



# Northern Territory Arts Grants Program

## RAF - Application Form

### New Arts Communities

The **New Arts Communities category offers up to \$5,000** to support community based arts proposals in any art form from first time or previously unfunded applicants who need assistance in getting arts projects of the ground.

#### **RAF Vision**

*Creative and innovative regional, remote and very remote/isolated communities in which participation in and access to cultural activities contributes to the sustainable cultural, social and economic capacity and wellbeing of individuals and communities.*

*In the Northern Territory, the Regional Arts Fund (RAF) is an Australian Government initiative managed and delivered by Arts NT through the Arts Grants Program.*

Before applying please read the RAF Arts Grants Guidelines published at [www.arts.nt.gov.au](http://www.arts.nt.gov.au).

Your application **must** demonstrate that it meets the following objectives:

- advance the arts and cultural life of the community;
- support community or locally initiated ideas;
- actively involve local people and artists in creative endeavours.

You must use this form and submit **one copy** of your application by 5pm on the closing date specified. The activity **must** not occur or commence during the assessment period.

Please send your completed application to **Arts NT, PO Box 496, PALMERSTON NT 0831**

#### **Before you submit your application, please certify that you have:**

- Completed all sections of this application form
- Read the RAF Arts Grants Guidelines
- Spoken to a Regional Arts Broker, Arts NT
- Attached relevant artistic support material
- Attached relevant letters of support

#### **If applying for a project involving Indigenous artists, cultural content or communities, you also need to certify the following:**

- No misrepresentation or appropriation of Indigenous Cultures
- Spoken to a Regional Arts Broker, Arts NT
- Provide proof of Aboriginality if requested.
  
- Tick  if you would like to receive the fortnightly Arts NT Ebulletin for updates, news and opportunities relevant to the arts in the Northern Territory.

Applicant Signature	Date
X	

#### Privacy Information

*Arts NT is collecting the information in this grant application to determine your eligibility for grant funding. In collecting this information Arts NT adheres to NRETAS's Privacy Statement and with the relevant provisions of the Information Act. The Privacy Statement can be found at [www.nt.gov.au/nreta/copyright/privacy.html](http://www.nt.gov.au/nreta/copyright/privacy.html). The intellectual property rights of all proposals remain with the applicant.*

*To assist in the promotion and development of culture and contemporary arts in the Northern Territory, Arts NT normally shares information from successful applications and submissions with related Commonwealth, State and Territory Agencies, and local and national media. The information is also published on the Arts NT website: [www.arts.nt.gov.au](http://www.arts.nt.gov.au).*



## SECTION 1

## APPLICANT DETAILS continued

<p><b>What financial services and support will be provided by the Administering Body with regard to the management of the funding?</b></p> <p><i>Please note that the administering body will need to provide an income &amp; expenditure report to the grant recipient for financial acquittal.</i></p>			
<p><b>What other services and support will be provided by the Administering Body?</b></p> <p><i>e.g. office space, advice, marketing &amp; promotion support</i></p>			
<p><b>Signature of Administering Body</b></p>	X	<b>Date</b>	

## SECTION 2

## APPLICATION DETAILS

<p><b>Working title for the activity</b></p>				
<p><b>Amount requested from RAF</b></p>	\$			
<p><b>Total Activity Budget</b></p>	\$			
<p><b>Start date for your activity</b></p>	/	/		
<p><b>End date for your activity</b></p>	/	/		
<p><b>Give a summary of your activity in 50 words or less:</b></p>				

**I certify the accuracy of the information below about working with children under 18. I am aware that Arts NT reserves the right at any time to require evidence to verify the information provided.**

*The Australia Council for the Arts has developed and adopted a set of protocols to address the depiction of children in works, exhibitions and publications that are the recipients of government funding under the direction of the Federal Government. The Northern Territory Government supports the protocols for working with children in art. Protocols will apply to all Arts NT grant recipients from 1 January 2009. Where Northern Territory laws exceed the requirements of the Protocols, Arts NT grant recipients will be required to meet those requirements.*

This activity is likely to involve personnel working with people under the age of 18. I am/the organisation is aware of the special responsibilities and requirements associated with working with children as articulated in the Australia Council's *Protocols for working with children in art*, and agree to abide by those requirements. I declare that there are no circumstances or reasons that might preclude my/any employee or relevant personnel of the organisation working with/near young people aged under 18.

