Arts Development Grant

Guidelines

2021

Mildura Rural City Council

Priority for projects that consider COVID-19 impacts

This guidance is provided to applicants applying for an Arts Development Grant in February 2021. This document is to be considered in conjunction with the Arts Development Grant Guidelines 2021.

In these unprecedented times for our community with the outbreak of coronavirus across the world, Mildura Rural City Council is acting to prioritise Arts Development Grants that consider relief and recovery from the impacts of COVID-19.

The Arts Development Grants program will focus on assisting community groups to adapt to the current situation through supporting arts development projects that respond to the impacts of COVID-19.

You are encouraged to read the guidelines and discuss your project idea with us before starting an application.

For more information or to discuss your application please contact us on 03 5018 8100 or email antonette.zema@mildura.vic.gov.au

COVID-19 Priority Assessment Criteria

In addition to the eligibility and assessment criteria detailed in the Arts Development Grant Guidelines, applications will be assessed on how the project considers the impacts of COVID-19.

The following question in the online application must be addressed and will be assessed:

- How has COVID-19 impacted your group and how will this project address the impact?

Project Ideas

Assistance to remodel existing, or development of new programs and services to meet immediate community needs and issues.

Funding for community initiatives addressing:

- Building community resilience
- Bridging isolation and building connections (social support)
- Online events, placemaking, story-telling and creative expression
- Exhibitions, workshops, events and performances.
- Celebrating and connecting when the time is right.

Other emerging pandemic needs in line with funding priorities.

Introduction

Arts Development grants provide opportunities for our community to participate in and experience the arts - be it performing or visual arts activities (including artistic and production skills development), establishment of new arts organisations, audience and market development, educational opportunities, conservation and preservation of cultural heritage, as well as professional assistance.

You are encouraged to read the guidelines and discuss your project idea with us before starting an application.

For more information or to discuss your application please contact us on 03 5018 8100 or email antonette.zema@mildura.vic.gov.au

Who can apply?

To be eligible to apply for an Arts Development Grant you must:

- Have a project taking place between **1 July 2021 – 30 June 2022 (inclusive).**
- Be a not-for-profit organisation/group and Incorporated Body (or be auspiced by one).
- Have Public Liability Insurance to the minimum of $10 million.
- Be based within the Mildura Rural City Council Local Government Area and/or provide services and programs within these boundaries (or propose to).
- Schools can only apply for grants that benefit the school on a non-infrastructure basis and demonstrate that they are separate to the normal school curriculum e.g. a program that introduces behavioural change.
- Not have grant overdue for acquittal with Mildura Rural City Council.

What will be funded?

Arts Development Grants are made available to support the goals of our Community and Council Plan 2017-2021. To achieve this, through this program we want to fund projects or programs that:

1. Increase access to a diverse range of arts and cultural experiences.
2. A community that values and embraces its history and diverse cultural heritage.
3. The significance of our region's Indigenous cultural is recognised through arts and cultural experiences.

Priority will be given to projects catering for a demonstrated community need.

Potential Projects

Examples of projects or events that may be eligible for funding include:

- The establishment of new arts groups and/or support for established groups
- Collaborations with or fees for arts professionals
- Programs and activities promoting the arts, culture and heritage
- Exhibition development and displays
- Artistic and Production development (events, festivals or performing arts)
- Opportunities for engagement and participation in visual or performing arts, history and heritage.
- Education, workshops or mentoring opportunities in arts, culture and heritage
- Professional Development and Skill Development including artistic, production, governance, or safety training
- Venue hire and/or production costs (e.g. materials, sets, props, framing etc.)
- Advertising and promotion
- Subsidised costs for disadvantaged participants.

What will not be funded?

You cannot apply for an Arts Development grant if:

- Re-current or ongoing funding from Council is needed.
- You could fully fund the project from other sources (e.g. user fees, fundraising, other funding bodies, business or other sponsorship).
- Your organisation has significant infrastructure and resources - unless the project is unique, not your core business and provides an additional service with demonstrated high community need.
- The service or project is the responsibility of another level of government or services abandoned by state or federal government (cost shifting).
- You receive funding for the project through another Council grant program.
- A clear statement of your organisation's financial position can't be provided on request.
- You wish to fund management or administrative support, contributions to salary costs or ongoing operational costs such as annual rent, power or labour costs not directly associated with your project.

- You wish to fund computer products for administration use that does not contribute directly to the grant program.
- You wish to fund the replacement of consumable items and/or equipment.
- The purpose of your project is of a political nature.
- The purpose of your grant is for a religious group or purpose - unless the project is non-denominational and demonstrates a broader community benefit.
- You wish to fund assistance to an individual person.
- You are a commercial enterprise or Government entity (not applicable to Events).
- Your project intends to manufacture products that create a direct commercial return that do not demonstrate a broader community benefit.
- You want to fund general fundraising campaigns, activities and appeals.
- Your organisation supports or the intended purpose of your project promotes gambling or alcohol, drugs or tobacco use.
- You wish to fund travel, study or conferences (including feasibility studies).
- Your organisation has not satisfactorily acquitted a previous grant.
- Your project replicates a service or program that already exist within the community (projects that compliment or expand the capability of existing programs will be considered).
- Your project has commenced or will commence before the grant funding is announced (we do not fund in retrospect).
- You to wish fund the costs associated with preparing a grant application and/or the sourcing of quotes.

How much can I apply for?

Funding is up to $2,000.

How do I apply?

We encourage you to discuss your project idea with us before starting an application.

Applications must be submitted online via our grants portal www.mrcc.smartygrants.com.au.

