

Creative Projects Fund

Application Drafting Tool

**How to use the Application Drafting Tool**

Use this tool to **draft** your application. Once drafted you can copy and paste your text into the corresponding boxes on the DJPR Grants Portal.

The online DJPR Grants Portal will accept applications until **3pm** on the advertised closing date. Please use the **unique link** on the [Creative Projects funding page](https://creative.vic.gov.au/grants-and-support/programs/creative-projects-fund) to access the DJPR Grants portal.

Before starting an application make sure you:

1. Have read the program guidelines on the relevant Creative Victoria funding page and;
2. Meet all program eligibility criteria.

**Getting started on the DJPR Grants Portal**

After accessing the DJPR Grants Portal via the **unique link** on the relevant Creative Victoria funding page you will be required to log in or create a new account to continue with your application.

Once logged in to the DJPR Grants Portal you will be guided though the following sections. You must complete all sections to submit an application.

**Remember to save your draft in the DJPR Grants Portal as you complete each section – your draft will not save automatically.**

*N.B. The DJPR Grants Portal will accept applications until* ***3pm*** *on the advertised closing date.*

**Definitions**

* The term **First Peoples** is used to refer to Traditional Owners of Victoria and all other Aboriginal and Torres Strait Islander peoples who reside in this state.
* The term **Deaf and Disabled people** will be used. A lived experience of disability can be visible or invisible, including physical, sensory, cognitive, intellectual, developmental, mental illness and/or neurodiversity. We recognise and support the right of the Deaf community to label their experience as one of cultural and linguistic difference. We recognise the diversity within the Deaf and Disabled communities and that the terminology and language used is evolving.
* The term **Regional** refers to the 48 Victorian local government areas classified as regional by the Victorian State Government. You can find the list of these local government areas [here](https://creative.vic.gov.au/glossary/regional-victoria).
* The acronym **CALD** is used and is inclusive of people from culturally and linguistically diverse backgrounds, including but not limited to people born overseas, people with one or both parents born overseas and people who speak a language other than English at home.
* The term **creative practitioners** refers to individuals who develop, produce and present work in visual, performing, literary, multi-disciplinary and new media arts, screen, design, fashion, broadcasting and recording, publishing, architecture, and the heritage and collections sector. Creative practice can be commercially-driven, in a not for profit context and/or community-based. A creative professional may not earn a regular income from their practice but is recognised by their peers, is committed to devoting significant time to creative activities and/or has a history of public presentation.
* **Collectives** refers to an ensemble or group of professional creatives who work together.
* **Micro to small creative organisations/businesses** are defined for the purpose of this program as organisations within the creative industries with up to 10 Full Time Equivalent staff.

Refer to the program FAQ document on the [Creative Projects Fund webpage](https://creative.vic.gov.au/grants-and-support/programs/creative-projects-fund) for further definitions (where relevant).

**DJPR Grants Portal application form**

## Introduction

The DJPR Grants Portal features an Introduction section which contains key program information, definitions and detail on where to get help using the DJPR Grants Portal.

## Applicant Details

This section contains key applicant detail questions.

Question:

***Are you applying as an individual or on behalf of an organisation/group?***

Depending on your answer you will then be required to provide key contact information (i.e. ABN if relevant, email, address, phone number).

Where you are applying on behalf of an organisation/group you will be asked to provide contact details of the person who would be signing/executing the funding agreement, if successful e.g. CEO, Director, individual.

## Auspice

This section contains questions about any auspice managing your activity.

You will be asked:

Will you be using an Auspice Organisation to manage the funds? Select one

*(An auspice is a legally constituted organisation taking legal and financial responsibility for administering the grant on your behalf)*

If **YES**, you will be asked to provide key contact information for the auspice organisation including: name of Auspice Organisation, address, ABN, details of Auspice Organisation’s contact person (including name, position/job title, phone number and email address.

**NOTE**: It is the applicant’s responsibility to ensure the auspicing arrangement is confirmed at the point of application. This means the auspice organisation agrees to receive any funds allocated if your application is successful and the auspice organisation is responsible for the management of the activity and the acquittal of grant funds.

## Activity Details

This section contains questions about the activity you are seeking a grant for.