Or

The organisation and/or project funded under this contract does not involve working with people aged under 18. However, if this changes during the course of the project, I/we will make myself/ourselves aware of the special responsibilities and legal requirements associated with working with children as articulated in the Australia Council's *Protocols for working with children in art* and agree to abide by those requirements and inform Arts NT immediately of this change.

**What art form fits your activity?**

\* *New Media/Hybrid refers to new forms of expression that involve cross fertilisation of disciplines*  
 \*\* *Multi Art form refers to working across two or more art forms*  
 \*\*\* *Digital/Multi Media refers to technology based art forms*

- |  |   |
|--|---|
| <input type="checkbox"/> Dance             | <input type="checkbox"/> Literature             |
| <input type="checkbox"/> Music             | <input type="checkbox"/> Theatre/ Circus        |
| <input type="checkbox"/> Visual Arts       | <input type="checkbox"/> Film/Television/Video  |
| <input type="checkbox"/> Crafts            | <input type="checkbox"/> Digital/Multi Media*** |
| <input type="checkbox"/> New Media/Hybrid* | <input type="checkbox"/> Other (specify)        |
| <input type="checkbox"/> Multi Art form**  | _____   |

**In what region will your activity take place?**

- |   |  |
|---|--|
| <input type="checkbox"/> Darwin                       | <input type="checkbox"/> Palmerston                    |
| <input type="checkbox"/> Litchfield/ Coomalie/ Wagait |  |
| <input type="checkbox"/> Katherine                    | <input type="checkbox"/> Alice Springs                 |
| <input type="checkbox"/> Tiwi Island Shire            | <input type="checkbox"/> West Arnhem Shire             |
| <input type="checkbox"/> East Arnhem Shire            | <input type="checkbox"/> Roper Gulf Shire              |
| <input type="checkbox"/> Victoria - Daly Shire        | <input type="checkbox"/> Barkly Shire                  |
| <input type="checkbox"/> Central Desert Shire         | <input type="checkbox"/> MacDonnell Shire              |
| <input type="checkbox"/> National (specify) _____     | <input type="checkbox"/> International (specify) _____ |

**Where did you find out about the Regional Arts Fund?**

- |  |  |
|--|--|
| <input type="checkbox"/> Arts NT Ebulletin           | <input type="checkbox"/> Arts NT website |
| <input type="checkbox"/> Previous applicant          | <input type="checkbox"/> Newspaper       |
| <input type="checkbox"/> Territory arts organisation | <input type="checkbox"/> Other _____     |

**Are the Arts Grants Guidelines easy to understand?**

- Yes       No (please comment) \_\_\_\_\_

**Were Arts NT staff helpful in answering your questions?**

- Yes       No (please comment) \_\_\_\_\_

Using the following headings, please provide details about your activity. **Applications that do not address the assessment criteria in the structure outlined below will be deemed ineligible and returned to you prior to assessment.**

You may use your own format, however you must not exceed **four (4) A4 pages** using no less than 12pt in a plain font such as Arial or Times New Roman. Attachments supporting the assessment criteria are not included as part of the four A4 pages.

**Note:** The Assessment Panel assesses all applications primarily on artistic merit; therefore the artistic criteria have the highest weighting.

