

COVID-19 Sustainability Fund Registration form

Form Preview

Introduction & Eligibility

* indicates a required field

The COVID-19 Arts Sustainability Fund

The COVID-19 Arts Sustainability Fund (the Sustainability Fund) was announced as part of the Australian Government's COVID-19 Creative Economy Support Package to help restart the creative economy as it rebuilds from the impacts of COVID-19.

The operations and financial stability of arts organisations have been significantly affected by COVID-19, resulting in some organisations being at risk of insolvency.

To support the arts and entertainment sector to continue its activities, this program targets funding towards significant Australian Government-funded arts organisations seeking funding to remain solvent. The program is intended to assist by providing the necessary finance to plan a pathway for recovery from the effects of COVID-19. This will support employment of workers (including in interdependent industries such as hospitality, retail, accommodation, transport and freight) and contribute to rebuilding Australia's economy, as well as enhancing community wellbeing and access to cultural experiences across Australia.

The objective of the Sustainability Fund is to provide 'last resort' funding assistance to significant Australian Government-funded arts organisations that are assessed to be at imminent risk of insolvency as a direct result of COVID-19, having taken all reasonable action to maintain their financial position.

Guidelines

Before applying please make sure you have read the [Sustainability Fund Guidelines](#) thoroughly.

Financial assessment

By applying for funding through the Sustainability Fund, you agree that your organisation will undergo a full independent financial assessment by the the [Infrastructure and Project Financing Agency](#) and you make available financial records to enable a comprehensive and detailed assessment. As per the [Sustainability Fund Guidelines](#), the advice of the Infrastructure and Project Financing Agency will be taken into account by the Minister for Communications, Urban Infrastructure, Cities and the Arts as the decision maker.

Privacy statement

The Department of Infrastructure, Transport, Regional Development and Communications will treat your personal information according to the [Australian Privacy Principles](#) and the *Privacy Act 1988*.

We will use the information collected in this form to administer this grant. The contact details you provide in this form may be disclosed to the Minister for Communications,

COVID-19 Sustainability Fund Registration form

Form Preview

Urban Infrastructure, Cities and the Arts and other Members of Parliament. Your name, contact details and other personal information will not be provided to any other person or organisation unless it is required by law.

For further information about our privacy obligations, (including in relation to how to access or collect personal information or make a complaint) and our contact details for privacy matters, please see our [Privacy Policy](#).

Eligibility

Is your organisation currently party to, or due to enter into, a multi-year funding agreement with the Australian Government, either through the Australia Council or the Office for the Arts in the Department of Infrastructure, Transport, Regional Development and Communications under one or more of the following programs? If so please select all programs that apply. *

- National Performing Arts Partnership Framework
- Four Year Funding Program 2021-24
- Four Year Funding Program 2017-20
- Visual Arts and Craft Strategy 2016-21
- Cultural Development Program for the National Performing Arts Training Organisations
- None of the above

At least 1 choice must be selected.

If you are not party to, or due to enter into any of the above agreements you are **not eligible** for funding through the Sustainability Fund and cannot complete this form.

Ineligible

You have entered 'None of the above' to the previous question. This means you are **ineligible** to apply for funding through the Sustainability Fund and cannot complete this form.

If you have any questions, refer to the guidelines or contact us at sustainabilityfund@arts.gov.au.

Is your organisation:

- a statutory body under Commonwealth, state or territory legislation, including but not limited to national cultural institutions and performing arts companies.

*

Yes

No

Ineligible

You have entered 'Yes' to the previous question. This means you are **ineligible** to apply for funding through the Sustainability Fund and cannot complete this form.

COVID-19 Sustainability Fund Registration form

Form Preview

If you have any questions, refer to the guidelines or contact us at sustainabilityfund@arts.gov.au.

Conflict of interest

Are there any potential perceived or actual conflicts of interest arising from your proposal, including the assessment of your organisation by the Infrastructure and Project Financing Agency *

Yes No

Please provide a statement addressing the potential perceived or actual conflicts of interest: *

Reporting compliance

Do you have any outstanding reports, acquittals or serious breaches relating to any Australian Government funding (including through the Australia Council)? *

Yes No

If you answered yes, briefly outline which program you have outstanding reports, acquittals or serious breaches for and why: *

Applicant Details

* indicates a required field

Applicant Organisation Name: *

Organisation Name

Must be the full legal name of your organisation. This name will be included in your grant agreement.

Is your organisation an Indigenous or Non-Indigenous organisation? *

Indigenous
 Non-Indigenous

Indigenous organisation: Any organisation where 50 per cent or more of its Board Directors are Aboriginal or Torres Strait Islander people.

