



Image: courtesy of Cosmos Inc. 'The Company I Keep' Second Echo Ensemble

ARTS AND DISABILITY APPLICATION TOOLKIT

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DOWNLOADS:

Visit www.arts.tas.gov.au/funding/grants/arts_and_disability

This Application Toolkit is available to download as a PDF, a Microsoft Word document or an RTF document that you can use to complete your application electronically.

You can also download the Budget Template in Microsoft Excel format or as a text Word document for use in preparing your budget.

ABOUT THIS FUNDING ROUND

DEFINITION OF DISABILITY

Arts Tasmania recognises that disability is not something individuals have. What individuals have are impairments or body functioning limitations.

Disability is the process that happens when one group of people create barriers by designing a world only for their way of living, taking no account of the impairments other people have (Arts Access Aotearoa Arts for All, 2009).

Arts Tasmania uses the term 'disability' to refer to barriers rather than medical conditions or impairments. The Social Model of Disability looks at society instead of individuals and gives us power over things we can change. The language of disability changes quickly and different terms are used within and outside of Australia. It's political, personal and can be confusing. For example, people regularly use the word 'disabilities' when they actually mean 'impairments' (Arts Access Australia, 2011).

Arts Tasmania uses the word 'disability' in its social model context, which means that someone has been disabled by barriers and discrimination, not by their impairment/s.

The term comes from a position of putting the person first and is the one most commonly used in Australia. It is also similar to the term used in the UN Convention on the Rights of Persons with Disabilities (Arts Access Australia, 2011).

PROGRAM AIMS

Arts Tasmania's Arts and Disability Grant Program aims to break down the social barriers to enable emerging and established artists with disability reach their full potential.

Further, Arts Tasmania appreciates 'disability arts' as a specific genre of work that explores and communicates lived experiences of disability. People living with disability have rich and diverse views of the world because of their experiences.

The program supports the Tasmanian Government's Disability Framework for Action and also Tasmania's response to the National Arts and Disability Strategy.

Focus areas of the National Arts and Disability Strategy:

1. Access and Participation: improving accessibility of arts organisations and cultural facilities, programming and activities as audiences and/or as participants.
2. Arts and Cultural Practice: emerging, existing artists and cultural workers living with disability aspire for suitable creative spaces, support to develop artistically, opportunities to present work, and training, mentoring and career pathways.
3. Audience Development: raise the profile of artists living with disability and disability arts in the community to increase opportunities for audiences to be exposed to how the world looks and is interpreted by artists living with disability.
4. Strategic Development: to improve policy planning, development and implementation of arts and disability.

The National Arts and Disability Strategy was released by the Cultural Ministers' Council, in October 2009. An online copy of this is found at:

www.cmc.gov.au/working_groups/national_arts_and_disability_strategy

SELECTION CRITERIA

Applications for funding are assessed against the following criteria:

1. **quality** of the proposal, including the strength of concept, creativity and innovative nature of the work
2. how the project will be **managed**, including a clear budget and capacity to manage the project and budget
3. the **artistic credentials** of the people involved in the project and the overall artistic credibility of the project/program.

You should take each criterion into consideration when writing your application. If you follow the application project plan subtitles it is likely you will address these criteria effectively.

The information you provide in your application should help the panel understand how your project or program aligns with these criteria, but you do not need to respond to the criteria directly.

For each key person mentioned in your application, who is not part of your core staff, you will be required to confirm their participation and provide details of their expertise and experience in a brief CV (max. one page).

WHO CAN APPLY?

- Individual artists with disability
- Arts organisations working with the disability sector and/or artists with disability
- Organisations working with people with disability in Tasmania.

Individuals

Tasmanian artists with disability, working in any artform, are encouraged to apply.

Organisations:

You will need to show in your application how you are working with people with disability.

If you do not regularly work with people with disability, you will need to demonstrate to the assessment panel that you have a progressive approach to involving people with disability in your programs. At a minimum this means you should have a **disability action plan** that you can include in your application.

ELIGIBILITY

Individuals

To be eligible for the Arts and Disability Grant you must be:

- a Tasmanian-based artist with disability; and
- have been resident in this state for six of the past twelve months.

Undergraduate and post-graduate art students are eligible to apply for grants. Any activity that is part of a course, or contributes to the course assessment, however, is not eligible for funding.

Organisations

To be eligible for the Arts and Disability Grant you must be:

- a Tasmanian-based arts organisation, a disability organisation, or an organisation conducting a project in Tasmania; and
- legally constituted or in the process of becoming legally constituted. Legally constituted organisations include incorporated associations, companies limited by guarantee, Local Government Councils and other statutory bodies.

All applicants

If you have received a grant or loan in the past, any future applications you make cannot be considered until all outstanding acquittals have been satisfactorily completed (see pages 14–15). This does not include a project for which you have a current grant, and the acquittal is not yet due.

What activities are not eligible or have restrictions?

Grants are **not** available for:

