



## Grants 2017 - Application Guidelines

**Applications open for submissions on Monday 10th April 2017.**

**They close Monday 22nd May 2017.**

**Applicants will be notified of outcomes on or before 3 July 2017.**

EAT grants support emerging artists who are aiming to complete high quality projects in *film*, *theatre* and the *visual arts* in the Wellington region.

### **Emerging artists**

- An 'emerging' artist is at a pivotal stage in their career in regards to their development and learning processes – they are ready and willing to step up to the next level in terms of production values. This could also be people who are changing roles within the arts e.g. an established producer transitioning to directing.
- EAT aims to enable emerging artists to gain experience and develop a body of work which might assist with attracting other sources of funding in the future. We want to contribute to our recipients' progress towards sustainable careers.
- It is acceptable for the emerging artist(s) to be working alongside more established practitioners. All participants should be listed in the application (Section A).

### **Wellington based**

- EAT funds projects that have a clear benefit to audiences and the arts ethos of the Wellington region (e.g. that the project is staged/filmed/exhibited in Wellington).
- It is the responsibility of the applicant to prove the project's connection to Wellington.

### **Project-based**

- Funding is project-based.
- The application should propose an original project from which the emerging artist(s) will gain experience.
- Only one application will be accepted per project.

### **Who can apply**

- The emerging artist(s) and their role(s) in the project **must** be identified in the application, although it is not necessarily the person who actually fills out the application that is the emerging artist.
- The same individual/group can make separate applications for more than one project he/she/they are working on.
- It is not necessary to have a long work history, tertiary training or industry experience to gain funding.
- It is not necessary to be a legal entity such as a charitable trust or incorporated society – individuals and companies are invited to apply however applicants must have a legal right to work in NZ i.e. a current IRD number.

### **EAT prioritises**

- Project funding over personal professional development (such as the cost of attending workshops).
  - We want to facilitate **creative** projects,
  - that have been **well planned** and are **achievable**.

### **EAT does not fund...**

- EAT does not fund student projects
- EAT does not fund retrospectively.
  - This means that EAT will not fund project components that take place within 6 weeks of the closing date (6 weeks from Monday 22nd Monday is Monday 3rd July 2017).
  - This does not mean that the **whole** project must start after 3rd July but the part of the project you would like to be funded by EAT must fall **after** 3rd July.
- EAT funding may not be used for awards.
- EAT funding must not be used for further distribution to another organisation or individual.

#### Due Dates

- Applications close on Monday 22 May 2017.
- EAT will not accept late applications or applications missing required documents.

#### Outcomes

- Applicants will be notified of the outcome of applications by 3rd July 2017.
- Successful applicants, please read the [Funding Conditions](#) that apply to you.

## Applications require

#### Curriculum Vitae(s)

- Applications must include Curriculum Vitae(s) of each emerging artist(s) playing major roles in the project.
  - Please make sure that CVs included are relevant and concise (maximum of one A4 page typed).
  - Include referees with your CV(s).

#### Project information

- Applications require a **project synopsis** (50 words or less).
  - This is a chance to be very clear and concise summarising your idea.
- Applications must include a **project description** (maximum of one A4 page, typed) which expands on the synopsis.
  - This is a chance to explain the background, purpose and vision of your project.
  - Also address how an EAT grant would benefit your project.
- Applications must **specify exactly** what the grant money would be spent on e.g. costume/equipment hire, rehearsal space, wages/fees, etc.
- Applications must include two **quotes** for each item that you are requesting funding for.
  - If two quotes are not possible, there must be an explanation as to why not.
  - Quotes must be on letterhead by the supplying company/organisation (emails are not acceptable).
  - PDFs of quotes can be submitted online.
- If **wages/fees** are being quoted please specify how this has been calculated e.g. (x) hours at (\$x) per hour, over an (x) time period.
- **Budgets:** Applications must include a realistic budget for the proposed project.
  - Generic budget templates are available on the Grants page. You can adapt them for your project.
  - The formula is: [Expenses – Income = Profit/Loss]
  - If your budget shows a loss, explain how the shortfall will be covered.
  - GST
    - If you are GST registered your budget will show figures excluding GST
    - If you are not GST registered, your budget will show figures including GST

#### Naming files such as CVs, Project Description and Budget to be uploaded

Please be very careful about the formatting and naming of uploaded documents:

ApplicantSurname\_ItemName.(document type)

e.g.

Smith\_Thorburn\_CV2016.pdf

Smith\_ProjectName\_budget.xls

#### Support material

We prefer to view the material electronically via any of the media sharing services such as YouTube or Vimeo OR access through file storage systems such as Dropbox or Google Drive for scanned documents and photos.

- limit file size as practicably as possible
- organise your folder(s) in a structured way. eg. place quotes in a "quotes" folder
- name files in an organised way - preferably start the file name with numbers to force the order you wish items to appear in  
e.g.  
01\_Last play\_review1.pdf  
02\_Last play\_review2.docx  
03\_exhibition2015\_pics.pdf

**Scripts:** Proposals for performing arts and film projects **must** be accompanied by a sample of the script, if applicable.

- Samples of scripts should be approximately 10 pages and indicate where in the story the segment occurs.

### **Incomplete applications or Missing documents**

Projects that do not contain all the specified documents will be considered 'incomplete' and **will not be viewed by the selection panel.**

EAT cannot contact applicants for missing documents. Therefore we strongly recommend you ask someone to check your application before submission.

### **Summary of information**

- 1-page CV's for all emerging artists involved in the project, including referees. (A4 typed).
- Project synopsis, 50 words or less.
- 1-page project description.
- Detailed budget.
- Quotes.
- Support material.

### **How to apply**

Review the [Funding Conditions](#) and [FAQs](#).

Use the [online Application Form](#).

[Have a quick look through a picture of the application form for Film](#)

[Have a quick look through a picture of the application form for Theatre and Visual Arts](#)