



## 2020/2021 Fund Guidelines:

The Creative Arts Fund provides funding to artists, community groups and non-profit community based organisations for creative art projects within Mount Gambier.

The Creative Arts Fund will encourage projects and provide opportunities that make a positive contribution to the City and demonstrate consistency with outcomes from Council's Strategic Plan with a particular focus on the following key goals:

- ▲ Supporting community events and programs that bring people together, encourage interaction and promote a sense of community.
- ▲ Providing services, programs and facilities for the community to participate in a broad range of arts and cultural activities.
- ▲ Celebrating our cultural diversity.
- ▲ A City brought to life with public art.

## About the Program

The City of Mount Gambier values the positive contribution arts and culture make to the social and economic well-being of regional communities and actively encourages the practice of cultural exchange.

Council also recognises that cultural sharing and artistic expression assists in the building of resilient communities with a strong sense of place.

The Creative Arts Fund supports artists, community groups and not-for-profit organisations to deliver inspiring, creative and contemporary projects that contribute to a connected, vibrant and culturally diverse community. The Creative Arts Fund will be available for:

- ▲ A site specific project at Ripley Arcade, Commercial Street West, Mount Gambier\*
- ▲ A creative project within the City of Mount Gambier.

Projects may focus on, but are not limited to, performing and visual arts, literature, film, design, multi-media, history and heritage and their expression through public debate, festivals, exhibitions, performances and public celebrations.

Applications for funding under the Creative Arts Fund, as a general rule, should be for projects with a minimum total project cost of \$3,000. An allocation of \$50,000 has been made in Council's 2020/2021 budget for distribution in this annual program.

Programs, public art projects, place making activities and initiatives in any art form that culturally enrich Mount Gambier; and events and festivals that build community and cultural capacity and encourage cultural tourism in one of the following ways:

- ▲ Stimulate cultural and artistic exchange;
- ▲ Link with professional artists to build community and cultural capacity;
- ▲ Add to the City's profile as a vibrant and culturally diverse destination;
- ▲ Produce high quality artistic and cultural works that celebrate Mount Gambier's distinct arts, culture and heritage;
- ▲ Increase access for the community to an artistic, cultural or multi-cultural experience.
- ▲ Develop stimulating spaces that attract visitors and create a sense of community attachment;
- ▲ Add to the City's profile as a vibrant and culturally diverse destination.

\* Please note the building owner/s retain the right of removal after artwork has been on display for an agreed minimum period.



Applicants are encouraged to review and consider the following documents prior to lodging an application:

- ▲ City of Mount Gambier Strategic Plan
- ▲ Mount Gambier Culture and Heritage Plan
- ▲ Public Art Strategy
- ▲ Reconciliation Action Plan

## Guidelines

1. The grants provided by Council are to be expended only on projects and activities outlined in the application.
2. Successful applicants will be required to complete an acquittal, which includes an evaluation of the project, and the provision of evidence of expenditure of funds, including appropriate receipts. The acquittal should be completed within 6 weeks of the completion of the project and prior to 30 June 2021.
3. Successful applications must give appropriate acknowledgement of Council's support in all promotional material and programming information for the project.
4. The grant will be fully expended within the financial year of the approval, unless approval for an extension has been requested and approved in writing.
5. Any unspent funds are to be returned to Council.

You are eligible for the fund if you identify as one of the categories below

- ▲ An incorporated community group;
- ▲ A not-for-profit organisation limited by guarantee;
- ▲ An unincorporated group auspiced by an incorporated association;
- ▲ Professional artist with an ABN

If you are applying as an organisation, you will be required to provide financial detail such as a statements and balance sheets to demonstrate your suitability for funding. All accumulated funds should be adequately explained.

Applicants must:

- ▲ Be located within, service or have a background or other connection with the City of Mount Gambier community.
- ▲ Maintain or be willing to get Public Liability Insurance Cover (\$20 million minimum cover).
- ▲ Have an ABN.
- ▲ Obtain all development approvals required for the delivery of the project.
- ▲ Include a copy of their organisations' Certificate of Incorporation in their grant application (where applicable).

