

Arts and Cultural Grant Program Guidelines 2020-21



Introduction

Maroondah City Council welcomes you to the 2020/2021 Arts and Cultural Grant Program Guidelines.

Overview of the Arts and Cultural Grant Program

Maroondah Council's Arts and Cultural Grant Program supports a diverse and culturally rich Maroondah through community driven projects, initiatives and events that increase arts profile and participation. These initiatives may focus on a wide variety of art forms.

Organisations are only permitted to submit one application for either Arts and Cultural Grant or for Community Development Grant.

Queries can be directed to:

Arts and Cultural Development Officer
Belinda Robertson
Tel: 9298 4537 or
email belinda.robertson@maroondah.vic.gov.au

The Arts and Cultural Grant Program is accessed through the online SmartyGrants system. You can preview the application form and be aware of any documents you will need to attach and you can save and return to your application as often as you like before finally submitting it.

To make the online submission process as easy as possible, we have the following available:

- Help Guide for Applicants and Applicant FAQs at <http://applicanthehelp.smartygrants.com.au/>
- Smarty Grants Help Line: 9320 6888

Arts and Cultural Grant Program 2020/21 timeline

Dates to remember

Tuesday 10 March 2020	The Community Grants and Arts and Cultural Grant Program opens online http://www.maroondah.vic.gov.au/Community-support-services/Community-funding-grants
Wednesday 25 March 2020 7pm to 8.30pm	Grants Writing Workshop Maroondah City Council, Braeside Ave, Ringwood
Thursday 26 March 2020 9.30am to 11am	Grants Writing Workshop Maroondah City Council, Braeside Ave, Ringwood
Friday 24 April 2020	Closing date for all applications
May 2020	Assessment process
Late June 2020	Notification of outcomes
Wednesday 22 July 2020	Grants presentation evening
Monday 31 May 2021	Final day for submission of 2020 Grant Acquittal/Evaluation report

Please note that except for the closing date, timelines may be affected slightly due to unforeseen circumstances.

The Arts and Cultural Grant Program

Maroondah Council's Arts and Cultural Grant Program supports a diverse and culturally rich Maroondah through community driven projects, initiatives and events that increase arts profile and participation. These initiatives may focus on a wide variety of art forms.

Objectives

- increases community participation in arts and cultural activities. Enhance and celebrate local identity through high quality projects with artists and community.
- build and strengthen local networks within the Maroondah community and to encourage partnerships and collaboration with community, business and Council.
- strengthen the identity and profile of the arts in Maroondah through effective arts programming and marketing.

Eligibility

Applicants must:

- be an incorporated community group with not-for-profit status or auspiced by an eligible organisation
- be located within, or servicing, the Maroondah Community
- maintain public liability insurance cover (\$20 million minimum).

The following are not eligible:

- special events that show or in the past have shown significant profit
- projects that are repeated as part of the organisation's annual or regular program activities
- new building projects, capital works requests or facility maintenance projects
- fundraising activities
- multiple applications
- funding to individuals except through an eligible auspice

Assessment criteria

Council assess your application by considering the information you provide in your application form. The assessment criteria section is extremely important. Projects do not have to address all the listed criteria. Please only address those criteria relevant to your project.

Community building

Projects that increase participation, encourage volunteering, provide leadership opportunities and increase learning and skill development.

Community benefit

New initiatives or the expansion of an existing service that will address a clearly identified community need or opportunity and contribute to improved well-being.

Community support

Funding for community groups that provide help, advice or support to a specific population group who share a common experience.

The Arts and Cultural Grant Funding proposal must also meet 2 or more of the following criteria:

- supports a diverse and culturally rich Maroondah through community driven projects, initiatives and events that increase the profile and participation in the arts
- involves the participation of a skilled artist/s or arts worker who is suitable to the desired outcomes of the project
- supports further creative development of existing activities with new and innovative approaches and activities.

Timelines

The Arts and Cultural Grant Program 2020/21 opens at **9am, Tuesday 10 March 2020**. The grants close **4pm, Friday 24 April 2020**.

Grant Writing Workshop

Wednesday 25 March 2020 7pm to 8.30pm	Grants Writing Workshop Maroondah City Council, Braeside Ave, Ringwood
Thursday 26 March 2020 9.30am to 11am	Grants Writing Workshop Maroondah City Council, Braeside Ave, Ringwood

To book, contact Arts and Cultural Development Officer Belinda Robertson on 9298 4537 or belinda.robertson@maroondah.vic.gov.au

Further information

For further information on the Arts and Cultural grants please contact Council's Arts and Cultural Development Officer on 9298 4537 or belinda.robertson@maroondah.vic.gov.au

The role of an Auspice organisation

The role of an auspice organisation is to receive, manage and acquit the grant funding for another organisation/group. The grant applicant will need to provide evidence that an auspice organisation has agreed to undertake these tasks. An auspiced organisation must be incorporated and with not-for-profit status.

Eligible not for profit organisations can at their discretion auspice/nominate an individual artist to deliver on their proposed project.

Tips for completing all grant applications

- Check that your organisation and project/program are eligible.
- Council strongly encourages you to contact the Arts and Cultural Development Officer Belinda Robertson on 9298 4537 or email belinda.robertson@maroondah.vic.gov.au to discuss your proposal.
- If possible, secure community and/or business partners – partnerships between organisations are encouraged.
- If possible, seek complementary funding and/or sponsorship in addition to the grant requested from Council.
- Be realistic - only ask for what you need.
- Make plans in case the project is only part funded.
- Check the timing of the funding program is relevant to your project/program.

