

2022 Arts Activities Up to \$5k Form Preview

Applicant details

* indicates a required field

Before completing this form

Read the [Arts Activities Handbook](#).

NOTE: Due to COVID-19, applications relating to international travel must first be discussed with artsACT staff.

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:

Only complete this if you do not 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

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

Address

<input type="text"/>
<input type="text"/>

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

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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	More information
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.

Group contact details

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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

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

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ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
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

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

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Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
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.

Auspice Arrangement

* indicates a required field

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

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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

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.

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Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
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 auspicating 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 *

What is the total amount you are requesting? From \$500 up to \$5,000 (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

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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 [Screen Canberra](#).

Activity period

Nominate a start and end date for your activity. These dates should be within 6 months from the date of submitting your application. Successful applicants must provide an acquittal within one month of the end date.

The standard activity period for Arts Activities - Up to \$5k is 6 months but can be extended up to 12 months. If you need an end date beyond 6 months, you must provide a brief reason below.

Start date *

Must be at least 6 weeks after submitting your application

End date *

Within 6 months of submitting your application or provide reason below

Reason for extended end date (if required)

Briefly explain why your activity requires an end date beyond 6 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 what you want to do.
- How is the activity special, valuable or innovative?

1. What is the activity? *

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.

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- **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.

Video upload

Attach a file:

Maximum 25MB

OR Video web link

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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.

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

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Provide a quote for each major 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 major 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 for major expenditure items

Attach a file:

Upload one quote only for each major item of expenditure.

Detailed budget

Attach a file:

Support Material

* indicates a required field

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

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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

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

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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.

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?

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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

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.

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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

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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