

Victoria Regional Arts Fund Project Grants Round 2, 2015

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Application VICRAF25 from Geoff Park

Cultural Partnerships Team

*** indicates a required field.**

The [Creative Arts Facilitators and Creative Arts Recovery Facilitators](#) are part of the Cultural Partnerships team. They are Regional Arts Victoria's key arts catalysts. Based in pivotal regional locations across the state, they work closely with artists, communities and local government. This passionate team facilitates new work, keeps communities informed of key arts opportunities and development as well as supporting arts policy development. Our Facilitators form part of the national Regional Arts Development Officer network.

Applicants must read the Regional Arts Fund Guidelines and are urged to contact a Creative Arts Facilitator or a member of the Cultural Partnerships team before completing an application to the Regional Arts Fund. Assistance and advice can be given if sufficient time is allowed prior to application closing dates.

[Click here](#) to find *Helpful tools for your online application*.

Have you discussed this application with a Creative Arts Facilitator or Creative Arts Recovery Facilitator? * Yes

Please Contact the Cultural Partnerships team (*Not Applicable*)

This page has been disabled because of your response to question: "Have you discussed this application with a Creative Arts Facilitator or Creative Arts Recovery Facilitator?" on page 1

If you answered **YES** to the previous question, please move on to the next question.

If you answered **NO** please discuss this application with a Creative Arts Facilitator or a member of the Cultural Partnerships team before continuing. For details regarding your local Creative Arts Facilitator click [here](#).

The [Creative Arts Facilitators and Creative Arts Recovery Facilitators](#) are part of the Cultural Partnerships team. They are Regional Arts Victoria's key arts catalysts. Based in pivotal regional locations across the state, they work closely with artists, communities and local government. This passionate team facilitate new work, keep their communities informed of key arts opportunities and development as well as supporting arts policy development. Our Creative Arts Facilitators form part of the national Regional Arts Development Officer network.

Name of Cultural Partnerships Staff Contacted

*** indicates a required field.**

Cultural Partnerships Staff Name *

Malcolm Sanders

Applicant Details

*** indicates a required field.**

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In this section we will be asking for Applicant details. Please supply us with information on the Applicant (individual or group) contact details, ABN, Auspice information (if applicable) and consider if any insurance is needed to complete your project safely.

Applicant Details

What type of Applicant are you? *

Incorporated Association

*Organisation / Community Groups applying must be, or must be auspiced by, an incorporated company or organisation. **Individuals who do not have an ABN should consider applying through – or being auspiced by – an incorporated organisation. Individuals or Organisations and Community Groups who apply with an Auspice will have to supply Auspice information later in this application form.

Name of Applicant: *

Newstead 2021

Name of individual, group or organisation

Applicant ABN

45 859 452 623

Information from the Australian Business Register	
ABN	45 859 452 623
Organisation Name	Newstead 2021 Inc
Status	Active
Type of Organisation	Other Incorporated Entity
Registered for GST	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Registered Address	3462 VIC
<i>Information current as at 12:00am today</i>	

Must be an ABN and at least 11 characters

Postal Address *

PO Box 123

Newstead VIC 3462

Must be an Australian postcode

Web Address:

<https://newstead2021.wordpress.com/>

Must be a URL

Organisation Chair or

Andrew Skeoch

President Phone Number: *

**Organisation Chair or
President Email Address:**

listen@netcon.net.au

Do you have insurance including but not limited to Public Liability Insurance to cover the activity outlined in this application? *

Yes

If your project involves the public in any way as creative participants, workshop participants or audience members, you are liable for any claims of personal injury or property damage that a third party may make as a result of these activities. In order to protect yourself and/or your organisation, you **MUST** have Public Liability Insurance

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(PLI). The level of insurance you require will be dictated by the size of your event. Sometimes, funding or project delivery partners will require you to have a certain level. You may also need other forms of insurance to cover you and your members. For more information about insurance for your event and not-for-profit business click [here](#).

Contact Details

*** indicates a required field.**

Contact for Application

Contact Name *	Mr Andrew Skeoch This is the person completing the application and acquittal forms
Position Held: *	Convenor Position held in Organisation or role in the project
Postal Address *	PO Box 144 Newstead Newstead VIC 3462
Preferred Contact Phone Number: *	(03) 5476 2609 Must be an Australian phone number
Mobile Number	0419 091 979 Must be an Australian phone number
Contact Email Address *	listen@netcon.net.au Must be an email address

Auspice Organisation

*** indicates a required field.**

An **Auspice Organisation** is an organisation that takes on the financial, legal and/or public liability responsibility of a grant on behalf of the unincorporated organisation/ individual (you, the applicant) who is undertaking a project.

