



GRANT APPLICATION GUIDELINES

General Information

- Innovative endeavours that contribute to cultural development in Canberra are encouraged. Awards will be made to fund those needs in the region that will have the most significant cultural impact in the local community. Local community support is a significant factor in determining grant allocation.
- CAPO will favour applications where the award money is to be used directly for the making of new works. An award for the production of original work or the purchase of the means and materials (for example musical instruments, tools and equipment), which will make the new venture possible, will take precedence. Catalogues and other secondary forms of publicity for a project will not be given priority. Applications for grants to cover general operating costs or to fund projected deficits in budgets will not be considered.
- Applicants can apply for one or more categories.
- Sound award management is essential. A detailed budget and acquittal statement of the use of award funds must be submitted to CAPO.

Applicant Eligibility

- Applicants should be individuals or organisations resident within the Canberra region (not just the ACT!).
- Applications from undergraduate students will not be accepted.
- Applications will be accepted from postgraduate students where the funding will not be used for assessable work.
- Applicants are required to publicise the CAPO name in conjunction with any outcome directly associated with CAPO funding.
- Applicants are encouraged to make future donations to CAPO for the annual auction in order to help the organisation with fundraising.
- Applicants for emerging artist awards must be in the first five years of their career as an artist
- It is expected that awardees will act as ambassadors for CAPO and may be asked to participate in public relations events for CAPO.

CAPO Allocations Policy

The following rules apply to all forms of assistance:

- The Allocations Committee will consider applications and grants of assistance will be made by the CAPO Board whose decision will be final and in no circumstance subject to review.
- CAPO will not be held responsible should the annual auction for any reason not proceed and makes no representation that any particular amount be available for allocation.
- CAPO will not accept applications for awards outside its specific applications procedures and guidelines. No late applications will be accepted.
- Awards must be used for their stated purpose. If circumstances change, beneficiaries must seek the consent of CAPO before any CAPO funds are expended.
- CAPO will release funding upon receipt of a tax invoice or Statement by Supplier form (obtained from the ATO) from the successful applicant

- Projects cannot be deferred without the prior permission of the CAPO Board. Funds allocated to projects that have not commenced by the closing date for allocations for the following year may be reallocated. Applicants whose projects are delayed may re-apply.
- CAPO will award grants to individuals and cultural organisations for specific projects. It is not intended that grants will be provided to contribute to general operating costs or to fund projected deficits in budgets.
- Award winners must provide CAPO with a summary of the outcomes for promotion on the CAPO website. They will provide publicity materials, (images, website links, podcasts, reviews, .AVI, audio, and links to press) related to this project.
- A statement of acquittal is required at the completion of each funded project. The statement should describe briefly how the funds were used and what was achieved. Supporting visual documentation should be included. An Acquittal Form is provided to winners of all CAPO Awards to guide them in their preparation of a statement of acquittal.

Allocation Criteria

CAPO allocations are based on three principles:

1. Artistic merit: CAPO seeks to foster the highest standards of excellence in the arts.
2. Significant opportunity: Preference will be given to opportunities that directly and significantly impact on the artist's practice. A grant for the production of original work or the purchase of the means and materials (for example musical instruments, tools and equipment) that will make the new venture possible, will take precedence. Catalogues and other secondary forms of publicity for a project will not be given priority.
3. Community benefit: Innovative endeavours that contribute to cultural development in Canberra are encouraged. Applicants should identify in their application any additional benefits to the community resulting from their projects and community support such as an arrangement with exhibition venues.

Conditions

All applicants making application for any of the forms of assistance set out in the Information for Award Applicants acknowledge that by making such application they have read, and understood the terms of Information for Award Applicants. Applicants also acknowledge that any form of assistance is given on the basis of the conditions contained in the Information for Award Applicants and that the applicant agrees to be bound by such conditions.

It is a requirement of applicants that they advise CAPO if they have made application to another funding agency for their project. Non-disclosure may result in the withdrawal of funding.

Tax Information

In order to obtain your CAPO award, you must be able to provide a valid ABN or a Statement of Supplier (reason for not quoting an ABN to an enterprise). Please note that if you are registered for GST then you must supply CAPO with a valid tax invoice with GST included on top of the grant value.

If you have any further questions on these matters, please consult your accountant/tax agent or contact the Australian Taxation Office.