

# Community Arts Grants Funding Guidelines

## Funding for Grants between \$500 and \$2500

Greater Shepparton City Council is pleased to offer funding for projects which build or strengthen Greater Shepparton communities through its Community Arts Grant. This grant will support the development and implementation of community arts activities and projects as part of Council's commitment to participation in the arts.

The intention of the funding is to facilitate projects which achieve some or all of the following objectives:

- Enhance the wellbeing of the community through artistic activities and pursuits which create cultural wealth.
- Encourage participation in arts and cultural activities for individuals, groups and the broader community.
- Encourage, support and promote innovation and skill development in the arts.
- Celebrate local and emerging culture and identity.
- Promote and encourage enduring and sustainable arts activities including those which may generate cultural tourism or income generating opportunities for artists.

Funded projects must be able to demonstrate:

- The project is inclusive.
- It has wide community support.
- It results in an artistic community benefit that is sustainable or has a lasting legacy.
- The applicant has the resources and capacity to complete the project successfully.
- The grant is requested for expenditure items in the budget that are eligible for funding.
- Meet one or more of the objectives in the Council Plan. A copy of the Council Plan can be viewed at [www.greatershepparton.com.au](http://www.greatershepparton.com.au)

**See the Greater Shepparton City Council website for information on how to apply.**

[www.greatershepparton.com.au/grants-and-funding](http://www.greatershepparton.com.au/grants-and-funding)

**Please speak to the Grants Officer before completing your application**

**Phone 03 5832 9700**

If you require assistance with the application process staff are available to help you.

Council staff are available to discuss your project ideas.

Grant information sessions are conducted throughout the year.

**Please read the Guidelines carefully to ensure you are eligible to apply and to assist you to complete all sections of the application process.**

**Note:** If an application is approved, a grant may be for less than grant applied for. Grants will be determined after all applications have been received and assessed according to the intention of the Community Arts Grants and the eligibility of the application.

## Eligibility

- Applications may be made by community groups which specifically form to carry out the project or by not-for-profit community, arts or cultural groups which already exist and whose principal activities are conducted within the Greater Shepparton area.
- Where an event is not primarily arts or culture related, the Community Arts Grant may only be applied to the arts component of the project. However, in some cases it may be more appropriate for an applicant to apply for one of Council's other Community Grants. Please call Council's Community Grant Officer if you are unsure.
- Where an application is made by a group that is not an Incorporated Association, the applicant will need to form an agreement with an incorporated not-for-profit Community Group, Organisation or Club which is willing to manage the grant funds ("auspice the grant") on their behalf.
- If you are considering making an application as an unincorporated body it is advisable to contact Council prior to making your application. A letter will be required from your auspice organisation confirming their willingness to accept the auspice role.
- Applicants are required to have a current \$20 Million Public Liability Insurance policy.
- Applications will be accepted from Schools and Churches where it identifies that the project will have broader community benefit and is not a part of the core business of the organisation.
- If there is high demand for funds, priority may be given to organisations that have not previously received funding for a Community Arts Grant.

## What will NOT be funded

- Applications will not be accepted from or on behalf of individuals.
- Applications received after the closing date will not be eligible.
- Applicants who have previously been funded by Council and have failed to comply with the financial, project monitoring and/or reporting requirements.
- Groups/organisations that operate for profit.
- Successful applicants may not apply for further grants in subsequent grant rounds for projects that have already been funded.
- Applicants can only apply in one category of Council's Community Grants for their project.
- Fundraising activities.
- Funding is NOT available for ongoing expenses or for projects which have already commenced or have been completed.

**FUNDING IS NOT AVAILABLE FOR COMPETITIONS, EISTEDDFODS, PRIZE MONEY, CAPITAL WORKS, ANNUAL FEES, CHARGES and/or SUBSCRIPTIONS.**

## Shared funding

Grants will be looked on more favourably under this fund if the grant adds to a contribution being made to the project by the applicants. The applicants' contribution can either be financial or "in-kind".

An in-kind contribution is part of the project that would normally be paid for but is given to the project at no cost. Council wishes to be as flexible as possible regarding this fund. The ability to provide financial and in-kind support to a project by the applicants will be taken into account during the review process to ensure a fair distribution of grant funds.

***For example, if a business lets you use their photocopier for free, you can include how much it would have cost to have copying done elsewhere as an in-kind contribution; or if you have volunteers working on your project their contribution to the project may be included at a value of \$25 (for unskilled labour), \$40 (qualified trades person) or \$65 (for machinery hire including driver) for each hour they work.***

## Budget

The budget should include details on all sources of income and funding which will be used to deliver the arts project and all expenditure involved in the project. **Income and expenditure must be equal.** Please provide a copy of quotes with your application for items over \$1,000.

The budget should include details of the cash contribution the applicant is making to the total costs of the project.

It is also necessary to detail the in-kind contributions, if any, that will be made to the project in the 'other inputs' section.

Please refer to the sample budget. Quite often, applicants find the budget can be one of the most difficult parts of the application. If you have any queries about the budget please do not hesitate to contact Council.

## Sample Budget

### Budget

\*indicates a required field.

The amount you are requesting from Council. Ex GST

**Total Amount Requested \***  What is the total financial support you are requesting in this application? Excluding GST.

