



## **Regional Arts Fund Quick Response Application Form (Victoria)**

*\* Applications will not be accepted between Friday 10 December 2011 and Monday 9 January 2012.*

Name of Organisation/Applicant: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Website: \_\_\_\_\_

ABN: \_\_\_\_\_ GST Registered?  Yes  No

Name of Project: \_\_\_\_\_

### Category Being Applied for:

- Small Cultural Project
- Professional Development

Amount Requested: \$ \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Note: This application form has been designed to allow entry of information into a National Database, which is a Government requirement. Please answer all questions carefully and maintain formatting.

This application and support material **MUST** be submitted on SINGLE SIDED paper. Please use a paper clip or foldback clip, do not staple or bind.

### Please submit application to:

Regional Arts Victoria  
PO Box 600, Port Melbourne Vic 3207

### For enquiries:

Phone: 03 9644 1800 or  
Toll free (Country Victoria only): 1800 819 803  
Email: [enquiry@rav.net.au](mailto:enquiry@rav.net.au)  
Fax: 03 9646 3832

## Part A: Contact Details

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Do you identify as an Aboriginal or Torres Strait Islander?  Yes  No

What type of organisation are you (please select one)?

- |   |   |
|---|---|
| <input type="checkbox"/> Company Limited by Guarantee   | <input type="checkbox"/> Incorporated Association |
| <input type="checkbox"/> Unincorporated Community Group | <input type="checkbox"/> Health Organisation      |
| <input type="checkbox"/> School                         | <input type="checkbox"/> Individual               |
| <input type="checkbox"/> Federal Government             | <input type="checkbox"/> State Government         |
| <input type="checkbox"/> Local Government               |   |
| <input type="checkbox"/> Other - please state: _____    |   |

Number of members in your organisation: \_\_\_\_\_

Is your organisation incorporated as a not for profit organisation?

- Yes – date of incorporation: \_\_\_\_\_
- No – contact RAV before proceeding with this application
- N/A – (for individual applicants)

**Auspecting body details** (an auspecting body is required if you or your organisation does not have an ABN. An auspecting body is a separate organisation that administers and receives funding on your behalf)

Name of Auspice Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Website: \_\_\_\_\_

ABN: \_\_\_\_\_ GST Registered?  Yes  No

Did you discuss your application with a Regional Arts Development Officer (RADO) or other Regional Arts Victoria (RAV) staff member?

- Yes (name of RADO or RAV staff member) \_\_\_\_\_
- No (call your nearest RADO before submitting this application)

Contact details for RADOs can be found on the RAV website [www.rav.net.au](http://www.rav.net.au)

How did you find out about the Quick Response Grants?

- |                                      |                                  |  |  |
|--------------------------------------|----------------------------------|--|--|
| <input type="checkbox"/> RAV Website | <input type="checkbox"/> The Age | <input type="checkbox"/> Local newspaper | <input type="checkbox"/> Trouble magazine            |
| <input type="checkbox"/> Email       | <input type="checkbox"/> RADO    | <input type="checkbox"/> Local Council   | <input type="checkbox"/> Other – please state: _____ |

## Part B: Project Summary

Project Summary (25 words or less – do not refer to or attach additional information):

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**Tick the grant type of your project** (tick as many as apply)

Community Capacity Building

*The principle focus of this project is to develop arts and cultural activity and participation in the community.*

Art worker and Community Skills development

*The principle focus of this project is to provide opportunities for collaboration and skills development of locally based artists and/or arts workers.*

Project Development

*The principle aim of this project is to be innovative in creative ideas with a strong art outcome, with a well articulated social and/or economic impact in the community.*

**Tick the Skills Development area of your project** (tick only the one which best describes your project)

Art form development

*The projects principal goal is to 'push boundaries' with arts outcomes.*

General community development

*The projects principle aim is to achieve long-term arts and community cultural development outcomes for communities*

Artist / Arts worker professional development

*The projects principle aim is to increase the skills of locally based artists and/or arts workers.*

**Tick the main art form(s) your project will be based on** (if more than one, number in order of relevance to you project – 1 being most relevant)

\_\_\_\_\_ Circus

\_\_\_\_\_ Craft

\_\_\_\_\_ Dance

\_\_\_\_\_ Literature

\_\_\_\_\_ Multi-art form

\_\_\_\_\_ Music

\_\_\_\_\_ New Media

\_\_\_\_\_ Photography

\_\_\_\_\_ Film/Screen Arts

\_\_\_\_\_ Sculpture

\_\_\_\_\_ Theatre

\_\_\_\_\_ Visual Arts

\_\_\_\_\_ Other – please state: \_\_\_\_\_

**Tick the main beneficiary(s) of your project\*** (if more than one, number in order of groups most benefited by your project – 1 being the most relevant)

