



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

Playing WA

Grant Program Guide



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Playing WA program information

Playing WA supports the costs of touring performing arts shows to regional and remote towns and communities in Western Australia.

Objectives

Funding delivered through Playing WA is intended to:

- increase the number and variety of performances touring to regional WA;
- contribute to the development of sustainable performing arts touring circuits in regional WA;
- provide employment opportunities in regional WA;
- provide opportunities for regional and remote communities to attend performing arts shows in their towns and communities;
- enable local communities to make decisions about their performing arts needs.

Who can apply?

Applications are open to:

- WA performing arts groups, organisations or individual artists;
- WA regional local government authorities;
- WA Aboriginal communities;
- WA Regional Development Commissions.

Any of the above parties can be the primary applicant; however, it is recommended that the application is prepared and submitted by the party that will take the lead on coordinating the tour. Please note that if successful, the primary applicant will also be the one who is issued with the contract and is responsible for receiving payment and acquitting the grant.

What can I apply for?

To be eligible for funding through this program, the planned tour must:

- be for a performing arts production that is 'tour ready' (has been previously publicly-staged and reviewed or you have a demonstrated track record of regional touring and your production is yet to be staged. Contact a Grants Officer if you have any questions);
- include performances which are paid and ticketed;
- include at least one performance programmed by a professional venue* in regional WA;
- be open to the general public;
- be staged in two or more regional towns or remote communities in WA.

If your project does not correspond in some way to any of the above, [contact a Grants Officer](#) for advice before starting an application.

*A venue that regularly programs professional work and has the capacity to receive touring productions.

How much can I apply for?

Eligible applicants can apply for up to \$120,000 in funding to support the direct costs associated with delivering the tour e.g. travel, accommodation and salaries, as well as costs of delivering community participation activities as part of the tour. The amount of funding sought should depend on:

- the scale of the production (size of the cast and crew);
- the length, comprehensiveness and reach of the tour (including the number of regional and remote towns/communities involved);
- the range of community activities provided;
- employment opportunities for regional artists and arts workers;
- anticipated paid audience attendance.

This program may fund up to 80% of your activity costs. You must demonstrate at least 20% income, or your application will be ineligible.

What can't I apply for?

- purchase of capital equipment including instruments, equipment, software, computers, tablets (iPads) and/or uniforms;
- capital works such as construction or purchasing of studios, work spaces or gallery spaces;
- activities already funded by Department of Local Government, Sport and Cultural Industries' culture and the arts grant programs;
- activities 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 State or Federal government departments;
- activity that will be academically assessed or any school curriculum-based activity;
- 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 documentaries on the arts;
 - 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 artform being used is film or digital, unless it's in support of an artist's work.

What will make my application ineligible?

You will make your application ineligible if you:

- do not adhere to support material limits and format requirements;
- do not adhere to budget requirements including requesting more than 80% of expenses;
- 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 department (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 is delivered as part of an educational institution's curriculum or will be academically assessed;
- are a portfolio organisation of the DLGSC.

When can I apply?

Applications to this funding category are assessed by assessment panels. [The key dates calendar](#) has application opening and closing dates, activity start dates, draft review deadlines and notification dates.

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

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 funding before the activity begins.

How many times can I apply?

There are no limits to the number of applications you may make to this program.

How do I apply?

Please apply using the [Online Grants web portal](#).

More information on how to apply can be found in the [application manual](#).

For your reference, the core application questions are on [page 7](#).

The [key dates calendar](#) has opening and closing dates, activity start dates and draft review deadlines.

How will my application be assessed?

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

All applications are assessed against the four criteria:

- Quality
- Reach
- Good Planning
- Financial Responsibility.

Each has a subset of dimensions and definitions which can be found on the next page. When you are preparing your application, you are strongly encouraged to refer to these dimensions and their definitions and address the most relevant ones in your application.

Assessors will consider applications against the relevant dimensions and allocate a weighted score against each of the four criteria.

More information about the assessment process as well as the dimensions and their definitions can be found in the [application manual](#).

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 15%

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, sector support, timeliness of the work and a strong history in your area of practice. It may also be demonstrated through the skills and experience of the 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. 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 30%

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 25%

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 a concise overview of your activity. Each question has a 1500-character limit. You can extract a copy of your draft application in Online Grants at any stage to share with others for their feedback.

Respond to the following questions with reference to the assessment criteria and program objectives:

Q1. What is the performing arts show to be toured?

