

2021 Cultural Development Fund Recovery grants application

Form Preview

Applicant eligibility

* indicates a required field

General Eligibility

Applicants must demonstrate that they meet the Fund eligibility requirements and essential criteria

I am applying for a grant as: (please check one)* *

- ☐ Individual with an auspice organisation
- ☐ Unincorporated group with an auspice organisation
- ☐ Incorporated not-for-profit organisation

Individual applicants and unincorporated groups must apply with an auspice organisation to be eligible. See section 8- for Support Material documentation required

I am applying on behalf of an incorporated organisation based in the City of Port Phillip

☐ Yes ☐ No

If you answer No to this question, go to the next question

I am a City of Port Phillip resident

☐ Yes ☐ No

If you answer No to this question please complete the 'Work' criteria questions below (refer to the Guidelines)

I work in the City of Port Phillip

☐ Yes ☐ No

If you answer Yes to this question please move to the next question

If your response to the previous question is Yes, please indicate which of the 'work' eligibility criteria you meet. (You may meet more than one)

Ongoing creative work space in Port Phillip

☐ Yes ☐ No

studio, office or operational workspace, regular rehearsal space, performance venue, gallery

Ongoing work of any type in the City of Port Phillip

☐ Yes ☐ No

May be full time, part time or casual

Significant voluntary work with a Port Phillip organisation

☐ Yes ☐ No

Please indicate where in the municipality this work occurs

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I am an artist of Boon Wurrung descent

☐ Yes

If you answer yes to this question and do not live or work in the City of Port Phillip, you need to contact the Indigenous Arts Officer on 03 9209 6682 to discuss eligibility. To apply you will need to engage with an auspice organisation and upload a letter of support from the Boon Wurrung Foundation

Child Safe Standards and Working with Children

Will your project involve working directly with children as participants? *

☐ Yes

☐ No

If you have answered yes to this question, please refer to the information in the Cultural Development Fund Guidelines regarding Child Safe Standards <https://www.portphillip.vic.gov.au/explore-the-city/arts-and-creative-industries/funding-and-support/cultural-development-fund-projects> and contact the Cultural Development Fund officer on 03 9209 6165 before you proceed with your application.

If you are working directly with children as participants you will need to demonstrate in your application how you will meet the Victorian Government Child Safe Standards and Working with Children requirements.

Applicant Details

* indicates a required field

Name of applicant organisation (if applicable)

Name of individual artist applying or person completing the form on behalf of the organisation *

Title

First Name

Last Name

Postal Address *

Address

Suburb State Postcode

Phone *

Mobile *

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Email *

Re-enter email *

Website

* This space must be completed for your application to be processed.

Auspice Organisation Details - Grant Fund Manager for application

Complete this section if an auspice organisation will manage this grant. Please submit a signed confirmation letter from your auspice organisation with your application (upload in Support Material, Section 8)

Auspice body name

Authorised person

Title

First Name

Last Name

Postal Address

Address

Suburb

State

Postcode

Email

Re-enter address

Fax

Website

Has the auspice organisation agreed to manage the grant?

☐ Yes

☐ No

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* This must be completed for your application to be processed if you are an individual artist or unregistered group

ABN details

* indicates a required field

ABN of Incorporated Applicant Organisation or Auspice Organisation for individual applicant or unincorporated groups. If you are engaging an auspice organisation you should enter that organisation's ABN details here

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Are you registered for GST? *

☐ Yes ☐ No

If you have an auspice organisation you must confirm whether they are registered for GST to answer this question

Visit www.ato.gov.au for more info.

* This space must be completed for your application to be processed. Individual applicants or groups using an auspice organisation should enter the ABN and GST information of their auspice organisation. They should also attach a letter of agreement to auspice from that organisation in the support material section of this form

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Project Summary Details

* indicates a required field

Project title *

Primary artform (please check ONE box) *

- ☐ Craft/design
- ☐ Dance
- ☐ Writing
- ☐ Multimedia/film
- ☐ Heritage
- ☐ Music
- ☐ Performance/theatre
- ☐ Visual Arts
- ☐ Electronic or digital media
- ☐ Other / multidisciplinary

If you have selected 'Other' please describe

Project summary *

(explain the project in no more than 50 words)

* This space must be completed for your application to be processed.

Expanded Project Description

* indicates a required field

What are the core creative ideas and proposed creative outcomes for your project ? *

Word count:

Must be no more than 500 words.

