

Victoria Regional Arts Fund 2020 Fellowship Application Form

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 Department Staff Name *

Applicant Details

* indicates a required field

Applicant

Applicant Name *

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

The applicant is the individual or delegate from a group of individuals applying for funding.

Street Address *

Address

Must be an address in regional Victoria according to [this map](#)

Postal Address *

Address

Must be a Victorian post code.

Daytime Phone Number *

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

Email *

Is this application for a collaboration of a group of artists? *

- Yes
 No

If the application is for a group of artists, please list the other artists who will take part in the fellowship.

You will be asked to provide CV's for all artists involved later in the form.

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	

Must be an ABN.

If you do not have an ABN you must apply through or be auspiced by an organisation with an ABN. You will be able to provide details of your auspice organisation later in the form.

Insurance

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

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

- Yes
 No

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).

Are you over 18? *

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

- Yes
- No

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

Auspice Organisation

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

Do you require an auspicing organisation? Yes No

*

Auspice Organisation Details

* indicates a required field

Name of Auspice Organisation *

Organisation Name

Auspice Organisation Postal Address *

Address

Auspice Organisation Contact Person *

Title First Name Last Name

Contact Person Role in Auspice Organisation *

Contact Person Daytime Phone Number *

An Australian phone number is required.

Contact Person Email *

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

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Fellowship Details

* indicates a required field

Fellowship Title *

Please describe your plans for the Fellowship in one or two sentences. This will be used on the Regional Arts Victoria website if you are successful. *

Word count:

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

Fellowship Location (town name) *

Fellowship Location (postcode) *

Other fellowship locations (if applicable)

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

Main artform *

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

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

Primary Beneficiary *

- Aboriginal/Torres Strait Islander people
- Artists and arts workers
- Children (0-14 years)
- General community
- Older people
- People from culturally and linguistically diverse backgrounds
- People with a disability
- Youth (12-25 years)

Please select one.

What are the benefits and relevance of your fellowship to participants, audience and your local community? *

Word count:

No more than 200 words. These could be economic, social, cultural or include any other benefits of the impact of your fellowship on others. Will you share knowledge learnt, develop new audiences etc. Are you working with Aboriginal and Torres Strait Islander communities? Are you working with people under 18?

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 Fellowship Description section.

Working with Children Protocols

* indicates a required field

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

Where a fellowship 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

Please list below the names and card numbers for all personnel involved in your fellowship 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 fellowship 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

Fellowship Description

* indicates a required field

APPLICATION GUIDE: [How much detail should I include in my fellowship description?](#)

What is your proposed fellowship activity? *

Word count:

Between 100 and 400 words.

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

How will the activity strengthen or broaden your artistic practice and how will it impact your career as a professional artist? *

Word count:

Between 100 and 500 words. Describe the self-directed program you will undertake and the resulting effect it will have on your practice. Will this fellowship advance your career? Will it enable you to spend dedicated time on your work? If you are a group, what is the point of the collaboration?

How will the fellowship be achieved and managed? *

Word count:

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

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

How does the fellowship meet the assessment criteria? *

Word count:

Between 100 and 600 words.

Fellowship Timeline

* indicates a required field

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

Start Date *

Must be after 1 July 2020. Please note the project cannot have advertised by the applicant before funding is approved.

Project End Date *

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

You have a maximum 12 months to complete this fellowship.

Use this timeline to provide a proposed schedule for the full year of the fellowship. This should include key dates to show how your fellowship will be achieved and managed.

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

Key Date	Description	Who is Responsible

Artists Details

Please provide an artist biography for each of the artists involved in the fellowship. These should show evidence of artistic practice relevant to this fellowship

- Biographies must not exceed 2 standard pages.
- Biographies should be provided as a PDF and the file names should describe the contents (e.g. "Artist Bio_Artist Name")

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

Please provide an artistic statement on your current work.

Word count:

Between 100 and 400 words. This can be answered as an individual or a collective group of artists.

Partnerships

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

Name any other people or partners involved with your project. Are you receiving any inkind or cash benefits from other sources? These people could be termed partners and your application would benefit from a letter of support from any or all of these partners.

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

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 the video making sure the file size is small (under 25MB) and each individual video is no longer than 2 minutes.

Partner Name	Partnership Type	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

Fellowship Budget

* indicates a required field

In this section of the form you will need to provide a budget outlining how the funding will be spent. Please include an in-kind budget, cash income and cash expenditure.

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

- You can find an Excel template and a sample budget that might help you to fill the 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)	A dollar amount is required

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?	A dollar amount is required	

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

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?	A dollar amount is required	What portion of this will the RAF fund?

Budget Totals

Total Regional Arts Fund Amount Requested *

\$

A dollar amount is required. No more than \$20,000

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.

This includes both cash and in kind support

Support Material

Fellowships require support material and letters that provide evidence of experience, commitment to your work and the significance of your practice as an artist in the community.

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.](#)

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

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

Video Summary

In addition to the written fellowship description you have the option to upload a short video description of your fellowship.

Make sure the file size is small (under 25MB) and the video is no more than 2 minutes long.

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

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 [here](#), or 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 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.

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

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 fellowship group.

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

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?

Word count:

No more than 150 words

How did you hear about the Regional Arts Fund?

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

Victoria Regional Arts Fund 2020 Fellowship Application Form

Form Preview

Select all that apply

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 to make sure everything is correct and that you are happy with the content you are about to submit. Once you are ready, hit "Submit".