



COUNTRY
ARTS
SA

GUIDELINES FOR ARTIST PROFESSIONAL DEVELOPMENT PROGRAM

Country Arts SA's Artist Professional Development Grants are available to support artists and arts workers to participate in professional development opportunities. These grants can contribute to costs associated with undertaking professional development opportunities such as workshops, conferences, seminars etc. The grants are fast-turnaround and are intended for those who wish to undertake a time sensitive professional development opportunity.

What is classified as a professional development opportunity?

The following activities are considered professional development opportunities:

- participation in courses, residencies, workshops etc.
- mentorships with a professional artist whose practice is suitable to your development.
- attending a conference, masterclass, seminar, performance, exhibition etc.
- work experience, an internship or volunteer role.
- the engagement of a professional artist (or artists) to run workshops or deliver a presentation in your community – in this instance the grant will be used to cover the travel and accommodation costs of the artist/s that have been engaged, rather than the applicant.

If you are unsure about whether your professional development opportunity is eligible, please speak to a [Country Arts SA team member](#).

Availability

Artist Professional Development Grants are available throughout the year (except for a month from mid-December to mid-January) until annual funds for this program are expended.

Applicant Eligibility

To apply for an Artist Professional Development grant, you must be:

- an individual artist/arts worker over the age of 18 with a sole trader ABN¹ and;
- a permanent resident of regional or remote South Australia, residing in locations classified as MM2-MM7 according to the Modified Monash Model. Use the following web tool to determine your address classification:
<https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce> (Once the map has opened, select **Modified Monash Model 2019** and then type in your address.)

Applicant's postcode must match that of the ABN, unless the applicant is using an auspice. Auspices must meet the same eligibility criteria as applicants.

¹ If an individual doesn't have an ABN, the applicant may have a legally incorporated organisation auspice the grant, however Country Arts SA encourages individuals to register as a sole trader and obtain an ABN.

Not Eligible to Apply

Artist Professional Development grants are only available to individual applicants and cannot be applied for by an organisation or group.

Individuals are not eligible to apply for an Artist Professional Development grant if they are:

- an individual under 18 years of age.
- based outside of regional or remote Australia (MM2-MM7).
- an individual with an overdue Country Arts SA grant acquittal.
- an individual who has already received a Artist Professional Development grant in the same financial year.

Organisations cannot act as an auspice for an applicant if they are:

- an unincorporated association.
- a for profit company.
- a partnership or trust.
- an Australian Government or state government entity (except for schools in very remote areas (MM 7)).

Auspice organisations must be legally incorporated and meet the same eligibility criteria as individual applicants.

Eligible Expenditure

Artist Professional Development Grant monies may only be spent on:

- Professional Development costs - Fees for workshops, masterclasses, conferences, unaccredited courses, seminars, shows, mentors etc
- Travel costs - Flights, bus, train or tram fares, fuel, taxis (or ride share) fares
- Accommodation - Up to \$160.00 per night
- Meals and incidentals - Up to \$75 per day

Applicants are required to include receipts for expenditure when the grant is acquitted.

Amount

- Up to \$1500 for applicants located in regions MM2 – MM5
- Up to \$2000 per application for applicants located in regions MM6 – MM7.

The applicant is expected to cover any additional costs associated with participating in the professional development opportunity through their own contributions or other funding sources.

Making an Application

1. Discuss your professional development opportunity with a [Country Arts SA team member](#) prior to commencing the application. Staff are located within various communities around South Australia and can quickly advise if you and your idea/opportunity are eligible for a Country Arts SA Artist Professional Development grant.
2. View the application form in Smarty Grants via the link on the [Country Arts SA website](#) to see what is required (including what support materials you'll need).
3. Organise support materials (see below for more details).
4. Commence application and contact a [Country Arts SA team member](#) for guidance and advice as you need it throughout the application process.
5. Submit the application a minimum of 10 working days and maximum of 12 weeks before the activity commences.

Support Material

If the application is for yourself:

- Artist CV (no more than 2 pages)
- Evidence of arts practice in the form of photos², web links (webpages, social media, articles etc), letters of support, media articles, audio or video files
- Evidence of professional development opportunity

If the application is to engage a professional artist (or artists) to run workshops or deliver a presentation in your community:

- Artist CV (no more than 2 pages) for the visiting artist/s
- Email or letter of confirmation from the visiting artist/s
- Evidence of visiting artist/s arts practice in the form of photos, web links (webpages, social media, articles etc), letters of support, media articles, audio or video files
- Promotion of the workshop or presentation within your community

Assessment

Applications for Artist Professional Development grants are assessed by Country Arts SA's Grants Program Manager.

Applicants will be notified of the outcome of their application within 10 working days.

If successful, a grant agreement will need to be signed and an invoice provided prior to the professional development opportunity taking place.

Variations

If your project changes at all, a variation on the grant can be arranged by Country Arts SA's Grants team. Changes may include (but are not limited to) project start or end dates, type of opportunity you will be undertaking (including changes to mentors or key artists), location etc.

As soon as you are aware of the change, contact the Country Arts SA Grants team via email to grants@countryarts.org.au with details regarding the project changes. The Grants team will then complete a variation in Smarty Grants and notify you once it is approved.

Acquitting the Grant

Applicants must acquit the grant within 6 weeks of the professional development opportunity taking place.

Country Arts SA requires information regarding the outcomes and financials of the project.

Receipts for expenditure and evidence of participation or delivery of the professional development opportunity must be provided.

We recommend that applicants take photos³ of the professional development opportunity. An acquittal form will be provided for the applicant to complete via SmartyGrants.

² Uploaded images must be a minimum 300 dpi or at least 1MB in size.

³ All images submitted with your acquittal must be properly credited with the photographer's name, description of the photo (including names of any people), where and when it was taken. It is recommended you obtain permission to use the photo from the photographer (if it isn't you) and any people in the photo (other than yourself). Photo credit and permission forms can be downloaded from the [Country Arts SA website](#).