

# AGIEI Stage 1

## Form Preview

### Application overview

\* indicates a required field

The application process for funding under AGIEI is in two stages. This application forms Stage 1, initial application for in-principle approval. The Final Application, Stage 2, is to be completed separately.

### Who the Australian Government International Exhibitions Insurance (AGIEI) program will fund

As outlined in the [AGIEI Guidelines](#), funding is available to Commonwealth, state and territory Government collecting institutions, incorporated not-for-profit Australian collecting organisations, and incorporated not-for-profit organisations specialising in touring international art and/or collection exhibitions.

You can also view the [AGIEI acknowledgement requirements here](#).

### Privacy statement

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts will use the information collected in this form to administer this grant under the Australian Government International Exhibitions Insurance (AGIEI) Program. The contact details you have provided in this application may also be disclosed to the Minister for the Arts and other Members of Parliament. Your name, contact details and other personal information will not be provided to any other person or organisation unless it is required by law. For further information about our privacy obligations, (including in relation to how to access or correct personal information or make a complaint) and our contact details for privacy matters, please see our [Privacy Policy](#).

Please select which of the following categories your organisation falls into. It is mandatory to provide the Incorporation Number and/or the legislation under which your organisation is established.

**Please select which of these categories best describes your organisation or group's principal purpose: \***

- |   |   |
|---|---|
| <input type="radio"/> Incorporated under an Associations Incorporation Act of a State or Territory    | <input type="radio"/> State Government body                         |
| <input type="radio"/> Incorporated under the Corporations Act 2001 (Cwth) as a not-for-profit company | <input type="radio"/> Territory Government body                     |
| <input type="radio"/> Aboriginal or Torres Strait Islander corporation                                | <input type="radio"/> Other incorporated body, please specify below |
| <input type="radio"/> Commonwealth Government body  | <input type="radio"/> Other   |

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**Type of incorporated body \***

**Incorporation Number \***

**Legislation \***

Reporting compliance

**Do you have any outstanding reports, acquittals or breaches relating to any Australian Government funding? \***

Yes

No

**Please outline which program you have outstanding reports for and why: \***

Exhibition Minimum Value Threshold

**Does your exhibition meet the minimum threshold of AUD\$25 million for fine arts\* exhibitions or 10 million for museological\*\* exhibitions? \***

Yes

No

**\*Fine art exhibition** means an exhibition comprising visual art works which have been created primarily for aesthetic and intellectual purposes and which may also have a historical value.

**\*\*Museological exhibition** means an exhibition comprising artefacts which in addition to having an aesthetic value have a primarily historical and/or functional value. To be eligible for the lower value threshold, the exhibition should comprise at least fifty per cent non-fine art objects.

**Please provide a strongly argued case, demonstrating the need for and benefits of funding. \***

Funding may be considered for proposals which do not meet this criterion. Please refer to program guidelines for details.

## Applicant details

\* indicates a required field

## Organisation details

**Organisation name \***

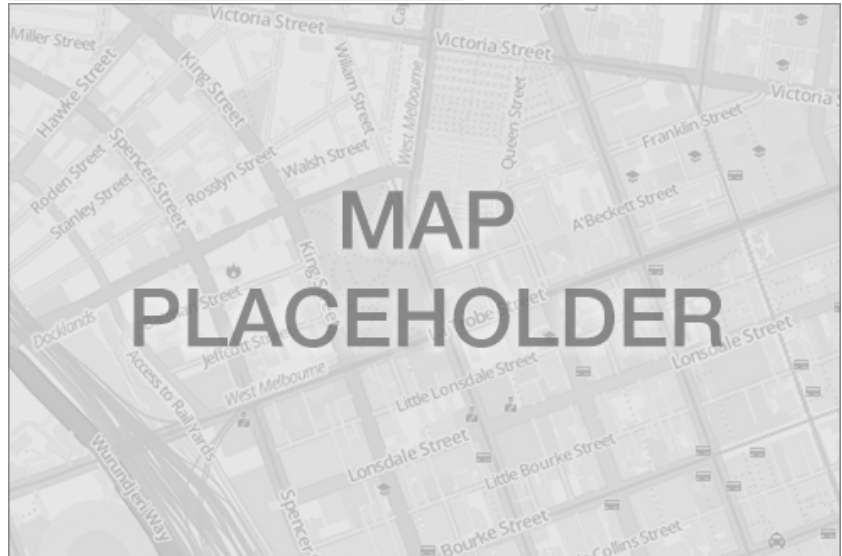
Organisation Name

Must be the full legal name of the applicant organisation

**Trading Name, if applicable**

**Primary address \***

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

**Postal address \***

Address

Suburb   State   Postcode

**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	

**Applicant Australian Company Number (ACN)**

\*

## Head of organisation details

**Head of Organisation \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Position \***

**Phone number \***

**Email**

## Primary contact

**Contact name \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Position \***

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**Phone number \***

**Mobile phone number**

**Email \***

## Proposed exhibition information

\* indicates a required field

**Proposed exhibition title \***

**Please provide a description of the proposed exhibition for which funding is sought? \***

Word count:

Must be no more than 300 words.

