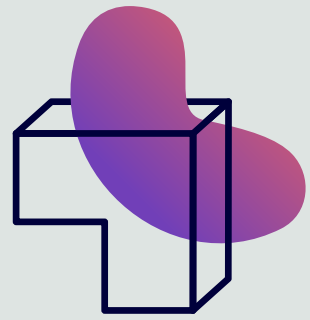


GUIDELINES

CULTURAL AND CREATIVE GRANTS



OVERVIEW



Council's Cultural Creative Vision is:

Clarence... a Gateway to Tasmanian culture.

We acknowledge and embrace arts and culture as integral elements within our community and a significant contributor to wellbeing and prosperity.

Clarence City Council encourages the pursuit of excellence in all cultural activities and will draw upon our unique geographic location to become a 'Gateway to Tasmanian Culture'.

Support is available for individuals, and eligible community groups for events, projects or activities that activate arts and cultural pursuits in community, contribute to building a sense of identity, encourage innovation, community spirit and cohesion, and add richness to life on the Eastern Shore.

The Cultural and Creative Grant opportunity is open to artists and creative workers at all stages of their career, working across a range of established and emerging art forms and disciplines, as well as eligible not for profit community groups who may wish to explore a creative or cultural project of interest.

This funding stream aims to support creative projects across a range of artforms including visual art, theatre, performance, writing, literature and music and events, which:

- Increase the availability and accessibility of high-quality, diverse creative and cultural experiences for community
- Support employment outcomes for artists, collectives and community groups in the production and presentation of new artistic works and events
- Support new artistic collaborations, and innovative ways of working
- Increase the opportunity for our community to engage with cultural and creative activities
- Support creative participatory experiences including community workshops/activities, and programs or activities delivered in public spaces
- Respond to one or more of the objectives outlined in Clarence City Council's Cultural Creative Strategy 2022-2032.

Funding available

We have two tiers of funding available for projects/activities:

Level 1 up to \$5,000, and

Level 2 \$5,000 to \$10,000 ex GST*

**This funding may comprise a combination of cash and in-kind contributions, which includes venue hire of the Rosny Farm Arts Centre, the Rosny Barn and equipment, subject to availability.*

Clarence Council reserves the right to partially fund a project if any project component sits outside the assessment criteria, the project delivery timeline is considered insufficient or if any part of the budget has a disproportionate expense.

Who is eligible?

- Community or resident groups
- Incorporated associations
- Not-for-profit associations
- Registered charity organisations
- Auspiced organisations
- Self-employed artists/musicians/performers.

Any applicant under the age of 18 is not eligible.

If you're unsure of your eligibility, please contact a Community Grants officer for more information.

Eligibility criteria

For an application to be assessed for grant funding by Council, the application must

comply with the following criteria:

1. The grant application:
 - a. must be complete and include all required supporting documentation;
 - b. must be received within the grant application period, late applications will not be considered;
 - c. must be submitted by an authorised person of the organisation or entity and provide evidence of that authorisation; and
 - d. must not be for an activity that has a start date which occurred prior to the grant round or that has already taken place.
2. The activity must be undertaken within the Clarence municipality or demonstrate that it will benefit the City of Clarence.
3. The Applicant must not submit more than one application across council's grant rounds.
4. Be an eligible entity for the given grant stream;
5. The Applicant must not owe any reports or money to Council as a result of previous funding or grants.
6. If the activity involves children or young people under the age of 18, your application will be assessed against the ten principles of the Child and Youth Safe Framework, as enshrined within the Child and Youth Safe Organisations Act 2023.

7. The Applicant must not have received support through the Rosny Farm Arts Centre annual Exhibition Program for the grant activity.
8. For projects that aim to be delivered at the Rosny Farm, the applicant must discuss their project with a representative from the City Culture team before applying.
9. The applicant/s must have appropriate insurance coverage and have relevant workplace health and safety and risk management policies.
10. The Applicant is not:
 - a. government agency or department of Local,
 - b State or Federal levels of Government;
 - c. an organisation with gaming machines;
 - d. a political party or an organisation whose core purpose is political lobbying, including the lobbying of councillors;
 - e. current council employees and councillors (this does not preclude irregular casual council employees whose work does not conflict with the grant activity or committees or organisations that councillors or staff participate on. All applications which involve council employees or councillors in any capacity must be declared as part of the grant application and will be subject to an eligibility conflict assessment by Council).

