



Application Handbook

A step-by-step approach to applying

Follow the steps in order

We recommend you follow these steps in order.

Each one builds on the last, so working through them will

- save you time
- make your final application stronger

Make notes as you go

Use the activity boxes to start working on your grant.

- Edit the Word document
- Print it out

Please note:

This handbook doesn't not include the full terms and conditions of the program. Please refer to the current Arts Grants Guidelines.

Check with us

If you would like feedback on your application, or unsure of any information please get in touch, we are here to help.

A green telephone handset icon inside a light blue circle.	Phone: 9432 9808
A white envelope icon inside a light blue circle.	Email: grantfunding@fremantle.wa.gov.au



FIRST, SHOULD YOU APPLY?

1 Check you are eligible

Before you start writing anything, do you fit into one of these categories? You will need to, or you won't be eligible.

- ☐ You have an ABN, or you are part of a group that holds a Partnership ABN
- ☐ You don't have an ABN, but you have an eligible auspice organisation
- ☐ A non-profit organisation
- ☐ For-profit organisation, applying for a non-profit making project

Ask us, if you are not sure.

GREAT, IS YOUR PROJECT APPROPRIATE?

2 Does your project align with the grant criteria?

Your project must meet ONE of the below objectives.

- **Community Driven**
Your project is shaped by, or responds to, the community
- **Active Participation**
People take part and contribute, not just attend
- **Place Activation**
Your project brings creative activity into a public place in Fremantle



Your Notes	
Which one does it meet most strongly?	Write here:
Which other objectives does it meet?	Write here:

If it doesn't feel like your project fits one of these, it might mean this project isn't a great fit. Always reach out to grantfunding@fremantle.wa.gov.au if unsure.

OK, LETS GET STARTED

3

Brainstorm the main application questions

Go through each question in the application form and jot down quick dot points for your answer.

This helps you map out your project and check that it lines up with the questions.

Dot points only — don't spend too much time polishing at this stage.

Your Notes	
How does your project meet at least ONE objective?	Write dot points of how it meets these:
Tell us about the artists and cultural collaborators involved in the project, and any artistic processes or outcomes of the project.	List artists and collaborators you will work with:



	<i>List some of the ways you'll be making art, or what will it look like when done:</i>
Please explain how these community priorities are included in your project: <u>Please note:</u> The criteria below are in EASY READ format for full original criteria refer to the Application Form or the Arts Program Guidelines. • Many different people can easily take part. • Is welcoming, safe, and affordable for everyone. • Is led by First Nations people. • Shares First Nations stories and knowledge. • Celebrates the different cultures in Fremantle. • Celebrates LGBTQIA+ communities. • Helps young people connect and take part in arts and culture.	<i>List anything your project does to include these:</i>



Give a brief timeline for the delivery of your project; include key milestones and outcomes where applicable	<i>List the key dates and steps of your project:</i> <i>Eg. Month – Activity</i>
Please list aspects of your project that have been considered for accessibility and inclusion	<i>List ways you've made your project more accessible and inclusive</i>

GET FEEDBACK

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Contact City of Fremantle for feedback

This is a great time to touch base with City of Fremantle's Grants team for feedback on your application, they will be able to answer any questions that may have come up – and also provide feedback on how to make your application more competitive.



5 Build your budget

Your budget needs to be simple and accurate, to be competitive.

List every part of your project and include both:

- Cash — money you spend or receive
- In-kind — contributions that don't cost cash, but still add value

What does “in-kind” mean?

In-kind is a way of valuing contributions that don't cost you cash, but are still a valuable part of your project.

For example:

If you use a projector for 5 days of your project, hiring that projector would normally cost a lot of money. Even though you didn't pay for it, that's still a significant contribution — and it's worth recording.

Recording in-kind support shows the true value of your project and the impact your Arts Grant funding is helping create.

Costing your project properly now means you won't find yourself short of money later if you're successful — and it's a good way to test whether your project fits within the grant parameters.

Know your funding pool

You can apply for up to \$10,000.

- This is the City's most competitive grant round.
- The more you apply for, the more competitive your application needs to be.
- The City of Fremantle's Arts Grants pool is \$60,000 a year. Including a contribution from Fremantle Community Bank a branch of Bendigo Bank.



Your Notes	
What is the INCOME for your project?	List all the contributions needed to make your project happen Cash In-kind
What are the EXPENSES of your project? <i>You will need to attach a written quote, for anything over \$1,000, that the City of Fremantle Arts Grant will cover.</i>	List all the spending needed to make your project happen Cash In-kind
How much do you think you will need from City of Fremantle?	Write it here

If your Arts Grant request comes in above \$10,000, consider

- scaling your project back to a version that fits comfortably within the grant round.
- Finding other income sources to supplement your project.



5 Pull together your support material

Support material can be attached to specific questions.
Get started on this as soon as possible – as it can take the most time.

What support material is most useful?

Choose support material that will show the assessment panel what your project can do

- Do you have great artists involved? Attach their bios and examples of their work.
- Do you have great community support? Show evidence of the support - social media comments, survey responses, people emailing to request the project, or community groups saying it's a good idea.

Support material type	Limits	Examples
Text <u>Format</u> Word or PDF	15 x A4 pages	• Project plans. Artistic outlines or summaries • Biographies • Venue or site confirmations • Community engagement documentation or confirmation • Marketing and audience engagement plans • Confirmations of key collaborators • Letters of support



Images <u>Format</u> Word or PDF	10 x A4 pages No limit on images per page	• Examples of past work or drafts of future work
Audio or Video <u>Format</u> Please provide a private / public link	8 minutes total Multiple links can be provided. If more than 8 minute provided; the first 8 minutes will be used.	• Examples of past work (video, audio, images) • You talking about your project, or others talking about it
Quotations <u>Format</u> Word or PDF	5 quotes per page No limit on pages	• Quotations on items over \$1,000 that the grant will contribute to ☐



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Finish your application in Smarty Grants

You will need to log your application in Smarty Grants.
There will be a link to Smarty Grants on this page.

Arts grants - City of Fremantle

- Draft your answers in Word first, so you always have a saved copy.
- Then copy your answers into the online application questions and upload all your support material.

APPLICATION – Checklist for drafting

- ☐ Check your eligibility
- ☐ Brainstorm the questions (quick dot points)
- ☐ Contact City of Fremantle Grants team
- ☐ Build your budget
- ☐ Pull together your support material
- ☐ Finish and submit your application form

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