

# Low-interest Loans Application Form for Organisations

You must contact an [Arts Tasmania Program Officer](#) to receive a repayment quote prior to lodging your application.

**Instructions:**

Fields marked with an asterisk \* are compulsory.

Select "Save As" when saving your form for the first time to ensure data is not lost.

You will need to use Acrobat Reader to complete this form, download it free [here](#).

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## 1. Organisation details

Name:\*

Board's chair:\*

Category:\*

Website:

Street address:\*

Suburb:\*

State:\*

Postcode:\*

Postal address:

Suburb:

State:

Postcode:

### Contact person

Name:\*

Position:\*

Email:\*

Phone:

Mobile:

Are you seeking a low-interest loan for a project or a purchase?

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## 2. Amount requested from Arts Tasmania

Note: If you are registered for GST then list the GST exclusive price; if not list the GST inclusive price.

### Amount requested:

If you are seeking an investment greater than \$10 000, you will be required to provide [security](#).

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### 3. Project / purchase details

Title:\*

Cultural  
category:\*

Click [here](#) for more information relating to the available cultural categories.

*Mandatory for projects only\**

Project start date:

Project finish date:

Does your project or purchase involve [artists with disability or participants with disability?](#)

If you are applying for a loan to undertake a project:

Does your project involve [Aboriginal or Torres Strait Islander cultural content?](#)

If your project involves Aboriginal or Torres Strait Islander cultural content you will need to consult with a relevant Aboriginal representative. If you are unsure about how to appropriately consult with community please contact Arts Tasmania's Aboriginal Arts Program Officer, [Denise Robinson](#).

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### 4. Project description / purchase rationale

#### **For projects**

Use the following two pages to describe your project including the creative idea and vision behind it and how it will benefit your organisation.

Make sure you cover what, why, who, how, when and where. Keep it short, clear and engaging. You can provide attachments such as a business plan, marketing plan or other documents to support your proposal if relevant, as support material.

The [Assessment Guidelines](#) are a useful reference of what the Tasmanian Arts Advisory Board may consider in assessing your application.

#### **For purchases**

If you are seeking investment towards a purchase, use the following two pages to explain how the items or equipment you intend to buy will benefit your organisation and its practice. You can provide attachments such as a business plan, marketing plan or other documents to support your proposal if relevant, as support material.

The [Assessment Guidelines](#) are a useful reference of what the Tasmanian Arts Advisory Board may consider in assessing your application.

**Project description / purchase rationale**

**Project description / purchase rationale - continued**

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## 5. Project timeline

If you are applying for a loan to undertake a project, please provide a timeline of the activities that will take place.

<b>Date</b>	<b>Activity</b>
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## 6. Support material and documentation

- Where possible, please provide support material and supporting documents as electronic files (PDF, JPEG, MP3 etc.) or URL addresses linking to clearly labelled high-quality online content on a hosting site.
- Please ensure that all URLs provided are current, functioning and easily accessible. Provide passwords if applicable.
- Electronic copies of your support material and/or documents may be provided via e-mail, CD, DVD or USB drive.  
*Please note: Hard copy submissions will only be considered if you are unable to submit electronically. You must contact a program officer for permission to submit in hard copy prior to submitting your application.*
- Up to **five items** of artistic support material may be submitted.
- Up to **two letters** of support may be submitted.
- Please attach your **budget** for the loan using the [excel template](#).
- Please attach **your last two years Annual Financial Statements** (including both profit and loss and balance sheet) and your **Tax Returns** for the same period (if your organisation is required to submit tax returns).
- Please attach a **budget or cash flow for the next 12 months**.
- For project applicants, please attach **confirmations and CVs/biographies for collaborators** (maximum of one page per artist) as a single PDF.
- For purchase applicants, **one quote and/or one specification sheet** must be submitted for each purchase.
- Please attach other relevant supporting material if required, such as a business plan, or sample promotional material, so long as the total application (not including financial information - the annual financial statements, tax return and your budget for the next 12 months) does not total more than 50 pages.
- For more details, see [www.arts.tas.gov.au/support\\_material](http://www.arts.tas.gov.au/support_material).

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Using the following fields please provide the details of your support material and documents.

### Type

Outline what it is you're submitting, for example, a CD, image, book, letter, video or PDF.

### Description

Include details such as the artist name, photographer/videographer name, track/performance/image title, year and materials. Include any URL addresses linking to clearly labelled high-quality online content and passwords if required. Explain why you have provided this support material.

