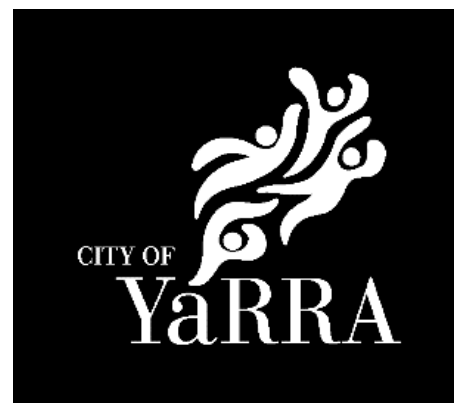


Annual Grants Arts and Culture Round 2 2024

Guidelines and application information



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National Relay Service
TTY 133 677 then (03) 9205 5055

Languages 中文 9280 1937 Italiano 9280 1931 Tiếng Việt 9280 1939
العربية 9280 1930 Ελληνικά 9280 1934 Español 9280 1935 Other 9280 1940

Key dates for Round 2 Arts & Culture Annual Grants 2024

Grant round 2 opens for Arts & Culture Stream	Monday 13 November 2023
Applications close for Round 2 Arts & Culture Stream	11:59pm Monday 22 January 2024
Announcement of grant outcomes for Round 2 of Arts and Culture Stream	April 2024
Projects commence	From July 2024
Projects completed	By December 2024

Eligibility Criteria

Applicants for Annual Grants **must** meet the following eligibility requirements.

Eligible Applicants

- Applicants must have an active ABN*.
 - Not-for-profit community groups that meet all other eligibility criteria but do not have an ABN can be auspiced by an incorporated organisation or neighbourhood house.
- Applicants must be a not-for-profit, incorporated community group (that is a group with a voluntary membership who come together to pursue a common goal) **OR** meet one of the following specific exceptions:
 - be a registered charity, public benevolent institution or have DGR status;
 - be a state government entity seeking funding for activities beyond those considered the responsibility of State or Federal Government;
 - unincorporated not-for-profit community groups can have their applications auspiced by an eligible incorporated organisation or Neighbourhood House;
 - individual artists or arts-related businesses operating under an active sole-trader ABN* can apply as individuals.
 - Arts-related businesses with active ABNs* registered as other than sole-trader entities can apply under the Arts and Culture Stream. These applications are contingent on successfully demonstrating that the project being funded will run on a not-for-profit basis.
- Applicants must have acquitted all previous grants and have no outstanding debts to Yarra Council.
- Applicants (other than individual artists) must provide a financial statement.
- Applicants must have public liability insurance with a suitable level of coverage**, Working With Children Checks, WorkCover and superannuation coverage.
- Relevant applicants must, as required by law, implement and adhere to the *Victorian Child Safe Standards*: <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/>.
- Applicants must meet any other specific requirements outlined in the individual stream fact sheets.

Applicants that are not eligible

- Neighbourhood houses funded through Council's Neighbourhood House Funding Program are therefore not eligible for Annual Grants. However, Neighbourhood houses can act as an auspice for other community groups.
- Businesses or for-profit organisations, unless exempted above.
- Individuals and sole traders, unless exempted above.
- Yarra Council staff, Councilors, and families of staff or Councilors are not eligible to apply

Eligible Projects

- Applicants must be locally based and/or applying for a program, service or activity of benefit to the Yarra community.
- Applicants can submit multiple applications for different projects; however only one application per project will be considered. Do not submit applications for the same project from multiple organisations.
- Projects must meet any other specific requirements outlined in the individual stream fact sheets.
- Projects must be completed by 31 December 2024, unless otherwise agreed through a project variation.

Projects that are not eligible

- A program that is considered the responsibility of State or Federal Government, e.g. Core school curriculum activities.
- Activities that take place outside the City of Yarra (including touring costs), unless part of a larger project with a proven and public benefit to the Yarra community.
- Building, renovation works, capital works***, upgrading of permanent fixtures, or facility maintenance works.
- Staff salaries or administration costs not specific to the project.
- The purchase of equipment only.
- Activities that are sponsored by gambling businesses or take place at inappropriate venues.
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing.
- Competitions .
- Prize-events, award exhibitions or exclusively fundraising events.
- Applications to fund projects retrospectively.

*Applicant names must match the entity (legal) name for the ABN, or a registered business name or trading name associated with the ABN and the name on the bank account provided for payment. The ABN Entity name can be checked when entering your ABN into the application form.

** Professional Indemnity

Yarra City Council seeks a minimum of **\$10,000,000** Professional Indemnity Insurance for Contractors & Suppliers engaged to provide advice.

