



## Toyota Community Spirit Gallery

Toyota Australia Corporate Headquarters 155 Bertie Street, Port Melbourne, VIC 3207

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## Information for Applicants

### 2009 Toyota Community Spirit Artist Travel Award

#### Background

The Toyota Community Spirit Gallery (**TCSG**), located in the Toyota Corporate Headquarters, is an initiative of the Toyota Community Spirit program. Toyota Community Spirit is Toyota Motor Corporation Australia Limited's (**Toyota**) corporate citizenship program. It provides opportunities for Toyota to work with the local community on local projects. Toyota has worked in consultation with Hobsons Bay City Council and the City of Port Phillip to develop the gallery. The gallery runs a continuous program of exhibitions designed to provide opportunities for Australian based artists working in a variety of disciplines and media, with a particular focus on local artists and emerging artists. The program also seeks to showcase artists from a wide range of social and cultural backgrounds reflecting the diversity and strength of creative practice and highlighting the role of art and art making throughout our community.

#### About the Award

##### Introduction

The Toyota Community Spirit Artist Travel Award (**Travel Award**) is an initiative designed to provide artists who participate in the TCSG exhibition program with a further opportunity to advance their career. Artists are invited to conceive and plan a project involving travel either interstate or overseas that they believe has the potential to significantly enhance the development of their artistic career.

##### Application and Selection Process

Artists wishing to apply for the Travel Award must complete and submit an application form. The Travel Award Shortlist Selection Panel will review all applications. This panel of arts professionals and Toyota Community Spirit partners will select a short-list of between four and eight artists. Short-listed artists will be publicly announced and asked to present their submission in person to the TCSG Employee Advisory Committee. This committee will then nominate the final award recipient who will be endorsed by the President of Toyota Australia. The Travel Award winner will be announced at the launch of the 2009 TCSG indoor/outdoor sculpture exhibition on 7 October 2009.

##### The Award

The Travel Award winning artist will receive \$10,000 (plus GST if applicable) to assist in funding their proposed travel project. A \$2000 Encouragement Award will also be made to one of the short-listed artists.

##### Overview of Travel Award Rights and Responsibilities

Applicant artists must complete and submit all requirements of the application form including a detailed outline of their proposed project by the application closing date. Artists short-listed for the Travel Award will be required to participate in media opportunities to promote the Travel Award and their proposed project/practice as reasonably required by Toyota. The Travel Award winner must complete and return from their travel project within 10 months of the announcement of the award winner. Within one month of their return, they must provide a brief written report on their project including photographs and other documentation as appropriate and participate in any further media opportunities as reasonably required by Toyota. They will also be required to give a short public presentation on their trip highlighting its outcomes and benefits at the 2010 TCSG sculpture exhibition launch in September/October 2010.

##### The Project Proposal

The artist may propose any type of travel project that they believe has strong potential to significantly enhance their career development. This may be presenting an exhibition at a particular destination, formal or informal study or residency, development of a body of work, personal and professional development through travel and networking, or any other interstate or overseas project that will assist to significantly forward their practice or enhance their career options and prospects. Projects that demonstrate direct and practical potential to enhance the artist's career development and further their goals or aspirations are strongly encouraged.

##### Eligibility to Apply

The Travel Award is open to artists who have previously exhibited in the TCSG program or have recently submitted a successful application and have a current contract to exhibit in the program. Artists at any stage of development in their career, from emerging to established artists are eligible. Applicants must also;

- Have been based in Australia for at least the last two years
- Be Australian citizens or have permanent resident status in Australia
- Be currently residing in Australia during the process of selection and announcement of the award winner.
- Be present in Australia during the process of selection and announcement of the award winner.
- If short-listed, be available to present their project in person to the TCSG Employee Advisory Committee as required.
- Be 18 years of age or more at the time of application.
- Comply with required tax status (see General Terms & Conditions, paragraph 14).

NB: Toyota employees are not eligible to apply.

