



# LOW INTEREST LOAN APPLICATION TOOLKIT

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# INDEX

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ABOUT LOW INTEREST LOANS	1
• Selection Criteria	1
• Repayments	2
• Security and Types of Security	2
• Eligibility	3
HOW TO APPLY	5
• Help With Your Application	5
• What To Submit	5
• Using The Application Form	6
• Preparing Your Budget	6
• Preparing Support Material	7
• Submitting Your Application	9
INFORMATION FOR SUCCESSFUL APPLICANTS	11
• Payment of Loans	11
• Changing Your Plan or Budget	11
• Acquitting Your Loan	11
• Terms of Loan	11
• Tax Implications	12
APPLICATION FORM	13

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## DOWNLOADS:

Visit [www.arts.tas.gov.au/loans](http://www.arts.tas.gov.au/loans)

This *Application Tool Kit* is available to download as a PDF or as a Microsoft Word document that you can use to complete your application electronically.

Cover image: *The Keeping Room 1 & 2 (sample)*, 2009 Mary Scott. Photograph copyright © Peter Whyte 2009

Mary Scott received an Arts Tasmania Low Interest Loan in 2008 to assist with the construction of a purpose built artist's studio.

# ABOUT LOW INTEREST LOANS

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**Please contact an Arts Tasmania Program Officer prior to making a loan application, to receive a repayment quote.**

Low-interest Loans provide assistance towards capital improvements, equipment purchases and other investments. Arts organisations, individual artists and small museums are eligible to apply. There are no limitations on what Loan funds may be used for, provided there is an arts-related outcome.

Applicants should note that the processing time for a Low-interest Loan is at least six weeks (30 working days) from the date the application is submitted.

**Please note:** If your application is in excess of \$10,000 it will need to be approved at a meeting of the Tasmanian Arts Advisory Board (TAAB.) These meetings are held every two months — this may affect the stated six week processing time. If this is the case you will be advised by a Program Officer.

An application for a Loan is assessed on both the merit of the proposal and the applicant's capacity to repay. The applicant will be required to articulate their professional skills and needs, together with the way in which the Loan will assist with their development, self-sufficiency or additional employment.

Some previous uses for which Loans have been sought include:

- purchase of equipment, such as musical instruments or artist's tools;
- cash flow to increase production;
- purchase of plant or equipment;
- financing an event;
- publication of books; and
- recording of music and CD pressing.

## SELECTION CRITERIA

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The merit of the proposal will be assessed by the relevant panel against the following criteria:

1. **Quality** of the proposal, including the strength of concept, creativity and innovative nature of the work.
2. **Capacity** to manage and deliver the project, including the calibre of the personnel involved.
3. **Benefit** of the project to the artists' creative development, professional practice and/or to the Tasmanian Community.

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 aligns with these criteria, but you do not need to respond to the criteria directly.

Your capacity to repay will be determined by a credit check that is conducted by the Department of Economic Development, Tourism and the Arts. You will need to complete the Credit Check Form on page 19 to authorise this process.

The TAAB seeks input to its assessment process from specialist peers on Panels appointed by the Minister. Depending on whether you are an individual artist or an organisation your application will first be assessed by either the Assistance to Individuals Panel or the Assistance to Organisations Panel. Applications from museums will be assessed by the Small Museums and Collections Panel.

The Panel's assessment will be taken to the TAAB who make their recommendations to the Minister for the Arts, who is responsible for final approval of all Arts Tasmania grant funding.

## REPAYMENTS

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Repayment of Low-interest Loans must take place in monthly instalments that total a minimum of \$1,000 principal per annum plus interest. The lifetime of the Loan is determined by the nature of the activity or the useful life of the items being purchased.

Arts Tasmania will not extend a Loan beyond the life of the item. The maximum Loan term is ten years and the Loan term can be varied in line with your ability to repay. There is no penalty for early payout of the Loan.

Interest rates are variable and are subject to review on an annual basis. The interest rate at the time of printing is set at 2.74% p.a. (2011-12).

## SECURITY AND TYPES OF SECURITY

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Depending on the nature of the request, Loan applicants may be required to provide security for the Loan amount if requested by Arts Tasmania.

Security is required so that Arts Tasmania may recover the amount of the Loan in the event that the borrower is not able to repay. For all Loan requests over \$10 000 the applicant must provide security in order to take up the Loan. The form of security to be used is determined by Arts Tasmania in consultation with the applicant.