Public Liability Insurance

Yarra City Council seeks a minimum of **\$20,000,000** Public Liability Insurance cover from Contractors & Suppliers engaged to undertake works.

****Capital works are defined as projects undertaken to create a new permanent asset or space, or to permanently change the use, function or layout of an existing asset or space.*

Before submitting your application

Having trouble writing your application?

The Grants Team are available to help all applicants with preparing their application. You can call us on 9205 5170 or 9205 5146 to talk about your project and your application. We can also help in person with completing your application form to submit it online. This needs to be **by appointment** (to make sure we are available). Interpreters can be booked if requested.

Video pitches can support your application. However, you will still need to complete some of the written application form. Please ensure any videos are kept short (to a maximum 5 minutes) as assessors have many applications to review. SmartyGrants recommends keeping attachments to 5 MB, so you may need to provide a link to an external video-hosting site instead.

If you are having trouble accessing your SmartyGrants user account, please contact SmartyGrants directly via service@smartygrants.com.au.

Speak to a Council Officer

It is important that you talk through your project ideas with the officer responsible for the funding stream before applying. The Council Officer can give you advice on how to shape your application to give it every chance of success. Applicants are encouraged to call the Council Contact listed on the last page.

Aboriginal Consultation

If your project relates to the local Aboriginal community, or you are planning on working with Aboriginal community, you should demonstrate that you have undertaken consultation in your grant application.

Council recognises the Wurundjeri people as the Traditional Owners of the land on which the City of Yarra now stands. Consultation and cultural requests such as cultural awareness training, Welcome to Country ceremonies or smoking ceremonies must be directed to the Wurundjeri Council. If your project relates to specific issues you may wish to consult with other Aboriginal organisations such as the Victorian Aboriginal Health Service or the Melbourne Aboriginal Youth Sport and Recreation Co-operative (MAYSAR).

When planning a project relating to or with the Aboriginal community, consultation should happen at the beginning, when the project is being developed. Do not present your proposed plans or projects to the Aboriginal community when they are half and/or already complete.

You should also ensure you allow time for consultation processes. Many decisions require Aboriginal people to consult their Elders. Bear in mind that cultural knowledge and advice from Wurundjeri Council is in high demand and, like any specialised advice, may come at a fee. The Wurundjeri Council can be reached at www.wurundjeri.com.au or by phone on 03 9416 2905.

Accessibility

All applicants are encouraged to consider how their organisation and project will be accessible and inclusive of people with a disability. For ideas on how to make your program, project, or event more flexible please see the [Accessibility Guide](#). For more information, please contact Cheryle Gray, Coordinator Community Planning, on 9205 5175.

Auspiced Applications

Auspicing helps small or new organisations who are not incorporated or who do not have an ABN access grant funds. They accept legal and financial responsibility for the grant if successful.

An auspice organisation must be incorporated and have an ABN.

Applications can be submitted directly by groups being auspiced. However, the funding agreement for successful grants will be made between the auspice organisation and Council, and grant money will be paid directly to the auspice organisation. You will need to provide information from the auspice organisation including: their contact details, ABN, and most recent financial report.

Assessment Criteria

All applications will be assessed against the following criteria:

- capacity of the applicant to deliver on project outcomes;
- clearly defined project aims;
- well defined intended outcomes;
- clear evaluation methods;
- community participation and consultation where appropriate; and
- a complete, balanced, and realistic budget.

Round One Arts and Culture Grants

Applicants are encouraged to view the 2023 and 2024 Round One successful grants to see the range of projects funded and realistic grant allocation amounts. A list of successful grants is available at:

<https://www.yarracity.vic.gov.au/about-us/grants/annual-grants>.

Prepare your Grant Application

When preparing your grant application, please consider the following:

- Begin your application as early as possible. We strongly recommend you submit your application before the due date. **The grant round closes strictly at 11:59pm on Monday 22 January 2024.** We are unable to accept late applications for any reason.
- Ensure that you state explicitly what your project is. Describe the event/activity/program, so that it is clear what you want to do, how you want to do it, and why it is worth doing.
- Bear in mind that the assessors change each year and may not be familiar with your organisation or your previous projects. Assessors are not given access to your grant history.
- Be as precise as possible. The assessors are aware that your project may still be in the planning stage and that definite plans are not always possible until funding is secured. However, you can still clearly state what your intentions are and, if needed, adjust the project plan through a project variation if your grant is successful.
- If your project involves partnering with another organisation, it is useful to show some evidence of that partnership, such as a letter of support.
- All questions marked 'response required' must be completed.