### Assessment Criteria

#### 1. Artistic merit.

*The artistic merit shows the values, themes and concepts that inform your activity. It relates to the innovation, originality, artistic vibrancy, the power to communicate and the execution of the idea or project. It is recommended that you provide support material relevant to your activity. Please list all support material provided in SECTION 3(b) on page 7.*

#### 2. Calibre of skills and experience of the artists/arts workers.

*Please summarise the most relevant skills and expertise of all key personnel and attach current CVs and signed participant forms (see SECTION 6). Your application is strengthened by confirming involvement and by providing information on key personnel.*

**3. Evidence of sound financial and project management.**

*Demonstration of a proven track record for yourself or key personnel managing the activity (eg projects you have previously managed successfully) or details of what skills you will bring to the project that demonstrate you have the capacity to apply sound financial and project management principles. Please also attach a list of grants you have previously received from sources other than Arts NT.*

**4. Clear plan and proposed outcomes.**

*The plan needs to describe:*

- *a timeline which includes achievable outcomes (eg milestones and targets);*
- *the process that you will be adopting (eg how you will go about doing the project);*
- *detailed outcomes (eg. what you hope to achieve by doing the project) ;*
- *benefits for NT artists/art workers (eg new skills or techniques, increased exposure, employment);*
- *benefits to community as audience and participants (eg. quality of presentation or process); and*
- *benefits for location/region (eg. need for activity).*

**5. Evidence of community support and involvement.**

*Please attach relevant signed letters that specifically support this application. Support letters should be composed by the required community/person and should confirm details listed elsewhere in the application such as financial or in-kind support. Distributing template letters for signing is not effective. No more than 5 relevant support letters are allowed. Written support in email format is acceptable.*

**6. Accurately costed and viable budget.**

Use the budget template provided in Section 4. Ensure quotes are provided for all major budget items exceeding \$1,000 with the exception of artist fees and allowances, where calculations suffice.

## SECTION 3(b)

## ARTISTIC SUPPORT MATERIAL

Please list below any material you have provided with your application and list details of the copyright holders. **Please do not send originals.**

All artistic support material will be returned once the assessment process is complete. Please ensure all support material is labelled and in working order and PC compatible. Whilst Arts NT takes all possible care with support material received, we accept no responsibility for any loss or damage that may occur.

Item (eg. print, photos, publication, CD, DVD, tapes, slides, published books, video, posters etc.)	Copyright Holder/s (individual / organisation)	Contact Details

Intellectual property represents the legal property rights over creations of the mind or intellect, both artistic and commercial. Types of intellectual property include patents, trade marks, designs, confidential information/trade secrets, and copyright; that is the legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

Further information on intellectual property is available at IP Australia: [www.ipaustralia.gov.au](http://www.ipaustralia.gov.au).

Further information on copyright is available from Arts Law Centre of Australia: [www.artslaw.com.au](http://www.artslaw.com.au) or the Australian Copyright Council: [www.copyright.org.au](http://www.copyright.org.au).

## SECTION 4(a) INCOME AND EXPENDITURE

### 4.1 Other Grant Income

Name of Funding Agency	Contact Officer and Contact Details	Confirmed Yes / No	Date of Notification	Amount
		<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		\$

### 4.2 List of all Artists / Key Personnel for the Activity

Artist/s Name	Role / Position in Project	Rate of Pay	Total Fee / Salary
		<input type="checkbox"/> per hour <input type="checkbox"/> per week	
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		<b>Total</b>	\$

The Northern Territory Government aims to ensure that professional artists employed as the result of an Arts NT grant receive appropriate pay and conditions of employment. Pay scales and conditions are often prescribed under relevant industrial awards and agreements. In other cases national peak organisations recommend appropriate pay rates. Where an award or industry standard applies, you must comply with those rates of pay in your application.

Further information on union and peak body contact details can be located at: Media, Entertainment and Arts Alliance [www.alliance.org.au](http://www.alliance.org.au); Australian Society of Authors [www.authors.org](http://www.authors.org); Musicians Union [www.musicians.asn.au](http://www.musicians.asn.au); National Association for the Visual Arts [www.visualarts.net.au](http://www.visualarts.net.au); and Australian Writers' Guild [www.awg.com.au](http://www.awg.com.au)

## SECTION 4(b) BUDGET

You **must** use the template that is provided on the next page. An excel version is also available on Arts NT's website [www.arts.nt.gov.au](http://www.arts.nt.gov.au).

