

# 2022 Arts Activities \$5-50k Round 2

## Form Preview

### Applicant details

\* indicates a required field

#### Before completing this form

- Read the [Arts Activities Handbook](#).
- Discuss your proposed activity, and any questions about the funding application process, with artsACT.
- If your project involves international travel, in light of the COVID-19 pandemic, please speak to artsACT prior to submitting an application.

#### ACT-based arts practice

Applicants who do not reside in Canberra MUST provide a statement that specifically and strongly demonstrates that their practice is based in Canberra. Generally this is only available to people living in the immediate Canberra region.

Groups must demonstrate the majority of their members have a Canberra practice.

Applicants must provide a statement addressing the six points on demonstrating a Canberra-based practice, with a focus on the last two years. For information on demonstrating an ACT-based practice, visit the [Information for Applicants](#) page.

Applicants who reside in the ACT do not need to complete this section.

#### ACT-based arts practice statement

Attach a file:

Do not complete this section if you reside in the ACT.

#### Applicant type

**Are you applying as an individual or on behalf of a partnership/group or organisation? \***

Individual

Partnership/group

Organisation

#### Individual contact details

##### Name \*

Title

First Name

Last Name

##### Pronouns

For example: she/her, they/them, he/him

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### Residential/physical address \*

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

### Postal address \*

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

### Business hours phone number \*

Must be an Australian phone number.

### Mobile phone number

### Email \*

**If you are not entering into an auspice arrangement, you must provide *either* your ABN *or* a completed Statement by Supplier form below.**

### ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Statement by Supplier

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Attach a file:

If you do not have an ABN, you must attach a Statement by Supplier form, which is available from the Australian Taxation Office.

### Group contact details

#### **Name of group \***

Organisation Name

One member of the partnership/group must be nominated as the contact person.

If the application is successful, the contact person will be legally responsible for the management and acquittal of the funding. Unless an auspice arrangement is in place, they will receive the funding, which may have tax implications that should be considered before submitting the application.

#### **Group - Contact Person \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### **Residential/physical address \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

#### **Postal Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

#### **Phone Number \***

Must be an Australian phone number.

#### **Email \***

Must be an email address.

**If you are not entering into an auspice arrangement, you must provide *either* an ABN or a completed Statement by Supplier form below.**

#### **Group/contact ABN**

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Statement by Supplier

Attach a file:

If you do not have an ABN, you must attach a Statement by Supplier form, which is available from the Australian Taxation Office.

### Organisation contact details

#### Organisation name

Organisation Name

#### Residential/physical address

Address

  

#### Postal Address

Address

  

#### Organisation ABN

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Organisations must provide details of an authorised officer with delegation to legally commit on behalf of the organisation (e.g. Chair, President, Chief Executive Officer).

### Applicant - Head of Org \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Head of Org Position \*

E.g. Chair, President, CEO

### Is this person the main contact for the activity? \*

If the answer is 'No', please complete the contact person section below

### Organisation contact person

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Contact person position

### Business hours phone number

Must be an Australian phone number.

### Email

Must be an email address.

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### Auspice Arrangement

\* indicates a required field

For information on auspicings, read the [Arts Activities Handbook](#).

**Are you entering into an auspice arrangement? \***

### Auspice organisation details

**Name of auspice organisation \***

Organisation Name

**Postal address \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

**Physical address \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

**Head of organisation \***

Title      First Name      Last Name

            

**Position \***

E.g. Chair, President, CEO

**Phone number \***

Must be an Australian phone number.

**Email \***

**Website**

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Must be a URL

### ABN of auspicing organisation \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

### Auspice agreement

Applications involving an auspice arrangement must attach evidence of an agreement between the applicant and the auspicing organisation, clearly explaining each party's responsibility.

### Auspice agreement \*

Attach a file:

Must be signed by an appropriately authorised person (e.g. Chair, President, CEO) and include name, position, signature and date.

### Activity Details

\* indicates a required field

#### Description \*

no more than 15 words

#### Funding request \*

\$

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What is the total amount you are requesting? From \$5,001 up to \$50,000 (a whole dollar amount - no cents).

### Total cost of activity \*

\$

What is the total budgeted cost of your activity? (a whole dollar amount - no cents).

### Select the main artform for your activity \*

Dance       Literature       Music       Theatre       Visual Arts

Applications proposing multi-arts or cross-artform activities must nominate a primary artform.

