

Arts Grants  
Arts Development, Indigenous Arts and Young People and the Arts  
2009 APPLICATION FORM



- STOP!** Before you fill out this form have you:
- Read through the Arts Grants handbook?
  - Read through this entire application form?
  - Talked to your project officer?

### **Assistance for People with Disabilities**

If you require special assistance in preparing your application, please contact DCA for advice on 08 9224 7310 or toll-free for regional WA callers on 1800 199 090 or [daii@dca.wa.gov.au](mailto:daii@dca.wa.gov.au)

Please ensure DCA APPLICATION is inserted in large letters on the top left-hand corner of the envelope.

**Post applications to:**  
The Department of Culture and the Arts  
PO Box 8349  
Perth Business Centre  
PERTH WA 6849

**Hand deliver applications to:**  
The Department of Culture and the Arts  
Law Chambers Building  
Level 7, 573 Hay Street  
Perth (between Pier & Barrack St)  
By 5pm on closing date

**Contact:**  
Phone: 08 9224 7310  
Toll-Free (within WA): 1800 199 090  
Fax: 08 9224 7311  
Website: [www.dca.wa.gov.au](http://www.dca.wa.gov.au)

If you would like a hardcopy of this form please contact DCA as per the details above.



## CONTENTS

This is the standard application form to be used by all individuals, groups and organisations applying to any of DCA's Arts Grants Programs (excluding Designer Fashion and Contemporary Music).

### THIS FORM CONTAINS THE FOLLOWING **TWO** SECTIONS

#### **INFORMATION FOR APPLICANTS (do not submit):**

Pages 1 – 14

- Checklist
- Notes on completing:
  - Section One - Your Details
  - Section Two - Project Information
  - Section Three - Budget Information
  - Section Four - Previous Funding Support
  - Section Five - Support Material
  - Section Six - Declaration
    - Auspice Agreement
    - Duty of Care Declaration
- Glossary of Terms

#### **APPLICATION FORM (please detach and submit):**

Pages 15 – 27

- Section One - Your Details
- Section Two - Project Information
- Section Three - Budget Information
- Section Four - Previous Funding Support
- Section Five - Support Material
- Section Six - Declaration
  - Auspice Agreement
  - Duty of Care Declaration

Please refer to the relevant handbook for closing dates.

**Please check this list before submitting your application.**

- You have checked that you meet the eligibility requirements for the Panel and the Category
- You are not seeking funding for work that will be submitted for academic assessment
- You have checked that your project's starting date is on, or after, the start date relevant to the funding round in which you are applying
- You have discussed your proposal with the relevant Project Officer
- You have made sure there are no outstanding *acquittal* reports for previous ArtsWA or Department of Culture and the Arts grants reports for any *key creative or administrative personnel* involved with your project
- You have completed the form in black ink in a minimum of 11-point font on white, A4, matte paper
- You have answered **all** the questions in each section of the application
- The applicant details are complete and accurate
- The applicant details match the legal or trading name of the ABN registration
- The applicant name is the name in which, if successful, the grant funds can be banked
- All the artistic and other *personnel* you have listed in Section Two are aware of your proposal and have committed in writing to participating
- All your support material listed in Section Five is with your application
- If your proposal is being auspiced by an organisation, all parties have signed and included the *Auspice* Agreement in Section Six
- You have obtained the necessary copyright permissions
- You have completed the Duty of Care Declaration in Section Six
- You have signed the declaration in Section Six
- You have kept a complete copy of your application

