

City of Stonnington Arts and Cultural Grants 2021/2022 – 2023/2024 Guidelines Triennial Grants

Timeline:

Applications Open	Tuesday, 16 February 2021
Grant Information Session	Tuesday, 23 February 2021
Applications Close	Thursday, 22 April 2021
Assessment Period	May 2021
Council Endorsement	June 2021
Applicant Notification	Mid-July 2021

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Overview

The City of Stonnington's Arts and Cultural Grants program supports creative, innovative, dynamic and contemporary projects that enhance the cultural, community and economic development of the City of Stonnington.

The City of Stonnington Triennial Arts and Cultural Grant program:

- provides support to organisations for a three-year period for the development and presentation of a high quality annual arts offering or program
- support organisations that reflect diverse communities of Stonnington
- support organisations providing opportunities for people of all ages and abilities to participate in the arts
- support organisations bringing new works, productions, exhibitions, publications, curated programs and events to the Stonnington community
- support organisations that attract participants from greater Melbourne and beyond, promoting cultural tourism into the municipality
- support organisations that promote and support artists developing and executing new ideas
- ensure that there are a variety of art forms in the municipality that are accessible to the community
- assist arts organisations to be sustainable and financially viable.

About Triennial Arts and Cultural Grants

Triennial Arts and Cultural Grants are open to arts organisations delivering an annual program within Stonnington. Eligible art forms include; theatre, cabaret, dance, visual arts, circus/physical theatre, live art, music, digital media/film, interdisciplinary/hybrid and arts festivals.

Please refer to the criteria below to see if your organisation is eligible to apply. Triennial grants are only available to organisations based or delivering an annual program within the City of Stonnington.

This grant provides financial support only over three years and cannot be accompanied with any other City of Stonnington Arts and Cultural Grant Application.

Eligibility for Triennial Arts and Cultural Grants

To be eligible for the City of Stonnington's Triennial Arts and Cultural Grant Program:

- Groups and organisations **must** have an ABN, be not-for-profit, **and** be incorporated.
- Applicants must propose activities or an annual program within the City of Stonnington [boundaries](#) between 1 July 2021 and 30 June 2024
- Applicants must have no pending acquittals or debts to the City of Stonnington
- Applicants must propose a project that requests between \$20,000 and \$60,000 in financial support per annum.
- Applicants must provide proof of current Public Liability Insurance of no less than \$20,000,000.

Additionally, please note:

- The City of Stonnington will only accept one application per project.

Projects Not Supported by Triennial Arts and Cultural Grants

The City of Stonnington's Triennial Arts and Cultural Grants do not support:

- programs taking place outside the City of Stonnington boundaries
- organisations, programs or projects that have a party political purpose or applications made by political organisations
- organisations, programs or projects that do not occur within the grant period (either before or after)
- applications that rely solely on the City of Stonnington for funding (i.e. applicants cannot apply for 100% of project costs)
- organisations that have secured sponsorship from gaming, tobacco or alcoholic beverage companies
- activities of political, sexist, violent or religious nature
- an organisation's recurring operational costs, such as salaries, rent, and utilities or administrative project costs, such as salaries (excluding artist wages), rent and insurance
- funding for individuals to attend conferences, training or workshops, as well as funding for prizes, donations, awards, scholarships or gifts.

Application Process

1. Please read through these guidelines to get an understanding of what is required and assess whether the Triennial Arts and Cultural Grant is right for you.
2. Attend the information session. Council provides an information session for anyone who is considering applying for an Arts and Cultural Grant. **We encourage all applicants to attend, even if you have attended previously.**

This year the information session is to be held on:

Tuesday 23, February 2021

The Chapel. Chapel Off Chapel – 12 Little Chapel Street Prahran
6.00pm – 8.00pm

Please RSVP to acgrants@stonnington.vic.gov.au or 8290 1231.

3. Plan, research and gather information required for your application.
4. Further questions can be addressed by calling the Arts and Cultural Grants Team on 8290 1231.
5. Complete and submit an online application through SmartyGrants by **noon** on Thursday 22 April 2021. **No late applications will be considered.**

Only one application per project will be considered.

