NCITO Application Form
Form Preview

Applicant Eligibility

The National Collecting Institutions Touring and Outreach (NCITO) Program aims to increase touring by Australian national collecting institutions so that Australian and overseas cultural material is accessible to all Australians, especially regional communities. It also aims to promote international awareness of Australia's cultural heritage through overseas tours.

Only National Collecting Institutions, as listed in the Guidelines, are eligible to apply.

You can also view the Frequently Asked Questions and NCITO Acknowledgement Requirements.

Privacy statement

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts will treat your personal information according to the *Privacy Act 1988* and the Australian Privacy Principles. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

We will use the information collected in this form to administer this grant under the Visions of Australia program. Your information will be provided to independent assessors as part of the assessment process. The contact details you provide in this form may also be disclosed to the Minister for the Arts, other Members of Parliament and the Australia Council. 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 out Privacy Policy.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department, would breach an Australian Privacy Principle as defined in the Act.

How many exhibitions are you applying for this round? *

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○ 1 ○ 2 ○ 3 ○ 4

Applicant Reporting Compliance

Do you have any outstanding reports, acquittals or breaches relating to any Australian Government funding? *
○ Yes ○ No

If yes, please briefly outline which program you have outstanding reports for and why: *

Applicants will have to submit any outstanding reports or acquittals before new applications will be considered.

Organisation Contact Information

Please note that if you receive funding your contact details will be made available to the Minister for the Arts and other Members of Parliament.

Applicant Organisation Name *	Organisation Name		
	Must be the full legal name of the applicant organisation		
Head of Organisation *	Title	First Name	Last Name
Position Title *			
Head of Organisation Phone Number *			
	Must be an Australian phone number		
Head of Organisation Email			
Applicant Contact *	Title	First Name	Last Name
Contact Position Title *			
Contact Phone Number			
Contact Mobile Phone Number			

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Contact Email *

Applicant Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Remoteness Classification of Application Organisation

This value is generated using the lookup function based on the applicant address provided.

Applicant Postal Address *

Address

Suburb   State   Postcode

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

Exhibition One Project - Selection Criteria

* indicates a required field

Exhibition One Overview

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Please provide a description of and rationale for the exhibition/touring program proposed.

Exhibition One Title *

Development or Touring *

Exhibition One Description *

This proposal description should be clear and concise, and may be used publicly.

Project Start Date *

Must be a date.
When did/will this project commence?

Project End Date *

Must be a date.
When will this project cease?

Which of the following art categories are featured in this exhibition ? *

☐ Art Support or Development   ☐ Design   ☐ Screen based art

☐ Community Arts   ☐ Digital Arts   ☐ Theatre

☐ Crafts   ☐ Film   ☐ Visual arts

☐ Cross artform   ☐ Literature   ☐ Other:

☐ Cultural Heritage   ☐ Multimedia

Select all that apply, including the primary artform.

Can you identify a primary art category? *

○ Yes   ○ No

What is the primary artform?

Has this project previously been funded by NCITO? *

○ Yes   ○ No

in which financial year/s was funding provided?

List financial years in which funding was provided

Exhibition One NCITO Objectives

* indicates a required field

Please indicate how the proposed exhibition/touring program will meet the objectives of the NCITO program and build on your institution's existing touring program (NCITO program guidelines). Please select all the criteria that apply to this priority then provide details against these criteria below.

NCITO objectives. Please select those that apply and provide details below. *

☐ Criteria 1 - Increase overall levels of touring by National Collecting Institutions with particular emphasis on multiple venue tours

☐ Criteria 2 - Promote broad access to Australian cultural material through touring works from the collections of the National Collecting Institutions, with particular emphasis on providing access for audiences in regional areas

☐ Criteria 3 - Expand Australian appreciation of international cultural material through enabling National Collecting Institutions to bring works from international collections for exhibition or touring within Australia

☐ Criteria 4 - Promote partnerships and collaboration between the National Collecting Institutions and also with other institutions (archives, galleries, libraries and museums) across the collections sector, particularly in regional areas

☐ Criteria 5 - Promote International awareness of Australia's cultural heritage through touring Australian cultural material from National Collecting Institutions overseas

Criteria 1

Increase overall levels of touring by National Collecting Institutions, with particular emphasis on multiple venue tours.

Please indicate how the proposed exhibition/touring program will build on or increase your institution's touring program? *

Word count:
Must be no more than 200 words.

How many venues are planned for the life of the exhibition? *

Proposed Itinerary for 2025-26

Please provide your proposed itinerary for the exhibition and details of all proposed venues to be visited within the **2025-26 FY (include all venues that have display periods between 1 July 2025 and 30 June 2026, even if they open or close outside of those dates)**. Do not include past venues, or those beyond 1 July 2026.

For touring applications, please also provide venue confirmation forms for each venue listed in the itinerary.

Gathering statistics on audience and visitation is important when assessing the success of funded projects. Please provide your estimate of audience numbers, including those attending programs and events associated with an exhibition. You will be asked to report against this projected number in the Final Report for the project.

For multiple locations please enter in chronological order.