**STOP!** This IS NOT the application form. This is for your information only. See page 15 for the application form.

DO NOT FILL THIS IN (See page 15)	Notes for completing the application form
<p><b>Title:</b>  <b>Name of applicant:</b>  <b>Postal address of applicant:</b>  <b>Residential address of applicant:</b>  <b>Daytime contact number:</b>  <b>Mobile:</b>  <b>Email:</b></p>	<p><b>The Applicant Name or Auspicing Organisation Name</b> must be the same as the Legal Name or Trading Name registered with the Australian Business Number (ABN) supplied.</p>
<p><b>Are you registered for the GST?</b>   <b>Australian Business Number ABN:</b></p>	<p><b>Australian Business Number: Australian Business Number (ABN) and Registration for Goods and Services Tax (GST)</b>  Applicants must provide an ABN in order to be eligible for support <u>OR</u> evidence that the Australian Taxation Office has determined you ineligible for an ABN with a 'Statement by a Supplier' form which is available from any post office or at <a href="http://www.ato.gov.au">www.ato.gov.au</a></p>
<p><b>Organisations</b>  What is your legal status?  Contact person:  Position in the organisation:</p>	<p><b>Legal Status - choose from the following:</b>  <b>Company Limited</b>  <b>Statutory Body</b>  <b>Incorporated Organisation</b>  <b>Other</b></p>
<p><b>Individuals</b>  <b>Do you have Australian citizenship or permanent residency status?</b>   <b>Country of birth:</b>  <b>Date of birth:</b></p>	<p><b>Individual Applicants</b> must have been living in Western Australia for 12 months <u>prior</u> to making an application.</p>
<p><b>To which program are you addressing this application?</b></p>	<p><b>Please choose from the following:</b>  Arts Development  Young People and the Arts  Indigenous Arts  Artflight</p>
<p><b>In which discipline is your application primarily focused?</b></p>	<p><b>Please choose one or more from the following:</b>  Dance  Writing  Visual Arts &amp; Craft  Theatre  Music  Digital Art  Interdisciplinary Arts  Community Cultural Development (CCD)</p>

<p><b>Under which category is your application primarily focused?</b></p>	<p><b>Please select from this list:</b>  Development  Distribution  Annual or Multi-Year Funding  Artflight  Publishing Assistance Fund  A Few New Words Poetry Publishing Initiative  Short Term Artists in Residence  Emerging Curator Program  Visual Arts and Craft Mid-Career Fellowship  Creative Development Fellowships  Playwright Development Program  Dramaturge Skills Development Program  Young People and the Arts Fellowships  Young People and the Arts Quick Response Fund  Short Term Artists in Residence (STAR)  Annual or Multi-Year Funding  Young People &amp; the ArtsYPA Fellowship  Young People &amp; the ArtsYPA International Scholarship  Publishing Assistance Fund  Creative Development Fellowships  Emerging Curator Program  Visual Arts and Craft Mid-Career Fellowship</p>
<p><b>Briefly describe your activity:</b></p>	<p>It is important that you clearly and briefly summarise the nature and purpose of your application. This may be used for promotional purposes by DCA. Here are some examples:</p> <ul style="list-style-type: none"> <li>• Undertake intensive research and development towards the production of a new dance work integrating Eastern and Western classical traditions.</li> <li>• Provide an exhibition showcase for Western Australia’s regionally based Indigenous artists.</li> <li>• Establish an open-access mentoring program for young and emerging media artists.</li> <li>•</li> </ul>

<p><b>When is your activity due to start and due to be completed:</b></p> <p><b>What is the total cost of the activity:</b></p> <p><b>What is the amount of your request to DCA:</b></p>	<p><b>Start and Finish Dates</b> It is essential that these dates fall within the relevant period as outlined in the handbook or on the website at <a href="http://www.dca.wa.gov.au/funding/closing_dates">www.dca.wa.gov.au/funding/closing_dates</a></p> <p><b>Amount Requested from DCA</b> The amount you are requesting 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). If your request is more or less than the shortfall, you have not prepared your budget accurately.</p>
<p><b>Which project officer have you spoken to and when:</b></p> <p><b>Where did you hear about DCA funding?</b></p> <p><b>In which region(s) will your activity take place?</b></p> <p><b>Would you like to receive further information about other funding opportunities from DCA?</b></p> <p><b>Acquittals</b></p>	<p>Please let us know which project officer you have spoken to and the dates</p> <p>Please tell us where you heard about our funding to assist us in our marketing</p> <p>In which region will your application take place? This will assist us to better identify regional applications</p> <p>Let us know if you are interested in hearing about other funding opportunities at DCA so we can add you to our database and keep you posted.</p> <p>Your application will not be accepted for assessment 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>

## NOTES FOR COMPLETING SECTION TWO

On the following pages you will be given 7 questions to answer. It is important that you answer all parts of every question, regardless of the type of assistance you are requesting. Your answers need to be clear and direct. Applicants are strongly encouraged to write succinctly and respond within the spaces provided on the form. Answers may be typed or hand-written.

### Notes on the questions:

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

You need to describe, clearly and concisely what you plan to do and the artistic rationale for your activity.

**b) Why do you need to undertake this project/activity?**

Why is this project important at this time? What are the benefits and outcomes?

