

## Catalyst: Katherine Hannay Visual Arts Commission

### APPLICANT GUIDELINES

***The Katherine Hannay Visual Arts Commission is a unique charitable grant that will support visual artists residing in Australia to work in partnership with a cultural not for profit organisation to realise a major new work at a pivotal moment in their career***

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# 1. The Commission

## 1.1 Overview

For over 100 years ANZ Trustees has been trustee for charitable trusts and executing the wishes of Australian philanthropists.

Katherine Hannay died in 2001 and established a charitable trust, The Katherine Hannay Estate, in her will providing direction that funds can be allocated nationally for “such charitable institutions or charitable purposes as ANZ Executors & Trustee Company Limited [ANZ Trustees] determine.

In considering how ANZ Trustees should honour the wishes of Katherine Hannay, we have developed a funding initiative that:

- Focuses on the visual arts
- Has national reach
- Is a one-off commission, with no on-going nor sustainability implications
- Attracts interest from a number of charitable organisations and practising artists – and is not restricted to a small number of recipients
- Provides an opportunity to promote the philanthropy and the legacy of Katherine Hannay
- Is unique and differentiated from other granting commissions and philanthropic bodies in the landscape

An independent judging panel with expertise in the visual arts was approved by ANZ Trustees’ board and has provided input into the development of this granting initiative. They advised, due this being a one-off distribution, a commission would be an effective method of maximising the impact of the final distribution from the Katherine Hannay Estate. ANZ Trustees considered the panel’s recommendations and agreed that

### **Catalyst: Katherine Hannay Visual Arts Commission**

1. is aligned with the wishes of Katherine Hannay
2. makes a significant contribution towards Australia’s not-for-profit cultural sector and visual artists
3. will provide a great platform to build awareness of philanthropy and showcase creative grant making
4. is a one off commission

Responses are sought from eligible organisations from March 13, 2013 that are able to work with a visual artist to manage, promote and exhibit the commissions either onsite or offsite.

## 1.2 Commission Structure

The Katherine Hannay Visual Arts<sup>1</sup> Commission comprises of 4 x \$80 000 philanthropic grants. Grants will be paid (in the form of grants) to Item 1 DGR organisations that meet the eligibility requirements:

<p><b>Catalyst - Katherine Hannay Visual Arts Commission</b>  <b>\$80 000</b>  (Paid to 4 organisations that meet eligibility requirements. Must be endorsed Item 1 DGR)</p>	<p><b>1. provide financial support for the practice of visual artists residing in Australia at a pivotal moment in their career</b></p> <p>A payment of <b>\$40,000</b> will be made to an artist, collective or collaborators. This includes material and production costs associated with commissioned project.</p> <p>Commission applications will be assessed by an independent judging panel and recommendations made to the trustee.</p>
	<p><b>2. provide an artist's payment for a cultural not-for-profit organisation whose mission is to support and promote visual arts practices:</b></p> <p>A payment of <b>\$40,000</b> will be paid to successful organisations. This fee will cover costs associated with the commission, including but not limited to management, studio space, documentation, installation, publication and exhibition and promotion of the commission. A representative from the successful organisation will also be required to fund participation in public programs associated with the commission.</p> <p>Applicants will be required to submit a budget outlining expenses as part of the application process.</p>

<sup>1</sup> The Commissions are for the Visual Arts\* in its broadest sense. For the purpose of the Katherine Hannay Visual Arts Commission. The trustee has applied the definition of Visual Arts legislated in the *Resale Royalty Act, 2009* :

- An **artwork** is an original work of visual art that is either created by the artist or artists or produced under the authority of the artist or artists.
- Works of **visual art** including, but are not limited to the following: painting, collages; performance art; digital artworks; video art; drawings; engravings; sculpture; fine art jewellery; glassware; installations; lithographs; multimedia artworks; photographs; pictures; prints; tapestries; video artworks; artists' books; batiks; carvings; ceramics; and weavings

### **1.3 Eligibility Requirements: Organisations**

In order to be eligible to receive a Katherine Hannay Visual Arts Commission, organisations must:

- have Deductible Gift Recipient (DGR) Item 1 status;
- not be involved in the commercial sale of visual art.
- meet 'key organisation criteria' of relevant state arts funding bodies

### **1.4 Selection Criteria: Visual Artist**

The intent of the Katherine Hannay Commission is to support Australian artists (individuals, collectives or collaborators) to work in partnership with organisations that will support them in realising a major new work at a pivotal moment in their career.

Successful organisations will oversee the payment of \$40,000 to the partnering artist.

