporting applicants with disability. Information can be provided in alternative formats (large print, electronic or Braille) upon request.

If you require special assistance in preparing your application, please call (08) 6552 7400 or toll-free for regional WA callers on 1800 634 541.

Family, friends, mentors and/or carers can attend meetings with you.

If you are deaf, or have a hearing or speech impairment, contact us through one of the following:

National Relay Service (NRS)

https://www.communications.gov.au/what-we-do/phone/servicespeople-disability/accesshub/national-relay-service

Internet Relay Calls https://internet-relay.nrscall.gov.au/chat.aspx

Captioned Relay Calls https://captionedrelay.nrscall.gov.au/index2.asp

TTY users phone 133 677 then ask for 1800 634 541

Speak and Listen users phone 1800 555 727 then ask for

1800 634 541

Interpreting assistance

For interpreting assistance in languages other than English, telephone the Translation and Interpreting Service on 13 14 50.

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About DLGSC

The DLGSC works with partners across government and within its diverse sectors to enliven the Western Australian community and economy through support for and provision of sporting, recreational, cultural and artistic policy, programs and activities for locals and visitors to the State. The department provides regulation and support to local governments and the racing, gaming and liquor industries to maintain quality and compliance with relevant legislation, for the benefit of all Western Australians. This publication is current at November 2019.