To be able to auspice your project, the auspice organisation must be an [incorporated association](#) or a [company limited by guarantee](#) and hold an [ABN](#). An example of an incorporated association is a local council, (potentially) local arts council or local sports club.

Be sure to discuss how the partnerships with you and your auspice will work including payment models.

You may be able to find a suitable auspice organisation at [acnc.gov.au](#)

Do you require an Auspicing Organisation? * No

Auspice Organisation Information (Not Applicable)

This page has been disabled because of your response to questions:

- "Do you require an Auspicing Organisation?" on page 6
- "Do you require an Auspicing Organisation?" on page 6

*** indicates a required field.**

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This section has been disabled because of your response to question: "Do you require an Auspicing Organisation?" on page 6

If you answered **NO** to the previous question, please move on to the next question.

If you answered **YES** please fill out your Auspice information bellow.

Name of Auspice Organisation *

Auspice Organisation Contact Person *

Contact Person's Role in Auspice Organisation *

Contact Person Business Hours Phone Number *

Must be an Australian phone number

Contact Person Email Address *

Must be an email address

Postal Address *

Must be an Australian postcode

Auspice Organisation ABN Details *

Information from the Australian Business Register
ABN
Organisation Name
Status
Type of Organisation
Registered for GST
DGR Endorsed
ACNC Registration
Tax Concessions
Registered Address

Must be an ABN

Project Details

*** indicates a required field.**

In this section of the application form we will be asking you to supply us with specific details relating to the project. This information includes project title, start and finish date, project summary, main art form, main project beneficiaries and project location/s, estimated participants and audience number. We also ask you to list key artists and arts workers along with any strategic partners you are engaging with for this project.

We also ask you to consider if you have any Aboriginal and Torres Strait Islander cultural material, and if any project facilitators need a working with children check.

Project Details

Name of Project *

Visioning Newstead
Must be no more than 10 words

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Amount Requested * 14800
Must be a number

Project Start Date: * 01/02/2016
Must be a date and no earlier than 1 January 2016

Project End Date: * 30/11/2016
Must be a date

Category being applied for * Cultural Project and Skills development

Project Summary: * The Newstead Railway Arts Hub is a new community space created through the recent restoration of the former Newstead Railway Station. A consortium of local community groups is working together to develop the station and surrounds as a vibrant creative gathering place - where art can be practised, appreciated and celebrated, and as a focal point for the local artistic community. The project will support a series of six events during 2016, with local artists using a diverse range of art forms, to engage the wider community in exploring the 'sense of place' and creative possibilities emerging around the Hub.
Must be no more than 100 words

Select the MAIN art form for your project: * Multi-Artform

Select the MAIN target beneficiary of your project: * Artists / Arts Workers

Select the SECONDARY beneficiary of your project: * General Community

Project Location

Project Location Newstead

Primary Location Postcode * 3462

Primary Location Federal Electorate * Bendigo

To locate your Federal Electorate you can click [here](#) to access the Australian Electoral Commission (AEC) website.

Does your project have workshops or presentation outcomes in another location? * No

Other Project Locations (*Not Applicable*)

This page has been disabled because of your response to question: "Does your project have workshops or presentation outcomes in another location?" on page 8

*** indicates a required field.**

Other Project Location/s

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Project Location *	Project Location Postcode *	Project Location Federal Electorate *	
			To locate you Federal Electorate you can click here to access the Australian Electoral Commission website.

Aboriginal & Torres Strait Islander Cultural Material

* indicates a required field.

Aboriginal and Torres Strait Islander Cultural Material refers to Aboriginal and Torres Strait Islander Cultural Heritage and may include, but is not limited to, objects, knowledge, artistic, literary, musical and performance works, which may be created now or in the future and based on that heritage.

Does your project use Aboriginal and/or Torres Strait Islander Cultural Material? * No

Do you Identify as Aboriginal or Torres Strait Islander? * No

Aboriginal & Torres Strait Islander Protocols (Not Applicable)

This page has been disabled because of your response to questions:

- "Does your project use Aboriginal and/or Torres Strait Islander Cultural Material?" on page 10
- "Does your project use Aboriginal and/or Torres Strait Islander Cultural Material?" on page 10

Aboriginal and Torres Strait Islander Cultural Material Protocols

Protocols are appropriate ways of using Aboriginal and Torres Strait Islander Cultural Material, and interacting with Aboriginal and Torres Strait Islander artists and communities. They encourage ethical conduct and promote interaction based on good faith and mutual respect. Responsible use of Aboriginal and Torres Strait Islander cultural knowledge and expression will ensure that Aboriginal and Torres Strait Islander cultures are maintained and protected so that they can be passed on to future generations.

