

# Performing Arts Development Grant 2024/25 - application Form Preview

## Performing Arts Development Grant 2024/25

\* indicates a required field

### Purpose

To build creativity, capacity and sustainability in the performing arts sector.

### Important Information

Before completing this application, applicants are required to read the [Grant Program Guidelines](#)

#### Funding

- Up to 75% of the total project

#### Closing Date

- Applications will only be assessed in September 2024 and February 2025 unless funding is exhausted earlier

#### Eligibility

- Applicants/auspice must be based in the Mornington Peninsula Shire's Local Government Area and deliver funded projects, programs and activities within the Shire.
- For further information, please refer to Grant Program Guidelines under General Eligibility

#### Cultural Protocols

- For projects that include an Acknowledgement of Country or Welcome to Country, please refer to the Shire's guide for [Cultural Protocols](#)

### Prior Shire Funding

#### Has the applicant previously received Shire funding? \*

- ☐ Yes
- ☐ No
- ☐ Unsure

i.e. grant, sponsorship, subsidy

Applicants must have acquitted and/or have an approved acquittal extension to ensure compliance with all funding previously awarded.

#### Has the Acquittal report for previous funding been submitted? \*

- ☐ Yes
- ☐ No
- ☐ Acquittal report has not reached the due date

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☐ Unsure

If you are unsure, please contact the [Grants team](#)

You have indicated prior grant funding has not been acquitted.

Please refer to the Grant Program Guidelines eligibility.

Please do not proceed with this application until you have acquitted previous funding.

If you are unsure, please email the [Grants team](#)

## Details of Applicant

\* indicates a required field

### Organisation Name \*

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO

### Organisation Primary Address \*

Address

  

Address Line 1, Suburb/Town, and Postcode are required.

### Applicant Primary Website

Must be a URL.

## Contact Details

### Contact Person for Grant \*

First Name

Last Name

This is the primary contact for correspondence

### Position in Organisation \*

i.e Owner, President, committee member

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## Contact Phone Number \*

Must be an Australian phone number.

## Contact Email Address \*

Must be an email address.

All emailed correspondence will be sent to this address

## Applicant - Required Information

### What is the legal status of your organisation? \*

- ☐ Incorporated Associations - incorporated under State/Territory legislation (commonly have 'Association', 'Incorporated' or 'Inc' in their legal name)
- ☐ Not for-profit proprietary companies or public companies, incorporated under the Corporations Act 2001
- ☐ Organisations established through a specific piece of Commonwealth or State/Territory legislation (for example, many public benevolent institutions and churches)
- ☐ Unincorporated organisation (requires Auspice)
- ☐ State Government Entity
- ☐ Public Benevolent Fund
- ☐ School or kindergarten
- ☐ Commercial (for profit) business
- ☐ Registered Sole Trader

### Applicant 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	

Must be an ABN.

### Applicant Organisation Primary Bank Account \*

Account Name

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BSB Number

Account Number

Must be a valid Australian bank account format.

## Uploads

**Upload - Statement by a Supplier Form (if you do not have an ABN)**

Attach a file:

**Upload - 12 month financial statement or P&L and Balance Sheet \***

Attach a file:

**Upload - Insurance Certificate of Currency \***

Attach a file:

Applicants without an ABN must submit a [Statement by a Supplier](#) form

**If applicable, where an application involves working with children or young people, a copy of the organisation's Child Safety Policy must be attached to the application.**

**If there is no formal Child Safety Policy there must be an outline of how it is intended to comply with the Child Safety and Working with Children legislation.**

**Upload - Child Safety Policy/Plan**

Attach a file:

Unincorporated organisations must have an [Auspice Agreement](#) with an incorporated Mornington Peninsula community group/organisation.

**Do you require an Auspice Agreement for this application? \***

☐ Yes

☐ No

## Auspice Organisation

\* indicates a required field

Funding is paid directly to the Auspice organisation, who are responsible for the following obligations:

- Receipt, bank, and administer all monies related to the grant
- Monitor the project and ensure timely completion
- Complete the financial acquittal and ensure funding is acquitted on time
- Ensure that the group has public liability insurance where appropriate.

**Auspice Organisation \***

Organisation Name

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## Auspice Organisation Street Address \*

Address

  

Address Line 1, Suburb/Town, and Postcode are required.

## Auspice Organisation Email \*

Must be an email address.

## Auspice 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	

Must be an ABN.

## Auspice Organisation Bank Account \*

Account Name

BSB Number      Account Number

      

Must be a valid Australian bank account format.  
If successful, this is where funds will be deposited.

