**ARTS**

This document is for reference only. Applications will only be accepted via our online system.  
  
**INSTRUCTIONS**

**BEFORE YOU BEGIN**

Please refer to the helpful advice provided [here](https://ianpotter.sfo2.cdn.digitaloceanspaces.com/public/BBGM-links/IPF_Online-application-help-March-2021.docx) to assist you to more easily complete your application.

When completing your application, please do not walk away from your computer without saving your work first, as if the system times out or the internet drops out you will lose your data.  
  
It is recommended that you work in a Word document and copy the data from the Word document into the application template.

You may also like to refer to our [Privacy Policy](http://www.ianpotter.org.au/privacy-policy/).

**IMPORTANT**

Please take note of the closing date provided to you. We will not make exceptions for anyone trying to submit after 5:00pm AEST on the closing date.

Applications and all requirements must be submitted online.

Refer to the *Attachments* section for full details of all requirements.  
You will receive notification of the outcome of your application by email within four months of the funding round closing date.

**ABOUT YOUR ORGANISATION**

**\***Required before final submission.

**\*Applicant Organisation name**

Exactly as per your ABN – Refer to the [Australian Business Register](http://www.abr.business.gov.au/)

**Applicant Organisation – AKA** (acronym, trading name, former name)

Some organisations are known more commonly by a trading name. If your organisation uses a trading name please check that it is listed with your Entity Name on the [Australian Business Register](http://www.abr.business.gov.au/).

Acronyms are the abbreviation formed by the initial letters of words e.g.

The Ian Potter Foundation - IPF. If an acronym applies to your organisation please include it here.

**\*Australian Business Number** (ABN)

Enter in the format 12 345 678 901

**\*Select your organisation type**

Your organisation's type is noted on the [Australian Business Register](http://www.abr.business.gov.au/) or on your organisation's Notice of endorsement for charity tax concessions (TCC)

If your organisation is a Government entity you will need to provide us with a letter from the ACNC stating that but for its connection with government your organisation would be a charity and a tax exempt entity.

* Charity
* Health Promotion Charity
* Public Benevolent Institution
* Government Entity

**\*Select the primary focus of your organisation**

* Arts organisation
* Botanical / Zoological / Geographical
* Education
* Library / Gallery / Museum
* Policy institute
* Professional association
* Research organisation
* Think tank

**\*Organisation Street Address**

**\***Organisation telephone

**\***Organisation email / Web address

**Head of Organisation** (CEO or equivalent)

**\***Full name / Position Title

**\***Gender

**\***Email / Telephone / Mobile

**Describe the work of your organisation addressing each of the following:**

**\*1**. Please provide a brief description of your organisation, including its history and mission. 300 words

**\*2.** The major programs and activities it offers.

Please specify if you have introduced new programs or initiatives in 2020. 300 words

**\*3a.** Please provide an overview of your organisational structure, CEO and senior management team.

- Include the webpage URL for your organisation structure if available. 100 words

**\*3b.** How many paid full-time and part-time staff members are employed by your organisation?

What is the level of volunteer involvement? 100 words

**4.** Names of your current Patron(s). A patron is someone that supports or champions an organisation, event or cause and is not necessarily a financial sponsor or benefactor

**5.** Names of your current Board Members

- Include the organisation webpage URL for Board member details if available.

- Provide brief details of the Chair of the Board i.e. relevant qualifications, time in role etc.

**6.** Provide the URL / link to your current **audited and signed** Financial Report.

If you are unable to provide the URL you MUST include the Financial Report as an attachment.

**\*7**. Its sources of income. 100 words

Please provide a percentage breakdown of sources of income e.g. government 60%, philanthropy 20%, earned income 10%, fundraising 10%

**\*8.** Provide details of any significant organisational or financial changes impacting your organisation but not captured in your most recent Annual Report and audited financial statement.

e.g. changes in funding, structure or size; changes in strategic direction, acquired property or other.

