



CITY OF
ADELAIDE

ARTS AND CULTURAL GRANTS PROGRAM 2019/2020

CULTURAL PROMOTIONS (Up to \$2,000)

Applicants are encouraged to discuss their project with the Grants Officer before applying as they can provide helpful advice on how to complete the application form and any permits that may be required for the project.

Name of Project	
Grant Amount Sought	
Name of Applicant /Organisation	
Address	
Phone	
Email	
Contact Person & Position	
Name and Contact of Auspicing Organisation (if Applicable)	
ABN	
GST status	<input type="checkbox"/> Registered <input type="checkbox"/> Not Registered
How is your organisation constituted? (Please tick)	<input type="checkbox"/> Not for Profit Incorporated Association <input type="checkbox"/> Unincorporated group auspiced by an Incorporated <input type="checkbox"/> Individual or Sole Trader <input type="checkbox"/> Commercial business

OFFICE USE ONLY

Date Application Received	
File Number	

ASSESSMENT CRITERIA 1 - Fully Developed Proposal (20% of assessment)

<p>1.1 Project Description Please describe your project, its aims and what it will deliver (in 200 words or less).</p>	
<p>1.2 Project Dates and Timelines Please include dates and times of specific events including marketing and development. Note: projects that take place in the off-peak season (April – September) are viewed more favourably.</p>	
<p>1.3 Project Location If your project is taking place in a public space (Adelaide’s Park Lands, Streets or Squares), you will need to provide proof of submitting an ‘Events in the City Booking Application From’. If your project is on private property you will need to provide evidence of approval from the Land Lord or owner. Evidence can be provided as support material at section 3.5.</p>	
<p>1.4 What is the <u>total</u> anticipated attendance/audience? Please explain how you have calculated your attendance figure (in 100 words or less).</p>	
<p>1.5 What is the <u>total</u> anticipated number of people actively participating in your project? E.g. artists, event producers, volunteers etc. Please explain how you have calculated your figure (in 100 words or less).</p>	
<p>1.6 Is there a cost for the public to attend/engage with your project? Please note: projects that are free or provide a free component are viewed more favourably.</p>	<p> <input type="checkbox"/> Free (100%) <input type="checkbox"/> Cost (100%) – How Much? _____ <input type="checkbox"/> Combination (please complete percentages below) <input type="checkbox"/> Free components (please provide details) _____ </p>

<p>1.7 Please provide details of any consultation you have undertaken with businesses / stakeholders that may be affected by your project Evidence can be provided as support material at section 3.5.</p>	
<p>1.8 Please provide details on the marketing you will undertake for your project e.g. social media campaign, printed promotional material distributed, paid advertising, press release distributed etc. (100 words or less).</p>	
<p>1.9 Please provide details on how your project will demonstrate consideration of environmental sustainability Please refer to the City of Adelaide 2016–2020 Strategic Plan - Green Actions E.g. Use of renewable energy, promotion of sustainable travel to and from project, incentives for minimisation of waste to landfill etc.</p>	
<p>1.10 Please provide details on how you will acknowledge City of Adelaide support if your project is successful in receiving funding</p>	

<p>1.11 Please provide details on how you will undertake Kaurna Acknowledgement of Country in relation to your project City of Adelaide Guidelines and further information can be found here</p>										
<p>1.12 Has funding been requested for this project from any other part of the City of Adelaide other than this application? If so, please provide details.</p>										
<p>1.13 Has the City of Adelaide funded you / your organisation over the last two (2) years? Please note, organisations who haven't had funding in the past 2 years are viewed more favourably.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes please provide details below:</p> <table border="1" data-bbox="523 1032 1437 1397"> <thead> <tr> <th data-bbox="523 1032 683 1117">Date Funded</th> <th data-bbox="683 1032 890 1117">Amount</th> <th data-bbox="890 1032 1437 1117">For What Purpose?</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 1117 683 1232">2018 - 2019</td> <td data-bbox="683 1117 890 1232"></td> <td data-bbox="890 1117 1437 1232"></td> </tr> <tr> <td data-bbox="523 1232 683 1397">2017 - 2018</td> <td data-bbox="683 1232 890 1397"></td> <td data-bbox="890 1232 1437 1397"></td> </tr> </tbody> </table>	Date Funded	Amount	For What Purpose?	2018 - 2019			2017 - 2018		
Date Funded	Amount	For What Purpose?								
2018 - 2019										
2017 - 2018										
<p>1.14 What experience do you / your organisation have in delivering similar projects to the one proposed in this application? Detailed CV's / bios can be attached as support material at section 3.5. (100 words or less).</p>										

1.15 Preliminary Risk Assessment

Please identify any risks / hazards associated with your project by completing the form below (add in additional rows if necessary).

Task or Activity	Potential Hazards/Consequences	High/Med /Low Risk	Action Required to Control Risk/s
Financial			
Employee welfare/public safety			
Working with Children			Protocols for Arts South Australia's <i>Protocols for Working with Children in Art</i> can be downloaded here
Legal			
Environment			
Reputation, Brand, Image, Political			

1.16 INCOME AND EXPENDITURE BUDGET

Please complete the Income and Expenditure Budget below, indicating **in bold** what the City of Adelaide’s funds will be directly used for.

