

# 2024 Rupert Bunny Foundation Visual Arts Fellowship

## Form Preview

### Applicant Details

\* indicates a required field

#### Eligibility

To be eligible to apply, applicants must be:

- Individuals who live, work or volunteer in the City of Port Phillip; (see live or work eligibility definitions in the [Guidelines](#))
- Individuals applying with a not-for-profit auspice organisation
- Able to provide an Auspice Organisation ABN and signed auspice letter of intention to auspice
- Proof of public liability to \$20 (provided by your auspice organisation) for public outcomes

**Name of individual artist applicant \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Name of collaborator (if applicable)**

If applying as a collaboration please list all collaborators, and explain their role, in the project description. Collaborator's CV's should be uploaded as supplementary material.

**Postal Address \***

Address

Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Phone \***

**Mobile \***

**Email \***

**Re-enter email \***

**Website**

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

### Auspice Organisation/Grant Fund Manager for application

**2024 Rupert Bunny Foundation Visual Arts Fellowship applicants are required to engage an auspice organisation to provide administrative support for these projects.**

**Auspice body name**

**Authorised person or client manager name**

Title

First Name

Last Name

**Postal Address**

Address

Suburb

State

Postcode

**Email**

**Re-enter email**

**Phone Number**

Must be an Australian phone number.

**Website**

**Please confirm that the auspice organisation has agreed to manage the Fellowship.,**

Yes

No

**Please submit a confirmation letter or email from your auspice organisation with your application (see Supplementary Material, section 7).**

**Please submit a copy of the auspice organisation's Public Liability Certificate of Currency with your application (see Supplementary Material, section 7).**

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\* This section must be completed for your application to be processed.

## Please provide ABN details for your auspice organisation

\* indicates a required field

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

**Is the auspice organisation registered for GST? \***

Yes  No

Visit [www.ato.gov.au](http://www.ato.gov.au) for more info.

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## Rupert Bunny Foundation Visual Arts Fellowship \$30,000: Proposal Details

\* indicates a required field

**Name of project \***

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**Primary artform (please check ONE box) \***

Visual Arts  Multimedia film  Experimental/ephemeral  Public Art/ design  Craft/ design  Other

**Project summary \***

(explain the project in no more than 80 words)

## Rupert Bunny Foundation Visual Arts Fellowship \$30,000: Project Description

\* indicates a required field

RESPONSE TO KEY SELECTION CRITERIA: PLEASE REFER TO THE RBFVAF GUIDELINES

<https://www.portphillip.vic.gov.au/people-and-community/funds-grants-and-subsidies/rupert-bunny-foundation-visual-arts-fellowship>

**Artistic merit of the proposal - include an expanded project description (a statement of the core creative ideas and creative outcomes) and how these contribute to excellence in visual arts practice. \***

Suggested word limit: 1000 words

**The ways in which the Fellowship contributes to the professional development of the artist/s. \***

Suggested word limit: 600 words

**Relevant experience of the artist/s involved. \***

Suggested word limit: 600 words. There is an opportunity to upload artist CV's and artist bio's in Supplementary Material fields, Section 7 of this application form

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**How will this project benefit the City of Port Phillip and broader communities? \***

Suggested word limit: 600 words

**How will the project be managed - provide a project plan with key dates and stages as well as the role of other participants. \***

Suggested word limit: 600 words

### Project Dates

**Proposed project start (no later than 1 January 2025) \***

**Proposed project completion (no later than 31 December 2025) \***

**Project Venue: Must be in the City of Port Phillip**

**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 Supplementary Material, section 7 of this application form

### Project Budget Totals

**Estimated total budget of project - (include all anticipated income in the Project Budget template in Section 6.) \***

**The RBF Visual Arts Fellowship should be the main source of income**

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**for your proposal. However, if applicable, please provide details of funding sought from other government bodies or private sponsors.**

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**

- Rupert Bunny Foundation Visual Arts Fellowship
- Cultural Development Fund
- Community Grants Scheme
- Love My Place
- 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

- Please identify expenditure areas to be funded through the Rupert Bunny Foundation Visual Arts Fellowship in the column titled RBFVAF \$30,000.
- Please note that auspice fees, and super and workcover oncosts should be part of the \$30,000 total in your budget.
- Please use numbers in the \$ fields only and round to the nearest dollar

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- 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
- Please identify expenditure areas to be funded through the Rupert Bunny Foundation Visual Arts Fellowship in the column titled RBFVAF \$30,000.ote that auspice fees, and super and workcover oncosts should be part of the \$30,000 total in your budget.
- Please use this format.
- Complex project additional budget information or auspice budget form can be uploaded as part of your support material. (Supplementary Material, section 7)
- Please see key at bottom of page for a range of typical budget expenses, income sources and items that are not eligible for funding.