Name of Exhibiting Venue	Address -	Opening Date	Closing Date	Projected Audience numbers	Venue Status
	Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.	, opening date to public. Must be a date.	, last day publicly accessible. Must be a date.	Must be a number.	

For touring applications, attach your venue confirmations here (multiple files may be uploaded). *
Attach a file:

Criteria 2

Promote broad access to Australian cultural material through touring works from the collections of the National Collecting Institutions, with particular emphasis on providing access for audiences in regional areas.

How will your organisation support broad access to this exhibition (for example, through public programs, online content, marketing, social media, staff visits to venues, publications, retail product etc)?

Word count:
Must be no more than 200 words.

Please outline the appeal of your project to audiences. Do you have a target audience? Has any audience research been undertaken?

Word count:

Must be no more than 200 words.

Criteria 3

Expand Australian appreciation of international cultural material through enabling National Collecting Institutions to bring works from an international collection for exhibition or touring within Australia.

Please outline what cultural material will be brought to Australia, and how it will be made publicly accessible. *

Word count:
Must be no more than 200 words.

Please attach any relevant information, such as an object list.
Attach a file:

Criteria 4

Promote partnerships and collaboration between National Collecting Institutions and also with other institutions (archives, galleries, libraries, and museums) across the collections sector, particularly in regional areas.

Please outline any partnerships/collaborations between collecting or cultural institutions for this project. What are the intended outcomes and benefits of the partnerships/collaborations? *

Word count:
Must be no more than 200 words.

Do you have financial partners for this exhibition? *	○ Yes	○ No
Do you have creative partners or collaborations for this exhibition? *	○ Yes	○ No

Financial Partners

Please provide information about your **confirmed financial partnerships.**

- Please ensure that the figures here are also included in and consistent with your budget.
- Partnership funding can be either cash or in-kind

Name of Financial Partner	Contribution Amount:	Cash / In-kind:	New or Existing Partnership:
	$		
	Must be a dollar amount.		

Creative or Collaborative partnerships

Please provide details on **confirmed partnerships and collaborations** with other organisations, including other National Collecting Institutions.For example include media partners, curatorial or collections partners.

Name of Project Partner:	Type of partnership	Brief explanation of partnership/ collaboration and benefits.	New or Existing Partnership:
		Must be no more than 50 words.	

Criteria 5

Promote international awareness of Australia's cultural heritage through touring Australian cultural material from National Collecting Institutions overseas.

Please outline what collection material will tour, where the material will tour to and how it will be promoted or made accessible? *

Word count:
Must be no more than 200 words.

Please outline the financial feasibility of this project. What sources of funding are being utilised? Will the tour be feasible without NCITO funding?

Must be no more than 200 words.

Please add any relevant information, such as venue information, object list or prospectus.
Attach a file:

Exhibition One - Workplans

Workplan for development projects

For **development** projects please list the planned activities for 2025-26.

Activity - Task to be undertaken:	Outcome - What will be achieved by this activity?	Planned date of completion:
		Must be a date.

Workplan for touring projects

For **touring** projects, please list the planned activities for 2025-26

Activity - Task to be undertaken:	Outcome - What will be achieved by this activity?	Planned date of completion:
		Must be a date.

Exhibition One - Project Details

* indicates a required field

Key personnel

Please provide information on key personnel within your organisation and contractors who will be involved in the exhibition.

If you are requesting funding for non-ongoing contract staff or consultants, please describe their role here.

Name:	Role in project:	Employment status:

Object list

Please attach the proposed exhibition object list below.

For development projects - if an object list is unavailable or incomplete please attach draft content plan, thematic outline or design brief below.

Proposed object list. *
Attach a file:

Accessibility

It is important that high-quality art and cultural experiences are accessible to the whole community. One in five Australians has a disability. Many more do not identify as having a disability but still experience barriers to access.

Tell us how you plan to ensure your project is accessible, including to people with a disability.

Please summarise your access plan. *

Word count:
Must be no more than 200 words.

Exhibition One - Project Budget

* indicates a required field

As an entity registered for GST you should exclude GST from both your income and expenditure budget.

NCITO funding request

Amount requested exhibition one *

Must be a dollar amount.

Income exhibition one (not including NCITO funding)

Please outline the planned income for the exhibition, excluding the proposed grant amount. Include your own funds, funds being contributed by financial partners, in-kind support, or funds from other grant programs.

You can select "Add More" to add new lines.

Income source	Income amount	Cash or In-Kind	Confirmation
	Must be a dollar amount.		

Total other income exhibition one (not including NCITO funding)

$

This number/amount is calculated.

Expenditure of NCITO funding exhibition one

Your budget should outline the items the grant will be spend on only. If your application is successful, your budget may form part of your grant agreement.

Budget line items $10,000 and over, or any staff/salary request require evidence to support the expected cost. This could include quotes, working budget notes, travel estimates based on research etc. For any salary component for non-ongoing staff, please provide the APS level and the period of employment noting costs should relate only to the period of

employment for the project and for the time spent on the project. Please attach evidence at the Additional Supporting Documentation and Uploads section at the end of this application.