Prepare your Project Budget

When preparing a budget for your project, please consider the following:

- It is important that all costs are realistic and justified/explained within your application.
- Ensuring that your budget is as detailed as possible helps the assessors understand the amount requested and demonstrates what the impact of reduced funding might be.
- If you have applied for other funding for your project, please note this in your budget and ensure it is clear if the funding is confirmed or unconfirmed.
- Including quotes in your support material, especially for significant items, may help assessors understand your costs.

Why do we ask for a minimum grant amount?

While we strive to fund the grants to the amount requested, with limited funds available that is not always possible. Sometimes, successful applicants are offered a lower amount than requested when the full funding is not available, and the assessors believe the project will still be viable and worthwhile. This is why we ask what the minimum funding is required for the project to run and give the space for you to describe the impact a lower funding amount would have on your project. We strongly encourage applicants to make use of these questions when appropriate so that the assessors can make informed decisions.

If your project is successful but you do not receive the full amount of funding, the Grants Team will be happy to discuss any changes you may need to make to the project.

Attachments and Support Material

You may wish to include supporting material with your application. Some items that might be appropriate include:

- letters of support from partner organisations, confirming their intention to work with you on this project;
- letters of support from organisations consulted;
- evaluations or assessments of previous programs or projects;
- links to short videos about your project.

Please note, the maximum attachment size in SmartyGrants is 25MB. To avoid technical difficulties which may prevent you being able to submit your application, we recommend keeping files to a maximum of 5MB. Files can only be uploaded one at a time and upload speeds will vary depending on your computer's specifications, your internet connection and the amount of traffic on the SmartyGrants server. If you do have concerns or encounter any issues, consider providing links to specific website pages or online/cloud file transfer services in the space provided instead.

Financial Statements

All applicant organisations must upload a copy of the organisation's (or auspicing organisation's) most recent annual financial statement to their Annual Grant application. For most applicants, this will be the previous year's financial statement. Alternatively, you can upload the organisation's most recent profit and loss statement.

Applicants who do not provide a financial statement will be ineligible.

All incorporated organisations are required by Consumer Affairs to have a financial statement every year, and present this at their AGM. More information on financial statements can be found at [Financial statements and auditing requirements for incorporated associations - Consumer Affairs Victoria](#)

Child Safe Standards

Victorian organisations that provide services or facilities for children (anyone under 18 years old) are required by law to implement Child Safe Standards to protect children from harm. Therefore, if your project/program will engage children as either participants or audience members you will be required to demonstrate that you are complying with the Child Safe Standards by uploading a copy of your organisation's Child Safe Policy or Statement of Commitment to Child Safety.

If your organisation does not yet have a Child Safe Policy or Statement of Commitment to Child Safety, a template document is available on the Small Project Grants website: <https://www.yarracity.vic.gov.au/about-us/grants/small-project-grants>. Tailor this document to suit your organisation and activities, then attach the document to your application as evidence. Remember to make sure a copy is distributed to your members.

Individual artists will need to upload a copy of your current working with children check and/or your exhibition space's Child Safe Policy or Statement of Commitment to Child Safety. For further information on the Child Safe Standards see: <https://ccyp.vic.gov.au/child-safety/resources/>

Public Liability Insurance

Applicants are not required to include a copy of their public liability insurance with their application. However, if the application is successful, Council requires grant recipients to provide evidence of public liability insurance, with an adequate coverage level (see page 4), before payments can be processed. In most cases this will be a copy of your public liability insurance certificate of currency. If you do not have public liability insurance, you will need to provide a copy of the public liability insurance certificate of the venue where your project will take place. Organisations that are being auspiced may be covered by the auspice body's public liability insurance, and so will need to provide a copy of their certificate of currency.

Successful applications

What will happen if your application is successful?

If you are successful, a funding agreement which outlines the conditions of your grant will be sent to you (or your auspice organisation). You will be required to sign and return a copy of the funding agreement and provide a copy of your organisation's bank statement showing the account number, BSB number and name that matches the applicant's or auspice ABN details. All payments will be made by electronic transfer.

What to do if your grant is not fully funded?

If your application is successful but you did not receive the full amount of funding requested, and you would like to proceed with the grant, the grants team will be happy to discuss any changes you need to make to the project. The grants team can also advise you whether you need to submit a project variation form outlining the changes being made.

Acquittal

Each grant recipient is required to submit an acquittal form within two months of completion of the project. The acquittal includes questions about how many people and Yarra residents participated in the event/program, what adjustments were made to the project as it unfolded, and whether the aims and objectives outlined in the application were met. The acquittal also includes a financial report, which shows how the funding was spent.