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

Articulate a clear purpose, well defined objectives and a good methodology.

**b) How do you intend to build on the opportunities arising from this activity?**

How will it lead to other professional and artistic opportunities for you or the team?

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

**b) Has their commitment to participate been confirmed?**

Partnerships with other individuals, groups or organisations require written confirmation and this should be included in your support material. Don't forget to attach CVs or bios of all the relevant *personnel* as well as your own CV.

**4. When and where are you proposing to undertake this activity?**

- Provide a schedule for the various aspects of the activity and indicate the city/town/region and the venue(s).
- It is essential that your proposed activity falls within the relevant time frames set out in the 2009 Arts Grant handbook.
- DCA does not provide retrospective financial support.
- Applicants dependent on DCA support should not begin the activity before they receive written notification of whether their application has been successful or not.
- It is important that you provide written confirmation from venue managers that they are able to host your activity should your application be successful.

**5. Intellectual Property**

Intellectual property (IP) most commonly in this case refers to copyright and designs. Copyright automatically exists when you, or someone else, produces a work. For other forms of IP protection, such as trademark, patents or designs, registration will need to, or should have, occurred. 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 ensure you have acquired all relevant permissions to any work you are using. This includes images you may have had taken of a performance or event for promotional purposes.

**6. What are your strategies for audience engagement, distribution and/or promotion?**

A marketing plan can be attached with your support material. This may also include marketing a venue is undertaking on your behalf.

**7. a) How will you document this project?**

This might include: photography, video and sound recordings, publications, media clippings, copies of notes and correspondence, artist and participant journals and blogs. Documentation should cover the process and/or outcomes and is likely to be useful in future applications or to promote your practice.

**b) How do you plan to evaluate your project?**

Evaluation of a project is a subjective or objective appraisal of the project outcomes with particular reference to artist excellence. This could take the form of: written self assessment, peer assessments, ticket sales, participants numbers, sale of works, analysis of website traffic, critical review from the sector, published critiques and/or online or hardcopy feedback from your audience, project participants and other interested parties. This evaluation should be framed around the original objectives of the project as stated in your application.

If your application is successful you will be required to provide an acquittal that includes an artistic report, 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 acquired knowledge.

Words appearing in *italics* are defined in the glossary

## NOTES FOR COMPLETING SECTION THREE

### Have you talked to your Project Officer?

Please refer also to your handbook for detailed notes on preparing a budget.

Complete the summary of anticipated expenditure and income as accurately as you are currently able. Your final calculations should show a shortfall between anticipated expenditure and income. This 'gap' will be your request to DCA. If you wish, you may attach up to one page of explanatory notes to your budget.

### Expenditure

Expenditure items can vary widely from one activity to the next. Anything that is a legitimate expenditure item for the purposes of successfully undertaking your activity can be included in your budget; however, DCA does not fund capital equipment. For Salaries, Fees and Living Allowances please include the relevant names of all principal personnel. On a separate sheet please detail their title/position and hourly/weekly rate x number of hours/weeks. Separate stages or components should be itemised in the budget.

### Income

It is important to show all forms of anticipated **earned income** applicable to your activity. *Earned income* does not include *subsidies* (funding from DCA or other agencies) and, if you are registered for GST, the income figures in your budget must be shown exclusive of GST. Provide details on how your figures were calculated on a separate sheet. This should include, for example: number of performances, average ticket price and projected capacity etc.

**In-kind** services are those that have been contributed 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! Contributions should be valued on the basis of what is agreed between yourself and your sponsor excluding any GST if you are registered for GST. If the contribution is an unconditional donation, the value is what these services, facilities or equipment would cost within the marketplace normally, excluding any GST component if you are registered for GST. 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 other sources must be listed (e.g. from Local Government, the Australia Council, other State and Australian Government departments, other funding institutions, other DCA funding) and shown excluding GST if you are registered for GST. You need to indicate whether this support has been confirmed. DCA will confirm the status of any pending funding applications directly with the funding body prior to the panel assessment.

If there is an income source that doesn't fit within any of the above categories, explain what it is and list it under **other income**.

### Request from DCA

The amount of subsidy you are requesting from DCA should be the same as your budget shortfall (i.e. the gap between anticipated expenditure and anticipated income). If your request is more or less than the shortfall, you have not prepared your budget accurately. You need to identify which costs 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.

