



COMMUNITY PARTNERSHIPS

How to Apply Guidelines and Application Form

Closing Dates

15 August 2011
for projects starting on or after 1 December 2011

5 March 2012
for projects starting on or after 1 July 2012

Please note: it takes approximately 15 weeks from the closing date until funding results are available.

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Please note: it takes approximately 15 weeks from the closing date until funding results are available.

General information
Please read these guidelines carefully. They explain the priorities, assessment criteria and information you must provide in your application.

While an application may be assessed as meeting program requirements, funding is highly competitive. Previous support does not commit Arts Victoria to further funding of that applicant or activity.

Please note that it is your responsibility to provide the information and support material requested in these guidelines. Ensure that you keep a copy of your application for your records.

If you have a disability and need guidance on submitting an application to any Arts Victoria program, please discuss this with the relevant program staff at least four weeks prior to the funding closing date by contacting Arts Victoria reception on (03) 8683 3100 or artsvic@dpc.vic.gov.au.

If you have difficulty understanding these guidelines, or would prefer discussing them in your first language, please contact the Victorian Interpreting and Translating Services on 131450 and ask to be connected to Arts Victoria.

Please note: the Community Partnerships guidelines and application form have been revised and contain important differences from previous Community Partnerships guidelines and application forms.

All applicants are encouraged to contact the Community Partnerships program staff before submitting an application.

Community Partnerships overview
The Community Partnerships program supports collaborations between professional artists, arts companies and Victorian communities. The program accommodates different community contexts and settings in urban and regional Victoria.

A community may be defined culturally, geographically and/or by other defining characteristics. It may be a school, prison, university, hospital or a community with special interests such as the environment.

By supporting opportunities for professional artists to collaborate with Victoria's diverse communities, access to the arts will become more widespread in Victoria.

Projects may involve a single art form or a combination of art forms and can include new and experimental forms. The role of the professional artist(s) and the project's artistic elements must be central to achieving its overall purpose. The creation of a new work is not a compulsory requirement.

Proposals to the program must demonstrate capacity to develop a collaborative relationship between the artist(s) and a defined community group. The partnership, which can be initiated by either party, must be confirmed in writing.

Projects may involve a range of possible artistic approaches in order to respond to the community. Examples of approaches include:

- The creation of a new artistic work arising from the collaboration between professional artists and community participants
- A dance company undertaking a project with a local festival to present workshops to the community, master classes for local dance teachers and artists and the creation of a community-based work
- A visual artist partnering with a youth services agency to facilitate creative workshops, excursions to local cultural institutions to explore contemporary arts practice and the presentation of an exhibition of work made with the young participants
- An artist partnering with a local council to develop existing and new networks of interested community members to deliver a range of arts activities that will build creative capacity in the local community.

More information on the Community Partnerships program can be found at www.arts.vic.gov.au/communitypartnerships.

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Aims and objectives

The Community Partnerships program aims to:

- Ensure that all Victorian communities are able to access, engage with and participate in a diverse range of artistic and cultural experiences
- Enable collaborations and partnerships involving professional artists, arts companies and Victorian communities that bring about mutually beneficial and positive results
- Provide opportunities for artists and arts companies to develop their professional practices and extend the reach and viability of their activities.

Eligibility

The Community Partnerships program accepts applications from individuals, arts and community organisations, including local government.

The proposal must involve:

- A professional Victorian artist, group of artists or arts company
- An artistic activity that may or may not result in a new work
- Demonstrated community support including at least one confirmed community partner.

To be eligible for funding, artists must be currently living and working in Victoria. Non-Victorian artists may be included in your project but their fees should not be requested from the grant.

Funding sought from Arts Victoria must be directed towards costs associated with the artistic work, such as artist fees, materials, development, construction and production.

Community Partnerships accepts applications on your behalf from an auspice organisation. Information on auspiced applications can be found on the Arts Victoria website at www.arts.vic.gov.au.

Applicants who have not satisfactorily acquitted a previous Arts Victoria grant, including individuals who have been principal in an organisation that has not acquitted a previous grant, are ineligible to receive further funding.

Level of funding

Funding for Community Partnerships projects is capped at \$65,000.

Applications are assessed in two groups:

1. Requests of up to \$39,999; and
2. Requests between \$40,000 and \$65,000.

Funding is for fixed-term projects of up to 12 months duration.

Requests up to \$39,999

- Applications may be from individuals or organisations, including local government
- Proposals are required to have at least in-kind co-funding.