**Note:** All income and expenditure relating to the activity funded **must** be included and you must clearly show how Arts NT funding is to be used. Large amounts need to be broken down into detailed budget allocations with **expenses over \$1,000 supported through supplied quotes**.

### Glossary on Budget Terms

**Administering Body Fee** usually requests 10% - 15% as a fee of the total grant amount, for the holding the financial responsibility for the grant. It is recommended to enter into a written agreement with your administering body, which sets out each party's rights and the responsibilities in relation to the administration and financial management of the grant.

If you are the applicant and administering your own grant you cannot charge yourself an Administering Body Fee. Instead you must itemise the administration expenses.

**Applicant / Own Contribution** is any income provided to the project by the applicant.

**Artists Fee** is the amount you will pay

during participating artists involved in your project.

**Contingency** is a reserve set aside for uncertain costs.

**In-kind Support** is the donation of time and services by individuals and businesses; and includes contributions of use of equipment, employees and facilities.

**Earned Income** is any income derived from participation in your project or activity, except any grant income. This may be income that is derived through ticket sales, CD sales, commission etc.

**Marketing / Public Relations / Promotion** are activities that identify your efforts to tell the community about the project / activity. Such activities can include newspaper advertisements, radio interviews, TV

advertising, printing and mailing of brochures, flyers and posters etc.

**Royalties** are payments made for the use of property, especially a patent, copyrighted work, franchise, or natural resource.

**Travel Allowance or Per Diem** is the estimated amount that would cover lodging and meal expenses for artists carrying out the project / activity outside the usual place of residence.

**Volunteer** is a person who performs a service voluntarily that is without financial remuneration. It is recommended to value volunteer support as in-kind support at the usual rate of the service provided.

For a more extensive glossary visit Arts NT's website [www.arts.nt.gov.au](http://www.arts.nt.gov.au) or the 2009 Arts Grants Guidelines.

## SECTION 4(b)

BUDGET continued (an excel version is available at: [www.arts.nt.gov.au](http://www.arts.nt.gov.au))

Project Income	Total Amount	Confirmed Amount
<b>This Grant</b>	\$	
<b>Applicant</b>		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Earned Income</b>		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>SUBTOTAL</b>	\$	\$
<b>Australia Council</b>		
	\$	\$
	\$	\$
<b>Community/ Business Income</b>		
	\$	\$
	\$	\$
	\$	\$
<b>Local Government</b>		
	\$	\$
	\$	\$
	\$	\$
<b>Other Grants</b>		
	\$	\$
	\$	\$
	\$	\$
<b>SUBTOTAL</b>	\$	\$
<b>Applicant In-kind</b>		
	\$	\$
	\$	\$
	\$	\$
<b>Other In-kind</b>		
	\$	\$
	\$	\$
	\$	\$
<b>SUBTOTAL</b>	\$	\$
<b>TOTAL INCOME</b>	\$	\$