Variations

We understand that change may occur in expenditure as the project develops. You may transfer funding between categories of expenditure *within a single exhibition* or you may transfer funding *between exhibitions* however you must seek the prior written approval of the Department for any transfer that exceeds 25% of the total amount of the grant.

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

You can select "Add More" to add new lines.

Expenditure item	Expenditure category	Amount
Item Description		Must be a dollar amount.

Total expenditure of grants funding exhibition one	$
	This number/amount is calculated.

Expenditure exhibition one other income (not including NCITO funding)

List below any expenditure that will be paid for with funds other than the grant:

You can select "Add More" to add new lines.

Other expenditure item	Other expenditure category	Amount
		$
Item Description		Must be a dollar amount.

Total other income expenditure exhibition one	$
	This number/amount is calculated.

Exhibition One Balance

This section calculates your income minus your expenditure to ensure your budget balances. If your budget accurately balances the result in the calculated fields will be ZERO. You will not be able to submit your application if your budget does not balance. *

$

This number/amount is calculated.
This is a calculated amount from the above income minus expenditure. Must be equal to 0.

Exhibition Two Project - Selection Criteria

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Exhibition Two Overview

Please provide a description of and rationale for the exhibition/touring program proposed.

Exhibition Two Title *

Development or Touring *

Exhibition Two Description *

This proposal description should be clear and concise, and may be used publicly.

Project Start Date *

Must be a date.
When did/will this project commence?

Project End Date *

Must be a date.
When will this project cease?

Which of the following art categories are featured in this exhibition ? *

☐ Art Support or Development   ☐ Design   ☐ Screen based art

☐ Community Arts   ☐ Digital Arts   ☐ Theatre

☐ Crafts   ☐ Film   ☐ Visual arts

☐ Cross artform   ☐ Literature   ☐ Other:

☐ Cultural Heritage   ☐ Multimedia

Select all that apply, including the primary artform.

Can you identify a primary art category? *

○ Yes   ○ No

What is the primary artform ?

Has this project previously been funded by NCITO? *

○ Yes   ○ No

In which financial year/s was funding provided?

List financial years in which funding was provided

Exhibition Two NCITO Objectives

* indicates a required field

Please indicate how the proposed exhibition/touring program will meet the objectives of the NCITO program and build on your institution's existing touring program (NCITO program guidelines). Please select all the criteria that apply to this priority then provide details against these criteria below.

NCITO objectives. Please select those that apply and provide details below.

☐ Criteria 1 - Increase overall levels of touring by National Collecting Institutions with particular emphasis on multiple venue tours

☐ Criteria 4 - Promote partnerships and collaboration between the National Collecting Institutions and also with other institutions (archives, galleries, libraries and museums) across the collections sector, particularly in regional areas

☐ Criteria 2 - Promote broad access to Australian cultural material through touring works from the collections of the National Collecting Institutions, with particular emphasis on providing access for audiences in regional areas

☐ Criteria 5 - Promote International awareness of Australia's cultural heritage through touring Australian cultural material from National Collecting Institutions overseas

☐ Criteria 3 - Expand Australian appreciation of international cultural material through enabling National Collecting Institutions to bring works from international collections for exhibition or touring within Australia

Criteria 1

Increase overall levels of touring by National Collecting Institutions, with particular emphasis on multiple venue tours.

Please indicate how the proposed exhibition/touring program will build on or increase your institution's touring program? *

Word count:
Must be no more than 200 words.

How many venues are planned for the life of the exhibition? *

Proposed Itinerary for 2025-26

Please provide your proposed itinerary for the exhibition and details of all proposed venues to be visited within the **2025-26 FY (include all venues that have display periods between 1 July 2025 and 30 June 2026, even if they open or close outside of those dates)**. Do not include past venues or those beyond 1 July 2026.

For touring applications, please also provide venue confirmation forms for each venue listed in the itinerary.

Gathering statistics on audience and visitation is important when assessing the success of funded projects. Please provide your estimate of audience numbers, including those attending programs and events associated with an exhibition. You will be asked to report against this projected number in the Final Report for the project.

For multiple locations please enter in chronological order.

Name of Exhibiting Venue	Address	Opening Date	Closing Date	Projected Audience numbers	Venue Status
	Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.	, opening date to public. Must be a date.	, last day publicly accessible. Must be a date.	Must be a number.	

For touring applications, attach your venue confirmations here (multiple files may be uploaded). *
Attach a file:

Criteria 2

Promote broad access to Australian cultural material through touring works from the collections of the National Collecting Institutions, with particular emphasis on providing access for audiences in regional areas.

How will your organisation support broad access to this exhibition (for example, through public programs, online content, marketing, social media, staff visits to venues, publications, retail product etc)? *

Word count:
no more than 200 words

Please outline the appeal of your project to audiences. Do you have a target audience? Has any audience research been undertaken? *

Word count:
no more than 200 words

Criteria 3

Expand Australian appreciation of international cultural material through enabling National Collecting Institutions to bring works from international collection for exhibition or touring within Australia

Please outline what cultural material will be brought to Australia, and how it will be made publicly accessible. *

Word count:
no more than 200 words

Please attach any relevant information, such as an object list.
Attach a file:

Criteria 4

Promote partnerships and collaboration between National Collecting Institutions and also with other institutions (archives, galleries, libraries, and museums) across the collections sector, particularly in regional areas.

