

Arts and Culture Grants Guidelines

October 2021



The Northern Grampians Shire Council's Grants Programs provide communities, businesses and local groups with the opportunity to work collaboratively with the Council to undertake projects that uplift our community's economic wellbeing and quality of life.

Aims of Northern Grampians Shire Council Grants Programs

In providing funding, Council aims to:

- Grow the economic capacity and engagement of our own people
- Become a magnet for innovation and investment
- Develop strong economic development governance, leadership, collaboration and advocacy
- Attract investment in enabling infrastructure
- Create iconic destinations
- Improve the health and wellbeing of the community
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- Improve the health and wellbeing of the community
- Increase healthy eating and active living
- Foster communities that are inclusive, welcoming and supportive of diversity

Objectives of the Arts and Culture Grants Program

Council has a vibrant arts sector that enhances both the liveability of the shire and the potential for economic investment through professional services and tourism.

Council's Arts and Culture Grants Program is to support locally-based projects that can involve, promote, strengthen, and celebrate arts and culture within the shire.

Council is seeking applications from community not for profit organisations and groups that align with objectives of the Arts and Culture Strategy to:

- Promote local participation in arts and culture
- Support and raise the profile of local creative talent
- Capitalise on the unique place where art is created

Projects that will be considered will:

- Align with at least one of the program objectives
- Effectively outline the benefits of the project aligning with the program objectives
- Have clear and achievable objectives and outcomes
- Demonstrate community involvement in the project planning and implementation
- Have been accurately costed and quotes provided in application
- Be run by an organisation that has the capacity to implement and report on the project
- Be run by an organisation that has a Responsible Drug & Alcohol Policy (if applicable)

Who can apply for funding

Eligibility criteria

All applications must:

- Align with at least one of the Arts and Culture Grants Program objectives.
- Be managed through a legal entity such as an incorporated association.
- Be able to demonstrate financial viability and competence.
- Be based in, and provide a direct benefit to the residents of, the Northern Grampians Shire.
- Not already receive substantial support from Council.
- Not have already commenced
- Include staff or volunteer wages - *(Please discuss professional services that support project capacity building i.e., consultant fees, professional services, service or product contractors that directly benefit the project.)*
- Events, activities or construction that have a likelihood of causing damage or personal injury must have public liability insurance (of at least \$20 million). Other amounts will be considered where there is no likelihood of damage or injury.

Ineligible applicants

Applications will be ineligible if:

- Organisations or groups are based outside the Northern Grampians Shire, unless the project can be proven to still have benefit to residents of Northern Grampians Shire.
- Applicants have received grants funding via other funding streams within the same financial year.
- Applicants are an individual applying for funds.
- Funds are contributing towards operating costs e.g., wages/utilities.
- The funding is clearly the responsibility of other spheres of Government, i.e., Arts and Culture Victoria.
- Projects duplicate other locally available services or resources.
- The project has commenced prior to the date on which the funds are released.
- Applications are for ongoing or recurrent funding.
- Previous funding received from Council has not been acquitted satisfactorily.

Funding and Timelines

The Council's Arts and Culture Grants Program is a competitive funding program and successful applications may not receive the full amount requested in their application.

Funding round

Round 1 - 25 October – 13 December 2021

Round 2 - 1 February - 15 March 2022

Council is offering grants of up to \$3,000.

Applicants considering applying for funding under the Arts and Culture Grants Program are required to demonstrate how their project aligns with the objectives of the Northern Grampians Shire Council's Arts and Culture Strategy.

Timeline

Date	Grant Program
25 October 2021	Arts and culture grants open
13 December 2021 5pm	Arts and culture grants close
December 2021	Grant applicants notified of assessment outcome
December 2021	Grant funding provided - upon receipt of grant invoice
1 February 2022	Arts and culture grants open
15 March 2022 5pm	Arts and culture grants close
April 2022	Grant applicants notified of assessment outcome
May 2022	Grant funding provided - upon receipt of grant invoice

Funding Conditions

If the organisation/group is successful in obtaining a grant it will be required to enter into a written agreement with Council, stating that the organisation/group will adhere to the following conditions while undertaking the funded project:

- Grants are allocated specifically for the project and cannot be used for any other purpose without prior formal written agreement from Council.
- Only one application per organisation/group is permitted per financial year.

- Grant funds allocated to the organisation/group are GST exclusive.
- Funds are required to be expended within 12 months of the letter of offer. Funds not expended by this date are to be returned to the Northern Grampians Shire Council unless a written extension is obtained from Council.
- Any change to the original submission must be approved by Northern Grampians Shire Council in writing.
- All works to be undertaken must obtain relevant permits and approvals prior to commencement.
- Organisations/groups are required to participate in media and communications opportunities that promote the Council's Community Grants Program, as requested.
- Any programs or activities undertaken with funding under this program must acknowledge the support and sponsorship of the Northern Grampians Shire Council.
- Successful applicants will be provided with the Northern Grampians Shire Council corporate logo. Use of the logo must be approved by the Northern Grampians Shire Council Media and Communications Department.
- Organisations/groups are required to meet relevant government legislation requirements (e.g., Occupational Health & Safety Issues, Risk Management, Equal Opportunity, Workcover, Privacy)
- Organisations/groups are required to ensure volunteers are registered with the organisation and adequately covered by insurance.
- A grant acquittal must be submitted to Council one month after completion of the project. The report is to include details of the success of the project, photos of the completed project and an income and expenditure statement detailing the grant from Council and how this was expended.
- Grant acquittals are submitted via the Northern Grampians Shire Council website and Council officers are available to assist applicants with the final acquittal. Applicants will be ineligible for further grants if the acquittal is incomplete.

Application and Assessment Process

The Arts and Culture Grants Program will be communicated and promoted to the public via Council's website, social media and corporate communication channels.

Application

- Applicants must contact the Community Development Team to discuss their project and grant availability prior to submitting an application.
- Applicants must develop their project plan - a project template is provided for applicants.
- Grant applications must be submitted online via www.ngshire.vic.gov.au (Note: Council officers are available to assist)
- The receipt of the application by Council will be acknowledged.

Assessment Process

All applications are assessed against the program criteria, eligibility and the Arts and Culture Grants Program Guidelines.

- All Arts and Culture Grants Program applications are reviewed and assessed by the Community Development Officer who provides recommendations to both the Coordinator and Manager Economic Development and Community Futures for final approval.

- The outcome will take into consideration:
 - The number of applications received.
 - The total funding pool for the financial year.
- Projects may not receive the full amount requested.
- Applicants will be notified in writing within two weeks of Council approval if their application has been successful.

Submitting the Application

All applications are to be submitted via www.ngshire.vic.gov.au

Referenced Council Plans/Strategy

Arts and Culture Policy 2020

Arts and Culture Strategy 2020-24

Grants Funding Policy 2021

Economic Development Strategy 2021-31

Municipal Public Health and Wellbeing Plan 2021-25