

# PROP UPS

Supporting Performance Initiatives in Regional NSW

## APPLICATION FORM 2009



REGIONAL  
ARTS NSW

### 1. APPLICANT DETAILS

Name of Applicant: .....

Street address: .....

Postal address ..... Postcode: .....

Contact person for this project: ..... Position: .....

Phone (BH) ..... (AH) ..... Fax

Email .....

Website (if applicable): .....

Region.....Regional Arts Board.....

Local Government Area: .....

State Electorate: .....

Federal Electorate: .....

### LEGAL STATUS OF YOUR ORGANISATION

Incorporated association

Company limited by guarantee

Non-profit cooperative

Government body

Other (specify)

ABN: .....  Registered for GST  Not registered for GST (please tick)

Do you have Public Liability to cover this project (please tick)?  Yes  No

*\*Groups/Ensemble, unincorporated associations please see auspicing information below*

### NOMINATED AUSPICING ORGANISATION

\*If you are a Group/Ensemble, unincorporated association you **MUST** nominate a legally constituted body to administer your grant if one is awarded. Please complete the following information and get the nominated auspicing organisation to sign the declaration below.

Name of *nominated auspicing organisation*

Contact person: .....

Postal address: .....

Telephone: ..... Fax: ..... Email:

ABN: .....  Registered for GST  Not registered for GST (please tick)

Does the auspicing body have Public Liability to cover this project (please tick)?  Yes  No

Applicant Name: \_\_\_\_\_ Project Title: \_\_\_\_\_

**2. PROJECT DETAILS**

Project Title: .....

Amount requested: \$ ..... Project Start Date:..... Project End Date:.....

Where will the project take place? .....

Names of artist/s and/or company of artists involved in the project: .....

.....

Where are the artist/s and/or company based? .....

**TARGET AUDIENCE**

Please tick the appropriate sector(s) of the community who will benefit from the outcomes of the project.

- General Community
- Artists / Artworkers
- Arts volunteers
- People with Disabilities
- Indigenous
- Culturally and linguistically diverse
- Men
- Women
- Children (0-12)
- Youth (13-27)
- Elderly

What group will be the **main** beneficiary of the project? .....

Estimated number of attendees/audience members:.....

**3. PROJECT DESCRIPTION**

a) Please provide a brief description of the project. Be sure to include the 'Who', 'What', 'Where' and 'When':

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b) Please outline why your request is urgent

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c) Please identify the expected benefits and outcomes for the community

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.....  
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.....

Applicant Name: \_\_\_\_\_ Project Title: \_\_\_\_\_

**4. BUDGET FOR YOUR PROJECT**

The tables below will assist you to work out how much you need to request from **PROP UPS**. Work out all the expenses associated with your project, then all the income you expect to receive – the amount you request from **PROP UPS** is the difference between the two.

**Note:** only include **CASH** transactions on this page. In-kind support is included on the next page. Do not include GST.

**Need help? Contact either your local Regional Arts Development Officer or the Funding Officers at RANSW (see contact list on the last two pages of this application form)**

PROJECT INCOME	Name of funding source (please list)	Amount
<b>Federal Government</b> eg Australia Council, Festivals Australia etc		\$
<b>State Government</b> eg Arts NSW, Dept State and Regional Development etc		\$
<b>Local Government</b> eg your local shire or city council		\$
<b>Sponsorship</b> eg name of company, business		\$
<b>Other income</b> eg applicant's own cash contribution, Foundations, Trusts, cash donations, fundraising		\$
<b>Earned Income</b> eg workshop fees, box office income, sale of merchandise, food and drink sales, program sales, membership fees etc		\$
<b>Total PROJECT INCOME</b>		\$

PROJECT EXPENSES	Please list all items relevant to the project in this application	Amount
<b>Artist / artworker / curator / cultural worker fees and allowances</b> – can also include travel, accommodation expenses and living allowances (include quote where available)		\$
<b>Production / Program costs</b> – can include materials, venue hire, equipment hire, costumes, fees for production staff (eg stage managers, lighting and sound technicians, set construction workers)		\$
<b>Administration expenses</b> – can include general printing and stationery, audit fees, insurance, telephone, fax and other office expenses, travel (other than artists), auspice fee, fees for administrator / coordinator)		\$
<b>Marketing, Promotion &amp; Documentation</b> – can include costs of printing promotional material, media advertising, video, production, fees for marketing or promotional officer.		\$
<b>Total PROJECT EXPENSES</b>		\$
<b>Total PROP UPS REQUEST</b>	(Total PROJECT EXPENSES Less Total PROJECT INCOME) Do not include in kind support.	\$

Applicant Name: \_\_\_\_\_ Project Title: \_\_\_\_\_

<b>In Kind Support</b> – non cash items donated to your project. You will only be able to provide estimates of their value but they are important to include as it shows the 'real cost' of your project.	<b>Estimated amounts</b>
Estimated number of volunteers	
Estimated total number of volunteer hours (all volunteers combined)	
Estimated value of volunteer time (Total volunteer hours x suggested hourly rate of \$20 per hour)	\$
Local Government – goods, services that council provides without a fee eg venue, rubbish service, admin support	\$
Local Business – goods, services that local businesses provide without a fee eg paints, materials, advertising	\$
Other Community Groups – goods, services that other groups provide without a fee eg venue	\$
<b>TOTAL IN KIND SUPPORT</b>	<b>\$</b>

**5. LETTERS OF SUPPORT**

Please list all letters of support that you have submitted with your application and state how it relates to your project.