Describe how your project will meet at least three of the Fund desirable criteria (see pages 5 and 6 of the Guidelines) *

Word count:

Must be no more than 500 words.

You may be able to demonstrate that more than three criteria are met

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What are the key dates and stages for the project? *

Word count:

Must be no more than 500 words.

Please remember to include reference to a COVID safe plan (a detailed document can be uploaded in the support material section of this form)

Briefly summarise the experience of key creative team members (more detailed individual CVs can be uploaded as Support Material- in section 8 of this form) *

Word count:

Must be no more than 500 words.

Your project pla

Briefly describe the applicant experience in running similar projects/ activities. *

Explain briefly how you will engage creatives and participants in the City of Port Phillip *

How will this project acknowledge the City of Port Phillip and reach a Port Phillip audience? *

Project Dates

Proposed project start *

Proposed project completion *

Project Venue descriptions

Project venue/s* *

*Please attach/upload acknowledgement of a booked venue (this can be a tentative booking) and / or approval to use open spaces in the City of Port Phillip (see Guidelines and Criteria). Please see Support Material fields, Section 8 of this application form

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Will this project take place in Council venues or public / open space *

☐ Yes ☐ No

Will this project take place in

- ☐ outdoor venue
☐ indoor venue
☐ a combination of the two

Will your project include an online component?

- ☐ Yes
☐ No

If yes, please briefly describe

Festivals or Umbrella Events

Is your project part of a festival or other event? *

☐ Yes ☐ No

If Yes what is the name of the festival or event?

Project Budget Totals

Estimated total budget of project - (include all anticipated income in the budget template in Section 7.) *

\$

(More complex budget information for large projects may be supplied as supplementary material (*see Section 8) if necessary)

Total amount of Cultural Development funding sought. *

\$

N.B. No applicant can be guaranteed funding or funding to the full amount requested. The amount requested should not exceed \$12,000.

Will you be able to undertake your project

☐ Yes ☐ No

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if you receive less than the requested amount? *

If yes, how? Please note any areas where costs or program outcomes may vary.

Please provide details of funding sought from other government bodies or private sponsors where applicable.

NB: Please include: name of organisation, amount requested, notification date for each application

Previous City of Port Phillip Funding

Have you received previous funding from the City of Port Phillip? *

☐ Yes

☐ No

If yes please indicate most recent

- ☐ Cultural Development Fund
- ☐ Community Grants Scheme
- ☐ Local Festivals Fund
- ☐ Other:

Title of project

Year funding received

Amount of funding received

Grant acquittal submitted

☐ Yes

☐ No

If not, why not?

* This space must be completed for your application to be processed.

Project Budget

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Tips for your budget page:

- The headings in the income and expenditure columns are a guide to help in breaking down income and costs
- Please include any other grants or \$ support in the income column
- Please identify expenditure areas to be funded through the Cultural Development Fund in the column titled CDF \$. (include amounts)
- Artist or other in-kind contributions should appear as a \$ value in both the income and expenditure columns
- Please use numbers in the \$ fields only and round to the nearest dollar
- It is not necessary to type the \$ sign in each field
- Please do not cut and paste from other documents into the budget page as it may affect automatic addition
- Expenditure and income totals should match
- Please use this format. For a complex project additional budget information can be uploaded as part of your support material. (Section 8)
- Please see key at bottom of page for a range of typical budget expenses and income sources.

If you have any questions about the budget page, please contact the Fund Officer on 9209 6165

If you have an auspice organisation they can assist you with advice for your budget.

Income Description	\$	Expenditure Description	\$	CDF \$
				Must be a dollar amount
Grants		Project/Production costs		\$
1		1		
2		2		
3		3		
4		4		
Artist & other contribution		Marketing & Promotion		
1		1		
2		2		
3		3		
4		4		
Project Income		Administration/ public liability insurance		
1		1		
2		2		
3		3		
4		4		
Other		Salaries/fees/ other costs		
1		1		
2		2		
3		3		

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4		4		

Income items may include:

- Cultural Development Fund, other Local, State or Federal grants
- private/corporate sponsorship
- Cash, in-kind contribution, value of materials
- Box office (with details on how figure was estimated), merchandise, membership, entry fees
- Donations / fundraising
- Crowdfunding

Expenditure Items may include

- Development costs, production, technical needs, materials, postage, art materials
- Promotions, publicity, advertising, printing, graphic design, programs, posters
- Office costs, admin, public liability insurance
- Artists' fees and oncosts

Please check that the expenditure total = the income total

Application Support Material

Documents that support your application may be submitted

- **uploaded as either a WORD or PDF file. (Please avoid using Dropbox).** Uploaded documents should be limited to a maximum size of 2MB (see the upload fields below)
- **included as links to vimeo, you tube or facebook (see URL link fields below)**
- **or submitted as hard copy material where appropriate (texts or other printed material, CD, USB). Please contact the Cultural Development Fund officer on 03 9209 6165 before submitting hard copy supplementary material.**

Depending on the type of material, applicants may submit in a combination of these formats.

