



# Blue Mountains City of the Arts Trust Grant

## Grant Round 2021

**F13680**

Closing at 5pm on 9 April 2021

**Organisation Application Form up to \$10,000**

Please complete all sections using the spaces provided.

You are requested to attach information to support your proposal but please do not rely on attachments as a substitute for providing a relevant response. Incomplete applications will not be able to be assessed.

Project Name

Funding \$ Requested

Project Summary

Please provide a sentence or two to summarise your project in under 60 words. This short description will be used for Council announcements.

## 1 Applicant Information

Organisation Name

Street Address

Postal Address

Organisation Phone Number

Organisation Email

Organisation Website *(if applicable)*

President/Chairperson Name & Contact Details

Project Contact Name & Contact Details

ABN

Is your organisation Income Tax Exempt? Yes No

If you have answered No to the question above, your organisation is ineligible and cannot proceed with the application.

Tax Deductible Gift Recipient Status(TDGR)

Charity Tax Concession Status(TCC)

What is the legal status of your organisation?

Unincorporated Association

Incorporated Association

Company Limited by Guarantee

Non-profit cooperative

Other (please specify)

Is your organisation

Registered for GST

Not Registered for GST

## 2 About your organisation

Is your organisation's core business primarily arts focussed?

Yes

No

Please provide the names and roles of your Board/Management Committee Members

Please summarise your organisation's history ie When formed; mission; key aims and scope of activities. *(In no more than 300 words)*

### 3 Project Description

#### 3.1 Time frame

Projects should be completed within 12 months

The proposed start date (no earlier than 1/7/2021)

The proposed end date (no later than 30/7/2022)

#### 3.2 Project Details

Please provide a concise outline of your project ie why do you want to do this project, what activities does your project involve and how and with whom will you deliver it. Please include proposed venues. *(In no more than 600 words)*

#### 3.3 Project Outcomes

a What are the artistic outcomes of your project? Comment freely on any innovations proposed. *(In no more than 300 words)*

b How will the community benefit - what are the opportunities for community engagement or participation *(In no more than 300 words)*

c How will you promote your project *(In no more than 300 words)*

## 4 Capacity to deliver this project

Please provide examples of similar projects that you have previously delivered and/or comment on your capacity to deliver this project successfully *(In no more than 300 words)*

## 5 Project Risk

Project risk is an uncertain event or condition that, if it occurs, has a potential adverse effect on at least one aspect of the project. Risk management focuses on identifying and assessing the risks to the project and managing those risks to minimise the impact on the project.

What are the risks you have identified with your proposed project? *(In no more than 300 words)*

## 6 Project Evaluation

How will you evaluate the success of the project? *(In no more than 300 words)*

## 7 Project Budget

### 7.1 Budget Information

#### Artists and Artswokers Fees information

Artist/Artswoker Name	Project Role	Hourly Rate or Flat Fee	Hours/weeks ie x hrs pw over 12 weeks	Total Fees
			<b>Total</b>	

Please list any other grant funding that has been sought for the project and provide estimated date that the results will be known.

Funder	Estimated notification date

If you have received funding through the Blue Mountains City of the Arts Trust program in the last 3 years, please list below

Project Name	Year Funded

## 7.2 Project Budget: Income & Expenditure

Provide your project budget including any funding or sponsorship that has been confirmed. All figures should be exclusive of GST. The budget should balance (total income = total expenditure).

Income	Description	\$ Cash	\$ Value of In-Kind
Blue Mountains City of the Arts Grant Requested			
Other confirmed grant funding- <i>Please identify funder/s</i>			
Sponsorship <i>Please identify sponsor/s</i>			
Workshop Fees <i>ie number of sessions x number of participants x price</i>			
Ticket Sales <i>ie number of tickets@ticket price</i>			
Other In-kind contribution. <i>Please identify</i>			
Applicant In-kind contribution <i>Please identify</i>			
Other <i>Please itemise</i>			
<b>Subtotals</b>			
<b>TOTAL PROJECT INCOME</b>			



Expenses	Description	\$ Cash	\$Value of In-kind
Artist and Arts workers fees <i>(As in Budget Information Section 7.1)</i>			
Administration Costs			
Insurance Costs			
Equipment Hire			
Event Costs including venue hire <i>Please List</i>			
Materials			
Marketing and Promotion			
Other <i>Please itemise</i> <i>Field Note: may scroll</i>			
<b>Subtotals</b>			
<b>TOTAL PROJECT EXPENSES</b>			

## 8 Required Support Material Checklist

Please attach the following required support material. If your funding submission is incomplete, that is, if any of the **required** documents are missing, your application will be withdrawn from consideration and you will be notified accordingly.

Brief resumes of the key personnel of the project

Letters of support from relevant communities, collaborating partner organisation and artists

Evidence of support from Aboriginal or Torres Strait Islander artists or communities if your project involves Aboriginal cultural matters.

Evidence that approvals/consents have been researched if applicable (eg. emails, letters)

Copy of Current Public Liability Insurance

*If you have been unable to provide evidence of a current Public Liability Insurance policy with this application, please state when it will be made available.*

The Applicant Declaration signed by the President/Chair/CEO of the organisation

## 9 Privacy Statement

The Blue Mountains City of the Arts Trust and Blue Mountains City Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required only for the delivery of the services in accordance with the Council's powers, functions and purposes.

To view Council's Privacy Information Policy, please review the information at the following link [www.bmcc.nsw.gov.au/about-us/privacy](http://www.bmcc.nsw.gov.au/about-us/privacy)

## 10 Applicant Declaration

I have read the Program Guidelines and declare that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge.

I give the Blue Mountains City Council a non-exclusive licence to reproduce and communicate the support material in which I have intellectual property rights for the sole purpose of assessing my application.

I have sought and received a non-exclusive licence from the owners of any intellectual property rights in the support material for this application to the Blue Mountains City of the Arts Trust, to reproduce and communicate the support material for the sole purpose of assessment of the application.

I understand that by submitting an application, I consent to Council publishing the successful applicants on the Blue Mountains City Council website.

If this application is approved, I consent to the media being given information about the project and acknowledge that I may be contacted directly by them.

I understand that the assessment decisions are final.

I agree that I will contact the Blue Mountains City of the Arts Trust Grant administrator immediately if any information provided in this application changes or is incorrect.

I am authorised to complete this application and have read and understood the privacy statement

Name

eSignature

Date