Please outline any partnerships/collaborations between collecting or cultural institutions for this project. What are the intended outcomes and benefits of the partnerships/collaborations?

Word count:
Must be no more than 200 words.

Do you have financial partners for this exhibition? *   ○ Yes   ○ No

Do you have creative partners or collaborations for this exhibition? *   ○ Yes   ○ No

Financial Partners

Please provide information about your **confirmed financial partnerships.**

- Please ensure that the figures here are also included in and consistent with your budget.
- Partnership funding can be either cash or in-kind

Name of Financial Partner	Contribution Amount:	Cash / In-kind:	New or Existing Partnership:
	$		
	Must be a dollar amount.		

Creative or Collaborative partnerships

Please provide details on **confirmed partnerships and collaborations** with other organisations, including other National Collecting Institutions.For example include media partners, curatorial or collections partners.

Name of Project Partner:	Type of partnership	Brief explanation of partnership/ collaboration and benefits.	New or Existing Partnership:
		Must be no more than 50 words.	

Criteria 5

Promote international awareness of Australia's cultural heritage through touring Australian cultural material from National Collecting Institutions overseas.

Please outline what collection material will tour, where the material will tour to and how it will be promoted or made accessible?

Word count:
Must be no more than 200 words.

Please outline the financial feasibility of this project. What sources of funding are being utilised? Will the tour be feasible without without NCITO funding? *

Word count:
no more than 200 words

Please add any relevant information, such as venue information, object list or prospectus.
Attach a file:

Exhibition Two - Workplans

Workplan for development projects

For **development** projects, please list the planned activities for 2025-26.

Activity - Task to be undertaken:	Outcome - What will be achieved by this activity?	Planned date of completion:
		Must be a date.

Workplan for touring projects

For **touring and development** projects, please list the planned activities for 2025-26.

Activity - Task to be undertaken:	Outcome - What will be achieved by this activity?	Planned date of completion:
		Must be a date.

Exhibition Two - Project Details

* indicates a required field

Key personnel

Please provide information on key personnel within your organisation and contractors who will be involved in the exhibition.

If you are requesting funding for non-ongoing contract staff or consultants, please describe the role here.

Name:	Role in project:	Employment status:

Object list

Please attach the proposed exhibition object list below.

For development projects - if an object list is unavailable or incomplete please attach draft content plan, thematic outline or design brief below.

Object list
Attach a file:

Accessibility

It is important that high-quality art and cultural experiences are accessible to the whole community. One in five Australians has a disability. Many more do not identify as having a disability but still experience barriers to access.

Tell us how you plan to ensure your project is accessible, including to people with a disability.

Please summarise your access plan. *

Word count:
no more than 200 words

Exhibition Two - Project Budget

* indicates a required field

As an entity registered for GST you should exclude GST from both your income and expenditure budget.

NCITO funding request

Amount requested exhibition two *

Must be a dollar amount.

Other Income exhibition two (not including NCITO funding)

Please outline the planned income for the exhibition, excluding the proposed grant amount. Include your own funds, funds being contributed by financial partners, in-kind support, or funds from other grant programs.

You can select "Add More" to add new lines.

Income source	Income amount	Cash or In-Kind	Confirmation
	$		
	Must be a dollar amount.		

Total other income exhibition two (not including NCITO funding)

$

This number/amount is calculated.

Expenditure of NCITO funding exhibition two

Your budget should outline the items the grant will be spend on only. If your application is successful, your budget may form part of your grant agreement.

Budget line items $10,000 and over, or any staff/salary request require evidence to support the expected cost. This could include quotes, working budget notes, travel estimates based on research etc. For any salary component for non-ongoing staff, please provide the APS level and the period of employment noting costs should relate only to the period of employment for the project and for the time spent on the project. Please attach evidence at the Additional Supporting Documentation and Uploads section at the end of this application.

Variations

We understand that change may occur in expenditure as the project develops. You may transfer funding between categories of expenditure *within a single exhibition* or you may transfer funding *between exhibitions* however you must seek the prior written approval of the Department for any transfer that exceeds 25% of the total amount of the grant.

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

You can select "Add More" to add new lines.

Expenditure item	Expenditure category	Amount
		$
		Must be a dollar amount.

Total expenditure of grants funding exhibition two

$

This number/amount is calculated.

Expenditure exhibition two other income (not including NCITO funding)

List below any expenditure that will be paid for with funds other than the grant:

You can select "Add More" to add new lines.

Other expenditure item	Other expenditure category	Amount
		$
		Must be a dollar amount.

Total other income expenditure exhibition two

$

This number/amount is calculated.

Exhibition Two Balance

This section calculates your income minus your expenditure to ensure your budget balances. If your budget accurately balances the result in the calculated fields will be ZERO. You will not be able to submit your application if your budget does not balance.