	Type	Description
<b>Required if you submit Tax Returns:</b>	Tax Return (last year)	
<b>Required if you submit Tax Returns:</b>	Tax Return (previous year)	
<b>Required:</b>	Annual Financial Statements (last year)	

	<b>Type</b>	<b>Description</b>
<b>Required:</b>	Annual Financial Statements (previous year)	
<b>Required:</b>	Cash flow projection or org. budget for next 12 months	
<b>Required:</b>	Loan budget	
<b>Include for purchases:</b>	Quote(s)	
<b>Include for purchases:</b>	Specification sheet(s)	
<b>Optional:</b>	Business plan	
<b>Optional:</b>	Confirmations and CVs/Bios	
<b>Attachment 1:</b>		
<b>Attachment 2:</b>		
<b>Attachment 3:</b>		
<b>Attachment 4:</b>		
<b>Attachment 5:</b>		

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## 7. Credit check authorisation\*

Please complete the below credit check authorisation. All applicants need prior approval of their ability to repay a loan.

Loans recommended by the Tasmanian Arts Advisory Board will be conditional on the credit-worthiness of the applicant being verified.

The credit check itself will be conducted by the Department of State Growth. The financial data provided in your last two years of financial statements, tax returns and your budget for the next 12 months will be used in this assessment.

Organisation  
name:\*

ABN:\*

### Previous addresses for the past 5 years\*

**1.** Street address:

Suburb:

State:

Postcode:

**2.** Street address:

Suburb:

State:

Postcode:

**3.** Street address:

Suburb:

State:

Postcode:

**4.** Street address:

Suburb:

State:

Postcode:

**5.** Street address:

Suburb:

State:

Postcode:

### DECLARATION

I/We hereby give permission for the Department of State Growth (the department) to obtain a credit report or reports either consumer or commercial from a credit reporting agency and to use such information in order to assess my/our application for financial assistance and/or for the purpose of collecting overdue payments.

I/We hereby consent to the department supplying a credit reporting agency with personal information about my/our financial application, where this will comply with the Personal Information Protection Act 2004.

I/We hereby give permission for the department to exchange information about my/our credit arrangements, including particulars about credit worthiness, credit standing, credit history or credit capacity, with any credit providers named in our financial application or named in any credit report, where this will comply with the Personal Information Protection Act 2004. The permission remains in force for the duration of my/our approved Loan.

Name:\*

Position:\*

*Electronic submission of this form has the same effect as a formal signature, hence is the authority to act on the application including the authority to undertake credit reports.*



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## 8. Confidentiality and the Right to Information Act

You should be aware that information you provide to Arts Tasmania, and details of any financial assistance package, may be subject to requests for public disclosure under the Right to Information Act (Tas) 2009 (the Act). Arts Tasmania has the capacity under the Act to argue that information falls within one of the exemptions established under the Act, provided that the requirements of the exemption are clearly met.

**You can assist Arts Tasmania in identifying information which may be sensitive in nature by clearly drawing attention to such sensitivities. Any information you provide to Arts Tasmania that is commercially sensitive should be stamped or clearly marked accordingly, and you should reinforce this by highlighting any such classification to an Arts Tasmania program officer.**

In dealing with requests for disclosure of information under the Act, we will consider your views regarding the level of disclosure, if any, that should be allowed. Nevertheless, you should be aware that Arts Tasmania ultimately may not have any choice but to release information under the direction of the Ombudsman in accordance with the Act.

### **PERSONAL INFORMATION PROTECTION STATEMENT**

The Tasmanian Government and its service providers value the privacy of every individual's personal information. We are committed to protecting the information we collect and use by compliance with the obligations provided under the Personal Information Protection Act (Tas) 2004. Your personal information will be collected from you by Arts Tasmania for the purpose of undertaking the management of the Low-interest Loans program. Arts Tasmania will ensure that your personal information will not be used or disclosed to other State institutions and authorities except if required or allowed by law. You may contact the department's Personal Information Protection Officer on 1800 030 688 should you have any questions about the collection and use of your personal information by the department.

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## 9. Certification

**I certify that all details supplied in this application form are correct.**

**Yes:\***

**Date:\***

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## 10. Submission

**Email:** [apply@arts.tas.gov.au](mailto:apply@arts.tas.gov.au) - Forms and electronic support material.

**Post:** Arts Tasmania, 146 Elizabeth Street, Hobart TAS 7000 - Support material only.

**APPLICATIONS MAY BE LODGED AT ANY TIME.**