

# Arts Grant Application 2016

## UMSU Creative Arts Department

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University of Melbourne Student Union

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## Aims of the Creative Arts Department

- To facilitate and create an environment that fosters and actively supports the exploration of the arts by students.
- To involve students as active participants and/or audiences in the arts.
- To promote a sustainable and accessible arts culture at the University of Melbourne

## Arts Grant Application Deadlines for 2016

Each round we have \$2000 to allocate (total of \$10,000 for the year) and students may apply for grants of up to \$500.

### Semester 1:

1. 24<sup>th</sup> March
2. 5<sup>th</sup> May

### Semester break:

1. 7<sup>th</sup> July

### Semester 2:

1. 18<sup>th</sup> August
2. 6<sup>th</sup> October

## CREATIVE ARTS GRANTS TERMS AND CONDITIONS

1. Grants must be submitted via email **ONLY**. Email grants to [arts@union.unimelb.edu.au](mailto:arts@union.unimelb.edu.au) Grants that are printed and posted will not be considered.
2. The applicant/s must arrange a consultation with the Arts Officers prior to submitting a grant application. No application will be considered unless this condition is fulfilled.
3. Grants may be used on any type of artistic project including, but not limited to, performing arts, creative writing, visual arts, music, film and media.
4. Applicants are to make every effort to make their work accessible to people with a disability or who have a special access requirement. **PLEASE SEE LAST PAGE FOR MORE INFO/EXAMPLES.**
5. The work must not promote (directly or indirectly) violence and/or hatred through militarism, nationalism, or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, ability, mental illness, economic circumstances, religion, or national or social origin.
6. The Arts Committee will award grants for an amount deemed appropriate to the merits of the proposal to a maximum of \$500. The amount awarded will be at the discretion of the Arts committee and may be less than what you have applied for.
7. Individual grant applicants must be currently enrolled University of Melbourne students. If the application is for a group project, 75% of the applying group must be University of Melbourne students; this shall apply unless the committee deems special circumstance warrants an exemption (e.g. training is to be provided to University of Melbourne students).
8. Applications will only be considered if the form is completed correctly and all additional information is provided as detailed below.
9. Grant applications must be submitted prior to the completion of the project. No retrospective applications will be considered. Grants may be awarded after the completion of a project, but the application itself must be submitted beforehand.
10. Applicants must set a specific time limit in which the project will be completed.
11. Arts Grants will not be given for work that is part of course assessment, for example; a Masters or PhD exhibition, publication or performance.
12. Applicants must make all information regarding the promotion, income and funding of their project available to the Arts Committee. Information not submitted with the application cannot be used to positively influence the Committee's decision.
13. If any condition of the grant is breached, the Arts Committee has the right to revoke or partially revoke the grant depending on the circumstances. In such circumstance, the applicant may be required to refund money already granted.
14. Projects should not be undertaken presuming Arts Grant funding.
15. Grants will be paid to successful applicants within four weeks of the application deadline closest to when they submitted their proposal.

**\*If you are unsure about any of these conditions, please raise your concerns with the Arts Officers before submitting your application.**

**The application must:**

1. Adhere to the **Terms and Conditions** stated above.
2. **Complete** the **CREATIVE ARTS GRANT APPLICATION FORM** as attached (pages 4-8).
3. **Attach or include, in your email,** documents such as:
  - Timeline for project
  - Evidence of previous work if any, e.g., photographs, writing samples etc
  - Other documents relevant to our understanding of your project

**CONDITIONS OF SUCCESSFUL GRANT APPLICATIONS**

1. Acknowledgement must be given to the Creative Arts Department and the University of Melbourne Student Union on all publicity material. The Arts Officers will provide grantees with electronic copies of the Arts Department and UMSU logos, which must both be used according to Brand style guide.
2. Acknowledgement of the Indigenous Traditional Owners is given on any public material associated with the work (eg., Programs, Artist statements, Facebook events). This can be provided by the Arts Department if necessary.
3. Copies of all publicity material, publications and recordings (including photos) associated with the project should be provided to the Arts Officers for archiving in the Rowden White Library.
4. The Arts Officers are to be invited to the opening of successfully funded events including opening nights, exhibition openings/closings, etc.
5. In the event of a major change to the project which alters the circumstances in which the grant was awarded, the grantees must meet with the Arts Officers to discuss the changes. These circumstances include, but are not limited to:
  - Cancellation of the project
  - Substantial change to the program or content
  - Substantial additional funding being secured that was not included in the original budget.

**6. ACQUITTAL OF PROJECT**

Upon completion of the project, grantees are required to complete an acquittal process. This includes completing an acquittal form provided to the grantees by the Arts Officers. The acquittal process must be completed within five weeks of the completion of the project.

I, \_\_\_\_\_ have read and agree to all the **TERMS AND CONDITIONS** above.

**Signed:**

**Date:**



How will this project contribute to your own artistic exploration and/or development?

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Does this work form part of your university course assessment? (YES/NO) \_\_\_\_\_

How many students are involved in this project? \_\_\_\_\_

Who are the key students involved in the project and what is their previous experience?

