

# 2022 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 2022. 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 developments.

Grant categories:

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

Funding:

- Up to \$20,000 for the creation and presentation of projects that result in a public outcome (either online or at a venue/location within the City of Melbourne boundaries).
- Up to \$5,000 for creative developments only (with no public outcome).

#### **IMPORTANT NOTE FOR APPLICANTS: 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 2022 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/my organisation have no outstanding acquittals or debts to the City of Melbourne.
- I understand that the proposed activity must occur in 2022.
- 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? \***

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- Yes
- 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)
- Other:

Prefer not to answer

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

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

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

- Emerging
- Mid-career
- Established

**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 2021? \***

- 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

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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) 9699 8299.

**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 (with no public outcome). Grants of up to \$5,000 available.
- Projects (including development) that result in a public outcome at a venue/location within the City of Melbourne boundaries. Grants of up to \$20,000 available.
- Online projects (including development) that result in a public outcome presented online. Grants of up to \$20,000 available.

## Relationship to the City of Melbourne

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

**IMPORTANT: Please read the following before responding to this section.** The City of Melbourne municipal boundary includes: 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/>

**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 municipality
- The project idea is about or relates to the City of Melbourne municipality in some way
- Other relationship to the City of Melbourne municipality

Select one option

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

Must be an address within the City of Melbourne boundaries.

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

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

- Circus, physical    Theatre, live art    Multimedia theatre  
 Dance    Film    Visual, craft  
 Music    Multi-artform    Writing

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/development title \***

**Project summary \***

Word count:  
Up to 50 words

Proposal - creative development (with no public outcome)

\* indicates a required field

**Describe the creative development work you will undertake (refer to the guidelines for assessment criteria). \***

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Word count:  
Must be no more than 300 words.

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

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 2022 when do you intend to undertake the development?

**Start date \***

Must be a date and between 1/1/2022 and 31/12/2022.

**End date \***

Must be a date and between 1/1/2022 and 31/12/2022.

### Proposal - presentation

\* indicates a required field

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

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Word count:

Must be no more than 500 words.

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

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 and other grants, earned income such as ticket or book sales, or in-kind support)	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**

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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.

**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.

**What is the overall total value of the project budget \***

\$

Must be a whole dollar amount (no cents).

**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



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List the **key artists** involved in the project and attach their artistic 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
	Combine CV's into the one file if possible	Must be a URL.

**Total number of artists involved \***

Must be a number.

**Age of the artists involved \***

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

**To the best of your knowledge, will the project involve artists from any of the following groups? \***

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

## Access requirements

\* indicates a required field

In addition to the grant request, access costs of up to \$2,000 will be considered for participating Deaf and Disabled artists/arts workers (for example support workers, Auslan, captioning, audio description).

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

- Yes  
 No

**Access costs requested amount \***

\$

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

This amount should not be included as part of your grant request.

**Describe what the access funds will be used for \***

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### Public outcome

\* indicates a required field

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

**Start date for the public outcome \***

Must be a date and between 1/1/2022 and 31/12/2022.

**End date for the public outcome \***

Must be a date and between 1/1/2022 and 31/12/2022.

**Name and address of the proposed venue where the public outcome will take place \***

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

Yes

No

**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 project outcome be available to the public in 2022? \***

Must be a number.

**How many people do you anticipate will attend or view 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

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

Yes

No

**Name of festival \***

## 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.

**Support material description**      **Attach a document or a direct page link to a URL**      **Password if applicable**

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

## Notes

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

## Applicant experience

\* indicates a required field

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

City of Melbourne website

City of Melbourne Instagram

Email

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- I'm a previous applicant / recipient
- Social media (other than City of Melbourne)
- City of Melbourne Facebook
- City of Melbourne Twitter
- Word of mouth / referral
- Internet search / Google
- Other:
- 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)
- 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.
- I understand that the assessment decisions are final.
- I consent to Council publishing the successful applicants on the City of Melbourne website.

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- 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 may be required to provide a project mitigation plan in response to any COVID-19 restrictions.
- 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](#).