

ARTS

This document is for reference only. Applications will only be accepted via our online system.

INSTRUCTIONS

BEFORE YOU BEGIN

Please refer to the helpful advice provided [here](#) to assist you to more easily complete your application.

You may also like to refer to our [Privacy Policy](#).

Please note that this system **DOES NOT SUPPORT** the internet browser **CHROME**. For best results you should use Firefox or Internet Explorer.

IMPORTANT:

As well as submitting the application online you must **MAIL OR HAND-DELIVER A HARDCOPY** of the completed application **to our office by 5pm AEDST on the closing date**. Hardcopies are required as applications may be sent to external expert reviewers. Please note that applications received after the closing date **WILL NOT** be considered irrespective of the postmark date.

ATTACHMENTS REQUIRED TO BE MAILED:

- ABR printout
- Completed Application form
- Budget
- Confirmation of funding if applicable
- Letters of support if applicable

Refer to the Attachments section for full details of all requirements.

ABOUT YOUR ORGANISATION

***Required before final submission.**

***Applicant Organisation name**

Exactly as per your ABN – Refer to the [Australian Business Register](#)

Applicant Organisation – AKA (acronym, trading name, former name)

Some organisations are known more commonly by a trading name. If your organisation uses a trading name please check that it is listed with your Entity Name on the [Australian Business Register](#).

Acronyms are the abbreviation formed by the initial letters of words e.g.

The Ian Potter Foundation - IPF. If an acronym applies to your organisation please include it here.

***Australian Business Number (ABN)**

Enter in the format 12 345 678 901

***Select your organisation type**

Your organisation's type is noted on the [Australian Business Register](#) or on your organisation's Notice of endorsement for charity tax concessions (TCC)

If your organisation is a Government entity you will need to provide us with a letter from the ACNC stating that but for its connection with government your organisation would be a charity and a tax exempt entity.

- Charitable Fund
- Charitable Institution
- Charity
- Health Promotion Charity
- Public Benevolent Institution
- Government Entity

***Select the primary focus of your organisation**

- Arts organisation
- Botanical / Zoological / Geographical
- Education
- Library / Gallery / Museum
- Policy institute
- Professional association
- Research organisation
- Think tank

***Postal Address**

*Street / PO Box

*City/Suburb/Town – Please use capital letters e.g. MELBOURNE

*State

*Postcode

*Organisation telephone

Enter in the format 0x xxxx xxxx

*Organisation email

Web address

Organisation Street Address (if different to postal address)

City/Suburb/Town – Please use capital letters e.g. MELBOURNE

State

Postcode

Head of Organisation (CEO or equivalent)

*Prefix

*First Name

*Last Name

Suffix

*Gender

*Position Title

*Email

Describe the work of your organisation addressing each of the following:

- *1. Please provide a brief description of your organisation, including its history and mission.
Word count 0 of 200
- *2. The major programs and activities it offers.
Word count 0 of 300

- *3. How many paid full and part-time staff members are employed by your organisation?
What is the level of volunteer involvement?
Word count 0 of 100
- 4. Names of your current Patron(s)
A patron is someone that supports or champions an organisation, event or cause and is not necessarily a financial sponsor or benefactor
- 5. Names of your current Board Members
- 6. Provide the URL / link to your current **audited and signed** Financial Report.
If you are unable to provide the URL you MUST include the Financial Report as an attachment.
- *7. Its sources of income
Please provide a percentage breakdown of sources of income e.g. government 60%, philanthropy 20%, earned income 10%, fundraising 10%
Word count 0 of 100
- 8. Provide details of any significant organisational or financial information that has impacted on your organisation since your most recent Annual Report and audited financial statement.
e.g. Changes in funding, structure or size; changes in strategic direction, acquired property or other.
Please leave blank if you have nothing to add.
Word count 0 of 100
- *9. What is the size of your financial reserve?
The Foundation assumes that all organisations strive to develop a financial reserve. If this project is of high priority for your organisation why can't the reserve be used to fund it?
Word count 0 of 200
- 10. Provide the URL / link to your current Annual Report.
If you are unable to provide the URL and your organisation does not have a website you are required to provide additional information. Refer to the Attachments section.

