

VIC Quick Response Grant Application Form 2020

Form Preview

Contact Regional Arts Victoria

* indicates a required field

Applicants **must** contact a Creative Arts Facilitator or a member of the Partnerships' Department before completing an application to the Regional Arts Fund. Assistance and advice can be given if sufficient time is allowed prior to application closing dates.

Find your local Creative Arts Facilitator or member of the team [here](#).

Have you discussed this application with a member of the Partnerships Department? * Yes

Partnerships Staff Name *

Applicant Details

* indicates a required field

Applicant

Applicant Details *

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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The applicant is the organisation or individual applying for funding

Street Address *

Address

Must be an address in regional Victoria (MMM Class 2-7) according to [this map](#)

Postal Address *

Address

Must be a Victorian post code

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Daytime Phone Number
*

Email *

Applicant 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	

Insurance

APPLICATION GUIDE: [Why do I need insurance?](#)

If your project involves the public in any way as creative participants, workshop participants, or audience members, you are liable for any claims of personal injury or property damage that a third party may make as a result of these activities. In order to protect yourself and/or your organisation you **MUST** have Public Liability Insurance (PLI).

Do you have insurance including but not limited to public liability insurance to cover the activity described in this application? *

- Yes
 No

Organisation Details

What type of organisation are you? *

- Company Limited by Guarantee
 Incorporated Association
 School
 Local Government
 Health Organisation
 Organisations / Community Groups applying must be, or must be auspiced by, an incorporated company or organisation.

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Is the organisation not-for-profit? *

- Yes
 No

Applicants must be not-for-profit.

**Organisation Chair/
President Name**

Organisation Name

**Organisation Chair/
President Primary Phone
Number**

**Organisation Chair/
President Primary Email**

Are you over 18? *

- Yes
 No

If you are under 18 you will need an auspice organisation to manage your grant.

Contact Person

Contact Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Role/Position *

Daytime Phone Number *

Must be an Australian phone number.

Email *

Auspice Organisation

APPLICATION GUIDE: [What is an auspice organisation?](#)

**Do you require an
auspicing organisation? ***

- Yes
 No

Auspice Organisation Details

* indicates a required field

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Name of Auspice Organisation *

Organisation Name

Auspice Organisation Postal Address *

Address

Must be an Australian post code.

Auspice Organisation Contact Person *

Title First Name Last Name

Contact Person Role in Auspice Organisation *

Contact Person Daytime Phone Number *

Must be an Australian phone number

Contact Person Email *

Must be an email address

Auspice 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	
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Main business location	

Must be an ABN

Project Details

* indicates a required field

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Project Title *

Please summarise your project in one or two sentences for use on the Regional Arts Victoria website. *

Word count:

No more than 100 words. The summary is the first thing that assessors will read about your project so make sure it is clear. You will have space later to write more about your project later in this application.

Project Location (town name) *

Project Location (postcode) *

Other project locations (if applicable)

If your project has more than one location please provide a list of other locations, separated by commas

Project Type *

- Arts project
- Professional development for artists and arts workers
- Community capacity building project

Please pick the type that most suits your project

Main Artform *

- Circus
- Crafts and textiles
- Cross art form
- Dance
- Digital media
- Film
- Literature
- Music
- Photography
- Puppetry
- Theatre
- Visual arts

Estimated Number of Audience *

Whole numbers only please.

Estimated Number of Participants *

Whole numbers only please.

Primary Beneficiary *

- Aboriginal/Torres Strait Islander people
- Artists and arts workers
- Children (0-14 years)
- General community
- Older people

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- People from culturally and linguistically diverse backgrounds
 - People with a disability
 - Youth (12-25 years)
- Please select one

Aboriginal and Torres Strait Islander Material

* indicates a required field

APPLICATION GUIDE: [What protocols can I follow when working with Aboriginal and Torres Strait Islander communities?](#)

In your application you must show how you will acknowledge Aboriginal and Torres Strait Islander cultural and intellectual property if you say that you will be using Aboriginal and Torres Strait Islander cultural material. You will also need to show how you have consulted with community and gained permission to proceed.

Does the applicant identify as an Aboriginal or Torres Strait Islander person/organisation? *

- Yes
- No

Will you work with Aboriginal and Torres Strait Islander artists or communities on this project? *

- Yes
- No

If you answer yes to this question tell us about it in the Project Description section.

Working with Children Protocols

* indicates a required field

Where a project involves children Regional Arts Australia requires that applicants provide all necessary police and other background checks, as required by the relevant legislation in the State or Territory in which the activity takes place (project location).

In Victoria legislation requires that people who wish to work with or volunteer with children complete a compulsory [Working with Children Check](#).

The check seeks to protect children from harm by requiring people to undertake a criminal history check before they start work in an organisation.

If your project happens outside of Victoria you will need to comply with the legislation in that jurisdiction.