Words appearing in *italics* are defined in the glossary

## Sample budget items

The budget form below shows some of the typical expense and income items you may need to consider in completing your budget. It is to be used as a guide only.

Expenditure	Unit	Total	Income	Unit	Total	c/n c
<b>Administration</b>	\$	\$	<b>*Earned (box office, sales etc)</b>	\$	\$	
Examples may include			Examples may include:			
Telephone & fax			Contract/performance fees			
Stationery & printing			Merchandising			
Auditing & accounting			Exhibition sales			
Insurance			Ticket sales			
Childcare			CD sales			
Postage			Publication sales			
Sub-total	\$	\$	Sub-total	\$	\$	
<b>Marketing, Promotion &amp; Distribution</b>			<b>In-kind</b>			
Examples may include:			Examples may include:			
Advertising: electronic media			Marketing / Promotions			
Advertising: press			Use of studio / venue			
Photos & videos			Equipment usage			
Programs			Accommodation			
Printed material			<i>Self Contribution</i>			
Website			Contribution from collaborators			
Sub-total	\$	\$	Sub-total	\$	\$	
<b>Development, Production, Travel and Freight</b>			<b>Sponsorship/donations Do not include DCA</b>			
Examples may include:			Examples may include:			
Lighting & sound hire (specify)			Other Federal Govt. (specify)			
Materials (specify)			Other State Govt. (specify)			
Venue/site hire (specify)			Local Government (specify)			
Manufacturing costs (specify)			Australia Council (specify)			
Fares/travel/freight (specify)			Healthway <i>sponsorship</i>			
Rehearsal space or studio hire			Cash <i>Sponsorship</i>			
Equipment hire (specify)			Corporate <i>Sponsorship</i>			
Sub-total	\$	\$	Sub-total	\$	\$	
<b>Salaries, fees, living allowances</b>			<b>Other Income (specify)</b>			
Examples may include:			Examples may include:			
Production & Technical Fees			<i>Self contribution (cash) (specify)</i>			
Marketing & Promotion Fees			Fundraising			
Administrative Fess						
Artist Fees						
Mentor Fees						
Per Diems						
Sub-total	\$	\$	Sub-total	\$	\$	
<b>Total Expenditure (A)</b>	<b>\$</b>	<b>\$</b>	<b>Total Income (B)</b>	<b>\$</b>	<b>\$</b>	
<b>Request to DCA (subtract B from A)</b>			<b>\$</b>			

## Budget Checklist

- Have you spoken to a 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?

## NOTES FOR COMPLETING SECTION FOUR

### Other DCA funding Support

Please list funding support received from **ArtsWA, DCA** in the past three years by you whether it was to you directly or for a project you were part of.

### Other Funding Support

The Other Funding Support list should include *funding* received through:

- Perth Institute of Contemporary Art's (PICA) Research and Development Program;
- Country Arts WA's Community Arts Project Scheme (CAPS), Touring Assistance Program and the Australian Government's Regional Arts Fund (RAF);
- Community Arts Network WA's Catalyst Community Arts Investment Fund and the Community Culture Regional Cultural Planning Investment Fund;
- artsource artists' exchange programs (Basel and The Gunnery);
- Art on the Move;
- The Australia Council and
- Any funding received through an *auspice* body on your behalf.

## NOTES FOR COMPLETING SECTION FIVE

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 entirely your responsibility to ensure 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. Excess support material will not be viewed by the panel.

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

Please refer to the Arts Grants handbook 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. Restrict these to one page each;
- Letters confirming participation in the project by all parties involved;
- GST Exemption (if applicable)

Please see the handbook which lists restrictions and recommendations that apply to your artform and category.

### **PLEASE NOTE:**

- 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-ROM with examples of your work please ensure you only include a maximum of 20 images. Please also remember to include an image list (with details such as title, date, medium and dimensions) to support your images. Your CD-ROM must be PC compatible. Do not embed your images into any software packages.

### NOTES FOR COMPLETING SECTION SIX

If you require more information or clarification with any item on these forms before you sign, please do not hesitate to contact your Project Officer.

It is necessary for you to sign both the Declaration and Duty of Care Declaration. If your activity **does not** involve working with or near young people under 18, please check box (3) 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.

**Acquittal**

A report completed at the conclusion of your project to provide financial and artistic feedback to DCA about your project.

**Auspice**

This refers to a system whereby an organisation applies for a grant on your behalf. If the application is successful the organisation is responsible for keeping financial records and provides a financial acquittal of the grant.

