



Creative Arts Grant Application 2024



UMSU Creative Arts Department

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Aims of the Creative Arts Department

- To create an arts culture that is sustainable, both for the planet and for the artist/s.
- To embed accessibility in all layers of the artistic process - *accessibility is not optional*.
- To encourage experimentation in all art forms.
- To invite a diverse range of students as active participants and/or audiences in the arts.
- To foster a safe environment that supports the development of individual artists and collaborative groups.

Creative Arts Grant Application Deadlines for 2024

For each grant round, we have \$1500 to allocate and students may apply for grants of up to \$500.

We have 4 grant rounds in total. The deadlines are listed below — any grant application meeting with the Creative Arts Officers must occur by COB Monday before the listed deadline for each grant round to be considered eligible for that grant round.

Semester 1

Grant Round 1:

OPENS Monday 4th March 5:00pm AEST

CLOSES Thursday 4th April 11:59pm AEST

Grant Round 2:

OPENS Monday 15th April 5:00pm AEST

CLOSES Wednesday 15th May 11:59pm AEST

Semester 2:

Grant Round 3:

OPENS: Monday 29th July 5:00pm AEST

CLOSES: Thursday 29th August 11:59pm AEST

Grant Round 4::

OPENS: Monday 2nd September 5:00pm AEST

CLOSES: Wednesday 2nd October 11:59pm AEST

*** Grant allocation is subjected to change in the near future. Should the grant round allocation change, applicants will be informed.

Creative Arts Grant Terms and Conditions

1. Grant applications must be submitted **via email only**. Grant applications that are printed and/or posted will not be considered. Please email applications to arts@union.unimelb.edu.au.
2. The applicant/s must arrange a consultation (to discuss their project and application) with the Creative Arts Officers prior to submitting a grant application. It is recommended to arrange this consultation at least three days prior to the application deadline. Applicants that do not fulfill this condition will not be considered.
3. Grants may be used for any type of artistic project or opportunity for artistic development 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 everyone including people living with a disability, or who have special access requirements. Please see last page for more info/examples.
5. The project/artistic development 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 Creative Arts Committee will award grants up to a maximum of \$500. The amount awarded will be at the discretion of the Creative Arts Committee and may be less than you applied for.
7. Individual grant applicants must be currently enrolled University of Melbourne students. If the application is for a group project, at least 75% of the group must be University of Melbourne students; this shall apply unless the Committee deems special circumstances warrant an exception (e.g. training is to be provided to University of Melbourne students).
8. Applications will only be considered if the form is complete and all additional information is provided as detailed below.
9. Grant applications must be submitted before the completion of the project/period of artistic development. No retrospective applications will be considered. Grants may be awarded after the completion of the project, but the application itself must be submitted beforehand.
10. Applicants must set a specific time frame in which the project/period of artistic development will be completed – preferably within six months of receiving the grant.
11. Creative 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 Creative Arts Committee.
13. All information relevant to the application (supporting documents) must be submitted with the application. Information submitted significantly later than the application may not be considered.

14. If any condition of the grant is breached, the Creative Arts Committee has the right to revoke or partially revoke the grant depending on the circumstances. In such circumstances, the applicant may be required to refund money already granted.
15. Projects should not be undertaken presuming Creative Arts Grant funding.
16. Grants will be paid to successful applicants within four weeks of the application deadline.

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

The Application Process

1. Ensure you adhere to the terms and conditions stated above.
2. Email the Creative Arts Officers at arts@union.unimelb.edu.au with your application draft attached to set up a meeting. This meeting may occur online.
3. Complete the attached Creative Arts Grant Application Form (pages 4-8 of this document)
4. Attach to the application (preferably in the same document):
 - Timeline of the project
 - Financial information for the project (use the budget template on page 9, or attach your own)
 - Evidence of previous work, if any, such as photographs, writing samples, etc.
 - Other documents relevant to our understanding of your project
5. Submit your application as a PDF or Word doc, via email to arts@union.unimelb.edu.au. Include your name/group name in the file name.