## Upload - Signed Auspice Agreement \*

Attach a file:

[Auspice Agreement](#) available on Shire website

## Your Project

\* indicates a required field

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## Project Details

### **Project Title \***

Must be no more than 12 words.

Please provide a succinct title for your project.

### **Brief Project Description (to be used for marketing purposes) \***

Word count:

Must be no more than 150 words.

### **Where will the project take place? \***

Street address and/or venue name

### **Anticipated Start Date \***

Must be a date.

## Description of your proposal

### **INCLUDE:**

- A sound and clear rationale for the project idea including the reasons for the project, project aims, expected outcomes and why the funding is needed.
- How the activity aligns with one or more of the strategies outlined in the Arts Culture Plan
- The project clearly shows innovation and creativity.

### **Description/Rationale - ensure you address the points above \***

Word count:

Must be no more than 500 words.

## Assessment Criteria

The following criteria will be assessed on a scale of 1-5:

- 5 = meeting each criterion at a high level
- 1 = not meeting the criterion.

Applicants project must meet a minimum score of 55%

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## 1) CRITERION: Performing Arts Development Grant Priorities

### Council and Wellbeing Plan Theme 2: A robust, innovative and diverse economy

#### Which Arts Development priority does the project align with? \*

- ☐ Development and creation of innovative new performance-based work
- ☐ Increase in Aboriginal and Torres Strait Islander representation
- ☐ Venue support for Performing Arts
- ☐ Support the development of tour-ready performances, engagement and education activities
- ☐ Support resilience, sustainability and recovery of the performing arts sector
- ☐ Priorities identified in the Arts and Culture Plan

Refer to [[Arts and Culture Plan](#)]

## Arts Development Descriptions

### 1) Support the exploration and development of innovative new performance-based work

- Generate performances that transform the audiences' perceptions and provide experiences that are world-class, exciting and challenge traditional notions
- Support sector development through the commissioning, development and/or presentation of new work that reflects the distinctive Peninsula story - of our people, culture, and place.
- Examine the relationship between live performance and technology, exploring how performance can offer new ways to understand, critique, and engage with global networks, as well as create new models of performance.

### 2) Contributes to increasing diversity of representation and opportunities

(including First Nations, persons with disability, LGBTIQ+, gender, age and cultural diversity) within the sector.

- Develop opportunities in programming and new works for a diversity of key creatives and audiences
- Provide leadership and workforce opportunities
- Address barriers and increase engagement across key diversity areas

### 3) Support the development of tour-ready performances, engagement, and education activities

- Develop new audiences and encourage the community to re-engage with live arts experiences
- Increase the diversity of performing arts programming available to the community
- Provide educational participation activities, such as workshops and master classes, digital offerings and professional development opportunities for the community and creative practitioners

### 4) Capacity building

- Provide professional development through mentoring, career pathways, skills development, funded creative residencies, and collaboration opportunities
- Become sustainable and profitable enterprises by developing their business acumen through governance, business, and strategic planning training.
- Develop strategic initiatives, industry partnerships and creative entrepreneurship

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## 5) Infrastructure projects to fit-out or redevelop spaces to deliver better social, economic, and disability access to creative workspaces

- Capital or digital infrastructure upgrades to achieve a more viable creative practice
- Address infrastructure barriers currently restricting access or factors impeding use for creative activity or practice.
- Where applicable, use digital infrastructure to broaden audience engagement.

## 2) CRITERION: Benefits to Arts and Culture sector stability and growth

### Include:

- How the funding will help the applicant develop new opportunities or activities that contribute to employment, career, and community outcomes
- Demonstrates cultural, artistic, social and economic returns on investment
- Opportunities for partnerships or co-investment

### Describe how the proposed activity will meet the areas above \*

Word count:

Must be no more than 150 words.

## 3) CRITERION: Benefit to MP Community and Creative Sector

### Include:

Positive impact for Mornington Peninsula audiences / communities through:

- - availability and access to creative offerings
  - demonstrated understanding of target audience/communities
  - representation of Aboriginal and Torres Strait Islander people and diverse communities

### Highlight the positive impact/s that meet the above criteria \*

Word count:

Must be no more than 100 words.

## 4) CRITERION: Capacity to Deliver

### Include:

- Any artistic outcomes that have been successfully delivered in the past
- Cultural permissions and key artists are cited and confirmed (if application includes involvement of Aboriginal and/or Torres Strait Islander artists/participants, a letter of confirmation is included)



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**Briefly describe how you/your organisation has the capacity and relevant skills and experience to successfully deliver this project and provide evidence of above criteria (if applicable) \***

Must be no more than 150 words.

