

Janet Holmes à Court Artists Grant

2009 Application Form and Guidelines

Application Closing Dates

February 15
May 15
August 15
November 15

(please circle the deadline date that corresponds to your application)

Project Commencing no earlier than

May 1
August 1
November 1
February 1

(please circle the deadline date that corresponds to your application)

Applications must reach the NAVA office, or be postmarked by the above dates. If the deadline falls on a weekend, applications will be accepted up to 5pm on the following Monday.

Please read all the guidelines and the entire application form before you complete it. Incomplete or incorrectly completed applications will not be followed up or assessed. Do not send visual support material. It will not be returned or assessed.

Send applications to: NAVA, PO Box 60, Potts Point NSW 1335

Section A: Applicant Details

Applicant 1

Name _____
Street _____
Suburb _____
State / Postcode _____
Telephone () _____
Email _____
ABN _____

Are you an Australian Citizen or Permanent Resident? YES/NO
• Please circle correct answer.

Applicant 2

Name _____
Street _____
Suburb _____
State / Postcode _____
Telephone () _____
Email _____
ABN _____

Are you an Australian Citizen or Permanent Resident? YES/NO
• Please circle correct answer.

Project

Title of Project _____

Amount requested from Janet Holmes à Court Artists' Grant (excl GST) \$ _____

Categories (Please tick)

- Individual up to \$500 (plus GST)
- Group up to \$1000 (plus GST)
- Are you an artist participating in this project

Name of Group _____

- Individuals and groups are eligible for one grant only from either scheme in any 12 months
- Please note a group application must come from two applicants who are participating in the project.

Section B: Project Details

Venue for Exhibition / Event _____

Address _____

Venue Type _____

- Eg.:non-profit exhibition space, art centre, commercial gallery, art museum etc.

Exhibition / Event Dates _____

- Commencement dates for the Exhibition/Event **must** coincides with the Grant Round Dates, check dates on front cover to ensure project is eligible.

Briefly describe your project in the space provided (no attachments please)

- Please be concise in your description. This description is for the assessors and for NAVA to describe the project if it is successful.

Section C: Financial Details

Applicant 1 Tax Details

Name _____

Do you fall within the Guidelines' classification of a professional artist?

Yes No

Are you a NAVA member?

Yes No

If you noted an ABN in Section A, are you also registered for GST?

Yes No

If Yes, have you attached a Tax Invoice for the amount requested plus GST? (Maximum, \$550, inc. GST)

Yes No

If you do not have an ABN, have you attached a statement regarding your status?

Yes No

Note: if No, and you are successful with the application, under PAYG rules, NAVA will have to withhold 46.5% of the grant and send it to the Australian Taxation Office.

Applicant 2 Tax Details

Name _____

Do you fall within the Guidelines' classification of a professional artist?

Yes No

Are you a NAVA member?

Yes No

If you noted an ABN in Section A, are you also registered for GST?

Yes No

If Yes, have you attached a Tax Invoice for the amount requested plus GST? (Maximum, \$550, inc. GST)

Yes No

If you do not have an ABN, have you attached a statement regarding your status?

Yes No

Note: if No, and you are successful with the application, under PAYG rules, NAVA will have to withhold 46.5% of the grant and send it to the Australian Taxation Office.

Section D: Project Budget

Your total income should equal the total of your project expenses.

Expenses: List all expenses for the project, even those which are not applicable for this grant. A picture of the whole project budget is important in the assessment of applications. Items you list here may include equipment, materials, labour, travel, installation costs, freight, insurance etc.

NOTE: Group applicants may summarise expenses for each participating artist.

Income

List contributions, grants and revenues for the project and indicate source.

Income Source	Amount
Government <small>(Specify)</small>	
Private sponsorship	
Artists'/Exhibition fees	
Value of in-kind support <small>(eg materials & services)</small>	
Own resources	
Janet Holmes à Court Artists' Grant	
Other	
Total Income	\$

NOTE: A maximum of \$500 is available to individuals and a maximum of \$1,000 is available to groups + GST where applicable.

1. Production Expenses

Production Expenses	Amount
Total Production Expenses	\$

2. Presentation Expenses Amount (including promotion, catalogue, space rental, freight)

Presentation Expenses	Amount
Total Presentation Expenses	\$

Tick box to indicate which expenses will be supported by the grant:

- Total Production Expenses (1) \$ _____
- Total Presentation Expenses (2) \$ _____
- Total Project Expenses (1+2) \$ _____

Section E: Checklist

Check List – Have You ...

- Included your CV(s)?
- Included a letter of confirmation from the venue (or other confirmation as applicable)?
- Checked that your project dates are correct for this round (see front page)?

- Included a Tax Invoice(s) if you are registered for GST or a “Statement by a Supplier” if you do not have an ABN ?
(see GST guidelines available on www.visualarts.net.au)
- Filled out all sections A, B, C, D & E?
- Signed this application form?

Attached above extra material with a staple only (no paperclips or plastic sleeves)

Section F: Declaration

How did you find out about these artists grants?

- Advertising
 - Art Almanac
 - Arts Hub
 - Artlink
 - Art Monthly
 - NAVA member e-bulletin
 - NAVA website
 - Word of mouth
 - Other
- Please specify _____

Declaration by Applicant/s

I/We have read the guidelines and conditions of the grant under these programs and certify that to the best of my/our knowledge the information provided in this form, and any attached document is correct and discloses a full and accurate picture.