## Development Approval:

Applicants are encouraged to proactively review the need for Development Approval for their project ahead of lodging their application where possible, and to provide their application for Development Approval at the same time as their grant application.

Where a grant application is lodged without a Development Application but the need for a Development Application is later identified, applicants will be expected to lodge the Development Application with required information within 7 days of being advised that it is required. Works on the project should not commence until Development Approval has been obtained, if required.

Further information regarding Development Application requirements can be found at the below link, or by contacting Council direct by phone on 08 8721 2555:

[Creative Arts Fund - Development Advice](#)

Applicants are encouraged to engage with Council early in the process to ensure their applications receive the appropriate support including to complete the Development Application process, and that the progress of the project and grant funding is not delayed.

As part of Council's commitment to the Creative Arts Fund all Council fees will be waived for assessment of applications associated with the fund (this does not include State Heritage or DPTI fees).

## **Applicants not eligible for funding**

- ▲ Profit-making groups and organisations.
- ▲ Government departments or agencies (including schools).
- ▲ Groups which have failed to fulfil City of Mount Gambier's funding criteria previously
- ▲ Applicants who submit incomplete applications.
- ▲ Applicants who have failed to acquit previous City of Mount Gambier Community and Cultural Fund grants.
- ▲ Applicants who fail to submit all relevant supporting documentation as requested.

## **Projects not eligible for funding**

- ▲ Repeat projects.
- ▲ Projects or stages of projects which have already commenced.
- ▲ Purchase of buildings or land.
- ▲ Staff positions.
- ▲ Capital works.
- ▲ Projects undertaken for business development.
- ▲ Fundraising activities.
- ▲ Projects that are part of the organisations annual or regular program of activities, for example, end of year performances.

## **Assessment of applications**

Applications on the prescribed application form will be assessed by a selection panel in accordance with the aims, objectives, selection criteria and guidelines of the program. A report with recommendations for the allocation of grant funding will then be prepared for consideration and approval by Council.

Applicants will be assessed on the following criteria:

- ▲ The quality of support material including CV's, visual documentation, letters of support, relevant permissions.
- ▲ A clearly defined concept which is financially viable and the applicants capacity to deliver the project;
- ▲ The artistic and/or cultural strength and impact of the project
- ▲ Capacity to stimulate active community involvement and encourage, celebrate and/or demonstrate cultural diversity;
- ▲ The degree to which the project aligns with the priorities of the City of Mount Gambier's Strategic Plan.





## SECTION 1 - INFORMATION ABOUT YOUR PROJECT

|   |   |  |  |  |  |  |           |  |  |  |  |
|---|---|--|--|--|--|--|-----------|--|--|--|--|
| <b>Applicant</b>                                      |   |  |  |  |  |  |           |  |  |  |  |
| <b>ABN</b>  |   |  |  |  |  |  |           |  |  |  |  |
| <b>Registered for GST?</b>                            | <b>YES</b>  |  |  |  |  |  | <b>NO</b> |  |  |  |  |
| <b>Organisation / Auspicing Body</b>                  |   |  |  |  |  |  |           |  |  |  |  |
| <b>Eligibility</b>                                    | <b>Incorporated community group</b>                                 |  |  |  |  |  |           |  |  |  |  |
|   | <b>Unincorporated group auspiced by an incorporated association</b> |  |  |  |  |  |           |  |  |  |  |
|   | <b>Not-for-profit organisation limited by guarantee</b>             |  |  |  |  |  |           |  |  |  |  |
|   | <b>Professional artist with ABN</b>                                 |  |  |  |  |  |           |  |  |  |  |
| <b>Project</b>  | <b>Activating Ripley Arcade</b>                                     |  |  |  |  |  |           |  |  |  |  |
|   | <b>A creative project within the City of Mount Gambier</b>          |  |  |  |  |  |           |  |  |  |  |
| <b>Project Name</b>                                   |   |  |  |  |  |  |           |  |  |  |  |
| <b>Amount requested</b>                               | <b>\$</b>   |  |  |  |  |  |           |  |  |  |  |
| <b>Have you received a grant from Council before?</b> | <b>YES</b>  |  |  |  |  |  | <b>NO</b> |  |  |  |  |
| <b>Would you accept partial funding?</b>              | <b>YES</b>  |  |  |  |  |  | <b>NO</b> |  |  |  |  |
| <b>Project Summary (60 words or less)</b>             |   |  |  |  |  |  |           |  |  |  |  |



Please describe your concept in more detail. Include the following (if/as relevant): planning and execution, timelines, target audiences, promotion, venues, expected attendance, intended outcomes.