By answering "yes" to the previous question you have indicated that your project will include Aboriginal and Torres Strait Islander Cultural Material or participants. In your application you must show how you will acknowledge this cultural and intellectual property and how you have consulted with the correct people.

Click [here](#) for a list of questions that you may use as a guide to developing a letter which sets out your agreements. This letter must be signed by all appropriate people. (e.g. Elders, Custodians, Land Councils or other suitable community representatives)

Further details on the protocols and the appropriate acknowledgements of local community authority, communal rights over cultural heritage material, engagement of Aboriginal and Torres Strait Islander people through consultation and prior informed consent mechanisms are available from the Australia Council for the Arts, [Guide to help do the right thing with Indigenous Culture](#).

Working With Children

* indicates a required field.

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Does your activity (at any stage) involve working with children and young people aged under 18 years? *

Yes

Working with Children Guidelines

Have you read, and do you agree to comply with Victoria's requirements regarding working with children?

Yes

Each State/ Territory has different requirements. Below is the Victorian working with children protocols.

Victoria: The Victorian Government has introduced the [Working with Children Check](#), which is compulsory for people who wish to work with or volunteer with children. The check seeks to protect children from harm by requiring people to undertake a criminal history check before they start work in an organisation.

Participants and Audience

* indicates a required field.

Artist is the person who is responsible for developing, the making of, and delivering the creative outcomes of the project

Arts Worker is someone who provides administrative or operational support to the artist/s, community, participants or the project as a whole

Participants refers to those who will take an active role in the arts activity

Audience refers to the audience or viewers if there is an exhibition or performance component of the arts activity

Estimated Number of Artists Paid: *

12
Must be a number

Estimated Number of Artists Unpaid: *

12
Must be a number

Estimated Number of Arts Workers Paid: *

10
Must be a number

Estimated Number of Arts Workers Unpaid: *

10
Must be a number

Estimated Number of Participants: *

200
Must be a number

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Estimated Number of Audience: * 2000
Must be a number

Partnerships

Artists

Name the professional artists involved in your activity and their role over the duration of this project. You will need to add a CV for all artists involved. CVs must not exceed 2 standard pages.

Includes letters of acceptance for mentorships.

Please do not upload more than two documents per artist.

Artist Name	Artist Expertise	Is the Artist Regionally based?	Artist Residential Postcode	CV Attached
Dean McLaren	Photography	Yes	3462	<ul style="list-style-type: none"> McLaren.docx 45.6 kB
Roger McKindley	Sculpture	Yes	3462	<ul style="list-style-type: none"> Roger McKindley resume 2015.doc 87.5 kB
Neil Boyack	Literature	Yes	3462	<ul style="list-style-type: none"> Neil Boyack.doc 144.5 kB
Gordon Dowell	Literature	Yes	3462	<ul style="list-style-type: none"> Gordon Dowell.docx 96.4 kB
Melissa Proposch	Visual Arts	Yes	3462	<ul style="list-style-type: none"> MelissaProposch_CV2014.pdf 776.1 kB
Karen Pierce	Visual Arts	Yes	3462	<ul style="list-style-type: none"> Karenpiercecv.docx 189.0 kB
Greg Hatton	Sculpture	Yes	3462	<i>No files have been uploaded</i>
Penny Larkins	Multi-Artform	Yes	3462	<ul style="list-style-type: none"> Penny Larkins CV.pdf 1.8 MB
Carl Panuzzo	Music	Yes	3462	<ul style="list-style-type: none"> CV_CARL_PANNUZZO.docx 485.5 kB
Bob Clutterbuck	Visual Arts	Yes	3462	<ul style="list-style-type: none"> Robert Clutterbuck.docx 1.5 MB
Saide Gray	Multi-Artform	Yes	3462	<ul style="list-style-type: none"> Saide Gray – Arts Resume.pdf 55.2 kB
Belinda Prest	Multi-Artform	Yes	3462	<ul style="list-style-type: none"> Belinda Prest Bio.pdf 36.9 kB

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Janet Barker	Photography	Yes	3462	<ul style="list-style-type: none"> • Arts Hub RAV - CV JB 2015.pdf 64.3 kB
Horse	Visual Arts	Yes	3462	<ul style="list-style-type: none"> • CURRICULUM VITAE FINAL 88Horse.doc 44.0 kB
Phillip McDonald	Literature	Yes	3462	<ul style="list-style-type: none"> • McDonald.docx 12.1 kB

Arts Workers

Please name the arts workers involved in your activity. Attach CVs where applicable. CVs must not exceed 2 standard pages.

Please do not upload more than two documents per art worker.