There are many books and websites that can help with the budget. One useful help sheet can be found at [http://www.ourcommunity.com.au/management/view\\_help\\_sheet.do?articleid=69](http://www.ourcommunity.com.au/management/view_help_sheet.do?articleid=69)

Income Description	\$	Expenditure Description	\$	RBFVAF \$30,000
Other funding grants		Project/Production costs		\$
1		1		\$
2		2		\$
3		3		\$
4		4		\$
Artist & other contribution		Exhibition / install / event costs		\$
1		1		\$
2		2		\$
3		3		\$
4		Marketing & Promotion		\$
Project Income		1		\$
1		2		\$
2		3		\$
3		Auspice fees/public liability insurance/ administration		\$
4		1		\$
Other		2		\$
1		3		\$
2		Salaries/ travel / residency / other oncosts		\$
3		1		\$
4		2		\$
		3		\$
				Must be a dollar amount

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### Income items may include:

- Rupert Bunny Foundation Visual Arts Fellowship, other Local, State or Federal grants, if applicable
- private/corporate sponsorship
- cash, in-kind contribution, value of materials

### The following items are eligible for Rupert Bunny Foundation Visual Arts Fellowship funding, where they are specific to the proposal

- development costs, production, technical needs, materials, transport of artwork, postage, art materials, documenting and presentation of artwork, research and development
- exhibition installation costs - gallery hire fees and opening event requirements
- promotions, publicity, advertising, printing, graphic design, programs, posters
- administrative costs, public liability insurance for the duration of the project
- artists' salary and costs, studio and residency fees
- travel costs including airfares, accommodation and living allowances for the artist only

### The following items are NOT eligible for Rupert Bunny Foundation Visual Arts Fellowship funding

- ongoing administrative costs, capital expenses or organisation costs
- re-installation of existing artwork
- projects that have already commenced
- projects undertaken to gain formal qualifications
- training, academic courses or administration fees
- previous recipients of CoPP funding who have not satisfied acquittal obligations

**PLEASE CHECK: the expenditure total must equal the income total**

## Application Supplementary Material

\* indicates a required field

### Documents that support your application may be submitted

- uploaded as either an MS WORD or PDF file. Please limit the size of uploaded documents to a maximum size of 5MB (see the upload fields below)
- included as links to Vimeo, YouTube or Facebook (see fields below)

Please read the instructions below.

**Short artist bios and CV's**

Attach a file:

**Up to 15 labelled images of previous work**

Attach a file:



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

Attach a file:

**Letters of support (from participating organisations and/or partners etc)**

Attach a file:

**A letter of confirmation from your auspice body \***

Attach a file:

**A copy of the auspice organisation public liability certificate of currency \***

Attach a file:

**A letter of approval/ permits from a land owner or relevant authority giving in principal support for a public art project**

Attach a file:

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

Attach a file:

**Supplementary budget information (if necessary)**

Attach a file:

### **Links to other sites as support material**

Applicants may submit links to the following as application support material: **Vimeo, Facebook or YouTube** (please do not use dropbox)

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

**Add link 1**

Must be a URL

**Add link 2**

Must be a URL

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**Add link 3**

Must be a URL

## Supplementary 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 RBFVAF guidelines and criteria, available on the RBFVAF website, 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 applicant and 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

**Date \***

### Privacy Notification

*The City of Port Phillip is collecting the personal information requested on this form for the purpose of applying for the Rupert Bunny Foundation Visual Arts Fellowship. 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](mailto:governance@portphillip.vic.gov.au).*

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I agree \*

Yes

**Please note: The Rupert Bunny Foundation Visual Arts Fellowship aims to support a contemporary visual artist with an identifiable commitment to arts excellence. Applications must meet all essential criteria** (refer to the Guidelines and Criteria)

**Funding notification dates** Applicants are notified by email in mid October. The successful recipient will be required to sign a funding agreement. The proposed project must occur between 1 November 2022 and 31 October 2023.

### Contact information

If you have any queries please contact the Louisa Scott Curator, City of Port Phillip

Ph: 0403 469 985

Email: [rbf@portphillip.vic.gov.au](mailto:rbf@portphillip.vic.gov.au)

Web: [Rupert Bunny Foundation Visual Arts Fellowship](#)

## 2022 Rupert Bunny Foundation Visual Arts Fellowship application feedback form

\* indicates a required field

To assist Council to continuously improve the process involved with the Rupert Bunny Foundation Visual Arts Fellowship, it would be useful and appreciated if you would complete this feedback form and return it with the application.

**1. How did you hear about the Rupert Bunny Foundation Visual Arts Fellowship?\***

- Council newsletter
- Council website
- Artshub
- Previous applicant and on mailing list
- Word of mouth
- E mail networks
- Social media
- Other

(please tick at least one box)

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**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 Rupert Bunny Foundation Visual Arts Fellowship unclear?\*** \*

Yes

No

**If yes, please comment on this.**

**5. Any other comments?**  
\*