Some forms of Loan security are drawn up by Tasmania's Crown Solicitor. As such, they incur a cost which must be met by the applicant. This cost usually ranges from \$200 - \$500. Applicants may discuss options for managing these costs with a Program Officer.

## Guarantee

A guarantee is made when a third party, the guarantor, agrees to pay back debt if the borrower can't or won't. Before you can sign as a guarantor you must be given a copy of the Loan agreement and a document that explains your rights and obligations.

When a borrower falls behind with their repayments Arts Tasmania will send a written notice (a default notice) to both the borrower and the guarantor. If the borrower does nothing about the default notice then Arts Tasmania may initiate legal action to have the debt repaid. If this does not resolve the matter then Arts Tasmania can take legal action against the guarantor and they will have to repay the borrower's debt.

Arts Tasmania requires that a guarantor complete the same credit check documentation as the applicant. If you are likely to need personal guarantees for your Loan security you may wish to use the time while your application is being assessed to ask potential guarantors whether they would be interested in supporting your Loan in this way.

## Mortgage

A mortgage is a legal agreement that protects a lender by giving them the right to be paid out of the cash proceeds from the sale of the borrower's specific assets identified in the mortgage. If property is offered as security then a mortgage is taken over it. The lender will register their interest in the property. Property that is mortgaged stays with the borrower but they do not have a clear title over it and cannot sell it without the lender's consent.

A mortgage is drawn up and registered for Arts Tasmania by the Crown Solicitor. Charges for this process are incurred by the applicant. They can range from \$200 to \$500.

## **Caveat**

A caveat is a document any person with a registrable interest can lodge with the titles office to ensure property is not sold without their knowledge.

Should a borrower default on their Loan, this ensures a lender gets its money before the asset is disposed of (sold) and may be the basis for collection procedures.

The Loan agreement entered into with Arts Tasmania is a registrable interest and a caveat can be lodged against property to serve as security against that Loan. It is not a mortgage; it is a note on a certificate of title that indicates someone other than the owner has an interest in the property which will prevent transfer in title until any claim has been determined.

A Caveat is drawn up and registered for Arts Tasmania by the Crown Solicitor. Charges for this process are incurred by the applicant. They can range from \$200 to \$500.

## **Conditional Bill of Sale**

A Conditional Bill of Sale is a legal arrangement in which the right of ownership of an asset or property is conditionally conveyed by the owner-borrower to the lender (Arts Tasmania) as security for a Loan. The owner-borrower retains possession of the property and has the right to discharge it on repayment of the debt. The lender can apply to the courts for the property's possession only if the borrower fails to meet the conditions of the Loan agreement.

However, Bills of Sale are scheduled to be replaced in October 2011 under the Personal Property Securities reform, which is in progress. You will be advised of any requirements/changes that may affect this type of security, prior to the change being effective.

A Bill of Sale is drawn up and registered for Arts Tasmania by the Crown Solicitor. Charges for this process are incurred by

the applicant. They can range from \$200 to \$500.

## **ELIGIBILITY**

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An organisation or an individual artist is eligible to apply where the project or purchase for which funds are requested are based in Tasmania or have direct benefits for Tasmanian artists.

Organisations must also be legally constituted or in the process of becoming legally constituted. This includes incorporated associations, companies limited by guarantee, local government councils and other statutory bodies. Please note that Arts Tasmania does not fund costs associated with incorporation.

Applicants requesting in excess of \$20 000 for an appreciating asset must demonstrate that they have approached a commercial lender and have been refused financial assistance before making an application to Arts Tasmania.

Arts Tasmania will consider applications for projects from private companies but the outcomes of these projects should be focussed towards benefits to the arts industry or moveable cultural heritage, rather than individual commercial gains or subsidising an existing business model.

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. This does not include projects being undertaken in the current year where the acquittal is not yet due.

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

Where a student is applying or the proposed activity involves students, written confirmation from an advisor or supervisor should be provided, confirming that the proposed loan activity will not form part of an assessment.

Applications involving Aboriginal or Torres Strait Islanders (ATSI) or ATSI content should consult with representatives of a relevant cultural group before submission.

Only one Loan application per year per applicant is permitted. Loans are only available to applicants over the age of 18.