INCOME	\$
GRANTS / DONATIONS	
City of Adelaide grant	
Grants - other (please identify if pending or	
Grants - other	
OTHER INCOME	
Applicants \$	
Applicants in-kind support *	
Other \$	
Other in-kind support *	
Exhibition fees	
Stall holder fees	
Sales i.e. art works / other	
Membership subscriptions	
Other	
TOTAL INCOME	

EXPENDITURE	\$
WAGES / ASSOCIATED COSTS	
Wages - please provide breakdown	
Artist fees - please provide breakdown	
Administration fees	
Other	
HIRES	
Marquees	
Furniture	
Venue	
Staging / sound equipment	
Security	
MARKETING & PROMOTION	
Advertising - please provide breakdown	
Promotion - provide breakdown	
INSURANCES	
Public Liability Insurance	
Other	
CITY OF ADELAIDE FEES	
Development Approvals	
Permits	
Park Land fees	
Venue hire	
Waste	
Road closure	
Other	
MISCELLANEOUS	
Art materials - please provide breakdown	
Documentation	
Other in-kind support *	
TOTAL EXPENDITURE	

Please note -

- b) In-kind support (income) also requires a corresponding expenditure item (see sections marked *).
- c) Total income must equal total expenditure.

<p>Budget details Please provide a detailed breakdown of any relevant budget items here (e.g. if multiple artists are to be engaged please a breakdown of artist fees with reference to industry standards in Guidelines such as NAVA, ASA, MEAA etc.)</p>

ASSESSMENT CRITERIA 2 – Cultural Strategic Alignment (50% of assessment)

<p>2.1 For Cultural Promotions only How will this funding contribute to the promotion of your cultural/creative enterprise to surprise, delight and attract people to the City? (in 200 words or less)</p>	
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Please indicate which of the City of Adelaide’s Shared Cultural Aspirations your project addresses as detailed in the [Cultural Roadmap 2017-2023](#).
(Select as many that are applicable but ensure that details are provided to support your response)

<p>2.1 Adelaide’s CULTURAL IDENTITY is unique and our creative reputation is renowned Please provide details on how your project will address this aspiration (in 100 words or less).</p>	
<p>2.2 Adelaide’s CULTURAL ECONOMY is robust, sustainable and easy to navigate Please provide details on how your project will address this aspiration (in 100 words or less).</p>	
<p>2.3 Adelaide has an engaged, collaborative, knowledgeable and CONNECTED CULTURAL COMMUNITY Please provide details on how your project will address this aspiration (in 100 words or less).</p>	

<p>2.4 Adelaide is recognised as a CULTURAL INCUBATOR where people, enterprises and audiences flourish Please provide details on how your project will address this aspiration (in 100 words or less).</p>	
<p>2.5 Adelaide renowned for its authentic, vibrant and diverse CULTURAL EXPERIENCES Please provide details on how your project will address this aspiration (in 100 words or less).</p>	

ASSESSMENT CRITERIA 3 – Cultural and Creative Value (30% of assessment)

<p>3.1 Does your project involve collaborations with other creative and / or cultural practitioners? If yes, please provide details (in 100 words or less).</p>	
<p>3.2 Does your project involve the creation of new artistic work or incorporate any new and / or innovative approaches? If yes, please provide details (in 100 words or less).</p>	
<p>3.3 If your project has been held in previous years, will you be undertaking anything new / different as part of this proposal? If yes, please explain how this proposal differs from any previous iterations.</p>	

3.4. Support Material

Please provide up to 6 attachments to support your proposal. These may include:

- CV's / bios for key project personnel (max. 2 pages)
- images / portfolios of relevant creative practitioners' work (max. 5 images)
- concept rationale / research / designs (max. 2 pages)
- site / installation plans
- URL links to vimeo, youtube or other websites
- letters of support (2 max.)
- reviews (3 max.)
- evidence of consultation with affected businesses / stakeholders
- event booking confirmation or Land Lord approval

Please list below the support material attached to your application (6 documents maximum).

1.

2.

3.

4.

5.

6.

APPLICANT CERTIFICATION

I certify to the best of my knowledge that the statements made in this application are true.
I have read the City of Adelaide's Arts and Cultural Grants Program Guidelines.
I understand that, should this application be approved by the City of Adelaide, I would be required to accept the conditions of the grant in accordance with the City of Adelaide's accountability and reporting requirements.

Name of Applicant / Delegated Officer	
Signature	
Today's date	

Please acknowledge the following before submitting your application:

- I have read the City of Adelaide's Arts and Cultural Grants Program Guidelines.
- I have discussed my project with an Arts and Cultural Grants Case Management Officer prior to commencing my application: Visual Arts Sarita Burnett / Phone: 8203 7417 / Email: S.Burnett@cityofadelaide.com.au or for all other creative and cultural practices Malia Wearn / Phone: 8203 7807 / Email: M.Wearn@cityofadelaide.com.au
- Public Liability Insurance**
 I am aware that should my application be successful, I will be required to provide a copy of my Public Liability Insurance "Certificate of Currency" (minimum \$20 million), or my auspicing organisations insurance, noting the City of Adelaide as an interested party.
- Return to Work SA / Employee Insurance (if paid staff are employed)**
 I am aware that should my application be successful, I will be required to provide a copy of my Return to Work SA certificate of registration or similar employee insurance policy.
- I have answered all questions in the application and signed the Applicant Certification.
- I have submitted my application **by email to** - Daniel Dolatowski, Grants Administration Officer, Grants@cityofadelaide.com.au Late, faxed or posted applications will not be accepted.
- I have kept an additional copy of my application for my future reference.