

COFFS HARBOUR CITY COUNCIL

ARTS AND CULTURAL DEVELOPMENT GRANTS FUNDING APPLICATION



Guidelines and supplementary documentation 2021/22

Applications close: Monday 31 May 2021

Applications must be submitted on-line.

Introduction

Coffs Harbour City Council is committed to the vitality of the cultural life of Coffs Harbour and appreciates its importance to the social health and economic success of the Coffs region. This grant program supports new and exciting arts and cultural projects and initiatives in our communities. It also supports the goals of Council's Cultural Policy and the [Creative Coffs Cultural Strategic Plan 2017-2022](#), founded on the objectives of the Coffs Harbour 2030 Community Strategic Plan.

Funding assistance for events and projects between \$2,000 and \$7,000 will be considered.

Priority Areas for funding

The Creative Coffs Cultural Strategic Plan 2017-2022 has five key goals:

1. Engage our community and visitors in the cultural life of the area
2. Create and maintain vibrant cultural and public spaces
3. Understand and celebrate our Aboriginal and diverse cultural heritage
4. Value and support our creative industries
5. Encourage connections, collaboration and partnerships.

The Arts and Cultural Development Grant Funding supports projects that share one or more of these goals.

Project ideas may relate to identified strategies set-out in Council's [Creative Coffs Cultural Strategic Plan 2017-2022](#) available on the Council website (Community - Arts and Culture).



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SUBMITTING YOUR APPLICATION ON-LINE

TO ALL APPLICANTS – PLEASE READ

- Your application **must be submitted via the on-line portal**. This is the only way we will be accepting submissions.

PLAN – PREPARE - SUBMIT

PLAN

- Read these Grant Guidelines
- Download and read through the application form which is a word document
- Go on line and check out Council's Creative Coffs Strategic Plan
- Discuss your project with Cath Fogarty on 02 6648 4904 or 0409 876 432 to discuss your application.
- **Talk to others** in the community who might be interested in your idea or project and seek their support. Ask them to write letters if relevant. This is very important.
- **Work out your budget.** How much will it cost? Are there artist fees, hire fees, material costs etc. Are there people involved volunteering their time?
- Complete your application – refer to Grant Guidelines

PREPARE

- If you are an independent artist or unincorporated group, you will need to find an incorporated organisation to auspice your application. If you are unsure about which organisations can help in this regard, talk to Cath Fogarty, Cultural Development Gallery and and History Services Coordinator on 6648 4904
- Gather your letters of support as electronic documents
- Gather your insurance certificate of currency – make sure it is up to date
- Gather your organisation's financial statement
- Are there other supporting documents or links such as artist resumes or website links that you can include? Or images of previous work?

SUBMIT

- Go to the council's cultural grant page
- Enter your contact details and project summary
- Upload your:
 - Application
 - Letters of support
 - Certificate of currency
 - Financial statement
 - Other supporting documents and links

Questions?

- Please contact Cath Fogarty on 02 6648 4904 or 0409 876 432 to discuss your application.
- CLOSING DATE IS Monday 31 May 2021



Eligibility for funding

- Incorporated Community Groups, art groups and not-for-profit organisations are eligible to apply.
- Schools are eligible to apply for projects involving students either directly or through their P&C committees, student bodies or other incorporated entities.
- Groups and individuals such as artists, musicians, writers, performers etc that are not incorporated may submit an application through an auspicing organisation that is incorporated. An auspicing body must be willing to support the project and become the applicant on behalf of the unincorporated group or individual.
- Projects that support partnerships between community based organisations, arts organisations, artists and businesses are encouraged.
- Artist lead projects are encouraged when they are supported by an incorporated body.
- Applications must be certified by an executive officer of the incorporated organisation.
- Projects must be located within the Coffs Harbour Local Government Area.
- Applications from organisations which have not acquitted previous Council grants cannot be considered.
- Only one (1) application can be considered from each group/organisation (auspicing organisations exempted).

Grant funds cannot be used for:

- Existing and ongoing activities or projects already in progress, unless the funding is for a new and highly innovative element.
- Completed projects.
- Inflated administrative costs.
- Salary of existing personnel or fees which are disproportionate to skills, experience and professional standing.
- Excessive expenditure on equipment. Materials and equipment may be considered but must be integral to a broader project.
- Any project of a substantially commercial nature.
- Insurance costs or catering.
- Money for prizes or gifts.
- Activities which are intended to raise funds for a donation to a third party such as a charity.
- Activities which are already receiving substantial financial support from Council.

The Arts and Cultural Development Grants program supports appropriate payments to artists and creatives employed in a professional capacity. Appropriate rates of pay can be found on professional association websites such as NAVA (National Association for Visual Arts) and Ausdance and others.



If your organisation is not incorporated

An incorporated organisation can apply for a grant on behalf of an unincorporated group. In this situation, the incorporated organisation becomes the “**auspice**” for the grant and it will receive all correspondence and monies and will be responsible for acquitting the grant. Written acknowledgment/agreement from the auspice must be submitted with the application. Details and copies of the auspicings organisation’s insurances must also accompany the application.

Please note: any fees charged by the auspice must be no more than 5% of the grant or \$100, whichever is the lesser.

If you are proposing to use an auspice, please discuss with a Community and Cultural Services team member before submitting your application.

Budget

An income and expenditure budget for the project must be provided. In-kind assistance should be shown as income. A copy of a recent, audited financial year statement for the applicant organisation or auspicings body must be attached.

Developing your application

A “[How to Get that Grant!](#)” [planning tool](#) is available on the Council website which will help you think through your project ideas.

