

Arts and Culture Grants Guidelines



July 2023

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.
- Increase healthy eating and active living.
- Foster communities that are inclusive, welcoming and supportive of diversity.

General information

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

To support and enhance the sector Council is seeking applications of up to **\$5,000** from **community not-for-profit organisations and groups** that align with the objectives of the Arts and Culture Strategy to achieve:

- An inclusive creative community through participation.
- A well respected, connected arts community by raising the profile.
- Activated town centres and rural communities through celebrating place.

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

Grant priority areas

In alignment with the Arts and Culture Strategy objectives, projects and initiatives will need to focus on one of the following priority areas with difference assessment processes (See below):

Assessment process A:

- The provision of workshops and activities that provide opportunities for community members to connect and participate in arts and culture.

Assessment process B:

- Delivers smaller scale public art to activate public spaces
- Designs larger scale public art for Council to deliver.

What will be funded

Items suitable to be funded with the grant include:

- training/workshop costs
- facilitator costs
- materials and equipment
- murals, sculptures and other public art
- signage
- temporary infrastructure
- promotional activities (no more than 10%).

Who can apply for funding

Eligibility criteria

All applicants are required to:

- Be a not for profit or incorporated body with an ABN or be auspiced by a not for profit or incorporated body with an ABN and able to provide documentation demonstrating the auspice agreement.
- Be based in, or demonstrate their project or initiative has a direct benefit to the residents of the Northern Grampians Shire.
- Be able to demonstrate financial viability and competence.
- Not already receive substantial support from council.
- Be able to be compliant with council's regulatory requirements.
- Provide evidence of Liability Insurance. 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 already received substantial grants funding 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 or initiative 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.

Application and submission process

- Applicants must contact the Community Development Team to discuss their project and grant availability prior to applying.
- Grant applications are to be submitted online using the Smarty Grants platform.
- When you submit your application, you will receive a submission acknowledgement from Smarty Grants.
- Your submitted application can be accessed in your Smarty Grants account.

Assessment criteria and decision-making process

For an application to be successful it will need to:

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

Assessment Process.

General Arts and Culture Grants

Assessment Process A: For Arts and Culture Grant applicants that choose a project that aligns with the grant priority that supports: ***The provision of workshops and activities that provide opportunities for community members to connect and participate in arts and culture.***

These applications are assessed against the program criteria, eligibility and the Arts and Culture Grant Guidelines.

- All Arts and Culture Grant applications are reviewed and assessed by members of the Economic Development and Community Futures Team.
- The outcome will take into consideration:
 - the number of applications received.
 - the total funding pool for the financial year
- 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.
- Applicants will be notified in writing within two weeks of Council approval if their application has been successful.

Public Art focus grants

Assessment Process B: For Arts and Culture Grant applicants that choose a project that aligns with the grant priority that: ***Delivers smaller scale public art to activate public spaces or Designs larger scale public art for Council to deliver.***

These applications are assessed in against the program criteria, eligibility, the Arts and Culture Grant Guidelines and the Public Art Guidelines 2023 selection criteria.

- All public art proposals will be reviewed and assessed by a council (Public Art Working Group) and community panel (Public Art Advisory Group (Community along with Council) This will ensure that many factors, risk, and opportunities have been identified and the proposal is being assessed thoroughly and fairly.
- The outcome will take into consideration:
 - the number of applications received.
 - the total funding pool for the financial year
- 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.
- Applicants will be notified in writing within two weeks of Council approval if their application has been successful.

The criteria below specifically apply to Assessment Process B applications.

Public Art Selection Criteria (from the Public Art Guidelines 2023).

To ensure the quality, viability, and sustainability of all public art projects. Both Groups will assess public art projects against these criteria:

- Alignment to objectives of the Arts and Culture Strategy 2020-24.
- Response to the brief (if relevant)
- Response to place (of proposed site)
- Quality of the artwork and artist
- Promoting Accessibility and Inclusivity
- Safety and suitability
- Cost of life and sustainability

Alignment with Council Strategies

The proposed public art should align with the one or all the objectives of the Arts and Culture Strategy 2020-24 which are to:

- Increase participation in and collaboration of the arts in the Northern Grampians Shire.
- Improve the profile of the arts.
- Capitalise on the unique place where art is created.

Response to brief (if relevant)

The brief will outline the key objectives, considerations, and the selection criteria required of submissions to design and deliver public art. All of these must be responded to in the submission.

Response to place

Consideration must be given to the context in relation to the site in which the public art is proposed. This includes how the work will be viewed and interacted with by the public. Accessibility must also be considered.

Quality of the artwork and artist

- While the quality of the artwork and artist are primary considerations, public art undertaken by the community will be driven by the objectives centred around participation, inclusion, and collaboration.
- Public art is usually made or designed by an artist or creative, with or without community participation.
- Public art undertaken by a professional artist will at all times reflect a high standard of artistic practice.

Promoting Accessibility and Inclusivity

- Public art should be accessible to all members of the community, regardless of age, ability, or background. Efforts will be made to ensure that public art installations and experiences are inclusive and diverse.
- Artists and stakeholders will be encouraged to consider accessibility requirements during the design and implementation of public art projects.
- Public engagement and feedback mechanisms will be established to involve the community in the selection, placement, and maintenance of public art, fostering a sense of ownership and pride among residents.

Safety and suitability

All public art must be safe for all members of the community to enjoy. Considerations must be given to the impacts of the piece of public art on public space and how it may increase risk on passersby or users of that public space.

Cost of life and sustainability

Council must consider the ongoing costs that are associated with well managed public art and the costs associated with this upkeep. All projects will be assessed on the cost to first establish the piece of art, and the ongoing maintenance for its planned lifespan. Some key impacts on cost of life include:

- Choice of materials
- Location

For further information about the Council Public Art Working Group please see 4.3.2.1 of the Public Art Guidelines 2023.

For further information about the Arts Advisory Group please see 4.3.2.2 of the Public Art Guidelines 2023.

Timeline

The grants process will follow the timeline below.

Date	Grant Program
8 September 2023 at 8am	Arts and Culture grants open
20 October 2023 31 March 2023 at 5pm	Arts and Culture grants close
The week of 10 November	Grant applicants notified of assessment outcome
Dependant on date tax invoice and terms and conditions received by council. We ask that successful applicants have these in as soon as possible after being notified to receive their funding promptly.	Grant funding provided upon receipt of grant invoice and signed terms and conditions.

Funding conditions for a successful grant application

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.
- 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 Arts and Culture 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.

- 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.
- Grant acquittals are submitted via your Smarty Grants. Council officers are available to assist applicants with the final acquittal. Applicants will be ineligible for further grants if the acquittal is incomplete without a valid reason.

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