



**Children's Book Council of Australia WA Branch (Inc.)**

Re: **Funding for CBCA Book Week 2021**  
**Theme: Old Worlds, New Worlds, Other Worlds**  
**Date: 21 - 27 August 2021**

Date: 1 February 2021

Please find attached an Expression of Interest form to apply for funding for CBCA Book Week (BW) 2021. Annually, the WA Branch of the Children's Book Council of Australia (CBCA) offers small grants to assist public libraries and other arts agencies to conduct programs celebrating CBCA Book Week. For more information about the aims of the CBCA and CBCA Book Week go to [wa.cbca.org.au](http://wa.cbca.org.au). This funding is provided by the State Government of Western Australia through the Department of Local Government, Sport and Cultural Industries, Healthway Go for 2&5 and the Children's Book Council of Australia (CBCA WA Branch).

Funding Criteria

All applications will be assessed by committee members and considered according to the following criteria: -

- Applicant organisations must be institutional members of the Children's Book Council of Australia WA Branch (or willing to become a member). See [wa.cbca.org.au/membership](http://wa.cbca.org.au/membership) for details.
- Financial contribution by the local authority towards the cost of the program.
- Quality and diversity of the program offered.
- Anticipated audience and initiatives aimed at reaching new audiences.
- Successful applicants must comply with sponsorship requirements.
- The application should address each point.
- The application must be received by post or email by the due date.

Please note that not all applications can be guaranteed to receive the grant amount applied for. All successful applicants will be notified in writing. Applicants should refer to the attached excerpt Australian Society of Authors' rates for fees (For Schools) and travel or go to [www.asauthors.org/findananswer/rates-of-pay](http://www.asauthors.org/findananswer/rates-of-pay)

All successful applicants must submit a grant acquittal report at the conclusion of BW.

Submissions: -

By email **Subject Line ATT: GRANTS OFFICER**  
[wa@cbca.org.au](mailto:wa@cbca.org.au)

OR

By post: **CBCA Book Week 2021 Expression of Interest**  
**Children's Book Council of Australia (W.A. Branch)**  
**P.O. Box 473**  
**WEST PERTH WA 6872**

**By Friday 12 March 2021**

Yours sincerely  
Nola Allen and Mary Gimondo  
Grants and Regional Centres Subcommittee  
CBCA WA Branch



## EXPRESSION OF INTEREST FUNDING FOR CBCA BOOK WEEK 2021

1. Geographical Region	
Local Government Authority	
Metropolitan or Country region	

2. Library or Agency	
Libraries (List all libraries if multi-branch system)	
*CBCAWA Membership No:	

**\*Note:** Any organisation wishing to receive funding for CBCA Book Week must be a member of the Children's Book Council of Australia WA Branch or state that it is willing to become a member. Include membership number. See website for membership details [wa.cbca.org.au/membership](http://wa.cbca.org.au/membership)

3. Contact Details	
Name	
Phone/Fax	
Email	
Postal Address	

4. Audience					
(Anticipated number of schools and/or students participating in the program include children aged from 0-17yrs)					
	Home-schoolers	Pre-primary	Primary	Secondary	Other (under 4yrs, playgroup, childcare etc.)
No of Schools					
No of Students					

## 5. Program Outline and Brief Justification

Provide program outline or attach a copy of the proposed program with brief justification for your application. State the number of days the program will be run, number of sessions, and how the grant amount will be spent.

Briefly state the impact on the program if you do not receive the grant.

6. Budget *		
Itemise the proposed budget.		
Item	Local Government Expenditure (What your library will be for Book Week)	CBW Grant Expenditure
Artist Fees		
Production Costs		
Administration Costs		
Other		
<b>Total Budget</b>		

**\*Note: CBCA WA will only part-fund your library's CBCA Book Week program. All applicants must provide budget details detailing local government and other expenditure on the program. An estimate is acceptable.**

## 7. Grant Amount – Metropolitan \*

The grant amount for metropolitan centres must not exceed \$2000.

This grant can only be spent on artists' fees.

**Grant amount requested**

### 7.1 Grant Amount Detail – Metropolitan

Provide a breakdown of the grant that you are applying for in section 7. The amount of funding that you request should be set out as per the example below and based on the current **Australian Society of Authors fee schedule** (See Section 9).