Please leave blank if you have nothing to add. 300 words

**\*9.** What is the size of your financial reserve? 50 words

The Foundation assumes that all organisations strive to develop a financial reserve. If this project is of high priority for your organisation why can't the reserve be used to fund it?

**10.** Provide the URL / link to your current Annual Report.

If you are unable to provide the URL and your organisation does not have a website, you are required to provide additional information. Refer to the Attachments section.

**REQUEST DETAILS**

**PRIMARY CONTACT**

**i**.e. the key person from the organisation who will manage or deliver the proposal.

**\***Full name / Position Title

**\***Gender

**\***Email / Telephone / Mobile Phone

**\*1. Title of proposal.** 15 words

**\*2. Describe your proposal**, **clearly stating what you want to do with the funds.** 300 words

**\*3. What are the identified needs that will be addressed by this project? Please provide your data sources.** 150 words

This question is seeking to understand why this proposal is required, do you have evidence of need for it to take place? If so, it always helps to provide details on what this evidence is.

**4. Project Description.**

Please be as accurate as possible when making your selections from the following options:

**\*4a. Which of the issue area(s) will you be working in**?

You can select a maximum of 4 areas (from dropdown menu in application)

**Issue area**

If you select 'other' in the list, please include the issue area(s) you will be working in.

**\*4b. What is the primary type(s) of support you are seeking**?

- Capital and Infrastructure

- Equipment purchase

- Collections acquisition

- Land/building acquisition

- Building and renovations

- Core funding/operations

- Backbone support for collective/sector activities

- Scholarship/Ticket subsidies

- Dissemination/promotion/outreach

- Organisation capacity building

- Fellowship chair

- IT/database/website upgrade

- Professional development/mentorship

- Volunteer coordinator/recruitment

- Program Development

- Curriculum/business plan development

- Pilot program

- Program creation

- Program expansion

- Program maintenance

- Program replication

- Research/evaluation

- Data, taxonomy, mapping and/or measurement systems

- Program evaluation

- Research

- Social Enterprise

- Transport

- Unknown/other

**\*4c. Indicate which population group(s) will be served by your proposal.**

You may select up to 4 population groups.

* Australian artists
* CALD
* Gay, Lesbian, Bisexual, Transgender, Intersex
* Indigenous people/communities
* Not relevant/no specific target
* Other
* Parents/families
* People with intellectual/learning disabilities
* People with physical disabilities
* Refugees/new arrivals
* Single Parents
* Unemployed people

**\*4d. Select the Gender group that will benefit most.**

- All males

- Majority males >60%

- All females

- Majority females >60%

- Equal male and female

- Gender irrelevant

**\*4e Which age groups will most benefit**?

- Babies and early childhood (0-5)

- Children (6-12)

- Adolescents (13-18)

- Young adults (19-25)

- Adults (26-64)

- Seniors (65+)

- All age groups

- Not relevant

**\*4f. Please indicate where the work will take place.**

Select the most relevant Local Government Areas (LGAs). Postcodes can be converted to LGAs. If you need assistance please refer to this link [Local Government Areas](https://docs.google.com/spreadsheets/d/1tHCxouhyM4edDvF60VG7nzs5QxID3ADwr3DGJh71qFg/edit#gid=900781287) and search for your postcode(s).

If your project covers EVERY LGA in a state/territory, you may select that state/territory. Select "National" if the initiative is Australia-wide.

**If necessary, please provide any additional/clarifying information about where it will be based.**

**\*4g. Select from the list to indicate the geographic reach of your proposal.**

Please click on this link: [Geographic Reach Classifications](http://www.doctorconnect.gov.au/locator) to search for your town/city or postcode and confirm the classification. (e.g. Geelong = Metropolitan, Hobart = Inner Regional)

**\*5. How does your proposal relate to the funding objectives?** 300 words

* To support first-rate artistic institutions and organisations in metropolitan and regional Australia which are distinctive in artistic achievement, imagination and innovation *in fostering development across a sector or art form.*
* To support such institutions to host artists in high-calibre professional development and/or leadership opportunities of at least 12 months (e.g. fellowships, apprenticeships, mentorships, internships).

