

2023-24 ACIP Application

Form Preview

Introduction

Two year partnership 2023-24

Arts and Creative Investment Partnerships (ACIP) provide multi-year funding to medium to large arts and creative organisations.

Go to the [guidelines](#) for details.

Applicant and contact details

* indicates a required field

Applicant

Organisation name *

Organisation Name

Trading name

(if different from organisation name)

Street address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

Postal address *

Address

Website *

Must be a URL.

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Key contact

Contact Name *

First Name

Last Name

Position *

Mobile phone number *

Must be an Australian phone number.

Direct office phone number

Must be an Australian phone number.

Email *

Must be an email address.

Two year partnership 2023-24

* indicates a required field

Funding sought

- Total funding sought annually for a two year partnership (2023-24) must be between \$30,000 - \$100,000 per annum.
- The amount requested must be the same for each year of the partnership.

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Total amount requested (per annum excluding GST) *

\$

Must be a whole dollar amount (no cents).

Art form

Select the most dominant *

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

At least 1 choice must be selected.

Proposal for the Partnership

* indicates a required field

Address the following in view of the program criteria and priorities in the [guidelines](#).

Summarise your vision including the activities for the partnership period and how these will be achieved. *

Word count:

Must be no more than 300 words.

Summarise your organisation's unique contribution to Melbourne's creative community. *

Word count:

Must be no more than 300 words.

How does your organisation demonstrate commitment to access, equity, diversity and inclusion? *

Word count:

Must be no more than 300 words.

Program - Year One (2023)

* indicates a required field

Provide summary details of year one program outcomes. *

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Word count:

Must be no more than 300 words.

Criteria - Year One (2023)

* indicates a required field

Creative Excellence

- Quality and ambition of artistic vision
- Unique contribution your organisation makes to artistic and cultural expression
- Support for diverse and/or emerging artists
- Genuine engagement with Aboriginal peoples
- Potential to achieve for critical success

Describe how the program will contribute to Creative Excellence *

Word count:

Must be no more than 300 words.

Describe the outcome/s *

Word count:

Must be no more than 300 words.

Describe how you will evaluate the outcome/s *

Word count:

Must be no more than 200 words.

Collaboration

- Creative collaborations and partnerships
- New connections between organisations, artists and art forms

Describe how the program will contribute to Collaboration *

Word count:

Must be no more than 300 words.

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Describe the outcome/s *

Word count:

Must be no more than 300 words.

Describe how you will evaluate the outcome/s *

Word count:

Must be no more than 200 words.

Access

Different ways in which people of all abilities can participate in and experience the arts such as activities that:

- Are low cost or free to the public
- Appeal to new or under-served audiences
- Occur in new or unexpected places
- Occur at different times of the day or night

Describe how the program will contribute to Access *

Word count:

Must be no more than 300 words.

Describe the outcome/s *

Word count:

Must be no more than 300 words.

Describe how you will evaluate the outcome/s *

Word count:

Must be no more than 200 words.

Artists, Audience, Activities - Year One (2023)

* indicates a required field

Artists

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List **key artists** involved in your program and provide a brief bio or CV. Add/remove rows using the +/- or 'add more' buttons.

Key artist name	Attach a file	or a direct URL	URL password if applicable
		Must be a URL.	

Number of artists involved in the year one program *

Must be a number.

Audience

Indicate your target audience *

- | | | |
|--|---|---|
| <input type="checkbox"/> Aboriginal peoples | <input type="checkbox"/> General public (no specific target audience) | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> CALD communities | <input type="checkbox"/> Families with children | <input type="checkbox"/> Seniors (65+) |
| <input type="checkbox"/> Children (under 12) | <input type="checkbox"/> International students | <input type="checkbox"/> Young people (12-25) |

At least 1 choice must be selected.

Free activities

Number of free activities

Anticipated audience numbers for the free activities

Must be a number.	Must be a number.

Ticketed activities

Number of ticketed activities

Anticipated audience numbers to attend ticketed activities

Must be a number.	Must be a number.

Activity, venue and location

The activity must take place at a venue within the City of Melbourne's municipal boundary.

- Our local government 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.

If in doubt about the suburb boundary requirements of this grant program go to our interactive maps at <http://maps.melbourne.vic.gov.au/>

Name of activity

Proposed venue and location

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Budget - Year One (2023)

Indicate total income required to deliver the proposal for year one

For example:

- City of Melbourne - \$50,000
- Federal government - \$20,000

Other possible income streams: state government, philanthropic, corporate, earned income (eg ticket sales), in-kind, other (specify)

Income source	Funding	Confirmed funding?
City of Melbourne	\$	
	\$	
	\$	
	Must be a dollar amount.	

Income total for the proposal for year one

Total Income

\$

This number/amount is calculated.