### **What activities are not eligible or have restrictions?**

Loans are not available for:

- the employment of non-professional artists;
- fees relating to registration with print-on-demand publishing services by individuals;
- 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, fundraising events and award exhibitions;
- retrospective activity or losses resulting from an activity or program except where a guarantee against loss has been granted in advance. Similarly, the funded project cannot begin before receipt of formal written notification of the Loan;
- screen-based projects; film, television, video and multi-media projects will not be funded. A small number of multi-media projects related to other art forms (such as gallery installations) may be funded by Arts Tasmania. If in

doubt, please contact a Program Officer.

- publishing of: educational books (primary, secondary and tertiary); university theses; newsletters and catalogues (excluding exhibition catalogues); 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 sciences.

The TAAB may look at eligibility on a case-by-case basis to take into account circumstances particular to each application.

### **Pro-am and Amateur Productions**

The Tasmanian Arts Advisory Board does not, in general, provide financial assistance for pro-am and amateur performances. 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 your application is for a pro-am or amateur production and you are unsure as to whether the event will be eligible for funding under this program, you should contact an Arts Tasmania Program Officer to discuss your project's eligibility.

### **Artists Catalogues**

The TAAB does not, in general, provide financial assistance for the creation and publication of catalogues that are primarily for archival, indexing and documentation purposes.

Catalogues that are for promotional purposes, exhibition catalogues for example, will be considered by the TAAB; however, applicants should consult a Project Officer before making an application for this purpose.

# HOW TO APPLY

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The information contained in this section will guide you through the development of your application; including your project plan, project management and your support material. You will also find information about how to submit your application.

To consider your application the Assessment Panel needs to understand you or your organisation and your planned project or purchase. 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 competitive and funding can never be guaranteed for any project.

Applications are strengthened by evidence of:

- Cultural, social and economic benefits to the State;
- Relevant partnerships with people and organisations that can assist your project;
- A timeline for implementing the project;
- Ability to complete the project;
- A plan for how you will reach the audience of the project;
- Sound financial management and a clear budget; and
- Recognition from peers in your field through references or reviews.

## HELP WITH YOUR APPLICATION

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Although you are required to contact a Program Officer to obtain a Loan Quote prior to submitting your application, Program Officers are also able to assist with other aspects of your application. Arts Tasmania Program Officers are a useful source of information and can be

called upon to help you with your application at any stage of the process.

Individual appointments, in person or by telephone, can be made prior to submitting your application. Call Arts Tasmania on (03) 6237 6323 or toll-free on 1800 247 308.

A full list of the Program Officers and their contact details is available on the Arts Tasmania website: [www.arts.tas.gov.au](http://www.arts.tas.gov.au). Click on About Us, then Who We Are, followed by clicking on the Arts Tasmania Staff button.

### Equity

Arts Tasmania will provide services on request to assist applicants in overcoming any special difficulties in making an application. These may take the form of interpretive services for applicants where English is not their first language or other services to ensure equity for all applicants.

## WHAT TO SUBMIT

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### All applications must include:

- A completed Loans Application Form
- Credit Check Authorisation Form. All applicants are required to authorise a credit check and submit their previous two Income Tax Return Statements. Organisations that are Income Tax Exempt should provide audited financial statements for the previous two years.

In addition you will be required to submit the following:

- Loan quote – this will require discussion with a Program Officer;
- Where the funds will be used to purchase equipment, the application should contain detailed information about the equipment. Brochures and specification sheets assist those

assessing the application to better understand the proposal; and

- letters of confirmation;
- a CV or biography for each artist and/or key personnel;
- other supporting documentation; and
- evidence of permission granted in applications with Aboriginal and Torres Strait Islander or multicultural community references (see pages 41-43 of the 2012 Arts Tasmania Arts Grants and Loans Handbook, available to download as PDF, if you are not sure what permission is required for).

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

## USING THE APPLICATION FORM

The Loans application form is central to your Arts Tasmania funding application.

This application form is intended to assist you with the writing and structure of your plan – it is an indication of the level of detail expected by the Panel assessing your Loan application. All sections on the application form should be completed, unless you have been advised by a program officer that it is not applicable.

A coherent project plan should enhance the success of your work. It can also be a useful and quick way for other potential benefactors to understand your overall purpose and the ways in which you will work towards that purpose.

A well-structured plan need not be too long. There is no one “right” plan. It should tell the story of you or your organisation, describe the project in detail and demonstrate how your project will benefit your professional practise.

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

- Arts Tasmania prefers the submission 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 submitting a hard copy, your application should be easily readable when scanned and should ideally 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;
- the planning and the evidence you provide is by far the most important element of your application;
- 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;
- provide sufficient details without waffling or unnecessary padding;
- 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; and
- always have your draft submission read by another person, preferably someone not involved in your project.

