



City of Yarra

STIMULATE Creative Grants

Guidelines

1. BACKGROUND

The City of Yarra is a creative city, a home of many diverse creative artists, organisations and communities who engage in a broad range of art forms. Visual artists, writers, filmmakers, designers and performers all contribute to the unique identity of Yarra. Providing opportunities for expression, storytelling and engagement, creative workers share their voice and vision with the community and add richness to our city.

And, Yarra's residents value arts and culture - our most recent Customer Satisfaction Survey tells us the importance of arts and culture to our community is at its highest level recorded since these services were first included in the survey in 2015.

Yarra's creative and cultural industries provide significant employment contributions to our local economy as well as flow on economic benefits in making Yarra an attractive place to live, work and visit.

COVID-19 is having an unprecedented impact on creative and cultural activity, globally and locally. Many of Yarra's creative businesses (over 75 live music venues, many creative studios, arts galleries and creative retail) have had to close due to COVID-19 restrictions or find new ways to operate in changing and uncertain times. Festivals and events of all sizes have had to delay, cancel or adjust. Activities that include national and international touring have all been affected.

The economics of arts and culture has always been complex and often fragile. The creative sector has depended on all three levels of government funding, as well as philanthropy, sponsorship, income generated from sale of services and products; and is commonly subsidised by creatives doing casual non-creative work. The pandemic has meant that some of these important avenues of income have disappeared or changed.

The traditional methods to create artworks and the platforms for presentation to audiences have also changed, without a clear indicator of what a post-COVID-19 public domain will look like or when it will take place.

In a constantly changing environment, we need creatives more than ever to document and make sense of our changed world, to connect us when we are isolated and to continue to bring inspiration and joy to our lives.

Our recovery as a community will require creativity and innovation. We believe creative practitioners are well placed to respond to this period of uncertainty and change, because they are dynamic, forward thinking, resilient and innovative.

Through this new grant scheme, the City of Yarra is investing in a creative-led re-imagination of our community; it comes on top of a number of other grant schemes council has introduced to support the creative sector during the pandemic.

STIMULATE Creative Grants are for artists, community groups, sole traders and creative organisations/businesses to create new work, present new ideas and/or to present in a new platform. Partnerships and collaborations are encouraged.

The funding should be used to pay artists; provide employment opportunities to those working in the creative sector; support creative organisations to reopen; enable creative practitioners to find new ways to present their work; and provide opportunities for audiences to connect with locally created artworks and creative experiences.

2. TIMELINES

Applications open at **9:00 am Tuesday 1 September 2020** and will remain open until **11:59 pm Sunday 4 October 2020**.

Applicants should expect to be notified of the outcome by **Monday 2 November 2020**.

All projects awarded funding **may begin immediately** after notification and should be completed by **31 December 2021**.

3. FUNDING AVAILABLE

3.1 Individual artists, sole traders and unincorporated groups

Up to **\$5,000** for individuals, sole traders and auspiced unincorporated community groups to make work and participate in the Yarra community. Priority is given to projects that demonstrate exploration, adaptation and innovation.

3.2 Arts and cultural organisations, creative enterprises and businesses

Up to **\$20,000** for organisations and creative enterprises and businesses to make work, create new events and encourage community participation in arts and culture. For business applicants, the project must be a not for profit enterprise. Priority is given to projects that demonstrate exploration, adaptation and innovation.

3.3 Partnerships between creative and community organisations

Up to **\$50,000** for organisations and creative enterprises and businesses to make work, create new events and encourage community participation in arts and culture. Priority is given to projects that demonstrate exploration, adaptation and innovation. The program is focused on projects that benefit a large number of artists, and/or community groups, and/or creative organisations. A project partner or partner(s) are required.

The total pool available is \$200,000

4. ASSESSMENT CRITERIA

All applications will be assessed on the following criteria:

- Does the project demonstrate clear plans for the:
 - Creation of new work; or
 - Presentation of new ideas; and/or
 - Presentation in a new platform/s; and/or
 - Encourage community participation?
- Does the project demonstrate new ways of working?
- How does the project support creative practitioners and/or creative organisations?
- How will the project benefit the Yarra community?
- What are the artistic merits of the application?
- Does the applicant have the capacity to successfully complete the project?
- Is the budget for this project realistic, balanced and complete?

