

THE CITY OF
GREATER GEELONG

ARTISTS AND CREATIVES PROFESSIONAL DEVELOPMENT GRANTS

2024-25 GUIDELINES

Contents

About this booklet.....	4
If you are deaf or have a hearing or speech impairment.....	4
National Relay Service (NRS)	4
If you need an interpreter	4
Acknowledgement of Country.....	4
About these grants	5
FUNDING AVAILABLE.....	5
How to apply	5
Contact the Grants Unit.....	5
Key dates.....	5
Making changes to an application	6
Our Community Grants Program	6
Who can and can't apply?	7
About applicant types.....	7
What you can apply for.....	8
Examples of Activities suitable for funding	8
Costs that can be covered by funding	8
What won't be funded	9
How we assess applications	10
Assessment criteria.....	10
How we prioritise applications	10
How we allocate funding	10
How we notify you of the outcome	11
Successful grant applications	11
Unsuccessful grant applications	11
Funding agreements	11
General information	12
Permits and approvals	12
Insurance	12
Reporting	12
Payment.....	12

Withdrawing funding..... 12

Making changes to your funded activity..... 13

Acknowledging our support 13

Definitions 14

About this booklet

A grant is money given to an organisation or individual for an agreed reason.

This booklet contains information about the City of Greater Geelong's Artists and Creatives Professional Development Grants. Please read it before you apply for this grant. It explains the following:

- the reason for the grant
- the amount of grant money available
- who can apply
- what you can and can't apply for
- how to apply
- when to apply and other important dates
- how to contact us
- how we choose who gets a grant
- what we will do and what you must do.

Important words have been explained at the back of this booklet (page 14).

IF YOU ARE DEAF OR HAVE A HEARING OR SPEECH IMPAIRMENT

National Relay Service (NRS)

If you are deaf, or have a hearing or speech impairment, and you wish to contact us, you can do so through the National Relay Service (NRS) and ask for 03 5272 5272. Our call centre team will then connect you with the grants team.

Our business hours are Monday to Friday, 8.30am–5.00pm.

- TTY users – call 13 36 77
- Speak & Listen (voice relay) users – call 1300 555 727
- SMS relay users – message 0423 677 767

Note: Area code must be included for each call.

Further information and NRS call numbers can be found on the Access Hub website:

www.accesshub.gov.au/about-the-nrs/nrs-call-numbers-and-links

IF YOU NEED AN INTERPRETER



If you need an interpreter, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to call the City of Greater Geelong on 03 5272 5272. Our business hours are Monday to Friday, 8.30am–5.00pm.

ACKNOWLEDGEMENT OF COUNTRY

We Acknowledge the Wadawurrung People as the Traditional Owners of the Land, Waterways and Skies. We pay our respects to their Elders, past, present and emerging. We Acknowledge all Aboriginal and Torres Strait Islander people who are part of our Greater Geelong community today.

About these grants

The Artists & Creative Professional Development Grants support local artists and creatives to develop their creative skills, business skills and professional practice.

Applicants must demonstrate how their development activity will increase their ability to operate and sustain their career, enhance their skills and provide broader benefits across the municipality.

The Artists and Creatives Professional Development grant is part of the Creative City Community Grants program, which also includes:

- Clever and Creative Seed
- Arts Projects
- Creative Commissions

All these grants align with the City's Arts and Cultural Strategy, which values Wadawurrung culture as our city and region's most valued and enduring asset. The City encourages Aboriginal and Torres Strait Islander artists and creatives to apply for professional development opportunities.

FUNDING AVAILABLE

We have a total of \$16,215 available for Artists & Creatives Professional Development Grants.

You may apply for up to \$2,000, with a limit of one application per financial year.

We cannot give a grant to everyone who asks. We may not have enough funds, or the application may not be suitable.

HOW TO APPLY

Applications for this grant must be made via our SmartyGrants online system.

CONTACT THE GRANTS UNIT

Please contact the City's Grants Unit before applying to discuss your eligibility, proposed activity and other grant matters.