What to Provide In Your Application

Providing relevant support documents is a critical part of an application which will be reviewed as part of the assessment process. All applications must include **both** support documents and artistic support material.

Support Documents

- Your organisations most recent Annual Report.
- Your organisations Operating Budget.
- Minutes from your organisations last Annual General Meeting (AGM).
- Certificate of Currency (Public Liability Insurance of \$20,000,000).
- Full budget for the project, clearly identifying all funding sources - confirmed (C) or not confirmed (NC).
- Detailed project timeline.
- Detailed marketing plan.

Artistic Support Material

- Examples of current, proposed or past works:
 - images (up to 5)
 - show reels/moving image excerpts (up to 5 minutes, submitted as direct URL's, including relevant passwords)
 - script excerpts (up to 10 pages)
 - audio tracks (up to 3, submitted as direct URL's, including relevant passwords)
 - direct website links (up to 3).
- Key artist biographies (max 150 words per artist).
- Support letters (up to 3).
- Festival support letter (if the project is proposed as part of a festival).
- Reviews (up to 3 articles).

Please submit all artistic support material as one PDF file. There is a maximum file limit of 25MB, however we recommend that you try to keep files under 5MB.

Assessment Process

Applications are assessed against the following criteria by a panel of external and internal panel members.

Theme	Criteria	Weighting %
Artistic	1. Provide clear and detailed information on the project including expected outcomes.	30%
	2. Propose an innovative project and prove your capacity to deliver it by providing a detailed project timeline and relevant artistic support material	
	3. Include and/or celebrate local or specific communities within the City of Stonnington.	
	4. Demonstrate potential or confirmed career advancement opportunities for artists involved in the project. This could be through an extension of skills or development of existing and new audiences.	
Capacity	5. Facilitate arts and business partnerships including local businesses.	10%
Financial	6. Show a viable, accountable budget with diverse sources of income.	20%

Marketing	7. Demonstrate a commitment to maximising audience numbers and participation from the local community.	30%
	8. Provide a detailed marketing plan.	
	9. Demonstrate a capacity to attract participation and audience numbers from the wider metropolitan area and regional Victoria.	
Operational	10. Propose projects that align with City of Stonnington Council Plan.	10%

Following the assessment process, recommendations will be made to Council, who make the final decision on funding of all projects in the Arts and Cultural Grant Program.

Applications are kept confidential and will not be disclosed to any person outside the application and assessment process.

What Happens After the Assessment Process?

Applicant Notification

- Unsuccessful applicants will be advised by post or email in July 2021.
- Successful applicants will be contacted and required to enter into a contractual agreement with the City of Stonnington in accordance with the City of Stonnington Grant Policy.

Payment

To receive the first payment, successful applicants must:

- return a signed copy of the Sponsorship Agreement
- return a complete New Vendor Application form
- return a Recipient Created Tax Invoice (RCTI)
- meet with Arts and Cultural Grants Team, in person, to discuss your project and all requirements.

Unless otherwise agreed, payment shall be made in two instalments:

- 75% upon receipt of signed Agreement, New Vendor Form, RCTI and initial meeting.
- 25% within 30 days of receipt of the Project Acquittal Report or by 8 July 2022, 2023, 2024 whichever date occurs first.

Changes to Your Project

The City of Stonnington requires written notification of any proposed changes to the concept as originally submitted, including date changes should they occur before the activity is complete. Subsequent to any changes, the City of Stonnington retains the right to withdraw its support and request repayment of any funds.

Goods and Services Tax (GST)

Grants provided by the City of Stonnington to organisations that are GST registered and have an Australian Business Number (ABN) will generally be subject to GST. Where this is the case, the City of Stonnington has decided to 'gross up' the base grant by 10 per cent and forward the full GST inclusive amount to the organisation.

The organisation will then be obligated to forward the GST proportion of the grant (one-eleventh) to the Australian Taxation Office (ATO).