5. ELIGIBILITY CRITERIA

5.1 All applications will be assessed on the following criteria:

- Applicants must live, work, be located in or have a demonstrated connection to the City of Yarra if the activity is to be presented online, otherwise the activity must be presented in the City of Yarra.
- Applicants may be:
 - Individual artists with an active ABN¹;
 - Arts-related businesses operating under an active sole-trader ABN;
 - Un-incorporated community groups, Individual artists and organisations without an ABN (These applicants will need to be auspiced by an eligible incorporated organisation).
 - Incorporated not-for-profit arts and cultural groups/organisations; and
 - Creative businesses.
 - Social enterprises
 - Businesses (the funded project must be NOT FOR PROFIT)
- Any proposed activities will be required to be undertaken within COVID-19 protocols as identified by Federal and State Government directives at the time.
- Applicants must have acquitted previous Council grants and have no outstanding debts to Yarra City Council.
- If required, successful recipients must have public liability insurance with a suitable level of coverage, working with children checks, WorkCover and superannuation coverage.
- Relevant applicants must, as required by law, implement and adhere to the Victorian Child Safe Standards: <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/>

¹ The applicant names must match the entity (legal) name for the ABN, or a registered business name associated with the ABN and the name on the bank account provided for payment. The ABN Entity name can be checked when entering your ABN into the application form.

(For further information on the kinds of groups we deem eligible please see the definition provided by the Fitzroy Legal Service at:
http://www.lawhandbook.org.au/2017_06_06_03_types_of_community_organisations)

5.2 Ineligible Applications

- Previous grant recipients with overdue acquittals.
- Projects that are considered to be supporting a business for the main purpose of making a profit.
- A program that is considered the responsibility of State or Federal Government e.g. core school curriculum activities.
- A new building, capital works or facility maintenance works.
- Ongoing staff salaries or administration costs not specific to the project.
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing.
- Training, study or academic research or projects that will be offered for assessment in these courses.
- Applications that are solely for attending forums, workshops and conferences.
- Competitions, prizes and award exhibitions or exclusively fundraising events.
- School fetes and other similar events.
- Covering the deposit or bond associated with hiring a Council Town Hall.
- Applications to fund projects retrospectively.
- Projects that do not meet the eligibility criteria.

6. AUSPICED APPLICATIONS

Auspicings is a practice which enables small or new organisations who are not incorporated or who do not have an ABN access grant funds.

An auspice organisation must be incorporated and have an ABN. They accept legal and financial responsibility for the grant if successful.

Applications can be submitted directly by groups being auspicied. However, as the funding agreement for successful grants will be made between the auspice organisation and Council, any financial transactions must be made through the auspice organisation. Be advised that you will need to provide information from the auspice organisation including: their contact details, ABN, and most recent financial report.

7. APPLICATION PROCESS

Applications must be made through Council's grant portal SmartyGrants.

All applications must be received by the closing date to be considered. This submission will be the information considered by the assessment panel. No supplementary material will be considered.

It is recommended that applicants provide additional supporting documentation as part of their application.

Applications cannot be submitted for the same project from multiple applicants.

Applicants may discuss their application with Council officers before submitting the application but this is not mandatory.

8. ASSESSMENT PROCESS

All eligible applications will be assessed by a Council appointed community arts advisory panel who will provide Council with independent review of the applications received.

The final decision to award grants rests with Council.

9. SUCCESSFUL APPLICATIONS

If you are successful, a funding agreement which outlines the conditions of your grant will be sent to you (or your auspice organisation). You will need to electronically sign and return a copy of the funding agreement.

You will also need to provide a copy of your organisation's bank statement showing the account number, BSB number and name. All payments will be made by electronic transfer.

10. AQUITTAL

Each grant recipient is required to submit an acquittal form within two months of completion of the project.

The acquittal includes questions about how many people and Yarra residents participated in the event/program, what adjustments were made to the project as it unfolded, and whether the aims and objectives outlined in the application were met.

The acquittal also includes a financial report in which you are required to demonstrate that the funds were spent in accordance with the budget submitted. You are required to keep accurate, up-to-date records in relation to the project including, but not limited to, itemised receipts issued when funding is spent. We request that you include receipts for items/services over \$200 in your acquittal.

The required acquittal form will be linked to your application in the My Submissions area of SmartyGrants. When you are ready to submit the acquittal form please log onto <https://cityofyarra.smartygrants.com.au> and submit it in the same way you submitted your grant application. Applications from past grant recipients will not be considered while they have overdue acquittals.

Council may also require organisations to fully participate in any audit of the program/activity by making readily available all income/expenditure records, correspondence, meeting notes, promotional material, and any other document relating to the funded program/activity. This may include site visits and the collection of documents relating to the funded program/activity.