Arts Worker Name	Arts Worker Expertise	Is the Arts Worker Regionally Based?	Arts Residential Postcode	CV Attached
Andrew Skeoch	Multi-Artform	Yes	3462	<ul style="list-style-type: none"> • AndrewSkeochCV.pdf 44.9 kB
Claire Collie	Multi-Artform	Yes	3461	<ul style="list-style-type: none"> • cv_Claire Collie_Arts Hub.docx 20.3 kB
Sarah Koshack	Multi-Artform	Yes	3462	<ul style="list-style-type: none"> • Sarah Koschak CV.docx 107.2 kB
Julie Patey	Visual Arts	Yes	3462	<ul style="list-style-type: none"> • juliepateycv.docx 105.6 kB
Geoff Park	Photography	Yes	3462	<ul style="list-style-type: none"> • Geoff Park.docx 15.5 kB

Strategic Partnerships

A **Strategic Partnership** involves sharing resources, a high level of trust and sharing of responsibilities and exchanging information with an organisation which enhances the common purpose. **It does not include your organisation or auspice organisation.**

A letter of support should be included from each of your strategic partners. This letter should indicate the partner's level of support and involvement in the project including if any items will be in-kind such as venue hire.

Please do not upload more than two documents per strategic Partner.

Name the **strategic partners** involved with your project and whether this partnership is **short** or **long term**.

Short Term is for the duration of the project

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Long Term is over a period of several years

Strategic Partner Name	Partnership Type	Term of Partnership	Support Material/Confirmation Letter Attached
Mount Alexander Shire	Local Government	Long	<ul style="list-style-type: none">Letter of Support - Newstead Railway Arts Hub - MAS.pdf 356.0 kB
Maldon and District Community Bank	Community	Long	<ul style="list-style-type: none">MDCB letter of support -N2021 application Vic Regional Arts Fund (17 Aug 2015).pdf 390.3 kB
Regional Development Victoria	State Government	Long	<ul style="list-style-type: none">RDV Letter of Support - Newstead 2021 Inc - Newstead Railway Arts Hub Project - 17 August 2015.pdf 224.0 kB
Dja Dja Wurrung Clans Aboriginal Corporation	Cultural	Long	<ul style="list-style-type: none">Dja Dja Wurrung - LOS.pdf 336.9 kB

Project Description

*** indicates a required field.**

In this section of the application form we ask you to describe your project. Each of the questions in this section must be addressed. Below each question we have listed a few hints to help you answer the question. These are a guide only. Use plain language to describe your project.

We have also included a table to help you show how your project will be managed.

There may be other funding programs more appropriate to your project aims. It is important to carefully target your funding applications to the most appropriate source of funds.

Project Description

Read the Regional Arts Victoria [Guidelines](#) carefully and speak to a Creative Arts Facilitator or member of the Cultural Partnerships team for advice.

Below each of the following questions we have listed a few hints to help you answer the question. Use plain, accessible language to describe your project.

You will need to answer each of the following questions.

What is your project? *

The Newstead Railway Arts Hub is a new community space created through the recent restoration of the former Newstead Railway Station. A consortium of local community groups (Newstead 2021 Inc., Friends of the Station and Newstead Salon) are working together to develop the station and surrounds as a focal point for the local artistic community; a place where art can be practised, appreciated and celebrated.

This project will support a series of six events during 2016, with local artists employing a diverse range of art forms to engage the wider community in exploring a sense of place, and the creative energy emerging around the Hub. The events will be led by local artists working collaboratively, exploring themes of local interest ranging from the environment

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and history, to social priorities identified in the 2013 Newstead Community Plan.

The workshop event program will be centred around the following art forms and themes:

- * River People (photography and oral history) - exploring the central importance of the Loddon River to Newstead, embracing the perspective of the Dja Dja Wurrung, through to gold rush times, our pastoral history and now a time of landscape renewal.
- * Place Shaping (sculpture, visual arts and design) - will focus on the land immediately surrounding the Arts Hub (2ha), encouraging personal responses to the potential offered by this space. Outcomes will contribute to the future 'master planning' and landscape design of the Arts Hub grounds.
- * Telling the Story (literature, story telling and oral history) - will collect and document personal memories of the former Newstead Railway Station, sharing them through readings, performance and the imagining of new stories.
- * Crossroads (visual arts, music) - will explore the theme of Newstead's role as a river/highway/crossing place; socially, historically, environmentally and symbolically.
- * A New Energy (visual arts, sculpture) - will reflect on the possibilities emerging through Renewable Newstead (a government funded project in which Newstead is aspiring to 100% renewable energy by 2021), through artistic responses to climate change and sustainable solutions.
- * Moments in Movement (visual arts, creative dance, sound design) - celebrating the ebb and flow our natural environment; swaying of the town's trees, seasonal movements of birdlife, the flow of nearby waterways, and impacts of droughts, storms and floods.