Grant applications will be reviewed by the Judging Panel, who will award commissions based on the assessed merit of the artist's proposal. Applicants will need to demonstrate the following criteria in their project proposal:

- Australian resident at the time of application
- Creative practice
- Scope and vision of the proposed project
- Articulate how the project will assist the artist at a pivotal moment in their career.

Applicants must:

- Ensure the commission is completed and publicly presented within 12 months from the commission being granted
- Participate in public commissions associated with the commission
- Meet acquittal requirements

### **1.5 Selection Criteria: Organisations**

Eligible organisations are able to apply to ANZ Trustees via the [ANZ Trustees philanthropy website](#).

Applications will be assessed against the following criteria:

- Organisation's commitment to the support and promotion of contemporary visual arts.
- The organisation's track record in providing effective curatorial engagement, mentorship, commissioning and career development for visual artists
- How the organisation intends to support their nominated artist pre-commission, during the commission and post-commission

Applicants must:

- Ensure the commission is completed and publicly presented within 12 months from the commission being granted
- Participate in public programs associated with the commission
- Meet acquittal requirements
- Manage the commission funds and oversee remittance of artist's payment

## **1.6 *Acquittal***

- Successful applicants will be required to complete a short acquittal, with supporting visual material (images), that outlines achievements including but not limited to the application criteria.
- Applicants may also be required to participate in public commissions aligned with the commission.

## 2. The Judging Panel

### 2.1 Structure of the Judging Panel

An independent panel has been appointed by ANZ Trustees to judge the Katherine Hannay Commission.

The panel is drawn from members of the visual arts community with expertise and experience including:

- conducting commissions and judging visual art;
- being a practising visual artist;
- in curatorship; and
- awareness of contemporary Australian and international visual arts practices.

The five members of the judging panel, including an appointed Chair are:

- **Chair: Naomi Milgrom, AO Executive Chair and Chief Executive Officer, Sussan Group**

Naomi Milgrom was awarded an AO in 2010 for distinguished services in a wide range of fields. She was recognised as one of Australia's most outstanding business leaders and mentors for her achievements as Executive Chair and CEO of Australia's largest speciality women's fashion retailer, the Sussan Group – comprising Sussan, Suzanne Gray and Sportsgirl. One of Australia's top business entrepreneurs, Ms Milgrom has combined business leadership with leadership in the arts, sciences and women's health, as Chair of the Australian Centre for Contemporary Art (ACCA), Former Chair of the Melbourne Fashion Festival, and director of the Howard Florey Institute. Ms Milgrom was the first woman to deliver the Batman Oration on Australia Day 2006. The Centenary of Federation Medal was awarded to Ms Milgrom for her outstanding contribution to business and the fashion industry.

- **Nicholas Baume, Director, Public Art Fund (New York):**

Appointed Director and Chief Curator of the Public Art Fund in September 2009, Nicholas Baume now leads New York City's pre-eminent presenter of art in the public realm. A native of Australia, Baume worked with leading patron and collector John Kaldor and was a curator at the Museum of Contemporary Art in Sydney before moving to the U.S. in 1998 to become contemporary curator at the Wadsworth Atheneum in Hartford, Connecticut

- **Natalie King, Curator and Director, Utopia (Asialink):**

Natalie King is a Melbourne-based curator, writer and the inaugural Director of Utopia@Asialink– a roving visual arts project for the Asia Pacific region. She has curated exhibitions for numerous museums including the Singapore Art Museum; National Museum of Art, Osaka; Tokyo Metropolitan Museum of Photography; Tjibaou Cultural Centre, New Caledonia and the Museum of Contemporary Art, Sydney.

- **Prof. Callum Morton, Artist and Head of Visual Arts, Monash University**

Callum Morton is a practicing artist and leading visual arts academic who has exhibited nationally and internationally since 1990. In 2007 he represented Australia at the Venice Biennale and has completed numerous public and private commissions.

- **Sophie Gannon, Director, Sophie Gannon Gallery**

Sophie Gannon is a leading commercial gallerist specialising in Australian contemporary art. Prior to establishing her premises in Melbourne, Australia in 2006, Sophie worked with Philip Bacon Galleries in Brisbane. Sophie represents over 15 leading Australian artists.

- **Jeff Khan, Co-Director and Chief Executive Officer, Performance Space**

Jeff Khan is a curator and writer working across performance, dance and the visual arts, with a particular interest in interdisciplinary projects and site-specific and socially-engaged practices.

