

# Arts Organisation Fund - Online Application Form

## Form Preview

### Introduction

\* indicates a required field

At the City of PAE we believe that arts and culture are shapers of places and creators of community and we have a vision for a strong, creative, impactful and sustainable arts ecology. This Fund aims to provide a mechanism for sustaining, growing and developing creativity, arts and culture in our City by attracting and supporting professional arts organisations to the region.

Please note:

- 1. Applicants must complete all sections of this application form and attach relevant documentation to this application to be eligible to be funded.**
- 2. All grants are subject to availability of funds, eligibility and assessment requirements.**
- 3. A submission of an online application for the City of Port Adelaide Enfield's grants programs is an acknowledgement that applicants will abide by the conditions of any grant approval.**

### Who can I talk to?

Cat Conidi

Placemaking and Activation Leader

[cat.conidi@cityofpae.sa.gov.au](mailto:cat.conidi@cityofpae.sa.gov.au)

08 8405 6942

Summar Hipworth

Arts & Culture Coordinator

[summar.hipworth@cityofpae.sa.gov.au](mailto:summar.hipworth@cityofpae.sa.gov.au)

0484 519 843

### Assessment

Applications will be assessed after the round has closed by our Assessment Panel against the criteria outlined in the [Arts Organisation Fund Guidelines](#). These can also be found on the [Arts Organisation Fund website](#).

The Assessment Panel will then make funding recommendations to Council. The decision to award funds will be made by Council and it is final. Organisations will be notified of the outcome of their application shortly after Council's decision.

**Please note that successful funding through the Arts Organisation Fund is subject to the successful adoption of the Annual Business Plan and Budget in June each year. Recommendations for access to the Arts Organisation Fund are made, with Council endorsement in June and funds allocated in July each year.**

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### Applicant Eligibility Criteria

Before submitting your application, please check that your organisation meets the eligibility criteria - all boxes must be ticked for your organisation to be eligible for funding.

#### The applicant organisation: \*

- is an incorporated not-for-profit (non-government) entity
- has an active Australian Business Number (ABN)
- holds public liability insurance
- has a clearly defined focus on arts and cultural activity
- is currently or actively seeking to be based in and delivering creative outcomes in the City of PAE
- provides professional pathways for artists and arts workers
- provides the PAE community with access to quality arts and cultural experiences
- has a comprehensive strategic plan (minimum three years) demonstrating vision, forward budget, annual program, and audience engagement strategy
- can demonstrate sector relevance by providing evidence of current or recent State or Federal funding
- can demonstrate a sustainable budget including multiple income streams
- has fulfilled all previous grant acquittals and obligations with the City of PAE

### Applicant Organisation Details

\* indicates a required field

#### Applicant Organisation Information

##### Organisation Name \*

Organisation Name

Council's grant funds will only be paid into a Bank Account in this name

##### Contact Person \*

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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##### Position within organisation \*

##### Phone Number \*

Please provide the best contact number during business hours

##### Postal Address \*

Address

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Email \***

**Organisation Website**

only if applicable

**Organisation 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Applicant must have an ABN which matches the applicant organisation name

## Proposed Activity Details

\* indicates a required field

### Proposed Activity Summary

**Proposed activity name \***

Word count:

Must be no more than 10 words.

**Short activity description \***

Word count:

Must be no more than 200 words.

Provide a general overview of the proposed activity.

**Start date \***

Please note that activity cannot start before July

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**End date \***

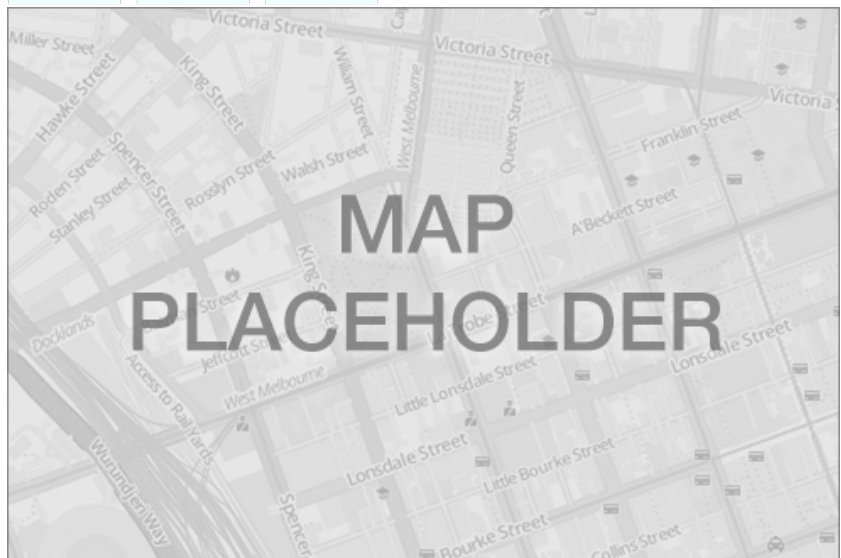
Please note that annual funding or triennial funding is available. Please choose your end date accordingly.

**Primary location where activity will be delivered \***

Address

Suburb State Postcode

Must be within the City of Port Adelaide Enfield Council area

**Are you applying for 1-year funding or 3-year funding? \***

- 1-year funding  
 3-year funding

**How much are you applying for? \***

\$

The maximum amount you can apply for is \$40,000 per year. Apply for what you need, it does not need to be the maximum amount available

**% of total operating budget \***

Please identify what percentage of your total operating budget the applied for amount is. The total amount awarded will reflect the scale of your organisation and program outcomes.