## Selection Criteria and Assessment

It is recommended that artists be mindful of the following in planning their project and completing their application.

### Project

A significant part of the selection criteria for the award will be the potential of the proposed travel project to significantly advance the development of the artist's career, regardless of whether their career is currently in its early stages or well established. The project should not only be something that excites and inspires the artists creativity, but should also be strategic in creating career developing opportunities. Well conceived, planned and researched projects with achievable outcomes and realistic budget and timelines will be viewed favourably. This will be initially assessed primarily on the Project Profile submitted in the application. The artist should conclude their project description with a summary of how they believe the project would have a significant impact on developing their career.

### Practice

The quality and commitment of the artist's practice, the depth and power of their artistic vision and their ability to realise this in their artistic output will also be significant factors. These will be initially assessed by their artist statement, CV and images of works supplied. The statement should include aspects of the influences, ideas or themes that inspire and inform their practice; what is it that makes them passionate to create art? It can also include their long term vision or goals and how they have and will continue to work towards achieving these.

### Communication/Presentation

In order to maximise the benefits that can flow from their project in meeting new people, developing networks and dealing with the media, it is important that the awarded artist be a confident and articulate communicator for themselves and their practice. Initially this will be evaluated based on how well articulated and presented the artist's application is. Short-listed artists will have the further opportunity to demonstrate these qualities and speak to the other selection criteria in person when presenting their submission to the Toyota Community Spirit Gallery Employee Advisory Committee.

*NOTE: Short-listed artists must be available in person to present their submission to the TCSG Employee Advisory Committee. Artists will be supported by the curator with a suggested presentation format and technical assistance if required in producing and presenting a PowerPoint slide show as part of their presentation to the committee. Apart from the purpose of selecting the Travel Award winner and the Encouragement Award winner, it is hoped that this process will also be a valuable learning experience for all short-listed artists, as it is increasingly becoming part of industry practice that artists are required to present proposals for projects or commissions in person.*

## Award Process & Timelines

<b>21 August 2009</b>	Applications close
<b>11 September 2009</b>	Short-listed artists notified
<b>5 October 2009</b>	Short-listed artists present to TCSG Employee Advisory Committee
<b>7 October 2009</b>	Winner announced at opening of 2009 TCSG sculpture exhibition
<b>August 2010</b>	Latest return date for awarded artist (must provide report and documentation within one month)
<b>Sept/Oct 2010</b>	Awarded artist gives public presentation at 2010 TCSG Sculpture Exhibition launch

## A GUIDE TO COMPLETING YOUR APPLICATION

Following is a summary outline of the application form listing the main sections and indicating what is required. This is intended to be a guide to assist you in completing your submission. It is not necessary to use the maximum word count for each section. Only include information that is pertinent and relevant. A detailed but succinct application should be your aim.

### PROJECT SUMMARY (50-60 words)

This statement should give a brief overview of your project and outcomes.

*Example:* A painting tour in the (Region/Country) to develop works for an exhibition based on the life of the local people, exploring the contemporary themes of culture and co-existence. The works will then be exhibited in (Place) on (date) which will assist the development of my career by...etc.

### ARTIST PROFILE

<b>Artist Statement</b> (Half page, maximum 600 words)	This statement should provide an insight into your creative practice. It should include aspects of the influences, ideas or themes that inspire and inform your practice; what is it that motivates you and makes you passionate to create art? It may also include any long-term vision or goals and how you have and will continue to work towards achieving these.
<b>CV</b> (Max 1 page)	This is a chronological list of education or academic qualifications, public exhibition, vocational experience, commissions, awards or publications related to your art practice.
<b>Images</b>	You are required to submit a selection of images that profiles your body of work. This can show a cross-section of your practice or may focus on current works or works that relate to your project proposal. A minimum of 6 and a maximum of 10 high quality images of your artworks are required. Each image should be clearly labelled with title, year and medium and orientation. Digital images are preferred; (JPEG format saved at 300dpi in RGB, maximum image size 100mm x 100mm). Photographs or slides are also acceptable. The image list template supplied in the application form must also be completed.

