

Department of Culture and the Arts

Arts Grants Application Form 2009



**Please separate and submit the following pages only
(Not including this page)**

The following information will not affect the assessment of your application however please ensure you meet the eligibility requirements. If a question is not relevant please type N/A. PLEASE KEEP THIS INFORMATION ON ONE PAGE. For notes on this question see page 4 and 5

DCA Application Form

Title (Mr/Mrs/Ms/Miss/Dr):

Name of applicant:

Postal address of applicant:

Residential address of applicant:

Daytime contact number:

Mobile:

Email:

Australian Business Number (ABN):

Are you registered for the GST?

Organisations

What is your legal status?

Contact person:

Position in the organisation

Individuals

Are you an Australian citizen permanent resident?

Have you been a resident of WA for the past 12 months?

Are you Aboriginal or Torres Strait Islander?

Do you have a disability?

Country of birth:

Date of birth (optional unless applying to the Young

People and the Arts Program):

To which Program are you addressing this application?

In which discipline is your application primarily focused?

Under which Category are you applying? (Refer to
handbook)

Briefly describe your activity:
(25 words max)

When is your activity due to start and finish:

What is the total cost of the activity:

What is the amount of your request to DCA:

Which Project Officer have you spoken to and when:

Do you have any outstanding acquittals (y/n)?

In which region(s) will your activity take place?

Where did you hear about DCA funding?

Would you like be added to our mailing list?

For notes on this question see page 7 of the Application Instructions

1a. What is the project/activity you are proposing to undertake?

1b. Why do you need to undertake this project/activity?

(Answers to questions a and b must be 1 page maximum except Annual/Multi-Year Program and Fellowship applications which may take up to 2 pages.)

Please delete the following text when writing your answer. It is for your information only.

Answers to this question align with the following assessment criteria:

1. Artistic Merit

In assessing artistic merit the panel seeks to support activities that have strengths in some or all of the following:

- Demonstrates artistic excellence.
- Shows artistic risk-taking.
- Exhibits timeliness and relevance to the participants' artistic practice and to the broader artform.
- Demonstrates relevance to a wider social context.
- Involves personnel with the expertise to deliver the project's objectives. (See also Q3)

There may also be **category** specific criteria which will affect assessment of your application. Please refer to your selected **category** in the 2009 Arts Grants Handbook.

For notes on this question see page 7 of the Application Instructions

2a. How do you plan to undertake the project/activity?

2b. How do you intend to build on the opportunities arising from this activity?

(Answers to questions a and b must be 1 page maximum except Annual/Multi-Year Program and Fellowship applications which may take up to 2 pages)

Please delete the following text when writing your answer. It is for your information only.

Answers to this question align with the following assessment criteria:

2. Good Planning

In assessing good planning the panel seeks to support activities that include:

- Achievable, realistic outcomes
- A methodology that can achieve these outcomes
- Documented research and/or consultation (if required)
- Strategies to engage with the intended audience
- Support from relevant community and host institutions (if required).

3. Financial Responsibility

In assessing financial responsibility the panel seeks to support activities that include:

- Efficient use of resources.

There may also be **category** specific criteria which will affect assessment of your application. Please refer to your selected **category** in the 2009 Arts Grants Handbook.

3a. Who are the key creative and/or administrative personnel involved in the proposed activity?

3b. Has their commitment to participate been confirmed?

Remember to include yourself and to include CV/Bio for all people involved (CV/Bio to be no longer than 1 page each)

Name	*Date of Birth	Outstanding ArtsWA or DCA acquittals? Y/N?	Position/Role in your activity	Commitment confirmed Y/N	CV/Bio Attached Y/N

*Where applicants to a Young People & the Arts Program apply as a group, dates of birth should be provided for all members of the group otherwise this is optional.

4. When and where are you proposing to undertake this activity (provide a schedule)? (half page maximum)

Please delete the following text when writing your answer. It is for your information only.