$

This number/amount is calculated.
This is a calculated amount from the above income minus expenditure. Must be equal to 0.

Exhibition Three Project - Selection Criteria

* indicates a required field

Exhibition Three Overview

Exhibition Three Title *

Development or Touring *

Exhibition Three Description *

Project Start Date *

Must be a date.
When did/will this project commence?

Project End Date *

Must be a date.
When will this project cease?

Which of the following art categories are featured in this exhibition ? *

☐ Art Support or Development   ☐ Design   ☐ Screen based art
☐ Community Arts   ☐ Digital Arts   ☐ Theatre
☐ Crafts   ☐ Film   ☐ Visual arts
☐ Cross artform   ☐ Literature   ☐ Other:
☐ Cultural Heritage   ☐ Multimedia

Select all that apply, including the primary artform.

Can you identify a primary art category? *

○ Yes   ○ No

What is the primary artform ?

[   ]

Has this project previously been funded by NCITO? *
○ yes   ○ no

In which financial year/s was funding provided?

[   ]

List financial years in which funding was provided

Exhibition Three NCITO Objectives

* indicates a required field

please indicate how the proposed exhibition/touring program will meet the objectives of the NCITO program and build on your institution's existing touring program (NCITO program guidelines). Please select all the criteria that apply to this priority then provide details against these criteria below.

NCITO objectives. Please select those that apply and provide details below. *

☐ Criteria 1 - Increase overall levels of touring by National Collecting Institutions with particular emphasis on multiple venue tours

☐ Criteria 4 - Promote partnerships and collaboration between the National Collecting Institutions and also with other institutions (archives, galleries, libraries and museums) across the collections sector, particularly in regional areas

☐ Criteria 2 - Promote broad access to Australian cultural material through touring works from the collections of the National Collecting Institutions, with particular emphasis on providing access for audiences in regional areas

☐ Criteria 5 - Promote International awareness of Australia's cultural heritage through touring Australian cultural material from National Collecting Institutions overseas

☐ Criteria 3 - Expand Australian appreciation of international cultural material through enabling National Collecting Institutions to bring works from international collections for exhibition or touring within Australia

Criteria 1

Increase overall levels of touring by National Collecting Institutions, with particular emphasis on multiple venue tours.

Please indicate how the proposed exhibition/touring program will build on or increase your institution's touring program? *

Word count:
Must be no more than 200 words.

How many venues are planned for the life of the exhibition? *

Proposed Itinerary for 2025-26

Please provide your proposed itinerary for the exhibition and details of all proposed venues to be visited within the **2025-26 FY (include all venues that have display periods between 1 July 2025 and 30 June 2026, even if they open or close outside of those dates)**. Do not include past venues or those beyond 1 July 2026.

For touring applications, please also provide venue confirmation forms for each venue listed in the itinerary.

Gathering statistics on audience and visitation is important when assessing the success of funded projects. Please provide your estimate of audience numbers, including those attending programs and events associated with an exhibition. You will be asked to report against this projected number in the Final Report for the project.

For multiple locations please enter in chronological order.

Name of Exhibiting Venue	Address	Opening Date	Closing Date	Projected Audience numbers	Venue Status
	Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.	, opening date to public. Must be a date.	, last day publicly accessible. Must be a date.	Must be a number.	

For touring applications, attach your venue confirmations here (multiple files may be uploaded). *
Attach a file:

Criteria 2

Promote broad access to Australian cultural material through touring works from the collections of the National Collecting Institutions, with particular emphasis on providing access for audiences in regional areas.

How will your organisation support broad access to this exhibition (for example, through public programs, online content, marketing, social media, staff visits to venues, publications, retail product etc)? *

Word count:
no more than 200 words

Please outline the appeal of your project to audiences. Do you have a target audience? Has any audience research been undertaken? *

Word count:
Must be no more than 200 words.

Criteria 3

Expand Australian appreciation of international cultural material through enabling National Collecting Institutions to bring works from international collection for exhibition or touring within Australia

Please outline what cultural material will be brought to Australia, and how it will be made publicly accessible. *

Word count:
Must be no more than 200 words.

Please attach any relevant information, such as an object list.
Attach a file:

Criteria 4

Promote partnerships and collaboration between National Collecting Institutions and also with other institutions (archives, galleries, libraries and museums) across the collections sector, particularly in regional areas.

Please outline any partnerships/collaborations between collecting or cultural institutions for this project. What are the intended outcomes and benefits of the partnerships/collaborations? *

Word count:
no more than 200 words

Do you have financial partners for this exhibition?   ○ Yes   ○ No

Do you have creative partners or collaborations for this exhibition?   ○ Yes   ○ No

Financial Partners

Please provide information about your **confirmed financial partnerships.**

- Please ensure that the figures here are also included in and consistent with your budget.
- Partnership funding can be either cash or in-kind

Name of Financial Partner	Contribution Amount:	Cash / In-kind:	New or Existing Partnership:
	$		
	Must be a dollar amount.		