Requirements of Successful Grant Applications

1. Acknowledgement must be given to both the Creative Arts Department and the University of Melbourne Student Union (UMSU) on all publicity material. Successful grant recipients will be supplied with electronic copies of the Creative Arts Department and UMSU logos, which must both be used according to the correct style guide.
2. Acknowledgement must be given to the Indigenous Traditional Owners of the land on which the project takes place. This must appear on any public material associated with the project (e.g. Programs, Artist Statements, Facebook events). The Creative Arts Department and the Indigenous Department can assist in writing a statement if necessary.
3. Copies of all publicity material, publications and recordings (including photos) associated with the project should be provided to the Creative Arts Officers for archiving in the Rowden White Library – Union Archives.
4. The Creative Arts Officers and Creative Arts Committee are to be invited to the opening of any successfully funded events including opening nights, exhibition openings/closings.
5. In the event of a major change to the project which alters the circumstances in which the grant was awarded, the grant recipients must contact the Creative 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.

Acquittal Process

Upon completion of the project, grant recipients are required to complete an acquittal process. Successful applicants will be provided with the acquittal form by the Creative Arts Officers. The

acquittal process must be completed within 30 days of the completion of the project as indicated in your timeline. See page 10 for more information on acquittal requirements.

I, _____, have read and agree to **all** the terms and conditions above.

Signed:

Date:

Creative Arts Grant Application Form 2024

Please complete all fields. Use 'N/A' for fields that are not relevant to your project. If you run out of space, please add to the space provided or continue on a separate page.

Contact Details

Name:

Pronouns:

Student Number:

Email:

Address:

Phone:

Project Details

Title of Project:

Name of Artist or Group:

Do you (or members of your group) identify as being of Aboriginal or Torres Strait Islander descent?
YES/NO

Artform:

Venue:

Season dates/Date(s) of completion:

Please provide a brief description of the project/period of artistic development (max. 200 words)

How will this project contribute to your development as an artist or group? (max. 200 words)

Does this work form part of your University course assessment?

YES/NO

How many University of Melbourne students are involved in this project/period of development?
(must be at least 75% of artists involved)

How many University of Melbourne alumni are involved in this project/period of development?

Who are the key students involved in this project/development and what is their previous experience? (max. 100 words per person)

Are there any non-students involved in this project? If so, please explain the reason for their involvement.

Is anyone involved in the project being paid for their time or services? If so, please explain why and the source of the funding.

Accessibility – what barriers might your work pose to potential audiences/participants, and how will you make your work as accessible and inclusive as possible? For more information please refer to page 11.

Sustainability – What impact will your work have on the environment, and what are you doing to reduce this impact as much as possible? For more information please refer to page 12.

Is this work sustainable for the artist/s involved? How have you considered ways of staying happy and healthy in your art making?

Funding Information

Amount requested: \$

Please detail what this money will be used for (the more detail you can provide, the better):

Are you applying for or receiving funding for this project/period of development from any other sources? (Including University of Melbourne Theatre Board, UMSU's Student Initiative Grants (SIGs) and other UMSU departments)

YES/NO

If yes, please specify the source/s of funding and the amount applied for:

If you are applying as an affiliated group (such as an artists' collective or theatre group) please attach a copy of the group's bank statement as proof of current bank balance.

Balance: \$

If you are applying as a group, is that group currently affiliated with Union House Theatre?

YES/NO

Bank Details

This is the account that the grant will be paid into, in the case of a successful application.

Account Name:

BSB:

Account Number:

Please attach any documents or information which may further support your application. You will be notified of the outcome of your application within 10 working days of the relevant grant deadline.

Budget Template

Complete the budget template below or attach your own. Please highlight the budget lines where you are allocating the proposed grant amount.

Ideally, total income should equal total expenditure. However, this is not always the case with student works. Please indicate self-funding where relevant.

INCOME	Amount
*note – types of income below are suggestions only, please complete as relevant	
Amount requested in this Creative Arts Grant	
Other grants (e.g. UoM Theatre Board, city councils, etc)	
Estimated box office (if applicable)	
Catalogue sales, publication sales	
Fundraising	
Sponsorship	
Program sales	
In kind	
Other (please specify)	
TOTAL ESTIMATED INCOME	

EXPENDITURE	Amount
*note – types of expenditure below are suggestions only, please complete as relevant	
Fees (artists' fees, copyrights, licensing, etc)	
Production costs <ul style="list-style-type: none"> • venue hire, • sets, • costumes, • lighting and AV, • installation, • printing and distribution of a publication, • transport 	
Event costs <ul style="list-style-type: none"> • opening night catering, • AV 	
Promotion <ul style="list-style-type: none"> • online advertising, • graphic design, • printing and distribution, • photographer 	
Access	
Other (please specify)	

TOTAL EXPENDITURE	
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Creative Arts Grant Acquittal Requirements

If your application is successful, you will be sent the Creative Arts Grant Acquittal form. Please complete this form and return it via email to arts@union.unimelb.edu.au within **30 days** of the completion of your project, as indicated in your timeline.

