

PPCA PERFORMERS' TRUST FOUNDATION APPLICATION COVER SHEET

PRIVACY STATEMENT

PPCA respects the privacy of your personal information. We handle your personal information in accordance with the *Privacy Act 1988 (Cth)*. This Privacy Statement explains our policy for handling personal information and should be read in conjunction with our Privacy Policy which provides more detailed information about how we collect, use and store your personal information.

COLLECTION - The PPCA Performers' Trust Foundation provides grants to promote and encourage music and the performing arts. We need to collect the information requested below for the purpose of assessing your application for a grant.

CONSEQUENCES OF NOT PROVIDING INFORMATION - If you do not provide all of the information requested, it may prevent us from being able to properly assess your application.

USE AND DISCLOSURE - We will use and disclose personal information only for the purposes for which it is collected or in accordance with the Privacy Act, including:

- assessing your application for a PPCA Performer's Trust Foundation grant (the **PPCA Grant**);
- providing information to the Musicians' Union of Australia and the Media Entertainment and Arts Alliance for the purpose of reviewing your application for the PPCA Grant;
- providing information as authorised or required by law; and
- with your consent.

ACCESS – Under the Privacy Act, you have the right to seek access to any personal information that we hold about you, unless we are permitted by law to withhold access to that information. Any requests for access to your personal information should be made in writing to the Privacy Officer at PPCA, PO Box Q20, Queen Victoria Building NSW 1230 or via email: privacy.mail@ppca.com.au.

For more information about how we handle your personal information, please refer to our detailed Privacy Policy at www.pcca.com.au.

Please attach this cover sheet to each application. You may append any additional information you wish (suggestions listed below) but the above points should be summarised on this covering page.

- Detailed description of the project (1000 words maximum)
- Budget - see suggested budget layout
- CV and references (if appropriate)
- Notice of acceptance into course where applicable

Please do not provide your tax file number in your application as it is not required to assess your application.

Please direct your application to: The PPCA Performers Trust Foundation, PO Box Q20, Queen Victoria Building NSW 1230 or trust.mail@ppca.com.au.

APPLICANT DETAILS

Name / Entity			
Postal Address			
Email			
Phone			
What is the project? (maximum 100 words)	<i>Please feel free to attach further supporting info (maximum 1000 words)</i>		
When is it taking place?			
What amount are you seeking from the Trust?	\$ _____		
Where did you hear about the PPCA Performers Trust Foundation?			
Signature		Date	

SAMPLE BUDGET LAYOUT

(If you don't already have a budget layout, you may wish to adopt this as a template)

Income:

General

Eg. sales	\$
sponsorship	\$
earning from casual work	\$
personal savings / parental contribution	\$

Total general income	\$
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Grants

Please list (e.g. Australia Council)

Secured:

Pending:

Total grant income	\$
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Total Income	\$
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Expenses:

(please itemise)

Total Expenses	\$
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SURPLUS / (FUNDING DEFICIT)	\$
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