Answers to this question align with the following assessment criteria:

2. Good Planning

In assessing good planning the panel seeks to support activities that include:

- Achievable, realistic outcomes.
- A methodology that can achieve these outcomes.
- Documented research and/or consultation (if required).
- Strategies to engage with the intended audience.
- A process to critically review and evaluate their outcomes, and
- Support from relevant community and host institutions (if required).

There may also be **category** specific criteria which will affect assessment of your application. Please refer to your selected **category** in the 2009 Arts Grants Handbook.

For notes on this question see page 7 of the Application Instructions

5. Intellectual Property – Please confirm that you are the copyright holder and/or identify any ownership issues that may arise and your proposed response or document any established agreements. (half page maximum)

For notes on this question see page 7 of the Application Instructions

6. What are your strategies for audience engagement, distribution and/or promotion?
(A marketing plan of up to 3 pages may be attached and is essential for Distribution, A Few New Words and Publishing categories.)

For notes on this question see page 7 of the Application Instructions

7a. How will you document this project?
7b. How do you plan to evaluate your project?
(half page maximum)

Please delete the following text when writing your answer. It is for your information only.

Answers to this question align with the following assessment criteria:

2. Good Planning

In assessing good planning the panel seeks to support activities that include:

- A process to critically review and evaluate their outcomes.

There may also be **category** specific criteria which will affect assessment of your application. Please refer to your selected **category** in the 2009 Arts Grants Handbook

For notes on this question see page 9 & 10 of the Application Instructions

1. Which aspect(s) of the cost of your proposed activity are you seeking support for the Department?

--

Budget

List your items under the headings. Identify costs on the left and income on the right. Please also note whether the income is confirmed (c) or not confirmed (nc). Your budget must include other sources of income in addition to the amount requested from DCA. This may be cash or in-kind.

Expenditure	Unit	Total
Administration	\$	\$
Sub-total		
Marketing, Promotion & Distribution		
Sub-total		
Preparation, Development, Production, Exhibition, Travel, Transport and Freight		
Sub-total		
# Salaries, fees, living		
Sub-total		
Total Expenditure (A)	\$	

Income	Unit	Total	c/ nc
*Earned (box office, sales)	\$	\$	nc
Sub-total			
In-kind confirmed (c) or not confirmed (nc)			
Sub-total			
Sponsorship confirmed (c) or not confirmed(nc). Do not include DCA			
Sub-total			
Other Income (specify)			
Sub-total			
Total Income (B)		\$	

Request to DCA (subtract B from A)	\$
---	-----------

2. Budget notes

This is information that helps explain your budget, eg how you have calculated expenses, fees and/or sales; how you valued in-kind; budget breakdowns for projects with multiple strands of activity.

(One page maximum except Annual/Multi-Year Program applications which may take up to 2 pages.)

For notes on this question see page 11 of the Application Instructions

Other DCA Funding Support

Name/Group/Organisation	Year	Activity	Amount \$

Other Funding Support

Name/Group/Organisation	Year	Activity	Amount \$

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

Please list every item of support material you have attached to this application. Items in bold below are required support material for every applicant. There may be other essential support material specific to the category. Please see the 2009 Arts Grants Handbook, page 11.

Item	
CV or Bios of those listed in Question 3	<input type="checkbox"/>
Letters confirming participation of key personnel listed in Question 3	<input type="checkbox"/>
Quotes or confirmation of costs of all services – see list below	<input type="checkbox"/>
Samples of work from the previous 3 years – see list below (relevant to this project and your artform/)	<input type="checkbox"/>
Venue confirmation (if applicable)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

I, the undersigned, certify that:

1. I have read the **2009 Arts Grants Handbook**.
2. I acknowledge that this application will not be accepted if it is late, faxed, emailed, or subject to outstanding acquittals.
3. The statements in this application are true to the best of my knowledge and the supporting material is my own work or the work of the artists named in this application.
4. I understand decisions are made by a peer panel and information provided by DCA staff is advice only.
5. I am not seeking funding for work that will be submitted for academic assessment.
6. I agree to accept the decision of the panel assessing this application.
7. 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.

PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE APPLICANT TO INFORM DCA OF ANY CHANGE IN THE STATUS OR CIRCUMSTANCES OF THE APPLICATION BETWEEN THE TIME OF ITS LODGEMENT AND ITS ASSESSMENT.

Privacy and Freedom Of Information

Full listings of grant recipients will be published on our website and in our Annual Report. We may also publicise recipients in our newsletters and publications. You will be required to acknowledge the Department in all your publicity. Failure to do so may affect your grant payment. Images submitted with your application and/or acquittal may be used for promotional purposes.

According to the Freedom of Information Act (1992), any information held by us, including your application is accessible by you. While the information you present to us is treated as confidential, staff and external panel members may see it. The information you supply may also be made available to those assessing any other grant applications you make. By submitting your application you waive any right to raise any type of proceedings against the Department as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under the Freedom of Information Act (1992).

Data held in the Department's system may be used for the following purposes: statistical reporting, application assessment, media enquiries, accounting purposes and for contacting you. The details of your grant will be public information, however, your personal details will only be accessible by our staff, appointed auditors and individuals or organisations who may help us assess or monitor grants.

Your signature on this application means you have read, understood and accepted the use of your information as outlined above. Your signature confirms that this is the formal and final submission of your application for assessment by the Panel.

Please sign here:

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

If an Auspice Agreement is not required for your project please remove this page before submitting your application.

Where an application is made on behalf of others, the application should be made in the name of the *auspice* body. An auspice agreement must be completed and signed by both the auspice body and those undertaking the project. The following lists the minimum detail which must be given.

<p>What services and support will be provided by the auspice body to the project?</p> <p>For example: Payment of artist wages etc through the auspice body's payroll system; Provision of office space and equipment; Financial and budget advice; and Marketing and promotion</p>
<p>What services and support will be provided by the auspice body with regard to the management of the funding? Please note that the auspice body must provide a financial <i>acquittal</i> of any funding received, and the artist(s) involved must provide an artistic <i>acquittal</i>. Please contact DCA if you do not understand this condition.</p>
<p>What are the roles and responsibilities of those undertaking the project with regard to the project and with regard to the management and acquittal of the funding contract?</p>
<p>What fee, if any, is to be paid to the auspice body by those undertaking the project? This fee should be clearly included in the project budget if the fee is to be paid from the project.</p>
<p>Who is responsible for insurance and the other legal requirements of the project?</p>

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

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:
Position/Title:	
Position in the group or organisation (if applicable)	
I have sighted the application and agree all information is true and correct (please sign)	

Schedule A - Confidential Declaration

Please identify the statement (1, 2 or 3) that applies to you or your organisation, complete the required details and return with the Application Form.

(1)	I am/the organisation is aware of the special responsibilities associated with working with children. I declare that I do not have a criminal record and that there are no other circumstances or reasons that might preclude my/the organisation working with/near young people aged under 18. YES/NO	<input type="checkbox"/>
-----	---	--------------------------

or

(2)	I am/the organisation is aware of the special responsibilities associated with working with children. I declare that there are no other circumstances or reasons that might preclude my/the organisation working with/near young people aged under 18 but I do have a criminal record. The nature of that record is outlined below.	<input type="checkbox"/>
-----	---	--------------------------

or

(3)	The organisation and/or project funded under this contract does not involve working with or near young people aged under 18. YES/NO	<input type="checkbox"/>
-----	--	--------------------------

I have used/currently use an alias or other name(s): Yes/No – Please circle (Provide details of aliases and other names)

Your signature here means if you answered YES to clause 1 or 2 above you are aware of the Working With Children (Criminal Record Checking) Act 2004 and have taken the necessary steps to ensure that all relevant personnel have a current Working With Children Assessment Notice.

I certify the accuracy of the above information. I am aware that the Department reserves the right at any time to require me to provide evidence to verify the information provided.

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 the Department 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 the Department.