

# Bowery Theatre Residency Application Form 2024

## Form Preview

### Welcome, Eligibility and Administration

\* indicates a required field

#### 2024-25 BOWERY THEATRE RESIDENCIES

The Bowery Theatre and Brimbank City Council respectfully acknowledges and recognises the Wurundjeri and Bunurong peoples as the Traditional Custodians of this land and pays respect to their Elders past, present and future.

#### **Welcome!**

***Through these residencies we aim to provide a creative performance space where artists and the local Brimbank community connect and experiment with bold ideas.***

Artists and Creative Producers can submit an application using this portal for the 2024-25 Bowery Theatre Residencies (formerly called the Be Bold Residencies).

A Bowery Theatre Residency provides a professional development, creative development and performance space for artists to make and present new work in the Bowery Theatre and at St Albans Community Centre (STACC) with and for the Brimbank community.

A Bowery Theatre Residency supports:

- **Artistic merit** in the presentation of bold, creative concepts and ideas;
- Meaningful community engagement;
- Process-driven arts practice and risk taking in making new, contemporary performance work;
- Work with potential for future presentations;
- Artistic and professional development for artists;
- Development of new, local audiences; and
- Work that is reflective of the cultural identity of Brimbank.

More information is in our [GUIDELINES](#).

**We encourage artists from the BIPOC community, young people and people with disabilities to apply. If you have access requirements, please contact the Community and Performing Arts Senior Officer.**

Visit our FAQs webpage for further information, definitions, support organisation links to help with the application process.

### General Information and Eligibility

- Please read the [Residency Guidelines](#) before making an application.
- Contact 9320 6888 or email [service@smartygrants.com.au](mailto:service@smartygrants.com.au) if a problem occurs when you are working on the form.
- Do not leave your application idle for more than 60 minutes as you will lose any unsaved data.
- The submit button is on the final page of the form. You cannot submit your application until all the compulsory questions (marked as \*) are completed.

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- Before submitting your application, please ensure that you have attached all required documents. Once submitted no changes can be made.
- A PDF copy of the application form can be downloaded at any time by clicking through to the "Review and Submit" page and then click on "Download PDF".

**Applicants must ensure they are eligible to apply for a grant before completing this application. Contact the Community and Performing Arts Senior Officer, Siena Balakrishnan on M:0438 056 587 or email [sienab@brimbank.vic.gov.au](mailto:sienab@brimbank.vic.gov.au) for clarification if you are unsure.**

**Applications are due no later that 5pm on Wednesday 1 May 2024.**

### Eligibility Checklist (Please select all that apply) \*

- Be incorporated OR be an individual artist with an ABN OR have an Auspice
- Have Public Liability Insurance cover for the duration of the project
- Have acquitted or be compliant with all grants previously awarded by Council (if applicable)
- Have a NEW project or NEW stage of a project
- Have a performance-based project with a performance outcome in the Bowery Theatre
- Have a project that commences after 1 October 2024 and is completed by 31 May 2025
- Meet with the Community and Performing Arts Senior Officer to discuss your concept and resourcing

As an indication that you are eligible, you should be able to select all of the Eligibility Criteria. If you are an individual artist without an ABN or your group is not incorporated and not able to get current public liability insurance cover for the duration of your project, you need to be auspiced/sponsored by another organisation that is eligible.

## Administrative and Background Information

### 1) Contact Person for application: \*

First Name

Last Name

This will be your contact person for this application.

### 2) Name of Group or Organisation (if applying on their behalf):

Only write if applying from a group or organisation. Please make sure that this is your group or organisation's registered name as it will be checked against your ABN number (where applicable).

### If, from an organisation/ group, position held:

### 3) Street Address: \*

Address

  

Suburb State Postcode

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Primary physical base: office space, rehearsal space or performance space

### 4) Phone Number \*

Please provide a valid telephone number with an area code.

### 5) Email Address: \*

Must be an email address

### 6) Briefly describe who you are in relation to your arts practice \*

Word count:

Must be no more than 300 words.

Please describe who you are: this may include your artform, inspirations, history of work, key collaborations, themes, vision, methods and aspirations. You may like to read the description of previous Residency recipients.

