

ARTS AND CULTURAL GRANTS PROGRAM - 2017/2018 GUIDELINES

CITY OF ADELAIDE – ARTS AND CULTURAL GRANTS PROGRAM

Applicants are encouraged to discuss their project with the grants officer before applying as they can provide helpful advice on how to complete the application form and any permits that may be required for the project.

Guidelines

The City of Adelaide 2016 -2020 Strategic Plan states that *'Our culture infuses creativity and the arts in everything we do'* and commits to a *'Multicultural city with a passion to create authentic and internationally renowned experiences'*. The Arts and Cultural Grants Program is intended to assist in the delivery of the City of Adelaide 2016 -2020 Strategic Plan by providing funding to eligible groups, organisations and individuals to deliver creative arts and cultural projects that contribute to a welcoming and dynamic City full of rich and diverse experiences.

Relevant City of Adelaide documents that applicants are encouraged to refer to prior to considering an application include:

- City of Adelaide 2016-2020 Strategic Plan
- Public Art Action Plan 2014-2019
- Cultural Roadmap 2017-2023
- Cultural Strategy 2017-2023
- Adelaide: City of Music - Live Music Action Plan 2017-2020
- Adelaide Park Lands Management Strategy
- Community Land Management Plans
- Reconciliation Vision Statement
- Access and Inclusion Strategy
- Good Evening, Adelaide! Strategy
- City of Adelaide Boundary Map

What these guidelines cover

- What type of project might be funded?
- Who can apply?
- What will not be funded?
- What is the application process?
- How are Arts and Cultural Grants assessed?
- Notification and Payment
- Reporting and Acquittals
- More information
- How to apply
- Important dates for Arts and Cultural Grants Program 2017/2018
- Other Funding Sources

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What type of project might be funded?

The Arts and Cultural Grants Program has four funding categories that are designed to respond to different needs in the community. The funding categories are:

Funding category	Name	Maximum amount per application	Length of Funding Agreement	Rounds	Applicant Matching
1	Artistic Development Grant	Up to \$20,000 (in total, not per year)	1-3 years	One round per year	Financial or in-kind <i>(Your total contribution must be equal to or greater than the amount being sought from the City of Adelaide)</i>
2	Public Art Grant	Up to \$8,000	1 year	Two rounds per year	Financial or in-kind <i>(Your total contribution must be equal to or greater than the amount being sought from the City of Adelaide)</i>
3	Community Programs and Events Grant	Up to \$8,000	1 year	Two rounds per year	Financial or in-kind <i>(Your total contribution must be equal to or greater than the amount being sought from the City of Adelaide)</i>
4	Quick Response Grant	Up to \$2,000	1 year	Open all year round	Not required
5	Live Music Enterprises Grant	Up to \$5,000	1 year	One round per year	Financial or in-kind <i>(Your total contribution must be equal to or greater than the amount being sought from the City of Adelaide)</i>
6	Cultural Promotion Grant	Up to \$2,000	1 year	One round per year	Not required

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Category 1 - Artistic Development Grants (up to \$20,000)

Funding will be provided for projects that offer skill development opportunities for young, emerging and established artists and musicians in the City and also deliver a public outcome.

What type of project might be funded?

The proposal may include skill development workshops or a mentorship culminating in a public outcome for the City e.g. a performance and/or exhibition for young, emerging and established artists.

Category 2 – Public Art Grants (up to \$8,000)

Funding will be provided for creative practitioners to create temporary public artworks within the public realm.

What type of project might be funded? The proposal may be for an ephemeral public artwork such as a projection or performance, or temporary public artworks that include fixed (but not permanent) elements such as installations, murals and paste-ups.

Category 3 - Community Programs and Events Grants (up to \$8,000)

Funding will be provided for events, performances and exhibitions which contribute to the City as a welcoming and dynamic place for people to live, work and visit.

Funding in this category will also be provided for small community based multicultural events and festivals that promote, celebrate and strengthen multiculturalism in the City of Adelaide. Applicants applying for these funds must be able to demonstrate that the event fosters cultural understanding and integration by the wider community.

What type of project might be funded? Music, art and cultural projects which have a publicly accessible outcome i.e. workshops, performances, exhibitions and events, or free or low cost festivals and community events that focus on engaging and building city communities.

Category 4 – Quick Response Grants (up to \$2,000)

Funding will be provided for any arts and cultural project as described in Categories 1 – 3 that is requesting a smaller financial contribution from the City of Adelaide and a quicker response time. This could include events, activities, exhibitions, performances, public artworks and workshops.

Category 5 – Live Music Enterprises Grants (up to \$5,000)

Funding will be provided for live music enterprises and new music ventures which increase opportunities for musicians to play in City venues and in the public realm and contribute to the City as a welcoming and dynamic place for people to live, work and visit. Funding may also be provided to support the development of a live music venture or start-up.

What type of project might be funded? Festivals, live music performances and new music ventures of all genres. We are seeking applications from live music small to medium enterprises and early career entrepreneurs to start-up and trial new music ventures.