If you have any questions in relation to eligibility please contact grants@ccc.tas.gov.au before applying.

What can you apply for?

Examples may include:

- Cultural and creative events, activities or projects that align with council's adopted Cultural Creative Strategy 2022 - 2032
- Activities, workshops or events which increase opportunities for our community to engage with diverse cultural and creative experiences
- Activities that employ local artists, musicians, storytellers, and cultural practitioners in projects that activate our community
- Skill development and capacity building e.g. creative and cultural workshops, professional development and exchange
- Cultural and creative placemaking activities which improves public spaces.

Key dates

Round 1

Opens on 01 July

Closes on 16 September

Funding is available for projects commencing after 1 December.

Round 2

Opens on 01 February

Closes on 21 March

Funding is available for projects commencing after 1 June.

Late applications will not be accepted.

You will be advised of your application's outcome in writing 8-10 weeks after each round's closing date. To provide for transparent and equitable decision-making, we are unable to provide outcome advice outside this process.

Examples of activities that won't be funded:

- Built infrastructure and fixtures
- Support for all, or elements of, a festival, project or event, which has already received a grant or sponsorship from Clarence City Council
- Event, project or activity which is primarily commercial
- Normal operating costs of the organisation or group, including but not limited to: Council lease costs, insurance premiums, payment of debts, existing and on-going salaries, auditing, rent or room hire, uniforms, consumables and other administrative expenses
- Funding for prize money, prizes or trophies
- Activities/events/projects that have commenced prior to funding being approved
- Activities or programs that are already delivered by Clarence City Council or are our core business
- Exhibitions that have been approved for support via the Rosny Farm Arts Centre annual Exhibition Program
- Donations or fundraising activities that support the recurrent operations of the applicant
- Individual pursuits or professional development without a public outcome
- Activities that lead to a conflict with council's legislative obligations, including competitive neutrality (that is the requirement that activities compete fairly in the market and on equal terms to other businesses), and must not expose council to any unreasonable financial, legal, reputational, or other risks.

Where grant applications involve the dissemination of cultural information (for example interpretive panels or artworks) the

content must be agreed with council prior to manufacture/installation.

Assessment

All grant applications will be assessed for both eligibility and merit assessment of the grant activity. The merits assessment will be undertaken only if the eligibility assessment is successful. Applicants must discuss their proposed activity with a relevant grant officer prior to submitting. If your project is proposed for delivery at Rosny Farm, you must discuss your activity with a member of the City Culture team prior to submitting your application.

Activity Assessment criteria

Applications will be assessed in accordance with the following criteria:

1. A clear rationale for the project including aims, expected outcomes and why the funding is needed
2. How the funding will contribute to the development of the artist's creative practice and support further career growth
3. How the project aligns with one or more of the objectives outlined in council's Cultural Creative Strategy 2022 - 2032
4. How the proposed activity will benefit the Clarence community
5. Where proposed works are grant funded by another organisation/government, the applicant/s must demonstrate how the council grant assists to maximise the dollars spent and community benefit.
6. The applicant/s must have capacity to manage and achieve their project and to maintain outcomes.
7. The applicant/s must provide a detailed budget outlining:
 - a. funding arrangements for the project

- b. which components of the project council is funding
 - c. projected costs of the budget (reasonably itemised, including calculations for any voluntary/in-kind support to be provided)
 - d. contribution the applicant is making to the project (including in-kind support).
8. If applicants are planning on including First Nations cultural representation in their project, then participating First Nations artists need to be cited, and / or evidence of cultural permission must be included
 9. The applicant/s have met the eligibility criteria.
 10. Requests over \$5,000 will be assessed against how well they demonstrate: A long term investment for community - commensurate to the scope and scale of the project; Alignment with more than one priority area of the Cultural and Creative Strategy 2022-2032; Thorough planning; and Value for money.

