

- EAT grants support emerging artists who are aiming to complete high quality projects in *film, theatre and the visual arts* in the Wellington region.
- 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.
- **Funding is *project based*.** The application should propose an original project from which the emerging artist(s) will gain experience.
- 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.
- 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 aims to enable emerging artists to gain experience and develop a body of work that might assist with attracting other sources of funding in the future. We want to contribute to our recipients' progress towards sustainable careers.
- The applicant needs to be defined as ‘emerging’ although it is not necessarily the person who actually fills out the application that is the emerging artist. The emerging artist(s) and their role(s) in the project *must* be identified in the application.
- It is acceptable for the emerging artist(s) to be working alongside more established practitioners. All participants should be listed in the application.
- Only one application will be accepted per project.
- The same individual/group can make separate applications for more than one project he/she/they are working on.
- EAT does not fund retrospectively. This means that EAT will not accept applications for projects that take place within 6 weeks of the closing date (6 weeks from 3<sup>rd</sup> June is 13<sup>th</sup> July 2018). This does not mean that the whole project must start after 13<sup>th</sup> July, but the part of the project you would like to be funded by EAT must fall after this date.

- EAT prioritises:
  - project funding over personal professional development (such as the cost of attending workshops). We want to facilitate creative *projects*.
  - projects that have been *well planned* and are *achievable*.
- NB: EAT funding may not be used for awards or further distribution to another organisation or individual.
- EAT does NOT fund student projects.

### Putting together an application:

- Applications open Friday 20<sup>th</sup> April
- Apply online at [www.eatwellington.org.nz](http://www.eatwellington.org.nz)

### Applications require:

- Applications must include **Curriculum Vitae(s)** of the 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).
- Applications require a **project synopsis** (50 words or less). This is a chance to summarise your idea clearly and concisely.
- Applications must include a **project description** (maximum of 650 words or 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.

### Financial information:

EAT supports projects that are *well planned* and *achievable*. This will be evident in the application by including a budget and sourcing quotes. Budgets must demonstrate that the funding will be used wisely.

- 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 and website screenshots are not acceptable).
- 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.
- Applications *must* include a realistic **budget** for the proposed project.
- Budgets *must* be printable in **A4** format

## Budgets

Generic budget templates are available on the EAT website. 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

e.g. if the costs you would like to be covered by a grant are \$950.00, you will apply to EAT for \$950, but your budget will reflect this expenditure as \$1092.50 (which includes the 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:

ProjectName\_ItemName.(document type)

e.g.

ProjectName\_Smith\_CV2018.pdf

ProjectName\_budget.xls

ProjectName\_Paint\_Quote.pdf

## **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 e.g.  
Last play\_review1.pdf  
Last play\_review2.docx  
Exhibition\_2017\_pics.pdf
- 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.
- We would prefer links to your work.
  - You might put your work on Youtube or similar so that we can view it online
  - Make sure links are to the specific webpage you wish to be viewed
- **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.