



## **Australian Government**

### **Playing Australia**

**APPLICATION FORM**

**Round 36**

**June 2010**

### **APPLICATIONS CLOSE ON TUESDAY 1 June 2010 5PM.**

**You must read the Program Guidelines before completing the application form.**

- Applicants should take special care to ensure their applications are fully completed. Please mark any questions that are not applicable to your application as "N/A" or the assessment panel may deem the application incomplete. Incomplete applications may be deemed ineligible.
- The budget, travel worksheet and itinerary must be completed in the format provided in the attachments to this application form. All figures in the budget must be GST exclusive.
- You should submit one hard copy and one copy on CD or flash-drive of the original application, a full set of venue confirmation forms and all required supporting documentation.
- Clarification of information in applications may be sought by Program Staff after the closing date, but new or substantially revised applications will not be accepted.
- Note that applications for tours commencing prior to 1 January 2011 will not be considered.

#### **Lodgement Details**

Applications must be submitted by the closing date. Applications can be submitted at any time after the grant round is open, up until the closing date. Late or incomplete applications will not be accepted.

- **Emailed applications** , signed and scanned declaration page and support material must be submitted to [playing.australia@environment.gov.au](mailto:playing.australia@environment.gov.au) by midnight (Australian Eastern Standard Time) on the closing date. Applications emailed directly to individual program officers will not be accepted.
- **Hand-delivered applications** and support material will only be accepted at the reception desk at 33 Allara St Canberra City and will be accepted no later than 5pm on the closing date (AEST).
- **Posted applications** and support material must be POST-MARKED on or before the closing date and time. Express post is recommended in order to track your application. If you live outside the next business day delivery network it is recommended that you email [playing.australia@environment.gov.au](mailto:playing.australia@environment.gov.au) to confirm that your application has been posted.

#### **Postal Address**

Playing Australia

Arts Division

Application for Grant Round 34

Department of the Environment, Water, Heritage and the Arts

GPO Box 787

CANBERRA ACT 2601



**Australian Government**

**Playing Australia**

When completing this application please ensure that all information is correct and legally applicable. Should your application be successful the information provided will be used to develop the Funding Agreement.

**1. TOUR SUMMARY**

Applicant Organisation			
This application is number ___ of a total of ___ application/s in Round 36			
Production Title			
Touring Company			
Full dates of tour	From	/	/ 20
	To	/	/ 20
<b>SUMMARY:</b> [INSERT APPLICANT NAME] plans to tour the [INSERT ARTFORM(theatre/ dance / circus etc)] work '[INSERT TITLE]', a [INSERT THEATRE COMPANY] production which is a [INSERT STYLE(comedy/ drama etc)] about [INSERT THEME]. The tour includes [xx] performances at [xx] venues across [ INSERT STATES(QLD, NSW, ACT, VIC, TAS, SA, NT and WA)] and comprises [xx] Metropolitan and [xx] Regional and Remote destinations			

**2. BUDGET SUMMARY**

Please provide a summary of the budget for the tour and for the grant you are seeking.

- Figures must match the totals on your attached full budget.
- The Grant Amount Sought must not exceed the Net Touring Costs.

	Amount GST exclusive	GST	Total including GST
Total Tour Budget	\$000.00	\$000.00	\$000.00
Net Touring Costs (NTC)	\$000.00	\$000.00	\$000.00
Grant Amount Sought	\$000.00	\$000.00	\$000.00
Per Seat Subsidy	\$000.00	\$000.00	\$000.00

**3. ORGANISATION DETAILS**

Please provide the business details of the organisation applying for Playing Australia grant.

- Provide the full legal name and include trading name if different from legal name.
- Please note if successful, this organisation will be required to enter a Funding Agreement with the Commonwealth and will have full responsibility for managing and reporting on the grant monies.

Name of applicant organisation											
Applying on behalf of (if applicable)											
Australian Business Number (ABN)			-				-			-	
Australian Company Number (ACN)						-				-	
Is the applicant organisation an incorporated not-for-profit body?											<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the applicant organisation registered for GST purposes?											<input type="checkbox"/> YES <input type="checkbox"/> NO

**4. CONTACT DETAILS**

Please provide contact details for the applicant organisation.

(a) Include the full name of the individual who would be the signatory to the Funding Agreement and the address that the Funding Agreement should be sent to.

<b>(A) Applicant Organisation Contact Details – Signatory to Funding Agreement</b>		
Contact person:	Office/title:	
Postal address:		
State:		Postcode:
Telephone: ( )	Facsimile: ( )	
Email:		
Website:		
Street address (if different from postal address):		
State:		Postcode:

(b) Please provide details of the person who will manage the administration of the Funding Agreement if different to the signatory. All enquiries in relation to payments of funding, tour reporting and acquittals will be directed to this person. If this function will be performed by the signatory please write (As Above).

<b>(B) Applicant Organisation Contact Details – Administrator of Funding Agreement</b>		
Contact person:	Office/title:	
Postal address:		
State:		Postcode:
Telephone: ( )	Facsimile: ( )	
Email:		
Website:		
Street address (if different from postal address):		
State:		Postcode:

(c) If you are not the producer of the touring work also provide contact details for that organisation.

<b>(C) Contact Details for Producer of the Touring Work</b>		
Contact person:	Office/title:	
Postal address:		
State:		Postcode:
Telephone: ( )	Facsimile: ( )	
Email:		
Website:		
Street address (if different from postal address):		
State:		Postcode:

(d) Which contact person should the Playing Australia team talk to if we need more information about this application?	(A) <input type="checkbox"/> (B) <input type="checkbox"/> (C) <input type="checkbox"/>
(e) Which contact person should be notified of the outcome of the grant round?	(A) <input type="checkbox"/> (B) <input type="checkbox"/> (C) <input type="checkbox"/>
(f) Which contact person should be provided with feedback on the application?	(A) <input type="checkbox"/> (B) <input type="checkbox"/> (C) <input type="checkbox"/>

**5. PRODUCTION OUTLINE (maximum of 200 words)**

Please give a brief outline of the proposed production including

- the production's history and an indication of its success.
- Performance information: duration, performances per-week etc

You may wish to attach other information about the production (e.g. reviews, publicity material) to help the Committee's assessment.

*Note: any text not visible will not be provided to the Assessment Committee.*

**6. PRODUCTION COMPLEXITY, SCALE AND TECHNICAL REQUIREMENTS (max 200 words)**

(a) Please indicate the productions' scale  very large  large  medium  small scale

(b) Please estimate the time required for Bump In and Out:

Bump In	Hours / Days
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Bump Out	Hours / Days
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(a) Please give a brief outline of the scale and level of technical difficulty of the production including stage size, use of fly system, AV install, use of fire or water etc .and any special design and technical specifications which have been developed to allow this production to tour

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

**7. TOURING PARTY**

(a) Who are the principal performing artists, the director and designer, technical and production staff involved in the production/s? (You may wish to attach brief biographical information.)

Role	Name/s	Confirmed
Director		Yes <input type="checkbox"/> No <input type="checkbox"/>
Performer/s		Yes <input type="checkbox"/> No <input type="checkbox"/>
Technical Crew		Yes <input type="checkbox"/> No <input type="checkbox"/>
Production Team		Yes <input type="checkbox"/> No <input type="checkbox"/>
Tour Management		Yes <input type="checkbox"/> No <input type="checkbox"/>
Other		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Total number of personnel touring</b>		

(b) Are the key personnel the same as those involved in the original season? Yes  No   
 • If no please discuss any potential impacts to the success of the production ( max 100 words)

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

(c) Please discuss the risk management approach to any unconfirmed personnel.  
 • When will these personnel be confirmed?  
 • In the event of any personnel not being available how will you ensure the production will proceed and be of equal quality?

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

(d) Please indicate whether the remuneration and travel arrangements for the touring party meet award conditions. Also provide an explanation if award conditions are not or only partly met and attach evidence of the touring party's agreement to these conditions.

Yes                       Partly                       No

*Note: any text not visible will not be provided to the Assessment Committee.*

**8. TOUR RATIONALE (Maximum 100 words per answer)**

(a) Please discuss the rationale for choosing to tour this particular production.

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

(b) Please discuss the logic for the itinerary and how it was developed including whether touring organisations or regional networks have contributed to optimising the extent and efficiency of the tour.

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

(c) Please describe the level of demand for this production and how you have assessed this.

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

**9. PLAYING AUSTRALIA OBJECTIVES (Maximum 150 words)**

Which of the key objectives of Playing Australia program does the proposed tour meet?

