



APPLICATION GUIDELINES

This document has two key sections: **Application and Assessment** and **Guidelines for RAMMPAAGE Grants**. Please ensure that this document is read and understood – please contact the RAMMPAAGE Program Coordinator if you have any questions.

These guidelines should be read in conjunction with the 'Planning a RAMMPAAGE Event' document.

Key Dates for the 2009 Rounds: This information is for easy reference, more about these dates and what they mean is included in the rest of the document.

Event Grants (\$3 000) and One Off Event Grants (\$1000)

Applications close on the last Friday of the month. Applicants will be advised approximately two weeks after the closing date.

RAMMPAAGE information sessions, forums and other events will be happening throughout the year. The latest information is available from www.wam.asn.au



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Section A: Application and Assessment

The idea of preparing a grant application can seem quite daunting at first. However the process is quite straightforward and the RAMMPAAGE Program Coordinator is available to advise and direct applicants toward useful resources. Below is a guide for setting up a project team, gathering ideas and preparing an application.

1. Get your team together.

The first thing a team needs to do is get your key people together (including the Support Organisation) to talk about making an application. This is a good time to discuss the roles (production manager, marketing coordinator etc) that each person will play.

Make sure you take notes at these meetings as it helps to record what was discussed and what decisions were made.

2. Which grant type?

You will need to discuss what sort of events your community is looking for and what the team is ready or able to stage. If you are unsure about which grant would be more suitable for a community's needs or capabilities or whether you are eligible, please contact the RAMMPAAGE Program Coordinator.

3. Prepare a draft.

As RAMMPAAGE has an emphasis on skills development opportunities for young people, the application should be prepared by a young person from the Event Team, with input from the other team members and the Support Organisation.

Preparing a draft with plenty of time to spare gives applicants to the opportunity to further refine their project and work through any areas that may be challenging.

4. Talk to the RAMMPAAGE Program Coordinator.

Once the draft has been completed, it is recommended that you get in contact with the RAMMPAAGE Program Coordinator to talk about your ideas and plans. Don't be embarrassed about discussing a project that is not quite there yet, see this as an opportunity to get some fresh eyes on the project.

(This is not the only time you can discuss your project with the RAMMPAAGE Program Coordinator!)

It is also important to note that the RAMMPAAGE Program Coordinator does not assess your application (that is done by an independent committee), so feel free to ask questions!

5. Finalise your application.

Now that the applicant has discussed the project with the RAMMPAAGE Program Coordinator, it is time to refine and check the application and the budget. This is also the time to organise and collect any letters of support, and final written confirmations of any other sponsorship, cash or in-kind support.

6. Submit your application

After one final check, applications should be sent by post or hand-delivered to WAM. Applications must be submitted by 5pm on the due date. Posted applications must be postmarked and posted to WAM by the date of the grant round closing date.

Emailed, faxed or late applications will not be accepted.

7. Notification

For the event grants, all applicants will be notified two weeks following the closing date of the applicable round.

All successful applicants will be required to sign and return a funding contract, and from then the successful applicants will be referred to as "grantees".

Important information about applying to RAMMPAAGE

Acquittal

An acquittal report (project report) containing event and financial reports is required within six weeks of the completion of the funded event/s.

How many times can a group apply to RAMMPAAGE?

For the one-off grant, only one application will be funded (as the name suggests). Applicants are encouraged to apply for \$3000 event grant or the series grant upon completion of their first project.

For the event grant, no more than two applications from a group will be funded per funding year. Applicants can submit up to two applications per funding round.

SECTION B: Guidelines for RAMMPAAGE Grants

This section lists and details all the finer points that an applicant needs to know about their responsibilities to themselves and others in holding a RAMMPAAGE event/s.

There is lots of useful information in this section, and if you need anything explained further or you have any questions, contact the RAMMPAAGE Program Coordinator.

Recognition Requirements

APRA Requirements

The Australasian Performing Right Association (APRA) protects certain rights for music creators under copyright law. Licences are issued to promoters and event managers granting clearance for the public performance and communication of copyright protected musical works. APRA then distributes the license fee as a royalty to the original creators of the music.

It is necessary that all RAMMPAAGE event teams organise an APRA license for their event. Further information is on (08) 9382 8299 or available from the APRA website www.apra.com.au .

Attribution and Recognition

Grantees need to ensure that all event promotion, advertising and marketing material includes the following items:

- RAMMPAAGE and WAM logos
- Department of Culture and the Arts, Lotterywest and Drug Aware Logos
- The text "This RAMMPAAGE Event is supported by the State Government of Western Australia through the Department of Culture and the Arts and Drug Aware, in partnership with the WA Music Industry Association"

All of the logos are available from the RAMMPAAGE Program Coordinator. If further funding or support is leveraged for the RAMMPAAGE event, it may be necessary to include other logos and text from other bodies. It will then be necessary for the grantee to negotiate placement and billing of logos. RAMMPAAGE event teams may also wish to create and produce their own logos to add as well.