### PROJECT PROFILE

<b>Project Description</b> (Half page, maximum 600 words)	Provide a description of your proposed project, outlining what it is you want to do, how you plan to do it, why you want to do it and what you think the tangible or potential outcomes will be. You should aim to present a convincing argument as to why you believe the project has the potential to significantly enhance the development of your career at this point in time. This could include how the project assists or advances your practice or forwards your career plans or artistic goals, dreams or aspirations. The strength of your proposal will depend upon the quality of research and planning and therefore achievability of the project. You should conclude with its likely outcomes and in particular how it will help you expand your options and prospects and assist in developing your career.
<b>Project Budget</b>	The project description should be supported by a broad but realistic budget. You must present a balanced budget outlining realistic estimates of the total cost and main expenses of the project including travel, food and accommodation, materials, tuition fees, etc. The \$10,000 award funds should be applied to this budget as income. You should also indicate the source of any additional funds required to undertake the project. Where this source is not the artist, a letter from the provider confirming the provision of these funds should be included with the Supporting Documentation.
<b>Project Schedule</b>	This is a brief outline of the timeline, itinerary and activities required to execute your project plan. It should include any significant preparations necessary for your journey, travel and return dates, completion of your project report and presentation at the 2010 TCSG sculpture exhibition launch.

### PROOF OF ELIGIBILITY

Complete this section and provide documentation as requested.

### PROJECT SUPPORTING DOCUMENTATION

If necessary and relevant, you may include with your submission a maximum of 3 letters of support from other parties whose involvement is **critical** to your project (eg, art institutions who will be hosting a residency or providing tuition, a gallery who will be hosting an exhibition, permission to visit a particular region from National Park authorities or Government agencies, local support or advice for remote countries or areas, a confirming letter from an organisation providing additional funding for your project, etc.)

**NB: DO NOT INCLUDE SUPPORT LETTERS UNLESS THEY RELATE SPECIFICALLY TO YOUR PROJECT.**

Support materials should be restricted to one page each and be brief and to the point, providing confirmation for your project only. Where possible these should be copies of signed letters. Copies of emails showing the date and time sent are also acceptable. All persons supporting your application should include telephone and email contact details on the support document.