Describe the show that will be toured, including details such as the featured performing art form/s, themes and performers, when it was previously staged, and where. Note: you will need to provide evidence of the tour-readiness of the show by including examples of past reviews, videos, marketing/promotional materials or press coverage with your support materials.

Q2. Who will undertake the tour?

Describe who will undertake and manage the tour. Highlight the role of key creatives and collaborators, with a focus on the artistic and coordinating tour leaders, and how they will contribute their expertise and experience to the delivery of the tour.

Q3. What regional employment and professional development opportunities will be created through the activity?

Describe any paid work that will be undertaken by regional people to deliver the tour. This can include work undertaken by technical crew, production staff, creatives, and any other regional people whose employment directly relates to the tour. Also describe any opportunities that will be provided to regional people for professional skill development. This can include the delivery of artistic or business development workshops, work experience placements/internships, and any activity in which there is knowledge exchange with local organisations and practitioners.

Q4. Why have you chosen to tour your show to the particular regions?

Provide an overview of when and where the tour will take place and how you identified regional demand for the project. Include information on how regional and remote host communities were given the opportunity to review the show before they agreed to host it. Note: an [Itinerary and Touring Party Workbook](#) must be submitted with your support materials.

Q5. How will you plan, manage and deliver the touring project?

Provide a summary of your touring plan, describing the key stages of the tour and details that will ensure the success of your tour. Note: you will need to expand on your project planning information in the [Itinerary and Touring Party Workbook](#).

Q6. How will you engage the community and encourage audiences to attend the show?

Describe how you will encourage participation or involvement from members of the community and encourage your regional target audiences to attend the show. Note: you will need to attach a separate community engagement plan and marketing plan with your support materials.

Activity Demographic Information (Q 7, 8, 9)

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 department 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 form's budget page.

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.

For each expenditure or income item you add to the budget, use the notes area alongside the item to explain how it relates to the delivery of your activity. Also, include a breakdown or itemisation of costs if relevant.

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 12.

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.

The following page has a table with examples of eligible expenditure items. Make sure you check the list on page 3 for ineligible items.

Eligible expenditure items

Administration	Expenses related to the management and administration of the activity e.g. telephone/internet, insurance, 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 audio-visual costs.

Salaries, fees and living allowances	<p>Expenditure in this category should include salaries, fees 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:</p> <p>National Association for the Visual Arts Media, Entertainment and Arts Alliance Australian Society of Authors Australian Writers' Guild Museums Australia.</p> <p>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.</p>
Travel and Freight	Costs associated with transporting people, equipment or goods e.g. fares (taxi, airplane, bus etc.), tolls, land or air freight, and vehicle hire.

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 and merchandise sales. For performances, this amount should factor in the number of performances, average ticket price and projected venue capacity.
Corporate Sponsorship	List any income received through sponsorship from corporate bodies or businesses. Income received through government sponsorship 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	All grants and sponsorship being sought from Local, State and Federal government, the Australia Council, and other government sources must be included, whether or not this support has been confirmed. If your application is to be assessed by a peer assessment panel, we will attempt to confirm the status of any 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 yourself), 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 GST?

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 you are registered for GST and your activity is funded, the department 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 you are not registered for GST and your activity is funded, the department payment will include the GST component for those items on which GST is payable.

Support material

Support materials are crucial to a successful application and are essential for assessors to fully gauge the value of your activity.

It is highly recommended you pay close attention to the support material you choose to 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.

You should also consider the objectives for the program you are applying to.

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](#)

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 (screenshots of emails are accepted).

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.

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

Online submission of support materials is preferred however we do accept posted materials. If you need to submit by post, please contact us to discuss your options.

The following **mandatory support material** units must be submitted with your application (see table on following page).

Unit (all mandatory)	Examples and details of material in this unit	Acceptable formats and limits
Unit 1 TOURING AGREEMENTS		
Performing Arts Touring Agreement Form	<ul style="list-style-type: none"> The purpose of this form is to demonstrate that agreement with Western Australian regional and remote communities has been reached to host your show. It provides confirmation of the number of performances, community participation activities, fees and box office arrangements. 	<p>Download and complete this form (PDF only, 5MB max), 5MB max)</p> <p>One copy is required for <u>each</u> regional host venue or presenter.</p>
Unit 2 TOURING PARTY WORKBOOK		
Itinerary and Touring Party Workbook	<ul style="list-style-type: none"> This workbook details the itinerary and touring party requirements for the tour. 	<p>Download and complete this workbook (Excel, 5MB max)</p>
Unit 3 ENGAGEMENT PLAN		
Community Engagement Plan	<ul style="list-style-type: none"> Examples of previous work, activities, design collections. 	<p>Online submission</p> <ul style="list-style-type: none"> One Word or PDF document containing maximum 5 A4 pages (maximum file size 5 MB) <p>Note: Links to images online are not accepted.</p>
Unit 4 MARKETING PLAN		
Marketing Plan	<ul style="list-style-type: none"> Marketing plan for the tour agreed with the venue and presenting partners. 	<p>Online submission</p> <ul style="list-style-type: none"> One Word or PDF document containing maximum 5 A4 pages (maximum file size 5 MB) <p>Note: Links to images online are not accepted.</p>