Creative or Collaborative partnerships

Please provide details on **confirmed partnerships and collaborations** with other organisations, including other National Collecting Institutions.For example include media partners, curatorial or collections partners.

Name of Project Partner:	Type of partnership	Brief explanation of partnership/ collaboration and benefits.	New or Existing Partnership:

Criteria 5

Promote international awareness of Australia's cultural heritage through touring Australian cultural material from National Collecting Institutions overseas.

Please outline what collection material will tour, where the material will tour to and how it will be promoted or made accessible? *

Word count:
no more than 200 words

Please outline the financial feasibility of this project. What sources of funding are being utilised? Will the tour be feasible without NCITO funding? *

Word count:
no more than 200 words

Please add any relevant information, such as venue information, object list or prospectus.
Attach a file:

Exhibition Three Workplans

Workplan for development projects

For **development** projects, please list the planned activities for 2025-26.

Activity - Task to be undertaken:	Outcome - What will be achieved by this activity?	Planned date of completion:
		Must be a date.

Workplan for touring projects

For **touring and development** projects, please list the planned activities for 2025-26.

Activity - Task to be undertaken:	Outcome - What will be achieved by this activity?	Planned date of completion:
		Must be a date.

Exhibition Three - Project Details

Key personnel

Please provide information on key personnel within your organisation and contractors who will be involved in the exhibition.

If you are requesting funding for non-ongoing contract staff or consultants, please describe the role here.

Name:	Role in project:	Employment status:

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Object list

Please attach the proposed exhibition object list below.

For development projects - if an object list is unavailable or incomplete please attach draft content plan, thematic outline or design brief below.

Proposed object list.
Attach a file:

Accessibility

It is important that high-quality art and cultural experiences are accessible to the whole community. One in five Australians has a disability. Many more do not identify but still experience barriers to access.

Tell us how you plan to ensure your project is accessible, including to people with a disability.

Please summarise your access plan.

Word count:
Must be no more than 200 words.

Exhibition Three - Project Budget

* indicates a required field

As an entity registered for GST you should exclude GST from both your income and expenditure budget.

NCITO funding request

Amount requested exhibition three *
$
Must be a dollar amount.

Income exhibition three (not including NCITO funding)

Please outline the planned income for the exhibition, excluding the proposed grant amount. Include your own funds, funds being contributed by financial partners, in-kind support, or funds from other grant programs.

You can select "Add More" to add new lines.

Income source	Income amount	Cash or In-Kind	Confirmation
	$		

	Must be a dollar amount.		

Total other income exhibition three (not including NCITO funding)

$

This number/amount is calculated.

Expenditure of NCITO funding exhibition three

Your budget should outline the items the grant will be spend on only. If your application is successful, your budget may form part of your grant agreement.

Budget line items $10,000 and over, or any staff/salary request require evidence to support the expected cost. This could include quotes, working budget notes, travel estimates based on research etc. For any salary component for non-ongoing staff, please provide the APS level and the period of employment noting costs should relate only to the period of employment for the project and for the time spent on the project. Please attach evidence at the Additional Supporting Documentation and Uploads section at the end of this application.

Variations

We understand that change may occur in expenditure as the project develops. You may transfer funding between categories of expenditure *within a single exhibition* or you may transfer funding *between exhibitions* however you must seek the prior written approval of the Department for any transfer that exceeds 25% of the total amount of the grant.

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

You can select "Add More" to add new lines.

Expenditure item	Expenditure category	Amount
		$
		Must be a dollar amount.

Total expenditure of grants funding exhibition three

$

This number/amount is calculated.

Expenditure exhibition three other income (not including NCITO funding)

List below any expenditure that will be paid for with funds other than the grant:

You can select "Add More" to add new lines.

Other Expenditure	Other expenditure category	Other Expenditure
		$
		Must be a dollar amount.

Total other income expenditure exhibition three

$ [   ]

This number/amount is calculated.

Exhibition Three Balance

This section calculates your income minus your expenditure to ensure your budget balances. If your budget accurately balances the result in the calculated fields will be ZERO. You will not be able to submit your application if your budget does not balance.

$ [   ]

This number/amount is calculated.
This is a calculated amount from the above income minus expenditure. Must be equal to 0.

Exhibition Four Project - Selection Criteria

* indicates a required field

Exhibition Four Overview

Priority Four Title *

[   ]

Development or Touring *

[   ]

Exhibition Four Description *

[   ]

Project Start Date *

[   ]

Must be a date.
When did/will this project commence?

Project End Date *

[   ]

Must be a date.
When will this project cease?

Which of the following art categories are featured in this exhibition ? *

☐ Art Support or Development   ☐ Design   ☐ Screen based art

☐ Community Arts   ☐ Digital Arts   ☐ Theatre

☐ Crafts   ☐ Film   ☐ Visual arts

☐ Cross artform ☐ Literature ☐ Other: [_____]

☐ Cultural Heritage ☐ Multimedia

Select all that apply, including the primary artform.

Can you identify a primary art category? *

○ Yes ○ No

What is the primary artform ?

[_____]

Has this project previously been funded by NCITO? *

○ Yes ○ No

in which financial year/s was funding provided?

