

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

Instruction Book

Use this instruction book to help you fill out this application form.

! Important Make sure you have read the Grants for Artists with Disabilities handbook before you fill in the application form

Section 1: Your Details

Do not fill this in, this is NOT the application form	Notes to help you complete this area
<p>Applicant Name; Title; Postal Address; Home Address; Phone Numbers; Email Address</p>	<p>The Applicant Name or Auspice Organisation Name must be the same as the Legal Name or Trading Name registered with the Australian Business Number (ABN) supplied.</p>
<p>Australian Business Number (ABN) and are you registered for the GST?</p>	<p>Australian Business Number (ABN) and Registration for Goods and Services Tax (GST) Applicants must provide an ABN in order to be eligible for support OR a 'Statement by a Supplier' form which is available from any post office or at www.ato.gov.au</p>
<p>Organisation Legal status; Contact person's name; Contact person's job title/position</p>	<p>Legal Status - choose from Company Limited; Statutory Body; Incorporated Organisation; Other</p>
<p>Individual Country of birth; Date of birth; Lived in WA for past 12 months; Australian citizen or permanent resident</p>	<p>Individual Applicants must have been living in Western Australia for 12 months before to making an application.</p>
<p>What panel are you applying under; Under which category are you applying?</p>	<p>Circle one option Making Work or Showing Work or Learning</p>
<p>Briefly describe your activity (25 words max)</p>	<p>It is important that you clearly and briefly summarise your application. This may be used for promotion. E.g. <i>'The Green Apples'</i> will work with an established Western Australian musician and producer to create a 6 track CD for online distribution.</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>Must start after 1st May 2008 Amount Requested from DCA should be the same as your budget shortfall (that is, the gap between what you expect to spend and your total anticipated income from all sources).</p>
<p>Which DAI Officer did you speak to / when; Do you have any overdue acquittals?</p>	<p>Acquittals Your application may not be accepted if you or any key people involved with your project have received a grant and have not submitted an acquittal report by the due date.</p>

Section 2: Project Information

There are 7 questions to answer. It is important that you answer every question. Your answers need to be clear, direct and only as long as allowed on the form. Answers may be typed or hand-written.

1. a) What arts activities are you going to do? b) How are you planning to do it?

You need to describe clearly the creative component of your project. In your planning it is important that you address how your access requirements will be supported throughout the project including any barriers that may need to be addressed.

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)?

The panel are looking to fund activity that has a clear purpose and well defined objectives and outcomes. You may want to write about audience development or training and awareness raising specific to the arts and disability sector.

3. Who are the main people involved in the arts activities? Are they confirmed to help or take part?

Partnerships with other people, groups or organisations need written confirmation and this should be included in your support material. Don't forget to attach CVs or bios of all the relevant people as well as your artist bio. Ensure you include information on the support people that will help with your access requirements. If your project refers to a mentor, identify how your relationship will be managed, any training required for the mentor and their skills in working with people with disabilities as well as in the required art form.

4. When and where will you run the arts activities?

Fill in the table for each activity and show the city/town/region and the venue(s). Your proposed activity must start after 1 May 2009 and DCA does not provide money for projects that have already happened. If you get a grant you should not begin the project before you receive the letter saying whether your application has been successful. It is important that you provide written confirmation from venue managers saying you can use that venue on the date you want it.

5. Intellectual Property

Intellectual Property (IP) refers to copyright and designs. Copyright happens when you or someone else makes a work. Other forms of IP protection, such as trademark or patents need to be or should have been registered. Copyright protects the original expression of ideas, not the ideas themselves, and provides exclusive rights to copying the work, performing it in public, broadcasting it, publishing it and making an adaptation of the work. It is your responsibility to make sure you have all relevant permissions to any work you are using. This includes images taken of a performance or event for promotional purposes.

6. Marketing/promotion plan

Tell us how you intend to make the most out of the opportunities that DCA support will provide. This can include media, advertising, websites, fliers, emails, newsletter articles, radio and/or TV interviews. A marketing plan can be attached with your support material.

7. How will you review and document your project?

You need to keep records of your activity for your acquittal. This includes an artistic report, a financial report and information for the DCA database. These details may include the number of performances you produced, audience numbers, reviews, photographs or video, articles, catalogues, sales and/or distribution records. Your acquittal must also include your final budget and the creative benefits of your activity such as other opportunities which have arisen, further productions or what you have learnt.

Section 3: Budget

- Have you talked to the DAII Officer on (08) 9224 7362 or email daii@dca.wa.gov.au?
- Complete the budget as best you can.
- You should attach up to one page of notes to your budget to help explain it to your panel.

Expenditure

- Anything that is a cost of doing your project can be included in your budget.
- DCA may not be the best source of funds for certain kinds of things, especially capital equipment and capital works.
- DCA may cover the costs of access requirements to ensure your project is accessible for people with disabilities. This may include support staff, software, temporary amendments to venues.
- For salaries, fees and living allowances please include the relevant names of all key people working on your project and on a separate sheet write their title/position and hourly/weekly rate multiplied by the number of hours/weeks you will be paying for them. For instances where there is a mentor and a mentee ensure equity of pay between both parties.