Please read the instructions below.

**Confirmation of
commitment from
supporting venue/s**

Attach a file:

**Letters of support
from participating
organisations and/or
partners**

Attach a file:

**Letter of support
from Boon Wurrung**

Attach a file:

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Foundation (where applicable)

For applicants of Boon Wurrung descent who do not live or work in the municipal boundaries of the City of Port Phillip

Proof of public liability cover where necessary (see guidelines)

Attach a file:

If you are applying with an auspice organisation, please upload a copy of that organisation's public liability certificate of currency

A letter of confirmation from your auspice body (where applicable)

Attach a file:

Short artist bios or CV's (up to 10 labelled images of previous work may be submitted as part of this document)

Attach a file:

Some key examples of previous project promotional material, reviews, articles,

Attach a file:

Covid safe plan or documentation

Attach a file:

For film projects: a two page short film synopsis with story arc, key characters, location stills, film stills

Attach a file:

Other: (where applicable)

Attach a file:

For example, additional budget information , Working with Children documentation, copyright permissions

URL Links as Support Material

Applicants may submit links to the following as application support material: **vimeo, facebook or you tube and web page** (Please do not use dropbox)

Please upload links that do not require passwords for access and limit the file size where possible to make them easily downloadable.

Website

Must be a URL.

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Add link 1

Must be a URL

Add link 2

Must be a URL

Add link 3

Must be a URL

Support Material Checklist

1. I have uploaded support material documents with my application

☐ Yes

Please list

Certification page

* indicates a required field

Please read the following

I certify that I have read the Fund guidelines and criteria, and that all details supplied in this application form and attached documents are true and correct to the best of my knowledge. This application has been submitted with the full knowledge and agreement of the management of the applicant organisation or auspice body.

I agree to contact the City of Port Phillip in the event that any information regarding this application changes or is found to be incorrect.

Name *

Title

First Name

Last Name

Position in organisation (if applicable)

Organisation Name (if applicable)

Date *

Privacy Notification

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The City of Port Phillip is collecting the personal information requested on this form for the purpose of determining Cultural Development Grants from the Cultural Development Fund. The personal information will be used solely by the City of Port Phillip for this primary purpose and the directly related secondary purpose of contacting you about future Council funding opportunities. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information. Requests for access or correction should be made to governance@portphillip.vic.gov.au.

I agree *

☐ Yes

Please note: Applications must meet all essential criteria and at least 3 desirable criteria. (refer to the Guidelines and Criteria)

Funding notification dates Applicants are notified in June 2021

Funding will be received in early July The proposed project must occur between July 2021 and and June 2022

Contact information

If you have any queries please contact:

Cultural Development Fund Officer Arts, and Creative Industries

Ph: 03 9209 6165

Email: cdf@portphillip.vic.gov.au

Web: http://www.portphillip.vic.gov.au/cultural_development_fund-projects.htm

2021 Cultural Development Fund application feedback form

* indicates a required field

To assist Council to continuously improve the process involved with the Cultural Development Fund, your feedback is greatly appreciated.

1. How did you hear about the Cultural Development Fund? *

- ☐ Local paper advertisement
- ☐ Council Divercity newsletter
- ☐ Council website

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- ☐ Previous applicant and on mailing list
- ☐ Word of mouth
- ☐ E mail networks
- ☐ Social media
- ☐ Council's arts & heritage e-newsletter
- ☐ Other

(please tick at least one box)

2. Are the guidelines and criteria easy to understand? *

☐ Yes

☐ No

If not, how can it be improved?

3. Is the Application Form easy to use? *

☐ Yes

☐ No

If not, how can it be improved?

4. Are any aspects of the Cultural Development Fund unclear? *

☐ Yes

☐ No

If yes, please comment on this.

5. Any other comments? *