Requests between \$40,000 and \$65,000

- Applications must be from legally constituted organisations, including local government
- Proposals are required to have cash co-funding
- Applications must be accompanied by a Business Plan, Annual Report, Audited Financial Statements or similar documentation that demonstrates the organisation's financial profile. **Note:** applications from local government are exempt from this requirement.

What will not be funded

The following activities are **not** funded through the Community Partnerships program:

- Projects seeking funding for recurrent administrative, infrastructure or other organisational costs
- Projects that do not involve community members as participants in the project
- Competitions, awards, award exhibitions or fund-raising activities
- Projects that have already commenced or will begin before the eligible project start dates
- Projects or activities that would be more appropriately supported through other Arts Victoria funding programs
- Projects seeking funding for activities already supported through the Arts Victoria Annual Operations or Multi Year funding programs
- Private tuition, training, study, course work or work that will be used for the purposes of academic assessment.

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Assessment criteria

Applications for this program will be assessed according to the following criteria:

- **Artistic merit** – based on a clearly articulated artistic concept, the capability and suitability of the artist(s) and a project that demonstrates best practice in the contemporary community-based arts field
- **Collaboration** – based on the capacity to develop a collaborative relationship between the artist(s) and community group, demonstrated community support, and creative processes that provide significant opportunities for community participation
- **Effective planning** – based on a project management plan and budget which are achievable and structured appropriately to the scale and complexity of the project
- **Outcomes and benefits** – based on the project delivering benefits and value to the participants, artist(s) and wider community. Details of how the project will be evaluated also need to be included.

Assessment process

Applications are assessed by a panel of respected external arts sector representatives.

The panel assesses and prioritises each application against the program objectives and assessment criteria as described in these guidelines. Recommendations are submitted to the Minister for the Arts for final approval.

It takes approximately 15 weeks from the closing date until funding results are available.

Applicants will then be advised in writing of the outcome of their submission. Applicants should not assume that they will be successful, or enter into commitments based on that assumption, before receiving formal notification from Arts Victoria of the Minister's decision.

How to apply

Read the guidelines carefully before submitting a proposal.

The application form has six sections that must be completed:

Section 1 – Contact Information

To be completed by all applicants.

Section 2 – Application Summary

To be completed by all applicants.

Section 3 – Budget

To be completed by all applicants.

- Use the budget form provided to show all projected income and expenditure for the project. Total income (all support for the project including the proposed Arts Victoria grant) must equal total expenditure (all costs of the project)
- If the budget form does not provide adequate space, use it as a summary and attach a detailed budget and any explanatory notes to your submission. Fees and salaries should be broken down and detailed in the table provided
- Show a breakdown of how the grant will be allocated in the column marked '\$ AV'
- All expected income relevant to the project including funding submissions to Local, State and Federal government agencies must be included in the budget. Please indicate whether these amounts are confirmed (Con) or not confirmed (NC).
- In-kind support is any non-cash contribution towards the project. It must be calculated as a dollar value and be identified on both the income and expenditure sides of the budget
- **Note:** a requirement of funding is that you acquit your grant at the end of the project. This involves submitting an acquittal report, including a financial reconciliation. For grants of \$40,000 and over the acquittal report must include an opinion or certification by an independent auditor that verifies the financial reconciliation. Make sure your budget allows for any associated costs.

Section 4 – Written Proposal

To be completed by all applicants. This section forms the main part of the submission. Use a maximum of **three** A4 pages.

It is important to explain how the proposal will meet the stated aims, objectives and assessment criteria for the Community Partnerships program. It is recommended that your application addresses each of the assessment criteria under a separate heading.

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Section 5 – Supporting Documents and Artistic Support Material

Support material must be submitted with the application by the due date. All written attachments must be A4 size. Use the table provided to list the support material you have included.

Mandatory Supporting Documents

Your application **must** include the following supporting documents:

- CVs of all key artists and creative personnel involved. Applicants must confirm the participation of artists before including them in the application. **(CVs must be a maximum of one page per person; additional pages will not be read)**
- Letter(s) from community partner(s) confirming support for and role(s) in the project
- A timeline for the project including, for example, workshops, rehearsals and performances
- Applications with requests between \$40,000 and \$65,000 must attach a Business Plan, Annual Report, Audited Financial Statements or similar documentation that demonstrates the organisation's financial profile.

Mandatory Artistic Support Material

Your application must include up to **two** items of artistic support material (see Section 5 for a full list of options and appropriate formats).

Artistic support material should be recent, concise and relevant to the application. Please include a description of the relevance of the artistic support material to your proposed project in the table provided.

