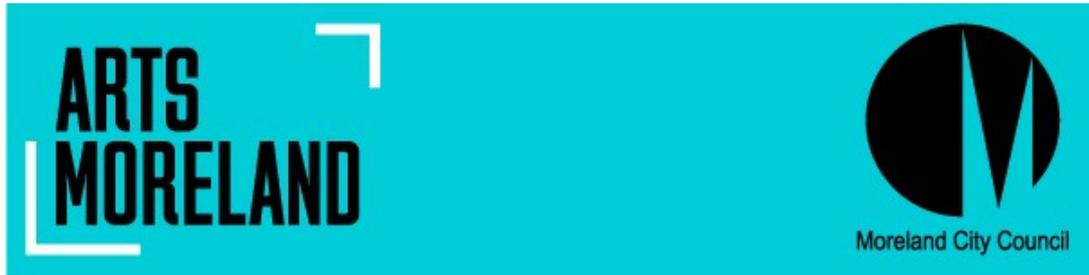


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# ARTS INVESTMENT GRANTS PROGRAM GUIDELINES

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## Arts Investment Grants Program Guidelines

**Council Approved**

September 2019

**For Review**

September 2021

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# ARTS INVESTMENT GRANTS PROGRAM GUIDELINES

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## **Purpose of Arts Investment Grants Program**

The Arts Investment Grants Program has been developed to align with the 2017-2021 Council Plan and the 2017-2022 Arts and Culture Strategy: Creative Capital, which both aim to 'strengthen and invest in the significant creative sector in Moreland and enhance its standing as a destination for the arts'.

## **Objectives of Arts Investment Grants Program**

Applications need to address at least one of the following objectives:

- Support Moreland's arts sector to maintain and grow their practice in the municipality
- Address identified arts infrastructure needs in the municipality
- Provide capacity building opportunities to the local arts sector

## **Grant Types Available**

### Infrastructure Grants

Grants of up to \$10,000 available for new arts infrastructure projects which address one or more of the objectives of the Arts Investment Program in line with the funding preferences. This could include either moving or expanding premises, the purchase of new equipment or maintenance and fit out of arts facilities. Applicants are required to demonstrate how this will make a valuable contribution to the arts sector of Moreland.

### Organisational Grants

Grants of up to \$5,000 available for Moreland based organisations that can demonstrate having delivered outcomes aligned with at least one of the Arts Investment Program objectives for at least three years. This funding could be used for annual operational costs or professional development activities available for the growth of the sector.

## **Funding Preferences**

Preference will be given to applications which:

- Enhance Moreland's profile as a vibrant arts locality
- Encourage and champion diversity and Aboriginal culture
- Demonstrate partnerships with other organisations
- Align strongly with commitments in Moreland's Arts and Culture Strategy: Creative Capital
- Demonstrate clear potential for impact on and growth of the arts sector in Moreland
- Encourage environmental sustainability in line with Council's policies

## **Eligibility Requirements**

This program is only open to organisations whose primary business is in the arts sector. This includes literature, music, theatre, musical theatre, opera, dance, circus, comedy, puppetry, arts festivals, visual arts and crafts, community arts, experimental arts and Aboriginal and Torres Strait Islander arts.

Organisations can make one application annually to either of these categories.

### Infrastructure Grants

All applications must meet the following criteria:

- Groups or organisations which are incorporated, cooperatives, charitable organisations or auspiced by an incorporated entity
- Have adequate public liability insurance or guarantee that it will be obtained upon notification of successful funding
- Have no outstanding grant acquittals or outstanding debts owing to Council

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## Organisational Grants

All applications must meet the following criteria:

- An organisation which meets the objectives of the Arts Investment Grants Program and has delivered outcomes aligned with at least one Arts Investment Grants Program objective for at least 3 years.
- All eligibility requirements of Infrastructure Grants above

## **What will not be funded?**

- Competitions, commercial or fundraising activities
- The entire cost of an initiative/project/program
- Initiatives that will require ongoing funding from Council to be sustained
- Applicants seeking funding to cover outstanding loans or debts
- Applicants where the recipient organisation/s promote and/or benefit directly from electronic gaming machines or from any form of gambling including sports betting and lotteries
- Projects or work that will be used for the purposes of academic assessment
- Applicants submitted after the project has occurred (no retrospective funding)
- Projects held outside Moreland
- School based activities
- Projects already partially or wholly funded by Council via other funding streams
- Applications which have lobbied or canvassed Councillors or Council Officers
- Projects that have received Project or Operational Funding from the Community Grants program for the same activity in the same financial year
- Organisations whose primary purpose is not in the arts sector.