Category 6 – Cultural Promotion Grants (up to \$2,000)

Funding will be provided for marketing and promotions to showcase cultural activities of all modalities that surprise, delight and attract people to the City. The fund has been developed specifically to enable cultural enterprises to thrive and to promote activities and cultural enterprise.

What type of project might be funded? Promotional and marketing activities for arts and cultural projects, festivals, performances, events, exhibitions, public art or workshops that include any modality of creative output including theatre, music, dance, food, visual arts, original film and writing. The grant can be utilised for the purchase of marketing and promotional goods and services including social media boosting, film development, website development, photography and media engagement.

Who can apply?

Applications will only be considered from:

- Not-for-profit organisations and groups including:
 - Incorporated associations and companies limited by guarantee;
 - Aboriginal and Torres Strait Islander Corporations (under the Aboriginal and Torres Strait Islander Act 2006);
 - Unincorporated groups. These must be auspiced by an incorporated association that will take legal and financial responsibility for the administration of funds.
- Individuals and sole traders (for Public Art, Quick Response and Cultural Promotion grants only).
- Commercial businesses and social enterprises where they deliver opportunities outside their usual business that focus on community benefit and participation (for Live Music Enterprises grants only).

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What will NOT be funded?

Applications for the Arts and Cultural Grants Program will be ineligible if any of the following apply:

- The applicant undertakes canvassing or lobbying of Councillors or employees of the City of Adelaide in relation to their application during the application and assessment process;
- Applications do not meet the identified priorities of the City of Adelaide as detailed in the City of Adelaide 2016-2020 Strategic Plan;
- The application is for projects occurring outside the City of Adelaide area;
- There is not an effective management structure to manage financial and accounting requirements (excludes individuals in the Public Art, Quick Response and Cultural Promotion grant categories);
- Applications duplicate an existing event or program that operates in the City;
- Applications contravene an existing City of Adelaide Policy or Operating Guideline;
- The application denigrates or excludes any groups in the community;
- The application has safety and/or environmental hazards;
- The application is for large capital expenditure – i.e. purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of major equipment or material goods such as office furniture, computers and playground etc.
- The applicant has not acquitted on any previous City of Adelaide funding or finalised outstanding debts;
- The application is for reimbursement of funds already spent;
- The application is for training or education in government or private institutions, or activities that will be offered for assessment in such institutions;
- The application is for conferences, tradeshows, award ceremonies and interstate or overseas travel expenses;
- The application is for general fundraising activities;
- Funds are for State or Australian Government departments or other Councils;
- The funding request is from a commercial organisation operating on an expected profit basis;
- The application is for in-kind services or relies on recurrent funding from the City of Adelaide;
- The funding request is for projects that are the core responsibility of other levels of Government.

Ineligible applications will not advance to the assessment stage and applicants will be notified.

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What is the application process?

Applicants seeking funding can apply by submitting an application form within the given timeframes. Once submitted, an application will be assessed according to:

- Eligibility criteria
- Assessment criteria
- Available funding

The Arts and Cultural Grants Program is highly competitive and the City of Adelaide receives more funding applications than it can support. Successful applications are those that best satisfy the assessment criteria however even applications that meet the assessment criteria may not be competitive against other applications.

Part funding may be recommended. This decision is carefully considered with the view of maintaining the integrity of the proposal. The City of Adelaide reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the criteria.

Please note: Applications may be assigned to a new category and/or funding program as part of the assessment process if the original category and/or funding program selected by the applicant is not deemed the most appropriate for the project.

How are Arts and Cultural Grants assessed?

Applications for all Arts and Cultural grant categories are assessed against the criteria below.

No.	Consideration	Weighting %
1	The degree to which the proposal is fully developed	40%
2	The degree to which the proposal aligns with the City of Adelaide 2016-20 Strategic Plan.	35%
3	The degree to which the proposal demonstrates cultural and creative value	25%
Total		100%

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Notification and Payment

Receipt of all applications will be acknowledged within 2 weeks of the closing date. Applicants will be notified in writing of the outcome of their application. The City of Adelaide will endeavour to adhere to the following timelines for assessment and notification:

Category	Application Turnaround
1 – Artistic Development 2 – Public Art 3 – Community Programs and Events	12 weeks
5 - Live Music Enterprises 6 – Cultural Promotion	6 weeks
4 – Quick Response	15 working days *

** please note, applications must be received more than 15 working days before the proposed project start date.*

The funding decision made by the City of Adelaide is final.

Prior to payment, all successful applicants will be required to:

- Sign a funding agreement detailing the grant terms and conditions;
- Provide a copy of their public liability insurance “Certificate of Currency” (minimum \$20 million);
- If paid staff are employed, provide a copy of their Return to Work SA certificate of registration, or similar employee insurance policy;
- Provide a tax compliant invoice for the agreed funding amount (plus GST if applicable).