Indicate how you will spend the ACIP funding request for year one

For example:

- Artists fees - \$30,000
- Logistics - \$10,000
- Venue - \$5,000
- Marketing - \$2,000

Ineligible expenditure items include; core organisational funding (for example staff wages/ rent), fundraising, international accommodation and travel, touring

Expenditure item	Cost of item
	\$
	\$
	\$
	\$
	\$
	Must be a dollar amount.

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ACIP funding expenditure for the proposal for year one

This amount must be the same as the total funding sought.

Total expenditure

\$

This number/amount is calculated.

Include any relevant budget notes or attachments

Attach a file:

*recommended file size is no bigger than 5mb

Program - Year Two (2024)

* indicates a required field

Outline the program and how you will evaluate the outcomes for year two *

Word count:

Must be no more than 300 words.

Outline your proposal even if some details are unconfirmed.

Further details of your proposed activities and any supporting documentation

Description of material	Upload file	URL	URL password (if applicable)
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	*recommended file size is no bigger than 5mb	Must be a URL.	

Budget - Year Two (2024)

* indicates a required field

Income and expenditure

For year two of the partnership, provide a high level summary of the projected income and expenditure for the proposal. Include any relevant budget notes or attachments.

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*

Attach a file:

*recommended file size is no bigger than 5mb

Additional support material

Support material is reviewed as part of the assessment process. Only submit support material that is relevant and strengthens your proposal.

- File attachments must be clearly labelled.
- URLs must be direct links
- Allow ample time for uploading files.

Formats compatible with the following software applications:

- Microsoft Office 2010
- Adobe Acrobat Reader
- Microsoft Internet Explorer version 11 or Edge
- Microsoft Windows Media Player

Description	Upload a file	or provide a direct URL	URL password if relevant
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Governance

* indicates a required field

Organisational capacity and financial viability

Assessors will appraise the organisation capacity and financial viability based upon the following:

- viable strategies for the successful delivery of the proposed activities.
- the organisation's track record in governance, management, financial viability, consultation and corporate strategy.
- the organisation's capability to manage occupational health and public safety through systems and work practices.
- evidence of the organisation's local, national or international reputation in the arts community.

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- demonstration of organisational sustainability throughout and beyond, the partnership funding period.
- capacity and track record to create an inclusive and engaging environment for Melbourne's residents, workers and visitors.

1. Does your organisation have a current business or strategic plan? *

- Yes No

Upload your plan

Attach a file:

Organisational structure

Upload your organisational structure *

Attach a file:

*recommended file size is no bigger than 5mb

2. How many years has the organisation been in operation? *

Must be a number (years)

Staff

3a. Number of full-time staff *

Must be a number.

3b. Number of part-time staff *

Must be a number.

3c. Number of casual staff *

Must be a number.

3d. Number of volunteers *

Must be a number.

4. Does your organisation have an annual report? *

- Yes No

Upload your most recent annual report

Attach a file:

or provide a direct URL your most recent annual report

List of advisory or board members if not stated in or in lieu of an annual report

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5. What was your organisation's total income for the 2020-21 financial year? *

\$

Must be a dollar amount.

6. Does your organisation undertake independent annual audited statements? *

Yes

No

Upload your most recent audited statements

Attach a file:

7. Does your organisation have an environmental or sustainability plan? *

Yes

No

8. Does your organisation have an access plan? *

Yes

No

9. Does your organisation actively engage with Aboriginal artists? *

Yes

No

10. Does your organisation actively engage with diverse communities? *

Yes

No

Applicant declaration

* indicates a required field

- 1.I have read the City of Melbourne 2023-24 Arts and Creative Investment Partnership guidelines and am familiar with the partnership requirements, conditions and eligibility information relevant to this application.
- 2.This application will not be accepted if it is late, not lodged online through SmartyGrants or does not have all required material.
- 3.I understand that this application will not be eligible if the proposed activities do not take place during the program timelines (2023-24).
- 4.I understand that all proposed arts-related activities must have public outcomes located within the City of Melbourne [municipality](#) during the term of the partnership.
- 5.I understand that all information provided in this application is securely stored in SmartyGrants and City of Melbourne computer systems. Any personal information will only be disclosed to assessment panel members for the purpose of assessing the application. It will not be disclosed to any other external party without the applicant's consent, unless required or authorised by law. City of Melbourne [Information Privacy Policy](#).
- 6.I give the City of Melbourne a non-exclusive licence to reproduce and communicate the support material in which the organisation has intellectual property rights for the sole purpose of assessing this application.

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7.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.

8.I understand that assessment decisions are final.

9.I understand that by submitting an application, I consent to Council publishing the successful applicants on the City of Melbourne website.

10.If this application is approved, I consent to the media being given information about the funded activity and acknowledge that I may be contacted directly by them.

11.If this application is approved with less funding than applied for, I agree to submit a revised budget that will be assessed by City of Melbourne staff.

12.The statements in this application are true to the best of my knowledge.

*

- In submitting this application, I agree to and have complied with the above statements.

Signatory on behalf of the organisation *

Organisation *

Position *

Date *

Must be a date.