

Theatre Board Universal Grant Application

Form Preview

2023 Theatre Board Grants

* indicates a required field

The Theatre Board Grant Program is funded by SSAF.

In 2012, The University of Melbourne introduced the Student Services and Amenities Fee (SSAF), in compliance with the [Australian Government's Higher Education Legislation](#), to support and provide a wide range of services and amenities for students, and to support student-focused initiatives.

All students pay this compulsory fee annually. The amount you pay depends on your study load (full time or part-time).

Project/Activity Leader *

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

The primary contact person for this Theatre Board grant application.

Theatre Board Grant Vision

The Theatre Board plays an important part in the cultural life of the University by providing support for performing arts on campus and enrich the ecology of student theatre on campus. The Theatre Board Grants Programs, along with mentoring support, is integral to achieving this.

You can access the Theatre Board Grant Guidelines below:

<https://go.unimelb.edu.au/32as>

Grant Selection

*Before completing this application form, you should have read the **grant guidelines**.*

Please indicate which stage of the Process you are at? (choose one) *

- Starting a new theatre group
- Developing an idea for an original work
- Producing/staging an existing work
- Producing/staging an original work

Eligibility

Please confirm that you have read and understood the following Common Eligibility Criteria (across all grants) *

- | | |
|--|--|
| <input type="checkbox"/> No funding is going towards any academic assessment or coursework activity | <input type="checkbox"/> The work will result in a production/performance occurring within one year of the grant being approved. |
| <input type="checkbox"/> The person submitting the Application must be a current University of Melbourne Student. If you do not fulfill this criteria, you | <input type="checkbox"/> No students are being paid |

Theatre Board Universal Grant Application

Form Preview

must nominate a current student in your theatre group to be the Project Lead.

At least 75% of the personnel involved in the project must be currently enrolled students in any University of Melbourne course (undergraduate or graduate).

At least 5 choices must be selected.

Please confirm that you have read and understood the grant program guidelines *

Yes, I have read and understand the Theatre Board Grant Guidelines

At least 1 choice must be selected.

Project/Activity Leader Details

* indicates a required field

Applicant/Project Leader Details

Privacy Notice - We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Name *

First Name

Last Name

The applicant and Project Leader MUST be the same person

Preferred First Name *

Pronouns

Word count:

Primary Contact Number *

Must be an Australian phone number.

University Email Address *

Must be a student or staff email address (@student.unimelb.edu.au or @unimelb.edu.au)

Student Theatre Group Name *

Position held in Theatre Group

Theatre Board Universal Grant Application

Form Preview

Student ID *

Must be a number.
Please ensure that this is typed correctly

Course: *

E.g. Bachelor of Arts, Master of Social Work, PhD - Faculty of Science

Expected Graduation Date *

Must be a date.
If you are graduating in the next 6 months, are you inte

If you are graduating in the next 6 months, are you intending on any further study with UOM?

Campus *

- Burnley Parkville Werribee
 Creswick Shepparton Other:

- Dookie Southbank

Select the campus where you are primarily located.

Who are you / the group?

* indicates a required field

Personnel

Who are you / the group? Tell us about yourselves and what you do / make.

How many people are involved in the project? *

Must be a number.

Are you partnering with a professional as a mentor in the arts industry? *

- Yes No

How many University of Melbourne personnel are involved? *

Must be a number.

How many non-University of Melbourne personnel are involved? *

Theatre Board Universal Grant Application

Form Preview

Must be a number.

Professional Mentor

Name of professional artist mentor assisting with new work production

You might like to include short Curriculum Vitae or evidence of theatre group's performing arts creative work to date.

Attach a file:

Project/Activity Proposal

* indicates a required field

Key Selection Criteria

In selecting which performing arts groups to fund, the Board will consider whether the project:

- Demonstrates creative engagement with traditional and/or contemporary theatre practice?
- Encourages participation and engagement of students and audiences?
- Fosters new or existing collaborations of students and audiences?
- Demonstrates realistic financial and production planning?

The Grants application form will also ask how you considered **access / inclusion** and **sustainability**. Access / inclusion in this context means considering and identifying what barriers your production might pose to audiences and what action you can take to remove those barriers. It may also include asking these questions of your creative team during your creative process. Refer to the following [information](#) on how to make your theatre show more accessible. It is also recommended that you consider your environmental impact, and strategies to reduce this. Refer to the following [information](#) on how to make your theatre show more sustainable.

Project Details

Production/Project Title

*

Author

Director/Leader

Email Address for Director / Leader:

Must be an email address.

Theatre Board Universal Grant Application

Form Preview

Project / Season Start Date *

The project/activity cannot be already completed when applying for a grant.

Project / Season End Date *

Must be a date.

1. When and where is your project happening? Provide details, and a brief timeline.(if this is not a University of Melbourne venue, please explain and justify this in your application). *

2. Tell us about the project; its vision, and artistic goals. *

If relevant, tell us who you are collaborating with.

3. How will your work be inclusive, and who will it engage? *

Word count:

What do you need funding for? (choose as many as relevant) *

- Materials and equipment (excluding purchase of computers, mobiles, tablets)
- Venue hire and support for a NEW production
- Venue hire and support for an EXISTING play / musical production
- Royalty payments
- External rehearsal spaces
- UoM Venue Hire Support
- External Venue Hire support
- Other (please discuss with Artistic Director Union House Theatre)

Supporting documentation - Please upload any supporting documentation from current or previous work (eg. draft script, production outline, etc.)