## PREPARING YOUR BUDGET

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

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**

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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.

Support material will not be returned, 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 relevant. It should demonstrate the quality of the artistic work that you do. Specific requirements vary from one art form to another. 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 3-5 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) 6237 6323.

### Writing

Provide 10 sample pages of writing in a Word or PDF file, and a synopsis. For published works (books): provide one hard copy and highlight a 10-page extract that best showcases the work.

### Music

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.

### 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 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 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 that some of the images you supply 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.

## SUBMITTING YOUR APPLICATION

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### **Due Dates and Delivery**

Loans applications can be submitted at any time

You can submit your application:

**By email** – [apply@arts.tas.gov.au](mailto:apply@arts.tas.gov.au)

**By hand** – 146 Elizabeth St, Hobart  
between 9am and 5pm on  
weekdays

**By post** – Arts Tasmania, 146 Elizabeth  
St, HOBART TAS 7000

### **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 loan.

It is important to show your application to a Program Officer before you submit it for assessment, to ensure your application is complete.

### **Emailing Your Application**

Do not submit the first 11 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](mailto: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) 6237 6323 during office hours.

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

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 phone (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 Loan.

# INFORMATION FOR SUCCESSFUL APPLICANTS

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## PAYMENT OF LOANS

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

This paperwork includes:

- an original, signed copy of the loan agreement; and
- an Electronic Funds Transfer Form (EFT Form)

Processing of payment normally takes two to three weeks for most Loans without security, four to five weeks where security instruments such as a Bill of Sale are required.

## CHANGING YOUR PLAN OR BUDGET

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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 LOAN

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An Acquittal is the process of evaluation and reporting that must be done once your Loan activity and repayments are complete.

All loan recipients are required to acquit their loan within three months of their project'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 apply for more grants or loans.

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](http://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 loan will be required and should relate directly to your original budget. The format for this is provided in the Acquittal Report document.

## TERMS OF LOAN

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Payment of any Loan is dependent on the applicant receiving approval of their ability to repay a Loan and applications for a Loan require evidence of income and expenditure and financial position.

Principal must be repaid at a minimum \$1,000 per annum and the repayment amount can be varied after consideration of ability to repay. Please note that Loan funds will not be lent for a period greater than the useful life of the items being purchased.

The monthly repayment includes the monthly interest component plus principal. The initial monthly instalment will fall due on the 1st of the second month following the Loan drawdown. For example, if the Loan drawdown occurs on 15 January, your first instalment will be due on 1 March.

All Loan Agreement documents and EFT forms should be returned to Arts Tasmania. The repayment of your Loan,

however, will be managed by the Business Finance and Compliance section of the Department of Economic Development, Tourism and the Arts.

It is a requirement that all Loan repayments are by direct payment authority from your bank. The Department of Economic Development, Tourism and the Arts will contact you directly and arrange this in consultation with you.

The applicable interest rate is variable from time to time, and payment in full not received by the specified due date on the respective monthly instalment notice will incur additional interest costs and penalty charges.

Where Loan recipients leave Tasmania permanently, they are required to repay the Loan in full. In the event of the Loan recipient leaving the arts industry, the interest charged will be adjusted to a commercial rate instead of the assisted rate charged to artists.

Loans of \$10,000 and over require security by way of a Bill of Sale, a mortgage and/or Guarantors. The costs associated with this security (including, but not limited to, documentation fees and stamp duty) are the responsibility of the borrower. Bills of Sale are required to be re-registered every four years that there is a balance outstanding on the Loan, at the borrower's cost.

Other conditions of Loans include:

- to keep the items purchased with the Loan proceeds in good repair and condition and not to dispose of them without the written consent of the Minister whilst the Loan is still current;
- to keep the items purchased with the Loan proceeds insured;
- to allow access to Arts Tasmania to inspect the goods upon reasonable notice; and
- to notify of any change of address within seven (7) working days.

## TAX IMPLICATIONS

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### Assessable Income

Loans 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 loan payments at the rate of 48.5 percent, 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 loan 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

Loans 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 loan 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 loan 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](http://www.ato.gov.au).

