

# Theatre Board Grants Guidelines



THE UNIVERSITY OF  
MELBOURNE

Theatre Board | 2023

## 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.

The Theatre Board offers funding to student theatre groups and individuals to encourage diversity and renewal of student theatre.

The Theatre Board is funded by a Student Services Amenities Fee (SSAF) Grant.

## GRANTS OBJECTIVES

The Theatre Board offers a Grant to student theatre groups and individuals at various stages in the creative process to assist with funding projects and performances. The purpose of this initiative is to enrich the ecology of student theatre on campus by:

- Removing financial barriers to engage in new and interesting ways with student theatre.
- Encouraging new group formation
- Encouraging innovation and diversity of work
- Facilitating and supporting a diversity of student theatre groups on campus
- Supporting new voices to be heard; and
- Creating more opportunities for engagement

Theatre Groups or individuals may apply for a grant at any of the following stages in the creative process:

- Developing an idea for an original work; or
- Producing/Staging an existing work; or
- Putting on an original work; or
- Starting a new theatre group.

Funding may be used for the following purposes:

- Materials and equipment (excluding purchase of computers, mobiles, tablets)
- Royalty payments
- Venue hire and support for a new production
- Venue hire and support for an existing play / musical production
- External rehearsal spaces

- Other (please discuss with the Artistic Director of Union House Theatre)

What will **not** be funded through a Theatre Board Grant:

- Administrative costs associated with the running of a group
- Funding for theatre camps
- Productions or other activities that are part of an assessment for a subject or course.
- Travel and transport
- Payments to students
- Computers, mobiles, tablets.

## APPLICANT ELIGIBILITY

- Please note that the person submitting the Application must be a **current University of Melbourne Student**. If you do not fulfill these criteria, you must nominate a current student in your theatre group to be the Project Lead.

## PROJECT ELIGIBILITY

- No funding is going towards any academic assignment or coursework activity.
- At least 75% of the personnel involved in the project are currently enrolled students in any University of Melbourne course (undergraduate or graduate).
- It is a requirement that the new work will result in a production/performance occurring within one year of the grant being approved.
- No students are being paid.
- If applying for a new work production, a professional artist mentor is attached to your work (and have provided details).

If you have any questions in regards to these eligibility criteria, please contact [artistic@union.unimelb.edu.au](mailto:artistic@union.unimelb.edu.au)

### Recommendation:

Before submission, we recommend that a face-to-face meeting is made with either a) UHT Artistic Director, b) a member of the Theatre Board, or c) a representative from Student Success to discuss the how we can best support you with your application. Contact details are contained at the end of this document.

## KEY SELECTION CRITERIA

In selecting which performing arts groups to fund based on the answers in your SmartyGrants application, 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.

## KEY DATES

Theatre Board grants are accepted by the Board **throughout the year**. Funding applications will need to be submitted via SmartyGrants at least 10 days prior to a scheduled meeting. The Board meets up to eight times a year.

Please note that the Sub-Committee can assess urgent applications on an expedited timeframe. Please send an email to [theatre-board@unimelb.edu.au](mailto:theatre-board@unimelb.edu.au) once your application has been submitted to prompt the Board.

The 2023 Sub-Committee meeting dates are as follows:

17 March  
21 April  
19 May  
21 July  
8 September  
6 October  
3 November  
1 December

## APPLICATION PROCESS AND OUTCOME NOTIFICATION

1. An application form is submitted via SmartyGrants.
2. Applicants must address how the project/activity reflects the key selection criteria.
3. If the application involves the participation of a Professional Artist (defined as having recognised credits / relevant experience in the professional arts sector), written confirmation of their agreement to participate must be provided.
4. Applications must complete the section of the application form which asks for a creative statement and project description and include a budget that specifies exactly how the grant money will be spent.
5. The Theatre Board Sub-Committee reviews the application and provides an outcome to the student.
6. Following the recommendations of the Selection Committee, applicants will be notified in writing of the result of their application. Funding will be distributed within four weeks following notification of a successful application outcome. Please see payment and receipts section for further details.
7. All projects for all grants must be commenced within two months of receiving the grant.
8. The Acquittal form must be submitted within one month after the project or performance period ends. A representative from the creative team will be invited to present their Acquittal Report at the next Board Meeting.

## BUDGET

Finances spent should accurately reflect the scope of application with relevant quotes obtained in the budget.

The maximum funding that can be awarded for each grant is **\$2,500**. The Application asks students to specify how much funding they are requesting.

If you are unsure how much funding to request:

- If you're producing a new or existing work, or you're starting a new group, or are seeking venue hire support you may apply for the maximum.
- If you're developing a new idea, you may apply for around \$1000.
- If you're after an external rehearsal space, you may apply for around \$300

The budget must include: the overall project/activity budget; the specific grant sum you are requesting; other funding sources, if applicable (e.g., other University funding, partner organisation(s) contributions, other grants).

Unspent funds of more than \$100 must be refunded to the University at the conclusion of the project and should be highlighted through the Acquittal Report. If for any reason, an expenditure is unaccounted for with a receipt, a completed and witnessed statutory declaration must be provided. The University reserves the right to initiate legal proceedings regarding any unspent funds.

## PAYMENT AND RECIEPTS

If your application is successful, the Project Leader will receive the allocation of the grant funding via their individual bank account as reflected on their student portal. To receive payment, you must have an Australian bank account and a local contact address. You will also need to provide / update these details in your Student Portal. You will need to ensure and check that your details provided are correct. Instructions on updating your details can be found on the scholarships page [here](#). under the heading 'Providing your bank details'.

The Project Leader will be accountable for where the funds are located (i.e. if transferring to a Student Theatre Company, club or society bank account), and the use of grant funds (keeping receipts and records of purchases) until acquittal. Original itemised and dated receipts are required to support the financial acquittal of the grant. If expenditure of funds are not appropriately accounted for, or remains unspent and not re-allocated according to the SSAF grant guidelines, a refund (anything >\$100) will be organised at financial acquittal.

## REPORTING REQUIREMENTS

The Acquittal Report must be submitted within one month after completion of your project or performance and encompass an evaluation report on the final activities delivered alongside a financial expenditure report.

A representative from the Student Theatre Group will be invited to attend the next Theatre Board meeting to present the Acquittal Report. Attendance is not required but highly encouraged.

## CONTACTS

- **Xanthe Beesley** (*Artistic Director / Theatre Coordinator, Union house Theatre, UMSU*) - [xanthe.beesley@union.unimelb.edu.au](mailto:xanthe.beesley@union.unimelb.edu.au)
- **Tania Groba** (*Student Engagement Coordinator, Student Success*) – [tania.groba@unimelb.edu.au](mailto:tania.groba@unimelb.edu.au)

For further information and assistance, please contact the UOM Theatre Board, [theatre-board@unimelb.edu.au](mailto:theatre-board@unimelb.edu.au)