



SAMPLE APPLICATION FORM

* Required before final submission

IAN POTTER MOVING IMAGE COMMISSION

Before beginning your application, please read the following information:

- Online submission guidelines
- Essential Information and
- Application Criteria

It may be useful to bookmark these pages for reference.

HOW TO APPLY

The Ian Potter Moving Image Commission application is a three step process:

1. Complete and submit the online application form
2. Print your completed application form and attachments, and application checklist
3. Post 7 copies of your application form, attachments and **signed and dated** application checklist to The Ian Potter Cultural Trust.

SUBMITTING YOUR APPLICATION

Online

After you have submitted your online application, you will receive an automated email acknowledgement. If you do not receive an email acknowledgement you should contact The Ian Potter Cultural Trust.

Hardcopy

The hard copies of the application and all other attachments should be posted, couriered or hand delivered to:

Mr Craig Connelly
Chief Executive Officer
The Ian Potter Cultural Trust
Level 3, 111 Collins Street
MELBOURNE VIC 3000

IMPORTANT

The online and hardcopy versions must be received by the Trust by 5.00pm on Friday 15 July 2016. Late applications will not be considered. Please note that applications received after the closing date WILL NOT be considered irrespective of the postmark date.

If you do not understand any part of this application, please refer to the Ian Potter Moving Image Commission website. If that still does not clarify things, please contact Louise Arkles at the Trust on 03 9650 3188.

Note: It is not possible to use formatting e.g. **bold**, *italics*, numbering and bullet points within the form however, you may copy and paste formatted text from another document.

***Date of your Application**

***How did you find out about the Ian Potter Moving Image Commission?**

e.g. Broadsheet, social media, word of mouth, etc.

I found out about the Commission through / by....

APPLICANT CONTACT DETAILS

You must provide a stable contact address in Australia. Do not put in a short-term, temporary or overseas address. If necessary please insert a C/- address of a relative or close friend.

***Prefix**

***First Name**

***Last Name**

***Postal Address**

***City/Suburb/Town:** Please enter in capitals e.g. MELBOURNE

***State**

***Postcode**

Country: Please provide if you are currently living outside Australia

Best phone contact: Please use format 0x xxxx xxxx
Include country code if you are living outside Australia

Mobile: Please use format 04xx xxx xxx
Include country code if you are living outside Australia

Email

Please verify your email address

Which gender to you identify as?

***1. Project title**

- *2. Project description** - provide details of the proposed artwork. **Note:** dot points are not acceptable.
Please refer to to [Essential Info](#) on the Ian Potter Moving Image Commission website for more information.
Word count 0 or 800

- *3. Production schedule** - provide a breakdown of the schedule for the production of the proposed artwork. Please refer to [Essential Info](#) for more information.

- *4. Technology and crew specifications** - provide details of key technology required to **produce** the proposed artwork as well as key technology required to **present** the proposed artwork.
Please refer to [Essential Info](#) for more information.

- *5. 5. Sample of work** - please list your support material and include the title of the work, the type of file e.g. QuickTime, the file name and explanatory notes.

SUPPORT MATERIAL

Note: All support material you are submitting must be of a format and quality that can be viewed on any computer or media equipment.

Please provide the following:

1. Up to three examples of your previous work and/or a sample of your moving image practice of no more than five minutes duration in total.

All support material must be delivered on a DVD or USB flash drive with non-moving image content saved as individual JPEGs or as a PDF document and clearly labelled. You must provide **seven** copies of the DVD or USB flash drive.

2. A curriculum vitae / résumé - not a biography - of each key artist. This should be a maximum of two pages per artist typed in 11 point font.
3. A detailed estimated budget for the production of the proposed artwork. This should be a maximum of one page typed in 11 point font.
Please refer to [Essential Info](#) for more information.
4. You may also wish to supply some or all of the following material:
 - One page of storyboards
 - Five still images
 - One Page gallery installation plan
 - Two pages of script
 - Five drawings

APPLICATION CHECKLIST

Applicants are required to download, complete and sign and date the [Application Checklist](#). The original completed Checklist must be included with the hardcopy of your application.