You will be asked:

|  |  |
| --- | --- |
| *Amount applying for ($)* |       |
| *Activity start date* |       |
| *Activity end date* |       |
| *Please provide your preferred name or the name of your collective. (If your application is successful, this information will be shared on the Creative Victoria website.)* |       |
| Activity title  |       |

*Activity description (500 characters max.)*

The Activity Description should be a simple description of the type of activity in the application and shouldn’t be more than two sentences long. Please use the following description template: *Who will do what, with whom. What are the outcomes?*

|  |  |
| --- | --- |
| *Primary Location of activity* You may be asked to provide more detail on where the activity is taking place. If your activities are in multiple locations within both metropolitan and regional Victoria, choose Statewide. | Select one |
| Do you as the primary applicant identify as First Peoples or is your organisation/group led by First Peoples?*Applications from Victorian First Peoples or First Peoples-led organisations or groups will be assessed in alignment with Aboriginal self-determination by a First Peoples assessment panel.* | Select one |
| Is the application led by participants who identify as Deaf and Disabled?*Applications led by Victorian Deaf and Disabled creatives can choose to be assessed by an assessment panel of creative industries peers with lived experience of deafness and disability, or by specific creative industries peers depending on the creative discipline chosen in Applicant/Participants section*  | Select one |
| Does your application include any of the following?- First Peoples Cultural Intellectual Property (CIP)\*.- Collaboration and/or engagement with a First Peoples creative practitioner(s)- Engagement with First Peoples communityNote: For example, CIP may refer to artistic work, stories, languages, tangible and intangible cultural property, and contemporary and historical records. Please refer to Arts Law website for more detailed information at <https://www.artslaw.com.au/information-sheet/indigenous-cultural-intellectual-property-icip-aitb/>If **YES**, you will also be asked to provide the budget amount allocated for First Peoples collaboration or engagement. Please provide supporting material in the Support Material section. If applications do not provide documentation to demonstrate cultural protocol, the activity will not be supported for funding.*Applications from non- First Peoples applicants that contain First Peoples content may also be reviewed by a First Peoples assessment panel.* | Select one |

***NOTE:*** *Applicants must follow correct protocols when working with First Peoples’ artists, content and/or communities. Please refer to* [*Australia Council’s Protocols For Using First Nations Cultural And Intellectual Property In The Arts*](https://www.australiacouncil.gov.au/workspace/uploads/files/protocols-for-using-first-nati-5f72716d09f01.pdf)*. In particular, the project checklist (pp. 168-172) can be used as a resource to guide considerations when engaging with First People’s content, creatives/artists and cultural heritage.*

*One of the key guiding principles of the* [*Creative State 2025*](https://creative.vic.gov.au/major-initiatives/creative-state/2025) *strategy is First Peoples First. The Victorian Government is committed to the United Nations Declaration of the Rights of Indigenous Peoples, and the 11 guiding principles of Aboriginal Self-Determination as identified in the* [*Victorian Aboriginal Affairs Framework 2018-23.*](https://www.aboriginalvictoria.vic.gov.au/victorian-aboriginal-affairs-framework-2018-2023)

## Application Questions

For the questions below, it is important to provide a clear and comprehensive description of your activity and what you are proposing to do. Each response can have a **maximum of 2000 characters**, including spaces and punctuation. Revisit the guidelines to make sure your application addresses the assessment criteria and aims of the program.

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| --- |
| Tell us about your project. To help answer this question, refer to the **Project Merit** criterion. You may also wish to consider these prompting questions: What is it and how do you plan to do it?      |
| Tell us why this project is important. To help answer this question, refer to the **Impact** criterion. You may also wish to consider these prompting questions: Why is it important for your career/practice?       |

**Biographies**

List all the creative personnel and organisations involved in your activity, and their role(s). Each response can have a **maximum of 1,000 characters, including spaces and punctuation**. You must provide at least one creative practitioner's biography. You can provide a maximum of three in the online application form. **Any additional biographies can be uploaded as one support document.**\*

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| --- |
| *Biography 1 (You must provide at least one creative’s biography, and a maximum of three).* |
| *Biography 2*  |
| *Biography 3*  |

**Budget Income and Expenditure**

As part of your application budget you will need to identify how the Creative Victoria grant will be spent.