**Country of Origin \***

**Exhibition Type \***

- Fine Arts  Museological

**Will this exhibition tour to multiple Australian States and Territories? \***

- Yes  No

**Are you requesting full or partial AGIEI support? \***

- Full (Support for 100% of insurance premium)  Partial (Only partial coverage of insurance premium)

**Total value of works in the exhibition \***

\$

Must be a dollar amount.

**Total value of international loans covered by the insurance policy/policies relevant to this application? \***

\$

Must be a dollar amount.

**Total estimated cost of insurance premium \***

\$

Must be a dollar amount.

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**Will any domestic loans be covered under the insurance policy/policies? \***

- Yes  No

**Total value of domestic loans covered under the insurance policy/policies relevant to this application \***

\$

Must be a dollar amount.

**Are these loans covered by any other insurance policies? \***

- Yes  No

**Please outline the circumstances relating to the coverage of domestic loans included in the insurance policy/policies relevant to this application \***

Word count:

Must be no more than 300 words.

### Insurance period and exhibition dates

**Proposed Insurance Period Start Date \***

Must be a date.

**Proposed Insurance Period End Date \***

Must be a date.

**Proposed exhibition opening date \***

Must be a date.

**Proposed exhibition closing date \***

Must be a date.

**As you are only requesting partial AGIEI support, please detail all other funding sources that will be used to cover the insurance costs of the exhibition.**

Source of Funding	Amount of Funding	Confirmation
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Press the Add More button where more than one funding source needs to be listed.	Must be a dollar amount.	

**Are you receiving any other commercial insurance support?**

- Yes  No

**Is there an indemnity program or other state insurance scheme (however described) operating in your state/territory? \***

- Yes  No

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**What is the indemnity program / state insurance scheme called?**

**Please describe the indemnity program / state insurance scheme**

**Have you applied for funding under that scheme? \***

- Yes  No

**Have you been successful in receiving funding? \***

- Yes, my funding is approved  
 No, I was unsuccessful  
 The decision is still pending

**Is there indemnity programs operating in the states/territories (other than your own) to which your exhibition will be touring? \***

- Yes  No  N/a

**State/Territory**

**Provide details for each of the indemnity programs in the States or Territories of the exhibition tour**

State/Territory	Provide details for each of the indemnity programs in the States or Territories of the exhibition tour
	Press the Add More button where more than indemnity program needs to be listed.

**Are there any exceptional circumstances surrounding your application?**

Please refer to the [AGIEI Guidelines](#) for details concerning what constitutes exceptional circumstances.

Word count:

**Supporting material can be supplied as an attachment.**

Attach a file:

Upload information to support exceptional circumstances consideration

## Proposed Exhibition Information continued

### Content of exhibition and value of loans

As an attachment, please provide a list of works proposed to be covered by the insurance sought for the exhibition. The list should include details of the artist, title, medium, name of the lending institution, valuation, and any special conditions that are attached to the loans.

Attach a file:

### Five Year forward schedule

To assist us with our forward planning, please provide your proposed five year forward exhibitions schedule.

Year	Exhibition	Dates	Estimate of AGIEI funding request
			\$
			\$
			\$
			\$
			\$
			Must be a dollar amount.

### Annual report

Please attach a copy or website link to your organisation's most recent annual report.

Attach a file:

**Website link:**

## Selection criteria

\* indicates a required field

*You should address all the selection criteria outlined in AGIEI program guidelines. Please keep your responses concise - approximately 250 words per criterion.*

### Exhibition benefits

**Please provide a brief overview of curatorial rationale, cultural significance, key message and themes. \***

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Word count:  
Must be no more than 250 words.

**How will this exhibition benefit the Australian public? Please describe the relevance of the exhibition to Australian audiences, your marketing strategy and target audiences, including audience research undertaken. \***

Word count:  
Must be no more than 250 words.