Activities relating to film or screen are not eligible. Applicants seeking support for film or screen activities should apply to [ScreenACT](#).

### Activity period

Nominate a start and end date for your activity. These dates should be within 12 months of 1 December 2022. Successful applicants must provide an acquittal within one month of the end date.

The standard period for Arts Activities \$5-\$50k funding is 12 months but can be extended up to 24 months. If you need an end date beyond 12 months, you must provide a brief reason below.

#### Start date \*

Must be on or after 1 December 2022

#### End date

Must be before 1 December 2023 or provide a reason below

### Reason for extended end date (if required)

Briefly explain why your activity requires an end date beyond 12 months

## Assessment questions

**Answer the following three questions.** Collectively, the information provided in your application will be considered against the assessment criteria of: quality, benefit, and planning.

### Question 1: What is the activity?

- Describe your arts practice and what you want to do.
- How is the activity special, valuable or innovative?

#### 1. What is the activity? \*



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Word count:  
no more than 400 words

### Question 2: How does your activity meet one or more of the Funding Aims?

Funding Aims

- **Arts development** Supports: new and exciting ideas artists to develop their skills and practice.
- **Arts participation and access** Engages the community: as active participants in artistic skills development in inclusive and accessible arts activities that reflect the diversity of the ACT. (this Funding aim is generally only relevant to community arts projects)
- **Arts opportunities** Assists: artists and organisations to reach new audiences and markets artists and organisations to connect nationally and internationally including through residencies and cultural exchange work to be showcased to national and international audiences.

Your activity must meet at least one of the Funding Aims but does not have to meet all three.

### 2. How does your activity meet one or more of the Funding Aims? \*

Word count:  
no more than 400 words

### Question 3: How will the activity be delivered?

- Demonstrate the artistic and management skills that will deliver a high quality activity.
- Demonstrate the planning required, including a realistic timeline

### 3. How will the activity be delivered? \*

Word count:  
no more than 400 words

### Video statement

You may include a video statement in addition to your written responses. It may support but cannot substitute for your responses to the assessment questions. The video should be no longer than two minutes. The content, not the recorded quality, will be considered by assessors.

**A video may be uploaded OR provided as a web link\* below.**

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**\*If your web link requires a password to access please ensure this information is made available to artsACT staff.**

### Video upload

Attach a file:

Maximum 25MB

### OR Video web link

Must be a URL.

## Budget

Use the tables below to outline your budget, clearly listing all expected income and expenditure. You can add extra rows to the tables.

Provide clear descriptions for each budget item.

**The budget must balance.** The total income and total expenditure amounts must be the same. The Budget totals section will automatically calculate the income and expenditure tables.

**Do not add commas** to figures e.g. write 1000 not 1,000. This will ensure the Budget totals calculate correctly.

**All amounts should be inclusive of GST.**

For detailed information about preparing your budget, refer to the [Arts Activities Handbook](#).

### Income

Show all expected income including your Arts Activities funding request and any in-kind support.

Income description	Income Amount (\$)
	Whole dollar amount (no cents)
	\$
	\$
	\$
	\$

### Expenses

**Show all the costs associated with your activity.**

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Identify the items that will be paid for (in full or part) with your Arts Activities funding request.

Expenditure items to consider include:

- fees and salaries
- venue hire
- material costs
- marketing and promotion
- administration
- insurance

Provide a quote for each expenditure item.

Expenditure Description	Grant expenditure	Expenditure Amount (\$)
	to be paid from Arts Activities grant	Whole dollar amount (no cents)
		\$
		\$
		\$
		\$

### Budget totals

**Income total:**

\$

This number/amount is calculated.

**Expenditure total:**

\$

This number/amount is calculated.

### Budget support

You must provide quotes for expenditure items. If a written quote cannot be provided you should explain how the item amount was calculated.

In addition to completing the income and expenditure tables, you may also provide a statement explaining your budget or upload a more detailed budget. For activities involving a large number of artists, this can include an explanation of payment rates and number of hours employed.

### Budget statement

Word count:

Must be no more than 200 words.

### Quotes must be provided for major expenditure items

Attach a file:

Upload one quote only for each major item of expenditure.