\_\_\_\_\_ Culturally and/or linguistically diverse

\_\_\_\_\_ Children 0-12

\_\_\_\_\_ Elderly

\_\_\_\_\_ General Population

\_\_\_\_\_ Indigenous

\_\_\_\_\_ Men

\_\_\_\_\_ People with Disabilities

\_\_\_\_\_ Women

\_\_\_\_\_ Youth 13-27

\_\_\_\_\_ Artist/Art workers

\_\_\_\_\_ Other – please state: \_\_\_\_\_

*\*If you are applying for a Professional Development Grant, please select 'Artist/Arts Workers'*

**State the location and postcode of the applicant:**

Location: \_\_\_\_\_ Postcode: \_\_\_\_\_

**State the location and postcode of your project:**

Location: \_\_\_\_\_ Postcode: \_\_\_\_\_

**List by town name any other locations the project will be presented in:** \_\_\_\_\_

**Name the Federal Electorate(s) your project will take place in:** \_\_\_\_\_

*(to find your Federal electorate visit <http://apps.aec.gov.au/esearch/>)*

## Part C: Participation & Audience\*

*\*Please Note: You do not need to complete Part C if you are applying for a Professional Development grant.*

Estimated number of participants: \_\_\_\_\_

Estimated number of audience: \_\_\_\_\_

Number of artists paid: \_\_\_\_\_ Number of artists unpaid: \_\_\_\_\_

**Tick the all audience type(s) your project will cater to** *(if more than one, number in order of groups most benefited by your project – 1 being the most relevant)*

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> _____ Families           | <input type="checkbox"/> _____ Children                    | <input type="checkbox"/> _____ 60 + |
| <input type="checkbox"/> _____ General Population | <input type="checkbox"/> _____ Other – please state: _____ |                                     |

## Part D: Previous Applications

Has your organisation/have you previously applied to the Regional Arts Fund (previously delivered by Arts Victoria under the Regional Arts Development Fund) or Quick Response Grants?

- No** – go to **Part E**
- Yes** – list all RAF grants your organisation/you have applied for on the table below.

*Please complete all details*

Project Name	Year	Grant type	Was the application successful?	Was the Grant acquitted*?
		<input type="checkbox"/> Quick Response Grant <input type="checkbox"/> Project Grant	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Quick Response Grant <input type="checkbox"/> Project Grant	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Quick Response Grant <input type="checkbox"/> Project Grant	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Quick Response Grant <input type="checkbox"/> Project Grant	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*\*It is a condition of the Regional Arts Fund that you must have satisfactorily acquitted previous RAF grants, either under Arts Victoria's Regional Arts Development Program or Regional Arts Victoria's Quick Response Grants to be eligible for future RAF grants.*

## Part E: Artists and Partners

Please name all the artists involved in your project and their area of expertise. Please include CV's as attachments (see **Part H** for more information).

Artist Name	Area of expertise*	CV attached?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

\* Please pick one of Circus, Craft, Dance, Literature, Music, New Media, Photography, Film/Screen Arts, Sculpture, Theatre, Visual Arts, or Other (please state)

**Name the strategic partners of your project, and whether their partnership is short or long term.**

A **Strategic Partnership** involves sharing resources, high level of trust, sharing responsibilities and exchanging information with an organisation, which enhances the common purpose. It does not include your organisation or auspicing body.

**Short Term** is for the duration of this project.

**Long Term** is over a period of several years.

Type*	Name of Partner	Term of Partnership	
		<input type="checkbox"/> Short term	<input type="checkbox"/> Long Term
		<input type="checkbox"/> Short term	<input type="checkbox"/> Long Term
		<input type="checkbox"/> Short term	<input type="checkbox"/> Long Term
		<input type="checkbox"/> Short term	<input type="checkbox"/> Long Term
		<input type="checkbox"/> Short term	<input type="checkbox"/> Long Term
		<input type="checkbox"/> Short term	<input type="checkbox"/> Long Term

\* Please pick one of Federal Government, State Government, Local Government, Private Sector (eg business), Cultural (eg local gallery), Community (eg a service club), Charity (eg Salvation Army) or Social Services (eg health or youth agencies).

## Part F: Project Description

**There may be other funding programs more appropriate to your project aims. It is important to carefully target your funding applications to the most appropriate source of funds. Read the guidelines carefully and speak to your nearest Regional Arts Development Officer or other Regional Arts Victoria staff for advice.**

Each of the questions in this section must be addressed in typed attachments. The bullet points are a guide only. Use plain, accessible language to describe your project. The maximum number of pages you can submit for Quick Response Grants is **2 single-sided** pages.

