

APPLICATION GUIDE

Here is a step-by-step guide to filling out Arts SA's application forms. Before submitting applications, we advise you contact our staff to discuss your project.

1. Applicant's details

Name of applicant: Full legal name (individual or organisation)

Street address / Postal address: Both are required for preparation of your funding agreement.

Do you have an ABN? / Do you have an ACN? / Have you applied for an ABN?

If your application is successful, you must give Arts SA your Australian Business Number (ABN). If an ABN is not provided, we will be required to withhold 48.5% of the grant in PAYG tax, in accordance with Australian Taxation Office requirements. The ABN must be yours (Individual applicants / organisations) or that of your contact person (groups). All artists involved in funded projects must have appropriate ABN status.

Apply for an ABN on line at http://www.abr.gov.au/ABR_BC/ .

If you are an Australian registered company (e.g. Pty Ltd company, company limited by guarantee or other type, but not an incorporated association) you must give your Australian Company Number (ACN) to Arts SA.

Are you registered with the Australian Taxation Office for the GST?

You do not have to include GST in your application budget. All Arts SA grants are exclusive of GST.

If you are registered for GST, and provide a complying tax invoice, we will automatically 'gross up' the grant by the appropriate GST amount.

Arts SA accepts applications from individuals, organisations, groups and agencies. Please refer to details for each program to check your eligibility.

2. Organisations and groups only

Contact person:

If you are not an individual applicant, i.e. you are a group, organisation or agency, you must nominate a contact person.

If your organisation or group is not incorporated, you must nominate an individual or an incorporated entity to be responsible for managing the funds and acquitting the grant.

3. Individuals only

Do you have Australian citizenship or permanent residency status? Are you currently living in South Australia?

Individual applicants must be Australian citizens or have permanent residence, and be living or primarily located, in South Australia.

If you answered 'No' to either of the questions relating to residential status, but think that you are eligible, speak to an Arts SA officer.

4. Project summary

Title / brief description

Arts SA uses this information in documents and publications relating to your application and grant (e.g. assessment sheets, funding agreements and letters).

Provide both a title (e.g. *ABC exhibition, Romeo and Juliet*) and a brief description (e.g. The development of a body of new work for exhibition at XYZ Gallery in July 2012, A new production of *Romeo and Juliet* at Mount Lofty, July 2012).

Start date: The proposed starting date for the stage of the project for which you seek funding. This must be after the grant is approved.

End date: The date when this stage of the project will finish.

If your application is successful, your acquittal report is due three months after the end date. You must notify Arts SA and seek approval for any changes to these dates.

5. Amount requested from Arts SA

The level of funding that you apply for, exclusive of GST. It must agree with the amount stated in your budget and elsewhere in your application, and should correspond to the contribution you need from Arts SA to undertake and complete the project (i.e. the shortfall).

There is a limit to how much funding you can seek from most Arts SA grants. Refer to the Handbook, website or speak to an Arts SA officer to ensure that your application does not exceed these limits.

6. Art form area

We use this information for assessment and reporting purposes, and for the collection of statistics.

It enables us to involve people with relevant background and expertise to assess your application.

7. Arts practice

We use this information for assessment and reporting purposes, and for the collection of statistics.

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8. Professional status (individuals and groups)

What is your professional status or that of your group?

We use this information for assessment and reporting purposes, and for the collection of statistics.

We recognise that emerging artists (those in the first five years of a professional career, or those who have recently made a substantial shift in practice) have particular development needs and could require specific consideration during the assessment process.

9. Other information (individuals only)

Are you an Aboriginal or Torres Strait Islander artist? / If yes, what is your language group?

Are you a person with a disability?

Are you a person from a culturally and linguistically diverse background?

Are you a person living in a regional or remote community?

This information relates to the applicant and is used for reporting purposes and statistics.

10. Other information (about the project)

Does the application/EOI involve specific initiatives, targeted services or programs with the following groups or individuals? Youth (under 26) / People with disabilities / People from culturally and linguistically diverse backgrounds / ATSI artists or participants / representative of ATSI people, art or culture?

This information relates to the project and is used for a range of assessment and reporting purposes and statistics.

11. Auspicing

Some Arts SA programs (e.g. Richard Llewellyn Arts and Disability, Aboriginal and Torres Strait Islander Arts Development) allow auspicing of grants.

If you need someone else or an organisation to be responsible for managing your project and your funding, you can make an agreement with them and include their name on the application form.

12. Support material

Please list every item of support material you have included with your application.

Only one (1) copy of each item of support material is required. It will be viewed by the panel and tabled at the assessment meeting. You should not send original material, provide duplicates only. Ensure each item is labelled with your name and project title.

This may include DVDs, CDs (**which must be fully PC and Windows XP compatible**) videos, digital images (see below), books, manuscripts, promotional material, programs and catalogues.

N.B. Visual Arts, Craft and Design applicants to the IMP program are required to submit their support material in PowerPoint form. These digital images, a total of nine (9) for individual applicants or twenty (20) for a group, must be saved as jpegs (quality - 12 Max, format option – Baseline standard), 18 cm wide for landscape orientation or 18 cm high for portrait orientation, at a resolution of 95 dpi. They must be accompanied by an image list, including dates and full descriptions of the works.

Performing Arts applicants should provide a 3 – 5 minute showreel of material relevant to the project.

Ensure that your visual support material is high quality.

Letters of support, references, and biographical details of artists, CVs, media clippings and reviews **are not considered support material**. They are essential components of your application and therefore should be included in the relevant sections of your application.

Support material is **not** accepted after the closing date.

Support material can be collected from Arts SA after notification of the result of your application. If not collected within six months of notification, Arts SA will dispose of material.

13. Referees

Please provide the name, organisation (if necessary) and phone number of three referees.

Your referees should be familiar with you and your project, and be able to talk about it if contacted by the panel. They may also provide letters of support or written references.

One referee must be a specialist in your field.

Referees must not be directly involved with or benefit from your project.

Referees must not be assessment panel members or involved in the assessment of your application..

14. Funding proposal

You must discuss this section of your application with the relevant Arts SA program officer.

15. Checklist

Ensure you complete the checklist.

16. Authorisation

Ensure you complete and sign the authorisation section.