Signature/s _____

Date _____

Janet Holmes à Court Artists' Grant: Guidelines 2008

About this Grant

This grant provides assistance towards the costs of public presentation of visual arts, craft and design. This can include, but is not limited to, framing, media releases, media photographs, advertising, space rental, installation costs, promotional printing, mail outs, documentation, freight, travel, equipment rental, insurance, technical assistance and opening costs.

- These grants do not provide assistance towards the production of artwork (materials, studio rental, research etc.)
- Visual arts, craft and design are broadly defined and include: painting, printmaking, drawing, textiles, photo media, sculpture, mixed-media, installation, glass, ceramics, woodwork, jewellery, furniture, performance art, electronic and digital media.
- Indigenous artists and artists from non-English speaking backgrounds are encouraged to apply.

Criteria for Evaluation

- Track record of the artist/artists involved (as evidenced by the CV submitted)
- Cost effectiveness of the entire project budget
- The capacity of the grant to help meet the requirements of the project.
- Visual material will not be considered in the assessment.

Application Requirements

- Artist's curriculum vitae must be supplied (condensed to no more than 2 A4 pages in length).
- Copies of quotes for the cost of services or materials where relevant.
- If the application relates to an exhibition or event, a letter of confirmation with set dates from the venue or relevant authority must be supplied. The exhibition/event opening date must allow sufficient time for a credit line to be included on any printed material, should the application be successful. Funds cannot be used retrospectively.
- If the venue/location is not normally used as an exhibition space, a document indicating permission from the relevant authority must be supplied.
- If you have an ABN you must quote it at section B. If you have an ABN and are also registered for GST, you must also include a tax invoice.
- If you do not have an ABN, you must submit a Statement by Supplier form. Copies are available from the Australian Taxation Office website www.ato.gov.au
- Applicants must complete the entire application form, including the total project budget.
- No additional support material other than that requested should be sent.

Eligibility

- You must be an artist/s who is/are participating in the exhibition or event for which you are requesting funding.
- You must be a professional artist. Under NAVA's definition a professional artist will have some of the following professional characteristics: regular public exhibitions of artwork; offering work for sale, or selling art work; eligible for or has been awarded a government grant; selected for public exhibition, awards, prizes; has secured work or consultancies on the basis of professional expertise; has had work acquired for public or private collections; is a member of a professional association on the basis of his/her status as a professional artist.
- Undergraduate students are not eligible. Postgraduate level students can apply but only for an activity which is not part of course requirements. Exhibitions undertaken to meet educational course requirements are ineligible for funding.
- A "group" can consist of more than two people however, the grant will be awarded

to the two applicants nominated to complete the form.

- Your resume(s) must be supplied. Groups need only supply resumes of nominated applicants, ie. 2 only.
- Where this grant applies to an exhibition, you must have confirmed dates. Without copies of documents confirming the dates, your application cannot be considered.
- You must be an Australian citizen or have permanent resident status in Australia.
- Faxed, emailed, late or incomplete applications will not be assessed (except for artists living in remote areas, see below)
- All other considerations being equal, NAVA members will be given priority.

Categories

Grants to individuals are available up to a maximum of \$500 (\$550 inc. GST). An individual exhibiting in a group show can apply for individual funding, but the assessors may choose to limit the funds going to any one exhibition.

Grants to groups are available up to a maximum of \$1,000 (\$1,100 inc. GST). Group applications should be from two individuals each of whom must provide a tax invoice to a maximum of \$500 (\$550 inc. GST).

*Individuals and groups are eligible to apply only once per round and if successful cannot apply again to either grant for 12 months.

Dates and Deadlines

- Applications must arrive at the NAVA office before 5pm on the date of the deadline or be postmarked with the deadline date. If the deadline falls on a weekend, applications will be accepted up to 5pm on the following Monday.
- Notification will be sent by mail within 2 months of the closing date.
- Payments will be made with notification.

Grant Requirements

- Successful grant applicants must include the following acknowledgment on all publicity material and project documentation: "The Janet Holmes à Court Artists' Grant is a NAVA initiative, made possible through the generous sponsorship of Mrs Janet Holmes à Court and the support of the Visual Arts Board, Australia Council for the Arts."
- Successful applicants must submit a completed acquittal form available on the NAVA website, plus THREE examples of printed documentation (e.g. invitation, advertisement, review, poster) within four weeks of completion of the project.
- Grants must be expended in the way outlined in the application unless prior written permission to make alteration has been given by NAVA.

Artists Living In Remote Areas

Due to the geographical circumstances of artists living in remote areas NAVA will apply special consideration:

- Emailed applications will be accepted as long as they arrive at the NAVA office by 4pm on the closing date of the grant round;
- An Indigenous art or craft centre can make an application on behalf of the artists it represents, and can use the art and craft centre's ABN and/ or GST details for taxation purposes;
- Payment for successful applicants who live in a remote area can be made by direct transfer to the applicant's or art and craft centre's nominated bank account. (Unless bank account details for transfer are provided payment will be made by cheque.)

Acknowledgments

The Janet Holmes à Court Artists' Grant is a NAVA initiative, made possible through the generous sponsorship of Mrs Janet Holmes à Court and the support of the Visual Arts Board, Australia Council for the Arts.

The National Association for the Visual Arts is assisted by the Visual Arts and Craft Strategy, an initiative of the Australian, State and Territory Governments.

The National Association for the Visual Arts is assisted by the Australian Government through the Australia Council, its arts funding and advisory body. www.visualarts.net.au



Australian Government



Australian Government



THE VISUAL ARTS AND CRAFT STRATEGY