



Aboriginal and Torres Strait Islander Arts
Development Initiative 2019

Aboriginal and Torres Strait Islander Arts Development Initiative Guidelines

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Cover image: Indigenous Hip Hop Crew, Smith Street Dreaming 2018.
Image credit: Sarah Walker.

Aboriginal and Torres Strait Islander Arts Development Initiative Guidelines

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.

The arts of Aboriginal and Torres Strait Islander people reflect the unique cultural heritage of the world's oldest living culture. As well as the Wurundjeri, there are many other Aboriginal and Torres Strait Islander peoples who are connected to the local area. From the 1920s onwards, the suburb of Fitzroy in particular became an important meeting place for Aboriginal and Torres Strait Islander peoples from tribes around Victoria and beyond.

By the 1950s, Fitzroy supported a community of more than 300 Aboriginal people, with many living in surrounding inner city suburbs. Fitzroy not only became the largest Aboriginal community in Victoria, it also became the social and political hub of Aboriginal Melbourne. From the 1950s onwards, it became the birthplace of important Aboriginal organisations, a centre for political activism and a meeting place for Aboriginal people to link-in with family, community and services. It was also here in Fitzroy that many people from the Stolen Generations (people forcibly separated from family and community under racist government policies) found family and community. In recent years, the area has changed rapidly and rising property prices have pushed many Aboriginal and Torres Strait Islander peoples (and others) further north. In spite of this, Yarra is still a preferred place for Aboriginal and Torres Strait Islander peoples to live, meet up, work and access services.

At Yarra, we deeply value the contribution Aboriginal and Torres Strait Islander peoples have made and continue to make to the area.

We have a strong commitment to the local Aboriginal and Torres Strait Islander community and are always thinking about new ways that we can work with, support, learn from and celebrate the local Aboriginal community, and the broader Aboriginal community connected to the area.

This development funding offers a once off amount of \$10,000 to individual creative practitioners and organisations to contribute towards the development of a new work by artists who identify as Aboriginal or Torres Strait Islander within the City of Yarra. The funding is to support the costs of a creative development including artist fees, research materials, equipment hire and venue costs.

There is no public presentation required. Artists will self-determine the manner in which they report on the creative development activities. This may be a closed presentation or open to the public. It may include a showing, a reading, panel, exhibition or digital outcomes. The proposed activities may take any art form but must be of high cultural and artistic merit and show a clear relevance to Yarra's community with a preference towards works that seeks to engage the community in its development.

Successful applicants may apply for other Council grants, but cannot hold multiple grants for the same activities.

APPLICATION PROCESS

Applicants will submit a full application to be assessed by a community panel.

Application	Key dates
Applications open	Monday 1 April, 2019
Applications close	Wednesday 1 May, 2019
Final decisions advised	Monday 20 May, 2019
Funds paid	May 2019, after return of Funding Agreement
Project delivered	May 30, 2019 – June 30 2020

Yarra City Council reserves the right to change or amend dates should the need arise.

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ASSESSMENT CRITERIA

The Panel will prioritise proposals that rate highly across the following criteria.

- High quality artistic and/or cultural development practice;
- A commitment to process and exceptional creative outcomes;
- Projects that create opportunity to experiment and explore a theme, idea or concept in depth;
- The organisational structure and/or demonstrated resources required to successfully undertake the proposed project;
- Proficiency in project management;
- A complete, balanced, and realistic budget in your application;
- A project that provides personal and community impact, including relationships and partnership.

ELIGIBILITY CRITERIA

Applicants must meet the following eligibility requirements: (Please note that ineligible applications will not be assessed.)

- The project development must take place throughout the period from 30 May 2019 to 30 June 2020;
- All required supporting material to be submitted at the time of application.

Eligible Applicants

- Applicants must have an active ABN*
 - Applicants that meet all other eligibility criteria but do not have an ABN can have their applications auspiced by an eligible incorporated organisation or neighbourhood house;
- Applicants must be a not-for-profit, incorporated community group (that is a group with a voluntary membership who come together to pursue a common goal)† **OR** meet one of the following specific exceptions:
 - be a registered charity, public benevolent institution or have DGR status;
 - be a state government entity seeking funding for activities beyond those considered the responsibility of State or Federal Government;
 - unincorporated not-for-profit community groups can have their applications auspiced by an eligible incorporated organisation or Neighbourhood House;
 - individual artists or arts-related businesses operating with an active ABN* can apply;
- Applicants must have acquitted previous Council grants and have no outstanding debts to Yarra City Council;
- Applicants 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/> .

*The applicant names must match the entity (legal) name for the ABN, or a registered business name or trading 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:

https://www.lawhandbook.org.au/2018_06_06_03_types_of_community_organisations/

Eligible Projects

- Applicants must be locally based and/or applying for a project that is of benefit to the Yarra community;
- All questions marked 'response required' must be completed for the application to be eligible.

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Applicants that are not eligible

- Neighbourhood houses are funded through Council's Neighbourhood House Funding Program and are therefore are not eligible
 - As above, neighbourhood houses can act as an auspice for other community groups or individual artists;
- Non-arts-related businesses or for-profit organisations

Projects that are not eligible

- A program that is considered the responsibility of State or Federal Government, e.g. core school curriculum activities;
- 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;
- Building, capital works* or facility maintenance works;
- Ongoing staff salaries or administration costs not specific to the project;
- The purchase of equipment only. Equipment may be purchased as part of a broader project;
- 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;
- Competitions, prizes, 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.

* *Capital works are defined as projects undertaken to create a new permanent asset or space, or to permanently change the use, function or layout of an existing asset or space.*

HOW TO APPLY

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 11:59pm, Wednesday 1 May, 2019

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.* City of Yarra staff cannot view applications that have not been submitted.

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Attachments and Supporting Documents

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
- If an organisation, include your latest organisation financial statement (please do not send the complete Annual Report).

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.

PREPARING AN APPLICATION

When preparing your application, please consider the following:

- Begin your application as early as possible. We strongly recommended you submit your application before the due date. The grant round closes strictly at 11:59pm on Wednesday 1 May, and technical support will not be available after 5pm on the closing date. We are unable to accept late applications for any reason.
- Ensure that you state explicitly what your project is. Describe the event/activity/program, so that it is clear what you want to do, how you want to do it, and why it is worth doing.
- If your project involves partnering with another organisation, it is useful to show some evidence of that partnership, such as a letter of support.

PREPARING A PROJECT BUDGET

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

- Ensure that your budget is as detailed as possible, and that all costs are realistic and justified/explained within your application so that the assessment panel can be clear on which items they are supporting.

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ACQUITTAL

The successful 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 and relevant account records to submit as part of the acquittal.

Links to the forms are listed under each application in the “My submissions” area of SmartyGrants. To access an acquittal form, please log onto cityofyarra.smartygrants.com.au, click on the “My Submissions” tab and scroll down to the specific grant. You can then complete and submit the acquittal in the same way you submitted your grant application.

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

To be eligible for a grant, organisations and/or individuals must have acquitted any previous grants from Yarra City Council. Applications from applicants with outstanding acquittals will **not** be assessed.

National Relay Service
TTY 133 677 then (03) 9205 5055

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العربية 9280 1930 Ελληνικά 9280 1934 Español 9280 1935 Other 9280 1940

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