Unit 5 TOUR READY EVIDENCE

Evidence of tour-readiness

- Evidence of tour-readiness of the show in the form of past reviews, videos, marketing and promotional materials or press coverage.

Online submission (select 3 of the following)

- **Maximum 10 A4 pages of text** (PDF or Word maximum file size 5 MB per document)
- **Maximum 10 images** (Either one PDF document containing up to 10 images maximum file size 5 MB OR 10 image files maximum file size 5 MB per image)
- **Maximum 6 minutes of audio** (3 web links max) *
- **Maximum 6 minutes of video** (3 web links max) *

*All audio and video must be submitted as weblinks online. If your video or audio files are longer than 6 minutes in total, you **must** specify the exact minute markers the assessor should start and finish viewing. Links to text or images online are not accepted.

All text must be legible at 100% (10pt min). If text is not legible the assessors will be unable to review this document.

Unit 6 QUOTES

Quotes for major items and fees

- Quotes for major expenditure items/confirmation of fees listed in your budget.

Online submission

- One Word or PDF document containing maximum 5 A4 pages (maximum file size 5 MB)

Draft review

Applicants to Playing WA can request a draft review when the application is complete. Check the [key dates calendar](#) for the draft review deadline.

You are strongly encouraged to make the request for a draft review well before the deadline to give staff enough time to provide feedback as well as time for you to update your application on receipt of the review.

How to request a draft review in [Online Grants](#)

1. Ensure you have marked each section of your application complete by ticking the box at the bottom of each application screen, then click 'save' and close at the top right of the screen. This will take you back to your Grant Applications page.
2. Locate your draft grant application in the list. In the Actions column, click on 'more' to view additional actions, then click 'Request Draft Review'.
3. Click 'Yes' to proceed.

You will receive a message confirming your draft has been successfully submitted for review.

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 technical support

For help using Online Grants or to report any related technical issues, contact the Online Grants Support Team:
onlinegrantsupportca@dlgsc.wa.gov.au

Grants Officers

For enquiries relating to the Playing WA grant program, including advice or assistance with your application, contact a Grants Officer:

Telephone: (08) 6552 7400
Toll Free (Country WA callers only): 1800 199 090
Email: grantsprogramsca@dlgsc.wa.gov.au

To assist us in directing you to a relevant member of the team, please specify that your enquiry relates to the Playing WA grant program in the subject line of your email.

Assistance for people with disability

The department 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 1476 or toll-free for regional WA callers on 1800 199 090. 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/services-people-disability/accesshub/national-relay-service>
- **Internet Relay Calls** <https://internet-relay.nrscall.gov.au/chat.aspx>
- **Captioned Relay Calls** <https://captioned-relay.nrscall.gov.au/index2.asp>
- **TTY users** phone 133 677 then ask for 1800 199 090
- **Speak and Listen users** phone 1800 555 727 then ask for 1800 199 090

Interpreting assistance

For interpreting assistance in languages other than English, telephone the Translation and Interpreting Service on 13 14 50 and ask for a connection to 6552 1476 or 1800 199 090

Regional applicants

Toll Free (Country WA callers only): 1800 199 090

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To obtain such permission, please contact the Corporate Communications team at:

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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 September 2019.

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Image: 2019 West Australian Opera and Munderoo Foundation Opera in Ningaloo presented by Act-Belong-Commit.

Photo: Violeta Brosig, Blue Media Exmouth.

West Australian Opera is committed to bringing operatic moments to Western Australians through presenting Opera in the Regions. Opera in Ningaloo was an evening of opera hits performed by Katja Webb (Soprano), Fiona Campbell (Mezzo Soprano), Paul O’Neill (Tenor), James Clayton (Baritone) and accompanied by Tommaso Pollio in the Osprey Gardens at the Ningaloo Centre.