



Department of
**Culture and
the Arts**



**Australia
Business Arts
Foundation**



WA PREMIER'S ARTS PARTNERSHIP FUND **helping small business partner the arts**

Application Procedures

1. SMEs source a partnership in accordance with the eligibility criteria of the WA Premier's Arts Partnership Fund (Fund) and notify AbaF that they wish to apply for a grant from the Fund.
2. The arts and/or business partner provides the following documentation to the Fund Review Panel as part of an initial assessment process:
 - A copy of the draft partnership contract (*signed copy not required at this stage*);
 - A brief background of the arts organisation or individual to demonstrate their eligibility to receive a grant in accordance with the Fund criteria; and
 - Information on grants received from the WA Government in the previous completed financial year.
3. AbaF representative contacts the business partner to discuss their participation in the Fund.
4. The Fund Review Panel assesses the information provided against the assessment criteria, verifying that the partnership and arts and business partners meet the eligibility criteria.
5. Upon verification that the partnership meets the eligibility criteria, AbaF writes to the arts organisation:
 - to notify them that their application meets the Fund criteria and confirming the amount of the proposed matching grant;
 - enclosing two copies of the Grant Agreement for signing and returning;
 - requesting a signed copy of the Partnership agreement
 - requesting a copy of the remittance advice received from the business partner as proof of payment by the partnership amount; and
 - requesting an invoice for the confirmed value of the grant.
6. Upon receipt of the requested documentation, AbaF checks the documentation is in accordance with the Fund criteria and, if so, signs two copies of the contract and returns one copy to the arts partner.
7. AbaF releases the matching funds to the arts organisation
8. AbaF advises the business partner in writing of the successful grant application.
9. At the duration of the partnership agreement, AbaF writes to the arts partner requesting an acquittal report within 30 days.
10. In the case of partnerships exceeding one year in duration, AbaF will write to the arts partner at the end of each year requesting an acquittal report to facilitate the release of the grant payment for each subsequent year.