



Yarra Small Project Grants 2017/18  
Guidelines and Application Information

Cover image:

This image was taken during a workshop collaboration between The Clubhouse at Fitzroy Learning Network and Bus Projects. Throughout October 2016, artists: Nina Mulhall, Minna Gilligan, Atong Atem, Daisy Catterall and Sheena Colquhoun ran workshops with a group of girls at The Clubhouse. The workshops celebrated the participants, their relationships, the things they like and that are important to them in life. Participants explored ideas of self-identity and representation and how to express this with new forms of verbal and visual exchange, using the tools of each of the mentoring artists: collage, photography, drawing and zines. This has been captured in a special printed publication which was launched at the 2017 Melbourne Art Book Fair.

Photograph credited to Bus Projects.



### Why does Council provide these grants?

The Small Project Grants (SPG) responds to funding requests throughout the year, providing an opportunity for new applicants to engage with Council and gain an understanding of the grants process. The grants allow organisations and individual artists to access small amounts of funding quickly (usually within four weeks from the time of submission).

**SPG rounds open each year on 1 July.**  
**Applications for SPG 2017/2018 will be accepted from 1 July 2017**  
**until 30 May 2018, unless the funding pool is exhausted before this date.**

If this is your first time applying for a grant from Yarra City Council, applying for a SPG is a good place to start. These quick turn-around grants provide a good opportunity for new applicants to gain an understanding of the grants process.

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>

### Small Project Grant Categories

There are two categories in the SPG program; Community Projects and Arts & Culture Projects.

**Community Projects** is a broad category encompassing the many programs and events run by not-for-profit community groups within Yarra. Eligible Community Projects include cultural celebrations, sporting events and programs which promote and support, such as social involvement, community connectedness, environmental sustainability, health, well-being and cultural diversity.

Only incorporated not-for-profit community groups are eligible to apply for grants under this category. However, community groups that are not incorporated or do not have their own ABN can be auspiced by an eligible incorporated organisation.

**Arts & Culture Projects** allows professional artists, arts organisations and community groups to apply to fund projects and events. Eligible Arts and Culture Projects include the development, production and showing of new art works or performances; the organisation of community arts festivals, events or arts development projects.

A variety of applicants are eligible to apply for grants under the Arts and Culture Projects category. Eligible applicants may be: individual artists with an ABN, incorporated not-for-profit artistic groups and organisations, and commercial galleries running not-for-profit events. Individual artists without an ABN may have their application auspiced by an eligible incorporated organisation.

We strongly recommend applicant for the Arts and Culture Projects category provide additional supporting documentation as part of their application. This can be uploaded through the online application form. Appropriate documents might include:

- resume or short biography of applicant/s (maximum 3 pages);
- examples of previous projects – this could be images (maximum of 10), sound files, DVD presentation or other media. If submitting electronically all files must be Windows compatible.
- letters of support – if your project requires the support of another organisation to develop or proceed then a letter acknowledging this support is recommended (if applicable);
- confirmation of venue booking (if applicable).

## Program Objectives

Each project/activity funded as part of the SPG Program is expected to meet some or all of Council's strategic objectives as stated in the current Council Plan. These are:

- Celebrating Yarra's Uniqueness – respecting the history and identity that matters to people living in or visiting Yarra
- Making Yarra More Liveable – improving services that affect the liveability of Yarra
- Ensuring a Sustainable Yarra – working to address our environmental impacts
- Supporting Yarra's Community – providing human services that meet the needs of a wide range of residents to maintain their health and wellbeing

## 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 have their applications auspiced by an eligible incorporated organisation or Neighbourhood House
- Applicants must be a not-for-profit, incorporated community groups (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;
  - unincorporated not-for-profit community groups can have their application auspiced by an eligible incorporated organisation or Neighbourhood House;
  - Individual artists or Arts-related businesses operating under an active sole-trader ABN\* can apply for the Arts and Cultural Projects Category;
  - Arts-related businesses can apply to the Arts and Cultural Projects Category. These applications are contingent on successfully demonstrating that the project being funded will run on a not-for-profit basis. This will require detailed financial reporting;
- Applicants can only receive one SPG per financial year and each grant is limited from \$100 to \$1,000 per application.
- Applicants must have acquitted previous Council grants and have no outstanding debts to Yarra City Council.
- Adequate insurance, working with children checks, WorkCover and superannuation coverage are required to be held by recipients of funding.

