

# COLLECT Art Purchase Scheme - application for arts business

## Form Preview

### General eligibility

\* indicates a required field

### Expectations of participating arts businesses

To be eligible for participation in the COLLECT Art Purchase Scheme, Arts Tasmania expects all new participating arts businesses to be members of NAVA, who as such will uphold the [NAVA Code of Practice for Commercial Galleries](#).

This requirement is included in the terms and conditions of the COLLECT Arts Purchase Scheme Agreement. Therefore businesses wishing to participate in the scheme should adhere to the above requirement before submitting an application. For more information see the [NAVA website](#).

#### What is the administration fee?

Participating businesses are required to pay an administration fee of 1.5% of sales made through the scheme. Arts Tasmania will issue invoices on a six monthly basis.

#### Application assessment

COLLECT is administered under the Cultural and Creative Industries Act 2017, therefore all applications to participate in the scheme are assessed by an Expert Peer Panel which generally convene's three times per year (in 2018 this was in April; August and November). Please keep these time frames in mind when applying.

Applications are assessed against the criteria of quality, planning and business practice.

### Eligibility Checklist

Arts businesses are eligible for consideration for the COLLECT Art Purchase Scheme if they meet the following criteria.

#### The arts business (please tick): \*

- ☐ has operated as a commercial arts retailer for more than 12 months prior to application
- ☐ operates under a company, partnership or sole trader structure (Please contact Arts Tasmania before completing this application if the business operates under any other legal structure)
- ☐ represents professional artists
- ☐ primarily sells artwork by Tasmanian artists
- ☐ is able to demonstrate it holds NAVA membership
- ☐ has a dedicated website that profiles the business and the artworks or has a web presence that specifically promotes the arts aspect of the business
- ☐ has a minimum of \$10 million public liability insurance cover
- ☐ has no outstanding grants acquittals with Arts Tasmania
- ☐ will create a link from the arts business's own website to the COLLECT site and;
- ☐ will use the COLLECT logo provided to promote the scheme on its website

### Organisation's details

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\* indicates a required field

### Trading details

**Trading name \***

Organisation Name

**ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

**Street address \***

Address

  

This must be the physical address of the arts business.

**Postal address \***

Address

  

**Phone \***

**Email \***

### Contact details

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### Name \*

Title

First Name

Last Name

### Position \*

## Employees

### How many employees does your business have (head count): \*

Include yourself if you work in the business

### How many positions is this in Full Time Equivalents (FTEs): \*

## NAVA membership

We require you to provide proof of NAVA membership. This may be a confirmation email from NAVA, a copy of your membership card or screenshot of your account details.

### Proof of NAVA membership \*

Attach a file:

## Public liability insurance

Arts businesses are required to have a minimum of \$10 million public liability insurance cover.

Attach a certificate of currency as evidence of public liability insurance cover.

### Certificate of currency \*

Attach a file:

## Operational activity

\* indicates a required field

## Opening hours

Enter the hours that the arts business is open to the public.

Opens

Closes

.

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<b>Monday</b>	<input type="text"/>	<input type="text"/>
<b>Tuesday</b>	<input type="text"/>	<input type="text"/>
<b>Wednesday</b>	<input type="text"/>	<input type="text"/>
<b>Thursday</b>	<input type="text"/>	<input type="text"/>
<b>Friday</b>	<input type="text"/>	<input type="text"/>
<b>Saturday</b>	<input type="text"/>	<input type="text"/>
<b>Sunday</b>	<input type="text"/>	<input type="text"/>
<b>Public holidays</b>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

### Months closed

### Other opening hours information

For example, alternative hours during winter.

### How many people do you estimate visited your arts business in the 12 months prior to this application? \*

- |                                 |                                     |  |
|---------------------------------|-------------------------------------|--|
| <input type="radio"/> 0 - 100   | <input type="radio"/> 501 - 1 000   | <input type="radio"/> 5 000 - 10 000   |
| <input type="radio"/> 101 - 500 | <input type="radio"/> 1 001 - 5 000 | <input type="radio"/> More than 10 000 |

## Sales

### Whose artwork do you sell? \*

- ☐ Your own artwork  
☐ The artwork of others

### How are artworks sold? \*

- ☐ A range of stock items  
☐ Works through changing exhibitions  
☐ Commissions

### How many different product lines do you have on sale at any one time? \*

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Must be a number.

**On average, how many exhibitions do you hold per year? \***

Must be a number.

**What is the average length of each exhibition? \***

**Approximately what percentage of your sales are commissions? \***

Must be a number.

