

# Arts and Culture Grants Guidelines



*November 2024*

The Northern Grampians Shire Council's Grants Program 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.
- Promote diversity, inclusion, and equal opportunity.
- Supports community members to promote respectful relationships and challenge inappropriate behaviour.

## 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 and connected arts community, by raising its 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 2020-24 and Public Art Guideline 2024 objectives, projects and initiatives will need to focus on one of the following priority areas.

- The provision of workshops and activities that provide opportunities for community members to connect with and participate in arts and culture.
- Design and/or deliver smaller scale public art, including murals, to activate public spaces.
- Activities that help raise the profile of arts and culture in the shire.

## 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
- marketing and 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

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

- Arts and Culture Grant applications are reviewed and assessed by members of the Economic Development and Community Development Teams.
- 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.

Arts and Culture Grant applicants that choose a project that aligns with the grant priority to:

- ***Design and/or deliver smaller scale public art, including murals, to activate public spaces.***

will need to submit a final design which will be reviewed by members of the council (Public Art Working Group) and community panel (Public Art Reference Group) against the Public Art Guidelines 2024 selection criteria. Public Art final designs can be submitted for assessment using the **Public Art Review Form** available on the NGSC website.

### Public Art Selection Criteria

To ensure the quality, viability, and sustainability of all public art projects. Representatives from both groups will assess public art projects against these criteria:

- Alignment to grant priority areas identified as above and in the Public Art Guidelines 2024
- 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
- Pricing
- Permission of Landowner/Manager/ Business
- Heritage or Cultural considerations.

## Timeline

The grants process will follow the timeline below.

| Date  | Grant Program   |
|---|---|
| 8am <b>11 November 2024</b>   | Arts and Culture grants open  |
| 5pm <b>9 December 2024</b>  | Arts and Culture grants close   |
| 9 December to 21 December 2024  | Grant Assessments   |
| By 21 December 2024   | Grant applicants notified of assessment outcome                                       |
| By 31 January 2025<br><br>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. |
| January 2026  | Activities and projects completed.  |
| January 2026  | Project acquittals completed.   |

## 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 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

*Public Art Guidelines 2023*

*Arts and Culture Policy 2023*

*Arts and Culture Strategy 2020-24*

*Grants Funding Policy 2021*

*Economic Development Strategy 2021-31*

*Municipal Public Health and Wellbeing Plan 2021-25*