E: communitygrants@geelongcity.vic.gov.au

P: 5272 5560

KEY DATES

Applications open:	22 February 2025
Applications close:	24 March 2025 by 5 pm (applications received after this won't be accepted)
Notification to applicants:	2 May 2025
Activity start and end:	Activities scheduled to start earlier than the notification date are ineligible. If your grant is successful, your activity cannot start until after you have signed a funding agreement with us. You must complete your activity within 12 months of the notification date.

MAKING CHANGES TO AN APPLICATION

If you contact us before the closing date, we can help you make changes to your application.

If you contact us after the closing date, you will not be able to make any changes.

OUR COMMUNITY GRANTS PROGRAM

These guidelines apply to the Artists & Creatives Professional Development Grants; however, we offer grants in a variety of areas.

While you can apply for other City of Greater Geelong Community Grants, you can only do so if you are applying for different projects, events and activities.

Please do not submit the same application for more than one grant.

For more information about our other community grant opportunities, please visit geelongaustralia.com.au/grants

Who can and can't apply?

The following information will help you determine whether you are eligible to apply for this grant.

Being eligible means that you are allowed to receive a grant. It does not guarantee that your project will be funded.

To be eligible to apply for this grant, you must:

- be an individual based in the City of Greater Geelong municipality
- be **at least** one of the applicant types listed as a 'yes' in Table 1.
- be **none** of the applicant types listed as a 'no' in Table 1. (this will override all other eligibilities).

ABOUT APPLICANT TYPES

Please read through all the applicant types carefully to make sure you and your organisation are eligible. If you are unsure what sort of applicant you are, please check your details online.

- Incorporated associations – go to www.consumer.vic.gov.au
- Companies – go to <https://connectonline.asic.gov.au>
- Individuals or sole traders with an ABN – go to <https://abr.business.gov.au>
- Charities – go to www.acnc.gov.au/charity/charities

Table 1: Eligible and ineligible applicant types

Applicant types	Can you apply?
Individual/Sole Traders (entity type with Australian Business Register)	Yes
Arts workers of not-for-profit group or organisations	Yes
For-profits - commercial entities, businesses (other than sole traders)	No
Not-for-profit, incorporated bodies, co-operatives or associations	No
Individuals (without an ABN)	No
Applicants with outstanding acquittals for grant funding from the City – including auspices	No
Applicants with outstanding debts or arrears to the City of Greater Geelong or in legal proceedings with the City	No
Organisations involved in legal proceedings related to winding up its operations, and individuals/organisations experiencing insolvency or bankruptcy (this includes any legal bankruptcy-related actions against the organisation's directors or officers)	No

What you can apply for

Artists and Creatives Professional Development Grant activities can take place within the City of Greater Geelong, nationally, internationally or online.

EXAMPLES OF ACTIVITIES SUITABLE FOR FUNDING

- Short courses, including arts related business courses
- Work placements
- Masterclasses
- Workshops
- Conferences
- Arts residencies
- Internships for example at a festival or an arts organisation
- Structured mentoring (information about mentor and mentoring plan needs to be provided in the application form)

COSTS THAT CAN BE COVERED BY FUNDING

- Transport: airfares, train and bus tickets, taxi, parking fees, mileage allowance for own vehicle etc.
- Accommodation
- Registration and course fees
- Incidentals – minor costs directly related to the grant funded activity
- Remuneration for attending mentoring, work placements, residencies and/or internships. Please refer to the NAVA (National Association for the Visual Arts) website for [payment standards](#).