The project will create a lasting social, cultural and economic legacy for our community, through the development of a shared vision for the Hub, increased participation in the arts, and a more connected, creative and engaged community.

Between 100 and 400 words. This information could include: • The creative and artistic concept and the processes of the project. • How and why participating in this project will enhance your own or your group's creative development

Who will be involved in the project? *

The project will bring a diversity of local artists, all resident in the Newstead area, to work collaboratively with the local community across the proposed workshops and events. The artists represent a diversity of art forms including the visual arts, photography, film making, music, literature, story telling, performance and sculpture.

The workshops will be open to local community members and we will encourage active participation through the development of a flexible, multi-faceted and accessible program of events. The program will be marketed widely to encourage participation from outside our local area as well.

We will draw on Newstead's active volunteerism through the 40+ community groups that gather in our community (CWA to Spinners, football/netball to croquet) and our legacy of strong local leadership (Newstead was the smallest Shire in the State prior to amalgamation in 1990s).

We have an emerging partnership with the Dja Dja Wurrung Clans Aboriginal Corporation. They are excited about the prospect of being involved at the outset to help shape the philosophy of the Arts Hub, acknowledging its location in proximity to the Loddon River and connection to the surrounding landscape.

Between 100 and 400 words

How will the project be achieved and managed? *

The Newstead Railway Arts Hub project is managed by a local committee with a broad range of expertise, experience encompassing the arts, business, sustainability, community development, strategic planning, governance and financial management. From the wider committee a small project team will be formed to manage the detailed planning, operation and evaluation of the project. This team will be responsible for artist

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coordination, promotion, event management and overall curation.

The Newstead Railway Arts Hub committee, established early in 2015 is a subcommittee of Newstead 2021 Inc (N2021). N2021 is an umbrella group for a range of community groups and projects, including Newstead Community Garden, Renewable Newstead, Friends of Newstead Station, the community website, and is the key community planning group in Newstead. Friends of the Station were formed in September 2012 in response to community concerns about the condition of the railway station and surrounds. The Salon was formed in February 2011 as a means for local artists to share ideas and inspiration. These groups have a single vision, to renew and restore the Newstead Station as a community Arts hub; a creative gathering place for the community and means to link both sides of the township. N2021 holds the sublease on the site with the Shire of Mount Alexander holding the head lease. N2021 has full public liability and professional indemnity insurance cover.

The outcomes of the project will be evaluated through formal and informal feedback from the artists, event participants and the wider community. The events and workshops will be documented through stories, photography and a series of short films that will form a visual record of activities. A formal final report on the project will also be produced.

Between 100 and 400 words. This information could include, but is not limited to: • Consideration of the management of ownership, copyright and whether you have appropriate insurance coverage. • Outlining how your project will be evaluated in terms of outcomes and benefits, • How will your project be documented?

Why should the project be funded by the RAF? *

The newly-created railway precinct offers the opportunity to bring our community together, both physically and culturally. We are working to ensure this project provides many new opportunities for our community, especially for young and older residents, in the short and longer term.

The project will provide a year-long focus on the arts in our community, from which we can build a sustainable model with the Railway Arts Hub at its core. By bringing artists from a diversity of disciplines together, we will establish and consolidate local artist networks, promote collaboration and a shared appreciation of their skills, expertise and talents. The workshops and events will be accessible to the wider community of Newstead, thereby promoting an enhanced appreciation of how the arts can contribute to a more engaged, informed and enriched populace.

The project is strongly aligned with the Mount Alexander Shire Council Plan (2013-2017) as well as Council's Arts Strategy (2011-2015), specifically the priority outcomes 'Support and encourage our cultural and arts communities', and 'Responding to opportunities identified in local community plans', and will provide a strong example to other communities and shires.

Importantly, over 50 artists registered their support for the proposal and suggested ways they would use or support the station as an arts hub. Currently there is no dedicated space in Newstead for local artists to gather, work or collaborate. Whilst the 'art scene' in Newstead is healthy, much of it is unrecognised or underappreciated by the wider community, and the Arts Hub will be a way to bring out their skills and talents to both the community and a wider public audience.

Visioning Newstead will integrate a town divided by two highways and a river, create a dynamic heart for our town and a focal point for arts, business and cultural development. The heritage station buildings and surrounding parkland will provide a vibrant meeting point for gatherings, art events, visitors and tourism. It will be a place for people to learn, gain skills and confidence, share ideas, and engage with art and enterprise.

We anticipate a new generation of Newsteadians that are creative, engaged and active

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in the arts and the economic life our community. Small towns must continue to be creative to manage rapid and constant change, the challenges of climate change, local issues such as population growth, land-use changes, fire, flood and drought. Our arts hub can be the catalyst for that creativity.

