

# Stage 1 application

## Form Preview

### Start here

#### **Thank you for your interest in the Parliament House Artist-in-Residence program.**

To be eligible, you need to complete all parts of this form. Applications with incomplete information will be excluded from assessment. Please check that you have provided everything before pressing the submit button as you will not be able to change anything once your application is submitted.

You have the option to provide your proposal either in writing, as a video, or as an audio file. If you are providing a written response, we recommend drafting it in another program and copying/pasting it into this form when you are ready to submit your application.

Prior to submission you will need to tick the box that states you have read, understand and accept the Statement of Requirements (Guidelines).

That's it. Good luck!

### Eligibility

\* indicates a required field

#### Please note

Before completing this application form, make sure you read the [Statement of Requirements \(Guidelines\)](#).

This section of the application form is designed to help you, and us, understand if you are eligible for this opportunity. It is important that you complete this section before any others.

If you have any questions about the eligibility criteria, please contact [art@aph.gov.au](mailto:art@aph.gov.au) with 'Artist-in-Residence' in the Subject heading and we will reply within 5 working days.

If you do contact us, please quote the application number below.

#### **Application number**

This field is read only.

### Confirmation of eligibility

#### **I confirm that:**

- I am an Australian citizen.
- I am over the age of 18.
- I have have read, understood and accept the Statement of Requirements (Guidelines).
- I am proposing work that falls within the eligible mediums as per the Statement of Requirements (Guidelines).

#### **Please tick 'Yes' to continue \***

Yes

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### Personal particulars

\* indicates a required field

#### Privacy notice

Wherever possible, the Department of Parliamentary Services (DPS) determines how it collects, holds, uses and discloses personal information in accordance with the Australian Privacy Principles contained in Schedule 1 of the Privacy Act 1988 (the Privacy Act).

DPS will collect the personal information you provide in this form to assess applications for the Artist-in-Residence program (the Purpose). DPS may contact you about the information provided.

DPS has engaged Our Community Pty Ltd (ABN 24 094 608 705) and its related entities to support the administration of the program through the SmartyGrants platform. Your application and any information you input into SmartyGrants will be collected and handled by Our Community Pty Ltd under its own privacy policy (available at [2021-04-V6 Our Community Privacy Policy](#)), instead of the DPS Privacy Policy. Our Community Pty Ltd may share your personal information with its related entities and the overseas third-party service providers listed in [2025-05-V13-Our-Community-Third-Party-Service-Providers.pdf](#).

#### Consequences of Not Providing Information

If you do not provide the personal information requested via this form, your application may not be considered as part of this program. Please contact DPS via email ([art@aph.gov.au](mailto:art@aph.gov.au)) if you have any concerns with providing your personal information to Our Community Pty Ltd, its related entities and overseas third-party providers through the SmartyGrants platform in accordance with the [2021-04-V6 Our Community Privacy Policy](#).

#### Entities to Whom We Usually Disclose Personal Information

DPS may disclose the information you provide to other entities, bodies or persons for the Purpose. This may include disclosing the information to our contracted service providers, the Presiding Officers of the Parliament of Australia and/or a committee of the Parliament of Australia as well as other Commonwealth entities with policy, audit or assurance responsibilities such as the Australian National Audit Office or where otherwise required or authorised by law.

#### Privacy Policy

DPS' Privacy Policy, which is available at [DPS\\_Privacy\\_Policy.pdf](#) contains important information including how you can access and seek correction of personal information we hold about you. If you have any queries about how we manage your personal information, please contact our Privacy Team at [DPS.privacy@aph.gov.au](mailto:DPS.privacy@aph.gov.au). Your application and the information you input into the SmartyGrants platform will be collected by Our Community Pty Ltd and will be handled in accordance with their privacy policy, which is available at [2021-04-V6 Our Community Privacy Policy](#).

#### Your details

If you are applying as a group, please provide the details of one contact person.

#### **Applicant \***

Title      First Name      Last Name

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Make sure you provide the same name that is listed in official documentation.

### **Pronouns \***

she/her, he/him, they/them, etc.

### **Do you identify as: \***

- An Aboriginal or Torres Strait Islander person
- A person with disability
- A person with neurodiversity
- A member of the LGBTQIA+ community
- A culturally and linguistically diverse person
- A veteran
- None of the above

At least 1 choice must be selected.

If you are applying as a group, please select all relevant options

### **Email address \***

Must be an email address.

### **Phone number \***

If not a mobile, please include the area code

### **Your town or city \***

### **Your State or Territory \***

Other:

### **Website**

Must be a URL.

### **Social media handle/s**

### **Where did you hear about this opportunity \***

- Parliament House social media
- Parliament House email newsletter
- ArtsHub
- Res Artis
- In the media
- Word of mouth

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Other:

At least 1 choice must be selected.

## Your proposal

\* indicates a required field

**Project title (optional)**

**What format are you supplying your proposal in? \***

- As a written response  
 As a video or audio file

**Please outline what you would do as an Artist-in-Residence at Parliament House \***

Word count:  
Maximum 300 words.

**Please upload your video or audio proposal \***

Attach a file:

Maximum three minutes long.

## Your support documentation

\* indicates a required field

**Your CV \***

Attach a file:

Maximum two-page PDF saved as LastnameFirstname\_CV.pdf OR GroupName\_CV.pdf

**Your images \***

Attach a file:

Include five images of works completed in the last 5-10 years collated into one PDF (5MB max) with artwork captions formatted as: First name Last name, Artwork title, year made, medium, size in cm (H,

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W, D), and image credit. Please save this file as LastnameFirstname\_supporting documentation.pdf OR  
GroupName\_supporting documentation.pdf

### Ready to submit

\* indicates a required field

### Certification

**I certify that the content within this application is true, correct and does not breach Australian copyright law.**

**I agree \***  Yes

**Your name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Feedback about this form

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button, please take a few moments to provide some feedback.

**Please indicate how you found the online application process.**

Very easy     Easy     Neutral     Difficult     Very difficult

**How many minutes in total did it take you to complete this application?**

Estimate in minutes i.e. 1 hour = 60

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**

### Submit

**I confirm that I have: \***

- completed all the requirements of this form.
- read, understand and accept the Statement of Requirements (Guidelines).

At least 2 choices must be selected.