All digital material must be playable on a standard PC (e.g. DVDs, JPEG images, QuickTime files, or audio/video files that can be played using Windows Media Player).

While all due care will be taken, Arts Victoria takes no responsibility for damage or loss that may occur to support material. Do not send original material. Support material will **not** be returned.

Section 6 – Declaration

All applicants must sign and date the Declaration. If the application is auspiced, the auspice body's representative must also sign the Declaration. Unsigned applications will not be accepted.

Presentation tips

All written material must be easily readable.

Please note the following:

- Use plain white A4 paper
- Present all material on one side of the page only
- Provide adequate margin space (at least 2.5 cm)
- Use black ink only
- Do not use a font smaller than Times New Roman 12 or Helvetica 11
- Do not exceed the page limit – additional pages will not be read
- Do not staple, bind or place your application in a folder
- Faxed, digital or email applications will not be accepted
- You must use the current Community Partnerships application form.

Information privacy & personal Information

Arts Victoria treats all personal information provided by an individual or organisation in support of a grant application in accordance with the Information Privacy Act 2000 and the Public Records Act 1973.

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Program enquiries
Further information about Community Partnerships can be obtained from program staff at Arts Victoria.

Telephone: (03) 8683 3100
Fax: (03) 9686 6186
TTY: (03) 9682 4864
Email: artsvic@dpc.vic.gov.au
Freecall: 1800 134 894
(Regional Victoria only)

Information on Arts Victoria and other funding programs is also available on the website at www.arts.vic.gov.au

Where to send your application
Applications postmarked up to and including the specified closing dates will be accepted.

Postal Address
Community Partnerships
Arts Victoria
Private Bag 1
South Melbourne VIC 3205

Street Address
Arts Victoria
Level 6
2 Kavanagh Street
Southbank VIC 3006

Hand deliveries can be made during business hours only – 8:30am to 5:30pm, Monday to Friday.

COMMUNITY PARTNERSHIPS

How to Apply Guidelines and Application Form

Section 1 – Contact Information

If you are an:

- Individual applying, complete **Part A**
- Organisation applying, complete **Part B**
- Auspice applying for an individual, complete **Parts A & C**
- Auspice applying for an organisation, complete **Parts B & C**

Note: some sections of this form use **input fields** – the **grey boxes** you type your answers into. The input fields will expand as you type in your answers.

Pages that contain input fields use Word's 'Protect Document' feature. You won't be able to click outside the grey boxes on those pages.

Sections containing longer descriptive text fields or tables (eg budget form) are not protected.

PART A – INDIVIDUAL DETAILS

Salutation

First name

Last name

Street address

Postal address
(if different)

Business phone

Home phone

Mobile

Email

Website

Trading name

ABN

Are you GST registered? Yes No

Statistical Information: This section is not used to assess your application and is not seen by those assessing your application. Information provided will be collated with other statistical information for the purpose of evaluating broader aspects of Arts Victoria's policies.

Does your project involve artists from any of the following groups?

<input type="checkbox"/> Youth	<input type="checkbox"/> Senior Adult	<input type="checkbox"/> Women	<input type="checkbox"/> Regional
<input type="checkbox"/> Aboriginal/Torres Strait Islander	<input type="checkbox"/> Culturally & linguistically diverse (CALD)	<input type="checkbox"/> People with a disability	<input type="checkbox"/> General

Is your project aimed at specific target communities as participants?

<input type="checkbox"/> Youth	<input type="checkbox"/> Senior Adult	<input type="checkbox"/> Women	<input type="checkbox"/> Regional
<input type="checkbox"/> Aboriginal/Torres Strait Islander	<input type="checkbox"/> Culturally & linguistically diverse (CALD)	<input type="checkbox"/> People with a disability	<input type="checkbox"/> General

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PART B – ORGANISATION DETAILS

Full name of Organisation

Street address

Postal address (if different)

Website

Contact person's details

Salutation

First name

Last name

Position

Email

Business phone

Mobile

Organisation's details

Trading name

ABN / ACN

Legal status of organisation

Is the organisation GST registered? Yes No

In what year was the organisation formed?

Under its articles or constitution, is the organisation a not-for-profit body? Yes No

Key personnel

Name (salutation, first, last)

Position (if equivalent)

Artistic Director or equivalent

General Manager or equivalent

Chair or equivalent

Statistical Information: This section is not used to assess your application and is not seen by those assessing your application. Information provided will be collated with other statistical information for the purpose of evaluating broader aspects of Arts Victoria's policies.

Does your project involve artists from any of the following groups?