# ARTS TASMANIA APPLICATION FORM 2012 LOW INTEREST LOAN

## 1 Applicant's details

Name of applicant (Individual, organisation or collaboration)	
Contact Person:	Position:
Birth date (for individuals only):	
Work Phone:	Mobile:
Organisation Chair (if applicable):	Date of Birth (individual):
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:		

*If you do not have an ABN we require a Statement by a Supplier, available from [www.ato.gov.au](http://www.ato.gov.au).*

## 3 Partnerships and collaborations (please list partners you wish to appear on the Loan Agreement)

Name:	Birth date:	Address:
Name:	Birth date:	Address:
Name:	Birth date:	Address:

*Please attach a full listing if more space is required*

## 4 Amount requested from Arts Tasmania

Loan Request	\$
--------------	----

## 5 Project details

Title:	
Outline:	
Start date:	Finish date:

## 6 Disability participants

<input type="checkbox"/>	I am an artist with a disability
<input type="checkbox"/>	This application involves work by an artist with a disability
<input type="checkbox"/>	This application involves participants with a disability

<b>7 Cultural content</b>		
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.

<b>8 Category (tick one only)</b>		
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

<b>9 Student participation</b>		
There are no students participating in this project/program.		
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.		

<b>10 Authorisation</b>		
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:	

<b>11 Consent</b>		
If successful, I/we give Arts Tasmania permission to profile us and/or our project for promotional		
I/we give permission for Arts Tasmania to give out our contact details.		

<b>12 Check List</b>		
I/we have read the <i>Low-interest Loan Toolkit</i> and <b>confirmed my/our eligibility</b> for this funding opportunity.		
I/we have completed all applicable sections of this <b>Application Form</b> .		
I/we have included copies of <b>support material</b> and <b>documentation</b> that supports my/our application.		
I/we have <b>confirmed the availability</b> 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.

I have no objections to the release of the attached information under the *Right to Information Act (Tas) 2009*.

I object to the release of part or all of the attached information under the *Right to Information Act (Tas) 2009*. 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 Plan	
<input type="checkbox"/> Section 2 – Project Management	
<input type="checkbox"/> Section 3 – 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 Terms of Loan

Signed:

Dated:

**APPLICATIONS ARE DUE: At Any Time**

**SUBMITTING YOUR APPLICATION**

**By email - [apply@arts.tas.gov.au](mailto:apply@arts.tas.gov.au)**

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

**In person - 146 Elizabeth St, Hobart**

# Section 1: Project Plan Low-interest Loans 2012

**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 you. 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 (in italics) and work directly into this document if appropriate for your needs.

## **I. PROJECT DESCRIPTION** *(approximately one page)*

---

*Describe the proposed project by answering the following:*

- *Who is in the project?*
- *What do you want to do/what is the proposed project?*
- *When and where are you proposing to do the project?*
- *How you are going to achieve the project?*
- *If you are working with others, why have you chosen to work with these people? What will they contribute to the project?*

## **2. ARTISTS STATEMENT** *(approximately half a page)*

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- *This is a statement from the key artists involved, or from you, which provides an insight into the artistic vision. Or what you do and why you do it?*

## **3. AUDIENCE AND PROMOTION** *(approximately half a page)*

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- *Describe the target audience for your work?*
- *What is your marketing strategy?*
- *How are going to promote this project to reach your audience?*

## **4: OUTCOMES AND BENEFITS** *(approximately one page)*

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*Describe the artistic, social and/or economic benefits of the project to you as an individual (professional development) and/or the environment in which you work (industry/audience development). Possible benefits could include:*

- *developing your skills;*
- *creating a new repertoire or body of work;*
- *developing your reputation;*
- *raising your profile – both to audiences and to the arts community;*
- *earning income; and/or*
- *furthering your longer term career plans.*

## Section 2: Project Management Low-interest Loans 2012

Please provide the following information:

- a timeline of key activities or goals,
- a budget, showing income and expenditure,
- written confirmation from all individuals, organisations and venues involved in your project.
- if you are applying for equipment, specific information about the equipment and why it is essential to the advancement of your creative development or your professional practise.

Checklist of documents for inclusion:

- A one-page CV for you, and the key people and resources, involved in the project;
- Detailed product specifications, if applying for equipment or other assets;
- Recent and relevant examples of your work (see Support Material Cover Page on page 18);
- If you are working with people of multi-cultural, Aboriginal or Torres Strait Islander background you need to show that you have consulted with the relevant communities.

### I. TIMELINE

Date	Activity or Goal

(Insert rows above as required)

### 2. BUDGET

Please tick the relevant box

<input type="checkbox"/>	I am NOT registered for GST and this budget is GST inclusive
<input type="checkbox"/>	I AM registered for GST and this budget is GST exclusive

You may submit your budget in your own format, but the following budget is an example of the minimum detail required.