**Please consider whether the activity can be delivered with partial funding**

If partial funding is offered, would the activity be able to go ahead?

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### How much are you applying for?

#### Year 1 \*

\$

The maximum amount you can apply for is \$40,000 per year. Apply for what you need, it does not need to be the maximum amount available

#### Year 2 \*

\$

The maximum amount you can apply for is \$40,000 per year. Apply for what you need, it does not need to be the maximum amount available

#### Year 3 \*

\$

The maximum amount you can apply for is \$40,000 per year. Apply for what you need, it does not need to be the maximum amount available

#### % of total operating budget (Year-1 only) \*

Please identify what percentage of your total operating budget the applied for amount is. The total amount awarded will reflect the scale of your organisation and program outcomes.

#### Please consider whether the activity can be delivered with partial funding

If partial funding is offered, would the activity be able to go ahead?

### Excellence

#### Your organisation's vision, mission, and the artistic rationale and expected outcomes of your proposed activity.

Tell us in detail about:

#### The vision, expected outcomes and location for your proposed activity (include key dates and descriptions of activity) \*

Word count:

Must be no more than 300 words.

#### The artists and arts workers involved and their experience in delivering the activity \*

Word count:

Must be no more than 300 words.

#### How the outcomes support diverse cultural expression and excellence within your organisation's artform \*

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Word count:  
Must be no more than 300 words.

### Alignment

**Tell us in detail how your proposed activity aligns with some of the priorities outlined in the City of PAE's [City Plan 2030](#) and the [Arts & Culture Strategy 2020-2025](#)**

\*

Word count:  
Must be no more than 600 words.

### Impact

**The community benefit you expect to see as a result of the proposed activity delivered in PAE.**

**Tell us in detail about:**

**The community impact you are seeking and how you will meaningfully engage with and create opportunities for diverse PAE communities to achieve this \***

Word count:  
Must be no more than 300 words.

**How your organisation actively seeks to reach and grow audiences \***

Word count:  
Must be no more than 300 words.

**How your proposed activity will leverage and create opportunities for collaborations and partnerships \***

Word count:  
Must be no more than 300 words.

**Your organisation's ability to bring benefit to local businesses \***

Word count:  
Must be no more than 300 words.

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### Viability

**Tell us in detail about:**

**How you will spend the amount you are requesting from PAE \***

Word count:

Must be no more than 300 words.

**What experience your organisation has with delivering the proposed activity. Provide an overview of the relevant staff and collaborators involved \***

Word count:

Must be no more than 300 words.

**What are the risks associated with this proposed activity and how can you reduce these risks \***

Word count:

Must be no more than 300 words.

**The organisation's governance roles and expertise in place \***

Word count:

Must be no more than 300 words.

### Supporting Documentation

**Please attach your organisation's Strategic Plan (must cover minimum 3-year period) \***

Attach a file:

**Please attach letters from artist/s, collaborators and/or communities that confirm their involvement in or support of the proposed activity \***

Attach a file:

**Please attach evidence of current or recent State or Federal funding \***

Attach a file:

**Please attach your organisation's current Public Liability Insurance certificate \***

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Attach a file:

Public Liability Insurance needs to be in the same name as the legal entity applying for the fund

**If available, please attach any other documents to support your application**

Attach a file:

## Budget and Financials

\* indicates a required field

### Activity Budget

**Please attach a budget that demonstrates a sustainable financial position and a rationale for the requested funding amount. The budget should provide an outline of operational costs, artistic program expenses and reasonable allocations for marketing and engagement initiatives. A sustainable budget would reflect a diversity of income streams. You must not request funding for the total cost of your program. You must contribute other cash or in-kind support towards your program. \***

Attach a file:

### Financial Statement

**Please attach your organisation's most recent audited accounts or most recent approved end of year financial statements prepared for tax purposes \***

Attach a file:

### Bank Account Details

Council's payment method is only by Electronic Funds Transfer (EFT). **Council will not provide cheques.** Funds will be automatically deposited into the following nominated account which must be in the name of the organisation applying for this fund.

#### **Bank Account \***

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Name of bank account needs to be the SAME as the applicant organisation.

#### **Bank or Credit Union Name \***



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## Terms and Conditions

\* indicates a required field

I, being the applicant completing this application form, certify that:

- The statements made in this application are true and correct.
- I agree to abide by the conditions under which the City of PAE may approve funding of this request.
- Failure to comply with these conditions may preclude our organisation from accessing further grant funds in the future.
- I will submit appropriate progress reports to Council as outlined in the funding agreement.
- I also confirm that I have read and understood the conditions for funding as outlined in the City of Port Adelaide Enfield's [Arts Organisation Fund Guidelines](#) - I confirm that I accept and agree to abide by the conditions therein.
- I agree that should my application for funding be approved, Council may provide any information contained herein to the public in any form and/or use this information to promote their grant program.
- I also agree to acknowledge Council's funding of the project in any publicity or promotion.
- I further agree that monies received from the City of Port Adelaide Enfield will be expended as outlined in this application and in accordance with Council's funding agreement. Any monies not expended will be returned to the City of Port Adelaide Enfield.
- Any changes to the agreed expenditure of Council's grant funds must be negotiated in writing with Council's Funding & Partnerships Officer.

**I agree to abide by the above Terms and Conditions \***

Yes I agree

A submission of an online application for the City of PAE is an acknowledgement that applicants will abide by the conditions of any grant approval

In compliance with the *Information Privacy Act 2009* (the Act) personal information on this form may be stored in the City of Port Adelaide Enfield's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles City of Port Adelaide Enfield's financial transactions and may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.