

# Application Form 2024 - RLDDA - Professional Development Form Preview

## Preparing an Application

\* indicates a required field

Please read the [Arts and Culture Grants Program's General Guidelines](#) prior to preparing an application.

To complete the application, you should have the following ready:

### Individuals

- CVs and/or short biographies of key creatives
- Project plan and timeline
- Letters of support
- Letters of confirmation
- Useful support material (including samples of your work)
- Budget information
- Where applicable, confirmation of an auspice arrangement.

### Contact

For more details or support, contact Arts South Australia on (08) 8363 8670

## Accessibility

Please prepare the various parts of your application in the format that is easiest for you. You can submit different parts of the application in:

- text boxes
- by uploading documents
- by providing URLs to (written and audio visual) files saved online.

To discuss any needs, contact Arts South Australia on 08 8363 8670.

### Applicants who are Deaf or disabled

Access2Arts can assist individual applicants with their applications. For more information, contact [hello@access2arts.org.au](mailto:hello@access2arts.org.au)

### Auslan interpreters

Auslan interpreters can be arranged for meetings and to translate applications which are submitted in Auslan (in digital format).

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## **Culturally and linguistically diverse artists**

We can organise interpreters for meetings as well as for the translation of applications.

## **Deaf and hearing-impaired artists**

When contacting us, TTY users should phone 133 677 and then ask for 08 8363 8670.

## **Speak to Listen (speech-to-speech relay)**

Speak and Listen users should phone 1300 555 727 and then ask for 08 8363 8670.

This rounds closes on 13 May 2023

The round closes at 5pm. Late submissions will not be accepted. Support material and budget documents cannot be accepted after the closing date.

## Auspice Arrangement

### **Will the applicant's grant be auspiced? \***

- Yes  No

### **Would you like to view further information about auspice arrangements?**

- View information  Hide information

## **Further Information**

An auspiced grant means a third party receives the grant money on your behalf. This third party must be an organisation.

Some auspicings organisations charge a fee for offering this service. You can include this fee in the application budget.

Make sure you have written confirmation from your auspicings organisation. You will need to include this in your application.

## Eligibility and Past Funding

\* indicates a required field

### Eligibility

Only Australian citizens or permanent residents can apply for South Australian Government grants. This may not apply to South Australia-based arts or cultural organisations.

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**Are you an Australian citizen/permanent resident? \***

- Yes  No

Because you answered “No”, you are not eligible to receive funding. Please refer to [Arts and Culture Grants General Guidelines](#). If you need advice, please contact Arts South Australia between 9am and 5pm, Monday to Friday.

Phone: (08) 8363 8670

Email: ASAGrants@sa.gov.au

To apply for a grant as an individual, you must be a South Australian resident. If you are applying for an organisation, the organisation must be South Australian.

**Is the applicant based in South Australia for at least six months per year? \***

- Yes  No

Because you answered “No”, you are not eligible to receive funding. Please refer to [Arts and Culture General Guidelines](#). If you need advice, please contact Arts South Australia between 9am and 5pm, Monday to Friday.

Phone:(08) 8363 8670

Email: ASAGrants@sa.gov.au

**Has the proposed project already commenced or taken place? \***

- Yes  No

Because you answered “Yes”, you are not eligible to receive funding. Please refer to [Arts and Culture General Guidelines](#). If you need advice, please contact Arts South Australia between 9am and 5pm, Monday to Friday.

Phone: (08) 8363 8670

Email: ASAGrants@sa.gov.au

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**Has the applicant already received funding for the same proposed project from Arts South Australia? \***

- Yes  No

Because you answered "Yes", you are not eligible to receive funding. Please refer to [Arts and Culture General Guidelines](#). If you need advice, please contact Arts South Australia between 9am and 5pm, Monday to Friday.

Phone: (08) 8363 8670

Email: [ASAGrants@sa.gov.au](mailto:ASAGrants@sa.gov.au)

## History of Arts South Australia Funding

**Is this the applicant's first application to Arts South Australia? \***

- Yes  No

**Has the applicant received Arts South Australia funding in the past? \***

- Yes  No

**Under what name?**

## Applicant Details

\* indicates a required field

### Applicant Entity Type

**Entity Type**

- Individual  Group  Organisation

### Applicant Career Status

**Select the applicant's career status \***

- Emerging  Mid-Career  Established

This question does not apply to organisations.

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## Would you like to view definitions of these career statuses?

- View definitions  Hide definitions

### Definitions

**Emerging artist:** An artist of any age in the first five years of their professional career or, an artist who has recently made a significant shift in their arts practice.

