

2023-24 Application Community Arts Venue Grant

Form Preview

SECTION A - ORGANISATION

* indicates a required field

Community Arts Venue Grants

Community Arts Venue Grant program

This annual grant program provides community members access to Boroondara's two cultural arts facilities, Hawthorn Arts Centre and Kew Court House, by offering in-kind venue use, including the provision of some staff.

Community groups, arts organisations and artists based in Boroondara are welcome to apply.

Availability for both spaces are outlined in the [Community Arts Venue Grant Guidelines](#), please phone 9278 4770 for more information on which venue will best suit your needs.

Submitting your application

Before submitting your application, please read the Community Arts Venue Grant Guidelines and contact Hawthorn Arts Centre's Caterers - Essential Catering, by email Hawthornevents@essentialcaterer.com.au or phone (03) 9278 4770 to:

- Discuss your project;
- Confirm your eligibility; and
- Obtain a quote.

Submitting your application

Information Privacy

The personal information requested on this form is being collected to assess, process and allocate 2023-2024 Community Arts Venue Grants. The personal information will only be used by Council for that primary purpose or directly related purposes. It will not be disclosed to any other party except as required by law if you fail to provide the requested information your grant application may not be considered for funding. Requests for access to and/or amendment of the information should be made to Council's Privacy Officer.

1. Type of application

Are you an Individual or Group / Organisation applying for this grant? *

- ☐ Individual
☐ Group / Organisation

2. Contact details for correspondence

Applicant *

☐ Individual ☐ Organisation
Organisation Name

Title	First Name	Last Name

2023-24 Application Community Arts Venue Grant

Form Preview

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Title / position of contact person

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Phone BH *

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Phone AH / mobile

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Email address *

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Postal address *

Address

Suburb State Postcode

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ABN

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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
ACNC Registration
Tax Concessions
Main business location

[More information](#)

Must be an ABN

2.1 Financial status (applicable for groups / organisations only)

Is the group / organisation Not-For-Profit as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)?

- ☐ Yes
☐ No

2023-24 Application Community Arts Venue Grant

Form Preview

Please attach evidence as to Not-For-Profit status

Attach a file:

2.2 Governance

Does your group / organisation comply with the following Australian and Victorian legislation? Please tick all that apply.

- ☐ accounting and auditing requirements
- ☐ equal opportunity and anti-discrimination laws
- ☐ human rights laws
- ☐ privacy, confidentiality and freedom of information laws
- ☐ registration or accreditation of professional employees
- ☐ preparation and dissemination of annual reports

Do you currently have a current Certificate of Public Liability Insurance worth \$20 million? *

- ☐ Yes
- ☐ No

Please upload current Public liability insurance *

Attach a file:

You will need to provide a current PLI to be eligible for the grant.

You have indicated you do not currently hold a current Certificate of Public Liability Insurance.

Please note you must obtain Public Liability Insurance and provide evidence to the City of Boroondara before your application is approved and considered successful.

Please acknowledge you understand you must obtain a Certificate of Public Liability Insurance.

- ☐ I understand

SECTION B - EVENT DETAILS

*** indicates a required field**

1. About the event or activity

In this section, we would like you to provide us details of your event / activity.

You will need to provide a quote (valid the current financial year) which can only be obtained by contacting the Boroondara Arts team. Please call 9278 4770 or email hawthornartscentre@boroondara.vic.gov.au for more information.

Name of event *

2023-24 Application Community Arts Venue Grant

Form Preview

Event number *

This will be on your venue quote

Starting date of event *

Must be a date.

End date of event

Must be a date.

Only required if your event carries over a number of days.

2. Venue details

What venue will your event take place?

- ☐ Hawthorn Arts Centre
- ☐ Kew Court House

2.1 Hawthorn Arts Centre

What room/s have you booked, for your event?

- ☐ The Basement
- ☐ The Chamber
- ☐ Chandelier Room
- ☐ Community Art Space
- ☐ Dora Wilson Room
- ☐ Edward C. Rigby Room
- ☐ John Beswicke Room
- ☐ Main Hall
- ☐ Mayor's Room
- ☐ Second Empire Space
- ☐ Zelman Room

3. Budget

3.1. What is the total cost of your event?

\$

Must be a dollar amount.