Does your activity (at any stage) involve working with children and young people aged under 18 years? *

- Yes
- No

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Please list below the names and card numbers for all personnel involved in your project who will be working with children:

Name			Working with Children Card Number
Title	First Name	Last Name	
Title	First Name	Last Name	
Title	First Name	Last Name	

I confirm that (if this project is funded) I will ensure compliance with relevant legislation or guidelines including the Victorian Government's Child Safe Standards, and keep records of the appropriate checks for any other personnel, not listed above, (paid or volunteer) who will be working with vulnerable people.

*

Yes

For more information on the Victorian Government's Child Safe Standards go to www.dhhs.vic.gov.au/publications/child-safe-standards

Project Description

* indicates a required field

What kind of opportunity is your project or why is it appropriate for a Quick Response Grant? *

- Unique professional development opportunity
- Small project falling outside of traditional funding timelines
- Creative recovery project

In your response to the following four questions please tell us how your project meets the assessment criteria. You must also show why your project cannot be funded in any other way due to its nature or timing.

APPLICATION GUIDE: [What are the assessment criteria?](#)

What is your project? *

Word count:

Between 100 and 400 words.

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Who will be involved in the project? *

Word count:

Between 100 and 400 words. Explain who is involved in the project management as well as the role of any strategic partners, artists and arts workers. Are you working with Aboriginal and Torres Strait Islander communities? Are you working with people under 18?

How will the project be achieved and managed? *

Word count:

Between 100 and 400 words. Explain how the people and partners will work together to deliver the project. You could consider the management of ownership and copyright of works, whether you have appropriate insurance coverage, how you will consult with Aboriginal and Torres Strait Islander communities if appropriate, how your project will be evaluated in terms of outcomes and benefits, how your project will be documented e.g. photographs or video.

Project Timeline

* indicates a required field

APPLICATION GUIDE: [Why do I need this and what should I include in the timeline?](#)

Project Start Date *

Must be a date and no earlier than 3/2/2020.
Must be between 3 to 12 weeks after the date of submission.

Project End Date *

Use this timeline to show key dates to show how your project will be achieved and managed.

The first date should match your project start date and the last date should match your project end date. You can add as many rows as you need.

Key Date	Description	Who is Responsible

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Artists and Arts Workers

* indicates a required field

APPLICATION GUIDE: [What is the difference between an artist and an arts worker?](#)

Estimated Number of Paid Artists *

Estimated Number of Unpaid Artists *

Estimated Number of Paid Arts Workers *

Estimated Number of Unpaid Arts Workers *

Artists

- Name the professional artists involved in your activity.
- You will need to add a CV for all artists involved. CVs should reflect the skills required for and be relevant to the artist's role in the project.
- CVs must not exceed 2 standard pages and the file names should describe the contents (e.g. "CV_Artist Name")

Artist Name	Artist Expertise	Is the artist regionally based?	Artist residential postcode	Artist CV
				Please upload a PDF

Arts Workers

- Name the arts workers involved in your activity.
- Attach CVs where applicable. CVs should reflect the skills required for and be relevant to the worker's role in the project.
- CVs must not exceed 2 standard pages and the file names should describe the contents (e.g. "CV_Arts Worker Name").

Arts Worker name	Arts Worker Expertise	Is the arts worker regionally based?	Arts Worker Postcode	Arts Worker CV
				Please upload a PDF

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Partnerships

APPLICATION GUIDE: [What is a partner and what should they put in their support letter?](#)

Name the strategic partners involved with your project and whether this partnership is short or long term. A short term partnership is for the duration of the project and a long term partnership is over a period of several years.

A letter of support must be included from each of your strategic partners.

Documents should be uploaded as a PDF and the file names should describe the contents (e.g. "Support Letter_Partner Name")

You are also able to upload video support statements if you would prefer. Please upload a video making sure the file size is small (under 25MB) and each individual video is no longer than 2 minutes.

Partner Name	Partnership Type	Term of Partnership	Partner Support Letter	Video Support Statement (if applicable)
			Please upload a PDF	Maximum length 2 minutes. For a full list of supported file types for upload click here

Project Budget

* indicates a required field

In this section of the form, you will need to provide a budget. This includes an in-kind budget, cash income and cash expenditure.

APPLICATION GUIDE: [How do I fill in the budget?](#)

- This budget should only cover the project for which you are seeking funds.
- You can find an Excel template and sample budget that might help you to fill this budget in on [our website](#).

In-kind Budget

APPLICATION GUIDE: [What is an in-kind contribution?](#)

In-kind Income Source Type	In-kind Income Source Name	Details of In-kind Contribution	Value of In-kind Contribution
			\$
	Who is providing the in-kind income?	What is the contribution? (e.g venue hire, number and rate of volunteer hours)	Must be a dollar amount

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Cash Income

Name your sources of cash income. Include a line for the Regional Arts Fund request.