Intellectual Property

All applications must clearly describe and demonstrate appropriate arrangements for intellectual property in or arising from the project.

Health Policy

All RAMMPAAGE events must be all ages as well as drug, alcohol and smoke free. It is the responsibility of the Event Team and Support Organisation to ensure that this is enforced and effectively communicated on all promotional material and at the point of entry at the event venue.

Alcohol and other items that contravene WAM's health policy are prohibited. The advertisement, promotion and sale of tobacco products is prohibited at any RAMMPAAGE event.

All RAMMPAAGE events are alcohol, drug and smoke free, and this condition extends to all staff, contractors, volunteers and performers. All RAMMPAAGE grantees are required, as part of their funding contract, to ensure this condition is met.

WAM recognises the importance of good nutrition and the role it plays in maintaining and improving health. Event teams must provide healthy food options when choosing catering and food vendors. This includes the provision of foods low in fat, sugar and salt and high in fibre and with fruit and vegetable content. Healthy food choices and water should be competitively priced in relation to less healthy options. Ideally, water should be provided free of charge.

RAMMPAAGE grantees must also ensure adequate sun protection for all outdoor events. At all outdoor daytime events it is important to:

- brief all event staff, contractors and volunteers on the importance of adequate sun protection for themselves and event-goers
- provide covered stages for daytime gigs, and adequate shade for event-goers
- provide free sunscreen to all audience members and event staff/volunteers
- ensure all event staff, contractors and volunteers wear a hat and sunglasses
- display notices to remind event-goers to "slip, slop, slap and wrap".

Working With Children

For projects directly involving children, or where the applicant and/or key personnel in the project will be responsible for, or supervising children, the Department of Culture and the Arts (who fund RAMMPAAGE) requires all applicants to satisfy certain special criteria. The applicant and key personnel must:

- disclose whether the applicant uses or has used an alias or other name and provide details;
- complete a declaration as to the circumstances that may, or may not, preclude the applicant and/or key personnel from working with or near children; and
- provide a copy of their completed declaration if the respective organisation has similar protocols relating to working with children.

Notwithstanding these requirements, the Department of Culture and the Arts reserves the right to require any applicant to provide Police or other relevant clearances as a precondition of any grant.

The new Working With Children (Criminal Record Checking) Act 2004 was scheduled to be proclaimed on 1 January 2006 and will be phased in over 5 years. The Act introduces compulsory criminal record checks - the Working With Children Check (WWC) - for certain people 'working with children' in Western Australia. The Department of Culture and the Arts will require all applicants to comply with the Act in accordance with the phasing in arrangements.

For information on your obligations with regard to the Working With Children Check, and how to apply, go to www.checkwwc.wa.gov.au or call the Working with Children Screening Unit at the Department of Community Development on telephone (08) 6217 8100 or freecall: 1800 883 979.

Insurance

It is a condition of funding that successful applicants have public liability insurance to the value of at least \$10 million. If this insurance cover is being arranged or provided through a Support Organisation, a certificate of currency may be requested.

Expenditure of Funds

Financial Management

The financial management of the RAMMPAAGE grant and event/s is the responsibility of the RAMMPAAGE Support Organisation, however it is encouraged that the RAMMPAAGE Event Team members are involved in appropriate budgeting exercises and tasks to provide opportunities for skills development.

Changes to the budget

If a grantee wishes to alter or re-allocate any part of the budget by a sum greater than 10% of the total RAMMPAAGE grant, written permission must be obtained from the RAMMPAAGE Program Coordinator at least 7 days before an event.

Consumables

RAMMPAAGE event teams can spend up to \$300 per event on consumables. This includes (but is not limited to) items such as:

- Signage materials
- Refreshments ("riders") for bands
- Gaffer tape
- Decorations
- Notepads and stationary.

Capital Purchases

RAMMPAAGE funds may not be used towards capital purchases. The term 'capital' refers to wealth in the form of money or property, used or accumulated in an organisation. Some examples of a capital purchase include mixing desks, office premises, cd players or furniture. RAMMPAAGE grantees may source money for these funds through sponsorship or other arrangements.

Profits

If a RAMMPAAGE event makes a profit (through door sales, merchandise, food sales etc), the team needs to get approval from the RAMMPAAGE Program Coordinator for how that money is going to be spent. Investments in future contemporary music event development is encouraged, however other options will certainly be considered. Please note that unexpended RAMMPAAGE grant funds do not count as a profit, and must be returned to WAM within 60 days of the (final) event.

Good luck with your application!