- capital works or the purchase of assets (with the exception of Start-Up Grants, please see page 7)
- CD pressing
- printing costs relating to publishing of books (not including journals)
- fees relating to registration with print-on-demand publishing services
- retrospective activity or losses resulting from an activity or program. Similarly, the funded project cannot begin before receipt of formal written notification of the grant
- the employment and/or contract of non-professional artists
- initial training in the arts, including formal training at government and private performing arts schools both in Australia and overseas
- study in formally accredited undergraduate courses and postgraduate programs
- projects or work that will form part of an assessable body of work at a formally accredited educational institution
- activities that are properly the responsibility of other funding bodies or government agencies at federal, state or local level
- activities of national organisations, except where there is direct benefit to Tasmania
- competitions, prizes, fund-raising events and award exhibitions
- film, television, video and multimedia projects. A small number of multimedia projects related to other artforms (e.g. gallery installations or music videos) may be funded by Arts Tasmania. If in doubt, please contact a Program Officer
- childcare costs. The Tasmanian Arts Advisory Board prefers to place priority on arts workers receiving reasonable rates of pay for work done
- publishing of: educational books (primary, secondary and tertiary); university theses; newsletters; dictionaries and encyclopaedias; bibliographies; books which are primarily collections of interviews; instruction manuals, gardening and cooking books; personal growth, lifestyle and hobby books; guidebooks; specialist books focusing on topics such as philosophy, theology, psychology, medicine, law, the physical and natural science
- the publication of catalogues that are primarily for archival, indexing and documentation purposes. Catalogues that are for promotional purposes (e.g. exhibition catalogues) will be considered by the panel. However, applicants should consult a Project Officer before making an application for this purpose
- the Tasmanian Arts Advisory Board does not, in general, provide financial assistance for pro-am and amateur productions. The board will, however, consider applications from incorporated not-for-profit bodies for specific professional arts components of a pro-am or amateur production – but not for the whole project.

If you are unsure as to whether your application will be eligible for funding under this program, you should contact one of the Disability and the Arts Program Officers to discuss your project's eligibility.

Multiple applications

Organisations may only submit one application per grant program per year.

An organisation may only make one application to the Arts and Disability Program, but can apply for a program of activities – for example, for more than one project within the application.

Individuals may only submit one application per program per year as a solo artist.

Arts Tasmania recognises the importance of cross artform and collaborative practice, therefore will accept applications from groups or collaborations which include individuals that may have applied as solo artists in the same funding round. Each group or collaboration may only apply once in each funding round.

HOW TO APPLY

DEADLINE AND HOW TO CONTACT US

The closing date for this grant is
1 March 2012.

Applications can be **written OR verbal.**

Arts Tasmania can accept your application in alternative formats if it makes it easier for you to apply. Please contact us to discuss your needs.

- You can call Arts Tasmania via the Program Officer's phone numbers listed below
- If you are Deaf, hard of hearing or have speech impairment you can contact us via the National Relay Service. Please refer to details below
- You can SMS Arts Tasmania via the Program Officer's mobile phone numbers listed below
- You can email Arts Tasmania via the Program Officer's email addresses listed below.

Northern region

Jane Wardlaw
Disability and the Arts Program Officer
Tuesdays and Wednesdays
Telephone: 6336 2878 or 1800 247 308
SMS messaging: 0409 961 844
Email: jane.wardlaw@arts.tas.gov.au

Southern region

Marianne Taylor
Disability and the Arts Program Officer
Tuesdays and Thursdays
Telephone: 6237 6316 or 1800 247 308
SMS messaging: 0439 599 572
Email: marianne.taylor@arts.tas.gov.au



The National Relay Service is an Australia-wide phone service which operates 24 hours a day, 7 days a week for people who are deaf or have a hearing or speech impairment.

Calls can be made by a TTY (a special phone with a small keyboard and screen), internet relay or ordinary telephone. For more information please contact the Helpdesk:

Phone: 1800 555 660

Email: helpdesk@relayservice.com.au

TTY: 1800 555 630

Fax: 1800 555 690

Website: www.relayservice.com.au

HELP WITH YOUR APPLICATION

It is highly recommended that you seek advice from a Disability and the Arts Program Officer before submitting an application.

Individual appointments are available at the Arts Tasmania office in Hobart and in Burnie and Launceston.

In the lead-up to grant program deadlines, consultations with Program Officers are in high demand, and applicants are advised to make appointments well before the closing date.

Equity

Arts Tasmania will provide services upon request to assist applicants in overcoming any difficulties in making an application. These may include interpretive services for applicants where English is not their first language, providing information in alternative formats or other services to ensure equity for all applicants.

Please refer to page 5 on the different options on how to contact Arts Tasmania if you would like any materials provided to you in an alternative format.

If you would like to use an advocate in the process of making an Arts Tasmania application, please contact Arts Tasmania.

WHAT YOU CAN APPLY FOR

This toolkit outlines the types of assistance available and all you need to know to make an application.

You can apply for a wide variety of projects. This could include:

- **making art** which explores new ideas, creates new artwork and/or interprets existing material for a new audience
- **showing Tasmanian work** that has been already made, to new audiences either within the state, interstate or internationally
- **projects that develop new skills** by working with artists you can learn from (but does not include academic assessment)
- **business opportunities** that enable you to take your work to market.

Please note: applications should focus on **arts** outcomes.

Arts Tasmania appreciates Disability Art as a specific genre of work. Disability Art is an important movement in contemporary art history (just like surrealism and feminist

art). It reflects the lived experience of disability and differs from the broader Arts and Disability field that includes people with disability in all areas of the arts.

Not all artists with disability make work about their lived experience, and not all choose to identify with the Disability Arts movement, but it is an important part of our Australian and international arts history and a genre of work that Arts Tasmania also welcomes.

To see what kinds of projects have been funded in the past, please visit our website www.arts.tas.gov.au/funding/funding_recipients/2012_funding_recipients

Individual artists

Artists with disability working in any artform can apply. You can apply for a project that will help you reach your full potential as an artist.

This includes: actors, arts administrators, choreographers, composers, craftspeople, dancers, designers, musicians, playwrights, poets, visual artists, writers, collaborations and groups of artists.

Some examples of the type of activities covered are:

Making art

Assistance may be provided for living allowances, travel, materials or other expenses associated with developing and making art.

Showing Tasmanian work

Assistance may be provided for exhibitions, performances, readings, publishing, tours and showcasing events or opportunities.

Project that develop new skills

Assistance may be provided for attendance at conferences or seminars, editorial assistance, sourcing expertise from outside the state and other opportunities.

