

# City of Yarra Grant Guidelines

## Room to Create Responsive Grant Program



### BACKGROUND

Yarra is often referred to as an 'engine room' for the arts because of the many small to medium sized arts organisations that make up much of our creative footprint. There are over 50 live music venues, more than 60 galleries and artist run spaces, and numerous creative hubs and studios. The creative sector has been identified as an important, emerging industry which is associated with innovation and facilitating economic growth.

The Room to Create Responsive Grant Program is a Council initiative that is intended to help creative spaces and live music venues stay in Yarra. The program is incentivized and designed to be quick response.

The program pool is \$25,000 per annum and funding is capped at \$2,000 for a standalone grant or at \$5,000 for a matching grant – when the applicant is able to make a matching contribution towards the project.

**The funds may be used for goods and/or services that will assist the creative space to operate in Yarra. For example, funds can be used for:**

- infrastructure works, such as fit out of a studio and purchase of built-in equipment, such as data projectors, lighting, built-in speakers;
- acoustic treatment related works, such as installing insulation, air locks, sound absorbing materials, gap seals etc;
- town planning consultants to obtain advice relevant to maintaining a creative space in Yarra, including advocacy where a nearby development is proposed;
- consultant fees related to improving accessibility of the space;
- acoustic consultant fees and measuring devices/equipment;
- building surveyors fees related to assessment of an existing building;
- other materials and/or services that may assist with the venue's management of noise and patron behavior related complaints.

### TIMELINES

Applications open on 1 July 2018 and remain open until 11:59 pm 30 May 2019, or until the funding pool is exhausted.

Applicants should expect to be notified of the outcome within three weeks.

### ASSESSMENT CRITERIA

- Does the project have clearly defined aims?
- Does the project clearly meet the intention of the program to help creative spaces and live music venues to operate in Yarra?
- Does the local community benefit from this project?
- Does the organisation have the capacity to successfully complete the project?
- Can the organisation demonstrate an ongoing viability?
- Is the budget for this project realistic?

## ELIGIBILITY

### ***Eligible Applicants***

Room to Create Responsive Grant Applicants must:

- Have an active ABN\*
- Be an incorporated organisation or business entity managing and/or occupying a creative space (eg. gallery, performance venue, artist studio, live music venue) that is located in the City of Yarra; **OR** meet one of the following specific exceptions:
  - An individual applicant who can demonstrate that the space is a dedicated creative space that contributes to the creative footprint of Yarra;
  - An individual applicant operating as a business entity that occupies or manages a creative space in Yarra;
  - An unincorporated not-for-profit community group managing a space in Yarra, auspiced by an eligible incorporated organisation or Neighbourhood House for this application;
- Have acquitted previous Council grants and have no outstanding debts to Yarra City Council;
- Have adequate public liability insurance, working with children checks, WorkCover and superannuation coverage;
- If the application is a live music venue, the applicant must agree to adopt the Best Practice Guidelines for Live Music Venues developed by the Live Music Roundtable with the Victorian Government. Download the guidelines here: <http://www.musicvictoria.com.au/reports/best-practice-guidelines>
- 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/>

\*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.

### ***Eligible Projects***

- Applications must be for creative spaces or live music venues in Yarra;
- Applications cannot be submitted for the same project from multiple tenants/organisations.

### ***Applicants that are not eligible***

- Neighbourhood Houses are funded through Council's Neighbourhood House Funding Program and are therefore are not eligible for the Room to Create Responsive Grant Program.
  - As above, Neighbourhood Houses can act as an auspice for other community groups;
- Individuals and sole-traders who do not meet the requirements listed above.
- Individuals or organisations who have already received a Room to Create Responsive Grant within the annual cycle.

### ***Projects that are not eligible***

- Activities that are part of the creative output of the applicant such as exhibitions, performances, workshops, events or other creative projects;
- Applications to fund projects retrospectively, for works that have already been completed;
- A studio space in a private dwelling/home;
- Expenses that are clearly related to the daily operations of the business including rent, ongoing staff salaries, or administration costs not specific to the project;
- Works that would be the responsibility of the property owner if the space/building is leased;
- A program that is considered the responsibility of State or Federal Government;
- Activities that are sponsored by gambling businesses or take place at inappropriate venues;
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing;
- Individual training, study or academic research in Australia or overseas;
- A project that will be offered for assessment in the above training courses;
- Applications that are solely for attending forums, workshops and conferences;
- School fetes and other similar events;
- Competitions (other than one-off sporting events);
- Prize-events, award exhibitions or exclusively fundraising events;
- Applications to fund projects retrospectively.

### **HOW TO APPLY**

Applications can be made online through Council's website, at [cityofyarra.smartygrants.com.au](http://cityofyarra.smartygrants.com.au).

Please note that applications are not submitted online until you hit the submit button. After submitting your application you will receive an email acknowledging receipt of your application which will include a PDF copy for your records. This will be sent to the email address you used to register on SmartyGrants. If you do not receive this email your application has not been submitted successfully. City of Yarra staff cannot view applications that have not been submitted, so please make sure you hit the submit button at the end of the application process.

### **ATTACHMENTS AND SUPPORT MATERIAL**

Applicants are required to include a quote/s for the proposed works in this application.

