

# 2024 Student Theatre Grant Application Form

## Form Preview

### 2024 Student Theatre Grants

\* indicates a required field

The Student Theatre 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 Student Theatre Grant application.

### Student Theatre Grant Program

The Student Theatre Grant 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.

You must review the [Student Theatre Grant Guidelines](#) prior to application.

### 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) \***

- 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 must nominate a current student in your theatre group to be the Project Lead. | <input type="checkbox"/> No students are being paid  |

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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 Student Theatre Grant Program guidelines \***

Yes, I have read and understand the Student Theatre Grant Program 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**

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**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 an industry mentor? \***

- Yes       No

**How many University of Melbourne personnel are involved? \***

Must be a number.

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

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Must be a number.

### Industry Mentor

#### Name of industry mentor assisting with new work production

#### Supply of acknowledgement of mentorship agreement

Attach a file:

For example, this can be a Letter, or email acknowledging the mentor engagement.

## Project/Activity Proposal

\* indicates a required field

### Key Selection Criteria

In selecting which performing arts groups to fund, the selection committee 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 ask how you considered **access** and **sustainability**. Refer to the following [information](#) on how to make your theatre show more sustainable and accessible.

### Project Details

#### Production/Project Title

\*

#### Author

#### Director/Leader

#### Email Address for Director / Leader:

Must be an email address.

#### Project / Season Start Date \*

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

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**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

**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 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.

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### 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](mailto:arts@union.unimelb.edu.au).

## Proposed Budget and Funding Requesting

\* indicates a required field

### Funding

#### Aren't sure how much to ask for?

- Maximum funding ask is **\$2,500**.

Please be aware that you may be awarded only part of the funding requested, at the discretion of the Selection Committee. 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. c) eligibility alignment and criteria.

### 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		\$
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.	This number/amount is calculated.

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		Must be a whole number (no decimal place).
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### 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	\$
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	\$

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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

**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.

### Additional Information

Is there anything else you would like the Student Theatre Grant Selection Committee 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:



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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 Student Theatre Grant Program application, I confirm: \***

- 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 Student Theatre Grant Program, 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"/>
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**What is your UoM student no? \***

**Today's Date \***

Must be a date.

## Applicant Feedback

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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.**