What won't be funded

The following items, activities or projects will not be funded by Artists and Creatives Professional Development Grants

- Applicants under the age of 18
- More than one applicant from the same organisation or group in one financial year
- Building your reputation through public appearances or developing future work opportunities at festivals and events
- Existing staff and salary costs
- Requests to use the money for purchases, projects or activities that began before we notified you of the application outcome
- Fundraising events aimed at directly fundraising for a charity, including your own group
- Prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers
- Political or gambling activities
- Expenses that can be considered core business, such as ongoing projects and activities, and administrative overheads (utilities, insurances and fees) or similar
- Additional funding for previously successful applications
- Projects, activities or events that could commit the City to ongoing funding
- Projects, activities or events that better meet the criteria of another City of Greater Geelong grant or program

How we assess applications

The complete list of checks we do on each grant application include:

- **Eligibility checks** – we check the applicant and proposed activity are eligible (see pages 7 to 9).
- **Officer panel assessment** – if the applicant and activity are eligible, our employees assess the application using the four assessment criteria and funding priorities (see table and information below).
- **Executive review and endorsement** – A City executive will review the officer panel’s recommendations and if they agree with the recommendations, endorse them.

ASSESSMENT CRITERIA

Applications will be assessed on a **weighted average scoring** system, as shown in the tables below. The higher the percentage next to the key criteria, the more influence it has over the final score.

Key criteria	Weighting	How we assess this
Benefit to the applicant and the creative and cultural sector in Geelong	40%	<ul style="list-style-type: none"> • how the development opportunity will benefit your creative skills, business skills or professional practice and; • how it will benefit and contribute to the growth, and development of the cultural and creative sector in the City of Greater Geelong.
Demonstrated experience and professional capacity	40%	<ul style="list-style-type: none"> • the professional practice experience of the applicant demonstrated by their resume.
Budget	20%	<ul style="list-style-type: none"> • the cost represents fair value for the City’s funding for this type of activity. • Detailed quotes or estimates of your activity’s main costs.

HOW WE PRIORITISE APPLICATIONS

If the total request for funding is more than the money available, we may choose to prioritise:

- Applications from organisations which do not receive money from electronic gaming machines or gambling.
- Applicants who have not received a Clever and Creative Seed, Arts Projects or Creative Commissions grant in the 2024-25 financial year.
- Applicants who have not received an Artists and Creatives Professional Development grant in the previous year.

HOW WE ALLOCATE FUNDING

Our grants are a competitive process. This means even if your application meets the criteria, it might be ranked lower than other applications and may therefore not be funded

You cannot rely on this grant for ongoing or recurrent funding. However, we will consider funding an activity again if there are compelling reasons, in line with the objectives of this grant. Any decision to award further funding will be based on the merit of the application.

In some cases, we may offer you partial funding to run a reduced or modified activity.

We generally only fund professional development activities once.

How we notify you of the outcome

Once we have decided who is going to receive a grant, we will let you know of the outcome of your application, even if it was unsuccessful.

If we notify you that your application was successful, this does not guarantee funding. There are additional steps you must complete.

Please note: We will not make any grant payments without a signed funding agreement, so please do not start your project until you have returned a signed agreement.

SUCCESSFUL GRANT APPLICATIONS

You will be notified in writing by the date listed on page 5 of this booklet.

You will be sent a funding agreement explaining the terms and conditions of our offer (see Funding Agreements section below). Once signed, we will process your invoice.

You must complete your funded activity within 12 months of us notifying you about the outcome of your application.

You must submit an **evaluation and financial report** no later than one month after the agreed completion date of your activity (see Reporting on page 12

for more information about this).

UNSUCCESSFUL GRANT APPLICATIONS

You will be notified in writing by the date listed on page 5 of this booklet.

We strongly encourage you to email us at communitygrants@geelongcity.vic.gov.au to ask why your application was unsuccessful. This may help if you plan to apply again in future rounds.

Note: If there are funds remaining in the grant pool, we may choose to offer a second round of grants. While you would be eligible to reapply, we recommend you revise the application to make sure it fits the assessment criteria before doing so.

FUNDING AGREEMENTS

Successful grant applicants will be required to enter into a funding agreement. The agreement will include:

- a. the terms and conditions of funding
- b. the details of the activity
- c. what you are expected to deliver and
- d. your reporting requirements.

