



Australian Government

Regional Arts Fund

Northern Territory Arts Grants Program

RAF - Application Form

Rapid Response Projects

The **Rapid Response Scheme offers up to \$1500** to support arts projects that cannot be applied to within the project rounds due to their time critical nature. Applicants seeking support for project activities through the Rapid Response Scheme can only receive one grant per financial year to a limit of \$2,500 per applicant in any four year period.

The funding must be matched by 50% of support from other sources. This may include in-kind.

***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.

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

- expression of identity through arts and culture;
- provision of development opportunities for Territory artists or arts workers;
- enhanced community engagement with Territory arts practice including raising the profile of regional and remote artists; and
- employment of Territory artists.

You must use this application form and this **must** be received by Arts NT prior to the activity commencing. Your activity can commence during the assessment period, however please consider that a decision may be made after. Please note assessment may take up to 15 working days.

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 and spoken to a Regional Arts Broker, Arts NT
- Attached relevant artistic support material and relevant letters of support

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

- No misrepresentation or appropriation of Indigenous Cultures
- Spoken to a Regional Arts Broker, Arts NT
- Can 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	
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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. 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.

1.1 Applicant Details

Applicant Name	
I am applying as an	<input type="checkbox"/> as an Individual <input type="checkbox"/> Group (eg band, unincorporated theatre company) <input type="checkbox"/> Organisation
Do you identify as <i>This information will only be used for aggregated statistics.</i>	<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) _____

1.2 Contact Details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please specify)	
Given Names				
Family Name				
Name of Organisation <i>if applicable</i>				
Position in Group/ Organisation				
Address				
Day Telephone		Mobile		
Email				

1.3 Australian Business Number (ABN) Details

Your ABN																				
In what name is the ABN registered?																				
Are you registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																		
<i>If you do not have an ABN you must provide Arts NT with a completed "Statement by a Supplier" form (NAT3346), which is available from the Australia Taxation Office at www.ato.gov.au. The grant will then be paid exclusive of GST may want to nominate a legally constituted organisation or individual to administer the grant, should one be awarded (complete section 1.6).</i>																				

1.4 Administering Body Details

You may administer your own grant. If you prefer to use a legally constituted, not-for-profit organisation, please read the Arts Grants Guidelines for more details and fill in the following section.

Name of Administering Body																				
Contact Person																				
Position in Organisation																				
Address																				
Phone		Fax																		
Email																				
ABN of the Administering Body																				
Is the Administering Body registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																		

SECTION 1

APPLICANT DETAILS continued

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

SECTION 2

APPLICATION DETAILS

<p>Working title for the activity</p>				
<p>Amount requested from RAF</p>	<p><i>*NB must be 50% or less of the 'Total activity budget' below</i></p>			
<p>Total activity budget</p>				
<p>Start date for your activity</p>	/	/		
<p>End date for your activity</p>	/	/		
<p>Give a summary of your activity in 50 words or less</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.

Please tick the appropriate statement below:

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) _____

Applicants seeking support for project activities through the Rapid Response Scheme can only receive support towards one grant per financial year to a limit of \$2,500 per applicant in any four year period.

Funding under this scheme is available through the Regional Arts Fund which is prioritised for applicants from remote, very remote or isolated areas. Funding under this scheme must be matched by 50% of support from other sources. This support may include in-kind.

For any questions, please contact Arts NT to discuss other options in Darwin on 8999 8981 or in Alice Springs 8951 1190 or for callers from remote areas on 1800 678 237 (Freecall). You can also email Arts NT on arts.office@nt.gov.au

Addressing the Assessment Criteria

Using the following headings, please provide details about your activity. This section can be in your own format and must not exceed **four (4) A4 pages** in 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: Arts NT will aim to achieve broad regional representation through these grants.

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. 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);*
- *details about the professional development opportunity (eg. some background that can be useful for assessing this opportunity as an important stepping stone for you).*

3. Evidence of employment or income generation.

Please provide income details for the involved key personnel as shown in SECTION 4(a) on page 8. Other benefits can include professional development, mentoring, showcasing, performance opportunities and skills development.

