

GUIDELINES FOR SKILLS DEVELOPMENT ASSISTANCE PROGRAM

Country Arts SA's Skills Development Assistance Grants are available to support artists and arts workers to participate in professional development opportunities. These grants provide assistance with travel and accommodation 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 skills development opportunity. Country Arts SA's Skills Development Assistance Program is managed by Country Arts SA on behalf of Arts South Australia for the South Australian Government.

What is classified as a skills development opportunity?

The following activities are considered skills 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, 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 skills development opportunity is eligible, please speak to a [Country Arts SA team member](#).

Availability

Skills Development Assistance 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 a Country Arts SA grant you must be:

- an individual artist/arts worker over the age of 16¹ with an ABN² or an employee of a legally incorporated organisation; 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-locator#hwc-location> (Once the map has opened, select **Modified Monash Model 2019** and then type in your address.)

¹ If under 18, the applicant must be auspiced by a person over 18 or with an active ABN or a legally incorporated organisation.

² 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

You are not eligible to apply for a Skills Development Assistance grant if you are:

- an individual under 16 years of age
- an unincorporated organisation or group not auspiced by an organisation that meets the eligibility criteria
- a for profit company
- a partnership or trust
- an organisation or individual based outside of regional or remote Australia (MM2-MM7)
- an Australian Government or state government entity (except for schools in very remote areas (MM 7))
- an individual or organisation with an overdue Country Arts SA grant acquittal.

Eligible Expenditure

Skills Development Assistance Grant monies may only be spent on:

- Travel costs – Flights, bus, train or tram fares, fuel, taxis (or ride share) fares
- Accommodation – Up to \$130.00 per night

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

Amount

The amount available per application is dependent on the total distance (including return trip) the applicant/engaged artist is required to travel to undertake or deliver the professional development opportunity.

Travel Distance (return trip)	Amount
< 500 kms	\$300
500 – 1000 kms	\$450
1000 – 1500 kms	\$600
> 1500 kms	\$750

Budget Criteria

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. These additional costs do not need to be included in the grant application budget however evidence of the skills development opportunity will need to be provided in the form of:

- Letter from mentor
- Proof of enrolment in course
- Proof of residency
- Proof or registration for workshop, conference, masterclass, seminar etc
- Tickets to performances, exhibitions etc
- Promotion of the visiting artist/s (if bringing people to your community)

Making an Application

1. Discuss your skills 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 Skills Development Assistance 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 at least 10 working days 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 photos³, web links (webpages, social media, articles etc), letters of support, media articles, audio or video files
- Evidence of Skills Development opportunity (see Budget Criteria)
- If the application is related to your employment, an email or letter of support from your employer

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 Skills Development Assistance 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 skills 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're undertaking (including changes to mentors or key artists), location etc.

³ Uploaded images must be a minimum 300 dpi or at least 1MB in size.

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 skills 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 skills development opportunity must be provided.

We recommend that applicants take photos⁴ of the skills development opportunity or document it in another format.

⁴ 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](#).