All those applying as an organisation must upload a copy of the organisation's most recent annual financial statement to their Room to Create Responsive Grant application. This could be the 2015/16 Financial Statement that all incorporated organisations are required to send to Consumer Affairs Victoria, or the organisation's most recent profit and loss statement. Please do not send your full Annual Report.

Applicants can also include any other support material that may be required to support their project.

Please note, the maximum attachment size in SmartyGrants is 25MB. To avoid technical difficulties which may prevent you being able to submit your application, we recommend keeping files to a maximum of 5MB. Files can only be uploaded one at a time and upload speeds will vary depending on your computer's specifications, your internet connection and the amount of traffic on the SmartyGrants server. If you do have concerns or encounter any issues, consider providing links to specific website pages or online/cloud file transfer service in the space provided instead.

## **PUBLIC LIABILITY INSURANCE**

All applicants need to provide a certificate of currency for the public liability insurance policy that will cover the funded project. Depending the nature of the funded activities, the relevant policy may be in the applicant's name, the auspicing organisation's name or the activities may be covered by the public liability insurance of the venue being used.

## **CHILD SAFE STANDARDS**

Victorian organisations that provide services or facilities for children (anyone under 18 years old) are required by law to implement Child Safe Standards to protect children from harm. Therefore, if your project/program will engage children as either participants or audience members you will be required to provide documentation demonstrating that you are complying with the Child Safe Standards by uploading a copy of your organisation's Child Safe Policy or Statement of Commitment to Child Safety. For individual artists, please upload a copy of your current working with children check and/or your venue's Child Safe Policy or Statement of Commitment to Child Safety.

If your organisation does not yet have a Child Safe Policy or Statement of Commitment to Child Safety, a template document is available on the Room to Create Responsive Grants website: <https://www.yarracity.vic.gov.au/about-us/grants/room-to-create-responsive-grants>. You can tailor this document to suit your organisation and your organisation's strategy for ensuring that all your members are meeting these standards. The document can then be scanned and attached to your application as evidence. Remember to make sure a copy is distributed among your organisation.

For further information on the Child Safe Standards see: <https://ccyp.vic.gov.au/child-safety/resources/>.

## **ACQUITTAL**

Each grant recipient is required to submit an Acquittal Form and financial report within two months of completion of the project. Throughout the project funds must be 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 and relevant account records to submit as part of the acquittal.

The required acquittal form will be linked to your Room to Create Responsive Grant application, when you are ready to submit the acquittal form please log onto [cityofyarra.smartygrants.com.au](http://cityofyarra.smartygrants.com.au) and submit it in the same way you submitted your grant application.

**Please keep receipts for expenditure items over \$200 to upload into your online acquittal.**

**FOR MORE INFORMATION**

Contact Arts and Culture on 9205 5089 [debra.kunda@yarracity.vic.gov.au](mailto:debra.kunda@yarracity.vic.gov.au) or 9205 5212 [brona.keenan@yarracity.vic.gov.au](mailto:brona.keenan@yarracity.vic.gov.au)

For issues with the application form, or administrative questions, contact the Grants Team on 9205 5170 and 9205 5146, or email [yarragrants@yarracity.vic.gov.au](mailto:yarragrants@yarracity.vic.gov.au).

FOR INFORMATION IN YOUR LANGUAGE ABOUT THIS DOCUMENT OR ABOUT COUNCIL, PLEASE CALL 9280 1940 AND QUOTE THE **REF** NUMBER BELOW.

**ARABIC**

للمعلومات باللغة العربية، حول هذا المستند أو عن المجلس البلدي، نرجو الإتصال هاتفيا على الرقم 9280 1930 وأذكر رقم المرجع **REF** المذكور أدناه.

**SIMPLIFIED CHINESE**

欲知有关本文档或议会的普通话版本信息，请致电9280 1937并报上下列**REF**号码。

**TRADITIONAL CHINESE**

欲知有關本文檔或議會的粵語版本資訊，請致電9280 1932並報上下列**REF**號碼。

**GREEK**

ΓΙΑ ΠΛΗΡΟΦΟΡΙΕΣ ΣΤΑ ΕΛΛΗΝΙΚΑ ΣΧΕΤΙΚΕΣ ΜΕ ΑΥΤΟ ΤΟ ΈΓΓΡΑΦΟ Ή ΤΗ ΔΗΜΑΡΧΙΑ, ΠΑΡΑΚΑΛΟΥΜΕ ΚΑΛΕΣΤΕ ΤΟ 9280 1934 ΚΑΙ ΑΝΑΦΕΡΕΤΕ ΤΟΝ ΑΡΙΘΜΌ **REF** ΠΑΡΑΚΆΤΩ.

**ITALIAN**

PER AVERE INFORMAZIONI IN ITALIANO SU QUESTO DOCUMENTO O SUL COMUNE, SI PREGA CHIAMARE IL NUMERO 9280 1931 E CITARE IL NUMERO DI RIFERIMENTO (**REF** NUMBER) SOTTOINDICATO.

**SPANISH**

PARA INFORMACIÓN EN CASTELLANO SOBRE ESTE DOCUMENTO O SOBRE EL AYUNTAMIENTO, LLAME AL 9280 1935 Y CITE EL NÚMERO DE **REF** DE MÁS ADELANTE.

**VIETNAMESE**

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**REF 18036**