REQUEST DETAILS

PRIMARY CONTACT FOR PROJECT

- *Prefix
- *First Name
- *Last Name
- Suffix
- *Gender
- *Position Title
- *Email
- *Telephone
Enter in the format 0x xxxx xxxx
- Mobile Phone
Enter in the format xxxx xxx xxx

- *1. **Please indicate where your project will take place.**
Select the most relevant Local Government Areas (LGAs). Postcodes can be converted to LGAs. If you need assistance please refer to this link [Local Government Areas](#) and search for your postcode(s).
If your project covers EVERY LGA in a state/territory, you may select that state/territory. Select "National" if the initiative is Australia-wide.

2. If necessary, please provide any additional/clarifying information about where your project will take place.

*3. Select from the list below to indicate the geographic reach of your project

Please click on this link: [Geographic Reach Classifications](#) to ensure correct classifications.

Metropolitan Inner regional Outer regional Remote Across all areas

*4. Indicate which population group(s) will be served by your proposed project.

You may select up to 4 population groups.

- Animals
- CALD
- Chronically ill people
- Gay, Lesbian, Bisexual, Transgender, Intersex
- Homeless people
- Indigenous people/communities
- Not relevant/no specific target
- Offenders/ex-offenders
- Parents/families
- People with intellectual/learning disabilities
- People with mental and behavioural disorders
- People with physical disabilities
- Refugees/new arrivals
- Sex workers
- Single Parents
- Substance abusers
- Unemployed people
- Victims of crime and/or abuse
- Youth in out of home care
- Other

*5. Select the Gender group which will benefit most from your project

- All males
- Majority males >60%
- All females
- Majority females >60%
- Equal male and female
- Gender irrelevant

*6 Which age groups will most benefit from your project?

- Babies and early childhood (0-5)
- Children (6-12)
- Adolescents (13-18)
- Young adults (19-25)
- Adults (26-64)
- Seniors (65+)
- All age groups
- Not relevant

***7a. Which of the issue area(s) will you be working in?**

From the following list, select a maximum of 4 areas

Arts & Culture

- Access to/participation in the arts
- Arts services
 - Artists' services/fellowships/workshops
 - Arts administration
 - Arts councils/networks
 - Arts exchange
- Australian artists
 - Emerging
 - Experienced
 - Expert/iconic
- Cultural awareness
 - Indigenous and/or multicultural
- Humanities
 - Art history
 - History
 - Literature, languages and writing (including AUSLAN)
- Museums
- Performing arts
 - Circus arts
 - Dance
 - Ballet
 - Folk/indigenous
 - Modern dance
 - Music
 - Composition
 - Musical ensembles and groups
 - Opera
 - Orchestral music
 - Vocal music
 - Spoken word
 - Technical support
 - Theatre
- Visual arts
 - Architecture
 - Art conservation
 - Ceramic arts/pottery
 - Crafts
 - Design, textile arts
 - Drawing
 - Film, multimedia, photography
 - Painting
 - Printmaking
 - Sculpture

Communications media

- Libraries/archives
- Publishing
- Radio
- Web-based media (social, websites, podcasting)

Other

7b. Issue area

If you selected 'other' in the list above, please include the issue area(s) you will be working in.

***8. Title of project**

Word count 0 of 15

***9. Describe your proposed project, clearly stating what you want to do with the funds.**

Please provide a brief statement of what your project intends to do and achieve. You will have opportunities to expand further in the application. This grant will enable us to...

Word count 6 of 100

***10. What are the identified needs that will be addressed by this project? Please provide your data sources.**

This question is seeking to understand why this project is required, do you have evidence of need for your project to take place? If so, it always helps to provide details on what this evidence is.

Word count 0 of 150

***11. The Foundation values collaboration. Which partners will you work with to deliver this project?**

If you are working with or involving external partners please briefly outline how they will be involved.

If you are you working with other organisations in the delivery of your project we recommend you provide letter(s) of support from key partners to demonstrate their commitment to the work. You can add letters of support via the application Attachment section.

Word count 0 of 150

***12. What is the primary type of project support you are seeking?**

- Capital and Infrastructure
 - Equipment purchase
 - Collections acquisition
 - Land/building acquisition
 - Building and renovations
- Core funding/operations
 - Backbone support for collective/sector activities
 - No Interest Load Scheme (NILS) injection
 - Scholarship/Ticket subsidies
- Dissemination/promotion
- Organisation capacity building
 - Fellowship chair
 - IT/database/website upgrade
 - Professional development/mentorship
 - Volunteer coordinator/recruitment
- Program Development
 - Curriculum/business plan development
 - Plot program
 - Program creation
 - Program expansion
 - Program maintenance
 - Program replication
- Research/evaluation
 - Data, taxonomy, mapping and/or measurement systems
 - Program evaluation
 - Research
- Social Enterprise
- Transport
- Unknown/other

