



# **City of Busselton Urban Art Project Application**

**Reviewed November 2017**

## Urban Arts Project Application

Date			
Applicant Details			
Name of Organisation			
Project Coordinator Name			
Address			
Phone:	Fax:	Email:	
Alternative Contact			
Phone:	Fax:	Email:	
Artist	Police Check		Working with Children Check (if applicable)
Organiser	Police Check		Working with Children Check (if applicable)
Other	Police Check		Working with Children Check (if applicable)

**Please Note the City's Urban Art Project Application Form will not be approved until these checks have been sighted by the City's Cultural Planning & Development Officer. Copies should be attached.**

### Preferred location type

(if no specific location desired, leave blank)

- Wall (eg. community facility, retaining wall)
- Bus shelter
- Other: \_\_\_\_\_

### Proposed specific location

(provide exact address and description – OR if no specific location desired, leave blank)

**Alternative locations** We understand that preferred locations cannot be guaranteed and that if an alternative needs to be considered, the City will contact us to discuss options.

**Which Program format do you wish to apply for?**

- Artist Coordinated Urban Art Project** (select this box if you will appoint an artist to work with your group)
- Community Coordinated Urban Art Project** (select this box if you will work with/are an experienced community group or artist)

NB: Please attach the following information to your application, detailing the artist or group of artists you intend to work with:

- Artist CV;
- Brief Artist bio detailing skills and previous experience with projects of this kind;
- Digital images of previous work by the artist.

**Your Organisation / Who will be involved (up to 100 words – point form is acceptable)**

(Give a brief overview of your organisation or group and who would be involved in creating the proposed project. Include number of participants and any demographic / special interest factors.)

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**Urban Art Project Description (up to 250 words - point form is acceptable)**

(Describe your proposed project. What is the purpose of the artwork? What is the artistic nature and content? What sort of artistic media and style would you like to use to create your artwork?)

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**Urban Art Project Location (up to 100 words – point form is acceptable; include a photo of the location)**

(Where would you like to create your Urban Art Project? Why have you chosen this location? How does the nature of the proposed artwork relate to your chosen location? NB: if you have NOT specified a particular location above, please outline the type of location you would be interested in using.)

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**Who is the Target Audience and how they will benefit (up to 100 words – point form is acceptable)**

(Specify which community members (viewers) the artwork is designed to engage, appeal to or represent, including age groups, anticipated numbers and catchment area; and how they will benefit from the artwork)

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**Who you will consult with (up to 200 words – point form is acceptable)**

List you need to consult with about the project. How you will consult with them (i.e. Letters of support)?

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	<b>Timeline</b> (Outline your proposed/desired dates and location of each stage of UAPR.)
<b>Dates</b>	<b>Project Stage (include Location and brief descriptions)</b>

**Maintenance**

How will the artwork be maintained if it vandalised? Indicate how your group will be responsible for removing any graffiti. Free Graffiti Removal Packs are available from the City Front Office.

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<b>Proposed Budget</b>	
Complete this budget listing each item separately under the appropriate heading	
<b>Income</b>	
<b>Total Income</b>	
<b>Expenditure</b>	
Administration Costs (including venue / room hire)	
Paints / art materials	
Artist fees	
_____ hours x \$_____ per hour	
<b>= TOTAL</b>	
Safety / installation equipment	
Other Costs	
<b>TOTAL EXPENDITURE</b>	
Notes	

Your organisation's in-kind contribution (labour, materials, time, rent, services). Please provide specific details.	\$ VALUE if applicable

**Checklist:**

Have you:

- Discussed your project with the Cultural Development Officer
- Read the Guidelines
- Completed each section of the Application
- Included additional information on the proposed Urban Art Project if required
- Remember to provide Artwork Concept Designs prior to starting the artwork to the Cultural Development Officer

**See Appendix A for other forms that will be of assistance to the Organisers**

**City Process:**

- 1 Organisers provided with the Guidelines
- 2 Organisers submit the Application Form
- 3 City acknowledges receipt of Application Form
- 4 Artist is approved by Organisation
- 5 Organisers submit Artwork Design Concepts for approval (subject to proof of consultation with key stakeholders)
- 6 Approval received
- 7 Artwork commences
- 8 City advised of completion
- 9 Artwork added to City database of public art
- 10 Graffiti maintenance by Organiser/s
- 11 Maintenance or removal of artwork by City as deemed necessary

**For more information or enquiries:**

Jacque Happ  
Cultural Development Officer  
Telephone : (08) 9781 0335

**Return form by email or post to:**

Jacque.Happ@busselton.wa.gov.au

**City of Busselton**

Locked Bag 1 - 2 Southern Drive,  
Busselton WA 6280

**Project Acknowledgement and Approval**

Should this application be successful your organisation will be notified by the City of Busselton. This notification will outline the approval of the project and any conditions that may apply.

