DOBELL EXHIBITION GRANT (DEG) 2020

APPLICATION FORM

Closing date: Wednesday 4 September 2019, 5.00pm
Amount available: $40,000 (exc. GST)

Please make sure that you have read the guidelines before completing this application form.

*All applications and support material must be submitted online by the closing date via the M&G NSW Dobell Exhibition Grant page :* [*http://mgnsw.org.au/sector/funding/grants-we-administer/gallery-grants/dobell-exhibition-grant/*](http://mgnsw.org.au/sector/funding/grants-we-administer/gallery-grants/dobell-exhibition-grant/%20)

*Please email* *grants@mgnsw.org.au* *if there are any problems uploading the application.*

All applications received will be acknowledged by return email. If you do not receive an email confirmation within 24 hours of the closing date, please email the above email address or phone 02 9252 8300. It is the applicant’s responsibility to ensure that the submission has been received.

Please submit your application using this Word document template..

For the transfer of large files over 6MB, Zip files into one folder or use a file sharing service such as Dropbox and send to *grants@mgnsw.org.au*.

For further information please contact Museums & Galleries of NSW on 02 9252 8300.

*The Dobell Exhibition Grant* *is supported by the Sir William Dobell Art Foundation and managed by Museums & Galleries of NSW.*

1. Applicant details

Organisation:

Gallery name (if different from above):

Director/Manager:

Street address:       Suburb:

State:       Postcode:

Postal address:       Suburb:

State:       Postcode:

Phone:       Fax:

Email:       Website:

ABN:       GST registered? [ ]  Yes [ ]  No

Local government area:

2. Contact details

Name of contact:

Position:

Phone:       Mobile:

Email address:

3. Legal status

Please specifiy the applicant’s legal status

[ ]  Incorporated association [ ]  Local government department

[ ]  Company limited by guarantee [ ]  Other

If the applicant is not a legal entity such as an incorporated association or a company limited by guarentee, indicate who will administer the grant on your behalf (e.g. local government).

4. About your organisation

When was the organisation established?

Number of paid staff:       Number of active volunteers:

Average annual attendance to your gallery:

Please indicate which of the following policy documents and plans your organisation has.
Please be aware that M&G NSW might request these documents prior to assessment.

[ ]  Strategic plan [ ]  Education policy

[ ]  Collections policy [ ]  Exhibitions policy

[ ]  Annual financial report (audited if applicable)

5. Project summary

Project start date:

(Projects must commence during the 2020 calendar year.)

What are the scheduled exhibition dates:

(The exhibition must conclude on or before 31 January 2022. This date will determine the project’s completion.)

What is the exhibition title or working title:

Please briefly describe the exhibition and focus (max 50 words).

(Please note this summary may be used to describe the project in marketing and promotion material should the application be successful.)

Please list the curator/s involved:

Please list the artists involved:

What is the estimated audience number for this exhibition:

Would you like the exhibition to tour: Yes [ ]  No [ ]

6. Project in detail

Please describe the project in detail (max 500 words).

* What is the curatorial rationale and/or artistic content of the exhibition?
* Who is involved?
* Are artworks being loaned as part of this exhibition? (if yes, please submit lists and status of loan requests in support material)

Project objectives and outcomes. Please describe what you hope to achieve with the exhibition (max 500 words).

* How will the exhibition encourage access to high quality exhibitions of visual arts?
* How will the proposed exhibition be achieved?
* If the exhibition will tour, what is the demand for the exhibition’s concepts or artistic content and how has this been assessed?

Audience engagement opportunities. Please describe how you plan to engage and develop audiences (max 500 words).

* What education and public programs are planned and how are these relevant?
* What audiences or specific groups do you aim to engage and how does the exhibition fit in with the gallery’s audience development strategies?

* What is your marketing and promotional strategy and how will this be achieved?
* What is the role in this project of current staff within your organisation and what role will external professionals play?