## Terms & Conditions

### GENERAL CONDITIONS

1. Applications for the Travel Award open June 2009 and close on 21 August 2009. **Email applications must be received by 5pm Friday 21 August 2009, or alternatively, if posting your application the envelope must be postmarked no later than 21/8/2009.**
2. Artists wishing to apply for the Travel Award must complete and submit the application form.
3. By completing and submitting the application form, applicant artists accept and agree to the Toyota Community Spirit Artist Travel Award 2009 Information for Applicants including these Terms & Conditions.
4. All applications should be submitted by email to [watcharts@mcmmedia.com.au](mailto:watcharts@mcmmedia.com.au) or by post to Ken Wong, TCS Artist Travel Award, PO Box 6108, Shepparton, VIC, 3632.
5. There is no entry fee to apply for the Travel Award. Costs incurred in the preparation of an artist's application are the responsibility of the applicant artist.
6. To be eligible, **applicant artists must have previously exhibited in the TCSG program** or have recently submitted a successful application and have a current contract to exhibit in the program. Artists at any stage of development in their career, from emerging to established artists are eligible. Applicants must also:
  - have been based in Australia for at least the last two years;
  - be Australian citizens or have permanent resident status in Australia;
  - be currently residing in Australia during the process of selection and announcement of the award winner;
  - be present in Australia during the process of selection and announcement of the award winner if short-listed.
  - be 18 years of age or more at the time of application for the Travel Award; and
  - meet the required tax status (see paragraph 14).
7. Toyota employees are ineligible to apply for the Travel Award.
8. To be eligible, applicant artists proposing overseas travel must hold or be eligible to apply for and obtain within the required timeframe, a valid passport and/or travel visas or documents as necessary for their project.
9. All artworks in respect of which images are submitted by an applicant artist must be the original work of the applicant artist.
10. In consideration of being considered for the Travel Award, the applicant artist grants Toyota a perpetual, irrevocable, non-exclusive, royalty free licence to use and reproduce and have used and reproduced all images submitted as part of the applicant artist's application, in whole or in part, in any publicity **solely for use and promotion of any aspect of the Travel Award program** including in electronic and print media. Where practicable the artist will be acknowledged as the author of the artwork the subject of the images.
11. The applicant artist must obtain all necessary licences, consents and approvals (including in relation to the use of the name, image or likeness of any person who appears in any of the images submitted by the applicant artist) to enable the applicant artist to grant the licence in paragraph 10. The applicant artist indemnifies Toyota for any loss or damage that may be suffered by Toyota as a result of a breach by the applicant artist of this obligation.
12. To the full extent permitted by law, the applicant artist consents (and must obtain the consent of any other persons involved in the creation of any of the images submitted as part of the applicant artist's application) for the purposes of section 195AWA of the *Copyright Act 1968* (Cth) to Toyota and any other person on Toyota's behalf or under licence from Toyota doing any act licensed in accordance with paragraph 10.
13. All applicant artists will be contacted regarding the results of the short list selection process by **11 September 2009**.
14. **Required Tax Status** - To be eligible, applicant artists must have an Australian Business Number or must be prepared to provide a signed copy of the Australian Taxation Office (ATO) form "Statement by a supplier: Reason for not quoting an ABN to an enterprise". A copy of this form can be downloaded at <http://www.ato.gov.au/content/downloads/nat3346.pdf>  
If either of these conditions are not met, the law would require 48.5% of the award amount to be sent directly to the ATO. For this reason, applicants who cannot meet this condition will not be eligible for the Travel Award. If applicants have further queries regarding this they should consult an accountant. Toyota accepts no responsibility for any tax implications that may arise for the award winner.
15. No responsibility is accepted by Toyota for late, lost or misdirected applications.
16. Toyota will not be liable for any loss or damage whatsoever which is suffered (including indirect or consequential loss) or for any personal injury suffered or sustained relating to any aspect of the Travel Award program (including any aspect of the award winner's travel project) except for any liability which cannot be excluded by law.
17. In the event that an unsatisfactory quantity or quality of applications are received, Toyota reserves the right to cancel the Travel Award.

### AWARD SELECTION PROCESS

1. Short-listed artists will be selected by the Travel Award Shortlist Selection Panel that will include representatives from Toyota Community Spirit, Hobsons Bay City Council, City of Port Phillip, Australia Business Arts Foundation and the Contemporary Sculptors Association plus one other independent arts professional or associate.
2. The short-listed artists will be announced on 14 September 2009.
3. Short-listed artists will present their submissions to the TCSG Employee Advisory Committee that consists of a group of Toyota employees who have assisted and advised on the TCSG project since its inception. This committee will recommend the final award recipient who will be endorsed by the President of Toyota Australia.
4. The award-winning artist will be publicly announced at the launch of the 2009 TCSG indoor/outdoor sculpture exhibition on 7 October 2009.
5. The Travel Award will be judged in accordance with the judging criteria: chance plays no part in determining the award winner. The judges' decision is final and no correspondence will be entered into.

### REQUIREMENTS OF SHORT-LISTED ARTISTS

1. Short-listed artists must prepare and present **in person**, a ten-minute presentation on their practice and proposed travel project to the TCSG Employee Advisory Group on Monday 5 October 2009. This presentation will be assisted by the curator as outlined previously under 'Selection Criteria and Assessment'. **Failure to personally deliver the presentation may lead to your disqualification from consideration.**
2. Short-listed artists must, where practicable, make themselves available for and attend the Travel Award winner announcement on 7 October 2009 and any other media opportunities to promote the Travel Award program and their proposed projects reasonably required by Toyota.

