

**City of Albany  
Arts and Cultural  
In Kind Support Application Form 2017/18**

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**OVERVIEW**

**Purpose**

To encourage the development of local community arts and cultural programs and activities and to foster opportunities for local arts and cultural activities that make a positive and creative contribution to the region. To make available City resources to support Arts & Cultural projects and activities.

The Arts & Cultural in kind assistance is available to individuals as well as not-for-profit organisations. This is for in kind support only.

**Logistics**

Applications can be submitted year round; however applications must be lodged to the Vancouver Arts Centre at least **one month prior** to the start of the event, project or activity.

**Assessment & Approval**

Up to **50%** of the value of your booking can be provided on an in-kind basis.

*For example:*

*If you require two weeks gallery hire, you can request up to one week's gallery hire provided on an in-kind basis. Payment must be made for the second week of gallery hire.*

All applications for in kind support from the Vancouver Arts Centre will be assessed by two staff members. Individuals and organisations may only submit one application for inkind support in any financial year  
Note: Applications for support must be project based and will not be considered for ongoing annual arrangements such as room hire.

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**ELIGIBILITY:**

**Applicants must:**

1. Be an entity that carries on arts and cultural related activities for a public purpose whose primary object is not directed at making a profit;
2. Be an individual carrying out an arts and cultural related activity.

**INFORMATION**

Organisation \_\_\_\_\_

Contact Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone & Mobile \_\_\_\_\_

Email \_\_\_\_\_

Proposed date: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

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**TYPE OF SUPPORT REQUESTED:**

Vancouver Arts Centre

- Accommodation
- Venue Hire
- Equipment Hire
- Promotion in newsletter and social media/website

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**PROJECT DETAILS**

Please describe:

1. The type of support you are requesting:

2. The project activity you are requesting support for:

3. A brief description of you/your organisation:

4. Dates required: \_\_\_/\_\_\_/\_\_\_ until \_\_\_/\_\_\_/\_\_\_

5. Latest date by which you need to know if your request has been approved: \_\_\_/\_\_\_/\_\_\_

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**APPLICATION APPROVAL PROCESS:**

**Applicants are required to:**

1. Contact staff at the Vancouver Arts Centre on 9841 9260 for availability of the venue and equipment for the dates required.
2. Complete the application and return to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)

Applications will be reviewed and successful applicants will be contacted to complete arrangements.

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**REQUIREMENTS FOR APPROVED APPLICATIONS**

1. Acknowledgement of support from the City of Albany's Vancouver Arts Centre and associated funding partners in all liaison with the media; online and in print form.
  2. Use of the below logo block in promotional material.
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**IS A COPY OF YOUR PUBLIC LIABILITY INSURANCE ATTACHED?**

- Yes
- No \_\_\_\_\_
- 

**SIGNATURE**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

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Department of Culture and the Arts  
Department of Regional Development



ROYALTIES  
FOR REGIONS



This program is supported by the Departments of Culture and the Arts and Regional Development, Royalties for Regions and Country Arts WA. The Vancouver Arts Centre is managed by the City of Albany and receives core funding from Country Arts WA; who receives core funding from the State Government through the Department of Culture and the Arts in association with Lotterywest.

**OFFICE USE ONLY:**

<i>Total value of in kind support</i>	<i>Value:</i>	
<i>Application assessed by</i>	<i>Name:</i>	
	<i>Name:</i>	
<i>Request Approval</i>	<i>Approved</i>	<i>Not Approved</i>
	<i>Name:</i>	
	<i>Signature:</i>	
	<i>Date:</i>	
<i>Reasons for not approving</i>		