<b>From: Individual/Organisation/Group</b>	<b>Relevance to the Project</b>

**6. SUPPORT MATERIAL**

You may choose **ONE** of the following support material options to support your application. Please indicate by ticking the relevant BOX below.

<b>PLEASE TICK</b>	<b>TYPE</b>	<b>Relevance to the Project</b>
	Up to 8 pages of written material (e.g. excerpts of published writing, press coverage or research)	
	Up to 10 photographs	
	DVD	
	Audio CD/CD ROM	

**APPLICATION CHECKLIST**

- Have you read the guidelines?
- Have you checked if your project/organisation is eligible?
- Have you contacted your local Regional Arts Development Officer or Funding Officers at RANSW to discuss your project?
- Have you completed all sections of the application form?
- Have you completed the budget correctly?
- Have you attached all relevant support material and letters of support from the community and/or artist involved in the project?
- Has your application been signed by the nominated auspicing body if applicable?
- Has the declaration below been signed?
- Are you sending your application to the correct RAB/contact person for your area? (see list on following pages)
- Have you kept a copy of your application for your own records?

**5. DECLARATION OF THE APPLICANT ORGANISATION**

I certify that, to the best of my knowledge, all the information in this application is correct and has been discussed and approved by the Committee of Management or equivalent body and that I have the delegated authority to sign this application.

**Name** .....

**Title** (General Manager, Chairperson, Executive Officer *etc*) .....

**Signature** ..... **Date** .....

**DECLARATION OF THE NOMINATED AUSPICING ORGANISATION (if applicable)**

I/my organisation agrees to take responsibility for auspicing the grant on behalf of the applicant.

**Name** .....

**Title** (General Manager, Chairperson, Executive Officer *etc*) .....

**Signature** ..... **Date** .....

**WHERE TO DISCUSS/SEND YOUR APPLICATION**

Check the list of Regional Arts Boards (RABs) and their local government areas below. If your group is based in a local government area which is covered by an RAB you should send your application there. If your group is in a region which does not contribute to a RAB, please forward your application to the Funding Officer, Regional Arts NSW Locked Bag 5 Millers Point NSW 2000.

If you have any queries, please contact your Regional Arts Development Officer (RADO) or the Funding Officer (Ben Sibson) or Funding Manager (Annette Eassie) at Regional Arts NSW Tel 02 9270 2502 or 02 9270 2501 Email [funding@regionalartsnsw.com.au](mailto:funding@regionalartsnsw.com.au).

**Regional Arts Board's Local Government Areas**

**ALBURY WODONGA REGION: MURRAY ARTS**  
 PO Box 7142 Albury NSW 2640 Contact: Karen Gardner, RADO  
 Tel 02 6021 5034 Fax 02 6021 1053 Email: [radp@murrayarts.org.au](mailto:radp@murrayarts.org.au)

Albury	Greater Hume
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**CENTRAL WEST REGION: ARTS OUTWEST**  
 PO Box 8272 CSU LPO Bathurst NSW 2795 Contact: Maryanne Jaques, Communications Officer  
 Tel 02 6338 4657 Fax 02 6338 4646 Email: [artsoutwest@csu.edu.au](mailto:artsoutwest@csu.edu.au)

Bathurst Region Blayney Cabonne	Cowra Forbes Lachlan	Lithgow City Mid-Western Regional Oberon	Orange Parkes Wellington	Weddin
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**EASTERN RIVERINA REGION: EASTERN RIVERINA ARTS PROGRAM**  
 Suite 2 – 252 Baylis Street, Wagga Wagga 2650 Contact: Mark Reedman, RADO  
 Tel 02 6921 6890 Fax 02 6925 8154 Email [info@erap.org.au](mailto:info@erap.org.au)

Coolamon Cootamundra	Harden Lockhart	Temora Tumbarumba	Urana Wagga Wagga	Young
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**FAR WEST REGION: OUTBACK ARTS**  
 PO Box 28 Coonamble NSW 2829 Contact: Sam Newstead, Acting RADO  
 Tel 02 6822 2484 Fax 02 6822 4159 Email: [rado@outbackarts.com.au](mailto:rado@outbackarts.com.au)

Bourke Brewarrina	Cobar Coonamble	Warren Walgett
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**NORTHERN RIVERS: ARTS NORTHERN RIVER**