If you need an extension for your Creative Arts Grant Acquittal form, please email arts@union.unimelb.edu.au before the deadline of your acquittal form, and we can work out a revised deadline for the submission of your acquittal form.

It is important to keep track of the following information through the duration of your project, so you are able to complete the acquittal form easily.

- Were there any attendees? If so, please specify.
- How many people were involved in the creation and presentation of this project? This includes creatives, ushers, interpreters, mentors, etc.
- How has engagement in this project affected your own development as an artist or group of artists?
- What did you spend the grant money on? You will need to attach all supporting documents such as receipts, invoices, etc.
- How effective was your approach to making your work accessible and sustainable?

Documents that will need to be attached to the acquittal form include:

- A completed budget, including estimated and actual budget
- All supporting financial documents such as receipts and invoices
- At least 10 images documenting the project and your process (not just the final product!)
- Any reviews of the work
- Publicity materials such as programs, digital posters, etc.

Accessibility

As well as listing elements of your work that are accessible, identify what barriers your work might pose to audiences/participants with different access needs, and what actions you can take to remove those barriers.

Access measure	Who this might help
Tactile tours of your work	People who are blind or have low vision
Audio Description	People who are blind or have low vision
AUSLAN interpretation	People who are deaf or hard of hearing
Captions/subtitles	People who are deaf or hard of hearing; people with English as a second language; people who experience difficulty with auditory processing
Relaxed Performances	People who experience sensory overload
Pay as You Feel (or Pay What You Can) Performances	People of low socio-economic background
Provision of lifts and ramps	People who use wheelchairs; people with low mobility
Use of content warnings and trigger warnings	People with a range of mental health conditions including PTSD
Places to rest (eg. seating in a gallery space)	People with low mobility
Translation services	People with English as a second language
Alternative methods of communication (eg pictorial representation, physical theatre)	People with English as a second language, people with different abilities of information processing

This is not an exhaustive list and accessibility in the arts is constantly evolving. We encourage you to do your own research and be creative in your solutions! Accessibility is not an optional chore to be tacked onto the end of your work – think about how you can creatively embed access into every layer of your project.

Please bring any questions you have about accessibility and sustainability to your meeting with the Creative Arts Officers when you discuss your application draft.

For more information contact the Disabilities Office Bearers for questions about access:

disabilities@union.unimelb.edu.au

Or visit the following websites:

<https://artsaccessaustralia.org/resources/access/>

<https://artsaccess.com.au/resources/>

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

Sustainability

At each stage of your practice, you need to consider what impact your work is having on the environment. Is it enough that you reduce the amount of resources that go into your work? In what ways can your art give back to the environment, and leave a positive impact?

Here are some ways to make your work more sustainable:

- Sourcing recycled or second-hand materials (sets, props, costumes, framing, found art, etc)
- Avoid printing flyers and other paper publicity materials wherever possible (eg. have your program available online instead of printing it)
- Use energy efficient lighting wherever possible
- Recycle or re-use materials at the end of the project rather than throwing them away. Donate items to op-shops, other theatre groups, etc
- Using cruelty free makeup, and paints made from sustainably sourced materials
- Using real plants instead of fake ones to decorate a set

The Environment Office Bearers can answer further questions about sustainability:

environment@union.unimelb.edu.au

Sustainability for the artists is another important consideration. How do you stay happy and healthy throughout your project and avoid burnout?

The Arts Wellbeing Collective has a wealth of wonderful resources for artists, with a focus on mental health. We highly recommend checking it out!

<https://www.artswellbeingcollective.com.au/resources/>

If you require further assistance or information on any of the above requirements, you can discuss this with the Creative Arts Officers during your meeting to discuss your draft. Please feel free to email us at arts@union.unimelb.edu.au or pop into the office at any time and we will do what we can to assist you!