

*2024_Arts_Professional Development_Application

Form Preview

Introduction

Overview

Welcome to the application form for Inner West Council's **Professional Development grants stream**. Grant funding up to \$5,000 is available to support practicing, emerging and established artists based in the Inner West for professional skills development. The funds are to be used towards advancing the artistic practice of individual artists (this could be through mentoring, training, networking, residency and more). All artforms are eligible.

Grant Guidelines

Before completing this application, please refer to [Council's Grant Guidelines](#) to check your proposal is eligible and meets the objectives of the grant program you are applying for. Applicants are encouraged to familiarise themselves with [Council's Plans, Policies and Strategies](#).

Incomplete applications and/or applications received after the closing date will not be considered.

Other Council grant streams

Council offers a number of grant programs to support a culturally diverse, progressive and sustainable Inner West.

Applicants may only submit one application each round. Please check that your application is submitted to the most relevant grant stream. Once submitted it is not possible to transfer applications to another stream.

For more information, please visit our [website](#).

For more information

It is recommended all applicants speak with a Council officer on 02 9335 2249 (Monday - Thursday) to clarify your project ideas, eligibility and to ensure you are applying to the correct grant stream. Applications will not be transferred between grant streams.

Instructions

- Please provide a response to all relevant questions.
- When you have completed all of the questions click on **Next Page** to view the next page of the form.
- Click **Save Progress** regularly to make sure your changes are saved.
- You can jump pages by clicking on the **Application Form Navigation** area on the right-hand side of the form.
- Once you have completed all pages the last page will ask you to **Review** your application - if you are happy with your responses you can click **Submit**. If your

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submission was received you will be sent a confirmation message saying your application has been submitted.

Professional Development Details

* indicates a required field

Project Title *

Word count:

Must be no more than 15 words.

Hint: Provide a name for your project/initiative, your title should be short but descriptive

Professional development category *

- | | |
|---|--|
| <input type="checkbox"/> Training, Course, Workshop | <input type="checkbox"/> Consultancy |
| <input type="checkbox"/> Mentoring | <input type="checkbox"/> Industry participation |
| <input type="checkbox"/> Residency | <input type="checkbox"/> Marketing / social media |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Delivery of work that is a step above the artists usual scope |
| <input type="checkbox"/> Research | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Networking | |

Your artform *

- | | | |
|--|-------------------------------------|---|
| <input type="radio"/> Dance | <input type="radio"/> Literary Arts | <input type="radio"/> Theatre |
| <input type="radio"/> Installation | <input type="radio"/> Multimedia | <input type="radio"/> Visual Art |
| <input type="radio"/> Interdisciplinary | <input type="radio"/> Music | <input type="radio"/> Other: <input type="text"/> |
| <input type="radio"/> Festival / Event <input type="radio"/> Performance Art | | |

Provide a brief description about your arts practice, the work you make and how long you have been practising *

Word count:

Must be no more than 100 words.

Briefly include your experience as an artist to date

How long have you been a practicing artist

- | | |
|--------------------------------------|---|
| <input type="radio"/> 1 year or less | <input type="radio"/> 7 - 10 years |
| <input type="radio"/> 2 to 5 years | <input type="radio"/> 10 years + |
| <input type="radio"/> 5 - 7 years | <input type="radio"/> Other: <input type="text"/> |

How would you categorise yourself as an artist

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Emerging | <input type="checkbox"/> Established |
| <input type="checkbox"/> Mid-career | <input type="checkbox"/> Other: <input type="text"/> |

Professional development details

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Brief description of the professional development you are seeking *

Word count:
Must be no more than 100 words.
Describe the professional development in more detail (who, what, where, how).

Outline your need for the professional development *

Word count:
Must be no more than 100 words.
Why are you seeking this professional development.

Please outline how this professional development will benefit you *

Word count:
Must be no more than 100 words.
What are your expected outcomes

Professional development Start Date *

Must be a date and no earlier than 1/10/2024.

Professional development End Date *

Must be a date.

What is your capacity to to achieve your professional development project

For example, will you be able to dedicate time to attend professional development activities, what is your experience delivering projects on time, on budget and effectively?

Project plan

Please provide a timeline outlining the key activities of your professional development - is it a one-off activity, weekly or a few activities spanning a few months.