**Mid-career artist:** An artist who has maintained a professional practice for five to ten years.

**Established artist:** An artist who has maintained a professional practice for ten years or more.

### Local Government Area \*

### Electoral District \*

If you are unsure, visit the Electoral Commission South Australia's [Interactive Boundaries Map](#). When the map opens, enter your address in the search box. When you select a result, the map will zoom directly to your district and its name will be displayed to the left of the map.

## Applicant Contact Details

If you are a group applying on behalf of an individual, select "Organisation" below.

### Applicant \*

- Individual  Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you are a group, please select "Organisation" under the heading "Applicant" and provide the group's chosen name.

### Applicant Primary Address \*

Address

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
Begin typing the address in the search box and select the relevant result.

## Applicant Primary Phone Number \*

Must be an Australian phone number.

## Applicant Primary Email \*

Must be an email address.

## Website

Must be a URL.

## Aboriginal and/or Torres Strait Islander Identity

### Does the applicant identify as Aboriginal and/or Torres Strait Islander? \*

Yes  No

### With which Aboriginal and/or Torres Strait Islander Group(s) do you identify? (optional)

## Applicant Australian Business Number (ABN)

### Does the applicant have an Australian Business Number (ABN)? \*

Yes  No

You have stated you are not being auspiced for this application and that you do not have an ABN.

You will not be able to submit your application without providing an ABN, either for yourself or for an auspicing body.

To receive money from Arts South Australia, you must either be auspiced, or provide your own ABN.

## Applicant ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
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ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

## Auspice Arrangement

\* indicates a required field

### Auspice Arrangement Confirmation

**Upload letter from auspicng organisation confirming auspice arrangement \***

Attach a file:

### Auspicing Organisation Details

**Auspicing Organisation \***

Organisation Name

**Auspicing Organisation Primary Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
Begin typing the address in the search box and select the relevant result.

**Auspicing Organisation Primary Phone Number \***

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Must be an Australian phone number.

A phone number Arts South Australia may contact about administrative matters related to the auspice arrangement..

## Auspicing Organisation Primary Email \*

Must be an email address.

An email address Arts South Australia may contact about administrative matters related to the auspice arrangement.

## Auspicing Organisation ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Representative of Auspicing Organisation Contact Details

### Representative Organisation \*

Title First Name Last Name

  

Must be an authorised representative of the auspisor who can accept agreements on the auspicing organisation's behalf.

### Representative Position \*

### Representative Primary Address \*

Address



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Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
Begin typing the address in the search box and select the relevant result. This address will appear on an eventual grant offer/agreement.

## Representative Primary Phone Number \*

Must be an Australian phone number.

## Representative Primary Email \*

Must be an email address.

## Project Information

\* indicates a required field

### Project Title \*

### Project Start Date \*

Must be a date and no earlier than 12/7/2024.

### Project End Date \*

Must be a date.

### Requested Amount (ex GST) \*

Must be a dollar amount.

How much are you asking for in this grant?

### Art Form Area \*

Literature  Visual Art, Craft and Design  Performing Arts

### Arts Practice - Literature

- Poetry  Fiction  Children's  Cross Art Form  
 Graphic Novelist  Non Fiction  Young Adult  Other:   
 Community Arts

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## Arts Practice - Visual Arts

- Visual Arts       Digital Art       Cross Art Form       Emerging and Experimental Art Forms
- Craft       Community Art       Moving Image       Other:
- Design

## Arts Practice - Performing Arts

- Dance       Music Theatre and Opera       Comedy       Cross Art Form
- Theatre       Circus and Physical Theatre       Community Arts       Other:
- Music

## Core Application Information

### Project Description

Refer to the [Assessment Criteria](#) and give a description of what you would like to do.

- who is involved?
- when will it happen?
- how long will it take?
- what do you hope to achieve?

You can submit your description in written form OR provide a link to a video of a spoken word submission.

In a written submission, the Project Description is 500 words maximum.

A video submission must take no longer than 10 minutes to watch in total. It must be uploaded to a video hosting platform like Youtube, Vimeo or similar.

### In what form will you submit your Project Description?

- Written Form       Video Link

### Project Description

Word count:

Must be no more than 500 words.

## Video Link for Project Description

**URL**

**Password (if required)**

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## Biographies of Contributing Artists/Creatives

Where more than one artist/creative is contributing to the proposed project, please add a further section per artist/creative.

### Biography

Word count:

Must be no more than 300 words.

## CVs of Contributing Artists/Creatives

### Upload CVs of artists/creatives

Attach a file:

## Letters of Support and Confirmation

### Would you like to view definitions of Letters of Support and Letters of Confirmation?

View definitions

Hide definitions

### Definitions

A **Letter of Support** should come from someone who knows you and/or your work. The letter should mention this application and why it is a strong project which will help you achieve your artistic goals.

