



ARTSBRIDGE APPLICATION TOOLKIT

RELEASED: JANUARY 2012

CLOSING DATE: ANY TIME

NOTIFICATION: 6 WEEKS

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DOWNLOADS:

Visit www.arts.tas.gov.au/artsbridge

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

Cover image: *BARCODE Screen, 2002*, Laura McCusker.
Image copyright © Peter Howard.

In 2010 Laura McCusker received an Artsbridge Grant to exhibit her furniture at *Design: Made: Trade fair* in Melbourne, as part of the Victorian State of Design Festival.

About this Funding Round

Artsbridge is a sub-category of the Assistance to Individuals Program. An application to Artsbridge can be made at any time during the year to fund opportunities that emerge after the relevant grant round closing date (and which cannot be delayed until the next funding round.) These opportunities may be interstate or overseas, and should be the result of an invitation, and be strategically important in terms of the professional and artistic development of the applicant.

Artsbridge provides funding for:

- economy airfares (or freight) to allow an individual or collaboration of Tasmanian artists to take up exceptional opportunities, or
- economy airfares, freight, accommodation and living allowances to invite leading arts practitioners to Tasmania.

There are three funding categories to which an Artsbridge application may be submitted. They are:

Artsbridge National

Artists working in any artform may apply for assistance in the form of airfares or ferry passenger fares across Bass Strait or freight. Interstate airfares need to be based on the most competitive advance quotation. Please include a minimum of two quotes.

Artsbridge International

Artists working in any artform may apply for assistance in the form of airfares or freight. A cap of \$3 000 per person is placed on international airfares and quotes from three airlines need to accompany applications for international airfares.

Please Note: With Artsbridge National and International, you are only able to apply for the flights or freight costs associated with a project, not both.

The letter of invitation that you submit with your application is crucial to the Panel's ability to assess the strength and the relevance of the opportunity. An application submitted without a letter of invitation will not be considered.

Self-initiated opportunities are generally considered to be less competitive than unsolicited invitations.

Artsbridge Connect

Tasmanian organisations or individuals may apply for assistance to invite leading national and international arts professionals or practitioners in their field to Tasmania; to conduct publicly accessible creative and/or professional development opportunities, such as a workshop or master class, for Tasmanian artists and artswriters.

Artsbridge Connect is not available to bring people into Tasmania for existing programs funded by Arts Tasmania.

Artsbridge Connect grants can cover the costs of accommodation and living allowances as well as airfares and freight.

For bringing incoming practitioners from

- anywhere within Australia, applicants can apply for amounts up to \$1 000. If your grant request includes interstate airfares, please include a minimum of two economy airline quotes with your application.
- an international destination, applicants can apply for amounts up to \$3 000. If your grant request includes international airfares, please include a minimum of three economy airline quotes with your application.

Artsbridge Connect applications will only be accepted from applicants (individuals or an organisation) who have received written confirmation and agreement from the visitor of the activities to be undertaken with a confirmed timeline.

Please Note: Organisations are only eligible to apply to Artsbridge Connect to bring practitioners into the state. They are not eligible to apply to Artsbridge National or International for individual flights or freight out of the state.

Notification for all three funding categories will take up to six weeks (30 working days) from the submission of an Artsbridge application. Projects may not start before receipt of that advice.

This is a competitive program and funds are limited. It is advisable to submit your application as early as possible.

Selection Criteria

The Assistance to Individuals funding round (including Artsbridge) is assessed 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.

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).

Eligibility

Individuals

If you are a Tasmanian based artist, partnership or other unincorporated body, who has been resident in this state for six of the past twelve months, you are eligible to apply to Artsbridge National and International.

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.

Organisations

Organisations are only eligible to apply to Artsbridge Connect to bring practitioners into the state. They are not eligible to apply to Artsbridge National or International for individual flights or freight out of the state.

To be eligible as an organisation for an Artsbridge Connect grant you must be 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

Artsbridge National and International applications will only be accepted from applicants (individuals, partnerships or other unincorporated body) who have received an invitation from a host organisation and have submitted the necessary flight quotes (two for national and three for international projects).

Artsbridge Connect applications will only be accepted from applicants (individuals or an organisation) who have received written confirmation and agreement from the visitor of the activities to be undertaken with a confirmed timeline.

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 a project for which you have a current grant, and the acquittal is not yet due.

What activities are not eligible or have restrictions?

Specific restrictions for this program and items not funded:

- anything other than the flight, ferry or freight fares, (and accommodation and living allowances for Artsbridge Connect), associated with the project;
- the employment and/or contract of non-professional artists;
- amateur groups to undertake interstate or international touring programs;
- 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;

- 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;
- 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; and
- 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 a Program Officer to discuss your project's eligibility.

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

Multiple applications

Organisations may only submit one application to Artsbridge Connect per year.

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

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. 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.

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

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

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 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. 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

All applications must include:

- a completed Artsbridge Application Form;
- a letter of invitation, or for Artsbridge Connect, written confirmation and agreement from the visitor of the activities to be undertaken with a confirmed timeline;
- quotes for flights, ferry fares or freight (2 for national, 3 for international);
- a budget;
- support material;
- 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 Artsbridge application form is central to your Arts Tasmania funding application.