4. Benefits for territory artists and arts workers.

Benefits can include professional development, mentoring, showcasing, performance opportunities and skills development.

5. Evidence of community and arts sector support.

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.

Please check:

Attached support material as listed in Section3(b)

Attached a plan including detail on the opportunity

Attached CV's and signed participant forms

Attached support letters

Completed Section 4 including quotes and budget calculations

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.

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

SECTION 4(a)**INCOME AND EXPENDITURE****4.1 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	
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total			\$

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; Australian Society of Authors www.authors.org; Musicians Union www.musicians.asn.au; National Association for the Visual Arts www.visualarts.net.au; and Australian Writers' Guild www.awg.com.au

SECTION 4(b)**BUDGET**

Please complete the financial report template attached, detailing the income and expenditure for the activity. A glossary of budget terms is located on the Arts NT website under Application and Acquittal Forms.

Note:

All income and expenditure relating to the activity funded **must** be included.

The total cost of an activity is not eligible for support through the Regional Arts Fund. Financial support from other sources must be demonstrated.

SECTION 4(b) continued BUDGET

Income		Expenditure	RAF Grant (A)	Other Expenses (B)
Your contribution	\$	Artist Fees <i>transfer from paid artists table</i>	\$	\$
In-kind support - volunteers - other	\$ \$	In-kind support - other	N/A	\$
All other govt funding: Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From: _____ Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From: _____ Corporate/Business Sponsorship: Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From: _____ Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From: _____	\$ \$ \$ \$	Registration Fees	\$	\$
		Administration	\$	\$
		Production Costs	\$	\$
		Administering Body Fee	\$	\$
Earned income (specify type)	\$	Travel Expenses - accommodation - airfares - travel allowance - petrol/mileage	\$	\$
			\$	\$
			\$	\$
			\$	\$
Other	\$	Other (specify)	\$	\$
Amount requested from RAF (A)	\$	Totals for (A) and (B)	\$	\$
Total Income	\$	Total Expenditure (A+B)	\$	

Glossary on Budget Terms

Administering Body Fee

The Administering Body 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 parties rights and the responsibilities in relation to the administration and financial management of the grant.

Applicant / Own Contribution

Any income provided to the project by the applicant.

Artists Fee

The expenses you will pay during your project for artists involved in your application.

Contingency

A reserve set aside for uncertain costs.

In-kind Support

Donations of time and services by individuals and businesses; includes contributions of use of equipment, employees and facilities for projects.

Earned Income

Earned income is any income derived from participation in your project or activity, which doesn't include grant incomes. Earned income can include income that is derived through box office sales, CD sales, commission etc.

Marketing / Public Relations / Promotion

Activities that identify with the applicants efforts to tell the community about the project / activity. Such activities can include newspaper advertisements, radio interviews, television advertising, printing and mailing of brochures, flyers and posters etc.

Royalties

A payment made for the use of property, especially a patent, copyrighted work, franchise, or natural resource.

Travel Allowance or Per Diem

Travel Allowance or per diems are an estimated amount that would cover lodging and meal expenses for artists carrying out the project / activity outside the usual place of residence.

Volunteer

A person who performs or offers to perform 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.

A more extensive glossary is available on the Arts NT website www.arts.nt.gov.au.

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 in 2007 as 2nd edition.

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*

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).

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please specify)	
Given Names				
Family Name				
Do you identify as <i>This information will be used for aggregated statistics</i>	<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) _____			
Address				
Day Telephone		Mobile		
Email				

Have you confirmed your participation in the activity? Yes No

Is your one page CV attached? Yes No

Is your participation Paid In-kind

Participant Signature	X	Date	
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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:

Where have you got previous experience in the arts?	<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>					
How many years of arts practice do you have?	<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
What arts related qualifications do you have?	<input type="checkbox"/> Degree	<input type="checkbox"/> Diploma	<input type="checkbox"/> Certificate	<input type="checkbox"/> Post Graduate	<input type="checkbox"/> Other (specify)	_____