



Yarra Arts Fellowship Guidelines 2024

Yarra Arts Fellowship Guidelines

The City of Yarra is known as a creative city, active with live music, street festivals, creative venues and hubs, galleries, studios and creative communities that all contribute to its unique ecology. The [Arts and Culture Strategy 2022-2026](#) recognises as a priority that Artists are essential to a thriving Yarra. Supporting our local artists ensures we continue to nurture and grow our creative community, with flow on benefits for community engagement, health and wellbeing, community pride and economic benefit.

What is the Yarra Arts Fellowship?

The Yarra Arts Fellowship is a \$10,000 grant to be awarded to an individual artist. The grant is intended to help an artist focus more easily on their practice by reducing financial pressures associated with maintaining a creative practice. The grant is to be used from January 2024 – December 2024. During this period it is expected that the grant will contribute to any outcomes which may take place during this time.

There will be one Yarra Arts Fellowship awarded for 2024.

What can the grant be used for?

The grant can be spent on costs that contribute to the everyday development of a creative practice (e.g. studio costs, hire of equipment, purchase of materials, skills development etc).

Assessment criteria

Applicants will be assessed on the following criteria:

- The applicant's demonstrated commitment to their practice
- Identified benefits of the grant support
- Capacity to successfully undertake the Fellowship
- Alignment of the proposed expenditure to the intention of the grant
- A complete, balanced, and realistic budget.

Eligible Applicants

- Individual artists who have a studio or practice in Yarra (and continue to do so for the duration of the Fellowship)
- Artists working in any creative artform (e.g., music, writing, dance, film and video, visual arts, theatre etc)
- Artists who have an established arts practice (minimum three years)
- Applicants must have an active ABN*
- Applicants must have acquitted previous Council grants and have no outstanding debts to Yarra City Council
- Applicants must have adequate public liability insurance. Where relevant, applicants must also have working with children checks, WorkCover and superannuation coverage
- Where 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/>

*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. Your ABN can be checked when entering your ABN into the application form.

Applicants that are not eligible

- Organisations or groups (although individual artists who collaborate as part of their practice can apply)
- Individuals who cannot demonstrate they have a studio or creative practice in Yarra
- Previous grant recipients with overdue acquittals

Projects that are not eligible

- A new building, capital works or facility maintenance works
- The purchase of equipment only
- 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 conference
- Competitions (excluding one-off sporting events)
- Prizes and award exhibitions or exclusively fundraising events
- Applications to fund elements of the Fellowship retrospectively
- Living expenses

All Fellowship applicants are required to submit the following:

- Resume or short biography
- Website links to specific projects or sites and/ or images (maximum of 10), scripts, plans, sound files etc. that demonstrate your creative practice. Any files must be Windows compatible.

Key dates for Yarra Arts Fellowship

Applications open	12 June 2023
Applications close	11.59pm, Monday 31 July 2023
Announcement of grant outcomes	November 2023
Fellowship commences	January 2024

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.

Accessibility: To increase accessibility, applicants have the option to submit a video response to many of the questions in this form. Short answer, multiple choice questions and budget information must still be submitted via this application form. This video can be submitted in the supporting documentation section at the end of this application.

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

Submitting Your Application

Applicants are required to submit their application and supporting documentation using the online form on <https://cityofyarra.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 bank statement showing the account number, BSB number and name. 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 Fellowship. Throughout the Fellowship 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 Yarra Arts Fellowship application, when you are ready to submit the acquittal form please log onto cityofyarra.smartygrants.com.au and submit it in the same way you submitted your grant application.

Please keep receipts for expenditure items over \$250.00 to upload into your online acquittal.

For more information

Contact Arts and Culture on 9205 5089 or email debra.kunda2@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