\*The applicant name must match the ABN Entity Name or a Trading Name formally registered against the ABN provided **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.

† For further information on the kinds of groups we deem eligible please see the definition provided by the Fitzroy Legal Service at:

[www.lawhandbook.org.au/06\\_06\\_02\\_what\\_type\\_of\\_community\\_organisation\\_should\\_you\\_form/](http://www.lawhandbook.org.au/06_06_02_what_type_of_community_organisation_should_you_form/)

## Eligible Projects

- Council will support a maximum of three exhibitions per year at any one art gallery.
- All applicants must be locally based and/or be applying for a program, service or activity that is of benefit to the Yarra community.
- Projects must have a public outcome within the City of Yarra boundaries.
- Projects and programs will only be eligible for both SPG and Annual Grants if applications are for distinct activities or stages of development.
- All questions marked 'response required' must be completed for the application to be eligible.

### **Applicants that are not eligible**

- Neighbourhood Houses are funded through Council's Neighbourhood House Funding Program and are therefore are not eligible for SPGs.
  - As above, 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.

### **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 a component of an ongoing project has a proven and direct benefit to the Yarra community;
- A new building, capital works or facility maintenance works;
- Ongoing staff salaries or administration costs not specific to the project;
- The purchase of equipment only, unless exempted above;
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing;;
- Training, study or academic research in Australia or overseas;
- A project that will be offered for assessment in the above training courses;
- Applications that are solely for attending forums, workshops and conferences;
- Competitions (excluding one-off sporting events);
- Prizes and award exhibitions or exclusively fundraising events;
- Covering the deposit or bond associated with hiring a Council Town Hall;
- Applications to fund projects retrospectively.

\* 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.

### **Assessment Criteria**

All applications will be assessed on the following criteria

- Does the project have clearly defined aims?
- Does the project clearly meet the Program Objectives?
- Does the local community benefit from this project?
- Does the organisation have the capacity to successfully complete the project?
- Is the budget for this project realistic?
- Arts and Cultural Projects – Does the project have high artistic merit?

### **Assessment Process**

Small Grants are assessed on a competitive basis. Being successful one year does not automatically mean success in subsequent years. Small Grant applications are checked for eligibility, internally assessed by two Council Officers and then the recommendations are reported to Council on a quarterly basis.

### **Successful applications**

If you are successful, a Funding Agreement which outlines the conditions of your grant will be sent to you. You will be required to sign and return the two original copies of a Funding Agreement. You will also be required to provide a copy of your organisation's bank statement showing the account number and name ONLY as all payments will be made by electronic transfer.

### **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 small grant application, 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.

Council may also require organisations to fully participate in any audit of the program/activity by making readily available all income/expenditure records, correspondence, meeting notes, promotional material, and any other document relating to the funded program/activity. This may include site visits and the collection of documents relating to the funded program/activity.

### **Need assistance to complete an application?**

Applicants who need help completing their application are encouraged to contact the Grants Team on 9205 5170. Assistance developing your project plan and submitting your application online can be provided in person by appointment until 15 July. Interpreters can be booked if requested.

If you are having trouble accessing your SmartyGrants user account, please contact SmartyGrants directly on 03 9320 6888 or via [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

### **Auspiced Applications**

An auspice organisation is an incorporated organisation that applies for a grant on behalf of a group, for example if the group is not incorporated.

The auspice organisation is accepting responsibility for the application. If the application is successful, the auspice organisation will be required to enter into the Funding Agreement with Council and grant money will be paid directly to the auspice organisation.

