

APPLICATION FORM

Name of institution, organisation, collecting body or individual	
Postal address	
State	Postcode
Street address (if different from postal address)	
State	Postcode
Web address	

Name of Chief Executive Officer	Position title
Contact person for exhibition	Position title
Contact telephone	
Fax	
Email	

Applicant Authorisation

I certify that to the best of my knowledge the information provided in this application is true and accurate. Signature of applicant or of nominated representative:

Signature:

Print name:Date:.....

Exhibition Description

1 Title or working title of the exhibition:

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2 Has funding/sponsorship been obtained or are you planning on obtaining funding/sponsorship for the proposed exhibition?

- Yes No

If Yes, please provide name/s of funding bodies and/or sponsor/s:

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7 Please indicate the overall size of the proposed exhibition:

Running metres:

Floor area:

8 Please indicate any specific display requirements (plinths, display cases, technology, etc)

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9 What support materials will be developed to accompany the proposed exhibition?
(catalogue, education resource, webpage, invitations for overprinting, media kit, etc)

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Suitability for tour

10 What is the proposed scale of the tour? Specify the proposed number of venues, whether the tour is Victorian or national and whether any specific galleries or regions are of interest.

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11 What is significant about the proposed exhibition that would make it relevant and/or appealing to Victorian audiences?

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Partnership

12 What areas in the exhibition tour development and management do you envisage you will require support from NETS Victoria? What benefit will the partnership be to your organisation?

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12 What in-kind resources would your organisation offer?

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Draft budget

INCOME		EXPENDITURE	
Earned (e.g. venue exhibition fees; catalogues & merchandise sales)		Staffing	
	\$		\$
	\$		\$
	\$		\$
Subtotal	\$	Subtotal	\$
In-kind		Loans	
	\$		\$
	\$		\$
	\$		\$
Subtotal	\$	Subtotal	\$
Grants and sponsorship (please identify each amount as confirmed (C) or not confirmed (NC))		Exhibition design, transport and installation	
	\$	Freight	\$
	\$	Crating	\$
	\$	Insurance	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Subtotal	\$	Subtotal	\$
		Publications and promotion	
	\$		\$
	\$		\$
	\$		\$
	\$	NETS Touring Management Fee 25% of total venue exhibition fees	\$

	\$		\$
Subtotal	\$	Subtotal	\$
TOTAL INCOME	\$	TOTAL EXPENDITURE	\$

The budget should cover:

Costs associated with engaging independent curator
Temporary replacement of in-house staff required to curate or manage exhibition
Artist fees
Loan fees (other lenders)
Fees for writing of catalogue essays, education resources
Costs associated with design and production of website, catalogue, education resources, media kit, exhibition didactic panels, labels and signage
Copyright fees
Exhibition design, transport and installation
Exhibition design
Mounting, framing, glazing
Crates
Specific display requirements (equipment, display cases and/or plinths)
Condition reports
Installation photography
Insurance