**\*6. The Foundation values collaboration. Which partners will you work with to deliver this proposal?**

If you are working with or involving external partners please briefly outline how they will be involved.

**I**f you are you working with other organisations in the delivery of your proposal we recommend you provide letter(s) of support from key partners to demonstrate their commitment to the work. You can add letters of support via the application Attachment section. 150 words

**\*7. The Foundation values knowledge sharing. How do you anticipate that the broader arts sector will benefit from the work you are planning?** 150 words

\***8.** **What is your sustainability plan? i.e. self-funding, government support, other philanthropic grants etc.**If relevant, where and how will you source the funding needed to sustain the project? 200 words

**\*9a. Proposed start date.**

Please refer to [the funding round dates](http://www.ianpotter.org.au/) for the earliest date that your proposal may start. We do not fund retrospectively. Please contact the office on (03) 9650 3188 should you wish to discuss the timing of your project further.

**\*9b. Anticipated end date.**

**10a. The Foundation expects that there will be risks associated with every proposal.**

Please outline what risks may affect the successful completion of your project and how will you mitigate against them?

**If you have a pre-existing risk matrix or contingency plan, please upload it.**

**\*10b. If you don't have a risk matrix or contingency plan, refer to our examples linked to the online application form to assist you in formulating your risks**.

Please outline what risks may affect the successful completion of your proposal and how will you mitigate against them? 150 words

**GOALS/ACTIONS/OUTCOMES**

Please provide details of the steps you will take to achieve your goals. A minimum of 2 project goals must be completed. If you are successful in securing a grant, you will be required to report against achievement of these goals. You should ONLY state short-term goals that you intend to achieve during the life of the project (long term outcomes are covered below).

Goals should be short-term outputs; KPI’s/timeline actions can also be known as activities. For more information on “SMART”, see [SMART Goals](http://www.j6design.com.au/setting-smart-goals/). Please include SMART-specific, measureable, achievable, relevant and time-bound actions in your timeline. Make sure you consider things you will be measuring within your project (number of participants, workshops, publications).

**EXAMPLE**

**(i) Goal**

To train and develop the instrumental techniques and audition skills of 16-18 talented music students.

**(ii) Timeline**

KPI 1: By December 2021, we will have recruited teaching staff

KPI 2: By February 2022, 20 students will have successfully auditioned and enrolled in the program  
KPI 3: By January 2023, 16-18 students will complete the year-long program.

**(iii) Measurements** i.e. Short-term measure of success (what can be measured by the end of the grant period, longer term outcomes and covered below):

1. 90% of graduates will demonstrate improvement in instrumental techniques (as measured by assessments such as Zdzinski and Barnes (2002, string) and Saunders and Holahan (1997, wind)

2. 75% of graduates will demonstrate improvement in audition skills (as measured by successful auditions and/or positive feedback on auditioning skills from judges)

**Goals 1 to 5** (a minimum of 2 Goals are required)

**\*(i) What is your first goal?** 50 words

**\*(ii) Please provide a timeline of the actions/KPI’s necessary to achieve this goal.**

e.g. When will you: consult others; undertake planning; advertise your event; undertake background checks etc? 100 words

**\*(iii) What measurements will you put in place to determine if you have achieved your goal?** 100 words

**LONG-TERM OUTCOMES AND MEASUREMENTS**

**\*(i) From the following list, select a maximum of three long-term outcomes.**

* Mobilise and significantly increase financial resources from all sources to conserve and sustain (project, organisation, sector, ecosystem)
* Improved skill base
* Improved service system / sector collaboration
* Early career artist/researcher receives ongoing funding/position
* Creative collaboration/exchange
* Audience development
* Increased quality of creative/artistic work
* Preserved/enhance culture

**\* (ii) How will you evaluate these outcomes?**

e.g. What specific indicators will you use for each outcome? Who (Internal/External) will lead the evaluation/collect the data? 150 words

**BUDGET**

**\*1. Total cost of the proposal**

Please do not include dollar signs and round up to the nearest dollar e.g. 247,880

**\*2. How much re you requesting from The Ian Potter Foundation?**

Please round up to the nearest dollar e.g. 150,000

**\*3. How long (in months) will it take to complete the proposal?**

i.e. 12 if your proposal will take one year, 24 for two years etc.

