


SUMMARY PAGE

<h1 style="margin: 0;">APPLICATION FOR PROJECT SUPPORT</h1>	
APPLICATION NUMBER: DATE LODGED:(Office use only)	ROOM 205, LEVEL 2 ADELAIDE CENTRE FOR THE ARTS 39 LIGHT SQUARE, ADELAIDE ADDRESS CORRESPONDENCE TO: PO BOX 8037 STATION ARCADE ADELAIDE, SA 5000 Telephone: +61 8 8463 5013 Facsimile: +61 8 8463 5016 Email: helpmann@tafe.sa.edu.au Website: www.helpmann.sa.edu.au
AMOUNT REQUESTED:	
TOTAL VALUE OF PROJECT:	
CATEGORY: MUSIC/ DANCE/ DRAMA/ (Please circle) VISUAL ARTS/ TECHNICAL/ OTHER	
PROJECT TYPE: CONCERT/ EXHIBITION/ (Please circle) FESTIVAL/ STUDENT TRAVEL/ VISITING ARTIST/ OTHER	
** <u>LECTURER'S STATEMENT MUST BE ATTACHED</u> (Refer Page 6 for information)	

APPLICANT DETAILS

Name (Contact person)	Partner School
Residential Address	Daytime Contact Telephone Numbers
Postcode	Home ()
	Work ()
	Mobile
Postal Address(if different from above)	Fax Number ()
Postcode	Email:

PLEASE PRINT CLEARLY – Provide a **brief summary** of the proposal **including a date, venue and a name for the project** (if applicable) and details of any other Partner Schools that may be involved. (No more than 50 words)

I agree to the grant conditions outlined within this application form, **including responsibility for the educational/artistic and financial components of the acquittal report**, due 3 months after completion of the project.

Signed by applicant..... Date: / /20

PROCESS

SUBMISSION FORMAT

- Application forms are available from the Helpmann Academy, Partner School offices and the Website.
- Please submit your application on the form provided with additional pages inserted for additional information.
- You must complete all sections of the application form.
- Do not submit hand-written applications (except on Summary page, where we request that you type or write clearly in block letters)
- **Please DO NOT USE staples or spiral binders for your application. DO NOT include photographs, slides, tapes or videos – they are not normally required for the assessment process, but if the Grants Committee requires any supporting material you will be notified. If you have any extra material, please mention it on the front of your application.**
- **PLEASE KEEP YOUR ADDITIONAL PAGES TO NO MORE THAN 10 PAGES**
- Closing dates for Grant rounds will be announced in the Helpmann Update Magazine, Email News Bulletin and through Faculty offices.
- Applicants may submit only ONE application per grant round.

DECISION PROCESS

- A Member of the Board of the Helpmann Academy chairs a committee, with representatives from the Partner Institutions and Arts SA, which allocates Grants after considering all applications.
- Applicants will generally be notified of the outcome of applications within 4 – 6 weeks of the closing date of applications. Please note that no funding will be available for projects undertaken within 6 weeks of the closing date of applications.
- Feedback on applications can be obtained from the Executive Director of the Helpmann Academy after the outcomes of decisions have been notified to applicants.
- There is no retrospective funding.

GRANT CONDITIONS

• **Reporting**

The applicant must commit to report on expenditure and outcomes, as a condition of funding or other assistance. **The acquittal must be received within 3 months of the completion of the project.** If the Acquittal is not received within this time, or is not received at all, this may prevent you from receiving future grants from the Helpmann Academy.

• **Acknowledgment of the Helpmann Academy**

****A condition of any Grant is that you **MUST ENSURE APPROPRIATE ACKNOWLEDGMENT OF THE HELPMANN ACADEMY IN ANY EVENTS, PUBLICITY OR SIGNAGE RELATED TO THE GRANT.** We will be happy to provide assistance with press releases, logos, etc.

ELIGIBILITY OF APPLICANT

Applicants may be students in courses within a Helpmann Academy Partner School or teachers and administrators in those Schools. Graduates are eligible within one year of graduation. (ie: one year from completion of study)

The Helpmann Academy partners are Adelaide Centre for the Arts – Visual and Performing Arts Programs (Tafe SA); The Elder Conservatorium of Music (Adelaide University); Flinders Drama Centre and Screen Production (Flinders University, Adelaide); the South Australian School of Art (University of South Australia), O'Halloran Hill Vizarts Program (Tafe SA) and Adelaide Central School of Art.

1. STATUS OF APPLICANT – student in specific course, undergraduate, postgraduate, teacher, other, together with a brief summary of relevant academic/professional experience. Please attach a brief CV of no more than one page.

