



Blue Mountains City of the Arts Trust Grant

Grant Round 2021

F13680

Closing at 5pm on 9 April 2021

Individual Application Form up to \$10,000

Please complete all sections using the spaces provided.

Incomplete applications will not be able to be assessed.

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

Project Name

Funding Requested

Project Summary

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

1 Applicant Information

Name

Street Address

Postal Address

Contact Phone Number

Email

ABN

Website (*if applicable*)

Please summarise your creative work history (*in approximately 300 words*) and also attach your CV

2 Auspice/Administering Organisation Information

If you have chosen to have your project auspiced/administered then this organisation needs to be an incorporated not-for-profit organisation with Tax Concession Charity Status (TCC) or Tax Deductible Gift Recipient (TDGR) status.

Organisation Name

Street Address

Postal Address

Contact Person

Position in Organisation

Contact Person Email

ABN

Does the Auspice organisation have:

Tax Deductible Gift Recipient Status : Yes No

Tax Concession Charity Status : Yes No

Is the Auspice organisation based in the Blue Mountains and/or does it service the Blue Mountains community? Yes No

3 Project Description

Start Date

The proposed start date can be no earlier than 1/7/2021

End Date

The proposed end date can be no later than 30/7/2022

3.1 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? How and with whom will you deliver it?

Please include proposed venues. (*In no more than 600 words*)

3.2 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

How will you identify and manage any project risks associated with your proposed project?
(In no more than 300 words)

**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.*

6 Project Evaluation

How will you evaluate how successful the project has been? *(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
			Total	

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			
Applicant In-kind contribution			
Other <i>Please itemise</i>			
Subtotals			
TOTAL PROJECT INCOME			

Expenses	Description	\$ Cash	\$ In-kind
Artist and Arts workers fees <i>(Summary of totals in 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>			
Subtotals			
TOTAL PROJECT EXPENSES			

8 Required Support Material Checklist

Please attach the following required support material. If your funding submission is incomplete, and any of the **required** documents listed below 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 organisations, 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 Public Liability Insurance tick box

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.

A signed Applicant Declaration

A signed statement from the President/ Chair/CEO of the Auspice organisation in support of your project, confirming agreement to auspice your project if your project is being auspiced.

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

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