

Arts & Cultural Multi-Year Grants 2020 – 2021 Guidelines



DRAFT SUBJECT TO COUNCIL ADOPTION

INTRODUCTION

The City of Yarra is abundant with creative energy generated by a unique mix of talented people and diverse communities engaged in arts and culture. It is this collective energy that makes the municipality one of Australia's most productive arts and cultural centres and contributes to Yarra's unique identity.

Yarra's creativity is expressed in many ways and Council takes an active role in supporting a range of people and communities as they participate in, and contribute to, our creative culture. To this end, Council offers a number of funding initiatives that help to realise Strategic Objectives in the Council Plan.

ENGAGE Yarra & CREATIVE Yarra offers two years of fixed funding from January 2020 to December 2021 for individual creative practitioners and organisations to deliver arts and cultural activities within the City of Yarra. They are designed to provide security and reduce administration costs so that we can enable creative activity to be developed over a two year period, support our creative organisations to build greater capacity and to deliver the best outcomes in our City.

Successful applicants are offered two years of funding, with annual CPI adjustments, but no further guarantees of future funding can be assumed. Successful applicants may apply for other funding initiatives offered by Council, but cannot be funded by multiple funding initiatives for the same activity.

ENGAGE Yarra & CREATIVE Yarra are open to organisations providing dynamic and valuable arts and cultural activities in the City of Yarra and prioritises those with a proven track record and well-articulated plans. Organisations may apply for operational and/or project funding. These streams are also open to individual creative practitioners who will need to demonstrate a commitment to realising a project or body of work over a two year timeframe and be able to clearly demonstrate the outcomes of this work in their proposal.

The proposed activities may take any art form but must be of high cultural and artistic merit and show a clear relevance with Yarra's community. Whilst innovation and dynamism are valued, the activity does not need to be new.

CELEBRATE Yarra is designed to provide security and reduce administration costs so that we can enable community-based cultural festivals and strategic events to be developed and presented over a two year period. These activities should stimulate economic activity or make a significant contribution to cultural tourism in Yarra.

APPLICATION PROCESS

Applicants will submit a full application to be assessed by a community panel. The final decision is made by Council.

Application	Key dates
Applications open	
Information Session	TBC
Applications close	
Final decisions advised	

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Funding starts	1 January 2020
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Yarra City Council reserves the right to change or amend dates should the need arise.

ASSESSMENT CRITERIA

Council will prioritise proposals that will rate highly across the following criteria.

A. CAPACITY

Practitioners, producers and/or administrators are highly/uniquely skilled and driven. For example:

- High quality artistic and/or cultural development practice.
- Proficient in administration, project and/or production management.
- A commitment to rigorous process and exceptional creative outcomes.
- The organisational structure and/or demonstrated resources required to successfully undertake the proposed project or activities.

B. RELEVANCE

The activity is connected to the City of Yarra and builds on local character in one or more of these ways. For example:

- The applicant organisation(s) is located in Yarra.
- The creative practitioner(s) live or work in Yarra.
- The proposed activity takes place in Yarra.
- The activity is connected to Yarra:
 - Involves issues or themes that are of relevance to the City of Yarra.
 - Engages with members of the Yarra community.
 - Contributes to and reflects local culture, identity and diversity.
 - Involves creative use of Yarra's venues, parks, streets, buildings – including Council owned and managed venues – studio spaces, theatrical spaces, live music venues or the public domain.

C. OPPORTUNITY

Two year funding will make a significant difference. For example:

- Creative impact and growth.
- Skills and knowledge development.
- The opportunity to experiment and explore a theme, idea or concept in depth.
- Personal and community impact, including relationships and partnerships.
- Organisational and/or program development and sustainability.

FUNDING STREAMS

Council recognises the different attributes associated with specific areas of practice and as such asks that applicants elect the funding stream that most closely aligns with their proposal.

There are three streams:

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1. ENGAGE YARRA (submissions via Expression of Interest)
 - Organisations
 - Individuals
2. CREATIVE YARRA (submissions via Expression of Interest)
 - Organisations
 - Individuals
3. CELEBRATE YARRA (submissions by invitation)

ENGAGE YARRA supports activities that showcase, celebrate and promote local cultures, people, places and arts practice. It supports projects that enhance community participation and engagement in arts and cultural activities. Priority is given to proposals that enable collaboration and participation in strong creative projects between artists and non-artists, that value and highlight diversity and that encourage engagement with new audiences.

CREATIVE YARRA supports professional artists and art organisations to produce and present new or existing work in any medium via funding that supports projects, programs, operations and/or administration. Priority is given to proposals that demonstrate outstanding artistic value and creative practitioners or organisations who present ideas that require longevity to be developed and realised.