**Authorisation of Organisation Proponent**

I, \_\_\_\_\_ (print name) certify that I am authorised to submit this application on behalf of the organisation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Appendix A – It may not be necessary to print all these documents**

**Parent/Guardian Consent Form**

**Photography Consent Form for Minors (Under 18)**

**Photography Consent Form for Adults (Over 18)**

**Possible Letter of Agreement with Artist**

**Occupational Safety and Healthy Accident/Injury Report Example**

**Urban Art Project Sample Budget**

**Urban Art Workshop – General Participant Survey**



## PARENT/GUARDIAN CONSENT FORM

### Project Details

Provide a brief description of the project for the parent to read

### Design Workshop (if applicable)

Date: \_\_/\_\_/\_\_

Time

Venue:

### Painting Workshop (if applicable)

Date: \_\_/\_\_/\_\_

Time:

Venue:

**Delegated Supervisor(s):**

**Mobile Phone Number of Supervisor(s):**

**Method of transport:** Supervision may or may not include transport to and from workshops.

**Number of students:** 2 Student/supervisor ratios: 1 supervisor per student

**Cost of workshops:**

### Student Details

*Student's Name* \_\_\_\_\_

*Age* \_\_\_\_\_

*Disabilities (if any)* \_\_\_\_\_

*Allergies (if any)* \_\_\_\_\_

*Food requirements or food disallowed (if any)* \_\_\_\_\_

*Please detail any current medical conditions and treatment plans for your child, relevant to this event:*

*Transport Arrangements if appropriate: (please tick one)*

Dropped off / picked up or

Student permitted to leave unattended at conclusion of workshop.

**Emergency Contact Details**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

**Parental Consent**

As Parent/ Guardian of \_\_\_\_\_

I hereby give my consent for him/her to participate in the above event and agree to delegate my authority to the delegated supervisor(s) listed above.

I understand that the Supervisor(s) have recognised that they have a duty of care for my child and have agreed to undertake full care and responsibility for the safety, well-being and organisation of my child and to follow my instructions regarding any disability, allergy, food requirements or food disallowed and/or any other medical concerns described above and, if they do that and if they provide proper care, I hereby agree to indemnify them against any future liability for any accident or incident involving my child during the excursion whatsoever.

I give permission for my child to be photographed for the purpose of documenting and/or promoting this event (optional).

Parent/Guardian Name

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Photography Consent Form for Minors (Under 18)

I: \_\_\_\_\_  
(parent's/guardian's name - PLEASE PRINT)

of: \_\_\_\_\_  
\_\_\_\_\_

(address - PLEASE PRINT)

on behalf of: \_\_\_\_\_

(child's name - PLEASE PRINT)

1. Consent to **video footage/photos/other images** of my child being taken for a variety of public relations, communications and promotional activities, **including publications, promotional material, websites and advertisements**, for an undefined period of time;
2. Acknowledge that any recording made by (organisation) of any performance of my child in connection with promotional activities is an authorised use of my child's performance for the purposes of the Copyright Act 1968;
3. Understand that any video footage/photos/other images taken may be shown in a public environment (in Western Australia, interstate and/or overseas);
4. Agree that my child's participation in promotional activities may be edited at the sole discretion of(organisation);
5. Acknowledge that (organisation) is not obliged to include my child in the promotional activities;
6. Release (organisation) from any claim by me or anyone on my behalf and arising out of my child's appearance in promotional activities; and
7. Acknowledge that there is to be no payment or further consideration paid for my child's performance.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Photography Consent Form for Adults (Over 18)

I: \_\_\_\_\_

(name - PLEASE PRINT)

of: \_\_\_\_\_

\_\_\_\_\_  
(address - PLEASE PRINT)