**Total Project/Program Cost \***  What is the total budgeted cost (dollars) of your project? Including GST.

**Is your organisation registered for GST? \***

Yes - your grant will attract GST, please allow for this in your budget

No - your grant will not attract GST

List all financial contributions, **income** type, status of funds and any notes

Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Notes
Community Arts Grant *	Grants <input type="text" value=""/>	Unconfirmed <input type="text" value=""/>	1000 *	<input type="text" value=""/>
Smith Family Donation	Philanthropic Funds / Donations <input type="text" value=""/>	Unconfirmed <input type="text" value=""/>	500	<input type="text" value=""/>
Applicant contribution / Fund	Cash / Earned Income <input type="text" value=""/>	Confirmed <input type="text" value=""/>	2250	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

List all **expenditure**, include any notes and attach quotes

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
Artists Fees *	Project and Production <input type="text" value=""/>	\$1500 *	Quote Attached <input type="text" value=""/>
Materials	Other Expenditure <input type="text" value=""/>	250	<input type="text" value=""/>
Advertising	Advertising and Promotion <input type="text" value=""/>	1000	Social Media, Posters, Flyers, F <input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

**Total income and total expenditure must be equal.**

**Please note: the totals will automatically calculate themselves.**

Please include (in the other inputs section) details of any contributions to the project that you would normally pay for, but are being received at no cost to the project.

If you have volunteers working on the project, include their contribution valued at:

- \$25 per hour for unskilled labour
- \$40 per hour qualified trades person
- \$65 per hour machinery hire including driver

What other inputs will you need in order to successfully carry out this project?	Value	Confirmed?
	\$	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
<small>Non-financial inputs could include staff/volunteers' time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support. *If you have volunteers working on the project, include their contribution. \$25 per hour for unskilled labour. \$40 per hour qualified trades person. \$65 per hour machinery hire including driver.</small>		
	Must be a dollar amount.	

In-kind contributions are those you would normally pay for, but will be received by the project at no charge

### Assessment

Your application will be assessed by a panel of Council staff, with broad representation from across Council departments.

The assessment panel's recommendations will be:

- Presented to Council within a Council Report to be prepared by Council Officers
- Considered by Council for funding allocation at a formal Ordinary Council Meeting
- All applicants will be notified in writing as to the outcome of their application

In some cases, the assessment panel may consider your application as more suited to one of Council's other grant programs. If your application is considered by another funding program, Council will contact you to let you know and may ask for additional information.

### Approvals

In some cases, approvals/permits may be required to carry out the proposed project. Applicants should discuss their project with the responsible body eg: Council or a Victorian Government Department, prior to submitting their application. Your offer of funding will be made conditional to you obtaining regulatory approvals. The approval/permit must be obtained within 6 weeks of your offer of funding or an extension negotiated and approved. Council officers can assist applicants with the process of gaining approvals.

### Supporting local business/economy

Wherever possible, Council encourages local sourcing of goods and services.

### Access and Inclusion

Council are committed to providing dignified equitable access for all. It is important that applications are inclusive of people living with a disability and their carers. This may include considerations to the following:

- Accessible parking at the venue
- Provision of accessible facilities such as toilets, ramp access and accessible seating
- Consideration for assistance animals
- Acceptance of Carer Cards and/or Companion Cards for carers
- Information available in accessible format, such as large print and signage
- If required, use of interpreters, such as Auslan for people who are Deaf

For further information, please contact Council's Access and Inclusion Officer on 5832 9592.

## Cultural diversity

Council strongly supports cultural diversity within our municipality and ensuring our community is inclusive of all. It is therefore important that applicants demonstrate their pro- diversity practices within their application. This can include any demonstration of the following:

- Advertising events in plain English
- Ensuring event membership is open to everyone
- Availability of foods prepared with religious or cultural inclusion in mind.
- Ensuring all published materials avoids acronyms and jargon
- Taking religious and cultural occasions into consideration when planning events
- Considering uniform alterations for religious dress wear practices
- Availability of interpreters and translated information

For further information please contact Council’s Cultural Development Officer on 5832 9527.

## Environment

Council aims at ensuring that the environment is a major priority in planning for the future. When planning your project, consideration should be given to how you can avoid negatively impacting our environment and promote sustainability.

## Acknowledgement

Successful grant recipients are required to acknowledge the support provided by Greater Shepparton City Council on promotional material for the project, through the use of the Council logo on any project material, and/or to recognise Council support through media coverage.

## Acquittal

You will be required to report back to Council when your project is completed. This process is important because it enables Council to continuously evaluate the success of the Community Arts Grant. Your acquittal is to be completed on the online portal and should include:

- A summary of the project including your feedback on the things that went well and also things that did not go according to plan
- A Financial Statement must be completed together with receipts attached
- Copies of promotional materials, photographs or video for the purpose of promoting the Community Arts Grant through Council publications and the website

All projects should be completed and acquitted within twelve months of receiving funds.

A group which fails to submit their acquittal documents is ineligible to apply for funding under any future rounds of the Community Arts Grant until their acquittal is completed and reviewed by Council.

## Timeline

Once applications close, each application is assessed by a panel. A report is then prepared and presented at the Ordinary Council Meeting. Applicants will be notified of the decision after the Council Meeting. Funding agreements are then forwarded to successful applicants for sign off and acceptance.

Round	Council Meeting	Funds available	Suitable for projects run	Acquittal Due
Round 1	October	From November	Between November and May	June
Round 2	April	From May	Between May and November	December

**Greater Shepparton City Council warmly welcomes your application.**