- *13. How does your project relate to the Arts funding objectives?**
- (i) To support first-rate artistic institutions and organisations in metropolitan and regional Australia which are distinctive in artistic achievement, imagination and innovation in fostering development across a sector or art form.
 - (ii) To support such institutions to host artists in high-calibre professional development and/or leadership opportunities of at least 12 months (e.g. fellowships, apprenticeships, mentorships, internships).
- Word Count 0 of 300
- *14. Has this project been done or researched in Australia or internationally? What makes your organisation best placed to deliver it in Australia?**
- Word Count 0 of 200
- *15. Total cost of the project**
Please do not include dollar signs and round up to the nearest dollar e.g. 247,880
- *16. How much are you requesting from The Ian Potter Foundation?**
Please do not include dollar signs and round up to the nearest dollar e.g. 150,000
- *17. How long (in months) will it take to complete your project?**
i.e. 12 if your project will take one year, 24 for two years etc
- 18. If your request is for a grant to be paid over more than one financial year, please detail as in following example -**
e.g. Request is for \$50,000 p.a. over 3 years for a total of \$150,000.
Leave this field blank if you are requesting one payment only.
- *19a. Project start date.**
Please refer to [the funding round dates](#) for the earliest date that your project may start. We do not fund retrospectively. [Please contact the office on \(03\) 9650 3188 should you wish to discuss the timing of your project further.](#)
- *19b. Project end date.**
- 20a. The Foundation expects that there will be risks associated with every project. If you have a pre-existing risk matrix or contingency plan please upload it here.**
- 20b. If you don't have a risk matrix or contingency plan, refer to our [examples here](#) as a prompt to assist you in formulating your risks.**
Please outline what risks may affect the successful completion of your project and how will you mitigate against them?
Word count 0 of 150
- 21. What is your sustainability plan? i.e. self-funding, Government support, other philanthropic grants. etc.**
If relevant, where and how will you source the funding needed to sustain the project?
Word Count 0 to 200
- 22. The Ian Potter Foundation values knowledge sharing. What plans, if any, do you have to share the results of your work with others?**
Word count 0 of 150

GOALS/ACTIONS/OUTCOMES

A minimum of 2 project goals must be completed. If you are successful in securing a grant, you will be required to report against achievement of these goals. You should ONLY state short-term goals that you intend to achieve during the life of the project (long term outcomes are covered below).

Goals should be short-term outputs; KPI's/timeline actions can also be known as activities. For more information on "SMART", see [SMART Goals](#). Please include SMART-specific, measureable, achievable, relevant and time-bound actions in your timeline. Make sure you consider things you will be measuring within your project (number of participants, workshops, publications).

EXAMPLE

(i) Goal

To train and develop the instrumental techniques and audition skills of 16-18 talented music students.

(ii) Timeline

KPI 1: By June 2019, we will have recruited teaching staff

KPI 2: By August 2019, 20 students will have successfully auditioned and enrolled in the program

KPI 3: By July 2020, 16-18 students will complete the year-long program.

(iii) Measurements i.e. Short-term measure of success (what can be measured by the end of the grant period, longer term outcomes and covered below):

1. 90% of graduates will demonstrate improvement in instrumental techniques (as measured by assessments such as Zdzinski and Barnes (2002, string) and Saunders and Holahan (1997, wind)
2. 75% of graduates will demonstrate improvement in audition skills (as measured by successful auditions and/or positive feedback on auditioning skills from judges)

Project Goals 1 to 5 (2 Project Goals required)

***(i) What is your first goal?**

Word count 0 of 70

***(ii) Please provide a timeline of the actions/KPI's necessary to achieve this goal.**

e.g. When will you: consult others; undertake planning; advertise your event; undertake background checks etc?

Word count 0 of 70

***(iii) What measurements will you put in place to determine if you have achieved your goal?**

Word count 0 of 70

LONG-TERM OUTCOMES AND MEASUREMENTS

***(i) From the following list, select a maximum of three long-term outcomes**

- Mobilise and significantly increase financial resources from all sources to conserve and sustain (project, organisation, sector, ecosystem)
- Improved skill base
- Improved service system / sector collaboration
- Early career artist/researcher receives ongoing funding/position
- Creative collaboration/exchange
- Audience development

- Increased quality of creative/artistic work
- Improved international recognition/sanding
- Preserved/enhance culture
- Stimulated creativity
- Provided aesthetic enrichment (audience experiences outside the mundane)

*** (ii) How will you evaluate these outcomes?**

e.g. What specific indicators will you use for each outcome? Who (Internal/External) will lead the evaluation/collect the data?

