

GOLDEN PLAINS CREATIVE COMMUNITIES QUICK RESPONSE PROFESSIONAL DEVELOPMENT GRANTS

GUIDELINES

General Overview:

The Creative Grants Program assists projects that help to achieve the goals and outcomes of the strategic objectives of the Golden Plains Shire Council Arts and Culture Strategy 2018-2022.

The priority areas are:

1. Opportunities for residents to connect and engage with their local community through participating in creative experiences
2. Support the local artistic community
3. Arts and culture as a tool to revitalise local spaces

WHAT ARE CREATIVE COMMUNITIES PROFESSIONAL DEVELOPMENT GRANTS?

Quick Response Professional Development Grants are intended to assist professional artists who are residents of Golden Plains Shire to take up professional development or small project opportunities at short notice.

This program has been set up to be responsive to projects that fall outside the scope of other funding opportunities and applicants must clearly explain why there is no other suitable funding program for their project.

The Quick Response Grant program is open to applications on an ongoing basis until all funds are expended. This funding program has a total pool of \$2000 available and individual applications for up to \$500 will be accepted.

HOW MUCH CAN YOU APPLY FOR?

Applicants to Creative Communities Professional Development Grants can apply for amounts of up to **\$500** subject to availability of funds.

ACTIVITIES CONSIDERED FOR FUNDING	WHAT WILL NOT BE FUNDED
<p>In general, grants awarded within this program should be used for the reimbursement of registration fees or associated costs, or to the purchase of program resources relating to the applicant's participation in:</p> <ul style="list-style-type: none"> • Cultural or Heritage conferences • Professional or skills development programs • Training programs in arts business and/or admin skills • Arts mentorships • Residencies • Other cultural learning activities for individuals (not formal study courses). • Travel for the purposes of networking leading to the programming of professional arts activities within the Shire may also be appropriate in selected instances. <p>At the time of publishing these guidelines, Government restrictions are in place in response to the COVID-19 pandemic. Applicants must be aware of and adhere to the most recent advice provided at https://www.dhhs.vic.gov.au/coronavirus.</p>	<ul style="list-style-type: none"> • Activities that are inconsistent with Council priorities or the Creative Grants program priority areas • An applicant that has overdue debts to Golden Plains Shire Council or that has failed to provide satisfactory acquittal reporting from any previous Golden Plains Shire Council funding • More than one application to this stream of funding per financial year • Applications that rely solely on Golden Plains Shire Council funding (i.e. applicants) • Cannot apply for 100% of project costs • Certificate courses or qualifications; • Study expenses; • Applications where the recipient resides outside of Golden Plains Shire • Expenses not directly related to the development opportunity. • Activities which will commit future Council funds to ongoing operational or other funding; • Activities that have taken place prior to the grant application being acknowledged as successful.

LEGAL AND TAXATION REQUIREMENTS

All applicants must have an Australian Business Number (ABN) **OR** provide a completed Statement by a Supplier Form. (written advice from the Australian Tax Office that no withholding tax is required from the grant payment)

As per taxation requirements, 47% of the grant payment will be deducted from the grant allocation (withholding tax) if the funding recipient does not have an ABN or has not provided the ATO's Statement by a Supplier Form.

A Tax Invoice must be submitted to the Arts & Culture Advisor within one week of notification that the application has been successful. Email to kim.biggs@gplains.vic.gov.au.

Allocated funds must be expended within 3 months of receiving the grant, unless otherwise negotiated (see 'Changes to Project Prior to Completion')

All applicants will be required to hold appropriate insurance and to provide evidence of this prior to the release of funding. Golden Plains Shire does not accept responsibility for any budget overruns or liability incurred as a result of the funded activity.

APPLICATION PROCESS

1. All applications must be submitted online via a Smarty Grants link provided by an Arts and Culture Advisor for Golden Plains Shire Council. Applicants must contact the Arts and Culture Advisor on 5220 7212 to discuss your application. The Officer will then sent the link via email.
2. Complete the online application via the link and submit according to the Smarty Grants instructions.
3. The Arts and Culture Advisor will process your application and forward to the assessment panel
4. Notification will be sent to you via email within 15 business days of receiving your application.

PLEASE NOTE

- The Arts and Culture Advisor can assist with questions about the application process, however this does not guarantee that your application will be successful. It is highly recommend that applicants do not spend funds on the assumption that their application will be successful.
- The Arts and Culture Advisor cannot write or assist with writing the application.

HOW ARE APPLICATIONS ASSESSED

All applications are scored against a common set of criteria as follows.

Funding criteria (weighted, out of 100):	
The project/ development opportunity is clearly identified and aligns with the grant focus areas	20%
Benefit to the Applicant - Considers what the project will actually do for the applicant and their arts practice, including what specific skills will be acquired	20%
Benefit to local cultural life & possible flow on benefits to the Golden Plains community	20%
Level of Need economic Impact- the reasons for doing this activity, why financial support for the Applicant is necessary or desirable. The application contains a detailed, clear and accurate budget . In the 2020-21 year, applicants will be asked to provide details of the impact of COVID 19 on their practice and this will be taken into account when assessing applications.	20%
Supporting Documentation- evidence of arts practise (provided as a CV and work examples) and details of the opportunity	20%
<i>Total</i>	<i>100%</i>

Eligible applications are assessed against this set of common criteria by panel of two Council officers, who review each submission before recommendations are sent to the Director Community Services for approval.

Applicants will be notified of the outcome within 15 working days of receipt of their application.

AMENDMENTS TO GRANT REQUEST

Funds are allocated on the basis of information provided in your Application. If you wish to change how you will spend grant funds, change the dates of travel, withdraw from participation in the activity event, or if grant funds cannot be expended within the agreed timeframe, you must contact the Arts & Culture Advisor immediately to request approval for changes, or to arrange to return grant funds if appropriate.

PROJECT EVALUATION

Funds must be spent as indicated in the application (unless a variation request is submitted and approved before funds are used).

As part of their acquittal, grant recipients must be able to discuss the ways the community are to benefit from the completed professional development activity and any presentation to community or circulation of information relating to your professional development opportunity will be favourably considered.

If successful, applicants will be asked for consent to share details of the funding opportunity, the applicant's name and images submitted as part of the acquittal process.

Copies of receipts **MUST** be provided for all grant-funded activities. Grant recipients will be required to refund any monies that are unspent, spent inappropriately, or for which a receipt is not provided.

Project acquittals must be submitted within 30 days of conclusion of the project activity and funded activities should occur within 3 months of your application.

CONTACTS

Contacts:

To discuss your application prior to submitting please contact:

Kim Biggs, Arts and Culture Advisor 5220 7212 kim.biggs@qplains.vic.gov.au