

CULTURE, ART & COMMUNITY GRANT PROPOSAL TEMPLATE

Vetted Infrastructure & Design Toolkits — RipeMentoring Pty Ltd

This fully guided framework has been curated to streamline the writing process for independent artists, non-profits, and community collectives seeking public or philanthropic funding. Follow the step-by-step instructions inside each block to complete your proposal.

1. PROJECT TITLE

Instruction: Provide a clear, concise name that captures the essence of your project. (e.g., "Voices of Our Streets Mural Project")

2. APPLICANT INFORMATION

Instruction: Fill in your individual or organizational compliance details.

Applicant / Organisation Name:	
Primary Contact Person:	
Phone Number:	
Email Address:	
Website / Social Media (Optional):	
ABN (If applicable):	
Organisation Type:	e.g., sole trader, non-profit, community group, artist collective

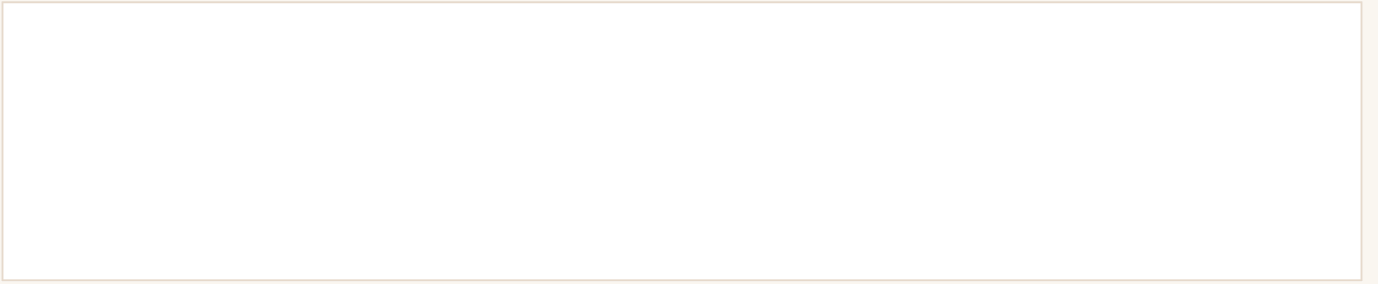
3. PROJECT SUMMARY

Instruction: Write a brief overview of your project in 3–4 sentences. Explicitly include: what it is, who it benefits, and what the grant funding will directly support.

4. PROJECT GOALS & IMPACT

Instruction: Describe the core purpose of your initiative and how it will support culture, art, or community development. Ensure you explicitly address the key evaluation vectors below:

- How does your project support cultural expression, traditional knowledge storytelling, or creativity?
- How will it systematically build community connection, engagement, or active participation?
- Who are the core target beneficiaries (e.g., youth, elders, CALD groups, local artists, general public)?
- What clear, quantitative or qualitative measurable outcomes do you expect to achieve?



5. PROJECT ACTIVITIES & TIMELINE

Instruction: Outline exactly what actions you will implement, the description of each scope, and when milestones launch and conclude.

Activity / Milestone	Description / Scope of Work	Start Date	End Date

6. COMMUNITY ENGAGEMENT PLAN

Instruction: Explain how the broader community will participate or be actively involved. Successful models typically incorporate parameters such as: public workshops, open exhibitions/performances, partnerships with schools/local groups, volunteer opportunities, and interactive co-design processes.

7. CULTURAL SIGNIFICANCE

Instruction: Describe the explicit cultural relevance of your project. Address: how it reflects local stories, histories, or identities; its contribution to preservation or contemporary innovation; the active involvement of diverse voices; and detailed evidence of consultation with cultural leaders or local Elders.

8. PROJECT TEAM & PARTNERSHIPS

Instruction: List the key individuals involved, their project roles, and their specific expertise or skills. Include executing partner organizations if applicable.

Name	Project Role	Experience / Core Skills	Partner Organisation

Name	Project Role	Experience / Core Skills	Partner Organisation

9. BUDGET (AUD FRAMEWORK)

Instruction: Provide a clear, itemized allocation of project expenses and all expected funding income streams. Total Request Expenses must perfectly match Total Income + Co-Contributions. Attach formal supplier quotes where required.

Project Expenses

Expense Item Category	Cost (\$ AUD)
Materials:	
Artist Fees:	
Venue Hire:	
Marketing & Printing:	
Insurance:	
Other (Contingency, Equipment Hire, etc.):	
TOTAL REQUEST EXPENSES	\$

Project Income & Co-Contributions

Instruction: Include external cash grants requested, corporate cash sponsorships, organizational contributions, or volunteer in-kind hour evaluations.

Income Source / Support Type	Value (\$ AUD)
Grant Request (This Application Focus):	
Cash Sponsorships (Third-party partners):	
Internal Cash Contribution:	
In-Kind Support (Space donations, volunteer labor blocks):	
TOTAL INCOME & IN-KIND SUPPORT	\$

10. RISK MANAGEMENT PLAN

Instruction: Identify potential operational vulnerabilities and detail structural mitigation strategies for each. Consideration models: weather delays (outdoor installation), low participation/turnout metrics, WHS injury or safety considerations, and cultural misrepresentation vectors.