Unit 1 Old Tintenbar Chambers 5 Bruxner Hwy Alstonville NSW 2477 Contact: Julie Clark, Communications Manager & Arts Development Officer Tel 02 6628 8120 Fax 02 6628 8121 Email: [info@artsnorthernrivers.com.au](mailto:info@artsnorthernrivers.com.au)

Ballina Byron	Clarence Valley Kyogle	Lismore City Richmond Valley	Tweed
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**MID NORTH COAST REGION: ARTS MID NORTH COAST**  
 Education Campus Coffs Harbour NSW 2457 Contact: Richard Holloway, RADO  
 Tel 02 66589400 Fax 02 66589411 Email: [arts@midcoast.com.au](mailto:arts@midcoast.com.au)

Bellingen Coffs Harbour	Great Lakes Greater Taree	Port Macquarie-Hastings Kempsey	Nambucca
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**NORTH WEST REGION (NEW ENGLAND): ARTS NORTH WEST**  
 PO Box 801 Glen Innes NSW 2370 Contact: Jack Ritchie, RADO  
 Tel 02 6732 4988 Fax 02 6732 4995 Email: [artsnw@northnet.com.au](mailto:artsnw@northnet.com.au)

Armidale-Dumaresq Glen Innes Severn Gunnedah	Gwydir Guyra Inverell	Liverpool Plains Moree Plains Narrabri	Tamworth Regional Tenterfield	Uralla Walcha
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Applicant Name: \_\_\_\_\_ Project Title: \_\_\_\_\_

**ORANA REGION: ORANA ARTS**

PO Box 271 Gilgandra NSW 2827 **Contact:** Merryn Spencer RADO  
Tel: 02 6817 8704 Fax: 02 68178707 **Email:** [mspencer@oranaarts.com](mailto:m Spencer@oranaarts.com)

Dubbo	Gilgandra	Narromine	Warrumbungle
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**SOUTH EAST REGION: SOUTH EAST ARTS REGION (SEAR)**

PO Box 492 Bega 2550 **Contact:** Andrew Gray, RADO  
Tel 02 6499 2286 Fax 02 6499 2200 **Email:** [agray@sear.org.au](mailto:agray@sear.org.au)

Bega Valley	Bombala	Cooma-Monaro	Eurobodalla	Snowy River
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**SOUTH WEST REGION: SOUTH WEST ARTS**

PO Box 95 Hay NSW 2711 **Contact:** Nina O'Brien, RADO  
Tel 02 6993 2010 Fax 02 6993 3441 **Email:** [rado@southwestarts.com.au](mailto:rado@southwestarts.com.au)

Balranald Berrigan	Carrathool Conargo	Deniliquin Hay	Jerilderie Murray	Murrumbidgee Wakool
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**SOUTHERN TABLELANDS REGION: SOUTHERN TABLELANDS REGIONAL ARTS (STARTS)**

P.O. Box 1323 Goulburn NSW 2580 **Contact:** Elizabeth Brown, RADO  
Tel 02 4823 4407 Fax 02 4822 9839 **Email:** [elizabethbrown@starts.com.au](mailto:elizabethbrown@starts.com.au)

Boorowa Goulburn Mulwaree	Palerang Queanbeyan City	Upper Lachlan Wingecarribee	Wollondilly Yass Valley
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**UPPER HUNTER REGION: ARTS UPPER HUNTER**

PO Box 48 Dungog NSW 2420 **Contact:** Bridget Nicholson RADO  
Tel 02 4992 1033 **Email:** [rado@artsupperhunter.com.au](mailto:rado@artsupperhunter.com.au)

Upper Hunter	Gloucester	Muswellbrook	Singleton	Dungog
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**WEST OF THE DARLING REGION: WEST DARLING ARTS**

P.O. Box 473 Broken Hill NSW 2880 **Contact:** James Giddey, RADO  
Tel 08 8087 9035 Fax 08 8087 8425 **Email:** [jgiddey@westdarlingarts.org.au](mailto:jgiddey@westdarlingarts.org.au)

Broken Hill	Central Darling	Wentworth	Unincorporated area
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**NON-CONTRIBUTING AREAS**

The following local government areas are not currently contributing to a Regional Arts Board's program. If your group is from one of these areas, you should forward your applications to the Funding Officers, Regional Arts NSW Locked Bag 5, MILLERS POINT 2000. Enquiries can be directed to Ben Sibson or Annette Eassie Tel 02 9270 2501 or 02 9270 2502 Fax 02 9247 7829 **Email:** [funding@regionalartsnsw.com.au](mailto:funding@regionalartsnsw.com.au)

Shellharbour Shoalhaven Kiama	Griffith Leeton Corowa	Bland Gundagai Junee	Maitland City Cessnock City Port Stephens	Bogan Tumut Narrandera
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REGIONAL ARTS  
NSW arts|nsw

The Country Arts Support Program of Regional Arts NSW is funded by the NSW Government through Arts NSW