ELIGIBILITY AND DETAILS OF PROJECT

Please check that your proposed project is eligible by referring to the notes below and detail the outcomes and benefits of the project related to the objectives of the Helpmann Academy.

Objectives of the Helpmann Academy

The Academy's objective is to establish South Australia as a centre of excellence in the fields of visual and performing arts education and training. It seeks to achieve this mission by:

- Encouraging linkages amongst artists from the Partner Schools and the Community
- Profiling the artistic and educational achievements of Partner School staff and students
- Supporting artists through their education and training and with their entry into professional practice.

Criteria for eligibility

The Academy seeks to support specific activities which:

- Assist student and/or staff projects that advance collaboration and the best use of combined resources; raise the local and international profile of students, staff and courses, and attract new resources for arts education
- Support student artists through their education and training and with their entry into professional practice
- Are NOT fully resourced by the Partner School/Institution(s), particularly in the areas of teaching, staff development, administration, and productions/exhibitions
- Applications should be complete and of a professional standard to be eligible for consideration.

Assessment Criteria

- The grant process is competitive and projects are assessed on the basis of excellence, innovation and quality.
- Weighting will be given to those applications, that attract additional "non-routine" funds from the Partner Institution(s), and/or funds from other government or non-government sources.

Types of assistance provided by the Helpmann Academy

The form of support given to a project could be any one or more of the following:

- **cash grants**

There is a per grant limit of \$2,000 for individuals and \$5,000 for institutional and/or group projects for

- costs associated with productions, exhibitions, symposia
- student awards of various types
- travel, accommodation and teaching costs associated with exchanges
- masterclasses by visiting artists

There will be a ceiling in each grant round of the total money available for projects that showcase graduating classes.

- **assistance and advice**

The Helpmann Academy provides advice to staff and/or Partner Institutions in efforts to obtain funds from other sources and provides assistance with the grant application process.

- **publicity**

The Helpmann Academy will provide assistance with project tasks, including publicity, using the resources of the Helpmann Academy office and/or Partner Institutions.

Exclusions

Funding is not provided for equipment, musical instruments, supplies or support directly related to a student's course requirements.

Funding will not be granted for projects embedded within educational programs and course work.

Funding is not provided for projects already completed (ie there is no retrospective funding).

Funding is not provided to pay artist's fees to current students or first year out graduates (i.e. artists who are currently covered by the 'Helpmann Academy' umbrella).

Please note that no funding will be available for projects undertaken within 6 weeks of the closing date of applications.

2. DETAILS OF PROJECT

Description of project including name of event, date and venue (this can be provided below or as an attachment, maximum 500 words)

Include details of outcomes and benefits of the project related to the objectives of the Helpmann Academy.

Include confirmation of project details as attachments –

- Eg.
- Written confirmation of availability of venues if applicable.
 - Written confirmation of offers for travel and study interstate or overseas if applicable.
 - CV's of professional artists associated with the project.
 - If collaborations involving current students of other partner schools are cited, it is **essential** that proposals have the written endorsement of the Heads of Schools involved in the proposed collaborative project.

3. SUPERVISING LECTURER ENDORSEMENT

(All applications from students/graduates must have a written statement from a supervising lecturer that the project has addressed the selection criteria and is supported by the lecturer) This statement can be provided below (max 100 words) or can be provided as an attachment.

LECTURER'S NAME:.....

SIGNATURE:.....

DATE:.....

4. BUDGET

Provide an itemised list of all anticipated **cash income**, including an indication of whether income is already secured or is “pending” confirmation from another source.

Provide an itemised list of all anticipated **cash expenditure**.

NOTE THAT INCOME AND EXPENDITURE CASH TOTALS MUST BE THE SAME AMOUNT ie: THE BUDGET MUST BALANCE

Provide an itemised list of all additional “**In-kind**” **resources** with an indication as to whether these resources are secured or are “pending” confirmation from another source

<i>SAMPLE BUDGET - EXAMPLE ONLY</i>		
INCOME	Amount	Secured or Pending
Funding from other sources		
Applicant's contribution		
Event income		
Amount requested from the Helpmann Academy		
TOTAL INCOME (must match total expenditure)		
<u>EXPENDITURE (itemise relevant details)</u>	Amount	
Travel		
Accommodation		
Fees		
Marketing		
Publicity		
Printing costs		
Venue costs		
Production costs		
Insurance costs		
Professional Artists' fees		
TOTAL EXPENDITURE (must match total income)		
<u>RESOURCES IN KIND (examples only)</u>	In-kind to the value of..	Secured or Pending
opening night expenses		
venue		
marketing		