



## Children's Book Council of Australia WA Branch Inc.

### Children's Book Week Funding Application Guidelines

The Children's Book Council of Australia, WA Branch, provides small grants to local libraries and other arts organisations to assist in conducting Children's Book Week events each year. The grants can only be used to go towards the costs of author, illustrator and storyteller sessions in metropolitan and regional areas. Regional and small country libraries may also include travel costs as part of their grant application.

These grants are made possible by the WA Branch Committee through fundraising and through funding from The State Government of Western Australia through the Department of Culture and the Arts and Healthway.

The Children's Book Council of Australia (CBCA) is a volunteer run, not for profit organisation and is comprised of branches of individual members who are passionate about children's and young adult literature. For more information about the CBCA and the WA Branch go to <http://wa.cbca.org.au/>

#### ***How is the Author/Illustrator/Storyteller selected?***

Local libraries select children's authors, illustrators or storyteller (artists) to conduct sessions during CBW. Libraries negotiate fees and conditions directly with the artist. The CBCA WA is not involved in the selection, recommendation or procurement of services of artists for CBW.

For a list of WA authors and illustrators go to the CBCA WA Branch website <http://wa.cbca.org.au/waauthors.htm>

WA public library staff can also visit the YPS Blog, an independent blog administered by young peoples services librarians, which shares information on services, events and activities including Children's Book Week. Go to <http://wayps.wordpress.com> or contact [karina.oliver@bayswater.wa.gov.au](mailto:karina.oliver@bayswater.wa.gov.au)

Also visit Writing WA <http://www.writingwa.org/> and go to Literati to search for authors, writers, illustrators and storytellers or the Society for Book Writers and Illustrators (Australia West) <http://scbwiaustralianz.com/scbwiaustraliawest/> for more information about WA authors and illustrators

#### ***Are there any requirements that that artists must comply with?***

Yes. All artists that receive grants through CBC must provide proof of a current police clearance or Working With Children Check. Working With Children Check and Police Clearance. For more information about WWCC see: -

<http://www.checkwwc.wa.gov.au/checkwwc/Employees/When+To+Apply.htm> and refer to Category 18 (xviii): a children's entertainment or party service for all paid workers working with children. These include artists, coordinators and relevant staff. This is a funding requirement that applies to any project where individuals or groups of people will be working with or near young people under 18. Working With Children Check forms are available from all Australia Post offices.

#### ***Where do I find out about fees for authors and illustrators?***

Go to the Australian Society of Authors website for rates and conditions at <https://www.asauthors.org/rates-and-conditions>

The rates cited in the EOI are based on school rates as the main audience for CBW events are schools and a number of libraries run sessions both in-house as well as tour authors/illustrators to their local schools. Please be aware that some authors and illustrators may quote higher rates (as per ASA rates for literary festivals etc. or if

negotiating with booking agents.) When engaging authors, ensure that all fees and costs are clearly set out and agreed to by both parties in writing or in a contract.

***How much can I apply for?***

Libraries in the metropolitan area can apply for grants up to \$2,000 while libraries in regional areas can apply for grants up to \$3,000. These grants can only be spent on the artists' fees and, in the case of regional libraries, artists' travel costs. The grants are not intended to fully cover all costs incurred for artists' sessions but to support libraries offering a CBW program. Country centres can also apply for an outreach grant. (See below)

***Can I expect to be granted all of the money that I apply for?***

No. Grant money may only be partly allocated, that is applicants may receive a percentage of the grant applied for. This is dependent on the number of applications received and will vary annually. Libraries will be advised of their grant application within four weeks of submission.

***Can the grant money be used to pay for artists to run sessions in schools or after school hours, that is, family or community sessions?***

Yes. Some libraries may not be able to host large numbers of students and will need to take the visiting author/illustrator to the school. Sessions for parents and children to attend together after school or on weekends are also encouraged.

***Can the grants be used to pay for the artists' hotel or meal costs?***

No. Libraries must pay all other expenses such as accommodation, meals and booking agents' fees. The grants go towards the artist's fees and travel costs (country areas only).

***Who can apply for outreach funding to small country towns or remote Aboriginal communities?***

All country regional centres can apply for additional small grants that will assist them to tour an artist to small country towns or remote aboriginal communities in their locality. To receive this funding the library must demonstrate that the program will reach new audiences, particularly remote and isolated communities.

***Are there any sponsorship requirements that I have to comply with to receive the funding?***

Yes, these are outlined in the confirmation information that you will receive.

There are two essential requirements that all grant recipients must comply with to receive funding and be eligible for future funding: -

- ***Acknowledging Sponsors***

All recipients must acknowledge funding bodies as outlined in funding confirmation documentation. Healthway is a sponsor of Children's Book Week and must be acknowledged wherever possible including, but not limited to, print material, advertising, verbal acknowledgement, social media, online marketing, press releases and signage. Healthway and health message logos will be supplied once funding has been confirmed.

- ***Report***

All recipients must complete a Children's Book Week report. This is an online report that must be submitted within 6 weeks of completing the Children's Book Week program. Recipients are provided a CBW Portal Login.

Any queries contact: Email: wa@cbca.org.au (Subject line - ATT Grants Officer)