<input type="checkbox"/> Youth	<input type="checkbox"/> Senior Adult	<input type="checkbox"/> Women	<input type="checkbox"/> Regional
<input type="checkbox"/> Aboriginal/Torres Strait Islander	<input type="checkbox"/> Culturally & linguistically diverse (CALD)	<input type="checkbox"/> People with a disability	<input type="checkbox"/> General

Is your project aimed at specific target communities as participants?

<input type="checkbox"/> Youth	<input type="checkbox"/> Senior Adult	<input type="checkbox"/> Women	<input type="checkbox"/> Regional
<input type="checkbox"/> Aboriginal/Torres Strait Islander	<input type="checkbox"/> Culturally & linguistically diverse (CALD)	<input type="checkbox"/> People with a disability	<input type="checkbox"/> General

COMMUNITY PARTNERSHIPS

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PART C – AUSPICE DETAILS

Full name of Organisation

Street address

Postal address (if different)

Website

Contact person's details

Salutation

First name

Last name

Position

Email

Business phone

Mobile

Organisation's details

Trading name

ABN / ACN

Legal status of organisation

Is the organisation
GST registered? Yes No

In what year was the
organisation formed?

Under its articles or constitution, is the organisation a not-for-profit body? Yes No

Key personnel

Name (salutation, first, last)

Position (if equivalent)

Artistic Director
or equivalent

General Manager
or equivalent

Chair
or equivalent

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Section 2 - Application Summary

Application details

Applicant name

Auspice body (if applicable)

Project details

Project title
(this will be used on all correspondence. Please keep it to 60 characters or less.)

Project commencement
(if you apply in August 2011, your project cannot start before December 2011. If you apply in March 2012, your project cannot start before July 2012.)

Project start date

Project end date

Project description
(50 words or less, including information on the art form)

Where will this project take place?

Grant requested: \$

Total expenditure: \$

Co-funding summary

Source	Name/Board or other identifying information	\$ Amount	Decision Date
Australia Council*			
Local Government*			
Other Government Departments*			
Philanthropic Trusts*			
Other cash contributors			
Other income sources			
Total		\$	

*Provide the name of the fund, board or other identifying information, for example 'Australia Council - Community Partnerships.'

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Section 3: Budget

You must include a budget with your application. If there is not enough space on the template provided you must use it to summarise your budget and provide a more detailed budget on separate sheets.

Note: if you prefer, instead of completing your budget in this Word application form, you can use the [Arts Victoria Excel budget template](#) that will automatically calculate your amounts.

You will need to **print** and **submit** the completed Excel budget with this Word application form.

Click on the above link to download the budget template, or go to the Related Resources section of the relevant funding program at www.arts.vic.gov.au.

Co-funding

Your budget should include income from sources other than Arts Victoria. You need to show whether funding from other sources is confirmed (Con) or not confirmed (NC).

If your budget includes income that is not confirmed (NC), (for example, an application to another funding body) you will need to update us with the results as they become available. If an application to another funding body is unsuccessful, or other income becomes unavailable, you will need to submit a revised budget.

GST

If you **are** registered for GST you **must not** include GST in your income and expenditure figures. If you **are not** registered for GST you **must** include GST in your expenditure.

Independent audit requirement

It is a requirement of Arts Victoria funding that if you receive a grant of \$40,000 or over, at the conclusion of your project you will be required to submit an opinion or certification by an independent auditor that verifies your financial reconciliation.

If you are applying for \$40,000 or over you may **include costs associated with the independent audit requirement in your total Arts Victoria grant request.** You will then need to show a corresponding expenditure item, allocated to Arts Victoria in the \$AV column.

Budget template explained

All income and expenditure related to the project needs to appear in the Budget. When you have completed the budget the **Total Income** and **Total Expenditure** must **balance**.

Expenditure totalling the Arts Victoria grant request must be noted in the **\$AV** column.

Definition of terms (headings used in the Budget template):

Income

- **Earned income:** box office, merchandise, membership, fees, CD/DVD sales, artwork sales
- **Applicant's and others' contributions:** applicant's cash contributions, sponsorship, donations, fundraising, philanthropic
- **Government grants:** grants from local, state and federal Government

Expenditure

- **Project / production costs:** development, production and/or recording costs, studio/venue hire, installation, materials, CD/DVD manufacture, travel, freight, project management
- **Marketing & promotion:** publicity, advertising, printing and design, website development, digital tools, programs, distribution, flyers
- **Administration:** office costs, overheads, insurance
- **Salaries, fees, on-costs:** artists salaries (list each artist separately), other salaries, contracts, superannuation, living allowances/per diems

In-kind

In-kind items – ie non-cash income and support – can be included in your budget but must **only** appear under the 'In-kind' heading. Items must be accounted for in **both** the Income and the Expenditure columns – an identical entry must appear in each column.

