

# Yarra Arts Fellowship 2025 Application Form

## Form Preview

### Important Information

Yarra City Council is calling for Expressions of Interest from artists for the Yarra Arts Fellowship.

The Yarra Arts Fellowship is a \$10,000 grant to be awarded to an individual artist. The fellowship is intended to help an artist focus more easily on their practice by reducing financial pressures associated with maintaining a creative practice. The grant is to be used from January 2025 – December 2025.

#### **To be eligible applicants must be:**

- Individual artists who have a studio or practice in Yarra (and continue to do so for the duration of the Fellowship)
- Artists working in any creative artform (e.g., music, writing, dance, film and video, visual arts, theatre etc)
- Artists who have an established arts practice (minimum three years)
- Applicants must have an active ABN\*

At the end of this form applicants should upload a current CV and images of, or links to, creative works preferably in a single document.

Please ensure you read the [Guidelines](#).

#### **DEADLINE**

Applications close at 11:59pm on **Wednesday 31 July 2024**.

#### **ASSESSMENT CRITERIA**

Submissions will be assessed on the following criteria:

- The applicant's demonstrated commitment to their practice
- Identified benefits of grant support
- Capacity to successfully undertake the Fellowship
- Alignment of the proposed expenditure with the priorities of the grant.
- A complete, balanced, and realistic budget.

If you have any questions about the Yarra Arts Fellowship please contact Deb Kunda, Arts Development Officer on 9205 5089 or at [debra.kunda@yarracity.vic.gov.au](mailto:debra.kunda@yarracity.vic.gov.au)

- Please see also the SmartyGrants Help Guide for Applicants which can be found [here](#).

**If you have any technical difficulties viewing the application form or accessing your account, please contact SmartyGrants directly on 9320 6888.**

If you have questions about or need assistance to complete the application, please contact the City of Yarra Grants Team on 9205 5170

**Applications must be successfully submitted by 11:59pm Wednesday 31 July 2024 to be eligible in this grant round.**

### Applicant Details

\* indicates a required field

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### Applicant

\*

Title

First Name

Last Name

**Is this application being auspiced by an organisation? \***

☐ Yes

☐ No

### **Applicant Postal Address**

Address

  

Any, but at least one field is required.

### Applicant ABN

#### **Applicant ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Please make sure that the Entity name (or a registered trading name) matches the applicant name.

ABN status must be "Active".

### Individual Applicant Contact Details

#### **Applicant Primary Phone Number**

Must be an Australian phone number.

#### **Applicant Secondary Phone Number**

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Must be an Australian phone number.

### Applicant Primary Email

Must be an email address.

**Accessibility: To increase accessibility, applicants have the option to submit a video response to many of the questions in this form. Short answer, multiple choice questions and budget information must still be submitted via this application form. This video can be submitted in the supporting documentation section at the end of this application. Do you wish to make a video submission?**

☐ Yes - write 'See video submission' in long answer questions ☐ No

Do you wish to make a video submission

### Video submissions need to tell us:

1. About your practice.
2. What activities will the fellowship support?
3. How will this fellowship help you develop your practice? Is there a specific project, or body of work that you will explore?
4. What opportunities could this fellowship provide, such as professional development, mentorship or access to resources?
5. How do you hope the fellowship will help you connect with Yarra audiences and beyond?

**Note: Short answer, multiple choice questions and budget information must still be submitted via this application form.**

## Auspecting Organisation Detail

An auspice organisation is an incorporated organisation that applies for a grant on behalf of a group, for example if the group is not incorporated.

The auspice organisation accepts responsibility for the grant management. If the application is successful, the auspice organisation will be required to enter into the Funding Agreement with Council and grant money will be paid directly to the auspice organisation.

### Auspecting Organisation Name \*

**Is the group or individual applying for this grant distinct and independent from the auspecting organisation? \***

- ☐ Yes  
☐ No

### Auspice ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Please make sure that the Entity name (or a registered trading name) matches the Auspicing Organisation Name. ABN status must be "Active".

### Auspice Postal Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### Contact Name \*

Title

First Name

Last Name

This person should be different from the Applicant Project Contact provided above.

### Position Held

### Daytime Phone Number \*

Must be an Australian phone number, including area code - I.e. 03 xxxx xxxx

### Mobile

Must be an Australian phone number.

### Email Address \*

Must be an email address.

## Project Information

\* indicates a required field

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**Tell us about your art practice \***

Word count:

Must be no more than 300 words.

**What activities will the Fellowship support? \***

Word count:

Must be no more than 300 words.

**How will this Fellowship help you develop your practice? Is there a specific project, or body of work that you will explore? \***

**What opportunities could this Fellowship provide - such as professional development, mentorship or access to resources? \***

**How do you hope the Fellowship will help you connect with Yarra audiences and beyond? \***

**How do you intend to spend the funding, if successful? \***

## Supporting Documentation

\* indicates a required field

SmartyGrants strongly recommends that uploaded files be kept to under 5MB in size. If you wish to upload larger files, we recommend using one of the many free file transfer services now available and pasting a weblink into the "Website details:" question instead. Please keep the combined file size of attachments under 100MB.

**Note:** your upload speed is dependent on the speed of your computer and internet connection. Please ensure you leave plenty of time to upload your documents before the application deadline.