### Detailed budget if required

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Attach a file:

### Support Material

\* indicates a required field

**Clearly label** all attachments, e.g. 'CV for Joe Bloggs', not 'Document 1'.

Upload support material in a commonly accessible format (e.g. Word; Excel; PDF; JPEG; PNG; MP3; MOV). If an assessor cannot open an attachment, it will not be considered.

File attachments are limited to 25MB. Larger video files may be provided as a URL web link.

### Key artist/personnel CVs

All applicants must provide a CV of no more than 2 pages for each artist/personnel.

**Attach CV/s \***

Attach a file:

You may attach multiple files

### Artform support material

All applicants must provide recent, high quality artform support material. It should not exceed the following limits:

- Images: maximum ten images
- Text and printed material: maximum ten pages
- Audio files: maximum three tracks, and not more than six minutes in total
- Video files: maximum three files, and not more than six minutes in total

**Attach artform support material \***

Attach a file:

You may attach multiple files

**URL web link to online support material**

Large video files must be provided in this way. If online support material is password protected, record the password next to the URL.

### Additional support material

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In general, the higher the funding request and more complex the activity, the more evidence of planning will be required.

Where applicable, applicants may also attach:

- detailed timeline
- marketing/distribution plan
- accessibility plan
- letters/evidence of confirmation from key personnel and other parties named in the application
- letters of support
- critical reviews of work

### Additional support material

Attach a file:

## Statistical Information

### For individuals

The following information is not considered in the assessment of your application. Any information provided helps artsACT review its funding programs.

#### Are you a first time applicant to artsACT?

- Yes  No

#### At which stage of your arts practice do you consider yourself to be?

#### Do you identify as an Aboriginal or Torres Strait Islander?

- Yes  No

#### Are you from a culturally and linguistically diverse background?

- Yes  No

#### Do you have a disability?

- Yes  No

#### Indicate your approximate age.

#### Do you have a tertiary qualification?

- Yes  No

### For groups

The following information is not considered in the assessment of your application. Any information provided helps artsACT review its funding programs.

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**Is the group a first time applicant to artsACT?**

- Yes  No  Don't know

**How many group members identify as an Aboriginal or Torres Strait Islander person?**

Must be a number - enter 0 if none.

**How many group members come from a culturally and linguistically diverse background?**

Must be a number - enter 0 if none.

**How many group members identify as persons with a disability?**

Must be a number - enter 0 if none.

**Indicate your approximate age.**

The age of the group contact person.

For organisations

The following information is not considered in the assessment of your application. Any information provided helps artsACT review its funding programs.

**Is your organisation a first time applicant to artsACT?**

- Yes  No  Don't know

**Does your activity focus on Aboriginal and Torres Strait Islander peoples?**

- Yes  No

**Does your activity focus on people living with disability?**

- Yes  No

**Does your activity focus on people from a culturally and linguistically diverse background?**

- Yes  No

## Feedback, Certification and Submission

\* indicates a required field

Feedback

**How did you find the online application process?**

- Easy  Neutral  Difficult

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**artsACT welcomes your suggestions for improvements to the application process**

### Certification and submission

Ensure you have included all required information before proceeding. Once an application has been submitted you will not be able to reopen it.

#### **Privacy and Freedom of Information**

artsACT respects the personal and confidential information provided in your application and will take all reasonable steps to prevent unauthorised access, loss or misuse.

Applications will be read by external assessors and relevant ACT Government officers. Details of successful applicants (limited to applicant name, funding amount and grant purpose) will be publicly available.

artsACT will only use and/or disclose personal information in accordance with relevant legislation, including the [Information Privacy Act 2014](#). Applicants should be aware that the provisions of the [Freedom of Information Act 1989](#) apply to documents in artsACT's possession.

#### **I certify that:**

This application has been submitted with the full knowledge and agreement of the individuals/organisations named in the application.

The statements in this application and any attached documentation are true to the best of my knowledge and any artform support material is the work of persons named in this application.

I understand that if my application is successful the application form, including details of the proposed activity and budget, forms the basis of a legal agreement with the ACT Government.

#### **Certification \***

Yes, I have read and agree to the above conditions.  
Applications that are not certified will not be accepted.

#### **Name of person responsible for this application \***

Title      First Name      Last Name

            

If an organisational representative, must be an authorised officer with delegation to legally commit on behalf of the organisation.

#### **Position**

Position held (e.g. Chair, President, CEO), if relevant.

#### **Date of certification \***

Must be a date