

Besen Family Foundation Arts & Culture Program

Open Grant Round Applications

The Besen Family Foundation Arts and Culture Program Open Grant Round 1, 2023/2024 is now closed.

The Besen Family Foundation Open Grant Round 2, 2023/2024 will open for applications on Monday 19 February 2024 for projects commencing after June 2024.

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

BEFORE YOU BEGIN YOUR APPLICATION

Please ensure you have read 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.

It is important to note that when completing your application, you will need to save your work as you go, if the system times out or the internet drops out you will lose your data.

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.

We advise that you write your application in a Word document and copy the data from the Word document into the application template to avoid losing any data.

For queries about your application form please contact the Foundation office at 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 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. These documents are not required for the Stage 1 EOI but will be requested if you are invited to submit a Stage 2 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.

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.

This information is not required for the Stage 1 EOI but will be requested if you are invited to submit a Stage 2 full application.

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.