

Arts and Cultural Grants Program Guidelines 2023-24



Pictured: YourDNA FUZE Ensemble's *PORTAL*. Photo by Tex Miller. Supported by the Maroondah Arts and Cultural Grant Program

Introduction

Maroondah City Council welcomes you to the 2023/2024 Arts and Cultural Grant Program Guidelines.

We, in the spirit of Reconciliation, acknowledge the Wurundjeri People of the Kulin Nation as traditional custodians of the land now known as the City of Maroondah, where Indigenous Australians have performed age-old ceremonies. We acknowledge and respect their unique ability to care for Country and their deep spiritual connection to it. We pay our respects to their Elders, past, present and emerging.

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 each year for either an Arts and Cultural Grant, a Community Development Grant, an Emergency Relief Grant, or a Small Equipment Grant.

Queries can be directed to:

Community Cultural Development Officer

Mattie Young

Tel: 03 9298 4533 or

Email: mattie.young@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. 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, the following assistance is 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 2023/24 timeline

Tuesday 7 March 2023	All About Arts Grants Information Session
Tuesday 14 March 2023	The Community Grants Funding Program and Arts and Cultural Grants Program opens online
Friday 28 April 2023	Closing date for all applications
May 2023	Assessment process
Late June 2023	Notification of outcomes
Wednesday 19 July 2023	Grants presentation evening
Friday 31 May 2024	Final day for submission of 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

- To increase community participation in arts and cultural activities.
- To enhance and celebrate local identity through high quality projects with artists and community.
- To build and strengthen local networks within the Maroondah community and to encourage partnerships and collaboration, including with community, business, Council, traders, schools, other organisations, etc.
- To strengthen the identity and profile of the arts in Maroondah through effective arts programming and marketing.

Eligibility

The following are eligible to apply:

- Incorporated community groups with not-for-profit status
- Individual applicants who are auspiced by an eligible organisation
- Applicants must be located within, or servicing, the Maroondah Community
- Applicants must 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, without evidence of innovation
- new building projects, capital works requests or facility maintenance projects
- small equipment purchases - these should be directed to the Small Equipment Grants Scheme
- assistance for community groups with urgent or unforeseen costs and for individuals to meet costs associated with participation in community activities including arts and culture interests - these should be directed to the Community Assistance Fund (open all year)
- fundraising activities
- multiple applications
- funding to individuals except through an eligible auspice

Assessment criteria

Council will 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 but it is important to address those relevant to your project.

Applications must address at least one of the following 'Community' criteria:

- **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.

Applications must also meet at least two 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, arts worker or arts and cultural group 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 2023/24 opens at **9am, Tuesday 14 March 2023**. The grants close **4pm, Friday 28 April 2023**.

Grant Information Session

All About Arts Grants will be held on the evening of Tuesday 7 March. This session will cover information about the grant program, as well as tips and advice on completing your application. The session will also cover information about sourcing and applying for other grant opportunities in the community.

To RSVP for *All About Arts Grants*, please visit the [website](#).

Further information

For further information on the Arts and Cultural grants please contact Community Cultural Development Officer, Mattie Young Tel: 03 9298 4533 or email mattie.young@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 Community Cultural Development Officer, Mattie Young Tel: 03 9298 4533 or email mattie.young@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. Include details of any additional confirmed or pending funding in your grant application.
- Be realistic - only ask for what you need.
- Make plans in case the project is only partially funded.
- Check that the timing of the grant funding is relevant to your project/program. **Projects will need to take place between July 2023 and May 2024.**

Tips for 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 complementary funding/sponsorship for your project

Budget (GST Exclusive)

Include all your proposed TOTAL budget income and expenditure 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 (pending or confirmed)	1,000	Materials	1,200
Maroondah City Council Arts & Cultural Grant	3,200	Marketing + promotion	800
		Launch	350
	\$7,750		\$7,750

Projects on Council-owned sites policy

There are a few things to note if the plans for your grant project involve a Council-owned site.

Events on Council land

Any planned event on Council land requires an Event application form to be submitted at least four months prior to your event. Please note, this is separate to the Grant Application Form. Council land includes facilities such as: sporting reserves, bushland reserves, open space, roads, car parks. More information can be found at <https://www.maroondah.vic.gov.au/Explore/Whats-on-in-Maroondah/Running-an-event-on-Council-land>

Public art on Council-owned sites

If you wish to install public artwork as part of your grant project, Council recommends finding a site that is privately-owned, but with public exposure, subject to approval of the site owner. Public art projects on Council-owned sites can be more complex due to the nature of risk management, maintenance costs and infrastructure upgrades on Council sites.

If your project includes any public art component, it is essential that you contact Community Cultural Development Officer, Mattie Young (details above) and the Public Art Program Lead (publicart@maroondah.vic.gov.au) to discuss further.

Grant applications for public art projects will be additionally assessed on the applicant's understanding of the logistics, risk assessment and site-management of public art projects.

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. Liaise with the Community Cultural Development Officer for any questions about the application, or your eligibility.
3. Go to the Arts and Cultural Grants Funding page on Council's website at <https://www.maroondah.vic.gov.au/Community-support-business/Community-funding-grants/Arts-and-Cultural-Grants-Program>
4. 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.
5. Don't forget to save your application as you go.
6. Submit your application.
7. On receipt of the application an acknowledgment will be emailed to you.

Closing date for all applications is Friday 28 April 2023 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, the Emergency Relief Grants Scheme, or the Arts & Cultural Grants Program.
- Funds will be distributed in late July 2023, after the Grant Recognition Event, and must be expended or assigned to an item of expenditure by 31 May 2024 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 2024.

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 in late July 2023.

Child Safety

Maroondah City Council is committed to being a child safe organisation where all children and young people are valued and protected from harm and abuse. We have zero tolerance for child abuse. As part of our commitment to the Victorian Child Safe Standards, Council has child safety requirements in place to help ensure the safety of children and young people under 18 years of age when providing grant funding to other organisations, groups or individuals. Council will request information and evidence in support of this at the grant application and/or funding agreement stage.

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 2023/24 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 in late July 2023.
- 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 auspicing organisation.

Acknowledgement of Council

It is a condition of funding that Maroondah Council is acknowledged for the grant received on print, online and social channels.

Please refer to the Acknowledgment and Publication Guidelines sent to each successful applicant.

Need further assistance?

Contact Community Cultural Development Officer, Mattie Young Tel: 03 9298 4533 or email mattie.young@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.