What is your time capacity to complete the project in the allocated timeframe? What are you currently working on?

**Who have you engaged with and/or are you partnering with for your project? \***

Word count:

Must be no more than 50 words.

## 5) CRITERION: Evaluation of Project

**How will the project be evaluated? \***

Word count:

Must be no more than 100 words.

**Provide any additional information we should know about the project**

Word count:

Must be no more than 100 words.

**Upload - additional documents to support your application**

Attach a file:

A maximum of 5 files may be attached.

Combine files/documents if needed

**Support material can include:**

- 1.Up to 5 images
- 2.Up to 5 pages of written material (for example, excerpts of scriptwriting)
- 3.Five minutes of video and/or audio recording
- 4.Two letters of support (with each letter not exceeding one A4 page)
- 5.Two pages containing artist biographies or CVs.

## 5) CRITERION: Budget

**\* indicates a required field**

**Budget - Project Income (Co-contribution)**

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Please show all sources of cash income (**excluding this grant**) in the table below that contributes to the project. Include the name of other funding sources that you have applied for, **whether it has been confirmed or not, including predicated income from ticket sales etc.**

- **Do not** include the amount sought from the Shire (see separate question below)
- **Do not** add in-kind volunteer hours here (see separate table below).
- **Do not** use commas or \$ signs in figures. You may add additional rows if needed.

Co-contribution Source	Co-contribution Amount \$	Co-Contribution Status
	\$	
	\$	
	\$	

## Budget - Project Expenditure

Please describe the main items of expenditure for the project so that it is clearly understood what the income will be used for.

- Nominate a funding source for each item.
- Refer to the grant guidelines to see what is ineligible to be funded.
- **Do not** add in-kind volunteer hours here (see separate table below).
- **Do not** use commas or \$ signs in figures. You may add additional rows if needed.

Expenditure Items Description	Expenditure Amount	Expenditure funding source
	\$	
	\$	
	\$	

## Total Project Income

Grant funding request \*

\$

Must be a dollar amount.  
Maximum is 75% of the total project cost

Co-contribution

\$

This number/amount is calculated.

Total Income Amount

\$

This number/amount is calculated.  
This figure is the total of grant funding request and co-contribution.

## Total Project Expenditure & Quotes

Total Expenditure Amount

\$

This number/amount is calculated.

Please attach quotes for expenditure items to be funded by the grant (must be to the value of the funding request) \*

Attach a file:

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Online pricing is acceptable

## Volunteer (in-kind) Contribution

Volunteer hours are calculated at \$46.92 per hour per volunteer.

Number of Volunteers	Estimate hours per volunteer	Total volunteer hours	Total in-kind volunteer contribution
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Must be a number.	Must be a number.	This number/amount is calculated.	This number/amount is calculated.

## Outcomes and Metrics

### Outcomes

Please tell us about the outcomes you expect to result from your project. Generally, outcomes can be framed as an increase or decrease in one or more of the options we have listed below:

#### Alignment with our outcomes

#### How does your intended outcome link to our outcomes?

Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours.
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Our metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is anticipated to happen and/or has occurred at the end of your project. An 'Activity Metric' tells us how much of something you're doing or producing. See below some metrics you may use for your project.

Metric	Target	Progress	Collection method
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics. No more than 1 choice may be selected.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	What is your current result for this metric? Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/estimation, government or public dataset (e.g. Census), other datasets.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Declaration and Acceptance

\* indicates a required field

**I declare that the information and attachments in this application are, to the best of my knowledge, accurate and complete. \***

☐ I agree and declare the above to be true and correct

**If this application is successful, I/we (our organisation) agrees to sign a Mornington Peninsula Shire Funding Agreement prior to funds being released. \***

☐ Yes

**I approve for Shire Officers to talk to other funding bodies / organisations for the purposes of seeking funding to support the activity. \***

☐ Yes

☐ No

**If this application is successful, is the applicant willing to feature in Council's promotion of our Grant Program? \***

☐ Yes

☐ No

## Local Government Reporting

A list of grants made by Council in the previous 12 months, including the names of applicants who, or bodies which, have received a grant and the amount of each grant will be published on Council's website and in Council's Annual Report.

## Privacy

The collection and handling of personal information is conducted in accordance with The Shire's Privacy Policy which is displayed on Council's website and available at Council's customer service centres. Please refer to the Privacy Policy for further information about your rights and Council's obligations.

<https://www.mornpen.vic.gov.au/System-pages/Privacy-Statement>