### 7) Briefly describe your key artistic achievements

Word count:

Must be no more than 300 words.

This may include performances, media, awards, partnerships, recognition, development of new work, reviews, and grants.

### Pronoun (optional)

You may provide your pronoun. More information available at: [https://www.midsumma.org.au/media/ooyffkap/inclusive\\_language\\_guide\\_171220.pdf](https://www.midsumma.org.au/media/ooyffkap/inclusive_language_guide_171220.pdf)

## Public Liability Insurance

### 8) Do you have Public Liability Insurance cover for the duration of your project? \*

- Yes  
 No, I will have an Auspice

If you do not have public liability insurance cover for the duration of your residency you need to engage an auspice.

### If you have current Public Liability Insurance, please provide the Policy Number:

### Please provide your current Public Liability Insurance expiry date:

ABN

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**9) Do you have an ABN? (Australian Business Number)? \***

- Yes  
 No, I will have an Auspice

**If yes, please provide the ABN:**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

ABN and organisation name need to match or no grant payment can be made. To check your ABN visit <http://www.abr.business.gov.au/>

**Please be aware that if you do not provide an ABN, Brimbank City Council is required to withhold and send 48.5% of your grant allocation to the Australian Tax Office (ATO).**

Do you require an Auspice?

**10) Do you require an Auspice? \***

- Yes, I have answered 'No' to questions 8 OR 9  
 No, I have answered 'Yes' to questions 8 AND 9

If you answer Yes to this question, you will be directed to the Auspice Details Question. More information is available in our FAQs.

Auspice Details, if applicable.

Note: If your application is successful, the residency payment will be made to your Auspice on your behalf.

**11) Auspice Registered Name: \***

**12) Postal Address: \***

Address

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<input type="text"/>		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

**13) Auspice Contact Name: \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**14) Telephone (day): \***

Must be a valid Australian number with an area code, i.e., 0392494000

**15) Email Address: \***

**16) Auspice ABN: \***

The ABN provided will be used to look up the following information. Click [Lookup](#) above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

ABN and organisation name need to match or no grant payment can be made.

***Please be aware that if you do not provide either an ABN, Brimbank City Council is required to withhold and send 48.5% of your grant allocation to the Australian Tax Office (ATO)***

**17) Auspice Public Liability Insurance Number: \***

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**18) Auspice Public Liability Insurance expiry date: \***

## Bowery Theatre Residency Categories

\* indicates a required field

### Two Residency Categories

**Which of the following Residencies are you applying for? (please select only **ONE** answer)**

**Categories \***

Mid-Career and/or Established Artist Residency - up to \$12,000 cash contribution

Young and Emerging Artist Residency - up to \$4,000 cash contribution

Please select only ONE residency. Young Person is under 30 years of age. Emerging Artists can be classified as being within the first five years of their practice.

## Bowery Theatre Residency Project Information

\* indicates a required field

Please answer all relevant questions clearly. Applicants will not be contacted for further information.

**1) Name of the Council Officer/s that you discussed your application with: \***

All applicants must discuss their application with the Community and Performing Arts Senior Officer prior to applying: [sienab@brimbank.vic.gov.au](mailto:sienab@brimbank.vic.gov.au)

**2) Residency Project Name \***

**Note: Your answer to the following questions will be assessed against the Assessment Criteria: Artistic Merit, Viability, and Impact on the artist, organisations and community (See [Residency Guidelines](#) for further breakdown of these).**

**Residencies can not be retrospective. Residencies must start date from 1 October 2024 and be complete with all monies expended by 31 May 2025.**

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### 3) Residency Description \*

Word count:

Must be no more than 500 words.

Please provide a summary of: what you want to do, why you want to do it, and how you are going to do it. Please demonstrate how your project will be performance-based, bold, relevant, contemporary, innovative and rigorous. Please describe how the project will develop yours and your team's artistic practice and future career.

### 4) List the key artistic and production team, including bios and weblinks to relevant work. If artists have a connection to Brimbank, please include this here. \*

Word count:

Must be no more than 500 words.

Please provide a short bio and weblink or each person. Please demonstrate the skills, knowledge and qualifications involved in working with identified communities and/or working in Brimbank.