**Earned Income**

Earned income is any income derived from participation in your activity, not including grants from DCA.

**In-kind**

Services, products or labour provided free of charge. For example, a producer might agree to produce your CD and only charge you half the rate. They are therefore providing the other half of their fee 'in kind'; or

A gallery or festival may undertake promotions of your activity at no cost to you; or  
You may contribute unpaid labour to the activity.

**Key Personnel**

Those people involved in the production or organisation of your event or project.

**Panel**

The assessment panel is the group of people who assess your application and make funding recommendations. The panel is made up of industry professionals who have specialist expertise in one or more artforms. There are five panels: Arts Development; Indigenous Arts; Young People & The Arts; Contemporary Music; Designer Fashion. A list of all current panellists can be found on our website at [www.DCA.wa.gov.au](http://www.DCA.wa.gov.au)

**Self-contribution**

Cash you contribute to the project.

**Sponsorship**

An arrangement between a person and/or organisation where that person or organisation provides financial support and/or in-kind assistance to you. Sponsorship is usually tied to direct outcomes identified by the sponsor.

**Subsidies**

Financial assistance given by one person or organisation to you or the project.

**APPLICATION FORM**

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

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**DCA Application Form**

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

Name of applicant:

Postal address of applicant:

Residential address of applicant:

Daytime contact number:

Mobile:

Email:

Are you registered for the GST?

Australian Business Number (ABN):

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**Organisations**

legal status?

What is your

Contact person:

Position in the organisation

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**Individuals** Are you an Australian citizen or 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):

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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?

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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.

**The following information will not affect the assessment of your application however please ensure you meet the eligibility requirements.**

For notes on this question see page 7

**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.

**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 3 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.

For notes on this question see page 7

**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

**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

**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.)

Please delete this 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 methodology that can achieve these outcomes.
- Strategies to engage with the intended audience.
- 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

**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

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

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**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.

	Unit	Total		Unit	Total	c/ nc
<b>Administration</b>	\$	\$	<b>*Earned</b> (box office, sales)	\$	\$	nc
<b>Sub-total</b>			<b>Sub-total</b>			
<b>Marketing, Promotion &amp; Distribution</b>			<b>In-kind</b> confirmed (c) or not confirmed (nc)			
<b>Sub-total</b>			<b>Sub-total</b>			
<b>Preparation, Development, Production, Exhibition, Travel, Transport and Freight</b>			<b>Sponsorship</b> confirmed (c) or not confirmed(nc). <b>Do not include DCA</b>			
<b>Sub-total</b>			<b>Sub-total</b>			
<b># Salaries, fees, living</b>			<b>Other Income</b> (specify)			
<b>Sub-total</b>			<b>Sub-total</b>			
<b>Total Expenditure (A)</b>	\$		<b>Total Income (B)</b>	\$		
<b>Request to DCA (subtract B from A)</b>			<b>\$</b>			

For notes on this question see page 9 and 10

## 2. Budget notes

You may include up to one page of information that helps explain your budget, eg how you have calculated expenses, fees and/or sales, how you valued in-kind etc.

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

Answers to budget questions 1 and 2 align with the following assessment criteria:

### 3. Financial Responsibility

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

- Accurate and comprehensive costings.
- Efficient use of resources; and
- Reasonable payment for artists and artswokers.

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.

notes on this question see page 11

For

**Other DCA Funding Support**

Name/Group/Organisation	Year	Activity	Amount \$

**Other Funding Support**

Name/Group/Organisation	Year	Activity	Amount \$

<b>OFFICE USE ONLY</b>	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	
<b>CV or Bios of those listed in Question 3</b>	<input type="checkbox"/>
<b>Letters confirming participation of key personnel listed in Question 3</b>	<input type="checkbox"/>
<b>Quotes or confirmation of costs of all services</b>	<input type="checkbox"/>
<b>Samples of work from the previous 3 years (relevant to this project and your artform/)</b>	<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.

<b>Auspicing body:</b>	
Name in full:	Date:
Signature:	Position/Title:
Position in the group or organisation (if applicable)	

<b>Person/s carrying out the activity or project:</b>	
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"/>
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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"/>
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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. 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.

<b>Name:</b>	<b>Date:</b>
<b>Organisation:</b>	
<b>File No:</b>	
<b>Signature:</b>	
<b>Address:</b>	

***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.