



Drama Australia Special Projects Proposal Guidelines

Please read through the items required and ensure all information is submitted with the signed form.

INFORMATION REQUIRED FOR PROJECT PROPOSAL:

- 1. Name of State/Territory Association/s proposing the Special Project**
(A Special Project must be proposed by at least one member association, or a number of associations working in cooperation. Where a Special Project is proposed by a number of associations, each President and DALO of the proposing association must sign the Endorsement section of this form)
- 2. Working Title of Special Project**
- 3. Brief Synopsis of Special Project along with any ethical or professional matters that may need special consideration**
- 4. Rationale for the Special Project**
(including the proposed benefit/s/significance to Drama/Theatre education on a National level).
- 5. Proposed duration of the Special Project**
- 6. Mechanism/s for monitoring the development of the Special Project**
(other than the mandated quarterly reporting to Drama Australia)
- 7. Proposed mechanism/s for disseminating the findings/results of the Special Project**
- 8. Have you sought any other funding for the proposed Special Project?**
(Include any details)
- 9. What level/s of support will the proposing association/s be providing?**
(e.g. administration, office facilities, communications, internet access, other ancillary support etc.)
- 10. Total funding requested from Drama Australia for the Special Project.**
- 11. Will the proposed Special Project possibly generate income for Drama Australia?**
(If YES, how would the income be generated and what might the projected income be?)
- 12. Attach to this form a PROPOSED BUDGET for the Special Project***
(including any other sources of income and possible projected income [if any]. If the project is to be staged over more than one year, the budget should reflect this)
- 13. Name and contact details of proposed Special Project Officer (SPO)****
(including short CV, phone and email address)
- 14. Name and Contact Details of Two Referees**
(Drama Australia Director of Projects may contact listed referees to ascertain the suitability of the nominated Special Project Officer to undertake and complete the proposed project. The referees listed must not be elected members of the nominating state or territory association Executive or management committee)

*Special Projects will not be considered without an attached budget

**Special Projects will not be considered without the nomination of a proposed SPO.

ENDORSEMENT SIGNATURES

(If Endorsement is made by more than one association, each association President and DALO must sign below)

This Special Project proposal is made with the endorsement of:

(please print the association name, your name and sign)

State/Territory President

State/Territory DALO

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ACCEPTANCE DECLARATION OF PROPOSED SPECIAL PROJECT OFFICER

I *(please print name)* accept nomination as a Special Project Officer for the proposed Special Project as detailed above.

I acknowledge that should this Special Project be accepted by Drama Australia I will be directly responsible to the Drama Australia Director of Projects. I also acknowledge and accept that any and all research, reports and or findings that relate to this Special Project shall remain the property of Drama Australia and shall not be used by me or any other person associated with me, without the prior written approval of the President of Drama Australia and the Director of Projects.

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| Signed | Date |
|---------------|-------------|

This form should be returned to the Drama Australia Administrator.

Marie Ferguson
Drama Australia Administrator
Email: admin@dramaaustralia.org.au

Special Projects are normally endorsed by Drama Australia at its Annual General Meeting, and should not commence prior to their official endorsement date. Drama Australia accepts no liability (either financial or material) for projects commenced prior to this date.

Special Projects can be terminated, postponed, reframed, or an SPO replaced at any stage by a majority decision of the Drama Australia Executive.

PLEASE NOTE: All Proposals for New Special Projects must be seconded by another State/Territory Association prior to the AGM (or Combined Board/DALO/Presidents meeting). This is normally organised through the DALOs meeting prior to the AGM/Combined Board meeting.