

# Hannah Barry Memorial Award Guidelines



THE UNIVERSITY OF  
MELBOURNE

September 2023

Theatre Board | Strategy and Culture

The Hannah Barry Memorial Award is a single award that is open to all current undergraduate University of Melbourne students. The award will assist the recipient in the development of a creative work in the performing arts. Applicants' creative work must be based in the performing arts and will be awarded on artistic merit.

The Award is named after a talented actress and artist who was a student of the former School of Creative Arts, The University of Melbourne. Hannah died in June 2002.

The value of the award in 2023 will be \$800

- **Opens:** Monday 25th September
- **Closes:** Sunday 15th October

## GOVERNING REGULATION

The prize is administered the Theatre Board under University Trust Regulation 6.72 [202].

## OBJECTIVES OF THE HANNAH BARRY MEMORIAL AWARD

- The purpose of the award is to provide an opportunity, by travel or otherwise, for the successful undergraduate student to undertake an innovative or experimental creative project, for the purposes stated in their application. The work may be produced in any performing arts form and any language.
- The project must be realised within 12 months of the recipient receiving the money, and the application must demonstrate to the selection committee that the project is inventive, creatively worthy and financially and logistically achievable.
- The prize money cannot be used to fund projects retrospectively.

## APPLICANT ELIGIBILITY

- Applicants must be a current Undergraduate student at the University of Melbourne, including those in the Faculty of Fine Arts and Music
  - The applicant's creative work must be based in the performing arts (any one or more of the performing arts)
  - Applicants must be able to complete the project/activity within 12 months of receiving the monies.
  - The project/activity cannot be already completed when applying for award funds. Funds will only be awarded to an activity in progress or yet to commence.
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# KEY SELECTION CRITERIA

Eligible applications will be assessed based on the following Key Selection Criteria:

- All requirements of the application have been supplied.
- The applicant has demonstrated evidence of their previous creative work in the performing arts.
- The proposed creative project is innovative and/or experimental,
- The proposal demonstrates how the work will be developed.
- The proposal has a feasible timeline (within the required 12 months).
- The project has a realistic budget detailing how the prize money will be used (and any other sources of funding for the project).

**The selection committee's decision will be final, and the University reserves the right not to award the prize in the event it is considered that no application of sufficient merit has been submitted.**

## DATES

Applications **open** on Monday 25th September (9am AEST) and will **close** on Sunday 15th October (12pm midnight AEST)

**Outcomes** will be released no later than **Thursday 26<sup>th</sup> October 2023**.

Late applications will not be considered.

## APPLICATION PROCESS AND OUTCOME NOTIFICATION

### *Application Process*

Applications are submitted and managed online via [Smarty Grants](#). Applications are required to provide:

- Contact details (address/telephone number and email address).
- Student number and course name.
- A proposal in addition to a clear creative statement, a project description, a timeline, venue, and a budget showing how the prize money will be used (and any other sources of funding for the project). Budgetary items could include, for example, personnel, materials, equipment hire.
- Detail of personnel and professional artists that might also be involved in the project (any accompanying curricula vitae/biography can be uploaded to the application, if it is relevant to the project, and will be a maximum of two A4 pages).
- Evidence of performing arts creative work to date.
- A copy of the applicants' statement of results to date.

Applicants, please note that the UoM Theatre Board and the donors of this award will require a report on how the prize is spent and will also like to be informed of when and where the performance or other creative event is to take place.

### *Outcome Notification*

Applicants will receive an email acknowledging receipt of their submission.

- Incomplete and/or late applications will not be considered.
- 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 the payment and receipts section for further details.

## SUCCESSFUL APPLICANT

During the period following the announcement of the award, the successful applicant is encouraged to discuss the progress of the project with the Artistic Director, Union House Theatre [artistic@union.unimelb.edu.au](mailto:artistic@union.unimelb.edu.au)

If you are successful in your application, please note the conditions on receipt of payment:

- Spend money and complete the project within 12 months of winning the prize.
- Submit a progress report to the Theatre Board at least once during the project.
- Prepare an acquittal report on the project and submit it to the Theatre Board within two months of completing the project.
- If there is an official launch of the artistic project the student is asked to invite the donor and members of the UoM Theatre Board to attend.
- All promotion of the artistic project should credit funding from the Hannah Barry Memorial Award.
- If after 12 months of winning the prize, the student has not completed their project, they are to return the prize money to the University.
- The University of Melbourne reserves the right to publish the name of the applicant on its websites and other University of Melbourne publications.

## PAYMENT AND RECIEPTS

The successful student applicant will be awarded directly via an individual Australian bank account. Student applicants must be based in Australia, have an Australian bank account and must ensure their details are updated correctly in the [my.unimelb](#) student portal. Payments will be made in line with University's [scholarships payment dates](#).

Original itemised and dated receipts are required to support the financial acquittal of the Award. Expenditure without receipts must be accounted for with a completed and witnessed statutory declaration. Unspent funds of >\$100 must be returned.

Please note that the University is required to withhold tax from scholarship payments for part-time students. Part-time students can decide to be paid in instalments rather than in a lump sum. Successful students should consult with their financial advisor which method of payment is preferable.

## REPORTING REQUIREMENTS

**Acquittal Report:** The award recipient must ensure project deliverables are completed within 12 months of receiving the award money and encompass an evaluation report on the final activities delivered alongside a financial expenditure report, including contract/wage details (if any).

The Selection Committee may impose additional conditions on the award where it is considered warranted.

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