COVID-19 Sustainability Fund Registration form

Form Preview

Applicant contact *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position title *

Contact phone number *

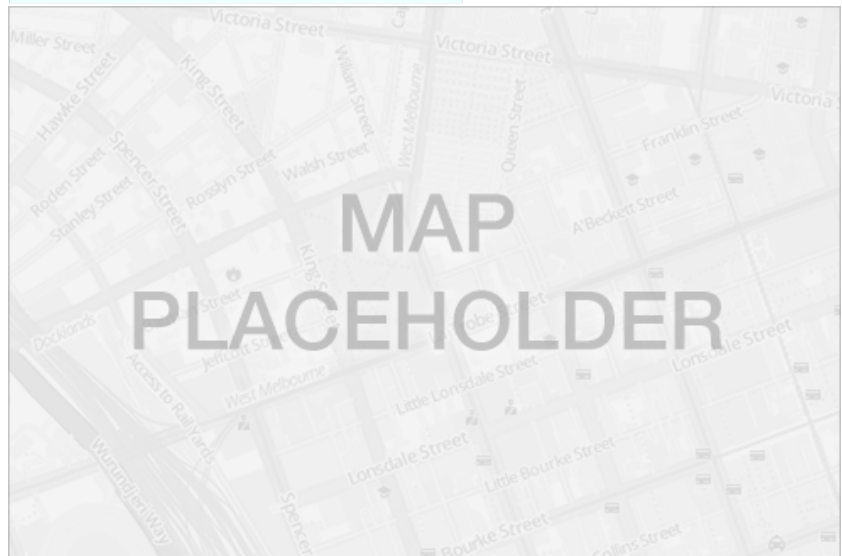
Must be an Australian phone number.

Contact email *

Must be an email address.

Address *

Address



Applicant website *

Must be a URL.

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

COVID-19 Sustainability Fund Registration form

Form Preview

Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Organisation size

The following information will assist us to understand the size of your organisation. The size of your organisation will be considered in the context of the arts and cultural sector.

What is your organisation's annual turnover? (to the nearest \$10,000): *

\$

Criterion 1

* indicates a required field

Insolvent question

Is your organisation at risk of insolvency within 12 months from the lodgement of this application? *

Yes No

Ineligible

If your organisation is not at risk of insolvency within 12 months from the date of application lodgement, you do not satisfy this criteria and cannot complete this form.

Risk of insolvency as a result of COVID-19

Please detail the risk of insolvency to your organisation in the next 12 months. In your answer describe the link between COVID-19 restrictions and that risk of insolvency.

Risk of insolvency *

COVID-19 Sustainability Fund Registration form

Form Preview

Word count:

Must be no more than 300 words.

Measures that you have taken to manage your financial position to date

What measures have you taken to manage your organisation's financial position including where relevant:

- implementation of cost reduction measures;
- reasonable use of company reserves;
- utilisation of commercial bank loans or lines of credit;
- utilisation of Australian Government whole-of-economy COVID-19 support measures; and
- your organisation's sound record of artistic and financial management and governance processes.

Measures taken

Intended outcome

Measures taken	Intended outcome
Must be no more than 100 words.	Must be no more than 100 words.

Are you currently receiving the Australian Government's JobKeeper Payment? *

Yes

No

Amount of JobKeeper support received to date *

\$

Must be a dollar amount.

Amount of JobKeeper support projected to 31 March 2021 *

\$

Must be a dollar amount.

Number of positions supported to date *

Must be a number.

Projected number of positions supported to 31 March 2021 *

Must be a number.

Criterion 2

* indicates a required field

Likelihood of ongoing viability, if grant is provided

Please identify the following:

- The amount of grant funding required to reduce the risk outlined under Criterion 1;
- A budget for the requested grant;

COVID-19 Sustainability Fund Registration form

Form Preview

- Plans that you have put in place to improve the ongoing viability of your organisation as the economy, health guidelines and public behaviour change during and resulting from the COVID-19 pandemic.

Grant amount

Total amount requested *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Explanation of grant amount requested *

Word count:

Must be no more than 300 words.

Are you receiving, have you applied for or are you in dialogue with an organisation about funding from other sources for the purposes of COVID-19 relief to manage your risk of insolvency? *

Yes No

Other income (not including the grant)

Please outline this income below:

Tentative status - could refer to applications submitted or negotiations underway for funding.

Funding source	Category	Amount	Cash or In-kind	Status	
		\$ <input type="text"/>		Tentative Confirmed	
		<input type="text"/>		Tentative Confirmed	
		Must be a dollar amount.			

If any of the above income, particularly any tentative income, is not captured in your financial data (see Supporting Documentation) please outline below.

Word count:

COVID-19 Sustainability Fund Registration form

Form Preview

Must be no more than 200 words.

Grant expenditure

Will any of the grant funding be used to retire debt? *

Yes No

Debt amount to be retired *

\$

Must be a whole dollar amount (no cents).

Outline the other items that the grant funding would be spent on. The budget will form part of the grant agreement.

- Your budget should be exclusive of any GST on cost items.
- If successful you cannot change how you spend your grant money without getting our formal approval.
- The scope, scale, purpose and value of all expenditure items, including project costs, must be reasonable in the context of COVID-19 and the objectives of the Fund as outlined in the Program Guidelines. High-cost and/or high-risk projects or activities are unlikely to align with the aim of reducing an organisation's risk of insolvency under Criterion 1.
- When seeking funding for salaries and/or wages, please provide details on the level and purpose of the funding and whether the proposed expenditure will be a 'top-up' to JobKeeper or for staff not eligible for JobKeeper. If seeking funding for a specific position and/or a group of senior management positions, please provide details on the salaries to be paid and the percentage you are seeking from this Fund.