Mentorships and residencies are encouraged. Mentorships are a great way for artists with disability to learn from experienced mentors. A grant can be given to an artist to undertake a mentorship with an experienced practitioner of their choice.

In an application for a mentorship you should:

- make sure that you have the support of your chosen mentor
- describe the value of working with your selected mentor
- have thought through and be able to talk about a plan detailing time, cost and logistics of the negotiated partnership
- show that you have discussed and agreed with the mentor on issues related to intellectual property rights and insurance.

Business opportunities

Assistance may be provided for projects that assist you to earn money through your art.

Organisations

You can apply for projects that involve artists with disability or people with disability and employ a professional artist.

Please remember that if your organisation does not regularly work with people with disability, you will need to demonstrate to the assessment panel that you have a progressive approach to involving people with disability in your programs. At a minimum this means you should have a **disability action plan** that you can include in your application.

Activities may include: development workshops, exhibitions, plays/performances, concerts, festivals, literary magazines, publications, cultural community development projects

Some examples of the type of activities covered are:

Making art

Assistance may be provided for living allowances, travel, materials or other expenses associated with making work.

Showing Tasmanian work

Assistance may be provided for showing exhibitions, plays/performances, concerts, festivals, publishing, tours and showcasing events or opportunities.

Project that develop new skills

Assistance may be provided for sourcing expertise from outside your organisation towards developing new artistic skills.

Business opportunities

Assistance may be provided for projects that assist people with disability to earn money through their art. You can seek funding for research and planning, market and audience development strategies or trade links.

Start-Up Grants: For Young Artists

Grants of up to \$3 000 are available for young artists (16–26 years of age) who have not previously received an Arts Tasmania grant.

Start-Up Grants can be used for any eligible project, or may be used towards the purchase of essential equipment normally excluded from grant assistance.

If you wish for your application to be assessed as a Start-Up Grant, please tick the relevant box on the application form.

Start-Up Grants are designed to address the particular needs of young artists in their early years of professional practice.

In the assessment process members of the panel will give special consideration to applications identified as youth arts and Start-Up projects, as they recognise that

young practitioners may not be as experienced as established artists.

WHAT TO SUBMIT

To apply for a grant is important to make contact with a Disability and the Arts Program Officer before completing and submitting your application. It is highly recommended that you get your application proof read before submitting it. The Disability and the Arts Officers are able to proof read your application.

Written applications

This toolkit contains the written application form. Follow the project plan subtitles in the application form and keep the selection criteria in mind when you are writing your application.

Give yourself plenty of time to write the application. All written applications must include:

- a completed Arts and Disability application form (including the project plan)
- a budget
- focus on art outcomes
- some artistic material to give the panel an idea of what your work is
- copies of letters that confirm key people or organisations you mention in your application that have agreed to work with you, and their CVs or biographies
- other supporting documentation
- evidence of permission granted in applications with Aboriginal and Torres Strait Islander or multicultural community references.

You may also choose to supply additional support material to enhance your application. Please see the support material section for more detail.

Verbal presentations

If you would like to make a verbal application, please download the Arts and Disability Verbal Application Toolkit from our website.

If you will be making a verbal application, you **must** speak with a Disability and the Arts Program Officer **before the closing date**.

USING THE APPLICATION FORM

The Arts and Disability Application Form is central to your Arts Tasmania funding application.

The application form is in the structure of a project plan.

A well-structured plan need not be too long. There is no one 'right' plan.

You can use the project plan template to guide the writing and structure of your project plan. The template includes:

Section one: a project description

- What is your arts project?
- artists' statement
- how does this project assist you/your participants to overcome challenges that disability presents in reaching your aims as an artist?
- why is it important for you/your organisation to do this project now?
- who is this project for?

Section two: project management

- a timeline of the key activities involved in the project
- an outline of the participants and resources required for the successful delivery of the project
- a budget that outlines the income and expenses associated with your project

When putting your final submission together, you should also keep the following advice in mind:

- Arts Tasmania prefers to receive all of your documents electronically via email or on a CD. We recommend you type directly into the downloadable Microsoft Word document, and provide it electronically
- if sending us a hard copy, your application should be easily readable when scanned and we prefer it to be typed
- if sending us a hard copy, your pages should not be bound or in a folder. Paper clips are preferable, not staples, as pages will be separated for scanning. Documents should be one-sided on A4 paper
- do not use abbreviations, jargon, clichés or terminology which may confuse someone unfamiliar with the area you are writing about
- be clear in your writing and use plain language so that the assessment panel is able to understand your project
- avoid over-done formatting and mixing too many font sizes or styles – but do use bullets, bold headings and charts and graphs where this will help your application
- use artistic material and relevant supporting documents that will enhance your application they should also be current and applicable to the project
- always have your draft submission read by another person, preferably someone not involved in your project. A Disability and the Arts Program Officer is able to proof read your application.

PREPARING YOUR BUDGET

A budget template, in Microsoft Excel format, or tab separated text format, is available for download at www.arts.tas.gov.au/funding/grants/arts_and_disability or by requesting a copy be emailed directly to you.

When preparing your budget, either complete the budget template or submit your own format of budget with the same level of detail.

You will need to clearly indicate what components of your project will be covered by your Arts and Disability Program grant.

Applicants for larger projects are strongly encouraged to seek co-funding from other sources, especially Commonwealth funding. Rather than detracting from your grant success, having funding from other bodies is viewed favourably.

Don't forget to include the support offered by other people or organisations in your budget. Non-financial support is described as in-kind support. Anything that people give you for free has a real value, equivalent to what you would have to pay commercially. Be careful to base your amounts of in-kind support on realistic or accepted rates and include both in-kind income and expenditure in your budget.

Don't inflate the size of your request in the hope that even if it is cut it will still meet your needs. The panel wishes to fund for success, and will fund full applications wherever possible. The panel may decide not to fund your project if your budget seems unreasonable, because they will believe it has been poorly planned.