**Do you sell artwork through your website with the financial transaction taking place online? \***

- ☐ Yes  
☐ No

**What percent of your sales take place online? \***

Must be a whole number (no decimal place) and between 0 and 100.

**In the space provided below, describe the artistic rationale for your business or your exhibition policy. \***

## Profit and loss statement

Please provide a [profit and loss statement](#) for the arts business for the past 12 months.

**Profit and loss statement \***

Attach a file:

## Artists and artworks

\* indicates a required field

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### Artists

**How many artists does your arts business represent? \***

**How many Tasmanian artists does your arts business represent? \***

**Describe your artist selection policy: \***

**Provide a list of all the artists that you represent and identify the Tasmanian artists.**

Arts Tasmania defines Tasmanian artists as those who have resided in Tasmania for at least six of the twelve months prior to the proposed sale of the artwork through the COLLECT Art Purchase Scheme.

Use the + and - buttons at the right hand side to add and remove rows.

**Artist**

**Tasmanian artist**

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### Artworks

Provide examples (up to five) of artworks you sell. This list should give an indication of the quality and diversity of the artworks sold.

Artist	Description	Retail price (\$)	Upload	Website
		\$		
		\$		
		\$		
		\$		
		\$		
				Must be a URL.

**Which of the following types of artwork does your business sell? \***

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Paintings              | <input type="checkbox"/> Jewellery      | <input type="checkbox"/> Photography                 |
| <input type="checkbox"/> Furniture design       | <input type="checkbox"/> New media      | <input type="checkbox"/> Textiles                    |
| <input type="checkbox"/> Glassware              | <input type="checkbox"/> Wood/metalwork | <input type="checkbox"/> Ceramics                    |
| <input type="checkbox"/> Limited edition prints | <input type="checkbox"/> Sculpture      | <input type="checkbox"/> Other: <input type="text"/> |

**What is the price range of artworks sold at your arts business? \***

- ☐ \$0 - \$50      ☐ \$201 - \$500      ☐ \$5 001- \$10 000

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☐ \$51 - \$100  
☐ \$101 - \$200

☐ \$501 - \$1 000  
☐ \$1 001 - \$5 000

☐ \$10 001 and above

**Do you sell artworks by Aboriginal and Torres Strait Islander artists? \***

- ☐ Yes  
☐ No

### Indigenous Art Code

COLLECT participants that sell artwork by Aboriginal and Torres Strait Islander artists are required to comply with the [Indigenous Art Code](#).

If you are unsure if you are meeting the principles of the code please contact Arts Tasmania.

**Do you comply with the principles of the Indigenous Art Code? \***

- ☐ Yes  
☐ No

**Are you a signatory to the Indigenous Art Code? \***

- ☐ Yes  
☐ No

### Contractual relationships

\* indicates a required field

**Do you have an existing relationship with a gallery or third party that also sells your artwork? \***

- ☐ Yes  
☐ No

List the galleries or third parties which also sell your artwork.

Use the + and - buttons at the right hand side to add and remove rows.

**Name of gallery or third party**

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**Provide details of these contractual relationships: \***

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### Marketing and promotion

\* indicates a required field

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### Which of the following marketing and promotional activities do you currently use to promote your business? \*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Interstate media   | <input type="checkbox"/> Newsletters             | <input type="checkbox"/> Social media                |
| <input type="checkbox"/> Mail outs          | <input type="checkbox"/> International art fairs | <input type="checkbox"/> Website                     |
| <input type="checkbox"/> National art fairs | <input type="checkbox"/> Paid advertising        | <input type="checkbox"/> Other: <input type="text"/> |

### Marketing collateral examples

Please provide three samples of marketing collateral that demonstrates the type of artwork you sell and the way in which you promote your business. For example you may like to include an invitation, a recent newsletter or an exhibition catalogue.

You may choose to upload files or provide a website link.

Description	Upload	Website

## Certification

### Right to information

Information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009*.

### Personal information collection

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the Department for the purpose of assessing your application and related activities. Failure to provide this information may result in your application not being assessed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

## Certification

### I certify that:

- All the details supplied in this application form are correct.
- I have read and understood the section on Confidentiality and the Right to Information Act and accept the terms.
- I give Arts Tasmania permission to profile the arts business on the COLLECT Art Purchase Scheme website and in other online and print publications for the purpose of promoting the scheme.



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- I have read the COLLECT Art Purchase Scheme Arts Business Guidelines.

I agree

☐ Yes

**Press the 'Next Page' button to review your application.**

**Once your application is complete and you do not wish to make any further changes press 'Submit'.**

**You will receive a confirmation email which lets you know we have received your application. If you do not immediately receive this email please contact us.**

**You can print or download a copy of your application after it has been submitted.**