1. Consent to **video footage/photos/other images** of myself being taken for a variety of public relations, communications and promotional activities, **including publications, promotional material, websites and advertisements**, for an undefined period of time;
2. Acknowledge that any recording made by (organisation) of any performance of myself in connection with promotional activities is an authorised use for the purposes of the Copyright Act 1968;
3. Understand that any video footage/photos/other images taken may be shown in a public environment (in Western Australia, interstate and/or overseas);
4. Agree that my participation in promotional activities may be edited at the sole discretion of (organisation);
5. Acknowledge that (organisation) is not obliged to include me in the promotional activities;
6. Release (organisation) from any claim by me or anyone on my behalf and arising out of my appearance in promotional activities; and
7. Acknowledge that there is to be no payment or further consideration paid for my performance.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

### **Possible structure of a Letter of Urban Artist Agreement:**

- The names of the artist and the person or group that is contracting them;
- The timeframe of the contract;
- The venue/s where the artist will be working;
- Expenses involved and who will pay them: wages and other costs you will cover (e.g. daily allowance, accommodation, travel, materials) and the costs you will expect the artist to cover;
- Dates set on the payment regime (e.g. periodic payments, payment on final delivery);
- Deliverables: what the artist will do for you and what you will do for the artist
- Outcomes that are expected in the timeframe;
- Any commitments towards the maintenance of the artwork;
- Reporting requirements to whom and when;
- What to do if there are changes to be made to the contract during the project;
- What to do if there is a dispute; and
- Room for signatures and dates.

### ***Artist Rates of Pay***

Rates of pay will differ for each project, and depending on the experience of the urban artist being contracted. The National Association for the Visual Arts publishes a National Code of Practice that provides a guideline on what to expect to pay [www.visualarts.net.au/shop/artists-scales-fees-wages](http://www.visualarts.net.au/shop/artists-scales-fees-wages). It is important to remember that most artists work for themselves and need to account for superannuation, annual leave, insurance and so on. As well, they will be required to undertake an amount of work before (e.g. liaison, planning, materials and purchase) and after (e.g. clean up) workshops that need to be acknowledged and accounted for.

**Occupational Safety and Healthy Accident/Injury Report Example**

**Details of Person Completing This Form:**

**Name:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Accident/Injury Details:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Time of Incident:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Details of accident/injury:**

*Describe what happened, who was involved, who was present and details of injury. Only include what you saw/heard etc and do not include second hand details. Attach more paper if necessary.*

**Details of what happened following the incident:**

*Describe what actions were taken following the accident/injury. Attach more paper if necessary.*

**Signature:** \_\_\_\_\_

## Urban Art Project Sample Budget

Description	Items and Costs	Amount	Cost
Art work Materials	Artistic Materials Pens, paper		
	Art Boards		
	Health & Safety Equipment Masks		
	Drop Sheets		
	Roller and trays		
	Undercoat		
	Protective coat		
Venue Hire			
Urban Artist Costs	Workshop Fees		
	Implementation Supervision Fee		
Organiser fee if appropriate			
Other	Invitations		
	Advertising		
	Refreshments for total project & Celebration Launch		
	Equipment hire if required		
	Music		
Totals			

## Urban Art Workshop – General Participant Survey

### 1. What is graffiti?

### 2. What is urban art?

For each question please tick one box:

### 3. What do you think of graffiti?

- Just mindless vandalism
- It is an art form
- It can be nice when done properly such as legal murals rather than tags/scrawls
- It might display talent but in the wrong way
- Other \_\_\_\_\_

### 4. How does seeing tags, scrawls and graffiti vandalism in your community make you feel?

- Makes me feel good
- Brightens up the area
- Makes me feel unsafe in that area
- Shows a lack of respect for people and property

### 5. How do you think graffiti vandalism makes other people view your local community?

- Makes them feel good about being in our community
- Brightens up the area
- Makes them feel unsafe in that area
- That people don't respect other people or their property
- Other \_\_\_\_\_

### 6. What are the possible consequences of being caught doing graffiti without permission?

- A caution
- A fine
- Jail
- Community Service
- All of the above



**7. Graffiti vandalism is a big problem in our community**

- Strongly Disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly Agree

**8. More should be done to reduce the amount of graffiti vandalism in the area**

- Disagree
- Neither agree nor disagree
- Agree
- Strongly Agree

**9. How much do you agree with the following statements? Tick the appropriate box**

The urban art workshop...	Not at all	A little	Somewhat	A lot
1. Had a clearly defined purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Had staff who knew about urban art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Had staff who treated me with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Helped me understand the difference between urban art and graffiti vandalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Helped me learn to produce art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**10. Comments**