Key activity	Date	Details
What are the key activities for your professional development?	When will this happen?	Provide further details as necessary

Professional Development location

Where will your professional development take place

☐ Inner West Local Government Area

☐ Other:

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Location address (please add all addresses if there are more than one) *

Please Note: Council does not fund interstate or international travel costs - professional development can happen interstate or overseas but Council will not pay for airfares/petrol/train/bus etc.

Applicant supporting material

Please provide recent examples of your work. You can either provide uploads or weblinks/ urls as outlined below.

- Visual Art: 5 images maximum (.jpg) with caption information (title of work, size, material and date.)
- Theatre / Performing Arts: 5 minutes maximum video or weblinks / urls with caption information (title of work, performers, location and date)
- Music / Audio: 5 minutes maximum either attached as mp3 or weblinks/ urls.
- Writing 5 pages maximum of poetry, prose, scripts or plays, or weblinks/ urls
- Film/ Video: 5 minutes maximum as weblinks / urls (include title of work and date)
- Multimedia: 5 minutes maximum as weblinks / urls (include title of work and date)

Please don't attach password protected samples of work.

Attach recent examples of your work here

Attach a file:

A maximum of 5 files may be attached.

Weblinks or urls

Must be a URL: [https://www....](https://www...)

Weblinks or urls

Must be a URL.

Must be a URL: [https://www....](https://www...)

Please attach your resume demonstrating your professional experience *

Attach a file:

Professional development partners

Please provide details of any individual/s and/or organisation/s you plan to use for this professional development.

An acknowledgement letter/ email from these partners must be attached confirming their involvement. Attach this into the table below.

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Name of organisation / person	Their role	Contact email	Upload letter of support
	E.g. Mentor, trainer, teacher etc		

Budget

* indicates a required field

Preparing your budget

Please include all the money you will **need** for this professional development - this can be the money you are asking for from Council, any other grants you are applying for or already have, any of your own money or others (in-kind) you will use to contribute to the project. These expenses need to be listed under the heading **Income**.

Include all the items you will **spend** money on for the professional development - e.g. training, course materials like books, tickets to shows, mentoring fees and so on. These expenses need to be listed under the heading **Expenditure Description**.

Your budget contributes to your overall assessment score - the more accurate and detailed you can be the better.

Council supports fair wages for creatives, consider using peak body guidelines to set fees: [NAVA Code of Practice \(visualarts.net.au\)](https://visualarts.net.au) *select the menu button on the top left for a list of Fees. [MEAA](#) (film and entertainment). [ASA](#) (writers and illustrators).

- Please discuss your budget with your grant stream officer if you need help to understand the budget requirements.
- Include indicative quotes for any items over \$500 - this shows you have looked into the actual cost and not made a guessed fee.
- Please do not add commas to figures - "\$1000" (correct) - "\$1,000" (incorrect) this means your budget will add sums correctly.

Total amount requested

Creative development grants funding of up to \$5,000 is available for projects delivered from October 2024.

Total amount requested

*

\$

Must be a dollar amount and no more than 5000.

Council facility and venue hire

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Council may provide fee waivers for hire of Council facilities to undertake projects that receive grant funding. Please discuss your needs for a project venue with the relevant grant stream officer.

Does your project require a Council facility, hall or space?

- ☐ Yes
- ☐ No
- ☐ Maybe
- ☐ Other:

Council cannot commit to providing a venue - the offering of space depends on availability and the type of request

Budget: Income

Your budget must show how you arrived at the total amount requested for this grant, including all sources of project income and expenditure.

Income Description	Funding Source	Income Amount	In-Kind (\$) (ex. GST)
E.g. Council Grant, in-kind contribution, other grant Must be no more than 10 words.	E.g. Inner West Council, Create NSW, Creative Australia, name of person or organisation providing the in kind contribution Must be no more than 10 words.		
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Budget: Expenditure

Please list all budget expenditure (costs) items for the project.

Expenditure Description	Funding Source	Expenditure Amount	In-Kind (\$) (ex. GST)
List the items you will spend money on Must be no more than 10 words.	E.g. Inner West Council, Create NSW, Creative Australia, name of person or organisation providing the in kind contribution Must be no more than 10 words.		
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Budget Totals (read only - this area is calculated by the form)

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Your budget will balance when your Total Income Amount is the same as the Total Expenditure Amount.

