

The Department of Culture and the Arts
Grants for Artists with Disabilities

Application Form

Use the Instruction Book to help you fill out this application form.

Section 1: Your Details

WRITE ONE PAGE ONLY. For help, read page 3 in the instruction book.

<p>Applicant</p> <p>Name: Title (Mr, Mrs, Ms, Miss): Postal address: Home address: Phone number/s: (H) (M) Email address:</p>	
<p>Australian Business Number (ABN): Are you registered for the GST?</p>	<p>----- (Circle) Yes / No</p>
<p>Organisation</p> <p>Legal status: Contact person's name: Contact person's job title/position:</p>	
<p>Individual</p> <p>Country of birth: Date of birth: Lived in WA for the past 12 months Australian citizen or permanent resident</p>	<p>____ / ____ / _____ (Circle) Yes / No (Circle) Yes / No</p>
<p>What panel are you applying under: Under which category are you applying?</p>	<p>Grants for Artists with Disabilities (Circle) Making Work / Showing Work / Learning</p>
<p>Briefly describe your activity: (25 words max)</p>	
<p>When is your activity due to start: When is it due to be completed: What is the total cost of the activity: What is the amount of your request to DCA:</p>	<p>____ / ____ / _____ ____ / ____ / _____ \$ \$</p>
<p>Which DAII Officer did you speak to / when: Do you have any overdue acquittals?</p>	<p>..... Date/s..... (Circle) Yes / No</p>

Section 2: Project Information

For help, read page 4 of the instructions.

1. a) What arts activities are you going to do? Write half a page only

b) How are you planning to do it? Write half a page only

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2. Why is it important for you to do this project now? What are the benefits and outcomes (things that will happen as a result of the project)? Write one page only

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5. How will you address 'Intellectual Property' (Art work/image copyright and ownership)?

For help, read page of the instructions

6. How will you promote your project? How will you create future opportunities for yourself?

(Getting an audience, telling the media good news, sharing with the arts and disability sectors - Please include paid and unpaid promotion. You can attach a 'marketing plan' as support material). For help, read page of the instructions.

7. How will you document your activities and review the good and bad parts of the project for the DCA acquittal (report) and for your own records? For help, read page of the instructions.

Section 4: Funding you recieved in the past

For help, read page 6 of the instructions.

Year	What were the arts activities you were given money for?	Amount \$

Section 5: Support Material

Please list every item of support material you have attached to this application.

For help on this question, read page 7 of the instructions.

Item	Office Use Only
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
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	<input type="checkbox"/>
	<input type="checkbox"/>

OFFICE USE ONLY	Applicant:		Application No:	
	PO:		Panel No:	

Section 6 (a): Declaration

I, the person that will sign this declaration, certify that:

- I am familiar with the information in the grants handbook for Artists with Disabilities
- I agree that this application will not be accepted if it is late, faxed, emailed, subject to overdue acquittals, or does not have all required support material attached.
- This application is true and the supporting material is my own work or the work of the artists named in this application.
- I understand that information given to applicants by DCA staff is information only and that I should not change my application because of this information.
- I have no overdue acquittals for previous DCA grants.
- I am not seeking a grant for work that will be given for academic assessment.
- I agree to accept the decision of the panel assessing this application.
- I have read and understood the section on Privacy and Freedom of Information and accept the terms.

If the applicant is an organisation, the declaration must be carefully read and signed by the chairperson or president of the group or organisation.

It is the responsibility of the applicant to tell DCA of any change in the status or circumstances of the application between the time its given to us and its assessment.

Privacy and Freedom of Information

A list of artists who get grants will be written on the DCA website and Annual Report and may be promoted in newsletters and publications. You have to acknowledge DCA in all your publicity and if you do not do this your grant payment may be affected.

We might like to use some of your photos in your application or acquittal to show people in our promotional material so we will contact you and ask for permission.

According to the Freedom of Information Act (1992), you can get any information we keep, including your application. Your information is confidential, but staff and people that sit on DCA panels may see it and may use it to assess your other grant applications. By giving us your application you are not allowed to start any proceedings against DCA because we have shown it to someone as a request made under the Freedom of Information Act (1992).

Information held by DCA may be used for the following purposes: statistical reporting, application assessment, accounting purposes and for contacting you. The details of your grant will be public information, however, your personal details will only be seen by our staff, appointed auditors and individuals or organisations who may help us assess or monitor grants.

Your signature on your application form means you have read, understood and accepted the use of your information as written above. Your signature confirms that this is the formal and final submission of your application for assessment. **Please sign here:**

Name in full:	Date:
Signature:	Position/Title:
Position in the group or organisation (if applicable)	

Section 6 (b): Auspice Agreement (Optional)

If you need someone else, an 'auspice body' to be responsible for the management of your project and your grant you can make an auspice agreement. An auspice agreement must be completed and signed by both the auspice body and those doing the project.

What services and support will be provided by the auspice body to the project?

For example:

1. Payment of artist wages etc through the auspice body's payroll system;
2. Giving office space, meeting access requirements and support, and equipment;
3. Advice on your budget and money; and/or
4. Marketing and promotion

What services and support will be provided by the auspice body when managing the grant? Note: the auspice body must provide a financial acquittal of any money received, and the artist(s) involved must provide an artistic acquittal. Contact DCA if you do not understand this.

What are the roles and responsibilities of those undertaking the project (delivery, management and acquittal of the grant)?

What fee if any is to be paid to the auspice body by the people doing the project? This fee can be included in the project budget.

Who is responsible for insurance and the other legal requirements of the project?

If the auspice body is an organisation, the auspice agreement must be carefully read and signed by the chairperson or president of the group or organisation.

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Auspicing body:	
Name in full:	Date:
Signature:	Position/Title:
Position in the group or organisation (if applicable)	
Person/s carrying out the activity or project:	
Name in full:	Date:
Signature:	Position/Title:
Position in the group or organisation (if applicable)	

Section 6 (c): Duty of Care Declaration

Schedule A - Confidential Declaration

Please tick the box against the statement that applies to you or your organisation, complete the required details and return with the application form.

If you or people in your project will be working with or near young people under 18, you or your principal contact must complete the following declaration.

(1)	I or the organisation knows the special responsibilities that come with working with children. I declare that I do not have a criminal record and that there are no reasons that mean we can't work with or near young people aged under 18.	<input type="checkbox"/>
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Or

(2)	I or the organisation know the special responsibilities that come with working with children. I declare that there are no reasons that mean we can't work with or near young people aged under 18 but I do have a criminal record. The type of that record is written below.	<input type="checkbox"/>
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Or

(3)	The organisation and/or project funded under this contract does not involve working with or near young people aged under 18.	<input type="checkbox"/>
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I have used/currently use an alias or other name(s): (Circle) **Yes / No**

(If yes) Provide details of aliases and other names _____

I am aware of the Working with Children (Criminal Record Checking) Act 2004 and have taken steps to make sure all relevant people have a current Working with Children Assessment Notice and/or a Police Check.

I certify the accuracy of the above information. I know that DCA can ask me to provide evidence to verify the information provided.

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Name:	Date:
Organisation:	File No:
Signature:	
Address:	

This information will be treated as highly confidential.

If the application is successful, funding is conditional upon all persons working with young people aged under 18 as part of the project providing evidence of a Working With Children Assessment Notice demonstrating their suitability to work in this role to the client's principal contact. This declaration should give details of any aliases and provide permission for the organisation or DCA to request a Working with Children Assessment Notice and/or Police check at any time to verify this information. The client must retain these declarations until the project is acquitted by DCA.