community investment & support fund

creative communities – FESTIVALS grants

The City of Greater Geelong is a municipality with great cultural strengths. Council is working to build on these strengths, and position the City as an exciting cultural centre of innovation and excellence.

The Community Festivals Grants Program is underpinned by the following Strategic Directions referred to in City of Greater Geelong’s [City Plan 2013-2017](http://www.geelongaustralia.com.au/cityplan/documents/item/8d04097afe4f0e2.aspx):

‘Community Wellbeing’ Priority Areas:

* ‘Connected, Creative and Strong Communities’

‘Growing Our Economy’ Priority Areas:

* ‘A Prosperous and Innovative Geelong’,
* ‘A Successful and Vibrant City Centre’ and
* Greater Geelong is a Leading City for Tourism, Arts, Culture and Events’.

The Community Investment & Support Fund themes are based on Indicators of a successful community.  A successful community is one that is:

(Based on the City of Greater Geelong’s [‘Our Future’](https://geelongaustralia.com.au/common/Public/Documents/8ce7e32d16154a0-OurFuture_Toolkit_Indicator%20Fact%20Sheets.pdf) Project)

WHAT ARE COMMUNITY FESTIVALS GRANTS?

* The Community Festivals Grants Program aims to strengthen community festival activities across the municipality and in doing so, celebrate the diverse and unique communities within the City of Greater Geelong.
* The Program has a total allocation of $100,000 per year, available to groups seeking to develop small to moderate sized festivals which celebrate local or community identity, provide a diverse range of arts activities in accessible locations, and enrich the cultural life of the Geelong community.
* Eligible organisations may apply for activities that will take place within the Greater Geelong municipality, and which demonstrate benefit to the cultural life of the Geelong community.

IS YOUR EVENT A COMMUNITY FESTIVAL?

It is important to ensure that your event is a Community Festival as opposed to an arts project or major event. For the purposes of this program, a Community Festival is defined as:

* Primarily focused on meeting the arts cultural and heritage needs of the local community rather than a non-local audience.
* Celebrates local identity and uniqueness of place.
* Provides opportunities for community arts and cultural development.
* Community participation is evident in the planning process.
* Offers a diverse range of cultural experiences and activities.
* Utilises space in a creative or different manner than that intended as its primary purpose eg. parks or a foreshore.
* Is widely accessible and able to attract a broad range of participation and attendance.

**APPLICATION TIMELINES**

Applications will be accepted until midnight on the final day of each round. *N.B. Incomplete submissions will not be accepted.*

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| **Grant Rounds 2017/2018** | **Grant Round Dates** | **Outcome Announcement Dates** |
| Creative Communities – Festival Grants - Main Round | Opens 14 August 2017  Closes 25 September 2017 | December 2017 |
| Creative Communities - Arts Grants  (Quick Response) Round | Opens 1 November 2017  Closes 31 May 2018 Subject to availability of funds | Within (approx)  four weeks from Submission date |

**APPLICATION PROCESS**

All applications are submitted online via <http://www.geelongaustralia.com.au/grants>. Contact the Arts & Culture Department on 5272 4743 if you require assistance to access the grant portal.

WHO CAN APPLY?

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Not for Profit, incorporated bodies, cooperatives or associations | ò |  |
| Government schools | ò |  |
| Registered charitable organisations– Refer to [Australian Charities and Not for Profit Commission](http://www.acnc.gov.au/). | ò |  |
| Groups with an eligible auspice. *(see ‘what is an auspice’)* | ò |  |
| Unincorporated bodies |  | Ï |
| Individuals |  | Ï |
| Profit making organisations including commercial entities, businesses and sole traders |  | Ï |
| Organisations with outstanding debts or arrears to the City of Greater Geelong. |  | Ï |
| Organisations/groups that have not provided a satisfactory Evaluation/Acquittal form to the City of Greater Geelong for any previous funding received from Council from any funding program. This includes organisations that have acted as an Auspice body for an unincorporated group |  | Ï |
| Organisations that have already received funds from Council for the same project in the same financial year. *(Some exceptions may be considered. Please check with the Arts & Culture Department on 03 5272 4703)* |  | Ï |

WHAT IS AN AUSPICE?