Between 100 and 400 words. This information could include, but is not limited to: • How your project will make a difference to the community - short and medium term, ie skills, networks. • What partnerships will be developed throughout this project and will it encourage ongoing collaboration or support for cultural activities in the future? • Does this project meet the fund priority areas such as regional and remote communities, with a particular focus on youth, disadvantaged, Indigenous and/or isolated communities?

Project Timeline

To show how your project will be achieved and managed it may be useful to use a timeline to illustrate key dates.

Key Dates *	Description *	Who is Responsible
November 2015	Planning workshop - artists and Project Team	Project Team
January 2016	Program development and promotion	Project Team
February 2016	Program logistics	Project Team
March 2016	Workshop/Event 1 - Telling the Story	Project Team/participating artists
May 2016	Workshop/Event 2 - Place Shaping	Project Team/participating artists
July 2016	Workshop/Event 3 - River People	Project Team/participating artists
September 2016	Workshop/Event 4 - A New Energy	Project Team/participating artists
October 2016	Workshop/Event 5 - Crossroads	Project Team/participating artists
November 2016	Workshop/Event 6 - Moments in Movement	Project Team/participating artists
December 2016	Evaluation workshop	Project Team/participating artists

Project Budget

IMPORTANT

In this section of the application form we will be asking you to complete the budget for your project, as well as identify in-kind and cash income and expenditure **for only the project you are seeking funds for**. For example, if you are applying for a workshop which will make up only one component of a larger festival, please only provide a budget that focuses on the workshop and not the entire festival.

Before completing the budget section we strongly advise all applicants to create a draft budget to ensure the income and expenditure balances and all in-kind contributions are identified and correctly allocated.

A sample budget and a budget template that can be used as a draft can be downloaded from the Regional Arts Victoria website [here](#). The [Helpful tools for your online application](#) page on the Regional Arts Victoria website also lists useful hints and diagrams about how to complete your budget, and other handy hints.

It is highly recommended that if you have not done so, please get in touch with a Creative Arts Facilitator or Cultural Partnerships team to discuss your budget.

A well constructed budget is essential to the success of your application.

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In-kind Budget

*** indicates a required field.**

In-kind income and **in-kind expenditure**, is income and expenditure in the form of goods or services instead of cash.

Examples include the free use of a venue, donated materials or free advertising.

To include these items in your budget calculate the **cash value** of each in-kind contribution.

EXAMPLES of how to allocate your in-kind income and in-kind expenditure in your budget can be found [here](#) in the *Budget Sample*.

Volunteer Contribution

Volunteer Contribution:

Volunteer Contribution is considered an in-kind contribution to your project and is important to account for the unpaid hours that people contribute to your project.

These hours are accounted for in your budget as in-kind income and expenditure where;

1 hour of voluntary time is valued at \$25.00

PLEASE NOTE: \$25 per/hr is the general recommended rate for time volunteered to projects. If professional services are provided to your project, and are valued at a higher rate than \$25per/hr please include this rate in the *Details of IN-KIND Contribution* and calculate the total cost appropriately.

An *EXAMPLE* of how to allocate Volunteer Contribution in your budget can be found [here](#) in the *Budget Sample*.

In-Kind Income Source	In-kind income source name	Details of in-kind Contribution	Value of In-kind Contribution
Local Government	Baw Baw Shire Council	Venue Hire (Community Hall)	\$150

IN-KIND INCOME

IN-KIND Income Source	IN-KIND Income Source Name	Details of IN-KIND Contribution	Value of IN-KIND Contribution
Applicant Contribution	Newstead 2021 Inc	Program Management	\$3,000.00
Volunteer Hours (1hr=\$25)	Newstead 2021 Inc	Volunteer coordination and program support - 500 hours @ \$25/hr	\$12,500.00
Local Government	Mount Alexander Shire	Promotion and marketing	\$1,000.00
Private Sector		Strategic planning support	\$2,000.00

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	Maldon and District Community Bank		
Community	Newstead Community groups	Event management/staffing - 300 hours @ \$25/hr	\$7,500.00
			Must be a dollar amount
			\$26,000.00

TOTAL IN-KIND INCOME

TOTAL IN-KIND INCOME *

\$26,000.00

Must be a dollar amount

IN-KIND EXPENDITURE

PLEASE NOTE:

- Please use the drop down boxes to clearly identify the type of in-kind expenditure for your project.
- Please include professional services given in-kind in *Artists or Arts Worker Fees / Salaries and Allowances* (in the IN-KIND Expenditure Type drop down field)