GST

If you are registered for GST

Your application budget should show **GST-exclusive** amounts only, as your grant amount will be grossed up for GST.

If you are not registered for GST

Your budget should be **GST inclusive**.

PREPARING SUPPORT MATERIAL

In addition to your project plan and budget, you will need to provide support material with your application.

Support materials may include examples of artistic practice, evidence of planning and confirmation of project details. Try to include only relevant, high quality material.

Please Note: Too much support material will not enhance your application. A limited number of carefully selected high quality materials is better.

All attachments should be listed on the Support Material Cover Page of this application toolkit and each attachment should be clearly labelled with your name.

Support material should accompany every application. If it is necessary to forward anything separate to your application, please label all materials clearly. Please do not presume that Arts Tasmania staff will know which support material goes with which application.

Where possible, please provide attachments as an electronic file (PDF, JPEG, Word document etc.). If submitted via post, your application and support material should be submitted in one envelope. If you must send something separately, please label it well, so it can be matched with your application.

Arts Tasmania Program Officers will provide your application to the assessment

panel as one PDF document, including images, letters, documents, manuscripts and extracts from published works.

Artistic support material such as videos, CDs and books will not be returned following the assessment process unless requested. While Arts Tasmania takes all possible care with artistic material, it is not responsible for loss or damage that may occur. Please ensure that all support material is a duplicate copy.

The panel will consider the artistic work you create in its assessment of your application.

The artistic material you include should be recent and related to the project. It should demonstrate the quality of the artistic work that you do. The material you submit will depend on the artform you are working in. Please see below for details.

Publishing applications

Applications for the publishing of existing manuscripts are best supported by one electronic copy of the manuscript in a Word or PDF document, or one unbound hard copy. Highlight a 10-page extract that best showcases the work.

Please check the eligibility section on pages 2–4 of this toolkit to ensure your manuscript is eligible.

If you wish to apply for a publishing project, please also complete an additional publishing form. This can be obtained from a Program Officer by phoning (03) 6233 7308.

Writing applications

Provide 10 sample pages of writing, and a synopsis. If you are asking for a grant for a new work, please give us the synopsis and sample pages from the new work.

Music applications

Provide three tracks. Please submit by email in MP3 (.mp3) or AAC (.m4a or .mp4) format or on a music CD.

If you submit an album you should nominate three tracks. Unless a preference is indicated by the applicant, the first three tracks will be submitted to the panel.

Applicants may also provide one music video that is up to five minutes in length (.mov or .m4v).

Performing arts (other than music)

Performing arts applications are best supported by relevant sample footage from previous performances. If this is not available, images are also helpful.

Audio visual material totalling five minutes in length.

A CD or DVD containing video files (.mov or .m4v) is preferred. Playable DVDs are also acceptable. All video material must be clearly labelled, describing the performances and each performer, especially in cases where more than one performance is included.

Images: provide up to 10 images in a PDF or in JPEG format. Please see more information on the format listed below under visual arts.

If applying for the writing/development of a new script, please also provide:

A synopsis and an electronic copy of the manuscript or sample writing, or one unbound hard copy.

Highlight a sample chapter or 10-page extract that best showcases the work.

Interactive media

One copy of a CD or DVD that can be copied and is suitable for playing on both Windows and Macintosh operating systems.

Visual arts

Visual arts applications for exhibitions or for the creation of new work are best supported by relevant, high-quality images that depict existing work or samples of new work to provide a clear understanding of the proposed project or program of activities.

- No more than 10 good-quality digital images per application. If applying for a group, you can provide at least two images per artist to a maximum of 20 images per application.
- It is preferable for the images to be supplied as a PDF file with the details of each image included alongside the relevant image, a PowerPoint presentation will be accepted (.ppt). If you choose to provide JPEGs, the maximum width is 900 pixels and maximum height is 600 pixels (e.g. 800 X 600 is acceptable) and the image should be no more than 72 dots per inch.
- Make sure some of the images you supply are able to help explain what you plan to do in your application.
- Installation view images may help the panel to get a sense of the work.

Supporting documentation

Relevant documents that you may choose could include:

- confirmation letters
- quotes
- biographies or CVs of key personnel
- references
- reviews
- sample promotional materials or other appendices.

Please only include documents that provide more detail on your project, examples of the kind of work you have completed, or

confirm something you say in your application.

For copyright reasons please do not include any newspaper articles.

Please consult the following instructions as a guide or contact a Program Officer for advice.

Confirmation letters or emails

Confirmation letters or emails substantiate significant financial or in-kind support, participation of third parties, booking of venues, invitations to participate and evidence of consultation. Confirmation letters do not need to be long but confirm that the writer plans to be involved in the project within the proposed timeframe.

Biographies or Curricula Vitae (CVs)

Biographies or CVs should be included in your application for all artists and key personnel involved in your project. Organisations should also include an overview and history of your organisation. It should be up-to-date and relevant to the proposed area of work. No more than one page for each person is sufficient.

References

Up to two written references may be included to show your ability to successfully complete this project and the merits of the proposed project. References should be from referees who have appropriate status in the arts field that they are commenting on, know the applicant's work well and have an understanding of the proposed project.

Sample promotional material

You can include brochures, catalogues or other material that is clearly related to your project with your application. Please provide electronic copies if possible.

Other appendices

You/your organisation may have other relevant documents that you may wish to submit, such as an annual report, business plan, or proposal document. Submit these documents only if you believe they are relevant and will enhance your application.

SUBMITTING YOUR APPLICATION

Applications are due on **1 March 2012**.

Any material received after this date will not be considered in the grant round.

Notification of the outcome of your application will be in July 2012.