If organisations have any doubt about their GST obligations, the City of Stonnington strongly recommends they seek guidance from the ATO on 13 24 78.

City of Stonnington Council Plan 2017-2021

Stonnington's vision is for an inclusive, healthy, creative, sustainable and smart community. The four pillars; Community, Liveability, Environment and Economy, identify the direction that Council commits to pursue and should be considered when applying for your grant. Listed below are some of the objectives in the [Council Plan](#) which you could take into consideration when preparing your application:

- Strengthen Council's commitment to support diverse and inclusive communities.
- Enhance community engagement to ensure Council makes long-term decisions in the best interest of the community.
- Support local community organisations with equitable access to facilities, training and resources.
- Promote Stonnington's premier vibrant precincts, employment clusters and cultural assets as hubs for shopping, hospitality, entertainment and culture.
- Strengthen and maintain Chapel Off Chapel's unique identity and brand within the community and the Australian Arts industry and optimise attendance and usage.

Further, the following Council strategies, plans, services and ongoing activities support the Council Plan and may also be considered when preparing your application.

- [Access and Inclusion Plan 2019-2022](#)
- [Reconciliation Action Plan 2018-2020](#)
- [Public Health and Wellbeing Plan-2017-2021](#)
- [Victorian Charter of Human Rights and Responsibilities Act 2006.](#)

Terms and Conditions

Applicants are required to comply with the following terms and conditions. Council has the right to exclude an application if these terms and conditions are not adhered to.

- Canvassing or lobbying of Councillors, employees of the City of Stonnington or assessment panel members in relation to any grant application is prohibited during the application process. No further consideration will be given to an application submitted by an applicant that canvasses or lobbies a Councillor, City of Stonnington employee or assessment panel member in relation to their application.
- Applying for a Triennial Arts and Cultural Grant means that you are applying for financial support only for a three year period.
- A Triennial Arts and Cultural Grant application cannot be submitted with any other Annual Arts and Cultural Grant.
- Upon successful application, applicants must sign a Sponsorship Agreement which details full grant obligations, and complete all other required documentation.
- The City of Stonnington has the right to request progress information such as financial records relating to the project at any time. This information must be provided within five business days.
- The City of Stonnington will not be responsible for shortfalls in project budgets if the grant recipient is unable to meet project costs.
- Receiving a grant from City of Stonnington in one financial year does not guarantee funding in subsequent financial years.
- Previously successful applicants are expected to outline long term planning, development and outcomes.
- Unsuccessful applications can be reviewed and resubmitted for future rounds of Arts and Cultural Grants. They will be reviewed against the new round of applications.
- Applicants must provide proof of current Public Liability Insurance of no less than \$20,000,000.
- The City of Stonnington City Council must receive acknowledgement as a sponsor on all printed and digital promotional material.
- Applicants must present a completed application by the closing date and time, including attachments. No late applications will be accepted.
- The City of Stonnington retains the right to request the repayment of any unspent funds from any of the Arts and Cultural Grants.

Other Information

Features of a Strong Funding Application

There are ways to make your funding application more competitive, including the examples below:

- Clearly outline what is proposed, why it needs to happen, how it will be achieved, who is involved and where it will take place.
- Provide relevant artistic support material that either shows the potential of the proposed activity or the strength of the artist's/organisation's practice through previous similar work.
- Have key artists and practitioners confirmed at the time of application.
- Demonstrate how your work is innovative; is it a new work, progressive, contemporary, responsive or in response to lessons learnt from previous projects.
- Demonstrate how your project provides sustainable arts opportunities such as career advancement, mentorship and building new audiences.
- Provide detail on collaborators and partner roles, their responsibilities and contributions as well as your capacity to deliver your project.
- Outline how your organisation benefits the community e.g. is there a target group you are engaging (CALD, women, children, LGBTQIA+, people with a disability etc.), are you using a particular location to attract a certain demographic, are you wanting to engage the local community, the wider metropolitan or regional Victoria.
- Demonstrate that you have developed a project which is accessible to the community.
- Ensure you are realistic with what you propose, what you can achieve and complete within the timeframe.
- Provide a realistic and viable budget which includes other income sources both cash and in-kind and outline a contingency plan if you only receive part funding or were not successful.
- Pay artists in line with their level of contribution to the project.
- Provide a detailed marketing plan highlighting how you are going to make the community aware of what you are delivering.
- Provide a realistic and viable project timeline.
- Link your project to address key strategies outlined in the Council Plan 2017-2021, highlighting how it is adhering to the Council Plan and how it will benefit the community.