If do not understand the agreement, or have questions, please contact us immediately at communitygrants@geelongcity.vic.gov.au

General information

The following information applies to all City of Greater Geelong grants.

PERMITS AND APPROVALS

Some projects or events may need a permit or approval. These processes are separate to the grant application process and require additional time and budget in your project plan.

While you do not need to secure permits or approvals before applying, securing them will be a condition of the grant if your application is successful. As such, we may choose not to pay you any money until the relevant permits and approvals are secured.

You must demonstrate that you are aware of the necessary permits and approvals in your application. We will consider this information when assessing your application under the budget criteria on page 10.

INSURANCE

If required, you must arrange public liability insurance (PLI) to cover the activity detailed in your application and include the PLI certificate of currency with your funding agreement. Applicants using an auspice would include a certificate from the auspice organisation.

A policy statement or receipt of payment is not an acceptable substitute for the certificate of currency.

REPORTING

If you receive a grant, you must submit an evaluation of your activity and a financial report within one month of your activity finishing.

The evaluation report tells us about your activity and the financial report includes all income and expenses for the grant. It demonstrates you have spent the money how you said you would.

We may request meetings with you to check your progress or ask for an audit of your financial records to prove you have spent the grant as you said you would. As such, you must keep accurate financial records and make them available to us if requested.

PAYMENT

We will only pay grant money to the applicant (or auspice).

A tax invoice is required before we pay any grant funds. Our team will contact successful grant applicants to arrange this.

If you do not provide either an ABN or a 'Statement by a Supplier' form, we may have to withhold tax from the grant payment at the top marginal rate of 45%.

WITHDRAWING FUNDING

We reserve the right to withdraw funding if we do not receive a tax invoice within the financial year in which the grant was awarded, or by the due date/s included in the agreement.

We can also withdraw funding if you are in breach of your funding agreement.

MAKING CHANGES TO YOUR FUNDED ACTIVITY

Projects are funded for delivery as described in your funding agreement.

If you need to change something about your grant, you must seek our approval in writing. This includes:

- changes to your proposed completion date
- changes to the nature of your activity
- changes to how you want to spend the money.

We reserve the right to withdraw funding if:

- we do not support your request for changes
- your request is not made within a reasonable timeframe
- you make changes without our knowledge.

If a project stops or the grant funds are no longer required, you must repay all funds to the City of Greater Geelong.

ACKNOWLEDGING OUR SUPPORT

If you are promoting your activity, you must acknowledge the City of Greater Geelong's support as explained in the notification letter.

Definitions

Following are definitions of some of the words we use in this document. If you find other words that you are not familiar with, please contact us for help.

Word	Explanation/definition
ABN	Australian Business Number
Application	The form you fill out to ask for money
Assessed	How your application was considered
Auspice	An organisation that can apply for a grant on your organisation's behalf (if you are not incorporated)
Budget	A plan or prediction of how much money you will have to spend (income) and what you will spend it on (expenses)
Eligibility	If you are allowed to apply for a grant and/or if your activity is allowed to be funded
Evaluation and financial report	Report you must complete when your activity is finished to account for how well the planned activity went and what you spent the grant money on
Funding agreement	A document that explains why we are agreeing to pay you grant money and the conditions you must observe when spending it.
Grant	A grant is money given to an organisation or individual for an agreed reason.
Income	Money that you have for the activity, or that will be generated by the activity – this can include grant money from the City, fundraising, sponsors, tickets or other grant funding.
Incorporated	Description of a group or organisation that has followed a process to become a legal entity
Insurance	A contract you have with an insurance company to protect you against losses if something goes wrong
Not-for-profit	An organisation that does not pay money to shareholders
Online	Available on the internet
Quote	An estimate of how much something will cost.
SmartyGrants	An online computer program we use to manage all the grant applications we receive
Weighted average scoring	A decision-making technique that uses a mathematical calculation to add greater importance to some aspects of a decision than others – in this case, the higher the percentage allocated to a criterion, the more influence it has over the final score