

## Besen Family Foundation Open Grant Round Application Form

The Besen Family Foundation Open Grant Round 1 2022/2023 is now closed.

Our 2022/2023 Open Grant Round 2, 2022/2023 accepting applications to the Arts & Culture and Jewish Community Grant Programs will open for application on Monday, 20 February 2023.

**IMPORTANT: Please read the information below to assist you in completing your application.**

### BEFORE YOU BEGIN YOUR APPLICATION

Please ensure you have read the The Grants Program section on the website to ensure your project fits the funding criteria and that your organisation is eligible to receive a grant.

Individual artists may be eligible to apply to the Foundation through the Australian Cultural Fund. Please make sure you read the information on applying through the Australian Cultural Fund **here** before starting your application.

Please ensure you save your application as you go. There is a Save & Finish button at the bottom of every page of the form where you can save your application. It is important to be aware that clicking on the back button on your webpage takes you out of the form and on to the previous webpage. You will need to click on the navigation buttons within the form to move through pages of the application.

For queries about your application form please contact the Foundation office at [info@besenfoundation.org.au](mailto:info@besenfoundation.org.au).

### USING THE APPLICATION FORM

On every page of the form you will find headings with links directly to each page of the application. Click on these headings to jump to the page you want.

You must complete questions marked with a red asterisk symbol. You will not be able to submit the application if any of these fields are left empty.

Some fields show a word limit below the field. For fields that do not have a word limit we suggest you enter no more than 2 or 3 paragraphs per question.

### SAVING YOUR DRAFT APPLICATION

If you want to come back to an incomplete application, press Save & Finish. You should receive an email with a link to the application form. When you log back in you will find a list of any applications you have started. You can then reopen your draft.

## **SUBMITTING YOUR APPLICATION**

There is a Review My Application button at the top of every page. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on Submit. You will be prompted to fill in any compulsory questions before you submit your application. After you have submitted your application, you cannot edit or change your application or support materials.

When you have successfully submitted your application you will receive an automatic email with a copy of your submitted application. This email will be sent to the address you used to create an account.

If you do not receive a confirmation email you should assume that your application has NOT been received by the Foundation.

## **ORGANISATION**

If an organisation uses more than one name then a grant application should be made in the name relating to the DGR1 status.

If you are applying to the Foundation through the Australian Cultural Fund please read through and follow the instructions on how to fill out the Organisation fields **here**.

## **ATTACHMENTS AND SUPPORT DOCUMENTS**

You may need to upload the following attachments to support your application.

- Applications from organisations in the Arts and Culture area may require
  - Biographies of involved artists/curators/writers where relevant
  - Links to other relevant support material (e.g. urls of artists / your organisation to show recent work of primary applicant and collaborators whose input will significantly shape the work proposed in the application)
  - Latest Annual Report
  - Latest Audited Financial Statement
  - Letters of confirmation from artists/curators/writers. These should be combined into one PDF of no more than 3 pages.
  - Letters of support for the project from other individuals or organisations that you have worked with in the past and from any partners in the project. Please do not provide testimonials. These should be combined into one PDF of no more than 3 pages.

- Applications from organisations in the Jewish Interests area may require
  - Latest Annual Report
  - Latest Audited Financial Statement
  - Letters of support for the project from other individuals or organisations that you have worked with in the past and from any partners in the project. Please do not provide testimonials. These should be combined into one PDF of no more than 3 pages.

Files of up to 25MB each can be uploaded. However we recommend you try to keep files smaller. Larger files can take a long time to upload.

To upload a file you can click on the Browse button and find your file. Once you have found the file and you can see the name listed in the application you need to click on **Upload**. If you do not click on Upload your file will not be included in the application and you will be unable to submit.

### **PAYMENT DETAILS AND DECLARATION**

It is important that you enter the payment details for your organisation that relate to the DGR1 and Income Tax Exempt entity account. Please make sure that you double check your payment details as these will be used for the electronic transfer of the grant should your application be successful.

Please read the Declaration and Privacy Statement carefully. The Declaration should be approved by the CEO or Head of Organisation.

### **FURTHER QUESTIONS?**

If you have any queries or are having difficulties with your application form please contact the Foundation office at [info@besenfoundation.org.au](mailto:info@besenfoundation.org.au).

## Besen Family Foundation | Australian Cultural Fund

### Grant Application Information.

The below information is for applicants who are applying to the Besen Family Foundation using the Australian Cultural Fund (ACF).

Before you begin your application using the ACF, please confirm that you fulfil the ACF's eligibility criteria:

- I am a practising artist or arts and cultural entity;
- I am engaged in arts and cultural activities;
- I will use a grant from Creative Partnerships Australia within Australia or for the benefit of Australia; and;
- I will use a grant from Creative Partnerships Australia for the designated and stated purpose.

Please also ensure that you have read and agreed to the ACF's [terms and conditions](#).