* If your group is a not for profit organisation but is not incorporated or is not one of the other types of legal entities as listed above, you will need to find another organisation that meets the eligible status. You must obtain approval from that organisation to act as an ‘Auspice’ for your grant application. If this application is successful, Grant funds will be paid to the Auspice organisation for distribution to the Applicant. For further details and advice, please speak to the Arts & Culture Department on 03 5272 4703.
* The Applicant must obtain advance approval from the organisation before listing them as Auspice. The Applicant must keep the Auspice fully informed of the details of the application and all project aspects and progress.
* If your group has limited financial reserves, it is advisable to negotiate clear terms with your Auspice to include up-front or progress payments.
* In some instances an applicant might request that the Auspice provide Public Liability Insurance (PLI) for their project.. Should this occur, the Applicant must obtain a PLI Certificate of Currency from the Auspice for inclusion with this application. (a policy statement or receipt is NOT sufficient).
* Some Auspice organisations may charge an Auspice fee, at their discretion.

**LEGAL AND TAXATION REQUIREMENTS:**

* All applicants must arrange Public Liability Insurance to cover the activity detailed in the grant application.
* All applicants must possess an [Australian Business Number (ABN)](http://abr.business.gov.au) or provide written advice from the Australian Tax Office that no withholding tax is required from the grant payment by completing a [Statement by a Supplier Form](https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/)\*.
  + \*As per taxation requirements, 46.5% of the grant payment will be deducted from the grant allocation (withholding tax) if the funding recipient does not have an ABN or has not provided the ATO’s Statement by a Supplier Form.

**LEGAL AND TAXATION REQUIREMENTS *(Continued)*:**

* A Tax Invoice must be submitted to “The Arts & Culture Department” within one month of notification that the application has been successful.
* Allocated funds must be expended within 12 months of receiving the grant, unless otherwise negotiated (see ‘Changes to Project Prior to Completion’)
* Allocations for which Council has not received a Tax Invoice will be automatically withdrawn at end of the financial year.

PERMITS & APPROVALS

* Any event/program/project that is to be held on Council property (including Council-owned buildings, parks and all other open space areas including the Geelong Waterfront) is required to have the approval of both the Council Department with asset management responsibility for the property, and Council’s Event Services Unit. Grant recipients are responsible for obtaining the appropriate permits and permissions for use of these locations. Contact the Arts & Culture Department on 03 5272 4703 for advice about who you need to contact.
* **Organising a community event** - please refer to Council’s Events Planning Guide at <http://www.geelongaustralia.com.au/events/planning>.
* **Public Art Installation** – contact Council’s Public Art Officer on 03 5272 4704.

PRIVACY INFORMATION

* The personal information on Grant Application Forms is collected by Council for the primary purpose of processing your grant application. Should you wish to access this information, you may contact Council on 5272 5272.
* Council will publicly report grants awarded on an annual basis.

HOW MUCH CAN YOU APPLY FOR?

**Community Festivals Grants** are amounts of up to $6,000.

A three year (Triennial) funding option may be considered for events which have operated successfully for three or more consecutive years, by invitation only from the Arts & Culture Department. . A higher level of funding may be considered for these events, determined by the scope and capacity of the festival. Triennial applications are based on a business case model, and are subject to annual evaluation and review. Prospective applicants will be invited to present a submission for consideration.

# What Can You Apply for?

This table identifies ideas and examples of the types of initiatives and projects that will be considered for funding and the types of projects that will not be considered and under this program. All festival activities with an arts and culture focus which occur within the Greater Geelong municipality will be considered, however the most successful projects are ones which seek to enhance local identity and cultural life.

