

GUIDELINES FOR APPLICANTS

Letter of Support and Statement of Fact

Definitions

- A. Letter of Support (reference): a letter provided, indicating our position in relation to a professional member of Arts Access Australia (AAA), who has previously demonstrated a level of professionalism and quality practice standards to AAA.
- B. Statement of Fact: a letter stating facts, provided to a professional member of AAA, whose work or professionalism we may not know extensively.

Notes on resources:

1) Criteria for Letters of Support and Statement of Fact

You must be

- A Professional Member of Arts Access Australia (AAA).
- A starting, emerging or professional artist. (We do not provide letters of support for hobbyists or amateur arts activities).
- Requesting support for a professional arts activity / project. (We only provide letters of support for: Grants, inclusion in specific programs / festivals that will benefit your career, people with disability and/or AAA). For example:
 - Letter provided to professional artist applying for an Australia Council Grant to attend APAM in Europe.
 - Letter provided to a professional artist applying for a Churchill Scholarship to explore accessibility in Theatre.
 - Letter provided to a professional artist applying for an Australia Council or State government grant program to experiment / develop work, create new work, collaborate, present / perform at a national / international event e.g. exhibition, performance, conference, festival or to be the recipient of a residency.
 - Letter provided to a key organisation / partner / colleague to support their organisational activities and projects
- Requesting support for an arts activity / project that is accessible. Please note you may be asked to demonstrate how you have planned for accessibility e.g. a Disability Action Plan or Strategy.
- Linked to a professional arts organisation or program (for example, DADAA, NAVA, Copyright Council, Arts Law Centre, Performing Lines).

2) Requirements

- Proof of practice - ABN number and/or registration to professional arts organisations. (We do not support hobbyists).
- Information about **(100-200 words only per criteria 1-7)**
 1. Yourself - a brief bio: professionalism / career highlights
 2. The grant or opportunity that you are applying for.
 3. How the arts activity / project will benefit your career.
 4. How the arts activity / project will benefit the broader arts and disability sector.
 5. The arts activity / project you are seeking a letter for.
 6. Access and inclusion: How people with disability are being supported to participate in the arts activity / project - directly or as audience members.
 7. How you initially found out about AAA and/or who referred you?

- A list of affiliated arts organisations and professionals the arts activity / project is connected to. Please include a web link / URL where available. **N.B.: Only professional arts activities will be supported, i.e. activities affiliated with:**
 - Recognised arts organisations
 - Programs
 - Residencies
 - Festivals
 - Productions
 - Exhibitions
 - Performances
- A brief timeline of the project including when the letter is needed by. **N.B.: In order to be considered to receive a response, we must receive your request for a letter within 14 days of the due date of your application.**
- An attached CV with 2-3 referees (maximum 2 pages).

3) *Please Note*

- Letters are written at our discretion. We only provide letters of support for arts activities / projects that meet our Criteria for Letters of Support.
- You may be asked to demonstrate how you have planned for accessibility e.g. a Disability Action Plan or Strategy.
- Arts Access Australia is committed to universal access for all. We only support accessible programs, activities and events.