IN-KIND Source	IN-KIND Expenditure Type	IN-KIND Expenditure Details	Value of IN-KIND Expenditure
Volunteer Hours (1hr=\$25)	Project Costs	Administration/program management - 6 volunteers	\$3,000.00
Applicant Contribution	Marketing/ Administration Costs	Flyers, program booklet, flyers	\$3,000.00
Applicant Contribution	Marketing/ Administration Costs	Website maintenance/social media	\$2,000.00
Volunteer Hours (1hr=\$25)	Project Costs	Event support and coordination - 30 volunteers	\$15,000.00
Local Government	Marketing/ Administration Costs	Event promotion	\$1,000.00
Private Sector	Project Costs	Project planning and governance support	\$2,000.00
			Must be a dollar amount
			\$26,000.00

TOTAL IN-KIND EXPENDITURE

Check: Does IN-KIND expenditure = the IN-KIND income?

TOTAL IN-KIND EXPENDITURE *

\$26,000.00

Must be a dollar amount

Cash Budget

* indicates a required field.

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When accounting for the expected cash income it is important that you name the source responsible for the income in *Income Source Name* as well as listing any details relating to the income. It will support any evidence you may have provided in the partnerships section about the source's involvement in your project.

Applicants are expected to seek support from other sources. These should be indicated in the budget as confirmed (C) or not confirmed (NC). It is unlikely that your application will be funded without evidence of other support.

EXAMPLES of how to allocate Cash income and Cash expenditure in your budget can be found [here](#) in the *Budget Sample*.

CASH INCOME

CASH Income Source	CASH Income Source Name	CASH Income Details	CASH Amount	CASH Funding Status
Regional Arts Fund	Project Grants 2015	Federal Government Grant	\$14,800.00	Not Confirmed
Applicant Contribution	Newstead 2021 Inc	Venue costs	\$3,000.00	Confirmed
Earned Income	Newstead 2021 inc	Workshop fees - participants	\$2,000.00	Not Confirmed
Local Government	Mount Alexander Shire	Community Grants Program	\$2,500.00	Not Confirmed
			\$	
			Must be a dollar amount	
			\$22,300.00	

TOTAL CASH INCOME

TOTAL CASH INCOME *

\$22,300.00

Must be a dollar amount

CASH EXPENDITURE

PLEASE NOTE: You may include any appropriate associated cost in *Expenditure Type* category.

- *Artists or Artworker Fees / Salaries and Allowances* includes any other professionals being hired that you deem appropriate to include in your CASH budget
- If you choose *Administration/ Marketing* as a type, please specify in the description whether the funds are allocated to Administration **or** Marketing. If you are allocating some funds to Administration **AND** Marketing, then you will need to put in two separate line items.

CASH Source	CASH Expenditure Type	CASH Expenditure Details	CASH Amount Allocated
Regional Arts Fund	Artists or Arts Worker Fees/ Salaries/ Allowances	12 Lead artists @ \$60/hr - 230 hours	\$13,800.00
Regional Arts Fund	Documentation/ Evaluation Costs	Program documentation - artist/participant survey, analysis and report	\$1,000.00

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Applicant Contribution	Project Costs	Catering, workshop expenses	\$2,500.00
Applicant Contribution	Marketing/ Administration Costs	Artists materials	\$2,600.00
Local Government	Marketing/ Administration Costs	Community Grant - schools/community participation support	\$2,400.00
			Must be a dollar amount
			\$22,300.00

TOTAL CASH EXPENDITURE

Check: Does CASH expenditure = the CASH income?

TOTAL CASH EXPENDITURE *

\$22,300.00

Must be a dollar amount

TOTAL PROJECT COST

Total Project Cost \$48,300.00

What is the total budgeted cost (dollars) of your project?

Support Material

In this section of the application we will be asking you to upload support material for your application. Please do not upload information that you have already uploaded throughout the application.

Files that can be uploaded are PDF, Word, JPEG and Excel. PDF are preferred over Word docs.

You will only be able to upload:

4 Written material documents. This could include reviews, past promotional material or pages of manuscript (no more than 5 pages). This written material should not include CVs or support letters from strategic partners as this information should be uploaded in the relevant section throughout the application form.

5 Photographs/images such as art works or examples of past projects.

3 Direct web links of audio, images or video (no greater than 3 minutes in length each)

2 MP3 files

Written Material

Written Material includes, but is not limited to documents such as reviews, media coverage, synopses or pages of manuscript (max. five (5) pages).

If applicable, please upload your Aboriginal and Torres Strait Islander Agreements and Working with Children evidence here.

