

CREATIVE COMMUNITY GRANTS GUIDELINES

ROUND 1 2021

GENERAL OVERVIEW

The Creative Community Grant Program looks for projects that helps to achieve the goals and outcomes of and the strategic objectives of the Golden Plains Shire Council's Arts and Culture Strategy 2018-2022. <https://www.goldenplains.vic.gov.au/sites/default/files/GPS%20Arts%20and%20Culture%20Strategy%20018-22.pdf>

Creative Community Grants applications for up to \$10,000 will be considered.

The priority areas are:

- Opportunities for residents to connect and engage with their local community through participating in creative experiences.
- Support the local artistic community.
- Arts and Culture as a tool to revitalize local spaces.

Please note: At the time of publishing, Government restrictions are in place in response to the COVID-19 pandemic. Council recommends that in the preparation of applications and delivery of grant projects individuals/groups are aware of and adhere to the most recent advice provided. Information can be found at <https://www.australia.gov.au/>

WHAT WILL WE FUND

Council will consider applications from incorporated community groups and organisation's for projects including but not limited to:

- Workshops.
- Arts activities as part of community festivals or events.
- Artist-in-residence programs.
- Public art and design projects.
- Performances.
- Community seminars and forums.
- Exhibitions.
- Activities or projects which support the development of lost trades.
- Other local arts initiatives.

WHAT WILL NOT BE FUNDED:

Council **will not** provide funding for the following:

- Activities that are inconsistent with Council priorities or Community strengthening grant program objectives.
- An applicant whose project has received Golden Plains Shire funding for the same activity within the same financial year, including through budget allocation or another grant stream of funding.
- An applicant that has failed to provide satisfactory acquittal reporting from any previous Golden Plains Shire Council funding.
- Projects that only provide direct financial benefit to a commercial business or individual with no significant community outcome.
- Projects outside of Golden Plains Shire.
- Works that have already commenced.
- Duplicates of existing services/activities unless it can be demonstrated that it meets an unmet community need.
- Are solely curriculum based (primary or secondary school). Only applicants that demonstrate a broader community partnership approach will be considered.
- Applicants that rely solely on Golden Plains Shire Council funding (i.e. applicants cannot apply for 100% of project costs).
- An organisation's recurring operational costs, such as salaries, rent and utilities or administrative project costs, such as salaries (excluding artist wages), rent and insurance.
- Funding for individuals to attend conferences, training, or workshops, as well as funding for prizes, donations, awards, scholarships, or gifts.
- Professional development for individual artists.

ELIGIBILITY CRITERIA

- Community groups and organisation's must be incorporated and not for profit.
- Groups may submit multiple applications per financial year but may only submit one application per project.
- Government organisation's and agencies are not eligible to apply. However, kindergartens, Committees of Management, or other community committees are eligible.
- Primary and Secondary schools are eligible to apply for arts and culture projects which are completed fully within Golden Plains Shire if the project is not solely curriculum based and can strongly demonstrate a partnership with another community organisation.
- Applicants must match the requested funding through either cash or in-kind (volunteer labor) contributions.
- The number of times an applicant has previously received funding through the Creative Community Grant stream will be considered during the assessment process. Council may choose not to fund a project by applicants who have previously received funding should the program be oversubscribed.
- For community facilities, applicants must either be the owner of the building/facility or have the written consent form the owner. Consent evidence must be attached to the application online.

- If the community facility is Council-owned building, the applicant must discuss the project with a Golden Plains Shire Council officer prior to submitting the application.

FUNDING CRITERIA (WEIGHTED, OUT OF 100)

All applications will be assessed by an internal assessment panel against the following criteria:

Applicants must align with the grant focus areas

- The objectives of the project are clearly identified 10%.
- The project and the intended target group aligns with the grant focus areas 30%.

Direct benefit to the Golden Plains Shire Community

- The project delivers clear and measurable outcomes and benefits to the target group 20%.
- There is potential for the project to have lasting community impact 20%.

Capacity of the organisation to manage the funding and deliver the service or program

- Professional skills and experience of the creative team 10%.
- The application contains a detailed, clear, and accurate budget 10%.

FUNDING RATES

The following rates should be used as a guide when calculating budget item expenses:

- In-kind community group/individual labor - \$30 per hour.
- Professional services provided by a qualified tradesperson - \$45 per hour.

FUNDING CONDITIONS

- All applicants must acknowledge that they have read and understood the legislative requirements for volunteer health and safety. For information about volunteer health and safety. <https://www.safeworkaustralia.gov.au/book/essential-guide-work-health-and-safety-volunteers>
- All applicants must submit a completed application form and the appropriate finance forms to Council before the closing date to be considered for funding.
- Applicants will be advised in writing of the outcome of their application: Round 1 by July 2021 and Round 2 by November 2021.
- If successful, funding will be paid directly into the bank account specified in the application.
- Grant approval is subject to the applicant demonstrating that they have obtained the necessary permits or approvals required to complete the project.
- All projects must be completed within 12 months of receiving funding notification unless Council gives prior written permission for an extension. Extensions may be granted up to a maximum of 6 months.
- Applicants are required to submit a final project report at the completion of the project, this must be submitted online at goldenplains.smartygrants.com.au.

- Council will audit a minimum of 10% of projects annually and applicants must allow property access for Council Officers to conduct these audits. Applicants must also submit information regarding project expenses upon Council's request.
- Council accepts no responsibility for budget over-runs.
- Council accepts no responsibility for the ongoing maintenance of projects unless otherwise agreed to in writing.
- All applications must be submitted online at www.goldenplains.smartygrants.com.au

FEATURES OF A STRONG FUNDING APPLICATION:

There are ways to make your funding application more competitive:

- Clearly outline what is proposed, why it is needed, how it will be achieved, who is involved and where it will take place.
- Provide relevant support material, preference will be given to projects which can demonstrate clear, defined partnerships with other community organisation's. Provide letters of support from partner organisation's/groups.
- Provide relevant support material that shows the potential of the proposed activity, e.g. quotes for work or reference to your town's community plan.
- Letters of support from partners or other community organisation's.

ASSESSMENT PROCESS

- Projects will be assessed via a competitive process whereby a panel of 3 Council officers relevant to the specific stream of funding make an initial assessment against the criteria below.
- Final endorsement will be given by the Golden Plains Shire Council CEO.
- All applicants will be informed of the outcome of their application in writing.
- Applicants may appeal decisions made in writing to the CEO as outlined in Council's Community Grants Policy.

Important: Meeting all the criteria does not guarantee that an application will be successful. Budget constraints will ultimately limit the projects that can be funded in any given financial year.

WHAT HAPPENS AFTER THE ASSESSMENT PROCESS

- Unsuccessful applicants will be advised by post or email by July 2021 for Round 1, and by November 2021 for Round 2.
- Successful applicants will be contacted and are required to enter into a contractual agreement with Golden Plains Shire Council in accordance with the Funding Conditions.

CONTACTS:

To discuss your Creative Community Grant application before applying, please contact:

- Kim Biggs, Arts & Culture Advisor; Phone: 5220 7212 or kim.biggs@gplains.vic.gov.au
or
- Jennie Schoof, Community Partnerships Officer; Phone: 5220 7220 or communitygrants@gplains.vic.gov.au