**NB** - Do not apply using the ACF if you have not confirmed that you fulfill the platform's eligibility criteria and read and agreed to the ACF's Terms and Conditions. In the case that your grant application to the Besen Family Foundation is successful, the ACF may not be able to accept your application through the platform if those requirements are not met.

If you have any questions about your eligibility for the ACF, please contact the ACF Team at [hello@australianculturalfund.org.au](mailto:hello@australianculturalfund.org.au)

### GRANT APPLICATION FORM – SAMPLE INFORMATION

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Please use the details below to complete your Besen Family Foundation grant application. All other details for the application (including the 'Contact for Application' and 'Declaration & Privacy Statement') must be completed with your/your auspice body's information.

#### APPLICANT DETAILS | Organisation Details

<b>Organisation Name:</b>	Creative Partnerships Australia
<b>Postal Address:</b>	Level 4, 2-4 Kavanagh Street
<b>Suburb:</b>	Southbank
<b>State:</b>	VIC
<b>Postcode:</b>	3006
<b>Phone Number:</b>	03 9616 0326
<b>Email:</b>	<a href="mailto:hello@australianculturalfund.org.au">hello@australianculturalfund.org.au</a>
<b>Web Address:</b>	<a href="http://www.creativepartnershipsaustralia.org.au">www.creativepartnershipsaustralia.org.au</a>

<b>Briefly describe your Organisation's mission, year established and the programs and services you deliver.</b>	<p>We spark investment in the arts by fostering giving and partnerships between the cultural sector, supporters and investors; and by equipping artists and arts organisations with the fundraising and development skills to succeed.</p> <p>At Creative Partnerships Australia, we provide artists and arts organisations with the tools, skills and resources to flourish. From fundraising programs and opportunities for business partnerships, to practical campaigning tips and capacity building workshops.</p> <p>Australia's cultural sector is a thriving community of ideas and inspiration. And while we celebrate its diversity, we work to deliver on common, universal needs; the need to engage people, to source funding in an increasingly competitive sector, to remain sustainable, and to contribute to our national cultural identity.</p> <p>Our ultimate goal is to grow a more vibrant and robust cultural sector with strong connections to supporters and investors, for the benefit of all Australians.</p>
<b>Number of full-time staff:</b>	12
<b>Number of part-time staff:</b>	6
<b>Number of volunteers:</b>	0
<b>Income Tax Exempt:</b>	1/7/1998
<b>DGR1 status date:</b>	1/7/2000
<b>Australian Business Number (ABN):</b>	88 072 479 835
<b>Organisation's Annual Revenue (in the most recent full financial year):</b>	0

**APPLICANT DETAILS | Organisation Primary Contact (CEO or equivalent)**

<b>Position:</b>	Australian Cultural Fund Manager
<b>Prefix:</b>	Ms
<b>First Name:</b>	Syrie
<b>Last Name:</b>	Payne
<b>Office Phone:</b>	03 9616 0326
<b>Email:</b>	<a href="mailto:hello@australianculturalfund.org.au">hello@australianculturalfund.org.au</a>

## APPLICATION OVERVIEW | Attachments

<b>Latest Audited Financial Statement:</b>	<i>Please attach latest CPA Annual Report, which includes the latest audited financial statement, available for PDF download from CPA website:</i>  <a href="https://creativepartnerships.gov.au/about-us/corporate-information/">https://creativepartnerships.gov.au/about-us/corporate-information/</a>
<b>Latest Annual Report:</b>	<i>Please attach latest CPA Annual Report, available for PDF download from CPA website:</i>  <a href="https://creativepartnerships.gov.au/about-us/corporate-information/">https://creativepartnerships.gov.au/about-us/corporate-information/</a>

## APPLICATION OVERVIEW | EFT Bank Details

<b>Financial Institution:</b>	NAB
<b>Account holder name:</b>	Creative Partnerships Australia
<b>BSB:</b>	083019
<b>Account Number:</b>	530340600

## GRANT APPLICATION – NEXT STEPS

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If your Besen Family Foundation grant application is successful, you will be notified via email. To proceed, you will be required to register on the ACF, which is a two-step process.

Firstly, you create an Artist Profile – you can do that here:

<https://artists.australianculturalfund.org.au/s/artist-sign-up>

Your Profile will be processed by the ACF Team. Once that is live, you can login to your Account and create a Project page for the Besen grant. Please mention that the project is for a Besen Family Foundation grant in the 'Fundraising Strategy' or 'Grant/Payment Details' section.

Submit the Project for approval and if the ACF team have any questions, they will be in touch.

To disburse the funds to you, the ACF will send you a grant agreement. The agreement will be accessible via your Artist Dashboard. Once it is ready to view, you will just need to login to your Account, input your banking details and read over and approve the agreement. That will send a payment notice to our Finance team so there is no need to send a separate invoice.

If you have any questions on how to register with the ACF, please contact the ACF team at

[hello@australianculturalfund.org.au](mailto:hello@australianculturalfund.org.au)