**Without the support of the AGIEI program would it be possible to include international loans in this exhibition? Please outline what AGIEI funding would contribute your exhibition.**

## Accessibility

It is important to us that Australia's high-quality arts and cultural experiences are accessible to the whole community. One in every five Australians has a disability. Many more do not identify but still experience barriers to access. Parents with prams often experience the same access barriers as wheelchair users. Older people with sight or hearing loss often experience the same barriers as people who are deaf and/or blind/vision impaired.

*For tips on how to increase the accessibility of your project or to assist you in thinking about this, visit [Arts Access Australia](#)*

**Tell us about how you plan to ensure your project is accessible, including to people with disability.** Please complete the [Arts Access Australia Project Accessibility template](#) or provide a written response below.

### Which of these actions will you complete ?

- (a) Upload a completed version of the Arts Access Australia Project Accessibility template
- (b) Type your response below.

### Arts Access Australia Project Accessibility Plan

Attach a file:

If providing an AAA plan it can be attached here. Please name and submit your file with the title 'AAA Plan'.

### Accessibility plan

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Word count:  
Must be no more than 150 words.

### Access limitations

**Are there any aspects of the exhibition that may limit broad public access or otherwise prevent or discourage potential visitors from attending the exhibition e.g. culturally sensitive material or material that may be considered inappropriate by some audiences?**

- \*  
 Yes  No

**Please provide details indicating how these sensitivities will be communicated to potential audiences.**

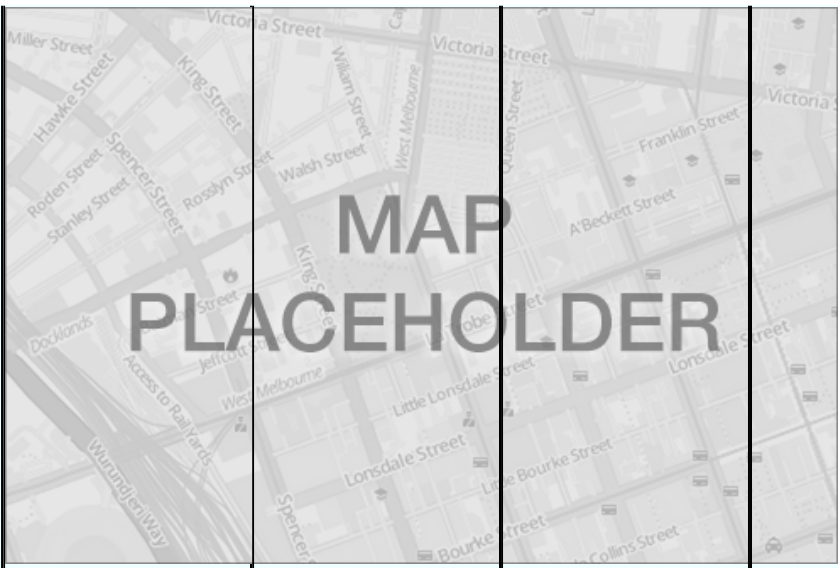
Potentially limiting aspect	Description of aspects	How will this be communicated?

### Proposed Itinerary

Please provide your proposed itinerary for the exhibition and details of all proposed venues within Australia.

For multiple locations please enter in chronological order.

Name of Exhibiting Venue	Venue Address	Opening Date	Closing Date	Potential Audience numbers

				
	<p>Exhibition travelling to multiple venues will be prioritised as will venues that receive fewer touring exhibitions. Coordinates Required</p>	<p>Must be a date.</p>	<p>Must be a date.</p>	<p>Must be a whole number (no decimal place).</p>

### Experience in exhibition management

**Briefly describe two recent high value exhibitions developed or managed by your organisation. At least one example must be a touring exhibition. You should address the development and touring aspects of that exhibition.**

**Exhibition 1 Description \***

Word count:  
Must be no more than 250 words.

**Exhibition 2 Description \***

Word count:  
Must be no more than 250 words.

**Who was your insurer for these exhibitions?**

### Risk management

**Please provide details of your Risk Management Plan for the exhibition, or provide as an attachment. \***

### Risk Management Plan

Attach a file:

**Insurance quote 1 \***  
Attach a file:

**Insurance quote 2**  
Attach a file:

Optional

**Insurance quote 3**  
Attach a file:

Optional

## Insurance

You must ensure your insurance estimate is based on a quote from an insurance provider and provides value for money. Where the broking services of the Australian Government broker are not used, the Department may seek an independent quote for comparison.

At the 'in-principle approval' stage, it may not be possible for your organisation to provide a firm quotation for the insurance premium. However, you will need to provide the most accurate estimate possible and explain the basis for the amount of funding requested. Note that where you seek funding for static and transit insurance costs, your quotation should outline each cost and each venue separately.

