



# ARTISTS IN SCHOOLS 2022 APPLICATION FORM

*Please read the GUIDELINES before starting your application.*

**CLOSING DATE: 25 June 2021 for projects commencing in 2022**

## 1. APPLICANT DETAILS

Name of School: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

Position of Project Coordinator: \_\_\_\_\_

School Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Coordinator's Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Web: \_\_\_\_\_

Has your school previously applied for Artists in Schools funding?

YES

NO

If yes, what year/s have you been awarded AIS funding?



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## 2. ARTIST DETAILS

Have you selected an artist or curator?  YES  NO

Name of Artist/Curator\*: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Web: \_\_\_\_\_

\* Please include your Artist or Curator's current CV and information regarding recent work, together with some images (if applicable).

## 3. PROJECT DETAILS

Tick the artform that best describes your project

- Art Exhibition
  Craft
  Environmental Art
  Literature
  Music
  Performing Arts  
 Sculpture
  Visual Arts, or other \_\_\_\_\_

Anticipated Project Start Date: \_\_\_\_\_ Projected Finish Date: \_\_\_\_\_

Describe your project including objectives and benefits:

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Attach further information if necessary.



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Please set out the planned project timetable:

Date	Activity (include class level/s involved in each)	Hours



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## 4. BUDGET

<b>INCOME</b>	<b>\$</b>	<b>EXPENDITURE</b>	<b>\$</b>
<b>Earned</b> – (^box office, sale of product, nominal fee to students etc.)		<b>Project Costs</b> – (materials, costumes, venue/equipment hire, ticket production, video hire etc.)	
<b>Sub total</b>		<b>Sub total</b>	
<b>In-kind</b> – (value of materials, equipment, professional time, made available by the school or other)		<b>Community Promotion &amp; Marketing</b> – (advertising, banners, mail outs)	
<b>Sub total</b>		<b>Sub total</b>	
<b>Other Income</b> – (funding from School Council, Parents Group, local business, other grants etc.)		<b>Artist/Curator’s Costs</b> – (*salaries, fees, on-costs, travel etc.)	
<b>Whitehorse City Council AIS Grant</b>		<b>Whitehorse City Council AIS Grant</b>	
<b>Sub total</b>		<b>Sub total</b>	
<b>TOTAL INCOME</b>		<b>TOTAL EXPENDITURE</b>	

**Note:** We recommend that due to the casual nature of AIS employment, a fair casual hourly fee for an Artist should be \$85 p/h as a minimum.

^ Please indicate how the figures given were calculated (e.g., 100 cards sold at 50 cents each).

\* Please indicate how the figures are calculated (artist’s hourly rate X no. of hours for project).



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**Email your application to:**

[artspace@whitehorse.vic.gov.au](mailto:artspace@whitehorse.vic.gov.au)

**ARTISTS IN SCHOOLS COORDINATORS**

**Or send to:**

**ARTISTS IN SCHOOLS COORDINATORS**

**WHITEHORSE ARTSPACE**

**Whitehorse City Council**

**Locked Bag 2**

**Nunawading DC 3131**

**ENQUIRIES:**

**Artists in Schools Program Coordinators 9262 6250 or [artspace@whitehorse.vic.gov.au](mailto:artspace@whitehorse.vic.gov.au)**

## **Privacy Notification**

### **Artists in Schools Application Form**

Information requested in this application form, such as the name, address, telephone and email contact details of your School, is collected for the purpose of registering and administering applications for the Whitehorse City Council Artists in Schools Program. The information will also be used to update the City's Schools mailing list.

If you do not provide the information your application will not be processed. You may access the information collected about you by contacting the Artists in School Program Coordinators on 9262 6250.

The information may also be used to keep your School informed of any upcoming events provided by Council's Arts and Cultural Services Department and to seek your feedback on these events and programs. The information collected will not be used for any other purpose or disclosed except as may be required by law.

If you **do not** wish to be included on this list please tick here