In determining an outcome, council may require the applicant to provide additional documentation to support a project/event on council land. Council will also consider how many times you have previously been successful in obtaining a grant and adherence to the grant agreement, to provide equity within the scope of available funds.

Cultural and Creative Grant applications are assessed by a panel of council officers, following which a report is prepared for consideration and approval of council.

The Cultural Creative Grants Program is very competitive, and demand will often exceed funding availability. You are encouraged to ensure that you provide all required information to enable your application to be considered fully in competition with all requests received.

Council may determine that an application is recommended for partial funding.

If you are unsure about your project, please contact the Community Grants Officer for additional information and guidance.

Funding rounds and limits

Cultural and Creative grants are assessed up to twice per year in two separate rounds.

You may only submit one application each funding round.

If you have previously received a grant from council you will be unable to apply for another grant until the acquittal form is completed and returned.

The budget

You must provide a budget, outlining funding arrangements for your project. The purpose of the budget is to demonstrate how the project is to be funded. This helps the assessment panel to understand:

- Whether the request is for cash or venue support in-kind (please see venue hire and equipment charges outlined at <https://www.clarenceartsandevents.net/venues/rosny-barn/> for more information). Please note that the total value of cash and in-kind support combined cannot exceed \$10,000
- Any other partnerships, sponsorships, funding or in-kind support you have in place for your project
- which components of the project council is funding
- your contribution to the project including staffing and volunteer time
- council prioritises assistance to applicants who demonstrate that they are making a significant contribution to the project. This can be a combination of monetary and in-kind support.

Calculating artist wages and volunteer support

In applying for this funding, we expect all applicants to ensure that they allocate sufficient funds within their budget to pay themselves and any collaborators a fair and living wage, in compliance with applicable labour standards and award guidelines. This should reflect the professional nature of the work and the time commitment required to successfully deliver the project.

We also acknowledge that creative projects often rely on volunteer support. It is important to recognise this in your application as in-kind income. A general rate for volunteer contribution is \$40 per hour for non-skilled labour, and at relevant rates for professional services.

Hours contributed by volunteers should not account for more than 25% of the total project budget.

Your obligations – If you are successful in receiving a grant

If council approves your grant, you are required to:

- Enter into a formal funding agreement with council
- Expend the grant monies only on the activity for which the grant was approved
- Publicly acknowledge the support of Clarence City Council in any acknowledgements and media releases
- Invite the Mayor and Councillors to attend any relevant function or event associated with the funded project
- Complete an acquittal report within three months after your project completion date as specified in your application.

If you would like to find out more, a copy of the acquittal form is available [here](#).

How to apply

Council has shifted its application process to SmartyGrants. To apply for a grant you need to register with SmartyGrants. Visit SmartyGrants or click the 'Apply now' button from the corresponding grant program, and then click 'Log in'.

From the page that is displayed you can register as a user with SmartyGrants and start your application. You can also preview the application form.

CHECKLIST

- ☐ Ensure you are applying to the correct grant stream
- ☐ Give a clear description of the grant proposal and the anticipated community benefit
- ☐ Use clear and plain language, avoid the use of jargon
- ☐ Focus on key points when writing your application. Unsuccessful applicants often provide too much, or not enough, detail about how the project will be implemented and managed
- ☐ Remember to align the outcomes of your proposed project to goals and strategies of Council's adopted plans
- ☐ Give clear information about your organisation. Do not assume the group will be known to the assessors
- ☐ For organisations, ensure the application is signed and submitted by an authorised person and are able to provide evidence of that authorisation.
- ☐ Ensure the budget is sufficiently detailed and accurate
- ☐ Organisations must include a copy of your current certificate of incorporation, and a copy of the organisation's Constitution and office bearers. a valid registered ABN
- ☐ Letters of support from organisations and individuals directly involved with, or benefiting from the proposed project can strengthen your application
- ☐ Include copies of written quotes for all services and materials
- ☐ Lodge the application in SmartyGrants by the due date. Late applications will not be accepted
- ☐ Ensure the proposed project / activity does not commence before the application for funding is approved
- ☐ Include the costs of permits and insurances, if they are required, in your budget
- ☐ Incomplete applications will not be considered