Applications can be submitted directly by groups being auspiced. Be advised that you will need to provide information from the auspice organisation including: their contact details, ABN, and Financial Report. All paperwork and funds will be signed by and distributed to the auspice organisation.

### **Attachments and Support Material**

All those applying as an organisation must upload a copy of the organisation's most recent annual financial statement to their Annual Grant application. For most applicants, this will be the 2015/16 Financial Statement that all incorporated organisations are required to send to Consumer Affairs Victoria. Alternatively, you can upload the organisation's most recent profit and loss statement. Please do not send your full Annual Report.

If your application is being auspiced, we require a financial statement from the auspicing organisation.

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

- 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.

If you are applying under the Arts and Culture Stream, please also see the Arts and Culture fact sheet for a list of specific support materials requested.

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 service in the space provided instead.

### **Public Liability Insurance**

If an application is successful, Council requires that all grant recipients provide evidence of public liability insurance, with an adequate coverage level, before payments can be processed. In most cases this will be a copy of your public liability insurance certificate of currency. This can be submitted with the grant application, or when returning your funding agreement.

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.

### **Submitting Your Application**

**SPG applications will continue to be accepted at any time until 31 May 2018 or the funding for each category has been exhausted.** Funding is renewed each financial year on 1 July.

Applicants are encouraged to submit their application and supporting materials using the online grants form at <https://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.

Applicants who experience difficulty completing the online form can request a hard copy version by contacting Community Grants on 9205 5170. Typed, emailed or faxed applications will not be accepted.

Handwritten applications can be posted to the following address:

Community Grants Program  
City of Yarra  
PO Box 168  
Richmond VIC 3121

Or, returned in person to the reception desk at Richmond Town Hall, 333 Bridge Rd, Richmond.

For further information please call Community Grants on 9205 5170 or 9205 5146, or email [yarragrants@yarracity.vic.gov.au](mailto:yarragrants@yarracity.vic.gov.au).

FOR INFORMATION IN YOUR LANGUAGE ABOUT THIS DOCUMENT OR ABOUT COUNCIL, PLEASE CALL 9280 1940 AND QUOTE THE **REF** NUMBER BELOW.

**ARABIC**

للمعلومات باللغة العربية، حول هذا المستند أو عن المجلس البلدي، نرجو الإتصال هاتفيا على الرقم 9280 1930 وأذكر رقم المرجع **REF** المذكور أدناه.

**SIMPLIFIED CHINESE**

欲知有关本文档或议会的普通话版本信息，请致电9280 1937并报上下列**REF**号码。

**TRADITIONAL CHINESE**

欲知有關本文檔或議會的粵語版本資訊，請致電9280 1932並報上下列**REF**號碼。

**GREEK**

ΓΙΑ ΠΛΗΡΟΦΟΡΙΕΣ ΣΤΑ ΕΛΛΗΝΙΚΑ ΣΧΕΤΙΚΕΣ ΜΕ ΑΥΤΟ ΤΟ ΈΓΓΡΑΦΟ Ή ΤΗ ΔΗΜΑΡΧΙΑ, ΠΑΡΑΚΑΛΟΥΜΕ ΚΑΛΕΣΤΕ ΤΟ 9280 1934 ΚΑΙ ΑΝΑΦΕΡΕΤΕ ΤΟΝ ΑΡΙΘΜΟ **REF** ΠΑΡΑΚΑΤΩ.

**ITALIAN**

PER AVERE INFORMAZIONI IN ITALIANO SU QUESTO DOCUMENTO O SUL COMUNE, SI PREGA CHIAMARE IL NUMERO 9280 1931 E CITARE IL NUMERO DI RIFERIMENTO (**REF** NUMBER) SOTTOINDICATO.

**SPANISH**

PARA INFORMACIÓN EN CASTELLANO SOBRE ESTE DOCUMENTO O SOBRE EL AYUNTAMIENTO, LLAME AL 9280 1935 Y CITE EL NÚMERO DE **REF** DE MÁS ADELANTE.

**VIETNAMESE**

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**REF 17086**