You can submit your application:

By email – apply@arts.tas.gov.au

By hand – 146 Elizabeth St, Hobart, OR Department of Economic Development and the Arts, Level 1, Cornwall Square Transit Centre, 12-16 St John Street, Launceston between 9am and 5pm on weekdays

By post – Arts Tasmania, 146 Elizabeth St, Hobart TAS 7000

If you are submitting any material separately to an emailed application, it will need to be hand delivered or postmarked on or before the closing date. Otherwise it cannot be accepted.

Completeness of applications

It is your responsibility to provide sufficient information for your application to be assessed fully and fairly. Always supply enough information to ensure that the application fully represents your case for a grant.

It is important to show your application to a Program Officer before the closing date, to ensure your application is complete.

Emailing your application

Please note: You do not need to submit the first 16 pages of this Application Toolkit with your submission.

Emails must be limited to 10MB. If it is larger than 10MB you may send multiple emails, as long as they are all clearly referenced with the applicant's name, and with 'email 1 of 3' or similar in the subject line.

Once your emailed application has been received by Arts Tasmania at apply@arts.tas.gov.au you will be sent an automated reply within the hour. If you do not receive this reply and you have checked your junk email box, your email has not been sent correctly and you should contact Arts Tasmania on (03) 6233 7308 during office hours.

You may also submit material on CD or in hard copy. Support material can be posted separately to an emailed application.

If you are emailing any part of your application, please do not send duplicate hard copies in the post.

Be sure to label all posted items so that they can be matched with your emailed files and mention in your email that hard copy items will be expected in the post.

Computers are available at Online Access Centres around Tasmania for applicants that do not otherwise have access to such facilities.

For details of the location of the nearest Online Access Centre contact Tasmania Community Online (03) 6233 2802.

Email applications do not require a signature. By emailing an application, the applicant automatically certifies that all details supplied are correct and, if successful, agrees to abide by the Terms of Grant.

THE ASSESSMENT PROCESS

Applications are assessed against the stated selection criteria by the Arts and Disability Panel that makes recommendations to the Tasmanian Arts Advisory Board. The Minister for the Arts is responsible for approving all Arts Tasmania grant funding.

Please note: The successful applicants will be notified by July 2012.

To consider your application the assessment panel needs to understand you or your organisation and your planned project. To fund you, the members of the panel will need to have confidence in the artistic merit of your work and in your capacity to manage your resources effectively.

The application process is very competitive and funding can never be guaranteed for any project.

INFORMATION FOR SUCCESSFUL APPLICANTS

PAYMENT OF YOUR GRANT

Payment of 90% of the grant amount via electronic funds transfer (EFT) will occur after all paperwork returned by the recipient has been processed and all Conditions of Grant have been met.

This paperwork includes:

- an original, signed copy of the Grant Deed
- an Electronic Funds Transfer Form (EFT Form)
- an invoice for 90% of the grant (plus GST if you are registered).

The remaining 10% payment will be made upon receipt of an invoice after the grant acquittal has been accepted by Arts Tasmania as satisfactory. Processing of payments may take several weeks and it is important that your organisation is able to cash flow this payment.

Please note: If your application is successful but you are offered an amount that is different to what you requested, you may be asked to provide a revised plan and/or budget. Arts Tasmania must receive this before it can make payment.

CHANGING YOUR PLAN OR BUDGET

We understand that circumstances can change and that you might need to vary your program, project or budget. You should always discuss a planned change with a Program Officer as you may be required to seek formal approval in some instances. You should not proceed with a planned change until you have received written confirmation from Arts Tasmania.

ACQUITTING YOUR GRANT

Each grant must be acquitted within three months of the project or program's completion. Arts Tasmania will accept acquittal reports that have been formatted for federal funding bodies, provided they include all necessary information.

You should note that if you have an overdue acquittal you are not able to make further applications to Arts Tasmania.

Information on how to acquit will be sent to you with the letter notifying you of your successful application. You can download the acquittal form from www.arts.tas.gov.au/forms.

On this form you will provide the following information:

Financial report

A statement of exactly how you spent the grant that relates directly to your original budget.

For grants of \$50 000 or less an unaudited financial statement of income and expenditure is sufficient, unless audited statements are expressly required as a Condition of Grant. Audited financial statements are required for grants over \$50 000.

Evaluation report

Your evaluation report should explain what you actually did in your project and how successful your project was. The Tasmanian Arts Advisory Board understands that not all projects will be successful and are interested in unsuccessful projects as well as successful ones. You should show enough detail and

attach relevant support material so a Program Officer can be confident that you completed the project as you stated in your original application.

Statistical report

A report on the number of public events, attendances, employment and other indicators is also required as part of the grant acquittal. We provide a template for this information in the acquittal form.

CONDITIONS OF GRANT

Payment of any grant is dependent on the applicant's acceptance of formal Conditions of Grant which are contained within the deed that successful applicants sign prior to receiving the grant.

In summary, the applicant undertakes to:

- apply the funds to the purpose approved
- submit financial statements to Arts Tasmania within three months of the completion of the funded project or the end of the grant period noting that accounts may be subject to detailed inspection under the Financial Management and Audit Act 1990
- identify the grant separately in the financial statement
- provide a detailed evaluation and statistical report on the funded project within three months of its completion or the end of the grant period (see *Acquitting Your Grant*)
- provide Arts Tasmania, in writing, with any information requested relating to the project funded
- seek approval from Arts Tasmania for material changes in the budget or program before implementing them (see 'Changing your plan or budget' on page 14)
- prominently acknowledge financial assistance from Arts Tasmania for the project. This acknowledgment should appear in reports, media releases, posters, newsletters, brochures, advertisements, catalogues and other material
- provide Arts Tasmania with comprehensive details and adequate advance notice (at least two weeks) of events related to the funded program or project
- observe any special conditions included in the assessment of the application
- acknowledge that acceptance of the grant does not commit Arts Tasmania to future funding
- give access to the Auditor-General for Tasmania or their nominee to all financial statements and records relating to the use and expenditure of the grant upon reasonable notice in writing first being given
- complete the project within the timeframe as stated in the application and as agreed to by Arts Tasmania.