## **Annual Grant Round Timeline**

<b>Grant Type</b>	<b>Grants Advertised</b>	<b>Applications Due</b>	<b>Expected Notification</b>
Infrastructure Grants up to \$10,000	October	November	January
Organisational Funding up to \$5,000	October	November	January

## **Application**

Applications need to be submitted online via Moreland City Council's Smarty Grants administration system. Council can accept video applications through Smarty Grants however please check with the Arts Officer for details on how to submit your video application. The online application form will include the questions outlined below:

### Your Proposal

- What do you plan to do?
- How does it meet at least one of the objectives of the Arts Investment Grants Program?
- What will be achieved through this proposal and how will you demonstrate that these outcomes have been achieved?
- Who is involved? Who is in your project team and what are their roles? Demonstrate that they have the experience and ability to deliver the proposed initiative. Outline any collaborations or partnerships with other groups or organisations.

### Budget

- Please submit a budget. Your total income and expenditure must equal the same amount for your budget to be accepted as part of your application. The budget must be realistic and show other income sources, including in-kind support. It should demonstrate why you need the grant.

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# ARTS INVESTMENT GRANTS PROGRAM GUIDELINES

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## Support Documents

- Please supply a maximum of three letters of support from partner organisations, artists or key stakeholders who can validate that your proposal will make a valuable contribution to the arts sector in Moreland.

All applicants are strongly encouraged to speak to a member of the Arts and Culture Unit before submitting their application.

## **Assessment Process and Criteria**

Council is committed to ensure that the assessment of all grant applications is coordinated in a fair and transparent manner.

### Assessment Process

1. An Officer from the Arts and Culture Unit will assess each application to confirm that it is eligible. This officer will be the main contact officer for questions and assistance while applications are open, and this officer will not participate or have any authority or decision-making responsibilities regarding the assessment panel process.
2. A panel of at least 4 officers from across Council and one representative of the Moreland Arts Advisory Committee will assess the eligible applications against the Assessment Criteria. The panel will be Chaired by the Unit Manager Arts and Culture.
3. A report from the panel with recommendations for funding will be made to the Director Community Development for endorsement.

### Assessment Criteria

The application will be assessed and scored by an assessment panel who will examine how clearly it shows these qualities:

<b>Assessment Criteria</b>	<b>Score</b>	<b>%</b>
<u>Sector need</u> : The potential of the project/program to enhance the quality and strength of the arts sector in Moreland through either growing creative practice in the municipality or aligned with an identified arts infrastructure need	Score out of 5	25%
<u>Response to funding preferences</u> : The degree to which the grant responds to funding preferences	Score out of 5	25%
<u>Capacity of organisation</u> : The application outlines roles and responsibilities of a project team that is suitable and capable to manage and deliver the project	Score out of 5	25%
<u>Budget</u> : The budget is balanced, realistic, shows other income sources, including in-kind support	Score out of 3	15%
<u>Support documents</u> : Application includes letters of support	Score out of 2	10%
<b>Total</b>	<b>Score out of 20</b>	<b>100%</b>

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## Conflict of Interest

All those involved in the assessment of applications must declare any conflict of interest that exists, including but not limited to, personal or business connections with any applicant. The person is required to step down from participating in any vote or decision-making process undertaken in regard to the specific applicant.

## Lobbying

Lobbying or canvassing Councillors or Council employees in relation to any grant application is prohibited. This includes asking Councillors or Council employees for Letters of Support, to recommend your project to assessment panel members or to discuss the application with assessment panel members on your behalf. Any application submitted where the applicant that has canvassed or lobbied a Councillor or Council employee will be deemed ineligible.

## **Capacity Building**

A number of capacity building activities will be offered as part of the Arts Investment Program. These include, but are not limited to:

- Professional Development Workshops
- Participation in the Arts Investment Community of Practice program - a quarterly networking/professional development event with other Arts Investment Program grant recipients.

## **Funding Terms and Conditions**

Successful applicants will be required to:

- Enter into a funding agreement with Council which sets out the conditions and reporting requirements.
- Use the grant funding for the project outlined in the proposal
- Be covered by an appropriate public liability insurance policy
- Acknowledge Arts Moreland and Moreland City Council by using their logos on all promotional material relating to the activity
- Return any unspent funds to Council
- Obtain any relevant legal permissions with regards to copyright and intellectual property rights
- Submit a one-page written project acquittal or attend a mandatory project-close interview at the completion of the project
- Submit a financial acquittal (a true statement of actual income and expenditure after the activity is completed), including receipts upon request
- Attend a minimum of 3 Community of Practice Group meetings (4 scheduled annually)

## **Copyright and Intellectual Property**

Where an activity will use copyright material, or another entity's intellectual property, it is the applicant's responsibility to seek and obtain all the necessary permissions. All intellectual property rights within the application and delivery of event will be held exclusively by the applicant/s.