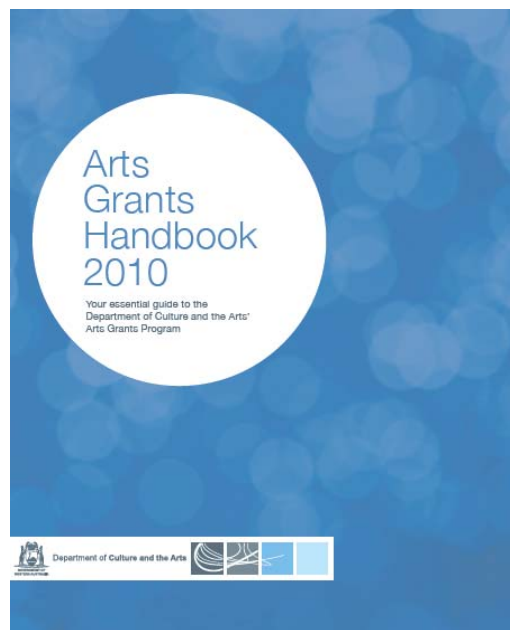


Department of Culture and the Arts' Arts Grants Application Form 2010



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



DCA Application Form

SECTION ONE

Applicant Details

A. Your Details

Title												
Name of applicant:												
Postal address of applicant:												
Physical Address of applicant:												
Daytime contact no:					Mobile:							
Email:												
ABN:											GST Registered? (Y/N)	

B. For Organisations

Legal status: (e.g. incorp assn)										
Contact person for this application:										
Position in the organisation:										

C. For Individuals

Country of birth?					Date of birth?						
Are you an Australian citizen or permanent resident? (Y/N)											
Have you been a resident of WA for the past 12 months? (Y/N)											
Are you Aboriginal or a Torres Strait Islander? (Y/N)						Do you have a disability? (Y/N)					

D. Funding Program

What funding program are you applying to?										
In which discipline is your application primarily focused? (e.g. dance)										

E. Your Project

Briefly describe your activity: (25 words max)											
Start date of your activity (DD/MM/YY)					End date of your activity:						
Total cost of your activity:	\$					Amount of your request to DCA	\$				
DCA Project Officer you spoke to and when?											
Do you have any overdue DCA acquittals? (Y/N)											
In which region will your activity take place?											
Where did you hear about DCA funding? (i.e. internet, newspaper, friend, word of mouth, email, other)											

Please ensure that you have read the Arts Grants Handbook & Information Pack before proceeding

Question 1.

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

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

You may delete the following text to insert your answer.

Please describe clearly and concisely what you plan to do and the artistic rationale for your activity. Please also describe why it is important for you to undertake the project at this time and what the outcomes are going to be for you and/or the other participants.

Keep in mind assessment criteria 1 (Artistic Merit) and 4 (Program Specific Criteria) when answering this question.

One page maximum

Question 2.

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

2 (b) How do you intend to build on the opportunities arising from this project/activity?

You may delete the following text to insert your answer.

Articulate well defined objectives and a good methodology for achieving these objectives and set out how it will lead to other artistic/professional opportunities for you and/or the team.

Keep in mind assessment criteria 2 (Good Planning), 3 (Financial Responsibility) and 4 (Program Specific Criteria) when answering this question.

One page maximum

DCA Application Form

SECTION TWO

Project Details (continued)

Question 3.

In the table below, list the key creative and administrative personnel involved in this project. Has their participation in the project been confirmed?

Remember to include yourself. All applications must include CV/Bios (limited to one page) and all listed people must not have overdue DCA/ArtsWA acquittals for previous grants received. You may include additional lines as necessary

Name	Position/role in activity	Commitment confirmed (Y/N)	Date of Birth (only required for Young People and the Arts applications)

Question 4.

When and where are you proposing to undertake this activity?

You may delete the following text to insert your answer.

Provide a schedule for the various aspects of the project and indicate the city/town/region and the venue(s).

Keep in mind assessment criteria 2 (Good Planning) and 4 (Program Specific Criteria) when answering this question.

Half page maximum

Question 5. - Intellectual Property Details.

You may delete the following text to insert your answer.

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

Question 6.

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

You may delete the following text to insert you're answer.

A marketing plan of up to 3 pages may be attached as support material and is essential for applications to the Publishing Assistance and Distribution & Marketing Category.

Keep in mind assessment criteria 2 (Good Planning) and 4 (Program Specific Criteria) when answering this question.

Half page maximum

DCA Application Form

SECTION TWO

Project Details (continued)

Question 7.

7 (a) How will you document this project/activity?

7 (b) How do you plan to evaluate your project/activity?

You may delete the following text to insert your answer.

Show how you will record the progress and/or outcomes of your project and how you will determine whether you have achieved your objectives.

Keep in mind selection criteria 2 (Good Planning) & 4 (Program Specific Criteria) when answering this question. Criteria 1 (Artistic Merit) also applies to 7(b).

Half page maximum

DCA Application Form

SECTION THREE

Budget Details

Question 1. For which aspect(s) of the cost of your proposed activity are you seeking support from the Department?

You may delete the following text to insert your answer.

Identify which costs you want DCA funding to be put towards. This enables the assessors to understand how DCA support relates to income from other sources.

Half page maximum

Question 3. Budget Notes

You may delete the following text to insert your answer.

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

Keep in mind assessment criteria 3 (Financial Responsibility) and criteria 4 (Program Specific Criteria) when answering this question.

One page maximum

DCA Application Form

SECTION FOUR

Previous Funding Support

Other DCA Funding Support

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

Applicant Name	Year	Activity	Amount \$

Other Funding Support

The Other Funding Support list should include funding received through:

- Perth Institute of Contemporary Arts' (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 (or Creative Networks 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.

Applicant Name	Funding Body & Year	Activity	Amount \$

DCA Application Form

SECTION SIX

Declaration

I, the undersigned, certify that:

1. I have read the 2010 Arts Grants Handbook and Information Pack for the program that I am applying to.
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:

Position in the Group or Organisation

DCA Application Form

SECTION SIX - ANNEXURE

AUSPICE AGREEMENT

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? 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 auspicating body is an organisation, the auspicating 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

The *Working with Children (Criminal Record Checking) Act 2004* makes it compulsory for many people in child-related work to apply for a Working with Children Check.

A person is in child-related work if their *usual duties* of work involve, or are likely to involve:

- contact with a child (a child is a person under the age of 18 years); and
- that contact is in connection *with at least one of the 19 categories of child-related work* listed under the Act;
- and no exemptions apply.

Please identify the statement (1 or 2) 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 and am aware of the Working with Children Act 2004 YES/NO	<input type="checkbox"/>
or		
(2)	The organisation and/or project funded under this contract does not involve working with young people aged under 18. YES/NO	<input type="checkbox"/>

Your signature here means if you answered YES to clause 1 above you are aware of the Working with Children (Criminal Record Checking) Act 2004 and will take the necessary steps to ensure that, where required, all relevant personnel have a current Working with Children Assessment Notice, or are able to obtain one.

For detailed information about your legal obligations consult <http://www.checkwwc.wa.gov.au>

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 in child-related work 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 will provide permission for the organisation or the Department to request a Working with Children Assessment Notice at any time to verify this information. The client must retain these declarations until the project is acquitted by the Department.