



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

### 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 Book Week (BW) 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 through fundraising by the WA Branch Committee and funding from The State Government of Western Australia through the Department of Local Government, Sport and Cultural Industries, Lotterywest 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 <https://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 BW. 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 BW. For a list of WA authors and illustrators go to the CBCA WA Branch website <https://wa.cbca.org.au/wa-authors-illustrators>

WA public library staff can also visit the *Libraries, Learning and Literacy Group (LLLG)* workspace, via the communication channel *Slack*, which shares information on services, events and activities including Book Week; *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://scbwiaustraliaanz.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 from CBCAWA **must** provide proof of a current police clearance or Working With Children Check. For more information about WWCC see: <https://workingwithchildren.wa.gov.au/> 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 also 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/findananswer/rates-of-pay>

The rates cited in the EOI are based on school rates as the main audience for BW 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 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 usually 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?***

Large country regional libraries 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. The Department of Local Government, Sport and Cultural Industries, Lotterywest and Healthway are sponsors of 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 Book Week report. This is an online report that must be submitted within 6 weeks of completing the Book Week program. Recipients are provided a BW Portal Login.

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