[_____]

List financial years in which funding was provided

Exhibition Four NCITO Objectives

* indicates a required field

Please indicate how the proposed exhibition/touring program will meet the objectives of the NCITO program and build on your institution's existing touring program (NCITO program guidelines). Please select all the criteria that apply to this priority then provide details against these criteria below.

NCITO objectives. Please select those that apply and provide details below.

☐ Criteria 1 - Increase overall levels of touring by National Collecting Institutions with particular emphasis on multiple venue tours

☐ Criteria 4 - Promote partnerships and collaboration between the National Collecting Institutions and also with other institutions (archives, galleries, libraries and museums) across the collections sector, particularly in regional areas

☐ Criteria 2 - Promote broad access to Australian cultural material through touring works from the collections of the National Collecting Institutions, with particular emphasis on providing access for audiences in regional areas

☐ Criteria 5 - Promote International awareness of Australia's cultural heritage through touring Australian cultural material from National Collecting Institutions overseas

☐ Criteria 3 - Expand Australian appreciation of international cultural material through enabling National Collecting Institutions to bring works from international collections for exhibition or touring within Australia

Criteria 1

Increase overall levels of touring by National Collecting Institutions, with particular emphasis on multiple venue tours.

Please indicate how the proposed exhibition/touring program will build on or increase your institution's touring program? *

Word count:
no more than 200 words

How many venues are planned for the life of the exhibition? *

Proposed Itinerary for 2025-26

Please provide your proposed itinerary for the exhibition and details of all proposed venues to be visited within the **2025-26 FY (include all venues that have display periods between 1 July 2025 and 30 June 2026, even if they open or close outside of those dates)**. Do not include past venues, or those beyond 1 July 2026.

For touring applications, please also provide venue confirmation forms for each venue listed in the itinerary.

Gathering statistics on audience and visitation is important when assessing the success of funded projects. Please provide your estimate of audience numbers, including those attending programs and events associated with an exhibition. You will be asked to report against this projected number in the Final Report for the project.

For multiple locations please enter in chronological order.

Name of Exhibiting Venue	Address	Opening Date	Closing Date	Projected Audience numbers	Venue Status
	Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.	, opening date to public. Must be a date.	, last day publicly accessible. Must be a date.	Must be a number.	

For touring applications, attach your venue confirmations here (multiple files may be uploaded). *
Attach a file:

Criteria 2

Promote broad access to Australian cultural material through touring works from the collections of the National Collecting Institutions, with particular emphasis on providing access for audiences in regional areas.

How will your organisation support broad access to this exhibition (for example, through public programs, online content, marketing, social media, staff visits to venues, publications, retail product etc)? *

Word count:
no more than 200 words

Please outline the appeal of your project to audiences. Do you have a target audience? Has any audience research been undertaken? *

Word count:
no more than 200 words

Criteria 3

Expand Australian appreciation of international cultural material through enabling National Collecting Institutions to bring works from international collection for exhibition or touring within Australia

Please outline what cultural material will be brought to Australia, and how it will be made publicly accessible.

Please attach any relevant information, such as an object list.
Attach a file:

Criteria 4

Promote partnerships and collaboration between National Collecting Institutions and also with other institutions (archives, galleries, libraries and museums) across the collections sector, particularly in regional areas.

Please outline any partnerships/collaborations between collecting or cultural institutions for this project. What are the intended outcomes and benefits of the partnerships/collaborations? *

Word count:
no more than 200 words

Do you have financial partners for this exhibition?   ○ Yes   ○ No

Do you have creative partners or collaborations for this exhibition?   ○ Yes   ○ No

Financial Partners

Please provide information about your **confirmed financial partnerships.**

- Please ensure that the figures here are also included in and consistent with your budget.
- Partnership funding can be either cash or in-kind

Name of Financial Partner	Contribution Amount:	Cash / In-kind:	New or Existing Partnership:
	$ Must be a dollar amount.		

Creative or Collaborative partnerships

Please provide details on **confirmed partnerships and collaborations** with other organisations, including other National Collecting Institutions.

Include organisations or individuals providing financial support (sponsorship, philanthropy) or in-kind support (media partners, curatorial or collections partners).

Name of Project Partner:	Type of partnership	Brief explanation of partnership/ collaboration and benefits.	New or Existing Partnership:

Criteria 5

Promote international awareness of Australia's cultural heritage through touring Australian cultural material from National Collecting Institutions overseas.

Please outline what collection material will tour, where the material will tour to and how it will be promoted or made accessible? *

Word count:

no more than 200 words

Please outline the financial feasibility of this project. What sources of funding are being utilised? Will the tour be feasible without without NCITO funding? *

Word count:
no more than 200 words

Please add any relevant information, such as venue information, object list or prospectus.
Attach a file:

Exhibition Four - Workplans

Workplan for development projects

For **development** projects please list the planned activities for 2025-26.

Activity - Task to be undertaken:	Outcome - What will be achieved by this activity?	Planned date of completion:
		Must be a date.

Workplan for touring projects

For **touring and development** projects, please list the planned activities for 2025-26.

