

2022 Quick Response Arts Grants - application form

Form Preview

Introduction and eligibility

* indicates a required field

Quick response arts grants support artists at all career stages and across all art practices and provide quick access to funds for the development and presentation of work.

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

IMPORTANT: have you checked that you meet the City of Melbourne boundary eligibility?

Our municipal boundary 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 boundary DOES NOT include the broader Melbourne metropolitan area.** If in doubt about the suburb boundaries check our interactive [maps](#).

Grant categories:

- **Projects:** for the creation and presentation of activities that result in some form of public outcome, either online or at a location within the City of Melbourne [boundaries](#) . A public outcome could be, but is not limited to a performance, exhibition, installation, artist talk, open studio, rehearsed reading, workshop or development showing.
- **Creative development only:** for a period of development without a public outcome

Grants of up to \$4,000 are available.

Eligibility

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

- I am an artist or small to medium arts organisation.
- I have read and understood the City of Melbourne 2022 Quick Response Arts Grants guidelines and my proposal complies with the application requirements, conditions and eligibility.
- I comply with the eligibility requirements for the City of Melbourne municipal boundaries as stated in the guidelines and understand that my application will not be accepted if it does not meet these requirements.
- Only one application may be submitted.
- 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 within six months of grant notification.
- I understand that I must contact City of Melbourne staff prior to submitting an application if my proposed activity occurs in a public 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.

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Do you comply with the above eligibility? *

- 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)

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

- Yes
- No

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

- Yes
- No

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Which of the following do you identify as? *

- Female
- Male
- X (indeterminate, intersex, unspecified)
- Other:

Select 'Other' if you prefer not to answer this question

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

What career stage do you identify with? *

- Emerging
- Mid-career
- Established

Deaf and Disabled applicants can contact Arts Access Victoria (AAV) for application support at info@artsaccess.com.au or phone 03 9699 8299.

Are you a Deaf or Disabled artist? *

- Yes
- No

Applicants from culturally diverse backgrounds can contact Multicultural Arts Victoria (MAV) for application support at miriam@mav.org.au

Are you from a culturally diverse background? *

- Yes
- No

Application details

* indicates a required field

Which grant category are you applying for? *

- Project with a public outcome at a venue/location within the City of Melbourne boundaries
- Project with a public outcome online
- Creative development only (no public outcome)

Relationship to the City of Melbourne

PLEASE READ CAREFULLY BEFORE RESPONDING TO THIS SECTION

Applicants requesting funding for an online outcome or for a creative development only must demonstrate a clear and specific relationship to the City of Melbourne municipality to be eligible. Please ensure you understand the 'City of Melbourne' municipal boundary. Refer to page 4 of the Guidelines and **check your eligibility** before addressing this section.

ARE YOU ELIGIBLE? The City of Melbourne geographic footprint encompasses Docklands, East Melbourne, Fishermans Bend, Jolimont, Kensington, North Melbourne, Melbourne's

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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 municipal [boundary](#) does not include the broader Melbourne metropolitan area.** If in doubt about the suburb boundaries check our interactive [maps](#).

How can you demonstrate a relationship to the City of Melbourne (select one) *

- I live in the City of Melbourne
- The studio/location where I undertake my ongoing creative practice is in the City of Melbourne
- My regular place of employment or my place of study (eg university) is located in the City of Melbourne
- The project idea is about or relates to the City of Melbourne municipality
- I presented work to the public at a venue/location in the City of Melbourne between January 2019 and 12 October 2022

Select one option. Refer to the City of Melbourne municipal boundary map to check if you are eligible.

Full street address for permanent residence or studio? *

Must be an address within the City of Melbourne boundaries - refer to City of Melbourne boundary map.

Place of employment or study institution/campus *

Full street address for place of employment or study institution/campus *

Must be within the City of Melbourne boundaries - refer to City of Melbourne boundary map.