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| --- | --- | --- |
| PROJECT TYPE | YES | NO |
| * Innovative arts activities not currently being presented as part of the festival. | ✓ |  |
| * Artist fees eg. Musicians, Artistic Director, etc | ✓ |  |
| * Expenses incurred for the provision of workshops | ✓ |  |
| * Materials for art installations, performance art, etc. | ✓ |  |
| * Venue hire (for the period of the event i.e. not ongoing). | ✓ |  |
| * Equipment rental essential to the festival program. | ✓ |  |
| * Advertising and promotional expenses. | ✓ |  |
| * Cost of development of professional Business Plans pertaining to the development for your event. | ✓ |  |
| * Food items, where provision of this food is integral to the cultural significance of the program eg. Cross-cultural learning through provision of an international cooking class. | ✓ |  |
| * Community engagement activities for research purposes | ✓ |  |
| * Core business costs associated with the daily operations of the festival organisation (including administration and staff salaries and wages). |  | Ï |
| * Festivals whose primary participants or target audience is core business (e.g. school event, where primary target audience is students/parents). |  | Ï |
| * Festival activities that commence prior to this application being received by Council, or acknowledged as successful (to ensure that community organisations do not place themselves at financial risk). This does not include any planning or preparation that does not require the commitment of funds. |  | Ï |
| * Events that take place outside the City of Greater Geelong. |  | Ï |
| * Fundraising events. e.g. Fetes, markets, fun runs, concerts, competitions, and other activities where the main aim is to directly fundraise for a particular charity or cause. |  | Ï |
| * Festivals/events that have already received support from, and/or meet the criteria of another City of Greater Geelong funding program. |  | Ï |
| * Prizes, gifts, awards, or sponsorship costs. e.g. Trophies, medals, money, vouchers etc. |  | Ï |
| * Some touring shows or performances of previously published works may be considered core business of the application (contact the Arts & Culture Department) |  | Ï |
| * Capital Works – includes building, renovations, refurbishments to the inside of outside of a building or to any outdoor spaces such as playgrounds, sporting groups, parts or reserves etc. |  | Ï |
| * Purchase (not hire) of equipment for ongoing use including hand tools, pre-made costumes. |  | Ï |
| * Professional Development Training for artists and volunteers (may be eligible under the Community Arts Professional Development Grant category) |  | Ï |
| * Activities that may be covered by Federal or State Education Training funding – e.g. school fete activities based on school grounds *(except activities that involve schools/learning organisations but that are conducted in, and primarily and for the benefit of the wider community)*. |  | Ï |
| * Catering costs where provision of food is not considered integral to the cultural nature of the project (eg. Food and drink provided at a launch event). |  | Ï |
| * A concert or series of performances to be held in a theatre or outdoor venue. (May be eligible under Arts Grants Program) |  | Ï |

**HOW ARE APPLICATIONS ASSESSED?**

Eligible applications are assessed against this set of common criteria by a cross-departmental panel of Council officers, who review each submission before recommendations are sent to the General Manager Investment and Attraction for approval.

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| **Criteria** |
| WELL PLANNED – 25% |
| * **Project Rationale**   + Considers the need and reasons for doing it. Includes estimated number, gender, age and location/region of those participating in the project.   + Considers how it fits within Council's strategic directions e.g. aligned with City Plan 2013-2017 * **Well Scoped Project and Sound Budget**   + Demonstration that project is well planned and scoped. Where relevant, evidence of plans, required permits and approvals should be provided.   + Provision of a clear, well balanced budget that details total project costs and all income sources relevant to the project. Where relevant, written quotes should be provided.   + Demonstrated capacity of the applicant organisation to support delivery of the project. |
| COMMUNITY BENEFIT – 40% |
| **To assist to determine the level of community benefit, the following three main elements will be considered:**   * **Creative – 20%**   Considers how the project provides opportunities that strengthen and express the unique character of the City of Greater Geelong by developing clever, creative activities and ideas.  Considers the artistic, cultural and heritage merit of the specific activities that will take place, the involvement of local professional artists (artists/arts practitioners who charge for their work) and non-professional artists who will be engaged on this project   * **Connected - 10%** Considers how the project increases community access, equity, participation and demonstrates collaboration between groups. * **Healthy and Strong – 10%** Considers how the project will enhance health, wellbeing, diversity and quality of life for Greater Geelong communities by creating new or enhancing existing opportunities and capacities (awareness, knowledge, skills, resources).   Considers how the project encourages healthy environments for physical activity and infrastructure to support healthy living. |
| ENVIRONMENT & SUSTAINABILITY– 15% |
| * Considers how the project positively impacts on the built and natural environment and minimises our environmental footprint, including developing waste wise events. |
| ECONOMIC IMPACT – 20% |
| * + Considers the direct or indirect impact on local economic growth, business and/or organisational capacity.   + Considers how the project contributes to the City of Greater Geelong goals of a vibrant and prosperous community.   *For example, this could include activities that are aimed at one or more of the following:*   * *attracting new residents, visitors and/or audiences* * *contributing towards Greater Geelong being a leading city for tourism, arts, culture and heritage events* * *supporting the local economy* * *strengthening an organisation's governance, structure, and/or financial capacity* * *provision or generation of additional services for the community* * *increasing or enhancing volunteering* |

BUDGET

The budget is provided in three parts. List ALL project costs, and attach quotes from suppliers/contractors where possible. *(add extra rows if needed).*

Part (a) Income and Expenditure - MUST:

* Be balanced i.e. the Total Income must be the same figure as Total Expenses.
* Show specifically what grant funds will be spent on.
* Show that the Applicant will contribute a significant proportion of the project cost (including cash contribution).
* Other items you may wish to include in your budget.
* **Other Grants** – Detail other (non-City of Greater Geelong) grants you have/will be applied for, to support this project.
* It is important that you show how you will proceed if ‘Other grants’ applied for are not successful.