Important Milestones

1. **Grant round open**. Monday 1 February 2021
2. **Submit your application.** By 4pm, Monday 15 March 2021
3. **Applications assessed.**
4. **Council Meeting (decision).** Wednesday, 26 May 2021
5. **Applicants notified.** June 2021

Assessment, evaluation and acquittal

Assessment of applications

Applications for Arts Development grants will be assessed by independent assessors according to the following weighted criteria and will presented to Council for consideration following the closure of the funding round.

What is your project idea? (55%)

- An overall description of the objectives and aims of the project.
- How does your project contribute to the achievement of objectives outlined in the Arts, Culture and Heritage section of the Council Plan?
- Does your project have a focus on arts, culture or heritage development and ongoing benefits to the community?
- Does your project have a degree of innovation to provide an example for others in the community?
- Project demonstrates a commitment to addressing access to arts participation and engagement within the community.
- Project contribution to youth development with particular emphasis on the engagement of young people and youth.
- Have you demonstrated your project's ability to achieve and demonstrate outcomes?
- Have you demonstrated how the project will have long term benefit and become self-reliant into the future?

Project Delivery

Who will carry out the project? (15%)

- A clearly outlined project management team who will deliver project is in place.
- Clearly defined accountability and governance structures and delegations are in place.

How will the project be carried out? (10%)

- Have you demonstrated the ability to complete the project within budget and within the designated timeframe?
- Are there any social and environmental considerations associated with any procurement of goods and services?

What partnerships do you have? (10%)

- What partnerships have been explored with other community groups to deliver the project as part of a wider community project?

Timeline and Budget (10%)

- Has a detailed budget that articulates all monetary and in-kind support been provided?
- Has a timeline that estimates when key objectives and tasks will be undertaken and completed by been provided?

Information for successful applicants

All applicants will be notified in writing of Council's decision following the Council Meeting. Successful applicants will be presented with a certificate of acknowledgement, by a representative member of Council at a Presentation ceremony.

Project evaluation and financial acquittal

All successfully funded projects will be required on the completion of the project to:

- Acknowledge Council's funding. This can be done as part of a speech at the event, in writing, in the media and/or promotional material for the event per funding agreement guidelines.
- Spend the grant funds as outlined in the approved grant application and in accordance with the terms of the funding agreement.
- Complete the funded project within 12 months of approval.
- Return any unspent funds to Council at the end of the grant period.
- Seek consent from Council for any modifications required that alter the original approval to the funds being spent. All requests will be considered and the applicant will be notified of Council's decision. Approval must be received before alterations can proceed.
- Complete and submit an online Mildura Rural City Council Arts Development Grant Acquittal form, with required financial evidence (e.g. receipts) as well as other forms of evidence, video, media marketing material, photographs etc. to accompany the project evaluation, which details specifically how the funding was spent to achieve the funded project objective/s (refer to acquittal guide for further information).

Application Conditions

Your application

- A copy of your current Public Liability Insurance Certificate (minimum $10 million) must be submitted as part of your application.
- Two quotes need to be submitted as part of your application for any individual budget items over $1,000. Additional quotes must be submitted upon request.
- Any in-kind contribution in support of your project must be detailed in your application form.

General Conditions

- Late applications will not be accepted.
- Council approval (including necessary permits) must be gained for any projects being undertaken on Council owned or managed land.
- A copy of your organisation's most recent bank statement (less than 3 months old) and/or Financial Statement must be provided upon request.
- To receive grant funds, successful applicants must enter into a Funding Agreement with Council and adhere to all conditions outlined in the agreement.
- Written confirmation from the supplier for any in-kind contribution detailed in your application must be provided to Council upon request

Definitions

ABN The Australian Business number (ABN) is a unique 11-digit identifier that makes it easier for businesses and all levels of government to interact.

https://abr.business.gov.au/

Acquittal The process by which a funding recipient demonstrates in writing to the funding body that it has expended all funds in accordance with the terms and conditions of the funding agreement on completion of the project.

(refer to Community Project Grant Acquittal document on Council website, for further information)

Auspice Means to lend support, in the context of a grant application, an unincorporated organization will require an Auspice organisation that is an incorporated entity Grant.

GST Goods and services tax, often referred to as GST is a broad based tax of 10% on most goods, services and other items sold or consumed in Australia. GST is paid in addition to the grant amount to applicants who are registered with the ATO for GST.

https://www.business.gov.au/Registrations/Register-for-taxes/Register-for-Goods-and-Services-Tax-GST

Incorporated Association An incorporated organization separates individual members from the entity. Incorporation makes a group of people, a single legal entity with certain rights and legal protections.

https://www.consumer.vic.gov.au/clubs-and-fundraising

In-Kind Contribution A contribution is an investment which be either non-financial (volunteer time, free venue donated goods) or financial from the organization or the community group, that goes towards the project or program to make it happen.

Capital Works This refers to; upgrades or modifications to facilities or buildings, structural alterations/ improvements or the installation of fixed built items, any addition that will add to the capital value.

Land Managers Consent Grant applications seeking funds relating to Capital Works on Council land, or to a Council owned facility, requires a land mangers consent form to be submitted to council for processing and approval at the time of the grant application.

Consent is also required from Land Owners other than Council i.e. DELWP and approval (or proof of application) from the relevant Land Owner must be submitted to council at the time of the grant application

Grant A Grant is a payment made by Council to an eligible applicant for a specific purpose or project that demonstrates community benefit and assists people living in the Mildura Rural City Council Municipality to achieve its strategic goals and objectives. Grants are subject to an application process and are awarded following Council endorsement.

Notes: