



Australian Government
Department of Communications,
Information Technology and the Arts

SEQ Indigenous Regional Arts Program Application Form



Guidelines and Information about the Program.

The SEQ ATSIIC Indigenous Regional Council established an Arts Program to assist and support aspiring artists and arts activities. The Program is targeted at small one-off grants for emerging artists and to assist with seeding arts projects within the South East Queensland region.

With changes to Federal Government funding programs and guidelines, the Department of Communications, Information Technology and the Arts are now administering the program and have auspice the South East Queensland Indigenous Regional Arts Program to First Contact to administrate.

1. Eligibility:

- Applicants must be Aboriginal and/or Torres Strait Islander and must provide a standard Confirmation of Aboriginality Form (either a previously completed form or the one attached).
- Funds may be made available to individual Indigenous artists, arts organisations, organisations that are running arts projects, organisations auspicing artists/arts, cultural arts projects over all creative mediums (visual, performing, writing, multi-media etc) benefiting or operating in the South East Queensland area.

2. Contributions:

- Applicants are encouraged to contribute financially either by personal contribution (in-kind or financially) or by fundraising. Applicants are also encouraged to apply to other funding agencies, corporations and companies other than under this funding program.

3. Quotes:

- All quotes must be in writing. If requesting funds for materials, written quotes should be provided to substantiate the budget.

4. Receipt of Applications:

- Applications are available from and should lodged by mailing or delivered back to:
First Contact – SEQ Indigenous Regional Arts Program,
P.O. Box 941 Mt.Gravatt Qld 4122. or Shop 3/1379 Logan Road, Mt.Gravatt 4122.

5. National Travel:

- Please allow sufficient time for application, assessment, approval and release of funds for travel. Application approval requiring less than one month will not be considered.

6. Funding Information:

- More than one application can be accepted in a year. However, grants must not exceed \$5,000 total amount per applicant per/year.
- Applications can be made within and by the following funding rounds deadlines per/year.
 - i. Closing date mid- December
 - ii. Closing date mid- March
 - iii. Closing date mid- May
 - iv. Closing date mid- July
- All applications will be acknowledged within fourteen days of receipt.
- All applications will be assessed, recommendations will be considered for approval by First Contact management within fourteen days of the end of round.
- The Assessing Officer may contact any other body in regards to information given by the applicant.
- All grants must be acquitted and submitted with a Periodic Financial Statement and Performance Indicator Report to First Contact within one month of the end of the activity/event.
- Where an application is declined, an applicant may appeal the decision by writing within 14 days of the notification.

7. Funding will not be available for the following:

- No payments for international travel.
- No payments for salaries or fees to the applicant.
- No payments of outstanding debt (i.e., no retrospective payments).

8. Further Information:

- For more information or enquires phone First Contact on (07) 3420 4291.

Section A: The Applicant

1 Name of Applicant: _____

2 Address: _____

Phone: _____

Fax: _____

3 Amount Applied for: _____

4 Project Description: _____

5 Bank Details: (if applicable)

Account Name: _____

Bank Name: _____

BSB & Account No: _____

6 Is the applicant an incorporated organisation?

Yes No

If yes, please supply copy of certificates of Incorporation and constitution/rules unless same has been previously provided

If No, incorporation is expected by ___/___/___

Or, the applicant is an individual

Or, the applicant is an unincorporated body

Has the applicant got an ABN?

If yes, please supply details:

7 _____

8 Have you sought funds from other agencies?

Yes No

If yes, please give details including amounts granted:

9 Details of Contact Person:

10 Has the applicant previously received an Arts grant before?

Yes No

If so, when? _____

11 Is Arts your (organisation's) core business? If so, please give details of past projects and experience.

12 What part of the region will the project be based in/benefit?

Section B: The Project

It is important to include project measures or indicators as part of your answer to Question 3. These may be varied by negotiation if your application is successful.

1 Project needs & Objective

Example: Why is the project needed? What will the project do?

2 Production or Performance

Example: How are you going to set about doing the project?

3 Expected Outcomes

Example: What do you expect to happen because of you doing this project? What will you report on?