7. Project plan

Please provide a plan and timeline for the project (i.e. key dates and activities), including the estimated dates of the proposed exhibition and tour, if applicable. *(If more room needed please continue to expand the bottom row of this table, or add a separate page as support material to your application.)*

|  |  |  |
| --- | --- | --- |
| Activity (what) | Deliverables (how) | Date/timeframe (when) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

8. Budget – income

Please complete the budget income template below for this project listing income other than from the Dobell Exhibition Grant. Please indicate in the notes if funding or sponsorship is tied to a specific activity or cost of the project.

|  |  |  |
| --- | --- | --- |
| Income | Budget | Notes |
| Funding |
| Australia Council funding |       |       |
| Create NSW program funding |       | Please specify:      |
| Other funding (Local, State or Federal Govt) |       | Please specify:       |
| Philanthropic/other |       | Please specify:       |
| Sub-total funding |       |       |
| Earned income |
| Admission charges |       |       |
| Merchandise sales |       |       |
| Other earned income |       | Please specify:       |
| Sub-total earned income |       |       |
| Other income |
| Gallery contribution in kind |       | Please specify and itemise:       |
| Cash sponsorship |       | Please specify:       |
| In kind sponsorship (dollar value) |       | Please specify:       |
| Other |       | Please specify:       |
| Sub-total other income |       |       |
| Amount requested from DEG | $40,000 |       |
| Total income |       |       |

9. Budget - expenditure

Please complete the budget template below for this project indicating the expenditure and the amount which would be funded by the DEG. All figures should be exclusive of GST. Income must equal expenditure.

Please indicate in the ‘Notes’ field if the expenditure is an in-kind contribution.

(Requests from the DEG for research costs must not exceed 10% of the total grant ie $4000.)

|  |  |  |  |
| --- | --- | --- | --- |
| Expenditure | Budget | Amount funded by DEG | Notes |
| Artist and Curator expenses (See NAVA best practice guidelines) |
| Artist fees |       |       |       |
| Curator fees |       |       |       |
| Other fees |       |       | Please specify:       |
| Travel |       |       |       |
| Accommodation |       |       |       |
| Per diems |       |       |       |
| Other |       |       | Please specify:       |
| Sub-total artist/curator  |       |       |       |
| Exhibition expenses |
| Materials |       |       |       |
| Equipment |       |       |       |
| Freight |       |       |       |
| Installation and de-installation costs |       |       | Do not include labour costs      |
| Photography |       |       |       |
| Packing/Crating |       |       |       |
| Framing |       |       |       |
| Other |       |       | Please specify:       |
| Sub-total exhibition  |       |       |       |
| Interpretation and research expenses |
| Documentation |       |       |       |
| Writer’s fees |       |       |       |
| Catalogue design |       |       |       |
| Catalogue printing |       |       |       |
| Signage specific to the exhibition |       |       |       |
| Copyright fees |       |       |       |
| Other |       |       | Please specify:       |
| Sub-total interpretation  |       |       |       |
| Education and public program expenses |
| Public program professional fees |       |       |       |
| Education professional fees |       |       |       |
| Design |       |       |       |
| Equipment hire |       |       |       |
| Workshop support materials |       |       |       |
| Printing |       |       |       |
| Other |       |       | Please specify:       |
| Sub-total education/program  |       |       |       |
| Marketing and promotion expenses |
| Advertising |       |       |       |
| Printing/photocopying |       |       |       |
| Design |       |       |       |
| Copyright fees |       |       |       |
| Other |       |       | Please specify:       |
| Sub-total marketing |       |       |       |
| Administration expenses |
| Printing/photocopying |       |       |       |
| Catering |       |       |       |
| Other |       |       | Please specify:       |
| Sub-total administration  |       |       |       |
| Total expenditure |       | **$40,000** |  |

10. Support material

Applicants must submit the following support material:

* Biographies for curators and artists involved in the project (max 1 page each, with large group exhibitions not to exceed 6 pages)
* Up to 10 images of artwork (minimum of 5) in one Word or PDF file and/or up to 5 minutes video (submitted as a link to a video hosting site e.g. Vimeo or as a small video file)
* Examples of the curator’s written work and/or media articles, exhibition reviews or examples of publicity achieved from your organisation’s previous projects (no more than 5 A4 pages in total) Please include source, date, and publication details as appropriate.
* A list of all loan requests and status of loans for the proposed exhibition must be submitted (if applicable). Applicants should keep M&G NSW as up to date as possible regarding changes in loan request status after the closing date.

In addition applicant may submit:

* Letters of support from relevant organisations and individuals (maximum of 3).
* Addresses for relevant websites which assessors may review for further information.

11. Declaration

[ ]  By checking this box, I agree that I have read the guidelines relating to the grant program. I certify that to the best of my knowledge, all the information in this application is correct and has been approved by the board of management or relevant authority, and that I have the delegated authority to sign this application.

Name of authorised person:

Position:

Date:

*The Dobell Exhibition Grant* *is supported by the Sir William Dobell Art Foundation and managed by Museums & Galleries of NSW. If these funds are no longer available M&G NSW may be unable to run this program and not provide full or part funds.*

*Museums & Galleries of NSW is supported by the NSW Government through Create NSW*