



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

### CBCA Book Week Application Guidelines

The Children's Book Council of Australia, WA Branch, provides financial assistance to local libraries and other arts organisations to assist in conducting CBCA Book Week (BW) events each year. This assistance 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 funding application. Libraries must be current institutional members of the CBCA WA Branch to apply for funding. See [here](#) for membership information.

This financial assistance is 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 state 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. WA public libraries can visit the *CBCA WA Branch website ->Resources->Authors and Illustrators* <https://wa.cbca.org.au/wa-authors-illustrators.html> or *Writing WA* <http://www.writingwa.org/> to search for authors, writers, illustrators and storytellers; or the *Society for Book Writers and Illustrators (Australia West)* <https://australiawest.scbwi.org> for more information about WA authors and illustrators.

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

Yes. All artists that receive financial assistance 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 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#SCHOOL%20APPEARANCES>

The rates cited in the EOI are based on school rates as the main audience for BW events are schools and several 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 assistance up to \$2,200 while libraries in regional areas can apply for assistance up to \$3,200. These amounts can only be spent on the artists' fees and, in the case of regional libraries, artists' travel costs. This financial assistance is not intended to fully cover all costs incurred for artists' sessions but to support libraries offering a program. Country centres can also apply for additional outreach funding. (See below)

***Can I expect to receive the total financial assistance that I apply for?***

No. Funding may only be partly allocated, that is, applicants may receive a percentage of the total amount applied for. This is dependent on the number of applications received and will vary annually. Libraries will usually be advised of their funding application within six to eight weeks of submission.

***Can the financial assistance 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 this assistance 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. Financial assistance goes towards the artist's fees and travel costs (country areas only).

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

Large country regional libraries can apply for additional assistance to tour an artist to small country towns or remote aboriginal communities in their locality. Libraries 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?***

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

There are two essential requirements that all recipients must comply with: -

- ***Acknowledging Sponsors***

All recipients must acknowledge funding bodies as outlined in written confirmation documentation. The Department of Local Government, Sport and Cultural Industries, Lotterywest and Healthway are sponsors of CBCA 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 CBCA Book Week report on the CBCA WA Book Week Reporting Portal <https://bookweekreporting.azurewebsites.net/LogOn> The report must be submitted within 6 weeks of completing the CBCA Book Week program. To log on to the portal participants enter the CBCA WA membership number eg. WA123

Any queries contact: Email: [wa@cbca.org.au](mailto:wa@cbca.org.au) (Subject line - ATT Children's Book Week Officer)