Income	\$	Expenditure	\$
List all sources of income including the loan requested from Arts Tasmania		List all costs associated with the project	
Arts Tasmania loan:			
Your own funds:			
Other (specify):			
Other (specify):			
<b>TOTAL:</b>		<b>TOTAL:</b>	

(Insert new rows above as required.)

## Section 3: Support Material Cover Page Low-interest Loans 2012

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 8 of this Application Toolkit.

	Type	Description
	For example: 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.
<b>Attachment 1</b>		
<b>Attachment 2</b>		
<b>Attachment 3</b>		
<b>Attachment 4</b>		
<b>Attachment 5</b>		
<b>Attachment 6</b>		
<b>Attachment 7</b>		
<b>Attachment 8</b>		
<b>Attachment 9</b>		
<b>Attachment 10</b>		

(Insert new rows above as required.)

# Credit Check: Low-interest Loans 2012



This form must be completed by all applicants seeking Loans. These applicants need prior approval of their ability to repay a Loan, and the next two pages allow you to provide evidence of your income and expenditure and your financial position.

Loans recommended by the Tasmanian Arts Advisory Board will be conditional on the credit-worthiness of the applicant being verified.

The credit check itself will be conducted by the Business Finance and Compliance Section of the Department of Economic Development, Tourism and the Arts.

Applicant surname:			
Applicant given names:			
Address:			
Postcode:		Birthdate:	
D/licence no:		Spouse/partner name:	
Occupation:		Started:	
Employer:			
Address:			
Next-of-kin: <small>(not living with you)</small>			
Address:			
Phone no:		Relationship to you:	

## DETAILS OF CURRENT INCOME AND COMMITMENTS

<b>INCOME (Average Monthly)</b>	<b>\$</b>	<b>COMMITMENTS (Average Monthly)</b>	<b>\$</b>
Business Income Sales		House repayments/rent/board	
(Do not include above figure in Total monthly income below)		This Loan (contact Arts Tas for amount)	
Net Profit		Other Loans	
Salary (Net after tax) Self		Credit Cards	
Spouse		Lease/H.P. (terminating / /	
Dividends and Commission		House/contents insurance	
Rent received		Life assurance premiums	
Other (provide details)		Car reg. ins. and running expenses	
		Rates - Council and Water	
		Fuel, light and power	
		Education and fares	
		Living expenses (food, clothing,	
		Other (eg medical benefits,	
<b>Total monthly income</b>		<b>Total monthly outgoings</b>	
<b>Less total monthly outgoings</b>			
<b>Uncommitted monthly</b>			

# Credit Check: Low-interest Loans 2012 (pg2)

## STATEMENT OF FINANCIAL POSITION AS AT: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ASSETS		\$ Value	LIABILITIES		\$ Owing
Cash at Bank:			Overdraft		
House property			Home Loan		
Govt Valuation Date:	/ /		Other Loans		
In name of:			Credit Card	Limit \$	
Address:			Other Outstanding accounts		
Furniture & Household effects			Hire Purchase / Lease		
Other property (provide details)			Company	Asset concerned	
1.			1.		
2.			2.		
Motor Vehicles			Other Liabilities (provide details)		
Other assets (provide details)			1.		
1.			2.		
2.			3.		
<b>Total Assets</b>			<b>Total Liabilities</b>		
Less Total Liabilities			←		
Surplus (deficit)					

### DECLARATION

- I/we declare that the information given on this form is true and correct.
- I/we have attached copies of my/our last two tax returns.
- I/we hereby give permission for Arts Tasmania and the Department of Economic Development, Tourism and the Arts to obtain consumer or commercial information permitted by the Privacy Act from a credit reporting agency and to use such information in order to assess my/our capacity to repay a Loan. The permission remains in force for the duration of my/our approved Loan.

<b>Signature/s:</b>		
<b>Name/s</b> (please print)		

Electronic submission of this form has the same effect as a formal signature, hence is the authority to act on the application including the authority to undertake credit reports.

### RIGHT TO INFORMATION (RTI)

The provisions of the Right to Information Act 2009, as amended, apply to documents in the possession of Arts Tasmania and its business unit arts@work. Under some circumstances documents held by Arts Tasmania and arts@work may be subject to disclosure in response to a request made in accordance with the Act.