

## Shows On The Road - Guarantee Against Loss

\* indicates a required field

### Introduction

The Shows on the Road program supports a network of regional presenter groups in their efforts to present high quality, professional performances in their towns.

Through the provision of subsidised touring performances Country Arts SA supports local communities to deliver performing arts activities in their town with little or no financial risk to the group. This program aims to increase access to the arts through the delivery of professional performing arts to smaller country centres.

Country Arts SA provides some guarantee against loss assistance to registered Presenter Groups who are committed to presenting a performance in their community. Groups interested in applying to participate in the program should first discuss their interest with Country Arts SA's [Creative Communities Programmer](#).

### Additional Information

- 1.**Who can apply:** Only South Australian Presenter Groups can apply. [Become a Presenter Group](#) with Country Arts SA's Shows On The Road program.
- 2.**How much can we apply for:** Each application is based on individual merit and circumstances – depending on project costs, audience numbers and performance suitability.
- 3.**Timeline:** Applications must be received **no later** than 4 weeks prior to the performance date.
- 4.**Insurance:** If your project involves the public in any way, as creative participants, workshop participants or audience members, you are liable for any claims of personal injury or property damage that a third party may make as a result of these activities. In order to protect yourself and/or your organisation, you **MUST** have Public Liability Insurance (PLI). The level of insurance you will need will be dictated by the size of your event. Sometimes, funding or project delivery partners will require you to have a certain level. You may also need other forms of insurance to cover you and your members. **For more information about insurance for your event and not-for-profit business click [here](#).**
- 5.**To claim Guarantee Against Loss funds**, you are required to submit a detailed acquittal, 4 weeks from the completion of the performance.
- 6.**Before completing this application form**, please read the Shows on the Road [Program Guidelines](#).

### Presenter Group

**Are you registered as a Presenter Group with Country Arts SA? \***

- ☐ Yes  
☐ No

### Contact Details

# GAL Application 2021-22

## Form Preview

\* indicates a required field

### Applicant Organisation Details

#### Applicant Organisation Name \*

Organisation Name

#### Postal Address \*

Address

  

Suburb State Postcode

Must be an Australian post code

#### Contact Person \*

Title First Name Last Name

#### Position held in Organisation \*

#### Primary Phone Number \*

Must be an Australian phone number

#### Is your Organisation Incorporated? \*

☐ Yes ☐ No

#### Does your Organisation have an ABN? \*

☐ Yes ☐ No

#### 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

# GAL Application 2021-22

## Form Preview

Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

If you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 46.5% of any approved grant may be withheld.

Download the form [here](#)

### Please Upload completed Statement of Supplier Form:

Attach a file:

Max 25mb

## Auspice Organisation

**Groups must either be incorporated or have an auspicing body prepared to administer the grant on their behalf.**

**Individual applicants must have an ABN or be auspiced by an organisation that has an ABN.**

An **Auspice Organisation** is an organisation that takes on the financial, legal and/or public liability responsibility of a grant on behalf of the unincorporated organisation/ individual (you, the applicant) who is undertaking a project.

To be able to auspice your project, the auspice organisation must be an [incorporated association](#) or a [company limited by guarantee](#) and hold an [ABN](#). An example of an incorporated association is your local council, (potentially) your local arts group/gallery, business association or your local sports club.

An auspicing body agrees to manage any funding received on your behalf, by;

- receiving and banking the funds if the application is successful
- liaising with the applicant about the budget for the project
- meeting with the applicant during the project to review the budget
- paying all accounts as agreed with the applicant
- ensuring accurate financial documentation is received
- providing a financial reconciliation to the applicant at the conclusion of the project

**You may be able to find a suitable auspice organisation at [acnc.gov.au](http://acnc.gov.au)**

## Auspice Organisation Details

### Auspice Organisation Name

Organisation Name

# GAL Application 2021-22

## Form Preview

### Auspice Postal Address

Address

Suburb State Postcode

Must be an Australian post code

### Auspice Contact

Title

First Name

Last Name

### Auspice Contact Position

### Auspice Contact Phone Number

Must be an Australian phone number

### Auspice Contact Email

Must be an email address

### Auspice 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

### Project Details

\* indicates a required field

**Name of Performance/Event \***

**Provide a brief description of the performance \***

Word count:

Must be no more than 150 words

**Performance Start Date \***

**Performance End Date \***

**GAL Amount Requested \***

Must be a dollar amount

### Programming

**1. Why have you chosen to present this performance? \***

Word count:

Must be no more than 200 words

**2. Is this the first time you've presented a work of this genre? \***

- ☐ Yes  
☐ No

**Is this the first time you've presented a work by this artist?**

- ☐ Yes  
☐ No

**3. Are there any community engagement activities planned in addition to the performance? e.g. Workshops, Q&A sessions \***

Word count:

Must be no more than 200 words

## Marketing & Publicity

\* indicates a required field

**4. How and where will you promote the performance? \***

Word count:  
Must be no more than 200 words

**5. How far in advance will you start marketing the performance? \***

Word count:  
Must be no more than 100 words

**8. Do you intend to work with other community groups to support this event? \***

- ☐ Yes
- ☐ No
- ☐ This is a possibility

**8a. Please outline how you intend to work with other community groups**

**9. Can you identify any events in your community that could provide an advertising opportunity for your event?**

**10. Will your local paper/radio provide marketing support? \***

- ☐ Yes
- ☐ No

**11. Do you have someone to help with social media publicity? \***

- ☐ Yes
- ☐ No

**12. Are you looking for new committee members? \***

- ☐ Yes
- ☐ No

## Ticketing

\* indicates a required field

Please list ticket prices and for this event

# GAL Application 2021-22

## Form Preview

Ticket Type	Ticket Cost	Projected Number of Sales	Total Expected Sales
	Must be a dollar amount	How many tickets do you think you will sell of this type Must be a number.	Must be a dollar amount.
	\$		\$

How will you be selling tickets? \*

Would you be interested in some support to help set up online tickets?

- ☐ Yes  
☐ No

If you select YES - you will be contacted by the Audience Development Coordinator

## Production

\* indicates a required field

13. Will you need to hire any technical or production equipment ? \*

- ☐ Yes  
☐ No

14. Will you need to hire/provide technical crew? \*

- ☐ Yes  
☐ No

16. What is the audience capacity of the venue? \*

Must be a number

17. Have you ensured the venue is suitable for the performance? \*

- ☐ Yes  
☐ No

## Your Budget

\* indicates a required field

## IMPORTANT INFORMATION

# GAL Application 2021-22

## Form Preview

1. There must be either a cash or in-kind contribution from the Presenter Group for the GAL to be approved.
2. A Loss can only be calculated from items within the Cash Budget.

### IN-KIND INCOME

- **In-kind income** is: **Payment made in the form of goods and services, rather than cash** *E.g. the free use of a venue, donated materials or free admin tasks.*
- **Volunteer hours** should be calculated at \$33 per hour for general volunteering and \$55 per hour for *professional* volunteering services. Click [here](#) for a Recommended Rates guide

In-Kind Income Source	Description of In-Kind Income Contribution	Value of Contribution
	What is the item that has been contributed?	Must be a dollar amount
		\$

**Presenter Group In-Kind Contribution**

\$

Must be a dollar amount.

**Total In-kind Income**

\$

Must be a dollar amount.

### Cash Income

Cash Income Source	How will these funds be spent?	Value of Contribution	\$ Confirmed
	What is the item that has been contributed?	Must be a number	

#### Presenter Group Cash Contribution \*

\$

Must be a dollar amount.  
Add 0.00 if no applicant cash contribution

#### Total Cash Income \*

\$

Must be a dollar amount.



### Cash Expenditure

Cash Expenditure Type	Provide Detail of Expenditure e.g. String Quartet Travel - 50km @ 70c/km	Value of Expenditure
	What is the item that is being paid for?	Must be a number

**Total Cash Expenditure \***

\$   
Must be a dollar amount.

### Budget Summary

**Total Project Cost \***

This number/amount is calculated.

**Total Expected Loss \***

This number/amount is calculated.

## Declaration and Privacy Statement

\* indicates a required field

### Privacy Notice

I certify that:

- 1.I have read the Shows on the Road guidelines.
- 2.All details supplied in this application and in any attached documents are true and correct to the best of my knowledge.
- 3.I understand the application will not be accepted if it is submitted late or subject to outstanding acquittals.
- 4.That the application has been submitted with the full knowledge and agreement of my organisation/group/board.
- 5.I agree that I will contact my Arts & Cultural Facilitator or the Audience Development Coordinator immediately if any information provided in this application changes.
- 6.I agree to accept the assessment decision of this application.

Country Arts SA respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the service.

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It may also be used by the Trustees/Directors and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact Country Arts SA's [Creative Communities Programmer](#).

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

[National Privacy Principle](#)

**I am authorised to complete this application and have read and understood the declaration and privacy statement\* \***

☐ Yes

**Authorised Person's Name \***

Title

First Name

Last Name

**Position held \***

**Date \***

Must be a date

**I consent for Country Arts SA to contact me about the progress of my project \***

☐ Yes