



SOUTH AUSTRALIAN YOUTH ARTS BOARD

PROJECT AND DEVELOPMENT GRANT APPLICATION

GRANT ROUND: 1 January 2002 to 30 June 2002

CLOSING DATE: 5.00pm Friday, 5 October 2001

IMPORTANT INFORMATION

BEFORE COMPLETING THIS APPLICATION, PLEASE:

- READ THE "CHECK LIST" ON PAGE 10 OF THIS APPLICATION AND ENSURE ALL POINTS HAVE BEEN COVERED BEFORE FORWARDING YOUR APPLICATION.
- READ THE "PROJECT AND DEVELOPMENT GRANT APPLICATION INFORMATION AND GUIDELINES" LEAFLET.
- TYPE THE APPLICATION USING THIS FORMAT.
- SUBMIT SEVEN COPIES IN TOTAL OF THIS APPLICATION.
- SUBMIT ONE COPY OF SUPPORT MATERIAL ONLY WITH THE EXCEPTION OF LITERATURE APPLICANTS WHO NEED TO PROVIDE SEVEN COPIES OF THEIR WRITING MATERIAL. (SUPPORT MATERIAL MUST BE SUBMITTED WITH THE APPLICATION AND MUST BE CLEARLY LABELLED.) IN THE CASE OF SLIDES, PHOTOGRAPHS AND ART WORK, PROVIDE A MAXIMUM OF *SIX* ONLY. IN THE CASE OF FILM, PROVIDE A SCRIPT AND A STORYBOARD OF A KEY SCENE, AND A VIDEO OF PREVIOUS WORK.
- DO *NOT* SUBMIT YOUR APPLICATION IN ANY SPECIAL FOLDER OR BINDING.
- NOTE THAT NO LATE APPLICATIONS WILL BE CONSIDERED.
- KEEP IN MIND THAT REQUESTS FOR GRANTS ALWAYS EXCEED THE FUNDS AVAILABLE. TO ASSIST IN THE FORMULATION OF A REALISTIC BUDGET YOU ARE ASKED TO LIAISE WITH A CARCLEW PROJECT OFFICER.
- **APPLICANTS MUST BE 26 YEARS OF AGE OR UNDER AT THE CLOSING DATE OF APPLICATIONS.**

THIS FORM MUST ACCOMPANY APPLICATION

**PROJECT AND DEVELOPMENT GRANT
FOR THE PERIOD 1 January TO 30 June, 2002**

This funding application to the South Australian Youth Arts Board is accepted on the basis that the applicant is required to comply with the Income Tax Assessment Act and Goods and Services Tax, and "pay as you go" withholding tax arrangements, as applicable to their circumstances.

In order to ensure that your circumstances are properly addressed, you should submit answers to the following:

Name of person responsible for application:

Name of individual (if other than above) or organisation applying:

Address of individual or organisation:
.....
..... Postcode:

Contact Telephone Numbers: Business:
Mobile:
After Hours:

FOR ALL APPLICANTS

If the applicant is not a constituted body, name a suitable non-profit organisation to receive and administer the grant:

.....
..... Postcode:

Telephone: (B) (H)

..... agrees to administer the grant if the application is successful.

Name: Position:

Signed:

ABN No.

Are you registered for GST if you are an organisation? **YES / NO**

Area of Art Form: (PLEASE CIRCLE)

CROSS ARTS

DANCE/DRAMA

FILM/VIDEO

LITERATURE

MUSIC

VISUAL ARTS/CRAFTS

OTHER (Please Specify):

TITLE OF PROJECT:

Brief description of project (MAXIMUM OF 50 WORDS OR LESS)

.....
.....
.....
.....

1. Please list the names, and dates of birth of **all** people involved in the project:

Name: D.o.b.:
Name: D.o.b.:
Name: D.o.b.:
Name: D.o.b.:
Name: D.o.b.:

(Please attach additional list if insufficient space above)

2. **DETAILS OF THE PERSON WHO IS RESPONSIBLE FOR THE PROJECT**

(Should we need further information)

Name: Day-time Phone No:

FOR ORGANISATIONS ONLY

(a) **How is your organisation constituted?**

Enclose copy of Constitution if not previously provided and a copy of the financial statement for the last period.

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(b) **What are the objectives of the organisation?**

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.....

(c) **What artistic activities has the organisation undertaken previously?**

.....

4. DATE(S) AND PLACE(S) OF PROJECT

.....

.....

5. DETAILED DESCRIPTION OF THE PROJECT

(Maximum of approx. 700 words or two A4 pages, double-spaced)

- If you like, you may include visual material, cassettes, or examples of work if you have them available. Please ensure support material is of a high quality and in the case of slides, photographs and art work, a maximum of **six** only to be provided. (Please limit the amount of material to provide only the essential information.)
- Applicant to list support material that is being provided with application. (Refer page 8)
- Please include details of the following in your description as appropriate:
 - why the project is innovative and exciting
 - how the project is relevant to young people
 - where you see yourself heading as a young artist and how the project will assist in this development
 - your aims and objectives and why you want to do the project
 - the processes you will be using
 - the expected outcomes of the project

6. PROJECT FINANCIAL DETAILS

The following matters should be taken into account when drawing up your financial details:

- If you or your administering body are registered for GST, then you will need to allow for GST to be collected and remitted to the Taxation Department on all income received.
- (b) You may be entitled to claim a GST credit for GST included in payments related to the project.
- (b) No GST applies to payments for salaries and wages and related costs but you should allow for additional costs for Workcover, Superannuation and Payroll Tax as applicable.
- If you intend to engage independent contractors, it would be necessary to determine whether withholding tax and GST applies to their payments.