And in the case of organisations:

- warrant that the organisation is financially solvent. The onus is on applicants to satisfy Arts Tasmania of their financial viability to meet the contractual obligations. Applicants should not proceed with an application if they are unable to provide acceptable evidence of their organisation's financial viability.

TAXATION IMPLICATIONS

Assessable income

Grants approved by Arts Tasmania may be assessable as taxable income and may need to be included in your income tax return. Arts Tasmania strongly advises that you consult a financial advisor or the Australian

Taxation Office (ATO) if you are unsure whether your grant is assessable as income.

Withholding Tax

The ATO requires Arts Tasmania to deduct withholding tax from grant payments at the rate of 48.5%, unless you provide us with your Australian Business Number (ABN) before each payment is made. Accordingly, if you do not have an ABN and are successful in your grant application, we suggest that you apply to the ATO for an ABN. If you have applied for an ABN and can provide written evidence from the ATO that it has refused your application on the basis that you are not carrying on an enterprise, then we will not be required to deduct withholding tax.

GST-registered applicants only

Grants paid to individuals that are registered for Goods and Services Tax (GST) are subject to GST. If you are

registered for GST, Arts Tasmania will gross up your grant by the amount of GST payable on your grant.

If GST applies to a grant that you receive, it will be your responsibility to account to the Australian Taxation Office for an amount equal to 1/11th of the funds received.

If you **are** registered for GST the figures in your budget should be **GST exclusive**. Arts Tasmania will gross up your grant by the amount of GST payable. If you **are not** registered for the GST, your budget should be **GST inclusive**.

For further information, contact your financial adviser or tax agent or contact the ATO's Business Info line on 13 28 66 or visit the ATO's website at www.ato.gov.au

ARTS TASMANIA APPLICATION FORM

ARTS AND DISABILITY PROGRAM

1 Applicant's details			
Name of organisation (if applicable)			
Organisation chair:		Title:	
Name of contact or individual applicant:		Title:	
Birth date (for individuals only):			
Work Phone:		Mobile:	
Email:		Website:	
Street address:			
City/suburb:		Postcode:	
Postal address:			
City/suburb:		Postcode:	
2 ABN & GST			
ABN			
Have you applied for an ABN and are waiting for an allocation?			Yes No
Are you registered with the Australian Tax Office for the GST?			Yes No
Organisation's legal status:		Appointed auditor:	
<input type="checkbox"/> I declare by ticking this box that my organisation's legal status (as above) is current and valid			
3 Partnerships and collaborations (please list partners you wish to appear on the deed)			
Name:		Birth date:	Address:
Name:		Birth date:	Address:
Name:		Birth date:	Address:
Name:		Birth date:	Address:
4 Amount requested from Arts Tasmania			
Project	\$	NOTE: Figures should be GST exclusive if your organisation is registered and inclusive of GST if not registered.	
or Start-Up Application	\$	Maximum \$3 000, see page 1 to confirm your eligibility.	
5 Project details			
Title:			
Outline:			
Start date:		Finish date:	
6 Disability participants			
<input type="checkbox"/> I am an artist with disability			
<input type="checkbox"/> This application involves work by an artist with disability			
<input type="checkbox"/> This application involves participants with disability			

7 Cultural content

This project involves Aboriginal or Torres Strait Islander cultural content.		
This project involves Aboriginal or Torres Strait Islanders.	Name:	Birth date:
Please provide an attachment if you require more space.	Name:	Birth date:
	Name:	Birth date:
This project involves people from a non-English-speaking background. Please specify:		

If you are ticking any of the boxes in Section 7, you should provide written evidence that you have consulted with an appropriate representative of the relevant cultural group.

8 Category (tick one only)

Administration & Education	Music
Community Cultural Development	Music Theatre & Opera
Dance	New Media
Drama	Other Performing Arts
Literature & Print Media	Performing Arts Venues
Museums & Art Galleries	Visual Arts, Craft and Design

9 Student participation

<input type="checkbox"/>	There are no students participating in this project/program.
<input type="checkbox"/>	There are students participating in this project / program and we have provided a letter from their supervisor stating that no part of the student's involvement will be assessed for their degree.

10 Authorisation

<input type="checkbox"/>	I plan for my project to be auspiced by another organisation and that organisation is aware of their role in this application.
Name of organisation:	
Contact person:	Phone number:

11 Consent

<input type="checkbox"/>	If successful, I/we give Arts Tasmania permission to profile us and/or our project for promotional
<input type="checkbox"/>	I/we give permission for Arts Tasmania to give out our contact details.

12 Check List

<input type="checkbox"/>	I/we have read the <i>Arts and Disability Toolkit</i> and confirmed our eligibility for this funding opportunity.
<input type="checkbox"/>	I/we have completed all applicable sections of this application form .
<input type="checkbox"/>	I/we have provided a budget
<input type="checkbox"/>	I/we have included copies of artistic material and supporting documentation that supports our application.
<input type="checkbox"/>	If applying for a publishing application , I have attached the additional publishing form
<input type="checkbox"/>	I/we have confirmed the availability of key artistic (volunteer or paid), technical or management personnel and have provided a one page CV and a letter of confirmation for each participant.

13 Confidentiality and the Right To Information Act

You should be aware that information you provide to Arts Tasmania, and details of any financial assistance package, may be subject to requests for public disclosure under the *Right to Information Act (Tas) 2009* (the Act). Arts Tasmania has the capacity under the Act to argue that information falls within one of the exemptions established under the Act, provided that the requirements of the exemption are clearly met.