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure (Balance)

\$

This number/amount is calculated.

Supporting material

Please attach quotes for expenses (costs) over \$500

Attach a file:

Hint: Quotes can include evidence of competitive pricing from a supplier website e.g. screenshots, written quotes

If you received a grant from Inner West Council in the last 1-2 years, have you acquitted it? *

☐ Yes

☐ No

☐ Didn't receive funding in the last 2 years

Acquittals are what Council uses to see how funds were spent and what outcomes were achieved from groups or people who have been funded.

Have you received or are currently receiving any other forms of support from Inner West Council? *

☐ Yes

☐ No

If yes, please specify the other types of support you are currently receiving from Council *

Word count:

Must be no more than 75 words.

Have you applied for other funding sources for this project? *

☐ Yes

☐ No

If you have applied for other funding, is the funding confirmed

☐ Yes

☐ No

If it is confirmed please add the total confirmed amount in the 'other' field

If you have applied for other funding, please list the additional funding sources you

Word count:

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have applied to and the total amount requested
*

Must be no more than 75 words.

Contact for application

* indicates a required field

Applicant contact details

What are your pronouns

- ☐ She / her / hers
☐ They / them / their

- ☐ He / him / his
☐ Other:

Do you identify as any of the following *

- ☐ Aboriginal
☐ Torres Strait Islander
☐ Aboriginal and Torres Strait Islander
☐ Woman
☐ Older person (over 55 years old)
☐ Person of Colour

- ☐ Culturally and linguistically diverse
☐ Person with a disability
☐ Refugee and asylum seeker
☐ LGBTIQ
☐ Other:

At least 1 choice must be selected.

Contact name *

First Name

Last Name

Hint: Legal name of the individual artist

Applicant primary address *

Address

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

Applicant postal address

Address

Phone number *

Must be an Australian phone number.

Email *

Must be an email address.

Hint: This is the email address Council will use to communicate with you about this grant.

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Please provide information on your connection to the Inner West Local Government Area *

Word count:

Must be no more than 100 words.

To be eligible to apply for this grant you must be based in the Inner West Local Government Area, either as a resident or as an individual artist with a creative practice based in the Inner West.

Individual artist ABN details

*** indicates a required field**

Individual artist ABN status

Do you have an ABN ? *

☐ Yes

☐ No

Individual artist ABN

Artist ABN Lookup *

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.

Public Liability Insurance

Please upload a copy of your certificate of public liability insurance (or quote) *

Attach a file:

Proof of identity

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Should your application be successful, proof of identity may be required.

Certification

* indicates a required field

Supporting documentation

Please upload any final documents relevant to your application:

Attach a file:

Hint: Attach any final supporting documentation here such as letters of support

Certification

Before you can complete and submit an application you must accept the following conditions by declaring:

I certify:

- I have read and understood the Inner West Council Grant Guidelines
- I accept the conditions and have been authorised to make this application
- All information provided in this application is true and accurate to the best of my knowledge
- All activities proposed will be conducted in accordance with current legislation, including but not limited to, complying with Working with Children legislation
- The information provided for the title and description may be used for media and communication purposes

I acknowledge:

- Applications and any additional materials cannot be submitted after the advertised closing date and time
- Inner West Council has the right to investigate any information provided in this application and/or to request for additional information
- It is solely my responsibility to ensure my application is correct and complete before submitting. Inner West Council does not check, amend or update applications. Applications cannot be modified after being submitted
- Inner West Council has the right to withdraw any offer of funding or demand the return of funds already paid if my declaration is found to be incorrect or misleading
- Inner West Council staff are available 9am-5pm Monday to Friday during the grant round to provide technical and general guideline advice. Staff are not able to provide advice on content or choices required within my application.

Do you understand and acknowledge these conditions?

Applicant's endorsement

☐ Yes

*

Name of Applicant *

First Name

Last Name

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Declaration date *

Hint: Please submit the fully completed application form by no later than the due date. No late applications will be accepted

Important note for applicants

Please keep a record of the Smarty Grants (username and password) details you used to submit this application.

You will need your SmartyGrants login details for all future communications relating to this project, including funding agreements and evaluation acquittal reports.