

AbaF

Registering to use the Australia Cultural Fund

To register with AbaF's Australia Cultural Fund we recommend that you contact your **local AbaF office** to discuss your project and timeline.

Completed applications can be submitted at any time throughout the year and should be initially submitted to your **local AbaF office**.

Eligibility criteria

To be eligible to register a project with the Australia Cultural Fund you must be either

- a bona-fide practising artist or group of artists; or
- a bona-fide non-profit arts organisation that does not have its own Deductible Gift Receipt (DGR) status

Artists or group of artists must satisfy AbaF that:

- they are bona fide practising artists
- they are engaged in the pursuit of quality cultural activities
- the gift will be used for the designated purposes
- the project for which the funds are to be granted will further Australia's cultural life

An arts organisation must satisfy AbaF that:

- it is a bona-fide cultural organisation
- it is a legally constituted not for profit body
- it is engaged in the pursuit of quality cultural activities
- the gift will be used for the designated purposes
- the project for which the funds are to be granted will further Australia's cultural life

Application

If you believe you meet AbaF's eligibility criteria you will need to complete the Australia Cultural Fund registration form and provide the following information:

- a brief description of the project for which you are seeking funds
- a balanced budget indicating confirmed income and expenditure details. This includes your donations target. Please note, 50% of funding for the project must be confirmed prior to approval
- a list of grants or awards received in past 3 years
- ideas about who you will approach for donations and how you will do this
- a clear timeline for the project and the fundraising schedule
- brief CVs of artists involved

Non-profit arts organisations are also required to submit:

- a copy of the constitution or memorandum of articles
- a copy of certificate of incorporation
- a list of board or committee members

Any other additional supporting documentation not mentioned above which you feel may enhance your application (for e.g. letters of support or venue confirmation) may be included.

Assessment criteria

Projects will be assessed against the following considerations:

- the existence of confirmed funding – ACF registered projects must have 50% of confirmed funding (including the applicant's own contribution, government or philanthropic foundations funding)
- a clear strategy for raising donations and achievable timeline for doing so
- a clear explanation of the project and expected outcomes
- an understanding of how the project will benefit Australia's cultural life

AbaF is unable to accept applications for projects where applications are from:

- commercial entities non-profit arts organisations with their own DGR status
- projects relating to retrospective expenditure

Following approval

Following the approval of your project:

- the artist or arts organisation is advised in writing of approval
- AbaF Australia Cultural Fund donation form is issued
- the artist or arts organisation are invited to submit a brief project profile and photograph to the AbaF website
- any promotional material developed for the project must be approved by AbaF prior to distribution
- artist or arts organisation may seek donations
- donors send completed donation forms to AbaF
- donations are sent to monthly AbaF board meeting for approval taking into consideration the donors preferred recipient
- AbaF issues a grant agreement to the artist or arts organisation for signature and requests a tax invoice for the amount in the grant
- artist or arts organisation acquit grant approximately 2 months after the completion of the project. For multi-year projects, yearly updates will be required.