Project Expenditure	Total Amount	This Grant
<b>Wages &amp; On Costs</b>		
Artist Fees	\$	\$
Salaries & Other Fees	\$	\$
On Costs	\$	\$
Other	\$	\$
<b>SUBTOTAL</b>	\$	\$
<b>Travel/ Touring Costs</b>		
Fares (e.g. airfares)	\$	\$
Petrol/Mileage Allowance	\$	\$
Travel Allowance	\$	\$
Accommodation	\$	\$
Other	\$	\$
<b>SUBTOTAL</b>	\$	\$
<b>Production Costs</b>		
Materials	\$	\$
Hire Fees	\$	\$
Royalties & Licence Fees	\$	\$
Freight	\$	\$
Equipment	\$	\$
Documentation	\$	\$
Other _____	\$	\$
<b>SUBTOTAL</b>	\$	\$
<b>Advertising &amp; Promotion</b>		
Advertising	\$	\$
Distribution	\$	\$
Functions / Catering	\$	\$
Design / Production	\$	\$
Other _____	\$	\$
<b>SUBTOTAL</b>	\$	\$
<b>Administration Expenses</b>		
Accounting / Audit Fees	\$	\$
Administering Body Fees	\$	
Insurance	\$	\$
Phone / Fax / Postage	\$	\$
Stationary / Photocopying	\$	\$
Other _____	\$	\$
<b>SUBTOTAL</b>	\$	\$
<b>Contingency</b>		
Wages & On-Costs	\$	\$
Travel/Touring Costs	\$	\$
Production Costs	\$	\$
Advertising & Promotion	\$	\$
Administration Expenses	\$	\$
<b>SUBTOTAL</b>	\$	\$
<b>TOTAL EXPENDITURE</b>	\$	\$

All applicants are required to complete this section.

If you have any questions do not hesitate to contact a Regional Arts Broker, Arts NT, by phoning 8999 8981 or 1800 678 237 (Free call) for callers from remote areas.

Does your project/activity have Indigenous content?	<input type="checkbox"/> Yes	Please complete Section 5(b)
	<input type="checkbox"/> No	Please continue to Section 6

The following extracts are from *Guides to help do the right thing with Indigenous culture*, published by the Australia Council for the Arts, 2<sup>nd</sup> edition, 2007.

### What is Indigenous Cultural Material?

Indigenous cultural and intellectual property rights refer to Indigenous people's cultural heritage and may include objects, knowledge, artistic, literary, musical and performance works, which may be created now or in the future, and based on that heritage.

### What are protocols?

Protocols are appropriate ways of using Indigenous cultural material, and interacting with Indigenous artists and Indigenous communities. They encourage ethical conduct and promote interaction based on good faith and mutual respect. Responsible use of Indigenous cultural knowledge and expression will ensure that Indigenous cultures are maintained and protected so they can be passed on to future generations.

Ways of dealing with issues and cultural material may differ from community to community. There are also many different protocols across the diversity of urban, rural and remote communities. Indigenous protocols arise from value systems and cultural principles developed within and across communities over time. Agreeing to comply with the accepted protocols of other cultural groups promotes interaction based on good faith and mutual respect, thus encouraging ethical conduct

While it is not possible to prescribe universal rules for engaging with Indigenous people and their communities, there are some fundamental principles within which to conduct respectful work.

- Respect
- Indigenous control
- Communication, consultation and consent
- Interpretation, integrity and authenticity
- Secrecy and confidentiality
- Copyright and attribution
- Proper returns and royalties
- Continuing cultures
- Recognition and protection

*Further details on protocols and the appropriate acknowledgement of local community authority, communal rights over cultural heritage material, and engagement of Indigenous people through consultation and prior informed consent mechanisms is available in the **Guides to help do the right thing with Indigenous culture**, available from the Australia Council for the Arts at [http://www.australiacouncil.gov.au/news/news\\_items/guides\\_to\\_help\\_do\\_the\\_right\\_thing\\_with\\_indigenous\\_culture](http://www.australiacouncil.gov.au/news/news_items/guides_to_help_do_the_right_thing_with_indigenous_culture)*

If your project includes Indigenous cultural material or participants, your application must show how you will acknowledge Indigenous cultural and intellectual property and how you have consulted with the right Indigenous people.

You can use the questions below *as a guide to developing a letter* which sets out your agreements. This must be signed by all the appropriate people (eg. Elders, Custodians, Land Councils or other suitable community representatives).