Amounts must be **Ex-GST**.

	Full Day	Half Day	Single	Total
Number of sessions				
Cost				

### EXAMPLE ONLY – Metropolitan

#### 7.1 Grant amount Detail – Metropolitan\*

	Full Day	Half Day	Single	Total
Number of sessions	1	0	1	2
Cost	600	0	300	900

Note: The total amount in the grant amount detail should equal the grant amount that you are applying for. i.e. the total in 7.1 should equal the total in 7.



## 8. Grant Amount – Country \*

The grant amount for country centres must not exceed \$3000.

This grant can only be spent on artist fees and travel to and from Perth. Country centres must cover accommodation and subsistence expenses for visiting artists.

<b>Grant amount requested</b>	
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### 8.1 Grant Amount Detail – Country

Provide a breakdown of the grant that you are applying for in section 8. The amount of funding that you request should be set out as per the example below and based on the current **Australian Society of Authors fee schedule** (See Section 9).

Amounts must be **Ex-GST**.


	<b>Amount</b>	<b>Brief description</b> E.g. No of days; type of travel i.e air, car;
<b>Artist Fee (Day/Weekly rate)</b>		
<b>Travel</b>		
<b>Outreach</b> See 8.2 below		
<b>Total Amount Requested</b>		

### EXAMPLE ONLY – Country

#### 8.1 Grant Amount Detail – Country

The amount of funding that you request should be set out as per the example below and based on the current **Australian Society of Authors fee schedule** (See Section 9).

Amounts must be **Ex-GST**.

	<b>Amount</b>	<b>Brief description</b> E.g. No of days; type of travel i.e air, car;
<b>Artist Fee (Day/Weekly rate)</b>	1800	3 days @ 600
<b>Travel</b>	600	Return airfare Perth- regional centre
<b>Outreach</b> See 8.2 below	500	Hire car travel to 2 communities, ½ day session fee
<b>Total Amount Requested</b>	2,900 	

Note: The total amount in the grant amount detail should equal the grant amount that you are applying for. i.e. the total in 7.1 should equal the total in 7.

## 8.2 Outreach to Remote Communities and Schools

Only Country centres are eligible to apply for an outreach grant.

All Country Regional Centres are eligible to apply for an additional small grant (in addition to the maximum grant amount of \$3,000) to extend the program to reach new audiences in remote and isolated communities or disadvantaged groups. Country Regional Centre staff must accompany visiting artists on outreach tours.

Attach a detailed itinerary of your proposed Outreach program listing communities to be visited and a detailed budget to support your application for an additional outreach grant.

## 9. Rates for Authors and Illustrators

Funding applications must be based on rates as stated by Australian Society of Authors at [www.asauthors.org/findananswer/rates-of-pay](http://www.asauthors.org/findananswer/rates-of-pay)

**NOTE:** These are school rates and 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, it is vital that you ensure all fees and costs are clearly set out and agreed to by both parties in writing or in a contract.**

This is an excerpt stating current rates and accompanying statement for authors and illustrators on the ASA website (as at March 2021): -

### School Appearances

Single Session \$325 (1x60mins); \$400 (1x90mins)

Half-Day \$450 (2x60mins)

Full-Day \$650 (3x60mins; 4x45mins)

Extended Day (Additional hourly rate) \$180

Weekly Writer Residencies No Rate – To be negotiated by the author

### Travel & Expenses

The Australian Tax Office provides information on travel related expenses [www.ato.gov.au](http://www.ato.gov.au)

NOTE: Country Libraries - ensure that you have included travel costs and subsistence for authors or illustrators who will be travelling to your city/town.

CHECKLIST	Y/N
1. I have included the CBCA WA membership number for my library.	
2. I have attached a program outline.	
3. I have provided a budget detailing my local government's contribution to the program.	
4. I have checked the ASA rates for authors and illustrators and calculated the grant amount based on these rates.	
5. I have noted the maximum amount that I can apply for as a metropolitan or a country centre.	
6. I have read the attached letter and funding guidelines and understand that if I am successful in securing a grant my library must comply with sponsor requirements as outlined.	

For more information:

Contact [wa@cbca.org.au](mailto:wa@cbca.org.au)

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