PROJECT FINANCIAL DETAILS (Complete the sections applicable to your project).

ESTIMATED INCOME	\$	ESTIMATED EXPENDITURE	\$
Box Office		Cost of people involved	
Capacity Venue ()		Project wages	
No. of Performances ()		Workcover, super, payroll tax	
() Adults at \$ =		Living allowance	
() Concession at \$ =		Other labour services/contractors (list)	
() Other at \$ =		.	
Total Box Office		Total people costs	
Fees from classes		Performance costs	
() Adults at \$ =		Venue hire	
() Concession at \$ =		Tickets/booking fees	
() Other at \$ =		Costumes	
Total fees from classes		Sets and props	
Entrance fees		Lighting	
() Adults at \$ =		Royalties	
() Concession at \$ =		Other (list)	
() Other at \$ =		.	
Total entrance fees		.	
Total entrance fees		Total performance costs	
Exhibition charges		Materials (list)	
Sales of materials or work		.	
Donations		.	
Refreshment sales		.	
Subsidies or grants from other organisations		Total materials	
<i>(complete Section 9(c) first)</i>		Production costs	
Other (please list)		Music and tape making	
-		Preparation of manuscripts	
-		Framing	
-		Installation costs	
-		Photography	
-		Other (list)	
-		.	
-		Total production costs	
-		Marketing costs	
-		Printing and photography	
-		Publicity	
-		Advertising	
-		Total marketing costs	
-		Rent	
-		Insurance	
-		Other costs (list)	
		.	
TOTAL INCOME	A.	TOTAL EXPENDITURE	B.
TOTAL EXPENDITURE LESS INCOME (B - A = C)			C.
(AMOUNT REQUESTED FROM SAYAB - the amount you are asking for)			

7. OTHER SUPPORT

Please provide details of any assistance or support being provided by organisations and/or individuals to assist you with your project:

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8. GST DETAILS

Amount requested from SAYAB (from Box C) \$.....

GST payable (10% of amount requested) \$.....

TOTAL \$.....

9. SUPPORTING INFORMATION FOR THE DETAILED BUDGET

(a) Details of people receiving project wages:

Name	Work to be undertaken	Amount

(b) Details of contractors providing services:

Name	Service provided	Contracted Fee	Does the contractor have an ABN number?	Is the contractor registered for GST?
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No

(c) Subsidies or grants requested from other organisations:

Other State funding e.g. Arts SA, Federal and Local Government or service organisations, private and business sponsors, other:

Name	Result (If known)	Date you will know (If not)	Amount

10. CURRICULUM VITAE:

Have you attached CV's of all artists and professional personnel to be involved, if applicable?
Yes ()

11. SUPPORT FOR THE PROJECT FROM 2 REFEREES:

Name **two** people who are aware of the project whom we can contact:

Name	Address & Telephone	Occupation

12. WHAT GRANTS HAVE BEEN SOUGHT OR RECEIVED IN THE LAST 2 YEARS FROM SAYAB?

Project	Year of Application	Amount	Result

13. DECLARATION AND UNDERTAKING OF APPLICANT

I/We the person(s) making this application declare that the facts shown are true and correct in every detail.

In the event of the South Australian Youth Arts Board providing assistance for the project, which is the subject of the application, I/We undertake to observe the following conditions:

- (a) To seek the approval of the South Australian Youth Arts Board for any changes to the budget.
- (b) To provide for acknowledgement of South Australian Youth Arts Board assistance in programs or other material relating to the project.
- (c) To provide a full report within three (3) months of the conclusion of the project including details of performances of work undertaken; total number attending or participating; admission or fees charged; concessions or free access; and comments on the effectiveness of the project.
- (d) To submit a detailed statement of income and expenditure indicating precisely how the grant was spent and itemising remaining assets of the company. The statement should reach us within three (3) months of the end of the project.

Signature: Date:

Official Capacity

On behalf of (Organisation):

SUPPORT MATERIAL

PLEASE LIST BELOW SUPPORT MATERIAL PROVIDED WITH APPLICATION

(Please ensure Support Material is clearly labelled)

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CARCLEW YOUTH ARTS CENTRE ACKNOWLEDGEMENT OF APPLICATION FOR PROJECT AND DEVELOPMENT GRANT

(Application will only be acknowledged if this section is completed and returned with application.)

The South Australian Youth Arts Board acknowledges receipt of your application for a project grant:

Name:

Address:

..... Postcode:

Office Use Only	
Signed:	Date:/...../.....

APPLICATION CHECKLIST FOR OWN USE

- [] Have you read the guidelines?

- [] Have you attended a Grant Information Seminar?

- [] Have you discussed your Draft Application with a Carclew project officer?

- [] If not a constituted body, have you arranged a suitable non-profit organisation to receive and administer the grant and had the application form signed?

- [] Have you completed *ALL* sections of the application? Incomplete applications will not be considered.

- [] Have you attained two *referees? Referees cannot be family members, or people who are involved with, or financially benefit from the project.
*Referees must be individuals *NOT* organisations.

- [] Is your description of the project clear, with clear aims and objectives, and do you provide details of other people involved?

- [] Have you included curriculum vitae for both applicants and the professional artists involved?

- [] Have you provided support material for your application?

- [] Have you completed a budget showing all sources of income and expenditure? If your project is part of a festival or other event, have you obtained a letter of support from the organisation that gives evidence of financial and in-kind support towards the project?