**Confirmation Letters** come from other individuals or organisations involved in your project. They may be from other artists, organisations, venues, donors or funding bodies. The letters confirm what you have written in your application.

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## Attach letters of support here

Attach a file:

Up to five letters of support will be accepted.

## Attach letters of confirmation here

Attach a file:

## Artistic Support Material

Support material helps assessors understand your application. The material should be relevant to your application and show the quality of your work. It should focus on current and recent examples of your practice.

Support material will not be accepted after the closing date.

### Would you like to view further information about the support material you may supply?

View information

Hide information

## Further Information

**Images:** Individuals can provide up to 10 images in a PowerPoint (.ppt) or Pdf file. There should also be an image list that includes dates and descriptions of the work.

**Video/Audio:** You can provide two URL links to video or audio. You should include no more than 10 minutes of material in total.

**Written:** You should upload scripts or manuscripts as Pdf or Microsoft Word files. They should not be more than 10 A4 pages in length.

Make sure you include any passwords to protected URLs.

The combined total of uploaded files is 25MB per application.

## Provide URLs for samples of your work here

URL	Password	Description
Must be a URL.		

## Upload Files

### Attach samples of your work here

Attach a file:

## Budget

### Would you like to view budget tips?

View tips  Hide tips

## Budget Tips

### Balanced budget

You must provide a balanced revenue and expenditure budget. A budget is balanced when the total expected income is equal to total planned spending.

### Budget notes

Applicants are encouraged to provide explanatory notes in/about their budget. Notes can include:

- a list of all items or services purchased for the project
- an explanation for how you calculated your figures. This could include box office or artist fees. Include benchmarks for reference.
- evidence of confirmed financial or in-kind support from other sources
- the timing of notification for unconfirmed funds
- a contingency statement for significant unconfirmed funds
- quotes to support major expenses.

### Professional benchmark rates for artists/creatives

Rates of pay may vary depending on the skills and experience of the artist.

Please refer to the organisation links below outlining industry standards and award rates:

- [Australian Writers' Guild](#)
- [Media, Entertainment and Arts Alliance](#)
- [National Association for the Visual Arts.](#)

### Would you like to view definitions of key terms and phrases on this page?

View definitions  Hide definitions

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## Definitions

**In-kind:** income or expenditure in a form other than money, such as goods or services. For instance, you may contribute 20 hours of your time to the project without expecting cash payment. At \$40/hour, this would equal \$800 in-kind income that you are contributing.

Make sure that any in-kind income is matched in expenditure e.g. for a free venue that would normally cost \$1000, enter \$1000 as Sponsorship and Fundraising - in-kind and \$1000 as Core Activity/ Exhibition/ Production Costs.

## INCOME

**Other South Australian Government funding:** income received from other South Australian Government bodies, usually in the form of grants.

**Non-South Australian Government funding:** income from local governments, other state Governments, and the Commonwealth, including, for example, from Adelaide City Council or the Australia Council.

**Sponsorship and Fundraising - Cash:** Money received from businesses, individuals or fundraising activities to support the project.

**Sponsorship and Fundraising - In-kind:** The value of goods or services received from businesses or individuals free or charge as support for the project.

**Own Contribution - Cash:** Money that you the applicant are contributing to the project.

**Own Contribution - In kind:** The value of time and/or resources that are being contributed to the project free of charge or at a discounted rate.

**Earned Activity Income:** Money earned directly from the activity, i.e. sales of artwork or tickets, presenting fees, subscriptions etc.

**Other Income:** Any other money received for the project not fitting one of the prior categories.

## EXPENDITURE

**Administration:** Costs associated with running the project, i.e. office use, insurance, printing documents, postage etc.

**Marketing and Promotion:** Costs associated with promoting and publicising the project, i.e. posters, advertising, electronic distribution etc.

**Salaries and Fees:** Money paid to artists, arts workers and other workers.

**Core Activity/Exhibition/Production Costs:** Costs involved in creating the work, i.e. materials, freight, equipment hire, venue hire etc.

**Other Expenditure:** Any other costs associated with the project not listed in the prior categories.

## Budget Attachments

**Upload detailed budget, notes to budget, quotes, etc.**

Attach a file:

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## Projected Revenue and Expenditure

Please note that the amounts below must match those provided in the uploaded detailed budget.

### Requested Amount (ex GST)

\$

This number/amount is calculated.

This amount replicates the amount you entered into p.4 of this form.

## Breakdown of Projected Non-Arts South Australia Revenue

### Other SA Government funding

\$

Must be a dollar amount.