You will be asked:

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| --- | --- |
| Which of the following expenses will be assisted by this grant? (tick all that apply): | [ ]  Fees/on-cost for Victorian creatives[ ]  Fees/on-costs for Victorian non-creative personnel[ ]  Fees/on-costs for non-Victorian creatives or non-creative personnel[ ]  Marketing and promotion[ ]  Project/production costs[ ]  Administration (including auspicing/auditing fees)[ ]  Access costs[ ]  First Peoples collaboration or engagement[ ]  Other. Please explain (500 characters) |
| What is the total estimated cost of this project/activity?*Total cost can include: this grant, other grants, earned and other income, applicant's and other private financial contributions, in-kind etc.* |  |

**Applicant/Participants - Activity Area**

|  |  |
| --- | --- |
| Nominate from the list of creative discipline panel you want your application to be assessed by. (Tick one box).If you are unsure, please check with program staff before submitting the application. | [ ] Cross/multi-disciplinary [ ] Dance/physical performance[ ] Design[ ] Literature[ ] Music [ ] Screen[ ] Theatre[ ] Visual Arts[ ] First Peoples[ ] Deaf and/or Disabled |
| What is the primary creative discipline of your activity? (Select one) | [ ] Dance [ ] Circus and physical theatre[ ] Theatre (incl. comedy and cabaret)[ ] Opera and musical theatre[ ] Music (contemporary and classical)[ ] Literature (and publishing)[ ] Visual arts[ ] Multi-practice (incl. multi-arts cross platform and multi-practice festivals)[ ] Film[ ] TV[ ] Interactive media incl. digital games[ ] Design[ ] Fashion[ ] Heritage (incl. museums libraries and archives)[ ] Other culture |
| Do you or any creative practitioners involved with this application identify as (tick as many as apply) | [ ] First Peoples[ ] Children (0 to 11)[ ] Young People (12-25)[ ] Culturally & linguistically diverse (CALD)[ ] Seniors (60+)[ ] LGBTIQ+[ ] Women[ ] Deaf and/or disabled[ ] People living in regional communities[ ] Not Applicable[ ] Prefer not to say |
| Does the activity outlined in your application target any of the following groups? (tick as many as apply) | [ ]  First Peoples[ ]  Children (0 to 11) [ ]  Young People (12-25) [ ]  Culturally & linguistically diverse (CALD)[ ]  Seniors (60+) [ ]  LGBTIQ+[ ]  Women [ ]  Deaf and/or disabled[ ]  People living in regional communities [ ]  Not Applicable[ ]  Prefer not to say |
| Will the funded activity include the supervision of, or authority over, a child (under 18yrs)?*This includes the provision of care, education, services or activities to children without parental/guardian supervision. Refer to the “Responsibilities” section of the program guidelines for further detail* | Select one |

*When responding to the above questions you will need to confirm that you have consent to provide personal or health information from any individual who can reasonably be identified (e.g. responses relating to a small group, etc).* *Please provide a copy of the privacy statement in the Program Guidelines to individuals involved in your activity when obtaining their consent.*

**Applicant/Participants (Continued)**

|  |  |
| --- | --- |
| How many Victorian creative practitioners are involved in the proposed activity? |  |
| How many Victorian non-creatives are directly involved in the proposed activity? |  |
| How many paid opportunities will be created through this activity? |  |
| Is the application led by participants who identify as culturally and linguistically diverse? | Select one |
| Is your postcode of residence in one of the 48 local government areas classified as regional by the Victorian State Government? Note: Interface local government areas are not considered regional. (See Program Guidelines for more information and refer to this [link](https://creative.vic.gov.au/glossary/regional-victoria) for the list of 48 local government areas.). | Select one |
| Are you or any creative(s) supported by this application aged 25 years and under? | Select one |
| Creative Victoria is investigating demand for initiatives to connect eligible applicants with other suitable funding, development and support programs. Would you be interested in being contacted about available opportunities and pathways? **NOTE:** This question is to gauge interest only and will have no effect on your Creative Projects Fund application assessment. | Select one |

## Support Material

Your application can include other support documents and creative support material where relevant.

Notes on submitting support documents and material:

• You can upload and submit up to 5 files and/or 3 URLs (external files)

• Please see the program guidelines for support material types and limits.

• Attached files can be no more that 5MB in size each.

• Attached file names can be no longer than 80 characters.

• It may be necessary to combine supporting material into one document in some instances, i.e. multiple images or letters of support may be compiled into one PDF or PowerPoint file.

• When providing URLs, only use links to publicly available (not membership-based) sites. Link must directly open to the material you want to submit. If you are linking to a private video on a site such as Vimeo, you must provide password requirements to your video.

• Do not provide links to Google Drive, Drop Box or other online hosting platforms that require viewers to enter personal identification in order to gain access. Materials provided using these platforms will not be assessed by the peer advisory panel.

**Where to get help**

To find out more or to discuss your application, please find the appropriate Creative Victoria staff member to contact by visiting the [Creative Projects Fund webpage](https://creative.vic.gov.au/grants-and-support/programs/creative-projects-fund).