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Will there be non-students involved in your project? If so, please explain the reasons for their involvement:

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Is anyone involved in the project being paid for their time or services? If yes please explain why.

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### Funding Information

Amount Requested (max \$500): \_\_\_\_\_

Are you applying for or receiving funding from other sources for this project? (YES/NO)

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If yes, please indicate what these source(s) are, and the total amount of funding you have applied for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are part of an affiliated group (such as an artists' collective or student theatre group), please attach a screenshot or appropriate document(s) indicating your group's current bank balance.

Balance: \$ \_\_\_\_\_

If you are applying as a performing arts group, is that group currently affiliated with Union House Theatre? (YES/NO)

\_\_\_\_\_

If you are applying as a performing arts group, are you also applying for funding from the University of Melbourne Theatre Board? (YES/NO)

\_\_\_\_\_

Amount: \$ \_\_\_\_\_

### Bank Details

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ BSB Number: \_\_\_\_\_

Please feel free to attach any documents or information which may further support your application. You will be notified of the outcome of your application within ten working days of the relevant grant deadline.

**BUDGET TEMPLATE: Please note that total income must equal total expenditure**

<b>INCOME TYPE (where applicable)</b>	<b>AMOUNT</b>
Amount requested in this Arts grant	
Other grants: city councils, MU Theatre board, other University of Melbourne sources, NAVA, etc	
Estimated box office	
Catalogue sales, publication sales, zine sales	
Fundraising	
Sponsorship	
Program sales	
In-kind	
Other (please specify):	
<b>TOTAL ESTIMATED INCOME</b>	

<b>EXPENDITURE (where applicable)</b>	<b>AMOUNT</b>
FEES: Artist's fees/salaries, Professional fees, copyrights	
Artist/curators fees, salaries	
Production costs: venue hire, sets, props, lighting, AV, transport, install materials, printing, distribution etc	
Event costs: Opening night catering etc.	
Promotion: web/print advertising, program/catalogue design	
Administration: stationary, postage, documentation	
Access	
Other (please specify):	
<b>TOTAL EXPENDITURE</b>	

## ARTS GRANT AQUITTAL REQUIREMENTS

**(Please send to the Creative Arts Officers within three weeks after the completion of your project)**

How many people attended?

How many people were involved in the presentation of this project, (including: ushers, interpreters, creatives, etc).

Briefly evaluate how engaging in this project has effected your own artistic exploration and development, and the artistic or audience involvement of the student population.

What did you spend your grant money on? Please attach **all** supporting documents (eg., receipts, invoices, photographs of materials purchased etc).

Evaluate your own approach(es) to making your project accessible and sustainable.

Attach a completed budget report, including proposed and actual budget.

Attach at least 10 documenting images.

Attach any reviews or publicity.

## ACCESSIBILITY

Accessibility issues to consider: audience and participants who are Deaf or hard of hearing; people who are blind or have low vision; wheelchair accessibility and seating for those with mobility impairment; people with an intellectual disability or mental health needs; people facing language and/or other communication barriers.

Examples of how to make your art accessible: tactile experiences in art where possible, use of text as well as audio, AUSLAN interpretation, provision of lifts and ramps, places to rest, clear signage, use of trigger warnings, translation services and alternative communication (eg pictorial representation) where appropriate.

For more information please contact the Creative Arts officers or Disability Officers  
<disabilities@union.unimelb.edu.au> or visit the following websites:

<http://www.artsaccessaustralia.org/resources/advice-sheets>

<http://artsaccess.com.au/access-program/resources/disability-awareness-information/>

## TRIGGER WARNINGS

What are trigger warnings?

A trigger is something that evokes a strong negative response. A trigger may cause an intense reaction such as a panic attack, flashback, or other symptoms associated with PTSD. It may invoke aspects of a person's mental illness or it may cause great anguish to the person. Some common triggers include: rape, sexual assault, abuse, suicide, eating disorders, slurs, shaming, alcohol and drug use, and racism.

A trigger warning (sometimes abbreviated to TW) is a short note before a blog post, picture, video, statement, or other content that warns readers/viewers/listeners about an aspect of the content (such as a graphic depiction or description) that may trigger them. At the very least, it allows for people to assess their current mental state before continuing to engage with content that may negatively alter their wellbeing.

*Adapted from the document All About Trigger Warnings used by The Feminist Network (2013)*

For more information please contact the Creative Arts officers or visit the following websites:

<http://libcom.org/blog/trigger-warnings-why-we-use-them-15012012>

<http://queerdictionary.tumblr.com/post/3971857194/trigger-warning-content-warning>

## SUSTAINABILITY IN ART

How can you make your art more sustainable?

The UMSU Creative Arts Department recognises the importance of environmentally friendly and aware artworks and projects. As such we are interested in seeing works that address key environmental issues faced when producing works. Ways to make your art sustainable:

- Sourcing recycled or second-hand materials (sets, props, costume, framing, found art etc)
- Avoid flyers and other paper advertising materials wherever possible
- Use energy efficient lighting wherever possible
- Recycle or re-use materials at the end of the project rather than throwing them away (contact the Creative Arts Dept, we may be able to take it off you!)

***If you require further assistance or information on any of the above requirements, please visit us at the office and we can help you!***