Activity - Task to be undertaken:	Outcome - What will be achieved by this activity?	Planned date of completion:
		Must be a date.

Exhibition Four - Project Details

Key personnel

Please provide information on key personnel within your organisation and contractors who will be involved in the exhibition.

If you are requesting funding for non-ongoing contract staff or consultants, please describe the role here.

Name:	Role in project:	Employment status:

Object list

Please attach the proposed exhibition object list below.

For development projects - if an object list is unavailable or incomplete please attach draft content plan, thematic outline or design brief below.

Proposed object list.
Attach a file:

Accessibility

It is important that high-quality art and cultural experiences are accessible to the whole community. One in five Australians has a disability. Many more do not identify as having a disability but still experience barriers to access.

Tell us how you plan to ensure your project is accessible, including to people with a disability.

Please summarise your access plan

Word count:
Must be no more than 200 words.

Exhibition Four - Project Budget

As an entity registered for GST you should exclude GST from both your income and expenditure budget.

NCITO funding request

Amount requested exhibition four

$

Must be a dollar amount.

Income exhibition four (not including NCITO funding)

Please outline the planned income for the exhibition, excluding the proposed grant amount. Include your own funds, funds being contributed by financial partners, in-kind support, or funds from other grant programs.

You can select "Add More" to add new lines.

Income source	Income amount	Cash or In-Kind	Confirmation
	$		
	Must be a dollar amount.		

Total other income exhibition four (not including NCITO funding)	$ This number/amount is calculated.	

Expenditure of NCITO funding exhibition four

Your budget should outline the items the grant will be spend on only. If your application is successful, your budget may form part of your grant agreement.

Budget line items $10,000 and over, or any staff/salary request require evidence to support the expected cost. This could include quotes, working budget notes, travel estimates based on research etc. For any salary component for non-ongoing staff, please provide the APS level and the period of employment noting costs should relate only to the period of employment for the project and for the time spent on the project. Please attach evidence at the Additional Supporting Documentation and Uploads section at the end of this application.

Variations

We understand that change may occur in expenditure as the project develops. You may transfer funding between categories of expenditure *within a single exhibition* or you may transfer funding *between exhibitions* however you must seek the prior written approval of the Department for any transfer that exceeds 25% of the total amount of the grant.

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

You can select "Add More" to add new lines.

Expenditure item	Expenditure category	Amount
		$
		Must be a dollar amount.

Total expenditure of grants funding exhibition four	$ This number/amount is calculated.	

Expenditure exhibition four other income (not including NCITO funding)

List below any expenditure that will be paid for with funds other than the grant:

Other expenditure item	Other expenditure category	Amount
		$
		Must be a dollar amount.

Total other income expenditure exhibition four

$ _____
This number/amount is calculated.

Exhibition 4 Balance

This section calculates your income minus your expenditure to ensure your budget balances. If your budget accurately balances the result in the calculated fields will be ZERO. You will not be able to submit your application if your budget does not balance.

$ _____
This number/amount is calculated.

Additional Supporting Documentation

You can provide additional supporting information by uploading documents to this application or providing links to web-based material.

- URL links are the preferred method for submitting images or videos.

Provide web links or social media handles here:	Description
This is the preferred format for video, audio, websites and images.	

Uploads

Please upload any additional supporting documentation, if required.
Attach a file:

[   ]

Duty of Disclosure and Certification

* indicates a required field

Disclosure

Please provide details of any factors that may impact on our decision to provide you with funding. *

[   ]

Certification *

☐   I consent to all information and material in this Application, and any other information provided for the purposes of this Application, being used by the Australian Government represented by the Department in seeking additional advice from state/territory governments and other relevant agencies and organisations. The Department may also use the information to provide the Minister and state and territory governments with advice on the general administration of the program.

☐   I understand that this Application may not be accepted if it is not received by the specified closing time and date.

At least 2 choices must be selected.

I confirm that: *

☐   I have read the NCITO Program guidelines;

☐   I have answered all the questions in the Application and provided any applicable supporting material;

☐   all details provided in this Application are true and correct;

☐   I will immediately inform the Department if I suspect or know that any of the assurances (however described) contained in this statement or in the Application are not, or are no longer, correct;

☐   I understand that under section 137.1 of the Criminal Code Act 1995 (Cwth) giving false or misleading information is a serious offence;

☐   funding provided under the NCITO program will not be used for exhibition development/ touring activities that are funded through other Australian Government programs, such as Visions of Australia;

☐   my institution will be able to spend the full amount of NCITO funding sought within the financial year in which it is provided;

☐   my institution will return any funding provided which it cannot expend within the relevant financial year;

☐   I understand that my institution may be required to repay any funding which is not expended in accordance with the funding agreement and for the purposes for which it is provided;

☐   I am authorised to sign the Application on behalf of the organisation;

☐   the Application has been submitted with the full knowledge and agreement of the management of the applicant organisation;

At least 11 choices must be selected.

Signatory *

Title   First Name   Last Name

Signatory Position in the organisation *

Date of Certification *

Must be a date.