CELEBRATE YARRA is a closed and by invitation two-year partnership program with the community organisers who deliver Johnston Street Fiesta and Victoria Street Lunar Festival. It recognises these two major street based events are unique to Yarra and stimulate economic activity while also making a significant contribution to cultural tourism in Yarra.

ELIGIBILITY CRITERIA

Applicants for the Arts & Cultural Multi-Year Grants must meet the following eligibility requirements: (Please note that ineligible applications will not be assessed.)

- Applicants must be an incorporated or formal Not-For-Profit organisation or community group and have an ABN.
- Individuals can apply but must have an ABN.
- Applicants must be locally based and/or be applying for a program, service or activity that is of benefit to the Yarra community.
- Projects must have a public outcome within the City of Yarra boundaries.
- Applicants must have acquitted previous Yarra City Council grants and have no outstanding debts to Yarra City Council.
- Appropriate insurances, working with children checks, WorkCover and superannuation coverage are required to be held by recipients of funding.
- The project must take place throughout 1 January 2020 and 31 December 2021.
- All required supporting material to be submitted at the time of application.

Ineligible Applications

- A program that is considered the responsibility of State or Federal Government.
- Activities that take place outside the City of Yarra (including touring costs), unless a component of an ongoing project has a proven and direct benefit to the Yarra community.
- A new building, capital works or facility maintenance works.
- The purchase of equipment only. Equipment may be purchased as part of a broader project.
- Activities that are sponsored by gambling businesses.
- Core school curriculum activities.
- Projects with the singular purpose of promoting religion.
- Training, study or academic research in Australia or overseas.

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- A project that will be offered for assessment in the above training courses.
- Applications that are solely for attending forums, workshops and conferences.
- Competitions, prizes, award exhibitions or exclusively fundraising events.
- Retrospective funding of projects.
- Neighbourhood Houses are funded through Council's Neighbourhood House Funding Program therefore are not eligible to apply directly for support, however they are able to apply as an auspice for another community group or an individual artist.

HOW TO APPLY

Creative Yarra applicants are required to submit their applications and supporting documentation using the online form. The online form can be found at the following website:

<https://cityofyarra.smartygrants.com.au/>

Submitting Your Online Application

Applications must be received by TBC

No late applications will be accepted

Typed, emailed, faxed or hard copy applications will not be accepted

You can return to <https://cityofyarra.smartygrants.com.au> at any time to view your application, but once it is submitted it cannot be changed.

Applications are not submitted until you hit the **submit** button. When you submit your application you will receive an automated email acknowledging that your application has been received with a copy of your application attached. This will be sent the email address used to register on SmartyGrants. If you do not receive this email of receipt your application has not been submitted.

Attachments and Supporting Documents

Creative Yarra applicants are requested to submit the following materials with their online application:

- CVs or short biographies of key artist/s and organisers, outlining their relevant experience;
- Examples of previous projects or programs relevant to this application. This could include images (maximum of 5), sound files, DVD presentation or other media (under 5 minutes duration in total) and web links. All files must be compatible with Windows System. Examples are to be accompanied by a complete listing;
- Letters of support (maximum 5). If your project requires the support of another organisation to develop or proceed then a letter acknowledging this support is required; and
- Public Liability Insurance Certificate of Currency and latest audited financial statement (please do not send the complete Annual Report).

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Attachments Note:

If you are attaching files, you need to allow for sufficient times for the file to be uploaded to the page. You should not navigate to another page until the file has been successfully attached, otherwise the file upload will be cancelled.

There is a maximum file limit of 25 megabytes. However, it is strongly recommended you try to keep files under 5 megabytes.

To attach a file follow these steps:

- Select *Attach a file* and choose the file you wish to upload and click *Select*.
- The file will begin to upload and the progress bar will be filled in as the file is uploaded.
- When the file upload is completed, the progress bar will disappear and a link to the uploaded file will be available, along with the option to remove the file.

As an alternative to uploading large files you may consider providing links to websites such as YouTube, YouSendIt and Dropbox.

Be mindful that the time available for the Assessment Panel to view support material is limited.

Prepare a Project Budget

When preparing a budget for your project please consider the following:

- Due to the competitive nature of grant programs, successful applicants may not be granted the full amount they request. A smaller amount may be recommended if the project will still be viable. Therefore it is important to ensure that your budget is as detailed as possible so that the assessment panel can be clear on which items they are supporting; and
- Applications may be strengthened by applying for and securing other funding for your project. Please include all funding in your budget and mark whether the funding is confirmed or unconfirmed.
- The Creative Yarra Application requires a detailed budget for the first year and an indicative budget for subsequent years, loaded into the template provided.

Acquittal

If you or your organisation previously received funding from Council and the project is completed, you will need to submit an Acquittal Report.

To be eligible for a grant, organisations and/or individuals must have acquitted any previous grants from Yarra City Council. Acquittal reports can be submitted online

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Interpreter Assistance