Describe specifically how the project idea relates to the City of Melbourne. Refer to page 4 of the guidelines for further information. *

Avoid using 'Melbourne' in a general sense - be specific about the area of the city you are referring to (eg CBD, Kensington, Bourke Street Mall, Docklands, Federation Square etc)

What, where and when was the work presented to the public? Include the name of the work/project, name and full street address of the venue and date the work was presented to the public. *

Artform (select one only) *

- | | | |
|---|--|---|
| <input type="checkbox"/> Circus, physical | <input type="checkbox"/> Theatre, live art | <input type="checkbox"/> Multimedia theatre |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Film | <input type="checkbox"/> Visual, craft |

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Music Multi-artform Writing
Only one can be selected - choose the most dominant

Select the primary artform *

Project/development summary

Project/development title *

Short description *

Word count:
Up to 50 words

Proposal - creative development only (with no public outcome)

* indicates a required field

Describe the creative development work you will undertake. *

Word count:
Must be no more than 300 words.
Refer to the criteria on page 5 of the guidelines.

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

Word count:
Must be no more than 200 words.

Grant request

Grant request (up to \$4,000) *

Must be a whole dollar amount (no cents) and no more than 4000.

Dates

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When do you intend to undertake the development (must be between 14 November 2022 and 31 May 2023)?

Start date *

Must be a date and between 14/11/2022 and 31/5/2023.

End date *

Must be a date and between 14/11/2022 and 31/5/2023.

Project proposal

* indicates a required field

Describe the project idea, what the outcome will be and how it will be achieved. Refer to the criteria on page 5 of the guidelines. *

Word count:

Must be no more than 500 words.

If you are taking advantage of an unexpected opportunity that has arisen at short notice, describe the nature of that opportunity.

Grant request

Grant request (up to \$4,000) *

Must be a whole dollar amount (no cents) and no more than 4000.

Budget: Income and expenditure

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

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

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

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Expenditure item	\$ amount	City of Melbourne contribution
Such as artist fees, materials, production, 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 and should be the same as the total expenditure amount

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)

Notes

Use this section to clarify any aspect of the budget for assessors or attach a file below (for example a full project budget).

Attach any relevant budget files here.

Attach a file:

Public outcome

* indicates a required field

When will the project outcome be shared with the public (must be between 14 November 2022 and 31 May 2023) ?

Start date for the public outcome *

Must be a date and between 14/11/2022 and 31/5/2023.

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End date for the public outcome *

Must be a date and between 14/11/2022 and 31/5/2023.

Name of venue or location where the public outcome will take place *

Full street address of the venue or location where the public outcome will take place *

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

How many days will the project outcome be available to the public? *

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 part of a festival? *

Yes

No

Which festival? *

Artists

* indicates a required field

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

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

Artist name

Upload artistic CV summary document

or provide a direct URL link to the CV

Artist name	Upload artistic 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.

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Total number of artists involved *

Must be a number.

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

Emerging

Aboriginal

LGBTIQ+

Culturally diverse backgrounds (CALD)

Deaf and Disabled

None of the above or prefer not to answer

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 costs for support workers, carers, transport, Auslan, captioning, audio description).

Do you require access costs to undertake and deliver the project or development? *

Yes

No

Access costs requested amount (up to \$2,000) *

\$

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

This amount is separate to your grant request and should be identified in your budget income and expenditure.

Describe what the access funds will be used for. *

Support material

Artistic support material is a critical part of an application and should reflect the nature of the project. Applicants are advised to consider quality of support material over quantity and only include material that is relevant to and strengthens the proposal.

Note: Please do not attach duplicates of files already uploaded in other sections of this application. Where possible, group similar support material together in the one file (eg. images, artistic CV's). 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.

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Applicant website

Must be a URL.

File name description Attach a document or a direct URL page Password if applicable

File name description	Attach a document	or a direct URL page	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 Quick response arts grants? *

- City of Melbourne website
- City of Melbourne Instagram
- City of Melbourne Twitter
- City of Melbourne Facebook
- Arts Hub
- I'm a previous applicant / recipient
- Email
- Social media (other than City of Melbourne)
- Internet search / Google
- Word of mouth / referral

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

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. See the 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.
- 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 may be required 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.

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](#).