### REQUIREMENTS OF AWARD WINNER

1. The award winner must complete and return from their travel project within ten months of the announcement of the award winner.
2. The award winner must within one month of returning from their project, provide to Toyota a brief written report on the project including photographs and other documentation as appropriate.
3. The award winner must participate in any media opportunities to promote any of Toyota, TCSG and the Travel Award program reasonably required by Toyota.
4. The award winner will also be required to give a short public presentation on his or her trip highlighting its outcomes and benefits at the 2010 TCSG sculpture exhibition launch in September/October 2010.
5. The award winner must sign and return a letter of acceptance as provided by Toyota before any award prize is given. Failure to sign the award letter of acceptance will result in forfeit of the award and selection of a new winner.
6. The Travel Award must be applied to the award winner's proposed travel project unless express permission is given in writing by Toyota to vary the project.
7. The award winner will be required to supply an Australian Business Number (ABN) and an invoice or Tax Invoice (if registered for GST) to Toyota. If the award winner does not have an ABN, the award winner will be required to provide a signed copy of the ATO's "Statement by a supplier: Reason for not quoting an ABN to an enterprise".

### PRIVACY STATEMENT

1. Your privacy is important to us. Toyota collects personal information provided on the application form for the 2009 Travel Award or otherwise submitted as part of an application for the Travel Award and may disclose it to members of the Travel Award Shortlist Selection Panel, members of the TCSG Employee Advisory Committee, persons identified in the applicant artist's Supporting Documentation and Toyota's marketing and communications agencies and information technology providers in order to conduct the Travel Award program. Toyota may also use the personal information of applicant artists to market and publicise any aspect of the Travel Award program and the TCSG, including in advertisements, promotional communications and PR releases. If an applicant artist does not provide the personal information requested, the applicant artist may not participate in the Travel Award program.
2. If you do not want Toyota (or its marketing and communications agencies on its behalf) to contact you for this purpose, please let us know by ticking the box provided in the application form or by calling 1800 292 097.
3. If you wish to access or correct the personal information that Toyota holds about you, please contact us on 1800 292 097. You will generally have the right to access your personal information, subject to some exceptions permitted by law.
4. It is the responsibility of the applicant artist to make sure that any other individuals whose names appear in the applicant artist's application have read and agree to this privacy statement.

## Submitting your Application

Your complete application including images and any supporting documents as well as the required proof of eligibility materials may be submitted by email or by post during the submission period. Submissions open June 2009 and close on 21 August 2009.

### APPLICATION PROCESS CHECKLIST:

**Before submitting your application please ensure that you have;**

1. Completed the application form, answering all questions.
2. Included 6 - 10 images of your artwork (digital images preferred).
3. Included all necessary 'Proof of eligibility' documentation.
4. If applicable, included a maximum of 3 support letters/documents from third parties critical to your project
5. If posting, please include a stamped self-addressed envelope for return of submission materials and images

**APPLICATIONS CLOSE FRIDAY 21 AUGUST 2009. Email applications must be received by 5:00pm  
If posting, envelope must be postmarked no later than 21/8/2009**

**Applications should be submitted to:** [watcharts@mcmedia.com.au](mailto:watcharts@mcmedia.com.au) *(Please ensure file size does not exceed 4MB)*

**Or by post to:** TCS Artist Travel Award  
Attn: Ken Wong  
PO Box 6108  
Shepparton VIC 3632

For further information phone Ken Wong on 03 5821 4548 or 0419 570 846.

**PLEASE NOTE:** We will notify you when we have received your Application. **If you do not receive confirmation of receipt of your application, please contact Watch Arts** on 03 5821 4548 or via email [info@watcharts.com.au](mailto:info@watcharts.com.au)