### 5) Clearly state your process for undertaking the residency. Use timelines, key tasks and who is responsible? \*

Word count:

Must be no more than 500 words.

Clearly articulate your processes using timelines, goals, key tasks and related outcomes, and where each task will be held. Important stages/activities could include details of: Setting up the artistic team, community consultations, artistic planning and budgeting, promotion and marketing, community engagement/participation, creative development, rehearsals, or performances. If you are experimenting or investigating, this can be unknown, however please describe what and how you will do this.

### 6) Clearly describe the performance outcome for your residency? \*

Word count:

Must be no more than 500 words.

Describe the anticipated artistic form, the date, time and duration, the technical scope or any unique technical elements, the type of audience and the audience experiences, and whether there are pre or post show additions. If you are experimenting or investigating this can be unknown, however please describe what your expected outcome or vision for this outcome is.

### 7) Who specifically from the local community will you engage with, and how? \*

Word count:

Must be no more than 500 words.

Clearly outline who (individual or group's names) you will engage in the artistic process and and what you will do to engage them. Outline your strategic approaches, partnerships and marketing

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methods. Include activities you will undertake to ensure your project's accessibility. Please include letters of support in relation to your community engagement.

### 8) How will you monitor and evaluate the residency project? \*

Word count:

Must be no more than 500 words.

Describe the artists' or community need and aspirations.

Describe how you will evaluate the residency processes and outcomes in order to measure needs are met. Include methods of documenting the process (photos, video, testimonials, surveys) and reporting.

## Residency Project Budget

\* indicates a required field

Your project **INCOME** may comprise of the following:

1. Bowery Theatre Cash Contribution: The amount provided as a cash contribution is either up to \$12,000 for Mid-Career or Established Artists or up to \$4,000 for Young and Emerging Artists;
2. Bowery Theatre Residency In-kind Contributions for venue hire is \$1,198 per performance day, \$748 per rehearsal day;
3. STACC venue hire is calculated at \$46.70 per hour;
4. Bowery Theatre Tech and FOH Staff In-kind of \$5,500;
5. Bowery Theatre box office set up In-kind is \$65;
6. Your organisational cash contributions - these include the funds raised by your organisation via fundraising, members' fee, donations or sponsorships;
7. Other funding - please specify details of other funding, if any, including names of funding agencies and the amount funded for this Project/Event;
8. Tickets sales - all residency performances are to be held at The Bowery Theatre and will be ticketed using the house ticketing system, whereby a 50/50 box office split will be the arrangement.
9. Artists' In-kind Contributions: These are non-monetary supports and services that come from your group, volunteers and your partner organisations that would otherwise have to be paid for. These include labour, catering or transport.

Your project **EXPENDITURE** may include:

1. Cash Contribution spending *eg. Artist/s fees, marketing costs, sets, costumes and props.*
2. In-kind contribution costs *eg. Bowery venue hire, box office set up, STACC venue hire*
3. Other budget items that will be covered by your organisational cash contribution, or other funding or ticket income.
4. Budget items that are provided in-kind (by volunteers or project partners).

NOTE: "In-kind" is non-monetary support that has a value. **Your budget income and expenditure should balance (be the same).**

### Budget Attachment \*

Attach a file:



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A minimum of 1 file and a maximum of 1 file may be attached. Upload your residency budget here, preferred Excel format. The Theatre Programming Senior Officer can provide support with budgets including costings and a template. Some theatre specific costs can be found on the Bowery Hirers webpage: <https://creativebrimbank.com.au/venue-hire/the-bowery-theatre>

### TOTAL BUDGET AMOUNTS

#### INCOME

Amount \*

\$

Must be a dollar amount.

#### EXPENDITURE

Amount \*

\$

Must be a dollar amount.

### Budget notes

**Provide any additional information on budget workings, or around other funders support and when you are likely to have confirmation.**

## Application Support Material

\* indicates a required field

### Letters of Support

Add up to two letters of support demonstrating strength in your artistic and community partnerships. Please ensure that each letter is no more than 1 page in length.