### **1. What is the project?**

This information could include:

- The artistic, literary or cultural concept of the project
- The artistic objectives of the project
- The creative processes that will be used to develop and implement the project
- Where the project will take place
- The anticipated public/community outcome(s)

### **2. Who will be involved in the project?**

This information could include:

- The role and credentials of key creative and managerial personnel involved
- Who will be included in the project (the names and roles of all groups, organisations and sectors of the community, including any specific target groups)
- Details of support from other organisations/agencies or partnerships with local government, regional authorities or communities involved with the project

### **3. How will the project be achieved and managed?**

This information could include:

- Timeframe, including anticipated start and finish dates and key dates in between
- How the project will be implemented, with reference to marketing, promotion, distribution and revenue generating strategies
- How you will manage ownership and copyright issues
- How the project will be evaluated in terms of outcomes and benefits
- How the project will be documented and in what form/s it will be available

### **4. Why should the project be funded by the RAF?**

With reference to the selection criteria, outline the expected benefits for regional artists and communities of the project.

Projects scheduled to commence within 4 weeks of application need to justify why application was not made earlier. All applications need to articulate why the project needs RAF funding and cannot be funded by any other means.

Applicants are **strongly advised** to read the Program Guidelines for the Regional Arts Fund before completing **Part F** of the Application form, available at [www.rav.net.au/funding-and-resources/fund](http://www.rav.net.au/funding-and-resources/fund)

## Part G: Project Budget

**Applicants are strongly advised to discuss their project and budget with Regional Arts Victoria staff before submitting (see front page for contact details)**

- Applicants must use the budget form provided as all data is collected into a national database and requires this level of standardisation;
- The budget should list the total income and expenditure and reflect all costs, both cash and in-kind, associated with the project for which funding is sought;
- You should give a breakdown of artists' fees and how these were derived;
- When including box office and/or other earned income, include the basis upon which these figures have been reached;
- Applicants are expected to make a contribution, in cash and/or in-kind, and to seek support from other sources. These should be indicated in the budget as confirmed (C) or not confirmed (NC). It is unlikely that your application will be funded without evidence of other support;
- The RAF encourages applications that have an emphasis on support for the artists and material costs necessary to create the project;
- Income, including the Regional Arts Fund amount applied for, MUST equal expenditure, and,
- If you are **registered for GST**, your income and expenditure must not include GST. The amount you receive will be grant + GST.

### Budget example:

EXPECTED INCOME	\$	EXPECTED EXPENDITURE	\$	RAF(\$)
<b>Section 1 - Earned income</b>		<b>Section 5 - Salaries/ Fees</b>		
<i>Workshop fees</i>	\$500	Workshop costs	\$1,500	\$1,000
<i>Box office</i>				
<b>Section 1 Sub Total</b>	<b>\$500</b>	<b>Section 5 Sub Total</b>	<b>\$1,500</b>	<b>\$1,000</b>
<b>Section 2 - Government Grants</b>		<b>Section 6 - Direct Project Costs</b>		
<i>Federal</i>		Car hire (in kind - Council)	\$100	
Regional Arts Fund (N/C)	<b>\$1,500</b>			
<i>State</i>				
<i>Local</i>				
Council – In-kind (C)	\$100			
<b>Section 2 Sub Total</b>	<b>\$1,600</b>	<b>Section 6 Sub Total</b>	<b>\$100</b>	<b>-</b>
<b>Section 3 - Sponsorship</b>		<b>Section 7 - Travel/ Accommodation</b>		
<i>Cash</i>		Travel and Accom	\$500	\$500
<i>In-kind</i>				
<b>Section 3 Sub Total</b>	<b>-</b>	<b>Section 7 Sub Total</b>	<b>\$500</b>	<b>\$500</b>
<b>Section 4 - Applicants Contribution</b>		<b>Section 8 - Project Administration</b>		
<i>Cash</i>		<i>Marketing</i>		
<i>In-kind</i>		<i>Documentation</i>		
Volunteer hours	\$200	Documentation	\$200	
Admin / promotion	\$200	<i>Other</i>		
		Coordination	\$200	
<b>Section 4 Sub Total</b>	<b>\$400</b>	<b>Section 8 Sub Total</b>	<b>\$400</b>	<b>-</b>
<b>Sections 1 to 4 = Total Income (a)</b>	<b>\$2,500</b>	<b>Sections 5 to 8 = Total Expenditure(b)</b>	<b>\$2,500</b>	<b>\$ 1,500</b>

*Income (a) equals Expenditure (b). The RAF figure of \$1,500 clearly shows how it will be allocated*