(Outcomes, successes and any further arts development as a result of this support has to be reported on)

Section C: The Budget

Expenditure (i.e. Travel Costs, Registration Fees, Materials, Production, etc.)	Amount \$	Office Use Only \$
Amount of Arts Grants Funds Requested		
Amount of Funds Raised/Granted from other agencies		
Total Amount	\$	\$

(Please attach quotes for materials if applicable)

Section D: Income Testing

To make the distribution of SEQ Indigenous Regional Arts Grants fairer to all participants we have introduced income testing.

Please supply proof of income with your applications. E.g. Pay slips, letter from Centrelink, etc.

If applying for yourself the above must be supplied.

If applying for a child, both parents must supply the above.

Section E: Applicant Certification

The applicant certifies that the information in this submission is, to the best of their knowledge, true and correct. The applicant understands that any omission or false statement made in the submission may result in DCITA withdrawing the funding for any grant to the applicant.

The applicant acknowledges that there are penalties under the Financial Management and Accountability Act, if a person, in connection with an application for a grant makes a statement that the applicant knows to be false or misleading in a material particular or presents a document that, to the applicant's knowledge contains information that is false or misleading in a material particular. An offence may result in a fine or imprisonment.

The applicant understands that the submission may be approved in part or not at all.

The applicant agrees that First Contact may check any information in, or relevant to, the submission for the purpose of appraising the submission.

Signature of Applicant or Organisation's Manager/Chairperson:

_____ Date ___/___/___
Signature

Important Points to Remember

- You must sign the application before sending in.
- Both sides of the Aboriginality form must be completed.
- Quotes, tax invoices & receipts must show the name and address.
- If GST applies, this must also be shown.
- All budget details need to be included and any/or in-kind support contributions.



Confirmation of Aboriginality or Torres Strait Islander Descent

The Australian Government provides grants to Aboriginal persons or Torres Strait Islanders. Confirmation of Aboriginality by a recognized Aboriginal or Torres Strait Islander organization is a prerequisite.

The Australian Government will:

- (a) Accept confirmation of Aboriginality from any Aboriginal or Torres Strait Islander organization within the definition of subsection 4(1) of the Aboriginal and Torres Strait Islander Commission Act 1989.
- (b) Such confirmation must be passed at a formal meeting of the organization and be signed by the Chairman and Secretary under the Common Seal of the organization.

Name of Applicant _____

Address of Applicant _____

It is hereby confirmed that the above-named applicant for assistance from the Australian Government is an Aboriginal person/ of Torres Strait Islander descent, identifies as an Aboriginal person/Torres Strait Islander* and is accepted as such by the community in which he/she lives.

*Delete whichever is not applicable.

Resolution Number: _____

Date of Meeting: _____

Moved By: _____
 (Please Print) Members Name

Seconded By: _____
 (Please Print) Members Name

Signature _____
Chairman

(Organisation's Common Seal)
 (to be affixed)

Signature _____
Secretary

Confirmation of Aboriginality or Torres Strait Islander Descent

I _____ born
FULL NAME

At _____ on _____

and now living _____

ADDRESS

Am of Aboriginal/Torres Strait Islander* descent, I identify as an Aboriginal/Torres Strait Islander* and am accepted as such by the community in which I live.

(*Delete whichever is not applicable)

I make this solemn declaration by virtue of the Statutory Declaration Act 1959 as amended. And the Aboriginal and Torres Strait Islander Commission Act 1989 and subject to the penalties provided by those Acts for making false statements, conscientiously believing the statements contained in this declaration to be true in every particular.

Signature of Applicant

Declared at _____ this _____

Day of _____ 20 _____ before me

Justice of Peace
Commissioner for Declarations

s.197.2 of the Aboriginal and Torres Strait Islander Commission Act 1989 States:

A person shall not, in or in connection with, or with, an application for a guarantee or a grant or loan under this Act, make a statement that the person knows to be false or misleading in a material particular or present a document that, to the person's knowledge, contains information that is false or misleading in a material particular.

**Penalty: \$1,000 or imprisonment
For six months, or both.**

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