Tips for stating your budget

- It is important that you complete your budget carefully and comprehensively.
- Include evidence of any price quotes if applicable.
- If your organisation **IS registered for GST** – please do not add GST to any amounts in your budget.
- If your organisation **IS NOT registered for GST** – please include all GST on expenditure items.
- In all applications, make sure you declare all sources of income relating to the project, including other grants.
- Please reflect donations and any in-kind assistance that relate to the proposed project (for example, free use of room) in **both sides** of your budget (see art space rental example below).
- Grants are generally around \$1,000 - \$5,000, with an average of \$3,800
- We encourage you seek complimentary funding/sponsorship for your project

Budget (GST Exclusive)

Include all your proposed TOTAL budget for this project including the proposed Council contribution. List specific items/services of expenditure with estimated cost. Income should equal expenditure. Please clearly identify the proposed Council contribution.

See Example Budget below

Income	\$	Expenditure	\$
Not for Profit Organisation (admin, marketing/promotion + launch)	1,500	Administration including any Auspice fees	400
Volunteer (in-kind) time (part project management)	1,250	Project Management	1,200
Materials (in-kind support)	800	Skilled artist or arts worker	3,800
Funding from other sources	1,000	Materials	1,200
Maroondah City Council Arts & Cultural Grant	3,200	Marketing + promotion	800
		Launch	350
	\$7,750		\$7,750

Step-by-step online application guide

1. Check that your organisation is eligible to apply and that your proposed program/project meets the funding criteria and falls within the grant timelines.
2. Go to the Community Grant Funding page on Council's website at <http://www.maroondah.vic.gov.au/Community-support-services/Community-funding-grants>
3. Go to <http://applicanthelp.smartygrants.com.au/>. Here you will find the Help Guide and FAQs. These documents will walk you through the process of applying. There is also a SmartyGrants Help Line available for you to call on 9320 6888, 9am to 5pm, Monday to Friday.
4. Don't forget to save your application as you go.
5. Submit your application.
6. On receipt of the application an acknowledgment will be emailed to you.

Closing date for all applications is Friday 24 April 2020 at 4pm.

Conditions of funding

- Programs will not be funded retrospectively (i.e. they cannot have already occurred).
- Organisations are only permitted to submit one application to either the Community Development Grants Scheme, the Small Equipment Grants Scheme or the Arts & Cultural Grants Program.
- Funds will be distributed after Wednesday 22 July 2020 and must be expended or assigned to an item of expenditure by 31 May 2021 in accordance with the funding agreement.
- All sections of the application must be fully completed and include all requested attachments
- It is a condition of funding that applicants be incorporated under the Associations Incorporation Act or be auspiced by an incorporated not-for-profit organisation. Schools and churches may be exempt from this.
- Applications will not be assessed if previous grants have not been acquitted by the due date.
- Successful organisations/groups will be notified by email via Smarty Grants. An Electronic Funding Agreement will be attached The Agreement outlines the terms and conditions of the grant and needs to be completed and submitted.
- Successful applicants will be required to complete a grant acquittal by 31 May 2021.

Please note:

- Auspiced applicants must provide a letter from the auspicating organisation confirming their commitment to the project and willingness to manage funds on behalf of the applicant. Public liability coverage must also be confirmed with a copy of the current Certificate of Currency uploaded into the Application form.
- Organisations/groups applying for a grant must be able to demonstrate how their project will directly benefit residents of Maroondah. The project must have a clear Maroondah focus.
- Council reserves the right to refuse funding.
- There is an expectation that representatives from successful organisations will attend the grant presentation evening on Wednesday 22 July 2020.

Insurances and industry obligations

Applicants must demonstrate that all relevant insurances are in place and that Public Liability Insurance is held to a minimum cover of \$20 million.

A copy of the certificate of currency covering the 2020/21 funding period must be included with the application. **If successful, the applicant should, wherever possible, ensure that Council is named as an interested party on the public liability policy.**

Financial Terms of Funding

- Grants will be distributed on receipt of the submitted online Grant Funding Agreement and following the Community Grants Presentation evening held on Wednesday 22 July 2020.
- The project budget must detail all expenditure and income items.
- All Grants will be subject to the Goods & Services Tax (GST). All organisations must submit one of the following to receive payment:
 - **Organisations with an Australian Business Number (ABN) registered for GST** - A tax invoice, inclusive of GST stating the organisation's ABN.
 - **Organisations with an Australian Business Number (ABN) not registered for GST** - An invoice stating the organisation's ABN.
 - **Organisations without an Australian Business Number (ABN)** - An invoice for the Grant amount and a completed Statement by Supplier form.

Please note that if your organisation is auspiced, funds will be paid to the auspicating organisation.

Acknowledgement of Council

It is a condition of funding that Maroondah Council is acknowledged for the grant received. Please refer to the Acknowledgment and Publication Guidelines sent to each successful applicant.

Need further assistance?

Contact Arts and Cultural Development Officer - Belinda Robertson on 9298 4537 or email belinda.robertson@maroondah.vic.gov.au

Privacy Statement

Maroondah City Council is committed to the privacy principles as prescribed by the Information Privacy Act and the Health Records Act. Your information is required to ensure that your application can be assessed and a determination made on it. Personal and identifying information will not be disclosed except as required by law.