You can assist Arts Tasmania in identifying information which may be sensitive in nature by clearly drawing attention to such sensitivities. Any information you provide to Arts Tasmania that is commercially sensitive should be stamped or clearly marked accordingly, and you should reinforce this by highlighting any such classification to an Arts Tasmania Program Officer.

In dealing with requests for disclosure of information under the Act, we will consider your views regarding the level of disclosure, if any, that should be allowed. Nevertheless, you should be aware that Arts Tasmania ultimately may not have any choice but to release information under the direction of the Ombudsman in accordance with the Act.

Please complete the following section in relation to the information you have attached by ticking relevant box and answer the questions as necessary.

<input type="checkbox"/>	I have no objections to the release of the attached information under the <i>Right to Information Act (Tas) 2009</i> .	
<input type="checkbox"/>	I object to the release of part or all of the attached information under the <i>Right to Information Act (Tas) 2009</i> . I request that Arts Tasmania takes all available steps to prevent disclosure of that information identified below.	
Section (please tick where applicable)	Reasons why you believe such information should not be released:	
<input type="checkbox"/>	Section 1 – Project description	
<input type="checkbox"/>	Section 2 – Project management details	
<input type="checkbox"/>	Support material (specify item/s)	
<input type="checkbox"/>	Other (please specify)	

PERSONAL INFORMATION PROTECTION STATEMENT

Personal information collected in applications to Arts Tasmania will be used by the Tasmanian Arts Advisory Board and the Minister for the purpose of managing, assessing, advising upon and determining the relevant application and may be used for other purposes permitted by the Tasmanian Arts Advisory Board Act 1975 and regulations made under that Act. Failure to provide the information may result in the application not being considered. All personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to the board.

14 Certification

I certify that all details supplied in this application form are correct and, if successful, agree to abide by the Conditions of Grant

Signed:

Dated:

APPLICATIONS ARE DUE: 1 March 2011

Arts Tasmania will not accept applications that are received or postmarked after this date.

SUBMITTING YOUR APPLICATION

By email - apply@arts.tas.gov.au

By post - Arts Tasmania, 146 Elizabeth St, Hobart, TAS 7000

In person - 146 Elizabeth St, Hobart

Section 1: Project description

IMPORTANT: A project plan will form the core of your application to Arts Tasmania. This template has been provided to guide you through the process of developing a plan for your organisation. There are many different approaches to the development of a project and Arts Tasmania will accept variations on this model. It is recommended, however, that you refer to this example as an indication of the minimum amount of detail required. You may wish to delete template instructions and work directly into this document if appropriate for your needs.

Please consider the following three criteria when answering each section below:

- **quality** of the proposal, including the strength of concept, creativity and innovative nature of the work
- the effectiveness of how the project will be **managed**, including a clear budget and capacity to manage the project and budget
- the **artistic credentials** of the people involved in the project and the overall artistic credibility of the project/program.

What is your arts project? (up to one page)

- In this section you should provide a detailed description of the proposed project. It should engage and inspire the assessment panel and leave the reader with a clear idea of what support you are requesting.

Artists' statement (half a page per artist)

- This is a statement from the artist/s involved that provides an insight into the artistic vision and/or their practise.

How does this project assist you/your participants to overcome challenges that disability presents in reaching your aims as an artist? (half a page)

- You should explain how this grant would assist in dismantling the challenges you face as an artist living with disability or for participants living with disability.

Why is it important for you to do this project now? (half a page)

- This is a question about the benefits of this project.

Who is this project for? (half a page)

- Describe the audience for this project. Your audience is any broad collection of people who share common characteristics, values, behaviours or needs. Describe your audience in terms of the key common factors that bind each group (e.g. young adults who respond to the latest trends in new media)
- Clarify what you offer your audience through this project
- Describe how you will make your audience aware of the proposed project

Section 2: Project management

This section deals with the logistical management of your project.

1. Timeline		
Key date	Who	Event/task

(Insert rows above as required)

2. Participants		
<p>IMPORTANT: For each of the personnel listed here you will need to provide (as an attachment to your application) a brief bio (half page max) or a CV (one page max) and a letter confirming their involvement. If you are unable to provide confirmation, you should indicate why.</p>		
Name	Role	Confirmation and bio/CV are attached
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No

(Insert rows above as required)

3. Resources

What other specific resources will be required to deliver the project? This may include venues, or other infrastructure requirements

Equipment/venues etc.	Do you already have access to this resource?	If no, how will you secure the necessary resource?
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	

(Insert rows above as required)

4. Budget

Please tick the relevant box

<input type="checkbox"/>	We ARE NOT registered for GST and this budget is GST inclusive
<input type="checkbox"/>	We ARE registered for GST and this budget is GST exclusive

You may submit your budget in your own format, but an **example** has been provided on the next page. If you wish to use our template, we recommend that you use the full Excel document which can be downloaded from www.arts.tas.gov.au/funding/grants/arts_and_disability.

A tab separated text version is also available for applicants who do not have Microsoft Excel.

Budget notes

- This form is designed for use by all art forms, so use the lines that are applicable to your project only
- in-kind contributions are those that do not involve cash. Together with the cash amounts, they form the full cost of your project, so please include them when formulating your budget. In-kind or non-cash income must have matching amounts in the expenditure. You cannot profit from in-kind income
- if a significant amount of your budget is made up of costs for **materials**, please attached a detailed breakdown of the specific materials and associated costs
- ensure that the amount requested from Arts Tasmania is fully expended
- if you **are** registered for the GST, show GST **exclusive** amounts.
- if you **are not** registered for the GST, show GST **inclusive** amounts
- 'sell-off performances' refers to the sale of a performance for a set fee, e.g. to a school or community group.