The required acquittal form is attached to each successful application. Links to the acquittal forms are listed under each application under the "My Submissions" tab in SmartyGrants. To access an acquittal form, please log onto <https://cityofyarra.smartygrants.com.au> click on the "My Submissions" tab and scroll down to the specific grant. You can then complete and submit the acquittal.

Please keep receipts for expenditure items over \$250 to upload into your online acquittal.

To be eligible for a grant, organisations and/or individuals must have successfully acquitted all completed grants from Yarra City Council. Applications from applicants with outstanding acquittals will **not** be assessed.

Promoting your project

If your grant application is successful, Yarra City Council reserves the right to contact you and your organisation for promotional purposes. This may include but is not limited to profiling your project on Council's corporate website, social media channels, electronic and print newsletters and magazine and external media outlets.

Submitting Your Application Online

Applicants are required to submit their application and supporting materials using the online grants form at cityofyarra.smartygrants.com.au.

Please note that applications are not submitted online until you hit the **submit** button. After submitting your application, you will receive an email acknowledging receipt of your application – it will have a PDF copy of your application attached for your records. This will be sent to the email address you used to register. *If you do not receive this email your application has not been submitted.* City of Yarra staff cannot view applications that have not been submitted.

Applications and all supporting material are due by **11:59pm on Monday 22 January 2024** and any additional materials will **not** be accepted after this time.

Arts and Culture Stream Fact Sheet

This stream supports the creation and presentation of arts and cultural projects, activities and works within the City of Yarra. Our vision is for arts and culture to be integrated into our city so that it can be an everyday experience and be enjoyed by our community, whether as makers, audience members or participants. Creativity can exist anywhere, and its pursuit is open to everyone.

Arts and Culture Grants will be open on a biannual basis which means there are two opportunities to apply for a grant to support a project in 2024. Round 1 for projects from January – December 2024 is now closed. Applications for Round 2 will fund projects from July-Dec 2024.

Funding Priorities

Applications to the Arts and Culture Stream must respond to at least one of the following priority areas identified in the Arts and Culture Strategy 2022-2026:

- **Our Aboriginal and Torres Strait Islander arts and cultures are at the heart of Yarra** –to increase the prominence of Aboriginal arts and culture in Yarra
- **Artists are essential to a thriving Yarra** - help artists renew and adapt their practices to changing conditions
- **Our arts and culture shape Yarra's places and spaces** - ensure that all of Yarra benefits from our arts and culture, increase public engagement, utilise council's networks and resources
- **We celebrate and support our creative and diverse community** - to enable as well as celebrate Yarra's diversity
- **Our arts contribute to an ecologically sustainable future** - cultivate arts practices that assists Yarra to reach its sustainability goals

Further information on these priorities can be found in the 2022-2026 Arts and Culture Strategy.

<https://www.yarracity.vic.gov.au/about-us/strategies-policies-plans#accordion-arts-and-culture>

Expected program outcomes include:

- Increased visibility and recognition of Aboriginal and Torres Strait Islander cultures
- Projects contribute to an ecologically sustainable future
- Public spaces activated with cultural and creative initiatives
- Opportunities for creative practitioners to gain economic benefit or professional development
- Opportunities for audiences, including the city's residents, workers and visitors, to engage with creativity, self-expression, learning and cultural participation
- Increased visibility and understanding of the history of Yarra and its stories through creative projects

Examples of outcomes may include:

- Creative outcomes across all artforms e.g., performance, music, digital media, visual arts, literature, dance, craft, multi discipline arts etc
- One off events or a series of events that celebrate and promote creativity, culture, people, places and the arts
- Projects by individuals, community groups, collectives, organisations, partnerships/collaborations

Arts and Culture Stream Fact Sheet

It is strongly advised that you discuss your project with Arts and Culture before applying.

Arts and Culture Contacts	
Community Arts Officer	Olivia Allen 9205 5038 olivia.allen@yarracity.vic.gov.au
Arts Development Officer	Deb Kunda 9205 5089 debra.kunda@yarracity.vic.gov.au
Festival and Events Officer	Penny Kyprianou 9205 5109 penny.kyprianou@yarracity.vic.gov.au

Maximum grant: \$10,000 for individuals; \$20,000 for organisations/community groups

All Arts and Culture applicants are encouraged to submit the following materials:

1. resume or short biography of applicant/s (maximum 3 pages)
2. any materials in development for proposed project including images, scripts, project plans, sound files, and/or material from past projects which demonstrate arts practice/skills relevant to this project
3. letters of support – if your project requires the support of another organisation to develop or proceed then a letter acknowledging this support is recommended.
4. accessibility - individual artists may submit video responses to some of the questions in the application form. See application form for details.
5. Please submit the support materials in the form of a single PDF rather than separate documents.