Written Material

- [Victrack CVU Nomination18thDec2013.pdf](#) 188.7 kB

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<ul style="list-style-type: none"> • NCP Final web.pdf 5.9 MB
<i>No files have been uploaded</i>
<i>No files have been uploaded</i>
Please upload PDF or Word Documents only. Maximum of four document uploads

Photographs or Images

Image Details	Attach Images
Newstead Arts Hub - June 2015	<ul style="list-style-type: none"> • ArtsHub1.jpg 602.2 kB
Newstead Arts Hub - June 2015	<ul style="list-style-type: none"> • ArtsHub2.jpg 652.4 kB
Main gallery room - setting up for opening exhibition	<ul style="list-style-type: none"> • IMG_0795.JPG 373.9 kB
Second gallery room - setting up for opening exhibition	<ul style="list-style-type: none"> • IMG_0786.JPG 307.5 kB
Newstead Primary School artworks - setting up for opening exhibition	<ul style="list-style-type: none"> • IMG_0789.JPG 342.7 kB
	Maximum of five photos can be uploaded. If applicable, please attach a maximum of 3 in .jpeg

Web Links

Audio, images or video shown must each be no longer than **three minutes** in length.

Only **direct links** to content will be considered.

HINT: Weblinks could be short clips of work you have on YouTube, examples of images on Tumblr, Flickr or Instagram. It could also be a direct link to a webpage you have designed, or someone else's website that displays your work.

REMEMBER: Give the direct link and briefly annotate in 'weblink details' what you want viewed as support material.

Weblink	Weblink Details
https://newsteadrailwayartshub.wordpress.com/	Newstead Railway Arts Hub website
https://newsteadplan.wordpress.com/	Newstead Community Plan website
https://newstead2021.wordpress.com/	Newstead 2021 website
Maximum of three weblink uploads, no more than three minutes in length	

MP3

MP3 Details	MP3
	<i>No files have been uploaded</i>
	<i>No files have been uploaded</i>

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Maximum of two audio uploads, no more than 5MB each

POSTING SUPPORT MATERIAL

If you are unable to upload your support material please contact the Cultural Partnerships Coordinator. It may be possible to mail your support material via post to Regional Arts Victoria.

Ph: (03) 96441809

Email: grants@rav.net.au

PLEASE MAKE SURE:

- That all support material that is posted is clearly marked with the Applicant's name and project title.
- That you do not exceed the amount of support material allowed. Read the instructions carefully above.
- That support material is postmarked so that Regional Arts Victoria is aware of when you sent the support material should it get lost, delayed or arrive after the closing date. **Support material will not be accepted if sent after the closing date.**
- That you do not send original of material.

Post your support material to:

Regional Arts Fund
Regional Arts Victoria
GPO Box 1799
Melbourne VIC 3001

I am posting my support material to Regional Arts Victoria No

Declaration and Privacy Statement

*** indicates a required field.**

I certify that:

1. I have read the Regional Arts Fund guidelines for the program that I am applying to.
2. All details supplied in this application and in any attached documents are true and correct to the best of my knowledge.
3. I understand the application will not be accepted if it is submitted late or subject to outstanding acquittals.
4. That the application has been submitted with the full knowledge and agreement of my organisation/group board.
5. I agree that I will contact Regional Arts Victoria immediately if any information provided in this application changes or is incorrect.
6. I understand that all applications are assessed by my industry peers and the decision is final.

Regional Arts Victoria values your privacy. For details on how we collect, store and use information, you should review our Privacy Policy at www.rav.net.au or contact us at enquiry@rav.net.au or call (03) 9644 1800 for a copy. Please note, for all Regional Arts Fund projects, successful application and applicant contact information will be provided to Regional Arts Australia, the Australian Government and Members of Parliament.

It may also be used by the Trustees/Directors and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact [Regional Arts Victoria](#).

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

[National Privacy Principles](#)

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I am authorised to complete this application and have read, understood and agree with the declaration and privacy statement? *

Yes

Authorised Person's Name *

Mr Andrew Skeoch

Position held

President Newstead 2021 Inc.

Date of declaration *

17/08/2015

If my project is successful I consent to the Regional Arts Victoria Marketing & Publicity Manager contacting me about the progress and final outcome of my project for marketing and publicity of the Regional Arts Fund *

Yes

Preferred Marketing Contact Details

Marketing Contact Details

These are the preferred contact details should Regional Arts Victoria Marketing & Publicity Manager wish to contact me

Preferred Contact Name

Ms Julie Patey

Preferred Phone Number

0408 528 536

Must be an Australian phone number

Preferred Email

pateymcg@gmail.com

Must be an email address

Are You Ready To Submit?

Once you click "**Submit**" you will not be able to re-open your application form. We advise saving your application form and previewing your application to make sure everything is correct and that you are happy with the content you are about to submit. Once you are ready, hit "Submit".