



ARTS AND CULTURAL GRANTS PROGRAM

**Application form:
Artistic Development**



CITY OF
ADELAIDE



Artistic Development (Up to \$20,000)

Applications close 22 April 2019

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.

Please note that late, faxed or posted applications will not be accepted.

| | |
|---|---|
| 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 (30% of assessment)

| | |
|---|--|
| 1.1 Project Description Please describe your project, its aims and what it will deliver (in 200 words or less). | |
| 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. | |
| 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. | |
| 1.4 What is the <u>total</u> anticipated attendance at your project? Please explain how you have calculated your attendance figure (in 100 words or less). | |
| 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). | |
| 1.6 Is there a cost for the public to attend your project? Please note: projects that are free or provide a free component are viewed more favourably. | <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>1.7 Please provide details of any consultation you have undertaken with businesses / stakeholders that may be affected by your project</p> <p>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</p> <p>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</p> <p>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 Kurna 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> | <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>If yes please provide details below:</p> <table border="1"> <thead> <tr> <th>Date Funded</th><th>Amount</th><th>For What Purpose?</th></tr> </thead> <tbody> <tr> <td>2017-2018</td><td></td><td></td></tr> <tr> <td>2016-2017</td><td></td><td></td></tr> </tbody> </table> | Date Funded | Amount | For What Purpose? | 2017-2018 | | | 2016-2017 | | |
| Date Funded | Amount | For What Purpose? | | | | | | | | |
| 2017-2018 | | | | | | | | | | |
| 2016-2017 | | | | | | | | | | |
| <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 | | | |
| | | | |
| | | | |

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

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

- a) Your total contribution in cash or in-kind must be equal to or greater than the amount being sought from the City of Adelaide.
- b) In-kind support (income) also requires a corresponding expenditure item (see sections marked *).
- c) Total income must equal total expenditure.

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.)

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

2.0 Please explain how your project will provide skills development for young, emerging and established artists / musicians in the City and please provide detail on the public outcome that will be delivered.

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> | |
| <p>3.4. Support Material</p> <p>Please provide up to 6 attachments to support your proposal. These may include:</p> <ul style="list-style-type: none"> - 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 <p><i>Please list below the support material attached to your application (6 documents maximum).</i></p> | |
| 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 2018/2019 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 | |
| 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 the Arts and Cultural Grants Case Management Officer prior to commencing my application: 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 \$20million), 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 Applications must be sent on or before closing date late, faxed or posted applications will not be accepted.
- ☐ I have kept an additional copy of my application for my future reference.



CITY OF
ADELAIDE

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Front Image: Adelaide Youth Orchestra performer.
Back Image: Seb Humphreys, Synagogue Place Mural (detail), 2017. Image courtesy of the Artist.