Attach details of all insurance quotes obtained including the one you have selected. A minimum of two quotes should be provided.

**Please summarise your proposed insurance methodology for the exhibition. Provide any relevant information regarding requirements of the exhibition owner or lenders.**

Word count:

Must be no more than 250 words.

If you have only provided one quote please outline how value for money has been assured?

## Exhibition budget

\* indicates a required field

- If you are registered for GST, you should **exclude** GST from both your income and expenditure budget.
- If you are NOT registered for GST, you should **include** GST in your amounts as this is part of the cost of the exhibition.

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**Please select the financial year in which the insurance will be paid \***

**Requested AGIEI Insurance funding sought \***

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Other income / funding for the exhibition

Please outline the planned income for the exhibition, do not include the proposed grant amount, list any additional income such as your own funds, funds being contributed by a financial partner, or funds from other grant programs.

It must also detail, if applicable, the amount of funding expected from other sources, including state/territory indemnity schemes, for meeting the cost of insurance.

**Income source**

**Amount**

Income source	Amount
<input type="text"/>	<input type="text"/>

### Expenditure of AGIEI grant (insurance)

**Potential Insurance company**

**Insurance costs**

Potential Insurance company	Insurance costs
<input type="text"/>	<input type="text"/>
<input type="text"/>	Requested funding from AGIEI to be spent on insurance Must be a dollar amount.

### Expenditure

Exhibition expenditure to be clearly itemised. Do not include insurance costs that **will be paid with your AGIEI grant**.

**Expenditure description**

**Amount**

Expenditure description	Amount
<input type="text"/>	<input type="text"/>

### Balance

This section calculates your income minus your expenditure to ensure your budget balances. If your budget accurately balances the result in the calculated fields will be ZERO. You will not be able to submit your application if your budget does not balance.

**Balance Amount**

\$

This number/amount is calculated.

This is a calculated amount from the above income minus expenditure.

### Supporting documentation

You can provide additional supporting information by uploading documents to this application or providing links to web based material.

- URL links are the preferred method for submitting images or videos.

**Provide web links or social media handles here:**

**Description**

Provide web links or social media handles here:	Description
This is the preferred format for video, audio, websites and images.	

### Uploads

**Please upload any additional supporting documentation, if required.**

Attach a file:

### Duty of Disclosure and Certification

\* indicates a required field

#### Disclosure

**Please provide details of any factors that you know about but that you have not told us that may impact on our decision to provide you with funding.**

Word count:

Must be no more than 250 words.

#### **Certification \***

I consent to all information and material in this Application, and any other information provided for the purposes of this Application, being used by the Australian Government represented by the Department of Infrastructure, Transport, Regional Development and Communications in seeking additional advice from state/territory governments and other relevant agencies and organisations. The Department may also use the information to provide the Minister and state and territory governments with advice on the general administration of the program.

I understand that this Application may not be accepted if it is not received by the specified closing time and date, or if it is not provided in the correct format.

At least 2 choices must be selected.

**I agree that: \***

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- I have read the Australian Government International Exhibitions Insurance Program guidelines and certify that my organisation meets the eligibility requirements detailed in those guidelines
- I have answered all the questions in the Application and provided any applicable supporting material
- All details provided in this Application are true and correct
- The Application has been submitted with the full knowledge and agreement of the management of the applicant organisation
- I will immediately inform the Department if I suspect or know that any of the assurances (however described) contained in this statement or in the Application are not, or are no longer, correct
- I am authorised to sign the Application on behalf of the organisation
- My organisation may be required to repay any funding which is not expended in accordance with the Funding Agreement and for the purposes for which it is provided
- I understand that the Australian Government will rely on the information provided in this Application
- I understand that under section 137.1 of the Criminal Code Act 1995 (Cwth) giving false or misleading information is a serious offence
- I understand that if the Minister, or their delegate, gives in-principle approval for funding for this Exhibition, the organisation must, not later than 60 days prior to the commencement of the Exhibition, submit a Final Application for funding and that the Exhibition must continue to meet the Program Guidelines to qualify for further funding consideration. I understand that in-principle approval does not guarantee that funding will be granted for the Application
- I acknowledge that my organisation may NOT be eligible for AGIEI Program funding if the details contained in the Final Application differ substantially from those contained in the Initial Application
- My organisation will appropriately acknowledge the support of the Australian Government If this application is successful (see acknowledgement requirements on page 1).

At least 12 choices must be selected.

### **Date of certification \***

Must be a date.