**Part (b)** **In-kind Contributions** - refers to FREE labour, goods or services received or anticipated.

* The suggested figure to estimate voluntary labour is $20 per hour.
* Provide details of the inkind eg. “Art-making materials, legal services, sound equipment loan, provision of catering, etc”
* Information should be as accurate as possible.

|  |  |
| --- | --- |
| INCOME | EXPENDITURE |
| * + Sale of products or merchandise   + Entry Fees (based on $\_\_\_\_ per head) | * + Materials costs   + Marketing and Promotion costs   + Contingency *(list under expenditure)* – an unallocated amount to allow for the unexpected |

NOTE: Contribution to the project by the (Applicant) organisation: It is desirable to ensure that the success of your project does not depend entirely on receiving a City of Greater Geelong grant. Your response to ‘contribution to the project’ should include comment about how you will proceed if other funding applications are not successful, and reference any other external funding or sponsorship you are applying for.

FUNDING AGREEMENT

* Successful grant applicants will be required to enter into Funding Agreement that will establish the terms and conditions of funding and set out the activity details.

PROMOTION AND MARKETING

As a condition of funding, successful recipients are required to:

* acknowledge Council as a funding source on all marketing and publicity materials. This will include the City of Greater Geelong logo and the words ‘This project is supported by City of Greater Geelong through its Creative Communities Grant Program’. Please contact Council’s Communication and Marketing Department on 5272 4803 to obtain the relevant logo and arrange for approval of proofs of all materials before production. Unauthorised use of the Council logo or inappropriate attribution may result in the Applicant being ineligible to apply for further grants.
* submit a promotional article for the funded activities in the Council’s Geelong Region Arts Atlas at least two weeks prior to the activity commencing: see [www.artsatlasgeelong.com.au](http://www.artsatlasgeelong.com.au). Phone 5272 4703 for assistance;
* provide invitations to the launch event or public outcome of any funded activities, for the following City of Greater Geelong representatives:
  1. Mayor
  2. Arts and Culture Portfolio Holder
  3. Arts and Culture Department Officers (min. of two invitations)

Invitations should be sent to: PO Box 104, Geelong VIC 3220 **or** emailed to info@geelongcity.vic.gov.au

**CHANGES TO PROJECT PRIOR TO COMPLETION**

* Funded projects are expected to be delivered as described in the grant application. You must seek approval in writing from Council via the Arts & Culture Department if substantial changes are to be made to the nature of the project, how the funds will be used, or if grant funds cannot be expended within 12 months.
* If a project is to be discontinued, Council must be contacted immediately to arrange for the return of grant funds.

**PROJECT EVALUATION**

* You need to define the plan, process or strategy will you use to evaluate whether your project has been successful.
* For Council audit purposes, an Acquittal must be submitted upon conclusion of any funded project including discontinued projects. Acquittal is conducted online. Login to your grant application to complete the associated Acquittal Form.
* Acquittals will include a self evaluation of the project’s cultural/creative and economic benefit to Geelong.
* Organisations that do not submit a completed Acquittal Form, including an accurate statement of actual expenditure of funds, will be ineligible to apply to City of Greater Geelong for future grants.
* Unless written permission is obtained from the Arts & Culture Unit, grant funds must only be used as indicated in the Grant Application budget. Funds not used as originally intended may need to be returned to Council. (see “Changes to Project Prior to Completion”)

**PROFIT**

* Making a profit from your Project is acceptable, provided you have used all grant funds strictly for the purpose for which they were approved.

AUDITS

* As part of the Evaluation process, randomly selected projects may be required to provide additional detail of expenditure to improve project accountability.
* Council officers may request meetings with the Applicant to check progress, or undertake an independent audit of the books and records of the Applicant as they relate directly to the grant.
* Accurate financial records of the recipient organisation must be maintained and made available to Council in the event of any further audit by Council into the use of the grant.

# CONTACT

For further information regarding this grant program please call 5272 4743 email [smuratti@geelongcity.vic.gov.au](mailto:smuratti@geelongcity.vic.gov.au)

# OTHER CITY OF GREATER GEELONG FUNDING OPPORTUNITIES

For more information, go to:<http://www.geelongaustralia.com.au/grants>