### 3. Key Dates

The following sets out the proposed timeline for the administration of the Katherine Hannay Visual Arts Commission:

Date	Activity
March 13, 2013	▪ Applications for Katherine Hannay Visual Arts Commission open.
June 14, 2013	▪ Applications for Katherine Hannay Visual Arts Commission close
July 5, 2013	<ul style="list-style-type: none"><li>• <b>Applicants notified of outcome</b></li><li>• <b>Commission winners announced</b></li></ul>
June 30, 2014	<ul style="list-style-type: none"><li>• <b>Commissions to be completed</b></li></ul>

## 4. Frequently Asked Questions

### 1. Who can I contact if I have a query and/or wish to talk to someone about my organisation's application for a particular program?

If you cannot resolve your query by reference to these FAQs or our website, please email us at [charitabletrusts@anz.com](mailto:charitabletrusts@anz.com).

### 2. How do I apply for a grant?

ANZ Trustees manages a wide range of charitable foundations. The website contains information about all granting programs available, including detailed guidelines, the application process and application forms.

It is important that you refer to the guidelines for each Foundation to see if your organisation is eligible, to check if your proposed project fits the guidelines and determine the closing date for an application and/or expression of interest (EOI).

Complete all requirements of the application/expression of interest form and attach any additional documents as requested and/or to support your application/expression of interest. Most application/expression of interest forms can be submitted by email and there is no requirement to send a 'hard' copy in the mail (unless requested to do so).

### 3. What if I have trouble opening the PDF files on the website?

Usually all PDF files should open in a new window once you <Click> on them. If the PDF does not open automatically, try <Right Click> and select either <Open in New Window> OR <Save target as....> and then open the PDF.

### 4. Can I save my application, expression of interest, progress & final report forms?

You can save and edit all forms on the website prior to submitting by using Adobe Reader above Version 8 – which is available free of charge at: [download Adobe Reader](#).

### 5. What happens when I press SUBMIT?

When you click <Submit> it does not disappear!

You may be asked to select the type of email system which you wish to use, and then an email, with your PDF application/expression of interest/progress/final report attached will appear.

At this stage you can add any other required files as attachments.

You can also add other recipients to the email and/or outline any other details in the body of the email.

Please insert the name of your organisation in the Subject line of the email.

Once you have everything in order, you can then click **SEND** and the email and attachments will be sent to ANZ Trustees at: [trustapp@anz.com](mailto:trustapp@anz.com)

*Some versions of Adobe Reader may give you a message indicating that only a data file will be sent – rather than the full PDF, please ignore this message and proceed.*

If you receive an error message to your email (eg unable to deliver email – mail box is over limit), please forward the error message to: [charitabletrusts@anz.com.au](mailto:charitabletrusts@anz.com.au) and retry to send your application/report etc. ANZT will use your error message as proof that you tried to send your application prior to the closing date.

You will receive a formal email acknowledgement.

If you have **NOT** received an email acknowledgement within 2 weeks of sending or 2 weeks after an advertised closing date, please email us at [charitabletrusts@anz.com](mailto:charitabletrusts@anz.com) and tell us.

**6. Is there a required file name format for attachments?**

Yes there is – please make sure that all files have at least your organisation name in the title:

Name of organisation\_year\_file\_name of trust applying to (if known).pdf

performancespace\_2013\_Hannay.pdf

**7. Can I submit more than one EOI and/or Application to the one Foundation per granting round?**

No – we generally receive more EOI's and applications than can be funded during any one granting round. We look more favourably upon an organisation which is able to prioritise its own activities and focus on the project with the highest potential impact and closest alignment with the interests of the trusts or program it is applying to.

**8. What is the maximum individual file size attachment?**

Maximum total email attachment size is: 3MB.

If your attachments are over this size, you can either send them in separate emails or some software allows you to manually reduce the size of graphics and files. In addition, logos, pictures and other graphics can be deleted to reduce the file size.

**9. Can I change or add to my application/EOI after submitting?**

If you need to change your original application you can do so prior to the Closing Date by resubmitting the complete application again – indicating that the previous application is to be discarded.

If you need to change your original EOI you can do so by the end of the month of original submission by resubmitting the complete EOI again – indicating that the previous EOI is to be discarded.

If you need to add new information, please submit, using the file name format as soon as possible after the original submission.