**\*\*It is important that you make your budget fit this template\*\***

EXPECTED INCOME	\$	EXPECTED EXPENDITURE	\$	RAF(\$)
<b>Section 1 - Earned Income</b>		<b>Section 5 - Artists Fees/Salaries</b> (include on costs)		
<i>Workshop Fees</i>			\$	\$
	\$		\$	\$
	\$		\$	\$
<i>Box Office</i>			\$	\$
	\$		\$	\$
	\$		\$	\$
<i>Other</i>			\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
<b>Section 1 Sub Total</b>	<b>\$</b>	<b>Section 5 Sub Total</b>	<b>\$</b>	<b>\$</b>
<b>Section 2 - Government Grants</b>		<b>Section 6 - Direct Project Costs</b>		
<i>Federal</i>			\$	\$
Regional Arts Fund (N/C)	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
<i>State</i>			\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
<i>Local</i>			\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
<b>Section 2 Sub Total</b>	<b>\$</b>	<b>Section 6 Sub Total</b>	<b>\$</b>	<b>\$</b>
<b>Section 3 - Sponsorship</b>		<b>Section 7 - Travel/ Accommodation</b>		
<i>Cash</i>			\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
<i>In-kind</i>			\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
<b>Section 3 Sub Total</b>	<b>\$</b>	<b>Section 7 Sub Total</b>	<b>\$</b>	<b>\$</b>
<b>Section 4 - Applicants Contribution</b>		<b>Section 8 - Project Administration</b>		
<i>Cash</i>		<i>Marketing</i>		
	\$		\$	\$
	\$		\$	\$
	\$	<i>Documentation</i>		
<i>In-kind</i>			\$	\$
	\$		\$	\$
	\$	<i>Other</i>		
	\$		\$	\$
	\$		\$	\$
<b>Section 4 Sub Total</b>	<b>\$</b>	<b>Section 8 Sub Total</b>	<b>\$</b>	<b>\$</b>
<b>Sections 1 to 4 = Total Income (a)</b>	<b>\$</b>	<b>Sections 5 to 8 = Total Expenditure(b)</b>	<b>\$</b>	<b>\$</b>

**Note:** (a) and (b) must add up to the same amount.

## Part H: Support Material

**You are encouraged to submit support material only if it is relevant to your application.** Quick Response Grants do not require as much support material as the Project Grants, but make sure you provide evidence that demonstrates the experience of key creative personnel working in the manner proposed in the application (eg a CV and perhaps a brief example of their work).

Include evidence that demonstrates the experience of key creative personnel working in the manner proposed in the application, or key partners/collaborators (eg a CV and perhaps a brief example of their work).

All support materials must be clearly marked with the applicant's name and project title. You may provide the following:

- CVs of key creative and managerial personnel involved in the proposed project (maximum of **1 page per person**);
- Letters of support from the artist/s, community/ies/partners indicating the nature of their involvement in the proposed project;
- Other short, relevant written material, eg reviews; and,
- An example of previous or relevant work undertaken by the key person/people to be employed on the project – submit only 2 of the following (please indicate):
  - no more than 10 photographs or slides or images saved as .jpg on CD;
  - Video tape or DVD of moving images (the panel may not view more than 5 minutes);
  - Audio cassette or CD (the panel may not listen to more than 5 minutes); and,
  - 5 pages of manuscript.

Please indicate whether you also have these in electronic format. Discuss this with the Program Officer, Ella McDonald by phoning (03) 9644 1800 or emailing [emcdonald@rav.net.au](mailto:emcdonald@rav.net.au)

**Do not send originals of material:** if you wish to have support materials returned, indicate so by including an appropriately stamped, self-addressed envelope/postpack.

## Attachments

**Please do not staple attachments, only use paper clips.** Please check all the boxes below which apply.

- Part F: Project Description (no more than 4 single sided pages)
- Artistic Personnel CV's (one single sided page per artist)

**Support Material (with reference to the guidelines above indicate support materials attached):**

- Letters of Support: please specify the number of letters \_\_\_\_\_
- Photographs/ images: please select the format  Hardcopy  Softcopy (digital/on disk)
- Audio CD
- DVD/ video
- Manuscript sample
- Other written material – please specify: \_\_\_\_\_

**Lodgement:**

Post to arrive no later than 5 working days prior to commencement of the project. It is advised that you plan to allow plenty of time as further information may be sought which can delay approval.

**NB: Quick Response applications will not be accepted between Friday 10 December 2011 and Monday 9 January 2012.**

Post applications to:

**Regional Arts Fund  
Regional Arts Victoria  
PO Box 600  
Port Melbourne VIC 3207**

<b>Part I: Certification</b>
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**I, the undersigned, certify that:**

To the best of my knowledge, the statements in this application are true and correct.

I am authorised by the applicant/organisation to certify this application.

I acknowledge that this application will not be accepted if it is late or has not been presented within the specified format and limits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name in Full: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_