

**The Joan and Betty Rayner**

**Australian Children’s Theatre Foundation Commission**

**2023**

**Application Form**

##### APPLICANT CONTACT INFORMATION

|  |  |
| --- | --- |
| **Name of Organisation and / or**  |  |
| **Artist’s Name:** |  |
| **Street Address** |  |
|  |  | **Postcode:** |  |
| **Postal Address** |  |
|  |  | **Postcode:** |  |
| **Contact Name** |  |
| **Position** |  |
| **Phone** |  | **Mobile:** |  |
| **Fax** |  |
| **Email** |  |
| **Website** |  |
| **Organisation ABN** |  |
| **Social Media** | **Facebook:**  |
|  | **Twitter:**  |
|  | **Instagram:**  |
|  | **YouTube:**  |

### Website: [AUSTRALIAN CHILDREN'S THEATRE FOUNDATION](https://www.google.com.au/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjjn_WWp53PAhUEyT4KHRgrCE8QFggbMAA&url=http%3A%2F%2Fwww.actf.org.au%2F&usg=AFQjCNFwb455bgQLQ9VvN23nsvIHjka_Jw&sig2=QkZi6jvqA_D-1UJhuFeIkA&bvm=bv.133178914,d.dGo)

[www.actf.org.au](http://www.actf.org.au)

##### Australian Children’s Theatre Foundation

**DECLARATION**

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify the ACTF, through Regional Arts Victoria’s Arts & Education Manager, of any changes to this information and any circumstances that may affect this application. I understand that this is an application only and may not necessarily result in funding approval.

|  |  |
| --- | --- |
| **Signature** |  |
| **Print Name** |  |
| **Position** |  | **Date** |  |

##### Australian Children’s Theatre Foundation

##### PROJECT INFORMATION

|  |  |
| --- | --- |
| **Project Title** |  |
| **Amount Requested** | **$** |

|  |  |
| --- | --- |
| **Project Summary** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Start Date** |  | **Finish Date** |  |

Please provide no more than (3) single-sided pages addressing the following criteria: bullet points below are a guide only. Plain, accessible language must be used to describe the project.

**Section one: vision (40% of assessment weighting):**

1. An outline of your vision for this Commission and a description of the way in which it aligns with the ACTF objectives and the Founders’ wishes.

2. A description of the ways your current work aligns with the Foundation’s objectives and the Founders wishes.

*In assessing the Vision of the submission, Trustees will consider how the project will:*

* *Develop a story that will inspire and create wonderment in children through performance*
* *Align with the Founders’ wishes*
* *Create a theatrical performance of a professional standard*
* *Show how their work will enhance children’s theatre*
* *Expected benefits of the project for primary school students and other communities*

**Section two: feasibility (30%)**

4. A clear and detailed explanation of exactly what you want to do, with whom, where and for how long. Demonstrate that this is achievable and provide a clear timeline including anticipated start and finish dates and key dates in between.

5. A verifiable and viable budget. The project must reflect that the ACTF commission will be the main source of funding. Larger scale projects with multiple funding sources will not be assessed.

*In assessing the Feasibility of the submission, Trustees will consider:*

* *The achievability of the project*
* *The viability of the project budget*

**Section three: capacity (30%)**

Supporting Documents required to demonstrate capacity are:

* Curriculum vitae and outline of previous work for all key creatives;
* List of referees and/or references;
* Links to any visual presentations of past performances or productions;
* A visual and audio presentation (not exceeding 5 minutes) About your project

*In assessing the Capacity of the applicant, Trustees will consider:*

* *The track record of the applicant and project participants*

**Australian Children’s Theatre Foundation**

**PROJECT BUDGET**

Budget Notes:

1. You are required to use the categories provided when submitting your budget.
2. All figures should **exclude** GST.
3. Total income (A) must EQUAL total expenditure (B).
4. In-kind income must match with In-kind expenditure.
5. Under Income, when including grants and sponsorship, please mark with a (C) - confirmed or (NC) – not confirmed, to indicate the status of those funds.

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME** | **$** | **EXPENDITURE** | **$** |
| **Amount requested from ACTF** |  | **Salaries/Fees – artistic & production (include on costs)** |  |
| **Funds from other organisations/trusts** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Funds from your organisation** |  | **Venue costs** |  |
|  |  |  |  |
|  |  |  |  |
| **In-kind support** |  | **Staging costs – eg. Lighting, design, sound** |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Marketing costs** |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **In-kind support** |  |
|  |  |  |  |
|  |  | **Other (please specify)**  |  |
| **TOTAL INCOME (A)** | **$**  | **TOTAL EXPENDITURE (B)** | **$**  |

##### Australian Children’s Theatre Foundation

**SUPPORT MATERIAL**

The following support materials should also be provided if available:

* CV’s of key creative and managerial personnel involved in the proposed project (maximum of ½ page per person)
* Letters of support – including from the artist/s, community partners etc indicating the nature of their involvement in the proposed project
* Other short, relevant written material, e.g. reviews, press and/or testimonials
* Any relevant images
* An example of previous or relevant work undertaken by the key person/people to be employed on the project, for example:
	+ Five images or slides
	+ Video links/URL or files (the Trustees may not view more than 5 minutes)
	+ Audio links/URL or files (the Trustees may not listen to more than 5 minutes)
	+ Five pages of manuscript

**Australian Children’s Theatre Foundation**

**APPLICATION PROCESS & MORE INFORMATION**

**Applications will be open from Monday 10 October – 9am Monday 12 December 2022.**

We encourage applicants to contact Regional Arts Victoria to discuss your application.

Phone appointments can be made on **Fridays between 10am-4pm**.

For more information on the ACTF Commission and application support access please contact:

Pippin Davies

Senior Manager, Arts & Education

P: 0427 211 123

E: pdavies@rav.net.au

Applications must be submitted by **9am Monday 12 December 2022**

Late or incomplete applications will not be considered.

Successful applicants will be notified by **Friday 24 March 2023**

Applications are to be submitted as a PDF in electronic format, by emailing education@rav.net.au **using the subject line ‘ACTF 2023 Commission Application’.**

Please note, once you have emailed through your submission, you will **not** be able to make any further edits to the document or support materials. You will receive email confirmation of your submission.