Note: Letters can be a highly effective third party endorsement of your ability to deliver on the project. Consider who you get letters from and what is written carefully, and ensure that the letters play to the strength of this project.

#### **Artistic/Community Letters of Support \***

Attach a file:

A maximum of 2 files may be attached.

Please note: the maximum size per attachment is 5mb (and a total of 50mb per application). The program supports the following file formats: PDF, Word, Excel, Zip BUT NOT JPG or TIF (graphic) files. You may sometimes encounter trouble with attachments over 2mb which could be due to the speed of your Internet.

### Artistic Support Material

Add a document with recent examples of your artistic practice, achievements, or community engagement.

AND / OR

Provide links to a specific page on your website, a media outlet's site to an article, a facebook, instagram, vimeo or youtube page.

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### Add Support Document: \*

Attach a file:

A maximum of 1 file may be attached.

A URL is a web link on the internet, for example: <https://creativebrimbank.com.au/bowery>

### Link 1: Support material \*

Must be a URL.

### Link 2: Support material

Must be a URL.

### Add any passwords or access information here:

## Financial Statements

If you are applying as a group / organisation, you may have an annual report, audited accounts, financial statements for the last financial year that you can add.

### Add document

Attach a file:

## Authorisation

\* indicates a required field

**To be completed by the artist and / or an authorised member of the arts group or organisation \***

- I am authorised to sign this certification
  - I will contact Brimbank City Council immediately if any information provided in this application changes
  - I acknowledge that if I am awarded a funds under this program, I will comply with all regulations, by-laws, insurance and permit requirements
  - I agree to have my name, project name and description and amount funded published
  - I certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge
  - I agree to acknowledge the support of Brimbank City Council, Creative Brimbank and the Bowery Theatre in all materials and publications associated with the grant
  - I have read and understand the requirements as outlined in the Residency Guidelines
- (please tick all that apply)

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**Authorised Person: \***

Title

First Name

Last Name

**Position: \***

**Date of authorisation \***

## Privacy Statement

Council is committed to protecting the privacy of personal information it holds. Any personal information collected is used for the purpose of administering Council's funds, including an assessment of whether the applicant is eligible for funding, subsequent evaluation of a funded activity, and the auditing of residency funds (which may be undertaken by or on behalf of Council or any government inspection agency).

## Feedback

\* indicates a required field

**To assist us in improving the Brimbank Community Grants Program please answer the following questions:**

**1. How did you find out about the residencies? \***

- Creative Brimbank What's On Booklet
- Creative Brimbank / Bowery website
- Creative Brimbank / Bowery facebook page
- An email sent by Arts and Culture staff
- Arts and Culture staff member via word of mouth
- Arts organisation
- Community organisation
- Another Council staff member
- Other group email
- Other:

(please tick all that apply)

**2. Did you require assistance in completing your application? \***

- Yes  No

**If you answered Yes, who assisted you?**

- Council officer
- Community worker
- Other community group
- Family member
- Other:

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(please tick all that apply)

If you answered Yes, what kind of assistance did you need?

3. Were the Residency Guidelines and other Residency information on the Creative Brimbank / Bowery website easy to understand? \*

- Yes  
 No  
(please tick)

4. Do you have any suggestions for improvements to the Guidelines and other information?

  
(Max. 150 words)

5. Are you interested in receiving information to help you access other grants funding opportunities? \*

- Yes  
 No  
(please tick)

6. If you have any other comments to make about the Residency Program or processes please let us know:

  
(Max.150 words)

### **IMPORTANT:**

**PLEASE MAKE SURE TO REVIEW YOUR ANSWERS BEFORE SUBMITTING YOUR APPLICATION. ABSOLUTELY NO CHANGE OR EDITING CAN BE MADE AFTER YOU HAVE SUBMITTED YOUR APPLICATION.**

**Once you have submitted your application (by clicking the SUBMIT button), you should receive two confirmations:**

- 1 A pop-up confirmation message on your screen and**
- 2 An automated confirmation email sent to your email address with a PDF copy of your application.**

**If you haven't received these confirmations, it means that you haven't submitted an application.**

***If you have any further queries please contact the  
Theatre Programming Senior Officer.***