**4.** **If your request is for a grant to be paid over more than one financial year, please detail as in following example** – e.g. $350,000 over 3 years (Year 1 $100,000, Year 2 $100,000, Year 3 $150,000)

Leave this field blank if you are requesting one payment only.

**\*5. Budget details**

You must submit a budget for your project. Please use our Budget Template which is linked in the application form and is available on the website.

**Your itemised budget should include the following headings where applicable.**

**Income**

- confirmed grants from government or other funding sources

- unconfirmed funding requests

- cash contributions from your organisation

- inkind contributions

**Expenditure items**

- a breakdown of salaries

- consultants fees

- capital costs

- administration costs

- equipment purchases

- advertising and/or promotion etc.

- evaluation costs. Information of evaluation can be found [here.](https://www.ianpotter.org.au/knowledge-centre/the-ian-potter-foundation-evaluation-pool/)

- travel costs

**PLEASE NOTE**

Where relevant you must itemise each section, refer to example:

**Income**

Grants from government or other funding sources: $93,000

* ABC Foundation $15,000
* 123 Trust $28,000
* Government $50,000

**\*UPLOAD YOUR PROJECT BUDGET**

**ATTACHMENT SECTION**

**PLEASE** read this section carefully. The application and all requirements must be submitted online.

**UPLOADING FILES TIP:** File Names with symbols e.g. backslash, ampersand etc in the file name will not be accepted by the system.

1. **\*Declaration.** Print a copy of the application Declaration and arrange for it to be signed and dated by your organisation's CEO or other signatory as specified on the Declaration. Then scan it and upload it as an attachment. Click [here](https://ianpotter.sfo2.cdn.digitaloceanspaces.com/public/BBGM-links/Declaration_2017.doc) to download the Declaration.
2. **ACNC letter**. If your organisation is a Government Entity include a letter from the Australian Charities and Not-for-profits Commission (ACNC). It must indicate that your organisation would be a charity 'but for its connection with government' and that it is a tax exempt entity. Please call our office on 03 9650 3188 if you require further information.
3. **Audited Financial Statement** – Upload your organisation's most recent signed and audited statement but ONLY if you have not included the URL / link for it in question 6 in the section *About your Organisation*.
4. **Annual Report** – Upload a pdf of your Annual Report if you have not included the URL / link for your Annual Report in question 10 in the section *About your Organisation*.
5. **Letter(s) of support**Include letters of support if you are working in partnership with another organisation, or working with other organisations in the delivery of your project as they demonstrate that you have their support. Please ensure that support letters provide sufficient detail of exactly what support is being provided by each organisation i.e. funding (cash amount), staff/personnel, research, other items of 'in kind' support etc.

Letters of support should be specific to each supporting organisation and it is recommended that you do not use or provide them with a 'cut and paste' template.

There is provision for you to upload 3 letters of support. If you have more than 3 letters of support, you will need to create a merged PDF to upload several letters at once. It is helpful to us if the file name indicates which organisation/s have written the letter(s) of support.

1. **Letter(s) of confirmation**. If you have received confirmation of funding from other foundations / trusts, governments, outside sources the letter(s) of confirmation should be attached.

There is provision for you to upload 3 letters of confirmation. If you have more than 3 letters of confirmation, you will need to create a merged PDF to upload several letters at once. It is helpful to us if the file name indicates which organisation/s have written the letter(s) of confirmation.

1. **Other** e.g. business plans, building designs, wireframes, evaluations, program logic etc.

**Note**: If further information is needed in the review of your proposal you may be contacted prior to the Board Meeting at which the grant request is to be considered.