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### Auspice Organisation Financial Statement

In order to be eligible, all auspiced applications applying for an Annual Grant are required to provide a copy of their auspice organisation's most recent annual financial statement.

For most auspice organisations, this will be the 2019/20 Financial Statement that all incorporated organisations must present to their AGM each year as required by Consumer Affairs Victoria. Alternatively, you can upload the auspice organisation's most recent profit and loss statement.

Please do **not** submit their complete Annual Report.

#### Scan and upload the auspice organisation's latest Annual Financial Statement

Attach a file:

**Please select from one of the following options. If you have not submitted your auspice organisation's financial statement, please select 'other' and state why (e.g. if you are intending to post in your financial statement). \***

- ☐ I have attached a copy of my auspice organisation's annual financial statement    ☐ My auspice organisation has been incorporated for less than a year    ☐ Other:

### Supporting Documentation

Please upload a resume or short bio and images of, or links to, creative works preferably in a single document. Refer to guidelines for more information.

Please upload quotes for large expenditure items and letters of support if relevant.

**Individual applicants may submit a short video addressing the questions on page two of this form (single video, eight minutes maximum).**

A combination of uploads and external links can be used as long as all documents are supplied.

If you are providing links to websites, please ensure that the link provided leads directly to the relevant information. Include further direction in the list below if necessary.

#### Upload supporting documentation and video responses if applicable:

Attach a file:

Multiple files can be uploaded one at a time. Max 25MB

#### Website if applicable:

If applicable, provide website addresses here. E.g. links to videos too large to upload; promotional material available online.

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### Complete listing of documents attached as supporting materials

### Additional Support Materials

If relevant, you may wish to provide other information that is relevant to your grant application as support material. This could include:

- letters of support
- project plan
- quotes for large expenditure items

### Any further supporting documents

Attach a file:

Multiple files can be uploaded one at a time. Max 25MB, 5 MB maximum recommended.

### Website details:

e.g. links to videos too large to upload; promotional material available online

### Public Liability Insurance

Fellowship recipients are required to have a minimum of \$20M Public Liability Insurance coverage. This is sometimes available through membership to professional bodies.

If your application is being auspiced, you may be using the auspice organisation's public liability insurance policy.

You can include the cost of public liability insurance in your budget for this application.

You do **not** need to provide evidence of insurance with your application. If your Fellowship is funded, you **will** need to provide a copy of the relevant public liability insurance certificate of currency when you return your funding agreement.

Grant funds will not be paid until evidence of sufficient insurance is provided.

More information about insurance can be found at [Our Community](#)

**I acknowledge that if this application is successful, I will need to provide evidence of current Public Liability Insurance coverage before funds will be released. \***

☐ Yes

### Previous Yarra Grant Recipients - Acquittals

Previous grant recipients, make sure that you have submitted any outstanding Acquittal Reports for completed projects. Applications from groups with overdue acquittals will not be assessed in this round.

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Acquittal forms are attached to their associated application in SmartyGrants, and can be accessed by logging into SmartyGrants and clicking on the 'My Submissions' link.

For any questions regarding acquittals, information is available from [Yarra Community Grants](#), or by calling the Yarra Grants Team on 9205 5146.

## Declaration and Privacy Statement

\* indicates a required field

I declare to the best of my knowledge that all the details supplied in this application form and in the attached documents are true and correct. I have read the accompanying Yarra Arts Fellowship guidelines and information to applicants provided with this application form. Yarra City Council will be contacted immediately if any information provided in this application changes or is incorrect.

I consent to the information provided in relation to this application being collected, used and disclosed by the Yarra City Council for the purpose of registering, administering and promoting my current and any future grant applications with the Yarra City Council. I understand that copies of all material provided will be retained by Council as required by the Public Records Act 1973.

I consent to my contact details being added to the [Yarra Community Grants and Training Opportunities Mailing List](#). By signing up to this mailing list I will regularly be sent information on: Council's grants programs; Council's skills and training programs; and other opportunities relevant to local community.

### Promoting your project

If your grant application is successful, Yarra City Council reserves the right to contact you and your organisation for promotional purposes. This may include but is not limited to profiling your project on Council's corporate website, social media channels, electronic and print newsletters and magazine and external media outlets.

I agree to be contacted and have my project profiled by Yarra City Council for marketing and promotion purposes.

**Your Name \***

Title

First Name

Last Name

For further information please call Community Grants on 9205 5146, email us at [yarragrants@yarracity.vic.gov.au](mailto:yarragrants@yarracity.vic.gov.au), or visit us at [www.yarracity.vic.gov.au/communitygrants](http://www.yarracity.vic.gov.au/communitygrants).

## Before Submitting your Application

**Please review your application carefully before submitting it. Once an application is submitted it cannot be changed without the assistance of the Grants Team.**



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**Applications are not submitted until you hit the submit button on the final page of the application form.**

If you have missed a required field or one of your answers is over the word limit, you will not be able to submit your application. Any questions preventing you from submitting will be highlighted in red on the "Review and Submit" page of the application form

If you do not receive a confirmation email, your application has **not** been received. Please check that all the required questions have been answered before attempting to submit again.

Once your application is submitted, you can return to <http://cityofyarra.smartygrants.com.au/> at any time to view or download it. A PDF version will also be emailed to you upon successful submission.