

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

Re: **Expression of Interest**

 Children’s Book Week® 2024

 Theme: Reading is Magic

 Date: 17 - 23 August 2024

Date: 16 February 2024

CBCA WA is calling for Expressions of Interest from libraries and other arts agencies to apply for funding for to conduct programs celebrating Children’s Book Week® (CBW) 2024. Annually, the WA Branch of the Children’s Book Council of Australia (CBCA WA) offers financial assistance made available through funding secured through the State Government of WA’s Department of Local Government, Sport and Cultural Industries and CBCA WA Branch fundraising.

The CBCA WA Branch is a small, not-for-profit, volunteer-run organisation and is always seeking new members. For information about membership and the aims of the CBCA WA and CBCA Book Week go to [wa.cbca.org.au](https://wa.cbca.org.au/)

Funding Criteria

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

* Applicant organisations must be institutional members of the CBCA WA Branch (or willing to become a member). See [wa.cbca.org.au/membership](https://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 funding body requirements.
* The application should address each point.
* The application must be received by post or email by the due date.
* Applicants must provide an acquittal report at the conclusion of CBW.

Note that **not** all applications are guaranteed to receive funding.

All applicants will be notified by email.

Submissions: -

By emailSubject Line ATT: CHILDREN’S BOOK WEEK 2024 EOI

**wa@cbca.org.au**

OR

By post: Children’s Book Week 2024 Expression of Interest

 Children's Book Council of Australia (W.A. Branch)

 P.O. Box 473

 WEST PERTH WA 6872

 **By Friday 15 March 2024**

Yours sincerely

Nola Allen and Mary Gimondo

Regional Centres Subcommittee

CBCA WA Branch



EXPRESSION OF INTEREST

FUNDING FOR CHILDREN’S BOOK WEEK® 2024

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| 1. **Geographical Region**
 |
| Local Government Authority |  |
| Metropolitan or Country region |  |

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

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

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| **3. Contact Details** |
| **Name** |  |
| **Phone** |  |
| **Email** |  |
| **Postal Address** |  |
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| 1. **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** |  |  |  |  |  |

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| **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 funding will be spent.

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

#### \*IMPORTANT: COVID-19 Contingency Plan(s)

#### As part of your program outline, include a brief description of how your program could be adapted in the event of public health restrictions or a partial/full lockdown due to COVID-19, e.g. online program or resource development, cite COVID-19 Safety Plan or equivalent.

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| 1. **Budget for Metropolitan or Country Library (\*see note below)**

Itemise the proposed budget. Provide **your LGA expenditure** in the 2nd column and **anticipated expenditure from CBCA WA** **funding provided** in the 3rd column. Funding can only be expended on artist fees unless |
| **Item** | **Local Government****Expenditure**  | **CBCA WA** **Expenditure** |
| **Artist Fees** |  |  |
| **Production Costs** |  |  |
| **Administration Costs** |  |  |
| **Other**  |  |  |
| **Total Budget** |  |  |
| *\*****Note:*** *CBCA WA will only part-fund your library’s CBW program. All applicants must provide budget details of local government and other expenditure on the program. An estimate is acceptable.* |

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| **7. Financial Assistance Detail – Metropolitan**Provide a breakdown of the amount that you are applying for in section 7. The amount requested 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** |  |  |  |  |

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| **EXAMPLE ONLY – Metropolitan**  |
| **7.1 Financial Assistance Detail – Metropolitan** |  |
|  | **Full Day** | **Half Day** | **Single** | **Total** |
| **Number of sessions** | 1 | 0 | 1 | 2 |
| **Cost** | 660 | 0 | 330 | **990** |

Note: The total amount in 7 should equal the total in 7.1

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| **7.1 CBW Funding Request for Metropolitan** The amount for metropolitan centres **must not exceed $2200 (exGST)** and can only be spent on artists' fees. |
| **Amount Requested** |  |

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| **8. Financial Assistance Detail – Country**Provide a breakdown of the amount that you are applying for in section 8. The amount requested 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.** |
|  | **Amount** | **Brief description**E.g. No of days; type of travel i.e air, car;  |
| **Artist Fee****(Day/Weekly rate)** |  |  |
| **Travel** |  |  |
| **Outreach**See 8.2 below |  |  |
| **Total Amount Requested** |  |  |

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| **EXAMPLE ONLY – Country** |
| **8. Financial Assistance Detail – Country**The amount requested 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.** |
|  | **Amount** | **Brief description**E.g. No of days; type of travel i.e air, car;  |
| **Artist Fee****(Day/Weekly rate)** | 1980 | 3 days @ 660 |
| **Travel** |  600 | Return airfare Perth- regional centre |
| **Outreach**See 8.2 below |  500 | Hire car travel to 2 communities, ½ day session fee |
| **Total Amount Requested** | 3,080 |  |

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| * 1. **CBW Funding Request for Country**

The amount for country centres **must not exceed $3200 (ex GST)**And can only be spent on artist fees and travel to and from Perth**.** Country centres must cover accommodation and subsistence expenses for visiting artists. Country Centres conducting outreach programs can apply for additional funding. See 8.2 |
| **Amount requested** |  |

Note: The total in 8 should equal the total in 8.1

**8.2 Outreach to Remote Communities and Schools**

**Only Country centres** are eligible to apply for outreach funding.

Country Regional Centres are eligible to apply for additional funding (in addition to the maximum amount of $3,200) 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 outreach application.

1. **Rates for Authors and Illustrators**

Funding applications must be based on rates as stated by Australian Society of Authors at

<https://www.asauthors.org.au/rates-of-pay/>

**NOTE**: These are **school appearances 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 from the ASA website stating current rates and accompanying information for authors and illustrators (as at February 2024):-

*School Appearances*

*Single Session $341 (1x60mins); $420 (1x90mins)*

*Half-Day $473 (2x60mins)*

*Full-Day $683 (3x60mins; 4x45mins)*

*Extended Day (Additional hourly rate) $189 per hour (only if in addition to full day rate)*

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

**Travel & Expenses**

The Australian Tax Office provides information on travel related expenses [https://www.ato.gov.au](https://www.ato.gov.au/law/view/document?DocID=TXD/TD201719/NAT/ATO/00001)

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

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| CHECKLIST  | Y/N |
| 1. I have included the CBCA WA membership number for my library. |  |
| 2. I have attached a program outline and included COVID-19 contingencies. |  |
| 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 my EOI 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 funding, my library must comply by providing a written report and fulfilling sponsor requirements as outlined. |  |

For more information:

Contact **wa@cbca.org.au**

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