## 1. Ownership

**a) Have you identified and consulted with the appropriate custodians and authority structures for Indigenous information? (i.e. Elders, Traditional Owners)**

*Please give details which include the identity of the people and describe the process used to obtain information.*

**b) Have you given credit and appropriate acknowledgment for the use of Indigenous cultural material to the primary custodians?**

*Please attach details. This may include acknowledgement of involvement or contribution to works already developed.*

**c) Is your process of consultation completed?**

*If not, please describe the steps you will take to complete it, and what agreements are in already place.*

## 2. Permission

**a) Have the relevant Indigenous people been consulted about the proposed project and given their consent and permissions?**

*Please attach details. Describe how you will keep the relevant Indigenous people informed and advised throughout the life of the project.*

**b) Are there any restrictions on performance e.g. location, gender/age of audience etc.,**

*If so, please include details in your application. If not, it is worth noting the lack of restrictions and reasons why.*

**c) If depicting deceased people:**

**i. Have you sought appropriate permission from the family or clan representatives?**

*Please include letter of permission in your application.*

**ii. Have you included appropriate and prominent warnings in any public artistic material?**

*Please provide details.*

## 3. Payment

**a) Have you provided for remuneration for the appropriate Indigenous participants and custodians including for cultural elements of any works?**

*Please provide details.*

**b) Are the relevant Indigenous participants and custodians sharing in the benefits from any commercialisation of their cultural material?**

*Please provide details*

**c) Will there be any ongoing or future usage of the cultural material?**

*Please include agreements in place with the appropriate people.*

If you have any questions, please do not hesitate to contact a Regional Arts Broker, Arts NT, by phoning 8999 8981 or 1800 678 237 (Freecall) for callers from remote areas.

## SECTION 6

## PARTICIPANT FORM

Each participant listed in Section 4(a) is required to complete and sign this Participant Form to confirm the involvement in the activity, enclosed with a brief ONE page Curriculum Vitae (CV).

<b>Title</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please specify)	
<b>Given Names</b>				
<b>Family Name</b>				
<b>Do you identify as</b> (This information will be used for aggregated statistics)	<input type="checkbox"/> Aboriginal or Torres Strait Islander <input type="checkbox"/> Youth (under 26) <input type="checkbox"/> Senior (over 60) <input type="checkbox"/> Non-English speaking background (specify) _____			
<b>Address</b>				
<b>Day Telephone</b>		<b>Mobile</b>		
<b>Email</b>				

Have you confirmed your participation in the activity? Yes  No

Is your one page CV attached? Yes  No

Is your participation Paid  In-kind

<b>Participant Signature</b>	X	<b>Date</b>	
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Arts NT also holds a register of artists and arts workers that may be required to assist with requests from other Agencies within the Northern Territory Government to identify particular skills for various project work.

Would you like to be included on this register? Yes  No

If yes, please complete the following:

<b>Where have you got previous experience in the arts?</b>	<input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Visual Arts <input type="checkbox"/> Crafts <input type="checkbox"/> New Media/Hybrid* <input type="checkbox"/> Multi Art form** _____			<input type="checkbox"/> Literature <input type="checkbox"/> Theatre/ Circus <input type="checkbox"/> Film/Television/Video <input type="checkbox"/> Digital/Multi Media*** <input type="checkbox"/> Other (specify) _____		
	<p>* <i>New Media/Hybrid refers to new forms of expression that involve cross fertilisation of disciplines</i></p> <p>** <i>Multi Art form refers to working across two or more art forms</i></p> <p>*** <i>Digital/Multi Media refers to technology based art forms</i></p>					
<b>How many years of arts practice do you have?</b>	<input type="checkbox"/> 20 + Yrs	<input type="checkbox"/> 15-20 Yrs	<input type="checkbox"/> 10-15 Yrs	<input type="checkbox"/> 5-10 Yrs	<input type="checkbox"/> 3-5 Yrs	<input type="checkbox"/> 1-3 Yrs
<b>What arts related qualifications do you have?</b>	<input type="checkbox"/> Degree	<input type="checkbox"/> Diploma	<input type="checkbox"/> Certificate	<input type="checkbox"/> Post Graduate	<input type="checkbox"/> Other (specify)	_____