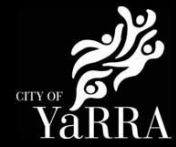


Sustainability Art Grants Guidelines 2023/2024



Slow Art Collective Pavilion, 2023 Annual Grant Recipients

Sustainability Arts Grants Guidelines 2023/2024

Everyone has a role to play in moving to a sustainable future. Council recognises the Climate Emergency and supports actions which contribute to environmental sustainability and waste reduction. The Arts and Culture Strategy 2022-2026 recognises as a key priority: **Our arts contribute to an ecologically sustainable future**, acknowledging that the creative sector is part of the solution.

The Sustainability Arts Grant (SAG) is a quick response grant, accepting requests up to \$1,000. The fund opens from 1 July 2023 and closes 30 May 2024 or when the funding pool is expended.

Objective

The objective of SAG's is to support artists, creative organisations/community groups to invest in making what they do more sustainable and to reduce waste.

Applicants should consider how their project uses circular economy principles:

1. Designing out waste and pollution
2. Keep products and materials in use
3. Regenerating natural systems

For further information about Yarra City Council's commitment to the Climate Emergency visit [here](#).

To find out more about the Circular Economy and Yarra visit [here](#).

Applicants must be based in Yarra or deliver a program in Yarra.

What can SAG be used for

This grant can be used for goods or services that will enable artists, creative organisation/community groups to make their project or practice more sustainable.

This could include:

- Funding towards providing reusable options rather than disposable options (eg wash station with reusable cups plates at an outdoor event)
- Hiring of equipment through businesses which incorporate sustainable practices (eg who provide product stewardship for life cycle of hired equipment)
- Engage professional advice to provide practical solutions to improve sustainable aspects of an event, project or creative process
- Support to access renewable resources
- Purchase of equipment which is designed to be repaired to ensure longevity and minimal waste
- Acquiring a resource to be shared to maximise its potential

Assessment Criteria

- Alignment with the grant objective
- Clearly defined benefits
- Capacity to deliver the project
- Realistic budget

If you have previously had a grant from Yarra City Council for a project which is now complete, this grant must be acquitted before any new applications can be assessed. Acquittals can be submitted via:

<https://cityofyarra.smartygrants.com.au>.

Eligible Applicants

Sustainability Arts Grant Applicants must:

- Have an active ABN*
- Be an individual artist, incorporated organisation or unincorporated not-for-profit community group which will be auspiced.
- Be based in the City of Yarra or deliver an event or program in Yarra.
- Have acquitted previous Council grants and have no outstanding debts to Yarra City Council.

*The applicant names must match the entity (legal) name for the ABN, or a registered business 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.

Applicants that are not eligible

- Neighbourhood Houses are funded through Council's Neighbourhood House Funding Program and are therefore not eligible for the Sustainability Arts Grant Program.
 - As above, Neighbourhood Houses can act as an auspice for other community groups;
- Individuals and sole-traders who do not meet the requirements listed above.
- Applicants who have already received a Sustainability Arts Grant within the annual cycle.
- Previous grant recipients with overdue acquittals.

Eligible Projects

Applications must be from applicants based in Yarra or delivering a program in Yarra.

Projects that are not eligible

- Applications to fund projects retrospectively, for works that have already been completed;
- A program that is considered the responsibility of State or Federal Government;
- 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.
- Individual training, study or academic research in Australia or overseas;
- A project that will be offered for assessment in the above training courses;
- School fetes and other similar events;
- Competitions
- Prize-events, award exhibitions or exclusively fundraising events

How to apply

Applications can be made online through Council's website, at cityofyarra.smartygrants.com.au

Attachments and support material

Applicants are required to include a quote/s for the goods and or services proposed in this application.

- Applicants can also include any other support material that may support their application (eg website links to current and previous projects).

Please note, the maximum attachment size in SmartyGrants is 25MB.

Acquittal

Each grant recipient is required to submit an Acquittal Form and financial report within two months of completion of the project. Throughout the project funds must be spent in accordance with the budget submitted. You are required to keep accurate, up-to-date records in relation to the project including, but not limited to, itemised receipts issued when funding is spent and relevant account records to submit as part of the acquittal.

The required acquittal form will be linked to your application in the My Submissions area of SmartyGrants. When you are ready to submit the acquittal form please log onto <https://cityofyarra.smartygrants.com.au> and submit it in the same way you submitted your grant application. Applications from past grant recipients will not be considered while they have overdue acquittals.

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

Assessment Process

These grants are assessed on a competitive basis. Applications are checked for eligibility, internally assessed by two Council Officers and then the recommendations are reported to Council on a quarterly basis.

Timelines

Applications should be received a minimum of 4 weeks before a project starts. Applications for projects that have already taken place will not be assessed. Assessment and payment of grants usually takes 4-6 weeks provided all necessary documentation is provided in a timely fashion.

Having trouble writing your application?

The Grants Team are available to help all applicants with preparing their application. Call us on 9205 5170 or 9205 5146 to talk about your project and application or to make an appointment for help submitting your application online. Interpreters can be booked if requested.

Video pitches can be included as supporting documentation to your application; however, you will still need to complete the written application form. Please ensure any videos are kept short to a maximum five minutes as assessors have many applications to review. SmartyGrants recommends keeping attachments to 5MB, 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 9320 6888 or via service@smartygrants.com.au.

Successful applications

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 an electronic copy of the funding agreement. You will also need to provide a copy of your organisation's bank statement showing the account number, BSB number and name. All payments will be made by electronic transfer.

Auspiced Applications

Auspicing is a practice which enables small or new organisations who are not incorporated or who do not have an ABN access grant funds.

An auspice organisation must be incorporated and have an ABN. They accept legal and financial responsibility for the grant if successful.

Applications can be submitted directly by groups being auspiced. However, as the funding agreement for successful grants will be made between the auspice organisation and Council, any financial transactions must be made through the auspice organisation. Be advised that you need to provide information from the auspice organisation including: their contact details, ABN, and most recent financial report.

For more information

Contact Arts and Culture : Debra Kunda on 92055089, email debra.kunda@yarracity.vic.gov.au or Brona Keenan on 9205 5212 brona.keenan@yarracity.vic.gov.au

For issues with the application form, or administrative questions, contact the Grants Team on 9205 5170 and 9205 5146, or email yarragrants@yarracity.vic.gov.au

Submitting Your Application

SAG applications will be accepted at any time until 30 May 2024 or until the funding for each category has been exhausted. Funding is renewed each financial year on 1 July.

Applicants are required to submit their application and supporting documentation using the online form on <https://cityofyarra.smartygrants.com.au/>.