### Non-SA Government Funding

\$

Must be a dollar amount.

### Sponsorship and Fundraising - Cash

\$

Must be a dollar amount.

### Sponsorship and Fundraising - In-Kind

\$

Must be a dollar amount.

### Own Contribution - Cash

\$

Must be a dollar amount.

### Own Contribution - In-Kind

\$

Must be a dollar amount.

### Earned/Activity Income

\$

Must be a dollar amount.

### Other Income

\$

Must be a dollar amount.

### Subtotal of Non-Arts South Australia Revenue

\$

This number/amount is calculated.

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## Total Revenue

\$

This number/amount is calculated.

## Breakdown of Projected Expenditure

Enter all expenditure into the fields below

Provide a breakdown of the allocation of Arts South Australia funding (to expenditure lines in the left-hand column) in the fields below

### Administration

\$

Must be a dollar amount.

### Marketing and Promotion

\$

Must be a dollar amount.

### Salaries and Fees

\$

Must be a dollar amount.

### Core Activity/Exhibition/Production Costs

\$

Must be a dollar amount.

### Other Expenditure

\$

Must be a dollar amount.

### Total Projected Expenditure

\$

This number/amount is calculated.

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

### Variance (Total Projected Expenditure and Total Project Cost)

\$

This number/amount is calculated.

If completed correctly, \$0 will appear in the above field.

### Administration - Arts SA Funded

\$

Must be a dollar amount.

### Marketing and Promotion - Arts SA Funded

\$

Must be a dollar amount.

### Salaries and Fees - Arts SA Funded

\$

Must be a dollar amount.

### Core Activity/Exhibition/Production Costs - Arts SA Funded

\$

Must be a dollar amount.

### Other Expenditure - Arts SA Funded

\$

Must be a dollar amount.

### Total Arts South Australia Funding Allocation

\$

This number/amount is calculated.

### Variance (Requested Amount and Total Arts South Australia Funding Allocation)

\$

This number/amount is calculated.

If completed correctly, \$0 will appear in the above field.

## Risk Assessment and Evaluation

**What are the risks associated with delivering this project? How will these risks be addressed?**



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Word count:  
Must be no more than 300 words.

**How will you evaluate the success of your project and how will this be recorded?**

Word count:  
Must be no more than 300 words.

## Diversity and Inclusion

\* indicates a required field

**Is the proposed project an Aboriginal and Torres Strait Islander-led project? \***

- Yes  No

**Does the proposed project involve initiatives, targeted services or programs intended for the following individuals and/or groups?**

**Youth (Under 26) \***

- Yes  No

**People who are Deaf or disabled \***

- Yes  No

**People from culturally and/or linguistically diverse backgrounds \***

- Yes  No

**People living in regional or remote communities \***

- Yes  No

**Children and young people aged under 18 years \***

- Yes  No

Refer to the [Children in art protocols](#). We recommend you include information in your application about how the applicant will adhere to the protocols.

**Aboriginal or Torres Strait Islander people as artists or participants \***

- Yes  No

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Refer to the [Aboriginal and Torres Strait Islander protocols](#). We recommend you include information in your application about how the applicant will adhere to the protocols.

## Project Location(s)

**Where will the proposed project take place? [tick all that apply] \***

- Metropolitan Adelaide
- Regional South Australia
- Interstate
- International

### **Metropolitan Adelaide**

- Adelaide: CBD
- Adelaide: Northern Suburbs
- Adelaide: Eastern Suburbs
- Adelaide: Southern Suburbs
- Adelaide: Western Suburbs

### **South Australian Regions**

- Adelaide Hills
- Barossa Light and Lower North
- Eyre Western
- Far North
- Fleurieu and Kangaroo Island
- Limestone Coast
- Murray and Mallee
- Yorke and Mid North

### **Interstate Locations**

- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- Tasmania
- Victoria
- Western Australia

### **Locations Abroad**

The country/countries (other than Australia) in which the proposed project will take place.

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## Other Information

\* indicates a required field

**How did you find out about the Arts and Culture Grants Program? \***

## Assistance

**Did you receive assistance in preparing this application? \***

Yes  No

**Who assisted you? \***

## Terms and Conditions

\* indicates a required field

View Terms and Conditions  Hide Terms and Conditions

By submitting a grant application to Arts South Australia, you declare that:

- You have read the relevant grant information and discussed your application with an Arts South Australia grants officer
- You are an eligible applicant
- You have no overdue acquittals for previous Arts South Australia funding
- The activity you are applying for is due to start after the relevant commencement date
- The information in your application is, to the best of your knowledge, complete and accurate
- The written words, concepts and ideas in your application are your own, unless clearly acknowledged as being from another source
- You understand that anything wrong or missing may disqualify your application
- You understand that peer assessors may decide not to recommend your application
- If successful, you will comply with Arts South Australia's requirement that grant recipients adopt and implement a [Respectful Behaviours](#) policy and procedure

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- Where appropriate, current letters of support for relevant Aboriginal or Torres Strait Islander artists or organisations endorsing the cultural merits of the project have been provided.

