

# 2021 Annual Arts Grants application form

## Form Preview

### Introduction and eligibility

\* indicates a required field

Annual arts grants support artists at all career stages and across all art practices to develop and realise ideas in 2021. Grants are available to individual artists and small to medium arts organisations for one-off projects or a component of an annual program and creative development.

Grant categories:

- Arts project grants
- Aboriginal arts project grants (for Aboriginal and Torres Strait Islander applicants only)

Grants of up to \$20,000 are available for presentation and online projects that result in a public outcome (including creative developments).

Grants of up to \$5,000 are available for creative developments only (no public outcome).

#### City of Melbourne municipal boundaries

Our geographic footprint encompasses Docklands, East Melbourne, Fishermans Bend, Jolimont, Kensington, North Melbourne, Melbourne's central business district, Parkville, South Wharf, West Melbourne and *parts of* Carlton, Carlton North, Flemington, Port Melbourne, South Yarra and Southbank. The City of Melbourne municipality does not include the broader Melbourne metropolitan area. If in doubt about the suburb boundaries check our interactive maps at <http://maps.melbourne.vic.gov.au/>

Applicants are advised to read the [guidelines](#) thoroughly before proceeding with an application.

### Eligibility

In submitting my application, I agree to have complied with the following:

- I have read and understood the City of Melbourne 2021 Annual Arts Grants guidelines and my proposal complies with the application requirements, conditions and eligibility.
- My application will not be accepted if it is not lodged by the stated close date through SmartyGrants or does not have all the required materials.
- I have no outstanding acquittals or debts to the City of Melbourne.
- I understand that the proposed activity must occur in 2021.
- Applications for online presentation or a creative development without an outcome must demonstrate a relationship to the City of Melbourne.
- My application will not be accepted if a proposed outcome location or venue is not within the City of Melbourne boundaries.
- I understand that I must contact City of Melbourne staff if my proposed activity occurs in an outdoor space.
- I or the activities proposed in this application do not denigrate, exclude or offend parts of the community or breach Commonwealth and State anti-vilification laws.

**Do you comply with the above eligibility? \***

Yes

# 2021 Annual Arts Grants application form

## Form Preview

No. You are not eligible to submit an application.

### About the applicant

\* indicates a required field

**Applicant name \***

Individual  Organisation

Organisation Name

First Name

Last Name

**Street address**

Address

Must be a street address

**Phone number \***

**Email \***

**Key contact name (if different to above)**

First Name

Last Name

**Key contact phone number (if different to above)**

**Key contact email (if different to above)**

**Which of the following do you identify as? \***

- Female  
 Male  
 X (indeterminate, intersex, unspecified)

**Which age group do you belong to? \***

- Under 14 years  25-34 years  55-64 years  
 15-19 years  35-44 years  65+ years  
 20-24 years  45-54 years

**What career stage do you identify with? \***

- Emerging  
 Mid-career  
 Established

# 2021 Annual Arts Grants application form

## Form Preview

**Do you speak a language other than English at home? \***

- Yes  
 No

Applicants from culturally diverse backgrounds can contact Multicultural Arts Victoria (MAV) for application support at [office@multiculturalarts.com.au](mailto:office@multiculturalarts.com.au)

**Which language? \***

**Do you or your organisation identify as Aboriginal or Torres Strait Islander? \***

- Yes  
 No

**Is this the first time you have applied for a City of Melbourne arts grant? \***

- Yes  
 No

**Have you previously received a City of Melbourne arts grant? \***

- Yes  
 No

**Did you receive a City of Melbourne arts grant for a project in 2020? \***

- Yes  
 No

**Are you being auspiced (is another person or organisation is taking legal and financial responsibility for administering the grant on your behalf)? \***

- Yes  
 No

**Auspice name \***

- Individual  
 Organisation

Organisation Name

First Name

Last Name

# 2021 Annual Arts Grants application form

## Form Preview

Deaf and Disabled applicants can contact Arts Access Victoria (AAV) for application support at [info@artsaccess.com.au](mailto:info@artsaccess.com.au) or phone (03) 8640 6001.

**Are you a Deaf or Disabled artist? \***

- Yes
- No

## Application details

\* indicates a required field

**Which grant category are you applying for? \***

- Arts project grants
- Aboriginal arts project grants

**Type of project \***

- Creative development only (no public outcome required). Grants of up to \$5,000 available.
- Projects and creative developments that result in a public outcome at a venue or location within the City of Melbourne boundaries. Grants of up to \$20,000 available.
- Projects resulting in an online outcome. Grants of up to \$20,000 available.

## Relationship to the City of Melbourne

Applicants must be able to demonstrate a connection to the City of Melbourne.

Note: The City of Melbourne municipality does not include the broader Melbourne metropolitan area. If in doubt about the suburb boundaries check our interactive maps at <http://maps.melbourne.vic.gov.au/>

**In what way can you demonstrate a relationship to the City of Melbourne? \***

- I live in the City of Melbourne
- My regular place of employment or the studio/location where my ongoing creative practice is undertaken is located in the City of Melbourne
- The project idea is about or relates to the City of Melbourne in some way
- Other relationship to the City of Melbourne

Select one option

**What is the address that demonstrates your relationship to the City of Melbourne? \***

Must be an address within the City of Melbourne boundaries.