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

**10. MARKETING AND PROMOTION (Maximum 200 words)**

Please outline the planned approach to marketing and promoting the production in order to maximise audiences including:

- Planned promotional materials and activities and distribution strategy.
- Consultation with venues in the development of marketing plans.
- Experience of personnel responsible for marketing.

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

**11. TOUR DELIVERY ( maximum 250 words)**

(a) Please outline the arrangements that have been made with other companies, organisations, and venues involved in the proposed tour including:

- Any partnerships
- Venue arrangements including risk sharing ( sell off, box office split, marketing split etc)
- Legal obligations

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

## 12. NOTES TO THE BUDGET

This section of the application should be completed in conjunction with the budget template. Please complete the budget and travel worksheet using costs **exclusive of GST** in all instances.

This section should include:

- a brief explanation of how Net Touring Costs have been developed.
- discussion on any reductions in cost that have been achieved
- a justification of any costs that could be **considered to be high**.
- notes on how travel costs have been calculated including: which agreed industry travel allowance rates have been used and the basis for airfares if not budgeted at the cheapest anticipated available fare.
- Rationale for the type and cost of freight options
- An outline of the royalty arrangements.
- any other information that will assist to clarify or justify the costs calculated in your budget.

### 13. TOURING EXPERIENCE

(a) Please describe the applicant organisation's touring experience over the last 2 years:

- Past Playing Australia support
- Major national tours
- Number of visits to the venues/ locations included in the proposed tour.

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

(b) Please outline the touring company's past experience of if different to the applicant (if the applicant is the touring company please write 'as above').

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

(c) Please discuss any support provided by other external tour presentation organisations or tour managers to the proposed tour.

*Note: any text not visible will not be provided to the Assessment Committee. Do not attach any additional information*

Project Title:		For office use only ID No:
Organisation:	Contact Name:	

***Applicant Declaration and Authority***

I/We have read and understood the Playing Australia Program Guidelines and obtained clarification where needed.

I/we understand that this application will not be accepted if it is not received by the closing time and date, if it is faxed, if it is incomplete or if it is **not provided in the correct format**.

I/We declare that the information provided in this application including attachments is true and correct and discloses all required details.

I/We declare that the application has been submitted with the full knowledge and agreement of the management of the applicant organisation; and

I/We declare that I have obtained written consent from the copyright owner to use the material in this production.

I/We authorise the Australian Government Department the Environment, Water, Heritage and the Arts to seek any additional information required to process this application, and I/we hereby request and authorise any parties to supply such relevant information as requested by the Departments.

I/We understand that if the project is approved for funding, information about the project may be publicised by the Department or provided as required, or permitted by law.

If the project is approved for funding, I/we will obtain any necessary and appropriate clearances from the Commonwealth, or relevant State, Territory or local government before executing the Funding Agreement and undertake to manage the proposed project in accordance with relevant laws and regulations.

If I/we accept an offer of funding then I/we accept (jointly and severally in the case of a joint application) responsibility for administering grant funds and all liability in the event grant funds are to be repaid. (Note that signature of Producer is also required if different from Applicant.)

Applicant Signature:

Producer Organisation Signature:

Printed Name:

Printed Name:

Position in Applicant Organisation:

Position in Producer Organisation:

Date:

Date:

Declared before:

.....  
.....

Print full name: (witness must be over 18 years of age and not party to this application)  
at.....  
this..... day of.....2010

Witness to sign:

## Playing Australia Application Checklist

When submitting an application please ensure that the following documentation is provided:

- The original application, fully completed on the Round 36 forms **(in word format only not PDF)**.
- The Full Tour Budget and Travel Worksheet fully completed on Round 36 forms **(in excel format not PDF)**.
- The Signed Declaration and Authority form. If you email your application, please scan.
- A completed Venue Confirmation Form for every venue, network or agent involved in the tour.
- A Copy of applicant organisation's certificate of incorporation.
- Clear evidence of community support for self-presenting tours (if applicable).
- Clear evidence of community support for additional activities (if applicable).
- Any contextual information that will assist your application such as three-year projections for your organisation (if applicable).
- A CD, DVD or a web link to examples of your work (if applicable).
- Reviews or publicity material relating to the production (if applicable).
- Brief biographical information on principal personnel (if applicable).
- Evidence of touring parties agreement to variation of relevant award conditions (if applicable).
- Other supporting material (if applicable).
- If posting your application, please include a CD or flash-drive with electronic versions of documentation in the formats required.