

Guidelines for Grant Applications

INTRODUCTION

The Wallace Foundation was established by The James Wallace Arts Trust and Sir James Wallace to foster, maintain, promote and advance the education of New Zealand artists and New Zealand people generally in the creative arts including:

- Cross-disciplinary arts
- Performing arts
- Music
- Theatre
- Film

The Wallace Foundation is one of the largest private supporters to New Zealand Arts and Artists and receives thousands of applications for support every year. With this in mind there are limited and capped funds available to successful applicants.

- Applications are handled on a case by case basis with no guarantee that a project or proposal which meets all criteria will be able to be funded.
- The schedule and terms for funding for successful applications may be renegotiated between the applicant and the Foundation depending on the circumstances of the Foundation and project or proposal at the time.
- The Wallace Foundation does not fund external projects or proposals in full. Applicants must have other sources of income for the project or proposal.
- Individuals and groups are eligible to apply for funding from the Foundation.
- Applications which do not meet the criteria for funding will not be considered.
- Incomplete applications will not be considered.
- The Wallace Foundation principally offers grants of under \$5,000, and this may be split between a cash grant and underwriting guarantee against loss.
- Applications will not be considered from those who apply for a grant within 12 months of successfully gaining funds from the Foundation.
- Applications to assist with Crowd Funding campaigns will not be considered.

Regrettably very few of the many applications received, regardless of merit, can be funded due to the limited finances available.

The Wallace Foundation has four funding rounds per year:

| | <i>Applications Open</i> | <i>Applications Close</i> | <i>Application Result by</i> |
|-------------|---------------------------------|----------------------------------|-------------------------------------|
| Round One | <i>16 January</i> | 15 April | 15 May |
| Round Two | <i>16 April</i> | 15 July | 15 August |
| Round Three | <i>16 July</i> | 15 October | 15 November |
| Round Four | <i>16 October</i> | 15 January | 15 February |



THE APPLICATION PROCESS

Applications should be in written form formatted for simple printing on A4 portrait.

The inclusion of imagery to support your application is encouraged. It is preferable that applications are submitted by email. All applications should be under 1.5MB or the equivalent. Physical applications and/or support material will also be accepted and must be mailed to the address supplied below.

Digital applications by email can be provided as PDF or Microsoft Word Documents only.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

Grant Application Form

- ☑ Completed Grant Application Form, available on The Wallace Foundation website (www.wallaceartstrust.org.nz/wallace-foundation/) and by request (enquiries@wallaceartstrust.org.nz)

Key Supporting Information

- ☑ Project or proposal Timeline - including all dates and deadlines.
- ☑ Individual or Project Team CVs and pictures including successful past projects.
- ☑ Budget - Income and Expenditure with a paragraph demonstrating the impact a grant from The Wallace Foundation would have and other additional support the project has received or will receive.
- ☑ A brief written statement as to how the project supports The Wallace Foundation Vision and Objectives (see section below).

You may wish to include any support material that will support your application.

PROJECT REPORT

All funding recipients are required to supply a project report to the Foundation within 30 days of project completion. Failure to do so will affect eligibility for future support from the Foundation. Project reports should be compiled into a single PDF document and contain the following-

- ☑ Information about the level of success achieved by the project
- ☑ Any reviews published about the project
- ☑ Any copy of poster or program featuring logo or mentioning WAT, TWF or JWP
- ☑ A reconciled budget (with explanation of any major variations from the proposal budget)
- ☑ Any other relevant support material

THE WALLACE FOUNDATION VISION AND OBJECTIVES

Applicants must demonstrate how they meet the vision and objectives of the Foundation.

All applicants must demonstrate how they will achieve the following-

- To engage and expose The Wallace Foundation and, where relevant, the Wallace Arts Trust Collection to new audiences through the artist and the project

All applicants must demonstrate how they will achieve one or more of the following-

- To support emerging career artists whose work is highly likely to have a significant impact of the landscape of cross-disciplinary arts, performing arts, music, theatre, or film
- To support established artists whose work demonstrates significant development in their careers
- To support the collaboration of established and emerging artists in the creation of significant cross-disciplinary arts, performing arts, music, theatre, or film projects

Completed Application Forms should be sent to enquiries@wallaceartstrust.org.nz or:

The Wallace Foundation
C/- The James Wallace Arts Trust
PO BOX 24657 Royal Oak
Auckland 1345