Attach a file:

Application considerations

1. Accessibility - How is your project addressing accessibility? That is, how can your project be experience/accessed by people with disabilities and/or from

Theatre Board Universal Grant Application

Form Preview

culturally and linguistically diverse backgrounds and/or with a low socioeconomic status? *

Must be no more than 200 words.

Please refer to the grant guidelines for further clarification regarding Access.

2. Environmental Impact and Sustainability - How is your project addressing sustainability? Tell us how you've considered your environmental impact and strategies to reduce this. *

Must be no more than 200 words.

Please refer to the following webpage: <https://sustainablecampus.unimelb.edu.au/get-involved/sustainable-events>. If you require further assistance or information on Sustainability in Art, please contact the UMSU Creative Arts Officers on arts@union.unimelb.edu.au.

Proposed Budget and Funding Requesting

* indicates a required field

Funding

Aren't sure how much to ask for?

- Producing a new or existing work - **\$2,500 max.**
- Starting a new theatre group - **\$2,500 max.**
- Running a creative development for a new idea - **around \$1000.**
- Requiring external rehearsal space hiring *only* - **around \$300.**

Please be aware that you may be awarded only part of the funding requested, at the discretion of the Theatre Board. This may be based on factors; but not inclusive to:

a) the financial position of the group applying, and; b) other (potential) sources of income for the group.

Box Office Ticket Calculator

Venue Capacity

100

Must be a number.
what is the venue capacity -
allocation of tickets

How many Shows in Season

2

Must be a number.

Total - Tickets/Seats

100

This number/amount is
calculated.
This is the total calculated
number of available seats

Box Office Income Calculator

Ticket Type	Ticket Price \$AUD	Season Audience Estimate*	Estimated Box Office (per ticket type)
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Adult	\$10		\$
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Theatre Board Universal Grant Application

Form Preview

Student/Concession	\$5		\$
First Nations	\$4		\$
Other (member industry etc) ...	\$10		\$
	\$10		\$
		Estimate the allocation of ticket types. For Example: 35 out of 100 tickets/seats allocated are estimated to be Adult tickets. Must be a whole number (no decimal place).	This number/amount is calculated.

Anticipated: Income from Box Office Sales

Total Ticket Sales Income

\$

This number/amount is calculated.

Income Budget

Provide as much detail regarding your confirmed and unconfirmed sources of income as possible.

The items stated in the budget below are prompts, please tailor to your own requirements.

Income Description	\$AUD
Budget Line allocaton	Must be a dollar amount.
Anticipated Box Office Income	\$
TB Grant requested	\$
In-Kind	\$
Other sources ...	\$
	\$

Expenditure Budget

Provide as much detail and breakdown as possible of where and how you would spend the Grant

The items stated in the budget below are prompts, please tailor to your own requirements.

Expenditure Description	\$AUD
Salaries/Fees - Copyrights (for music as well as play text)	\$
Salaries/Fees - Professional fees	\$
Production Costs - Venue Hire	\$
Production Costs - Set- Wood	\$
Production Costs - Set- Hardware	\$
Production Costs - Set- Paint	\$
Production Costs - Set- Fabric	\$

Theatre Board Universal Grant Application

Form Preview

Production Costs - Consumables (gaffa, tape etc)	\$
Production Costs - Props	\$
Production Costs - Costume- Hire	\$
Production Costs - Costume- Buy	\$
Production Costs - Lighting- Gels	\$
Production Costs - Lighting- Equipment hire	\$
Production Costs - Audio- Equipment Hire	\$
Communication - Publicity- Posters/Flyer printing	\$
Communication - Publicity- Advertising	\$
Administration - Telephone	\$
Administration - Photocopying/Stationary	\$
Administration - Insurance (MU students are covered by UMSU)	\$
Administration - Opening Night Function	\$
Administration - Documentation - photography/video	\$
Contingency	\$
Other...	\$
	\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

How much funding are you requesting? *

Must be a dollar amount.
What is the total financial support you are requesting in this application?

Budget Explanatory Notes

It is important to discuss the group's budget with a member of the Board.

Please provide Budget Explanatory Notes, and Supporting Budget evidence; if required for your proposed budget

Attach a file:

A minimum of 1 file must be attached.

For New Theatre Groups - As the group is newly formed it may be that it is a preliminary budget for production or establishment costs (such as workshops, space hire).

Note regarding receipts for Acquittal Expenditure:

If the group is successful in its application, receipts for all expenditure should be retained and annexed to the acquittal report.

Theatre Board Universal Grant Application

Form Preview

Additional Information

Is there anything else you would like the Theatre Board to know which is relevant to your project?

This is completely optional and not answering will not harm your application.

Upload files:

Attach a file:

This can be either a letter or email. Please attach a copy of the relevant written support document in PDF format.

Web link:

Comments

Certification

* indicates a required field

Project/Activity Leader

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant (may be different to the contact person listed earlier in this application form).

By submitting my Theatre Board Grant Program Proposal, I confirm I have *

- I certify that to the best of my knowledge the statements made within this application are true and correct
- I understand that if the applicant or applicant group is approved for this grant, I/we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

At least 2 choices must be selected.

I acknowledge that any unused grant funds of more than \$100 will be returned to the Theatre Board, and any project/activity information provided may be used for promotional purposes. *

- Yes

Applicant

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

Theatre Board Universal Grant Application

Form Preview

What is your UoM student no? *

Today's Date *

Must be a date.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the SUBMIT button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

- Very Easy
- Easy
- Neutral
- Difficult
- Very Difficult

How many minutes in total did it take you to complete this application?

Must be a number.

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.