

Creative Funding Guidelines

RMIT Creative

The Creative Funding program is a student driven peer-to-peer process facilitated through the RMIT Creative Council, which is comprised of executive and interested members of our Creative Collectives, as well as individuals with an interest in arts on campus and governance. For each funding round there is an independent panel of students who are guided and mentored by RMIT Creative staff in making decisions around Creative Funding allocation. These decisions are then approved by the RMIT Creative.

Purpose

The purpose of this funding is to facilitate extracurricular creative activities by RMIT students. Funding for these activities provides opportunities for professional development and the enrichment of the RMIT student experience. It also encourages the development of best practice for external and future funding requirements. In keeping with this principle, funding is not provided for assessable academic activities, and funded projects must report back and 'acquit' on their projects. Think of it as your head start in the world of funding.

Value

Applicants can apply for up to \$500 per project.

Closing Date

Monday 9 April, 11:59pm.

Assessment Criteria

Applications are peer-to-peer assessed by a cross-disciplinary panel of RMIT students and approved by the RMIT Creative. They are assessed according to the following criteria:

— Creative merit

A strong project concept that challenges, develops or adds value to the creative community within RMIT and beyond.

— Practice development

The opportunity for students to realise career, artistic or cultural advancement in their chosen area of creative endeavour.

— Project viability

The ability of the applicants to deliver the proposed activity and achieve the described outcomes. This includes timelines/production schedules, project budget, the provision of quotes and confirmation of project partners and venues.

Contact

If you have questions or need to discuss a potential project, please email collectives@rmit.edu.au. This grant is provided by RMIT Creative.

Eligibility Requirements

- Individual applicants must be current, actively enrolled RMIT students.
- Group applicants must comprise of at least 50% current, actively enrolled RMIT students. Other members/applicants may be alumni or staff.
- Applicants may submit funding applications for multiple projects, but this must be declared in the application form.
- A project that forms part of an applicant's academic submission for 2018 is not eligible for funding.
- Funding will not be approved for projects that are part of the RMIT Creative First Site Gallery exhibition program. This program is already heavily subsidised by RMIT Creative.
- Funding must be spent on proposed project outcomes within one year of signing contracts. Recipients are to advise RMIT Creative of any major changes to their project/s. Any major change may affect an applicant's continued funding.
- Recipients are encouraged to do their own fundraising. Artist co-contributions to the project budget are favourable.
- All applications must use RMIT Creative's Budget Template and include copies of quotes to substantiate your budget.
- Funding will not be provided for recipients' own time/wages.
- Only in exceptional circumstances can the funding be used to purchase equipment. Any equipment purchases must be approved by RMIT Creative. In such case, the equipment will be owned by RMIT and not the recipients.
- An online acquittal report must be completed and submitted to RMIT Creative within one month of the project completion date.

Reporting Requirements

Funding is dependent on the timely lodgement of compulsory acquittal reports. Acquittal is the process of reporting back on your project outcomes.

An online acquittal report must be completed and submitted to RMIT Creative within one month of the project completion date.

How To Apply

Please note: Funding is highly competitive and while an application may be assessed as meeting all requirements, there is no guarantee of success. Previous funding does not commit the RMIT Creative to further funding of that applicant or activity. The decision of RMIT Creative is final.

1. Attend the Creative Funding Information Session.

The Assessment Criteria will be explained at this session and there will be an opportunity to ask questions. The session will be held on **5 March 12pm – 1:30pm**, Innovation Design Showcase room, Building 12, Level 4, opposite Campus store.

2. Complete the online application form

Application forms can be found at www.rmit.edu.au/students/creativefunding (go to 'How to apply')

3. Submit your support material to Dropbox

- Application Checklist
- Examples of work
- CVs or bios
- Completed RMIT Creative Budget Template
- Quotes or correspondence to substantiate your budget
- Optional support material: letters of support, detailed production schedule/timeline, confirmation of project partners and venues clearly label your document with your name, the project name, and Collective name (if applicable)
- All of your support material must be combined into one pdf document and sent via dropbox to collectives@rmit.edu.au

Funding applications that do not follow this application process will not be assessed.

Application Checklist

☐

We/I have answered all the questions on the application form.

☐

We/I have kept a copy of our application for our own records.

☐

We/I have attached a completed budget (using the RMIT's Creative Budget template) for the project.

☐

We/I have submitted all the support material required. This must include:

- Examples of work
- CVs or bios
- Quotes or correspondence to substantiate your budget.

☐

Letters of support

☐

Detailed production schedule/timeline.

☐

Confirmation of project partners and venues.

☐

We/I have clearly marked our/my support material with our/my name and the project name.

☐

We/I have read the Creative Funding Guidelines.

☐

We/I acknowledge that this application will not be accepted if it is late, in a different format, incomplete or does not include the completed Link Budget Template or support material.

☐

We/I have ensured that we/I have no overdue acquittal reports for previous RMIT Creative Funding. If there are outstanding acquittal reports, we/I understand that our/my application may be deemed ineligible.

Date / /

Please note that 'expenditure' and 'income' items are a guide only. Please delete and replace with item descriptions appropriate to your project.

BUDGET

Name of Applicant: Example Budget

Proposed Project or Event: Example project budget – e.g. photography exhibition

Amounts will automatically calculate total amounts

EXPENDITURE	Amount	Creative Funding
Printing	200	200
Gallery hire	300	300
Promotional website	200	
IN-KIND		
Exhibition photographer	150	
Total Expenditure	850	500

Amount sought from Creative Funding grant (maximum \$500)

INCOME	Amount	
Artist / participant contribution	200	
IN-KIND		
Exhibition photographer	150	
Sub total	350	
Amount sought from RMIT Creative	500	500
Total Income	850	

expenditure including amount sought from Creative Funding grant

Total income matches total expenditure

NOTES:

THIS FORM MUST BE SUBMITTED WITH YOUR APPLICATION

Additional spreadsheets can be added as part of application support material

Yellow column figures should be expenditure sought from RMIT Creative

Make a copy of this form for each different application

The total of all separate budgets should equal the amount requested in Q.1 of your application

Your budget must include all projected income (cash and in-kind) and all costs.

Total income must equal total expenditure

Include quotes for key costs in your supporting documents