3.2. Please upload your venue quote *

Attach a file:

Please ensure it is a current quote.

3.3. Is your event free for the public to attend?

2023-24 Application Community Arts Venue Grant

Form Preview

- ☐ Yes
- ☐ No
- ☐ Unsure

3.4. How much will you charge for admission? *

\$

Must be a dollar amount.
Provide the full price ticket.

4. Participation and audiences

4.1 Who will be participating in the event and what are their roles?

4.2 Who will be coming to view / participate in your event?

e.g. friends and family, young people, community, tourists, etc.

4.3 Where will you be advertising your event?

e.g. posters and flyers, local newspaper, website, social media, etc.

SECTION C - ELIGIBILITY

* indicates a required field

The applicant must be based in Boroondara

1. Please select at least two of the following criteria: *

- ☐ Majority of meetings / rehearsals are held within Boroondara
- ☐ At least 75% of the members live in Boroondara
- ☐ The projects activities deliver clear benefits to the Boroondara community

Majority of meetings / rehearsals are held within Boroondara

1.1 Address of where majority of meetings / rehearsals are held?

1.2 How many meetings / rehearsals are held at this address?

Must be a number.

2023-24 Application Community Arts Venue Grant

Form Preview

1.3 How many meetings / rehearsals are held at ANY address?

Must be a number.

At least 75% of members live in Boroondara

2.1 How many registered members does your organisation have?

Must be a number.

2.2 How many members live in Boroondara?

Must be a number.

Previous grants received

1. Have you received a grant/s before from the City of Boroondara?

- ☐ Yes
☐ No

1.1. Please provide details of previous grant/s you have received from City of Boroondara *

Please indicated type of grant and approximate amount.

SECTION D - RESPONSE TO ASSESSMENT CRITERIA

Boroondara Arts' wishes to support events and activities which engage Boroondara residents in arts and cultural experiences which foster learning and community connection. By offering this grant we look to support events and activities which provide this service to the community.

To ensure your event or activity meets this intention, we have developed six objectives known as **Creative Community objectives**. These objectives have been developed in line with the City of Boroondara's Strengthening Grant program policy. For more information visit boroondara.vic.gov.au

For this application you will need to provide information on how it will meet at least ONE of the creative grant objectives (below).

Please choose at least ONE of the following Creative Community objectives:

- ☐ Promote health, wellbeing, safety and/or a sense of community within Boroondara
☐ Offer life-long learning opportunities for Boroondara's diverse community
☐ Develop community stakeholder relationships (including arts and cultural organisations) which promote a sense of civic-pride

2023-24 Application Community Arts Venue Grant

Form Preview

- ☐ Empower local community members and stakeholders to contribute to cultural experiences and occasions for, and with, the community
 - ☐ Engage the community at facilities and public spaces across Boroondara
 - ☐ Introduce a new or emerging art form or cultural practice to the Boroondara community.
- You are welcome to select more than one answer.

Please explain how your event or activity will meet the indicated objective/s:

Please ensure you have provided a response to each of the objectives you have indicated.

SECTION E: APPLICATION CHECKLIST

* indicates a required field

To ensure your application meets eligibility requirements please check that you have completed the following information and included all document

Please check the box to indicate yes *

- ☐ Application form is completed in full
- ☐ Evidence of non-for-profit status is attached (not required for individual applicants)
- ☐ Public Liability Certificate uploaded
- ☐ A Community Venue quote is attached

DECLARATION (to be completed by an authorised representative of your organisation)

I confirm that the information in this application and the attachments are, to the best of my knowledge, true and correct and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group/club. I shall notify the City of Boroondara of any changes to this information or circumstances that may affect this application.

Tick box to indicate yes *

☐ Yes

Authorisation for submission

Contact person

Title

First Name

Last Name

Position *

2023-24 Application Community Arts Venue Grant

Form Preview

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