**10. What email address do I send my application/EOI/Progress Report/Final Report and any other attachments to?**

[trustapp@anz.com](mailto:trustapp@anz.com)

**11. What happens if I am unable to email my application/EOI/Progress/Final Report – due to computer error, software issue etc?**

1. Send an email to: [charitabletrusts@anz.com](mailto:charitabletrusts@anz.com) letting us know you are having problems and that you are sending a copy in the mail.
2. Send the application/EOI/Progress/Final Report in the mail to:  
ANZ Trustees  
Attention: Philanthropy  
GPO Box 389  
Melbourne Vic 3001

**12. Can individual artists apply for a grant?**

No. The Katherine Hannay Estate, administered by ANZ Trustees is unable to provide grants directly to individuals or unincorporated bodies.

**13. When and how will I find out if my application/EOI has been successful?**

Generally, soon after you lodge your application we will send you an email to acknowledge receipt of your application and to inform you of when you can expect to know the outcome of your application. If you do **NOT** receive an email acknowledgment within 5 working days, please let us know by sending an email to: [charitabletrusts@anz.com](mailto:charitabletrusts@anz.com)

Written advice of the Trustees' decision will be sent to applicants on the 5<sup>th</sup> of July, 2013.

**14. How does the trustee define Visual Arts?**

The trustee has relied on the legal definition of Visual Arts, as determined in the Resale Royalty Act, 2009. This legislation defines Visual Arts as:

- An **artwork** is an original work of visual art that is either created by the artist or artists or produced under the authority of the artist or artists.
- Works of **visual art** include, but are not limited to the following: painting, collages; performance art; digital artworks; video art; drawings; engravings; sculpture; fine art jewellery; glassware; installations; lithographs; multimedia artworks; photographs; pictures; prints; tapestries; video artworks; artists' books; batiks; carvings; ceramics; and weavings.

**15. Is the commission acquisitive?**

No. Works produced as a consequence of the Commissions are retained by the artist.

**16. What project reporting/acquittal must I provide to ANZ Trustees?**

ANZ Trustees is very interested in the outcomes of all commissions funded. We expect to see a Final Report within two months of the completion of the project. Progress and Final Report templates are available on the website:

<http://www.anz.com/personal/private-bank-trustees/trustees/granting/granting-programs/>

You will be provided with a reporting template related to the commission. If you are unsure which form to use please send an email to [charitabletrusts@anz.com](mailto:charitabletrusts@anz.com) quoting the CT reference number provided to you in the letter we sent you advising of the outcome of your application.

#### 17. How and when should I acknowledge the foundation and/or ANZ Trustees?

We understand that your organisation may want to recognise the support provided by the particular Foundation managed by ANZ Trustees.

This can be done via text:

This project was funded by a grant from <insert name of Foundation>, which is managed by ANZ Trustees.

If you wish to use a logo of a particular Foundation and/or ANZ Trustees, please complete the Brand Assets Usage Request Form, located at: <http://www.anz.com/personal/private-bank-trustees/trustees/granting/> – and email a scanned copy to [charitabletrusts@anz.com](mailto:charitabletrusts@anz.com)

#### 18. What are my obligations by sending an application, EOI, progress report or final report to ANZ Trustees?

By **SUBMITTING** to ANZ Trustees you acknowledge that you:

- are authorised by your organisation to make this application/EOI/Progress/Final Report on its behalf and declare all the information provided is true and correct
- have read the terms and conditions for all grants managed by ANZ Trustees, including the Privacy Statement and Consent to use of Personal Information, and agree to those terms and conditions.

#### 19. What are the general grant conditions?

1. The Grantee will use the whole of the Grant exclusively for the Project as described in [*the application for the grant*] and not for any other purpose.
2. The Grantee will use its best endeavour to complete the Project usually within 12 months from the date or receipt of the Grant or in the case of multiple year grants as specified by the Grantor (the "Specified Period").
3. The Grantee will promptly advise the Grantor of any material change which may affect the Grantee's ability to undertake or complete the Project within the Specified Period.
4. The Grantee will expend the Grant only within Australia and where specified within the particular State or Territory (with the exception of Government accredited Australian Overseas Aid Agencies).
5. The Grantee will show the Grant separately in its books of account and keep records adequate to enable the use of grant funds to be checked readily.
6. The Grantee will acknowledge the assistance of the Grantor in any published or display material.
7. The Grantee will give the Grantor an annual **Progress Report** (in the case of multiple year grants) and a **Final Report** within two months of completion of the project. These reports can be downloaded from the website.
8. The Grantee consents to ANZ Trustees publishing information about the grant on its website, in annual reports and such other publications and communications as it determines.