Income

- It is important to show all money you think will be coming in to pay for your activity.
- Earned income does not include funding from DCA or other agencies
- If you are registered for GST, the income figures in your budget must not include GST.
- Provide details on how your amounts were calculated on a separate sheet. This should include, for example: number of performances, ticket price and projected capacity.
- In-kind services are those that have been given for free, or at a reduced rate and can include borrowed equipment, the use of a rehearsal space, donated goods, discounted goods or services (the discount is provided in-kind) or volunteer labour – including your own!
- In-kind contributions should be valued on what is agreed between you and your sponsor. If the contribution is an unconditional donation, the value is what these services, facilities or equipment would cost normally.
- It is important to include in-kind costings as they contribute to the total cost of your project.
- All grants and sponsorships being sought from sources other than DCA must be listed (e.g. from Local Government, the Australia Council, other State and Australian Government departments or other funding institutions). Indicate whether support is confirmed.
- For an income source that doesn't fit in a categories, explain it and list it under other income.

Request from DCA

- The amount you are requesting from DCA should be the same as your budget shortfall (i.e. the gap between expenditure and income).
- If your request is more or less than the shortfall, you have made your budget correctly.
- You need to show what you want DCA to pay for e.g. research and development phase, professional fees, cost of promotion, commissioning of the new work etc. This allows the panel to better understand how its support relates to income to be received from other sources.

Audits

The cost of an audit is an eligible expenditure item.

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Sample budget items

The following budget form shows some of the common expenses and income items you may need to think about in your budget. Use it as a guide for planning and finishing your budget.

Expenditure	Item	Total	Income	Item	Total	c/nc
Administration	\$	\$	Earned	\$	\$	
Examples include:			Examples include:			
Telephone			Contract/performance fees			
Stationery & printing			Merchandising			
Auditing & accounting			Exhibition sales			
Insurance			Ticket sales			
Childcare			CD sales			
Postage						
<i>Sub-Total</i>			<i>Sub-Total</i>			
Marketing, Promotion & Distribution			In-kind (value of materials, equipment, services)			
Examples include:			Examples include:			
Advertising: online media			Self-contribution (specify)			
Advertising: press			Use of studio			
Photos & videos			Equipment hire			
Artwork design			Printed material			
Printed material			Volunteers			
Alternate formats						
<i>Sub-Total</i>			<i>Sub-Total</i>			
Preparation, Development, Production, and Exhibition			Grants and Sponsorships - Identify if amounts are confirmed (c) or not			
Examples include:			Examples include:			
Accommodation			Federal Govt. (specify)			
Lighting & sound hire (specify)			Other State Govt. (specify)			
Manufacturing costs (specify)			Local Government (specify)			
Venue/site hire (specify)			Australia Council (specify)			
Fares/travel/freight (specify)			Healthway sponsorship			
Rehearsal space or studio hire			Cash Sponsorship			
Equipment hire (specify)			Corporate Sponsorship			
Access requirements / materials (specify)						
<i>Sub-Total</i>			<i>Sub-Total</i>			

Budget Continued...

Expenditure	Item	Total	Income	Item	Total	c/nc
Salaries, fees, living allowances			Other Income confirmed (c) or not confirmed (nc)			
Examples include: Production & technical (specify) Marketing & promotion (specify) Administrative (specify) Artists (specify) Support staff, carers (specify)			Examples include: Self contribution (cash) (specify) Fundraising			
Sub-Total			Sub-Total			
Total Expenditure (A)		\$	Total Income (B)		\$	
Request to DCA (Subtract B from A)			\$			

Budget Checklist

- Have you spoken to a DCA Project Officer about your budget?
- Is the request to DCA in Section One the same amount as that shown on the budget page?
- Have you indicated those grants and sponsorships which are 'confirmed' or 'not confirmed'?
- Have you attached explanatory notes to your budget (up to one page)?
- Have you re-checked your budget?

Section 4: Funding (\$) Given to You Previously

Please list funding support received from DCA and the Australia Council in the past three years. Also include details of funding received through an auspice body on your behalf.

Section 5: Support Material

Support material is essential to your application.

It is important for you to list every item you have included. DCA staff will, on receipt, check-off these items. It is your responsibility to make sure that everything listed is actually with the application when submitted. DCA will not follow-up on any listed material that is not with the application and takes no responsibility for it not being there.

If you submit images or other files on disc, please make them in a PC compatible format (not Mac).

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You must clearly label all support material with your name and address.

Please refer to the Support Material Information Sheet for further details about what sort of support material and quantities of specific items to include with your application.

Required information includes:

- Samples of your work;
- Your CV and the CVs or bios of those people and/or organisations directly involved in your project (One page only);
- Letters confirming participation in the project by all people involved;
- Budget notes (if applicable); and
- GST Exemption – Statement by Supplier (if applicable)
- Examples of previous work

NOTE:

- All support letters and invitations must be signed and provided on letterhead.
- Please do not submit original copies of any material.
- Support material must accompany your application and will not be accepted after the closing date.
- When submitting a CD of your work, please highlight three tracks only for the panel to listen too.

Section 6 (a): Declaration

Section 6 (b): Auspice Agreement (Optional)

Section 6 (c): Duty of Care Declaration

If you require more information or any help with these forms before you sign, please do not hesitate to contact the DAII Officer.

You need to sign both the DCA Declaration and Duty of Care Declaration. If your activity does not involve working with or near young people under 18, please check box three and then complete and sign the bottom section of the form. If your activity does involve working with or near young people under 18 please make sure you also provide details regarding alias' or other names.

The Auspice Agreement is only required where the application is being made on behalf of others.

! Remember A glossary of terms in your Grants for Artists with Disabilities handbook may help you understand some of the words used in this instruction book and your application form. If you need more help, please contact the DAII Officer on (08) 9224 7362 or email daii@dca.wa.gov.au