The application form is intended to assist you with the writing and structure of your project – it is an indication of the level of detail expected by the Grant Assessment Panel, and constitutes a project plan. 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 and your work, describe the project in detail and demonstrate how your project will add value to your artistic and professional development.

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 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;
- 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 support 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 applying for an Artsbridge grant you are required to submit flight quotes; 2 for national and 3 for international projects. The lowest quote will be the amount you request from Arts Tasmania as a grant, and should be included in the 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

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.

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 to attach as support material could include:

- confirmation letters, including your letter of invitation;
- quotes;
- biographies or CV of key personnel;
- references;
- reviews; and
- 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)

A biography or CV should be included in your application for all artists and key personnel involved in your project. If you are an organisation, you should also put in 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 your work well and have an understanding of the proposed project.

Reviews

Reviews by peers in your field, published or unpublished, can assist in demonstrating the calibre of your work.

General comments from social networking sites and threads from non-curated online discussion boards are not considered appropriate support material.

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

Due Dates and Delivery

Artsbridge applications can be submitted at any time. You can submit your application:

By email – 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 grant.

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 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.

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 Grant.

Information for Successful Applicants

Payment of Your Grant

Payment of 100 percent 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 deed;
- an Electronic Funds Transfer Form (EFT Form); and
- an invoice for 100 percent of the grant (plus GST if you are registered).

Please note: You will only be awarded a grant amount equal to the lowest quote submitted with your application.

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

All grant recipients are required to acquit their grant within three months of their 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 apply for more grants.

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 will be required and should relate directly to your original budget. The format for this is provided in the Acquittal Report document.

Artistic Report

Your Artistic 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 will provide a template for this information in your Acquittal Report.

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')
- 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 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 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

Artsbridge 2012

| 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: | |
| <i>If you do not have an ABN we require a Statement by a Supplier, available from www.ato.gov.au.</i> | | | |
| 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: |
| <i>Please attach a full listing if more space is required</i> | | | |
| 4 Amount requested from Arts Tasmania | | | |
| Quote 1 | \$ | <i>Note: The lowest quote will be the grant request. If you are registered for GST list the GST exclusive price; if not list the GST inclusive price.</i> | |
| Quote 2 | \$ | | |
| Quote 3 (International) | \$ | | |
| 5 Project details | | | |
| Title: | | | |
| Destination: | | | |
| Outline: | | | |
| Start date: | | Finish date: | |
| 6 Disability participants | | | |
| I am an artist with a disability | | | |
| This application involves work by an artist with a disability | | | |
| This application involves participants with a 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 | | | |
| 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. | | | |

| | | | |
|--|--|---------------|--|
| 10 Authorisation | | | |
| 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 | | | |
| 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. | | | |

| | | | |
|---|--|--|--|
| 12 Check List | | | |
| I/we have read the <i>Artsbridge Toolkit</i> and confirmed my/our eligibility for this funding opportunity. | | | |
| I/we have completed all applicable sections of this Application Form . | | | |
| I/we have provided a budget | | | |
| I/we have included copies of artistic material and supporting documentation that supports my/our application. | | | |
| 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 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 Conditions of Grant

Signed:

Dated:

APPLICATIONS ARE DUE: At Any Time

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 Plan Artsbridge 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.

1. 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)*

- *This is a statement from the 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)*

- *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)*

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 Artsbridge 2012

Please provide the following information:

- a timeline of key activities or goals,
- a list of physical resources, for Artsbridge Connect only,
- a budget, showing income and expenditure

Checklist of documents for inclusion:

- A letter of invitation from the host organisation outlining their in-kind and financial support;
- A one-page CV for you, and the key people and resources, involved in the project;
- Two or three flight quotes;
- 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. RESOURCES

If applicable, this section is only required for Artsbridge Connect applications.

Figure B: Physical resources

List the key physical resources that will be essential for the delivery of your project. This could include exhibition spaces, recording studios, rehearsal or performance spaces etc.

| 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 | |

(Insert rows above as required)

3. BUDGET

Please tick the relevant box

| | |
|--|--|
| | I am NOT registered for GST and this budget is GST inclusive |
| | 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 List all sources of income including the grant requested from Arts Tasmania | \$ |
|--|----|
| Arts Tasmania grant: | |
| Your own funds: | |
| Host organisation: | |
| Other (specify): | |
| Other (specify): | |
| | |
| | |
| | |
| TOTAL: | |

| Expenditure List all costs associated with the project | \$ |
|--|----|
| Flights or Ferry Fare: | |
| Freight: | |
| Other travel costs: | |
| Accommodation: | |
| Living Allowance: | |
| Artist fee: | |
| Other (specify): | |
| Other (specify): | |
| Other (specify): | |
| TOTAL: | |

(Insert new rows above as required.)

Section 3: Support Material Cover Page Artsbridge 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 6 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. |
| 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.)