**Describe the relationship to the City of Melbourne \***

# 2021 Annual Arts Grants application form

## Form Preview

**Artform (select one only) \***

- Circus, physical theatre  Theatre, live art  Multimedia  
 Dance  Film  Writing  
 Music  Multi-artform  Visual, craft
- Only one can be selected - choose the most dominant

**Select the primary artform \***

This selection may determine where your application is assessed.

**Will you be using Aboriginal or Torres Strait Islander stories or cultural material that is not your own? \***

- No  
 Yes. Please provide evidence of community consultation and cultural permissions in your application.

### Project summary

**Project title \***

**Project summary \***

Word count:  
Up to 50 words

## Proposal - creative development

\* indicates a required field

**Describe the creative development work to be undertaken. \***

Word count:  
Must be no more than 300 words.

**Describe how this development will benefit and extend your arts practice \***

# 2021 Annual Arts Grants application form

## Form Preview

Word count:  
Must be no more than 200 words.

### Budget

**Grant request (up to \$5,000) \***

\$

Must be a dollar amount and no more than 5000.

**Indicate how the grant will be spent.**

<b>Expenditure item description</b>	<b>\$</b>
Artist fees	\$
Materials	

### Dates

In 2021 when do you intend to undertake the development?

**Start date \***

Must be a date and no earlier than 1/1/2021.

**End date \***

Must be a date and no later than 31/12/2021.

### Proposal - presentation

\* indicates a required field

**Describe the project idea (including the public outcome) and how it will be achieved. Applicants are to address assessment criteria priorities 1 & 2 as applicable. \***

Word count:  
Must be no more than 500 words.

# 2021 Annual Arts Grants application form

## Form Preview

**Outline how the project will contribute to or increase access and participation in the arts. Applicants are to address assessment criteria priority 3 as applicable. \***

Word count:

Must be no more than 200 words.

### Budget

- **Applicants must complete the budget template below.**
- Income and expenditure must be equal. Applicants are advised to double check their budget figures before submitting.

**Grant request (up to \$20,000) \***

\$

Must be a dollar amount and no more than 20000.

### Income and expenditure

Add/remove rows as required using +/- or 'add more' buttons

Income description	\$	Is the income confirmed?
How will the project be financed - list where you are sourcing your income from (including cash, earned income such as ticket or book sales, or in-kind)	Must be a whole dollar amount (no cents).	
City of Melbourne arts grant request	\$	Yes No
		Yes No
		Yes No

Expenditure item	\$	City of Melbourne contribution
For example: artist fees, materials, production, technical, venue hire	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).
Artist fees	\$	\$

### Totals

Note: These totals are automatic calculations from the above tables.

# 2021 Annual Arts Grants application form

## Form Preview

**Total income**\$ 

This amount is calculated

**Total expenditure**\$ 

This amount is calculated

**Total City of Melbourne contribution**\$ 

This amount is an automatic calculation and should be the same as the grant request.

**Is the outcome \***

- Free  
 Ticketed (\$20 or less per ticket)  
 Ticketed (\$21 or more per ticket)

**Average ticket price \***\$ 

Must be a dollar amount.

Earned income from ticket sales should be listed in the income.

## Notes

Use this section to clarify any aspect of the budget in the comments box (for example the calculation used to achieve earned ticket income) or attach a file below.

**Attach any relevant files here that support your budget**

Attach a file:

## Artists

\* indicates a required field

List the **key artists** involved in the project and attach summary CV's (combine into the one file where possible).

Add/remove rows using the +/- or 'add more' buttons.

**Artist name****Upload CV summary document****or provide a direct URL link to the CV**

Artist name	Upload CV summary document	or provide a direct URL link to the CV
	Combine CV's into the one file if possible	Must be a URL.

**Total number of artists involved \***

Must be a number.



# 2021 Annual Arts Grants application form

## Form Preview

### Age of the artists involved \*

- up to 25 years
- 26-54 years
- 55+ years

### Will the project involve artists from any of the following groups? \*

- Emerging
- Culturally diverse backgrounds (CALD)
- Aboriginal and Torres Strait Islander
- Deaf and Disabled
- Gay, Lesbian, Bisexual, Transgender, Intersex, Queer
- None of the above

## Access requirements

\* indicates a required field

Access costs of up to \$2,000 for participating artists/arts workers with disabilities will be considered in addition to the grant request (for example support workers, Auslan, captioning).

### Do you require access costs to undertake and deliver the project? \*

- Yes
- No

### Access costs requested amount \*

\$

Must be a whole dollar amount (no cents) and no more than 2000.

### Describe the access requirements needed to deliver the project \*

## Public outcome

\* indicates a required field

Indicate the proposed dates for the public outcome stage of the project.

### Start date for the public outcome \*

Must be a date and between 1/1/2021 and 31/12/2021.

### End date for the public outcome \*

Must be a date and between 1/1/2021 and 31/12/2021.