## Information Privacy

Arts South Australia collects personal information as reasonably necessary for the purposes and functions of:

- administering our grants and funding program
- keeping you informed about relevant upcoming events, grants funding initiatives and outcomes, our services, special events or client feedback surveys as well as our activities in general
- improving our website and other services.

Arts South Australia complies with the Government's Information Privacy Principles (Department of the Premier and Cabinet Circular, dated 20 June 2016) when dealing with all personal information.

The information that you provide in your application may be used by Arts South Australia for:

- processing and assessing your application – Arts South Australia will provide the information to the peer assessors
- verifying other funding income for your project – Arts South Australia may provide information to other agencies nominated in your application
- processing, paying and administering your grant
- reviewing and evaluating our funding programs, strategies, plans and services – we may contact you for this purpose
- training
- systems testing and process improvement
- compiling statistics and reports.

The information you present to us in your application is treated as confidential, however, Arts South Australia staff and peer assessors will see it, and it may also be made available to those assessing future grant applications you make. Peer assessors are bound by a Code of Conduct.

If your application is successful, the grant agreement and associated documents for your particular project may be audited, which will mean disclosure of such documents, including your personal information, to auditors for audit purposes only.

If your application is successful, your personal details and the details of your application (including support material, the amount of funding you receive, the information you provide in your reports, and text and images relating to the funded activity) may be used, with your consent, for marketing and promotion of funding outcomes and South Australian arts and culture. This may include publication on our website and/or other Government websites, notifying your local Member of Parliament, the media, local government, Australia Council and State Government agencies.

## Assessment Process

All applications are subject to a competitive process, which includes evaluation by peer assessors. Peer assessors are selected based on industry experience, up to date knowledge and specific areas of expertise.

Peers will:

- assess your application against the assessment criteria

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- discuss the relative merits of your application against others under consideration, and
- recommend applications for approval based on the available pool of funding.

## **Important Information for successful applicants**

If your application is successful, Arts South Australia will provide you with a grant agreement setting out the offer and any special terms and conditions. It is your responsibility to ensure you understand your obligations under the agreement.

You must return a signed grant agreement and a compliant tax invoice to enable payment of your grant.

You should request approval from Arts South Australia in writing immediately if there are any changes to:

- key personnel
- timelines
- budget
- funding from other sources
- location or venues
- anything else that would alter the outcomes of the agreed activity.

No changes can be made to the activity details without the written approval of Arts South Australia. The terms and conditions required by Arts South Australia are set out in the grant agreement.

## **Taxation**

For information about GST and other tax issues go to the Australian Taxation Office website. The grant agreement contains provisions about GST and the issuing of tax invoices.

## **Intellectual Property**

Where a funded activity involves the use of copyright material it is the applicant's responsibility to provide all the necessary information regarding intellectual property associated with the activities and deliverables. The grant agreement contains provisions about vesting of intellectual property.

## **Acknowledgements**

All successful applications need to acknowledge Arts South Australia support in all published material associated with the activity. The grant agreement details the required acknowledgements.

## **Reporting**

A standard condition of your grant agreement is that you will acquit the funds and activity following completion. You may be required to provide further information, should your report not be satisfactory.

## **Deadline**

Applications and any additional material cannot be submitted after 5pm on the advertised closing date.

## **Errors and Omissions**

It is the applicants responsibility to make sure all of their application is correct and complete before submitting. Arts South Australia does not check, amend or update applications. Applications cannot be modified after being submitted.

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## **Acceptance of Terms and Conditions \***

- I/we have read and agree to comply with Arts South Australia's requirement to adopt and implement a Respectful Behaviours policy and procedure.
- I/we have read and agree to the Terms and Conditions.

## Consent

### **By ticking the boxes below, you are indicating that you accept the contents of the consent statements. \***

- I/we consent to Arts South Australia using the personal information provided for the purpose of managing the grant assessment and approval process, including the collation of statistics.
- I/we agree to name(s), suburb(s), grant details and project description being presented in media releases and published on the Arts South Australia website, if the application is successful.
- I/we consent to Arts South Australia using the personal information provided to advise me/us of Arts South Australia programs, services, initiatives and events.