## 20. Is GST payable on grants?

ANZ Trustees Limited considers the grants made to organisations as gifts that are freely given and would not ordinarily constitute consideration for taxable supply by recipients. The Australian Taxation Office [ATO] provides information on GST and grants on its website <http://www.taxreform.gov.au>. Information on GST and non-profit organisations forms part of the ATO's "Resolved Issues Document" (July 2001). Applicants and grant recipients are advised to seek further information from the ATO

## 21. Why do we need to send in a Tax Invoice?

This ensures that the grant is recorded for taxation and auditing purposes by the grantor (ANZ Trustees) and the grantee. In addition, as all grant payments are made by EFT, this also ensures that EFT advice can refer to a Tax Invoice Number for verification and reconciliation purposes. The Tax Invoice should clearly indicate that supply of the grant is GST-free.

## 22. What is the Privacy Statement and Consents?

### PRIVACY STATEMENT AND CONSENTS

This statement applies to ANZ Trustees Limited ABN 33 006 132 332 (**ANZ Trustees**), the other Trustees of the particular charitable trust, settlement or foundation (**Trust**) to which your expression of interest, letter of inquiry, grant application, progress reports and final report (**the Grant**) relates (together, **Trustees**) and advisors appointed by the Trustees or otherwise under the terms of the Trust to advise or assist the Trustees in considering the Grant.

#### Collection of personal information

For the Grant, your Organisation (**the Applicant**) gives ANZ Trustees contact details and other personal information about directors and other key personnel (Individuals). In the future ANZ Trustees, its researchers and advisors may obtain other information about the Individuals from the Applicant, from any of them, or from other sources. We may collect 'sensitive information' but only when it is necessary for the purpose of the Grant. This is all "Personal Information".

#### Use of personal information

We use Personal Information for the primary purpose of assessing the Grant, and if it is successful, to provide a grant to the Applicant. We may also use Personal Information for our internal operations including accounting, record keeping, archiving, compliance monitoring and compliance with legislative and regulatory requirements. Without some or all of your information, we might not be able to process your application. If your application is not successful, we may hold Personal Information we collect in relation to the application for our records. If your application is successful, after the grant is completed we may hold Personal Information concerning the grant for our records. We will not continue to hold Personal Information if it is not necessary.

#### Disclosure of Personal Information

We may disclose Personal Information for the purposes set out above, to people and organisations who carry out functions for us, for example our agents and our researchers, any person you authorise, your legal advisers, any party to whom we are authorised or required by law to disclose the Personal Information, and any party to whom the person whose Personal Information we hold authorises us to disclose it.

#### Data quality

We take reasonable steps to make sure that the Personal Information we collect, use and

disclose is accurate complete and up to date.

### **Data security**

We take reasonable steps to protect the Personal Information we hold from misuse and loss and from unauthorised access, modification or disclosure.

### **Access and correction to personal information**

Subject to exceptions permitted by law, an Individual may obtain access to the Personal Information we hold about them by contacting the Trustees at the address set out below. An access fee may apply. If we are informed by an Individual the Personal Information we hold about them is not accurate, complete or up to date, we will take reasonable steps to correct it. Where we receive and keep Personal Information about an Individual from another source, generally that person will have the same access to that information and it can only be used for the same purposes and shared with the same persons as the Personal Information that you give us. However, to the extent permitted by law, Personal Information that we receive from other sources will be kept confidential.

### **Informing Individuals**

You must inform each Individual of the contents of this Statement and Consent. By signing the Application for a grant, you acknowledge you are aware of this Statement and, on behalf of each individual, consent to sensitive information being collected if it is necessary for the purposes of the Grant.

If you require any further information about privacy, please contact ANZ Trustees  
ANZ Trustees Limited GPO Box 389, Melbourne Vic 3001 / FREECALL™: 1800 011 047 /  
Email: [charitabletrusts@anz.com](mailto:charitabletrusts@anz.com)

#### **23. If my organisation has received a prior grant, when is my organisation eligible to re-apply?**

Prior grants may be a factor when applications are being considered however there are no formal restrictions around when an organisation is eligible to re-apply following a successful application for any of the programs managed by ANZ Trustees.

#### **24. If my application is unsuccessful, can I get feedback?**

Generally no feedback is given unless there is something specific in the application that could be improved, or the organisation is ineligible to apply.

There are typically more applications than funding available and often strong applications and worthy projects are unable to be supported.

#### **25. My organisation is doing work overseas – can I apply to a Trust managed by ANZ Trustees for support?**

The vast majority of trusts and foundations managed by ANZ Trustees can only fund projects and organisations working in Australia. You can check the types of support available through ANZ Trustees and the trusts that we manage on our website.

#### **26. Do we need to send receipts for grant payments?**

No receipts are required as all grant payments are made on Tax Invoices.