List below only those items that will be paid for with the grant:

Expenditure item	Category	Amount (GST exclusive)
		Must be a whole dollar amount (no cents).
		\$

Total grant spend

\$

This number/amount is calculated.
Must be a dollar amount.

Grant balance (income - expenditure) =

\$

COVID-19 Sustainability Fund Registration form

Form Preview

This number/amount is calculated.
Must equal zero.

Forward planning

Based on the assumption that you will be receiving the grant requested, please outline the actions will put in place to improve the ongoing viability of your organisation as the economy, health guidelines and public behaviour change during and resulting from the COVID-19 pandemic.

Planned Action	Intended Outcome	Projected completion date
Must be no more than 100 words.	Must be no more than 100 words.	Must be a date.

Criterion 3

* indicates a required field

Significance and contribution to the Australian arts ecology

Please detail the specific significance and contribution of your organisation to the Australian arts ecology, including through identifying:

- the number of artists, art workers and other workers directly employed by your organisation;
- the benefits of your organisation to your community (i.e. community participation, health, wellbeing, engagement and support; social cohesion; and economic benefits in interdependent industries); and
- the significance of your arts organisation to its artform.

Employment statistics

Artists, arts workers, other creatives

Number of artists, arts workers or other creatives currently employed by your organisation *

Must be a number.
Include artists, designers, production staff, etc.

Number of artists and arts workers expressed as FTE (full time equivalent) *

For part-time staff, you can use decimal points.
e.g., someone who works two days per week would be represented as 0.4.

Other workers

Number of other workers currently directly employed by your organisation *

Number of other workers expressed as FTE *

COVID-19 Sustainability Fund Registration form

Form Preview

Must be a number.
Include administration, marketing etc.

For part-time staff, you can use decimal points.
e.g., someone who works two days per week would be represented as 0.4.

Total employment

Total number of workers *

This number/amount is calculated.

Total FTE *

This number/amount is calculated.

Casual workers

How many people do you currently employ on a casual basis? *

Must be a number.

How many of your casual workers have been employed for a period of less than one year? *

Must be a number.

If the above employment figures have been impacted by COVID-19, please outline below.

Word count:

Must be no more than 200 words.

Community benefit

Statement on the benefit of your organisation to your community *

Word count:

Must be no more than 500 words.

Significance

Please detail the significance of your organisation to its artform *

Word count:

Must be no more than 250 words.

COVID-19 Sustainability Fund Registration form

Form Preview

Supporting documentation

* indicates a required field

Financial data

We require you to complete the template below which consists of the following four data sets:

- Latest Balance Sheet position at the time of application;
- Latest Profit & Loss Forecast for Year Ending December 2020 (or Year Ending June 2021);
- Latest Profit & Loss Forecast for Year Ending December 2021 (or Year Ending June 2022); and
- Monthly Cashflow Forecast for 12 months from the month of application, excluding any funding claim sought.

[Download template](#)

Please keep attachments below 25MB in size.

Upload financial data *

Attach a file:

Does this financial data differ materially from the latest forecast submitted to the Australia Council or the Office for the Arts? *

Yes

No

Please provide commentary on these variances below: *

Word count:

Must be no more than 200 words.

Links

You may wish to upload or provide links to other supporting documentation. Examples of supporting documentation include, website, media coverage, a video or images. Provide links, social media handles or upload documents, images etc.

Links to storage sites such as Dropbox, Google Drive or OneDrive cannot be accepted.

Select the **Add More** button to add extra rows.

Provide links or social media handles here,

or upload documents and images

Description

Provide links or social media handles here,	or upload documents and images	Description
URL of supporting material e.g. www.arts.gov.au		

COVID-19 Sustainability Fund Registration form

Form Preview

Certification

* indicates a required field

I the Applicant Contact am authorised by my group/organisation to complete this form and to certify that: *

- I acknowledge that the Department of Infrastructure, Transport, Regional Development and Communications may refer this application to the Infrastructure and Project Financing Agency or other government departments/agencies for assessment, reporting, advice or comment.
- I acknowledge that contact details and project information provided in this application may be disclosed to the Minister for Communications, Cyber Safety and the Arts and other Members of Parliament.
- I acknowledge that data contained in this application will be used by the Department of Infrastructure, Transport, Regional Development and Communications for analysis of the cultural and creative sector
- To the best of my knowledge the statements made in this application are true.
- I will be required to accept the terms of the grant agreement.
- I will only spend the grant funds in accordance with the approved budget.
- I will undertake the activities described in this application.
- I acknowledge that I cannot change the approved activities or budget without prior approval and I will notify the Office for the Arts as early as possible to seek approval for a variation if required.
- I will provide reports to the Office for the Arts in accordance with the requirements of the grant agreement.

All above criteria must be confirmed.

Date of Certification: *

Must be a date