APPLICATION GUIDE: [What is cash income?](#)

Cash Income Source Type	Cash Income Source Name	Cash Amount	Funding Status
		\$	
	Who is providing the cash income?	Must be a dollar amount	

Cash Expenditure

Itemise your expenditure items, also telling us which items you are seeking funding for from the Regional Arts Fund.

APPLICATION GUIDE: [Why do I need to tell you this?](#)

Cash Expenditure Type	Cash Expenditure Details	Cash Amount Allocated	Regional Arts Fund Amount
		\$	\$
	What is the item and how have you calculated the cost?	Must be a dollar amount	What portion if this will the RAF fund?

Budget Totals

Total Regional Arts Fund Amount Requested * Individuals may apply for up to \$1,500 and organisations may apply for up to \$3,000

Total In-kind Budget * This number/amount is calculated.

Total Cash Income * This number/amount is calculated.

Total Cash Expenditure * This number/amount is calculated.

Cash Balance * This number/amount is calculated. This balance should be \$0. If it is not your budget does not balance and you should go back and check it.

Total Project Cost * This number/amount is calculated.

Support Material

In this section we ask you to provide support material for your application. Please only give information that is relevant to and will support your application.

Please do not provide information that you have already included.

APPLICATION GUIDE: [What can I upload?](#)

For a full list of supported file types for upload [click here](#).

Written Material

APPLICATION GUIDE: [What written material should I provide?](#)

Description	Written Document
What is the written document?	Please upload a PDF or Word document only. Maximum of 7 uploads

Photographs or Images

Description	Photograph or Image
	Please upload JPG only. Maximum of 5 uploads.

URLs

APPLICATION GUIDE: [What website links should I provide?](#)

Description	URL
	Must be a URL. Maximum 3.

Audio Files

Description	Audio File
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What is the file?	Maximum 3 and maximum length of 3 minutes each. MP3 format preferred.

Video Summary

In addition to the written project description you have the option to upload a short video description of your project. Make sure the file size is small (under 25MB) and the video is no more than 2 minutes long.

Attach a file:

Additional Information

Is there anything you would like to add that has not been covered by this application form?

Word count:

No more than 100 words. Response optional.

Privacy Statement & Declaration

* indicates a required field

Privacy Statement

The information requested by Regional Arts Victoria in this application form is to be used for the purposes of determining whether or not an organisation is eligible for funding. Regional Arts Victoria also uses the information supplied to distribute mail of interest, such as: newsletters, events, and funding opportunities. Organisations that do not wish to be on this mailing list should notify Regional Arts Victoria.

Regional Arts Victoria values your privacy. For details on how we collect, store and use information, you should review our [Privacy Policy](#), contact us at enquiry@rav.net.au or call (03) 9644 1800 for a copy.

I agree to the following: The Australian Government stipulates that application details and applicant contact information may be provided to the Australian Government (including the Minister and the Department), Members of Parliament, Regional Arts Australia, and other Regional Program Administrators (such as Regional Arts Victoria) and may be published on the internet by any of them. This will include the applicant's name/organisation name, funded project description, funded amount, state/territory, location and electorate. This information may also be used for promotion and reporting purposes. The

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Directors of Regional Arts Victoria and their representatives may also use this information to conduct research so that we may better understand community needs and can improve service delivery. I understand that my contact details may be provided to Members of Parliament. *

Yes

Declaration

I certify that:

- 1.I have read the Regional Arts Fund guidelines for the program that I am applying to.
- 2.All details supplied in this application and in any attached documents are true and correct to the best of my knowledge.
- 3.I understand the application will not be accepted if it is submitted late or subject to outstanding acquittals.
- 4.That the application has been submitted with the full knowledge and agreement of my organisation/group board.
- 5.I agree that I will contact Regional Arts Victoria immediately if any information provided in this application changes or is incorrect.
- 6.I understand that all applications are assessed by my industry peers and the decision is final.

I am authorised to complete this application and have read, understood and agree with the declaration. *

Yes

Authorised Person's Name *

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

Position Held

Date of Declaration *

Must be a date

Feedback

This is the end of the application form.

We would value any feedback you may have regarding our online grants application process. This information will not in any way be used to assess your application.

How was the application process? What worked? How can we improve?

No more than 150 words

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How did you hear about the Regional Arts Fund?

- Facebook
- Twitter
- Instagram
- Regional Arts Victoria staff member
- Regional Arts Victoria newsletter
- EasyGrants newsletter
- Other:

Once you click "**Submit**" you will not be able to re-open your application form. We advise saving your application form and using the "**Download PDF**" button on the Review and Submit page to preview your application and make sure everything is correct and that you are happy with the content you are about to submit. Once you are ready, hit "Submit".