Identified Risk Vector	Likelihood	Impact	Strategic Mitigation Strategy

11. EVALUATION & SUCCESS MEASURES

Instruction: Detail your quantitative and qualitative evaluation matrices. Models to address include: sign-in sheet attendance metrics, participant survey feedback loops, structural completion of physical artworks/performances, media reach coverage, and long-term community engagement parameters.

12. SUPPORT MATERIALS (OPTIONAL REGISTER)

Instruction: List relevant attachments or links compiled to strengthen your assessment profile. (e.g., previous work samples, letters of endorsement from elders/partners, artist CV registers, visual blueprint concepts or concept sketches).

13. COMPLIANCE DECLARATION

Instruction: Formally confirm information accuracy and execution commitment.

Declaration Clause: "I declare that the information provided in this grant application framework is entirely accurate, and the allocated funds will be utilized solely for the project delivery purposes outlined in this submission."

Authorized Applicant Signature

Date of Execution

CULTURE, ART & COMMUNITY GRANT APPLICATION CHECKLIST

Quality Assurance Compliance Matrix — RipeMentoring Pty Ltd

Utilize this comprehensive quality framework before submitting your application to corporate panels, municipal councils, or state funding authorities to maximize your evaluation scoring potential.

1. ELIGIBILITY & FUNDAMENTAL GATING

- [] Confirm you/your organization explicitly meet all foundational grant program eligibility criteria guidelines [cite: 27].
- [] Verify that the project explicitly aligns with regional cultural expression, arts development, community activation, or social enterprise indicators [cite: 27].
- [] Ensure the physical delivery occurs entirely within the eligible regional location borders and specified funding calendar timeframe [cite: 27].
- [] Verify that all mandatory insurances (e.g., Public Liability, Volunteer Coverage riders) are current or fully mapped for procurement [cite: 27].
- [] Check that your organization has no outstanding or unacquitted grant reports pending with the funding authority [cite: 27].

2. STRATEGIC PROJECT PLANNING

- [] Bespoke project title formulated to capture delivery essence clearly and concisely [cite: 27].
- [] Brief, high-impact project summary mapped accurately within the standard 3–5 sentence constraint [cite: 27].
- [] Clear strategic goals separated cleanly from quantitative participant outcome metrics [cite: 27].
- [] Detailed regional community and cultural relevance statement fully written out [cite: 27].
- [] Key activities milestone dates aligned correctly across the target operational calendar grid [cite: 27].
- [] Physical venue space or site host usage permissions fully locked in and documented [cite: 27].

3. COMMUNITY ENGAGEMENT & INTERACTION LOOPS

- [] Structured schedules established for public workshops, open exhibitions, community yarning circles, or performance events [cite: 27].
- [] Targeted interaction plans implemented for priority cohorts (e.g., regional youth, Elders, CALD communities) [cite: 27].
- [] Documented proof of proper cultural safety consultation networks, particularly where traditional First Nations knowledge is shared [cite: 27].

4. PROJECT TEAM CAPABILITY REGISTER

- [] Lead artists, cultural coordinators, and technical consultants clearly identified with explicit role parameters [cite: 27].
- [] Short, focused capability biographies tracking experience, sector accomplishments, and relevant skills [cite: 27].
- [] Formal letters of support or endorsement emails from confirmed project delivery partners attached [cite: 27].

5. FIDUCIARY BUDGET INTEGRITY

- [] Budget line-items broken down transparently with no bulk unallocated expenditure statements [cite: 27].
- [] Pricing structures aligned accurately with verified sector awards and industry standard day rates [cite: 27].
- [] Comprehensive inclusion of hidden project costs such as PPE, equipment logistics, hire fees, marketing, and emergency contingencies [cite: 27].
- [] Balanced bookkeeping verified where the cumulative expense column matches incoming funding streams and in-kind valuations dollar-for-dollar [cite: 27].
- [] Vetted supplier quotes uploaded for infrastructure equipment hire or high-volume material purchases [cite: 27].

6. RISK & EVALUATION SAFEGUARDS

- [] WHS safety risks, height inductions, crowd limits, and public event parameters addressed [cite: 27].
- [] Cultural misrepresentation safeguards and proper permission workflows established with regional leadership [cite: 27].
- [] Operational risks like adverse weather blocks handled via flexible timelines and calendar buffer windows [cite: 27].
- [] Clear data tracking indicators defined, including sign-in tracking sheets, post-event survey data loops, and media tracking criteria [cite: 27].

7. FINAL COMPLIANCE GATING PRIOR TO SUBMISSION

- [] Verify that every required application box is completed with zero missing components [cite: 27].
- [] Confirm that all written proposal descriptions strictly respect specified word or character limits [cite: 27].
- [] Double-check all financial totals to ensure arithmetic accuracy across columns [cite: 27].
- [] Verify that all uploaded support material files follow proper corporate naming conventions [cite: 27].
- [] Execute the mandatory authorization declaration signature block with correct dating entries [cite: 27].
- [] Securely download and archive a complete copy of the finalized application dossier for your permanent organizational registry [cite: 27].