Name of Applicant:	
Project Name / Description:	

PROJECT INCOME

Earned Income		TOTAL
Admissions/Box Office ¹	1,2a Performing Arts applicants must complete the worksheet below to calculate earned income for these budget lines	\$ -
Fees/Sales ²		\$ -
Merchandise/Bar ³		\$ -
Bank Interest		\$ -
Other Earned Income	<i>please specify</i>	\$ -
Total Earned Income		\$ -
Private Support		
Your Funds	The total amount of your cash contributions to the project	\$ -
Sponsorship	Cash	\$ -
	Non-Cash	\$ -
In-Kind Wages and Fees	<i>Should balance with any in-kind Wages and Fees in Expenses</i>	\$ -
Philanthropic Grants		\$ -
Other	<i>please specify</i>	\$ -
Total Private Support		\$ -
Government Funding		
Arts Tasmania	<i>The amount of the grant you are requesting from Arts Tasmania</i>	\$ -
Other TAS State Funding	<i>source:</i>	\$ -
Local Government	<i>council:</i>	\$ -
Australia Council for the Arts	<i>board:</i>	\$ -
Other	<i>please specify:</i>	\$ -
Total Government Funding		\$ -
Total Income		\$ -

EARNED INCOME For performing arts applications only

Admissions/Box Office¹			
Number of Performances	* not including sell offs or in-school performances		
	Total Ticket Sales	Ticket Price	Total Sales
Adults	\$ -	\$ -	\$ -
Concession	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
	Number	Price Per Perf.	Total Sales
*Sell-Off Performance Fees	\$ -	\$ -	\$ -
Total Income from Performances:			\$ - ¹
Fees/Sales² (eg. workshops)			
Number of Workshops			
	Total Workshop Sales	Ticket Price	Total Sales
Adult Participants	\$ -	\$ -	\$ -
Concession Participants	\$ -	\$ -	\$ -
Total Income from Workshops			\$ - ²
Merchandise/Bar³			
	No. of Events	Avg. Sales per Event	Total Sales
Programmes	\$ -	\$ -	\$ -
Food	\$ -	\$ -	\$ -
Bar	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total Income from Merchandise/Bar			\$ - ³
<i>Be sure to transfer these figures back to Project Income.</i>			
Total			\$ -
Occupancy Calculations			
Total ticket sales for the season		Do not include in-school performances, sell-off performances or workshop attendances in occupancy calculations.	
Total number of performances			
Average Attendance			
Venue seating capacity per performance			
Occupancy			

PROJECT EXPENSES

Please provide amounts relating to the total expense as well as specifying the portion that is relevant to your Arts Tas grant.

Wages and Fees					TOTAL	Component
Position / Role	Name	In-Kind Hours	Paid Hours	Rate/hr		
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Total on-costs		<i>(Where super or allowances are payable on a wage(s))</i>			\$ -	\$ -
Total Salaries, Wages and Fees					\$ -	\$ -
Travel / Touring Costs						
Accommodation					\$ -	\$ -
Airfares					\$ -	\$ -
Living Allowances					\$ -	\$ -
Petrol / Mileage Allowance					\$ -	\$ -
Other	<i>please specify</i>				\$ -	\$ -
Other	<i>please specify</i>				\$ -	\$ -
Total Travel/Touring Costs					\$ -	\$ -
Production Costs						
Materials	<i>Please see notes below</i>				\$ -	\$ -
Course Fees					\$ -	\$ -
Royalties and Licence Fees					\$ -	\$ -
Venue Hire and On-Costs					\$ -	\$ -
Freight					\$ -	\$ -
Printing	<i>Costs related to the production, not the promotion, of your work</i>				\$ -	\$ -
Structural and Copy Editing	<i>Costs related to the production, not the promotion, of your work</i>				\$ -	\$ -
Other	<i>please specify</i>				\$ -	\$ -
Other	<i>please specify</i>				\$ -	\$ -
Total Production Costs					\$ -	\$ -
Publicity and Promotion Costs						
Advertising					\$ -	\$ -
Distribution Costs					\$ -	\$ -
Promotional Materials					\$ -	\$ -
Other	<i>please specify</i>				\$ -	\$ -
Other	<i>please specify</i>				\$ -	\$ -
Total Publicity and Promotion Costs					\$ -	\$ -
Administration Expenses						
Accounting and Audit Fees					\$ -	\$ -
Phone / Fax / Consumables					\$ -	\$ -
Bank Fees					\$ -	\$ -
Insurance					\$ -	\$ -
Legal Fees					\$ -	\$ -
Other	<i>please specify</i>				\$ -	\$ -
Other	<i>please specify</i>				\$ -	\$ -
Total Administration Expenses					\$ -	\$ -
Total Expenditure					\$ -	\$ -
Surplus / Deficit					\$ -	\$ -

*The balance of Arts Tasmania Income and Expenditure should be \$0

Support material cover page

Disability and the Arts Program 2013

Name of Applicant:

Important:

- While all due care will be taken, Arts Tasmania takes no responsibility for damage or loss that may occur to support material. **Do not send original material.** Support material will not be returned, unless requested.
- **ONE COPY** of your artistic material, such as CDs, videos, brochures and booklets must be provided.
- **ONE COPY** of electronic images, letters, résumés, sample writing or other A4 paper material is required.
- Where appropriate, it is recommended that you provide some brief information about the context – so the panel can understand why you are submitting these examples (Eg: “This is an example of my experimentation and the new direction I wish to develop through my application.”).

Full details about the submission of support material are available on page 10-12 of this Application Toolkit.

	Type	Description
	For eg: CD ROM, CVs, brochure, book, letter.	Include details such as: author and title, CD and artist listing, image listing and descriptions, or other information as required.
Attachment 1		
Attachment 2		
Attachment 3		
Attachment 4		
Attachment 5		
Attachment 6		
Attachment 7		
Attachment 8		
Attachment 9		
Attachment 10		

Insert new rows above as required.