If you have an item of expenditure (eg venue hire) that is covered through income of both in-kind and cash, you must show each expenditure amount as a separate item. The cash component must appear under the appropriate heading (eg Project / production costs) and the in-kind component will need to appear in **both** the Income in-kind and Expenditure in-kind columns.

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Section 3 – Budget – continued

Salaries & Fees

Please provide details of all people who will be paid for working on this project. If the payment is allocated against Arts Victoria funding, please indicate in the \$AV.

Name	Role	Rate of Pay (hourly rate x hours per week x number of weeks)	Total Fee or Salary	\$ AV
Example name	Music facilitator	\$50per hour x 2 hrs/wk x10 wks	\$1000	\$500

Section 4 – Written Proposal

To be completed by all applicants. Please provide a comprehensive project description that addresses the following assessment criteria: **Artistic Merit, Collaboration, Effective Planning and Outcomes and Benefits.**

Maximum three pages. Do not use a font smaller than Times New Roman 12 or Helvetica 11. Do not exceed the page limit: additional pages will not be read.

1. Artistic Merit

- a) What** do you want to do? Describe a **clear artistic concept** that is **contemporary**, original and interesting.
- b) Who** are the **professional practising artist(s)** working on your project?
For example, professional practising artist(s):
- have specialised training in their field (not necessarily from academic institutions)
 - are recognised by their peers (professional practitioners working in the art form area)
 - are committed to devoting a significant time to artistic activity and have a history of public presentation.
- c) Does the project involve suitable practising professional artist(s) with a track record of working with communities? How** are their skills relevant to your project?

2. Collaboration

- a) Capacity to develop a collaborative relationship between the artist(s) and the community group**
- Who is the target community for the project?
 - What is the **relevance** of the art form to the target community?
 - Demonstrate **community support** for the project, including details of support from and roles of community partners.
- b) Creative processes that provide significant opportunities for community participation**
- **How** will you carry out the project? Describe the **creative processes** you will use to create the work and/or engage the community in the different aspects of the project.

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Section 4 – Written Proposal – continued

3. Effective Planning

- Provide information about **who will manage the project** (including the finances) and their relevant experience
- How will the **community** gain access to the project? How many **participants** do you expect will be involved in the project? What are your strategies to address barriers to access that may exist for the target community?
- Detail how the community/artist **relationship** will be managed. Will this relationship be managed by a project manager or lead artist?

4. Outcomes and Benefits

- Describe the **outcomes/presentations** your project will deliver. While specific outcomes may be determined during the project in consultation between artists and community participants, you should describe the intended outcomes/presentations based on your planning and consultation to date
- Summarise the **benefits** to community participants, artists and the wider community. This may include intrinsic impacts of arts experiences and/or instrumental benefits such as community pride and participation, health, well being and access to services
- Describe how you will **evaluate** the project.

Section 5 – Supporting Documents and Artistic Support Material

Provide a list of the support material accompanying your application.

Important: All material must be clearly marked with your name and project title.

Supporting Documents – please do not exceed the page limit; additional pages will not be read.

	Title/description (if applicable)	Limit
CVs/Biographies	Mandatory	1 page per person
Timeline	Mandatory	1 page
Confirmation letters from community partner(s)	Mandatory	
Budget notes		1 page
Internet site		
Reviews/Media articles		2 pages
Other (please detail)		

Mandatory Artistic Support Material

Include up to two (2) of the options below. Do not send original material. **Support material will not be returned.**

	Title and brief description of the relevance to your proposed project
Book/Magazine	
Manuscript/Score/Script (max 10 pages)	
Audio CD (please indicate which track)	
CD ROM	
DVD (please indicate which track)	
Hardcopy images (max 10 images)	
Other (please detail)	

Remember to sign the following declaration.

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Section 6 – Declaration

I have read the program guidelines, eligibility and evaluation criteria and certify that to the best of my knowledge the information provided in this application is true. I have provided a completed application form, budget, written proposal and appropriate support material.

Signature _____

Date / /

Name (Please print) _____

Auspice body representative (where applicable):

Signature _____

Date / /

Name (Please print) _____

Please remember to **keep a copy** of the application for yourself.

Notification: it takes **approximately 15 weeks** from the closing date until funding results are available.

SAMPLE