Does your project demonstrate one or more of the following priority strategies?

Supporting community events and programs that bring people together, encourage interaction and promote a sense of community.

Providing services, programs and facilities for the community to participate in a broad range of arts and cultural activities.

Celebrating our cultural diversity.

A City brought to life with public art.

Where will the project take place?

Why do you want to do this project?



## SECTION 2 - YOUR PROJECT BUDGET (GST INCLUSIVE)

| PROJECT INCOME   | AMOUNT<br>\$ | CASH<br>\$ | IN KIND<br>\$ |
|--|--------------|------------|---------------|
| <b>Support income</b> – list the name of any organisation contributing to the project. |              |            |               |
| <b>Earned income</b> – if applicable, list source, e.g. cost to participants.          |              |            |               |
| <b>Amount requested from the City of Mount Gambier</b>                                 |              |            |               |
| <b>TOTAL INCOME</b>  |              |            |               |

| PROJECT COSTS<br>Please provide a breakdown of expenses under each category.  | TOTAL COSTS<br>\$ | AMOUNT<br>FROM COUNCIL<br>\$ |
|---|-------------------|------------------------------|
| <b>Artist Fees</b> – fee for artist/s producing work (this includes the individual/group applying for the grant if they are the primary makers) |                   |                              |
| <b>Administration</b>   |                   |                              |
| <b>Production</b>   |                   |                              |
| <b>Freight</b>  |                   |                              |
| <b>Equipment/materials</b> – list components.   |                   |                              |
| <b>Marketing and promotion</b> – list components.   |                   |                              |
| <b>Insurance costs</b> – check with your insurer whether your existing coverage extends to the activities of this project.                      |                   |                              |
| <b>Other</b> – e.g. ongoing maintenance.  |                   |                              |
| <b>TOTAL EXPENDITURE</b>  | \$                | \$                           |

Explain the importance of the items requested in your budget for the success of your project:

|   |     |    |
|---|-----|----|
| Do you have public liability insurance? | YES | NO |
|---|-----|----|





## SECTION 3 - CONTACT INFORMATION\*

| Contact Person | Mr | Mrs | Miss | Ms | Dr |
|----------------|----|-----|------|----|----|
|                |    |     |      |    |    |
| Position       |    |     |      |    |    |
| Mobile         |    |     |      |    |    |
| Email          |    |     |      |    |    |

*\*\*The above contact details will not published within a Council agenda.*

In submitting this application, I certify that, to the best of my knowledge, the statements in this application are true and I have read and I understand the City of Mount Gambier Creative Arts Fund Program Guidelines.

I acknowledge that the City of Mount Gambier cannot guarantee funding for any application.

If the grant is successful, I agree to acknowledge the contribution and support of the City of Mount Gambier in our publicity, including all media, literature and promotional activities relating to the project, as well as in speeches during the course of any event. I also agree to submit the required acquittal form, as well as two digital photographs relating to my project, that can be used by the City of Mount Gambier for promotional purposes, by the due date.

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to PO Box 56, Mount Gambier SA 5290 or emailed to [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au) but must be received by Council by **5:00 pm on Monday, 14 September 2020.**





## SECTION 4 - APPLICATION CHECKLIST

**I have attached a copy of the following supporting documents:**

Relevant CV's;

Examples of previous projects

Design or mock-up of proposed work; and

Any relevant permissions / authorisations / development approval (you must seek approval from owner or relevant body if your project takes place on / in private or public areas).

**Organisations must also include the following:**

Proof of your organisation's legal / corporate status (e.g. certificate of incorporation)

The most recent Annual Report (if applicable)

Your organisation's most recent audited statement and balance sheet (a statement of income and expenditure should be provided)