Word count of 0 to 200

PROJECT BUDGET

You must submit a Budget for your project - both online and in hardcopy. Please use our [Budget Template](#).

Your itemised budget should include the following headings where applicable.

Income

- confirmed grants from government or other funding sources
- unconfirmed funding requests
- cash contributions from your organisation
- inkind contributions

Expenditure items

- a breakdown of salaries
- consultants fees
- capital costs
- administration costs
- equipment purchases
- advertising and/or promotion etc.

PLEASE NOTE

Where relevant you must itemise each section, refer to example:

Income

Grants from government or other funding sources: \$93,000

- ABC Foundation \$15,000
- 123 Trust \$28,000
- Government \$50,000

***UPLOAD YOUR PROJECT BUDGET.** A printed copy of your Budget must be mailed with the hardcopy of your application to the foundation.

ATTACHMENT SECTION

PLEASE read this section carefully. The application and all requirements must be submitted online but we also require a hardcopy of the application and some of the requirements to be mailed to the Foundation.

PRINTING A HARDCOPY

Please print the application AFTER you have submitted it online - NOT while it is in progress.

In your My Account select Submitted Applications from the drop-down menu and open your application. It will appear as a webpage. From your internet browser menu select Print and print the application in Portrait orientation.

UPLOADING FILES TIP: File Names with symbols e.g. backslash, ampersand etc in the file name will not be accepted by the system.

MAIL or HAND DELIVER THE FOLLOWING – to be received in our office by 5.00pm AEDST on the closing date.

- ABR printout of your organisations details from the [Australian Business Register](#).
- A letter from the Australian Charities and Not-for-profits Commission (ACNC), **but only if your organisation is a Government Entity**. The letter from the ACNC must indicate that your organisation would be a charity 'but for its connection with government' and that it is a tax-exempt entity.
- your completed application
- the budget
- letters of support (if applicable)
- letters of confirmation of funding (if applicable)

Address:

The Ian Potter Foundation
Level 3, 111 Collins Street
MELBOURNE VIC 3000

UPLOAD the following requirements - refer to steps below:

1. **ABR print-out** of your organisations details from the [Australian Business Register](#).
2. **Declaration.** Print a copy of the application Declaration and arrange for it to be signed and dated by your organisation's Chief Executive Officer or equivalent. Then scan it and upload it as an attachment. Click [here](#) to download the Declaration.
3. **ACNC letter.** If your organisation is a Government Entity include a letter from the Australian Charities and Not-for-profits Commission (ACNC). It must indicate that your organisation would be a charity 'but for its connection with government' and that it is a tax-exempt entity. Please call our office on 03 9650 3188 if you require further information.
4. **Audited Financial Statement** - your organisation's most recent signed and audited statement but **ONLY** if you have not included the URL / link for it in question 6 in the section *About your Organisation*.
5. **Annual Report** - if you have not included the URL / link for your Annual Report in question 10 in the section *About your Organisation*, and your organisation does not have a website you should attach your AGM minutes and other relevant information e.g. current newsletter.

6. **Letters of support** Include letters of support if you are working in partnership with another organisation, or working with schools or organisations in the delivery of your project as they demonstrate that you have their support. Please ensure that support letters provide sufficient detail of exactly what support is being provided by each organisation i.e. funding (cash amount), staff/personnel, research, other items of 'in kind' support etc.

Letters of support should be specific to each supporting organisation and it is recommended that you do not use or provide them with a 'cut and paste' template.

You may include up to 3 letters of support and it is helpful to us if the file name indicates that it is a Support Letter and which organisation/person has written it.

7. **Letter(s) of confirmation.** If you have received confirmation of funding from other foundations / trusts, governments, outside sources the letter(s) of confirmation should be attached. You may include up to 3 letters of confirmation.
8. **Other** e.g. business plans, building designs, wireframes, evaluations, program logic etc.

Note: If further information is needed in the review of your project you may be contacted prior to the Board Meeting at which the grant request is to be considered.

You should receive notification of the outcome of your application by email within four months of the funding round closing date.

REFERENCE