Reporting and Acquittals

All successful applicants will be required to complete an acquittal report on the project within 6 weeks of the project completion date, or annually for multi-year funding applicants.

Applicants who do not complete and return an acquittal report will be ineligible for any future applications and funding.

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More information

ABN - An Australian Business Number (ABN) or a 'Statement by a Supplier' is essential. An ABN can be obtained from the Australian Business Register (telephone: 13 28 66 or visit www.abr.gov.au). 'Statement by a Supplier' forms can be obtained by visiting www.ato.gov.au;

Auspice organisations - An auspice organisation receives the grant on behalf of the applicant and has the legal responsibility for ensuring the project is delivered. Auspice organisations may auspice a number of applications concurrently per year.

Events alongside major festivals - Applications for projects that are presented alongside major festivals will be considered and assessed on their individual merits.

Multiple applications - Applications from the same applicant (for different projects) in multiple City of Adelaide grant categories or programs will be considered and assessed on their individual merits.

In-kind support - The City of Adelaide will not provide in-kind support in addition to funds endorsed.

Permits and Fees - Approvals, and in some instances permits, must be secured before a project can commence. Permits are not required as part of the grant application process however applicants need to demonstrate their awareness of any requirements and reflect these in their project budget as the City of Adelaide will not waive approval and permit fees.

Examples of permits that could be applicable include:

- A 'Development Approval' to install an artwork on a building;
- A 'City Works Permit' to undertake any construction / installation in the public realm;
- Permits such as 'Objects on Footpath', 'On Street Activities', 'Media Production' and 'Road Closures' if your project involves these components;
- An 'Events in the City Booking Application' if your project is to take place in one of the City's Park Lands or Squares;

Please note: If your project is to take place on private property, approval from the land / building owner must be provided with your grant application.

For more information please visit:

Development Approvals – www.cityofadelaide.com.au/planning-development/building-renovating/development-approvals/what-is-development-approval

Permits – www.cityofadelaide.com.au/online-services/permits-and-licenses/approvals-permits-licenses

Events in the City Booking Applications - www.cityofadelaide.com.au/explore-the-city/city-information/city-spaces-and-venues-for-hire/

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How to apply

Applications must be submitted in hard copy.

All applicants are encouraged to discuss their application prior to applying with the grants officer:

Felicity Edwards

Phone: 8203 7435

Email: F.Edwards@cityofadelaide.com.au

Application forms and guidelines are available to download from our website:
www.cityofadelaide.com.au/your-council/funding/arts-and-cultural-grants/

Application forms can also be mailed out on request.

Please submit **two** hard copies of your application by mail to:

Felicity Edwards

Senior Partnership & Projects Officer

City of Adelaide

GPO Box 2252

Adelaide SA 5001

Application must be postmarked on or before closing date

or delivered in person to:

Felicity Edwards, Senior Partnership & Projects Officer

c/o Customer Service Centre

City of Adelaide

25 Pirie Street

Adelaide SA 5000

Application can be lodged in person until 5pm on the closing date

Late, emailed or faxed applications will not be accepted.

Applicants must also keep a copy of their application for future reference.

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Important Dates for the Arts and Cultural Grants Program 2017/2018

Friday 3 March 2017	ROUND 1 opens for: Category 1 - ARTISTIC DEVELOPMENT Category 2 - PUBLIC ART Category 3 - COMMUNITY PROGRAMS AND EVENTS
Thursday 13 April 2017	ROUND 1 closes for: Category 1 - ARTISTIC DEVELOPMENT Category 2 - PUBLIC ART Category 3 - COMMUNITY PROGRAMS AND EVENTS
Friday 8 September 2017	ROUND 2 opens for: Category 2 - PUBLIC ART Category 3 - COMMUNITY PROGRAMS AND EVENTS
Friday 20 October 2017	ROUND 2 closes for: Category 2 - PUBLIC ART Category 3 - COMMUNITY PROGRAMS AND EVENTS
Friday 12 January 2018	ROUND 3 opens for: Category 5 – LIVE MUSIC ENTERPRISES Category 6 – CULTURAL PROMOTION
Friday 16 February 2018	ROUND 3 closes for: Category 5 – LIVE MUSIC ENTERPRISES Category 6 – CULTURAL PROMOTION

Other Funding Sources

For information on alternative funding sources contact:

Arts South Australia	www.arts.sa.gov.au
Australia Council for the Arts	www.australiacouncil.gov.au
Music Development Office	www.mdo.sa.gov.au
Music SA	www.music.sa.gov.au
APRA/AMCOS	www.apraamcos.com.au
Multicultural SA	www.multicultural.sa.gov.au/grants
Screen Australia	www.screenaustralia.gov.au
Carclew Youth Arts	www.carclew.com.au
The Helpmann Academy	www.helpmannacademy.com.au
Office for Youth	www.officeforyouth.sa.gov.au
History SA	www.history.sa.gov.au
Country Arts SA	www.countryarts.org.au
Adelaide Film Festival Investment Fund	www.adelaidefilmfestival.org