Acquittal Process

- The complete Project Acquittal Report must be received within 30 days of the Project's completion or by 8 July 2022, 2023 and 2024 whichever date occurs first, answer all questions required, include final budgets, marketing material and photographs of your

project (photographs may be used to advertise the Arts and Cultural Grants Program in the future - please provide all photography credits)..

- The final 25% of each annual grant payment will not be made until the Project Acquittal Report has been received by the City of Stonnington and is deemed to include sufficient information.
- The City of Stonnington retains the right to request the repayment of any unspent funds from the Arts and Cultural Grant.
- Failure to acquit the grant may result in the City of Stonnington requesting repayment of all relevant Arts and Cultural Grant funds.

Finding a Venue

Tentative bookings / quotes must be included with your application regardless of whether you are wanting to use a City of Stonnington or an external venue.

The following contacts may be useful in regard to [City of Stonnington venue](#) bookings:

Venues bookings:	T 8290 1246	venues_booking@stonnington.vic.gov.au
Parks information:	T 8290 1177	recreationservices@stonnington.vic.gov.au
Chapel Off Chapel:	T 8290 7004	chapel@stonnington.vic.gov.au

It should be noted that the demand for Chapel Off Chapel and the Malvern Town Hall is very high and it is recommended that you enquire as to venue availability as early as possible.

In-kind support for venue hire is not available as part of the Triennial Grant Program.

Outdoor Spaces / Film and Event Permits

Council offers a number of parks and open spaces for the staging of events, however an event permit must be issued to ensure community events are run safely. If you are planning a community event and wish to use one of our parks or open spaces please visit our [website](#) and contact filmandeventpermits@stonnington.vic.gov.au for further information.

Acknowledgement of the City of Stonnington

All successful applicants must provide the following acknowledgements to the City of Stonnington:

- The City of Stonnington is to receive acknowledgment as a sponsor on all printed and digital promotional material including letterheads, invitations, posters, flyers and signage, media releases, video and digital materials.
- An opportunity for a City of Stonnington representative to speak at key events.

- All promotional materials, including design artwork and media releases, are submitted to City of Stonnington for approval before publishing. City of Stonnington retains the right to request changes.
- Invitations to the opening or complimentary tickets to your project (where applicable) will be made available to key City of Stonnington representatives (x20 tickets or as negotiated).
- When the recipient's project is a festival, the City of Stonnington will be recognised as:
 - a major sponsor of the specific event or project, and
 - a general sponsor of the festival (in entirety).
- Promotion of any subsequent productions of the project (after the initial season/performance/viewing) will contain the City of Stonnington logo and written acknowledgment.
- The provision of the below materials for potential inclusion in the City of Stonnington e-news, social media content calendar or any other City of Stonnington publications:
 - A brief description of your event including key dates, times and features.
 - At least three publishable, high-res images (300dpi or greater).
 - A website address.
 - Social media links..

Other Funding Opportunities

The City of Stonnington offers other funding opportunities to the community. Details of these other opportunities can be found on our [website](#)

How to Use SmartyGrants

To apply for an Arts and Cultural Grant you need to apply through Council's online system via SmartyGrants. The application link can be found on the City of Stonnington website.

For help on how use SmartyGrants and ways to make your online application easier please refer to the SmartyGrants [help guide](#). If you are still having trouble completing your application please contact our office before the application closing date.

Contact Details

For further information about the Arts and Cultural Grants or to discuss your application, contact:

Arts and Cultural Grants Team
City of Stonnington
T 8290 1231
acgrants@stonnington.vic.gov.au