### Proposed venue/location where the public outcome will take place \* Is the venue accessible for people with disabilities? \*

- Yes
- No

# 2021 Annual Arts Grants application form

## Form Preview

Venue must be within City of Melbourne.  
Refer to the boundary map <http://maps.melbourne.vic.gov.au/>.

**If the venue is not accessible, describe how you might extend the audience reach \***

What will you do to make the outcome accessible to people of all abilities (for example, can the project also be viewed/experienced in another way?)

**How many days will the outcome be available to the public in 2021? \***

Must be a number.

**Will the public outcome commence after 9pm? \***

Yes  No

**How many people do you anticipate will attend the public outcome? \***

Must be a number.

**Is the project outcome aimed at a specific target audience? \***

No, the outcome is for a general audience.  Yes

**Which of the following audience groups is the project specifically targeting? \***

Culturally diverse backgrounds (CALD)  Young people (under 25 years)  
 Gay, Lesbian, Bisexual, Transgender, Intersex, Queer  Other:   
 Aboriginal and Torres Strait Islander

**Is the project proposed as part of a festival? \***

Yes  No

**Name of festival \***

## Mitigation plan

\* indicates a required field

Responding to change

# 2021 Annual Arts Grants application form

## Form Preview

Due to the ongoing impact of COVID-19 pandemic, a mitigation plan is required describing how the project or creative development will be delivered in 2021 with changing restrictions in mind. Applicants should refer to current Victorian Department of Health and Human Services (DHHS) [advice](#).

### **Describe how the project will be delivered if it is impacted by COVID-19 restrictions \***

Word count:

Must be no more than 100 words.

## Support material

Artistic and other support material is a critical part of an application. Applicants should consider quality of support material over quantity and only include material that is relevant and strengthens the proposal.

**Note:** Please do not attach duplicate files already uploaded in other sections of this application (eg. CVs or budget information). Where possible, group similar support material together in the one file (eg. images). It is recommended that file attachments are kept under 5MB each (allow ample time for uploading). File names should give an indication of the content.

Add/remove rows as required using +/- or 'add more' buttons.

### **Applicant website**

Must be a URL.

<b>Support material description</b>	<b>Attach a document</b>	<b>or a direct page link to a URL</b>	<b>Password if applicable</b>
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		Must be a URL.	

## Notes

### **Comments/clarification relating to support material if required**

## Applicant experience

\* indicates a required field

# 2021 Annual Arts Grants application form

## Form Preview

### How did you hear about the arts grants? \*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> City of Melbourne website                   | <input type="checkbox"/> City of Melbourne Instagram | <input type="checkbox"/> Email                       |
| <input type="checkbox"/> I'm a previous applicant / recipient        | <input type="checkbox"/> City of Melbourne Twitter   | <input type="checkbox"/> Word of mouth / referral    |
| <input type="checkbox"/> Social media (other than City of Melbourne) | <input type="checkbox"/> Internet search / Google    | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> City of Melbourne Facebook                  | <input type="checkbox"/> Arts Hub                    |  |

### Select the types of contact you made with Council for this application \*

- Workshop session
- Email correspondence
- Phone call
- I didn't make any contact with Council

### Which online grant-writing workshop did you attend? \*

- General (all artists)
- Aboriginal and Torres Strait Islander
- Multicultural Arts Victoria
- Arts Access

### How likely is it that you would recommend this program to others? \*

### We welcome feedback on any aspect of the arts grants program and how we might improve our service to you.

## Applicant declaration

\* indicates a required field

- I understand that all information provided in this application is securely stored by Smarty Grants and City of Melbourne. Any personal information will only be disclosed to those relevant to the assessment of my application or payment of the grant. It will not be disclosed to any other external party without my consent, unless required or authorised by law. City of Melbourne [Privacy Policy](#).
- I give the City of Melbourne a non-exclusive licence to reproduce and communicate the support material in which I have intellectual property rights for the sole purpose of assessing my application.
- I have sought and received a non-exclusive licence from the owners of any intellectual property rights in the support material for this application to the City of Melbourne, to reproduce and communicate the support material for the sole purpose of assessment of the application.

# 2021 Annual Arts Grants application form

## Form Preview

- I understand that the assessment decisions are final.
- I consent to Council publishing the successful applicants on the City of Melbourne website.
- I understand that if this application is approved I must provide an ABN (Australian Business Number) and meet the Australian Taxation Office requirements.
- If this application is part funded, I agree to submit a revised budget and project plan for approval.
- If this application is approved, I consent to the media being given information about the funded project and acknowledge that I may be contacted directly by them.
- Aboriginal and Torres Strait Islander applicants: The City of Melbourne may request confirmations of Indigenous identity. I understand that failure to provide requested confirmations will be a breach of the City of Melbourne requirements.

**I agree to the above statements and confirm that the information contained in this application is true and accurate to the best of my knowledge. \***

Yes

### **Review and submit**

Click 'review and submit' in the navigation menu to review your application. This action will highlight any corrections that must be made before you can 'submit' your application.

You can download a PDF of the application at any time by clicking 'download' on the last page of the application form.

**Contact [SmartyGrants](#)** for technical assistance with this form or refer to the SmartyGrants [help guide](#).