

Willoughby City Council Community Small Grants Program Guidelines

OPENING DATE: Monday 25 March 2019

CLOSING DATE: Friday 10 May 2019

Category 2 - Arts & Cultural

The Arts and Cultural Grants are part of a range of programs, activities and facilities through which Willoughby City Council supports the artistic development and cultural vitality of its diverse community. Council recognises that the arts play a key role in building community spirit and a sense of belonging by exploring, expressing, reflecting, challenging and celebrating who we are;

The maximum that will be awarded is \$3,000 excl GST. The minimum that will be awarded is \$1,000 excl GST.

AIMS OF THE ARTS AND CULTURAL GRANTS (address two or more):

- Support activities which contribute to the development of arts and culture in the Willoughby local government area and to aim to cultivate participation and engagement.
- To support and strengthen the sense of identity and social cohesion of local communities.
- To encourage expressions of the cultural diversity of Willoughby LGA.
- To encourage partnerships between community groups and artists.
- To encourage the implementation and development of innovative arts programs and projects.
- Demonstrate a commitment to the development of local creative skills and cultural pursuits.
- To promote Willoughby LGA as a vibrant, creative and artistically diverse community.

Projects Must:

The final outcome of the grant must be shown/staged etc. in Willoughby LGA within the 12 month period from when the grant was awarded.

Funding must be towards a specific project such as:

- Creating and implementing an exhibition, marketing a project and holding an art performance or installation.
- Conducting workshops, providing mentorship opportunities or seeding funds for an arts project etc.
- A collaborative approach or joint project between an artist and a community or cultural group.
- Activation of city streets and public spaces through temporary art works and installations to create places for creative and social activities.
- Support creative-based projects that raise awareness of importance issues in the community.

It is recommended that prospective applicants discuss their proposal with the Curator & Visual Arts Coordinator on 9777 7972 prior to making a submission.

WHO CAN APPLY

- Artists working in all art forms. Artists may be amateur/emerging, a tertiary student or professional.
- The creative director or key member for this project
- Not-for-profit organisations/community groups who wish to undertake an art-based project.
- Individuals, artists and groups applying for funds should be based within and/or principally serve people living and working in the Willoughby Local Government area.
- Be not-for-profit, incorporated groups (or groups auspiced by an incorporated body).
- Be able to demonstrate in their application the ability to successfully deliver the project.
- Have current Public Liability Insurance (\$10 million).
- Individuals, artists and groups applying for funds can apply to NAVA PLUS PREMIUM for public liability insurance and NAVA is able to act as a sponsor for the artist.

WHO CANNOT APPLY

- Unincorporated groups, profit making organisations and private businesses.
- Applicants that have substantial reserve funds and could self-fund.
- Applicants who have failed to comply with previous funding requirements.
- Applicants with considerable opportunity to access funding from other sources.
- Applicants that are already receiving considerable in-kind assistance from Council e.g subsidised venue hire over \$10,000 per annum.
- Government departments or agencies.
- Individual artists who have received funding in the previous year. Applications may be re-considered if undertaking a new partnership or part of a community based project.
- Council staff. Family members of Council staff can apply if they meet all of the criteria.

INELIGIBLE PROJECTS

- Projects outside of the Willoughby LGA.
- Retrospective projects.
- Staff positions that require recurrent funding.
- Upgrades to Council owned property.
- Payment of Public Liability Insurance.
- Capital works projects.
- Prize money, trophies and competitions.
- Course fees (tertiary education fees, workshop/tuition fees/master class fees etc).
- Costs associated with transport (e.g. airfares, train tickets).
- Party political purposes (i.e. projects and activities associated with political parties).
- Costs for purchase of assets (e.g. musical instruments, cameras).
- Shortfalls in the applicant's operational budget.

INCORPORATION

All groups/organisations applying for grants must be incorporated. Non-incorporated groups can also apply and ask an incorporated organisation to act as their auspicing body i.e. apply for and manage the grant on their behalf. The cheque will be made out to the incorporated body which will be responsible for the allocation of the grant for the project.

ASSESSMENT CRITERIA

Applications will be assessed on the basis of:

- Demonstrate a high level of artistic merit and innovation (25%).
- Level of actual/potential community participation in the project (25%).
- Relevance to the identity and diversity of the City and its residents (25%).
- Evidence of a sound budget and project implementation plan (25%).

ASSESSMENT & ENDORSEMENT PROCESS

The application will be assessed by specialist Council officers and Executive Leadership team. An overview of each project and officer recommendations will be presented to Councillors for endorsement. Applicants can expect to receive notice of Council's decision in August.

CONDITIONS FOR SUCCESSFUL APPLICANTS

- Funds must be used only for the purposes detailed in the grant, unless agreed to in writing.
- Successful applicants must provide an invoice of the amount granted and if registered for GST provide a Tax invoice with GST included on top of the grant amount.
- Reflect Council's values by avoiding defamation, offence and prejudice.
- An acquittal report must be provided at the end of the grant through SmartyGRANTS.
- Applicants must acknowledge Council support on publicity material and public statements made about the project.

This is a small grants program that is non-recurrent and should not lead to a dependency on Council for on-going support. It is expected that recipients will make some financial contribution to the overall cost of their project.

If you require further clarification please call Willoughby City Council on 9777 7972 to ensure that your project complies with the objectives of the Small Grants Program.

CLOSING DATE: Friday 10 May 2019

Late applications will not be considered