To discuss your application please call Cath Fogarty (Cultural Development, Gallery and History Services Coordinator) on mob. 0409 876 432 or email catherine.fogarty@chcc.nsw.gov.au.

Payment of grants

Successful applicants will be asked to submit a tax invoice. NOTE: The tax invoice must be submitted to Council within 30 days of a successful notification or the offer will lapse.

All grant funds must be held in an approved financial institution such as a bank or building society.

A condition of the grant is that funds must be expended and acquitted within 12 months of being received. Any major change to the project in terms of its purpose, cost or timing will need to be received in writing for approval. If a change to grant conditions is not approved, funds will need to be reimbursed promptly.

Reporting and acquittal

Successful applicants must provide a report to Council about completed projects, outlining achievements, benefits to the community, and where possible photos and media coverage as well as a signed financial statement. Where applicable, this should include an endorsement from the auspicings body.

An acquittal form will be supplied to each successful applicant for the purpose of this report. This form will need to be completed and forwarded to Council within four weeks of the project's completion. Projects must be finalised and all relevant paperwork returned to Council within 12 months of receiving the grant funds. Failure to complete this part of the process may jeopardise future applications.

Acknowledgment of Council support

1. All publicity and advertising material must acknowledge Council by displaying Council's logo and/or naming Council as the financial supporter/sponsor. Contact Cultural



Development, Gallery and History Services Coordinator on 6648 4904 or gallery@chcc.nsw.gov.au for a copy of the logo or more details.

2. Invitations to the project's public activities should be extended to the Mayor, Councillors and a Council staff member as appropriate.
3. Information on the public components of the project e.g. performance dates should be sent to: artenews@chcc.nsw.gov.au for inclusion in the "What's On" Arts and Culture e-newsletter at least three weeks prior to the event.

Section 1

1A Organisation and applicant details

Eligible organisations include:

- Incorporated Body
- Company
- Educational Institution

Note: individual artists/arts workers and unincorporated groups may apply if they have an incorporated auspicing body to support their application.

Organisation contacts

Please provide two people who accept responsibility for the delivery of this project (where applicable).

1B Project Contact Person

This is the key contact person responsible for developing and/or delivering the project.

Section 2

Project title

Provide a short title (not more than 10 words) to adequately describe what the project is about.

Project description

Provide sufficient information to ensure that the assessment panel can understand what the project will achieve. Be concise, specific and avoid unnecessary language that doesn't add value to the project.

Include information on where the event or activity is proposed to take place.

Funds requested

Specify the amount of grant funds requested. Note: this is not the entire cost of the project, but excludes any in-kind or donated contributions from any sources outside of the grant funds. That information is to be provided in the budget section of the application.

Section 3

Assessment Process and Selection Criteria

Applications are rated by the Assessment Panel, based on the eligibility, merit of the project taking into account the social, economic and environmental factors, and the ability of the applicant organisation to manage the project which is outlined through the questions in this section (section 3) and the budget in section 4.



Project plan

List all of the major milestones to be delivered as part of this project. Include sufficient information to assist the assessment panel understand what the project stages are and how you plan to deliver these. Include information on estimated cost expenditure for each stage or milestone.

Project rationale and objectives

The Project rationale is your opportunity to explain briefly the background to the project. Why it has come about and why it is important to your community or the broader Coffs community.

All projects will be evaluated against their individual success factors. This will assist applicants with the completion of acquittal information, as Council will report on your outcomes. The long-term benefits of the grant program are made public through Council's reporting documents; allowing ratepayers to see that public money is spent on worthwhile projects that achieve appropriate outcomes.

Be certain to create SMART objectives for all projects:

- Specific – clearly state what the project is expected to achieve.
- Measurable – ensure project objectives can be gauged in some way, as either quantitative or qualitative measurements.
- Achievable – objectives should be possible within the timeframe stated.
- Realistic – objectives should be reasonable, it will not be well regarded if a project is unrealistic.
- Timeframe – objectives must be possible to achieve as per indicative project plan schedules.

Project objectives – What is the project is trying to achieve? For example '*provide community access to new artists' work*'.

Project activities – What will you be doing to achieve your Project objectives? For example '*provide an exhibition of upcoming artists' work at Park Beach on a monthly basis*'.

Project measures – How will you know if your project has been successful. For example "at least 10 artists will have gained exhibition exposure with audiences of over 50 people at each opening".

Priority Areas for funding.

How does your project address the priority areas for the cultural grant program:

1. Engage our community and visitors in the cultural life of the area
2. Create and maintain vibrant cultural and public spaces
3. Understand and celebrate our Aboriginal and diverse cultural heritage
4. Value and support our creative industries
5. Encourage connections, collaboration and partnerships.

Your project needs to address at least one. Further information about these priority areas can be found on pages 24-32 of the Creative Coffs Cultural Plan on the Council's website.

Community benefit

Please provide the assessment panel with information relating to how the project will benefit the community. This may:

- include information on how you anticipate the project will improve access to, participation in



arts and cultural activity.

- be described in a variety of ways, both long and short term.
- be the outcome of the way it stimulates ideas and discussion by providing a new and innovative experience or activity.
- be the number of people involved
- engage a particular community demographic

Section 4

Applicant's financial position

Council needs to minimise the risks associated with funding a project. The financial position of a group or organisation demonstrates whether the risk is justifiable and that funds will be managed professionally and appropriately.

Audited financial records add more weight to an applicant's credibility. Council will provide financial support for projects that have the highest likelihood of success

Project costs

It is essential that your proposed project expenditure matches the proposed project income. Applications will not be assessed if these do not balance.

Notes: Include the amount requested from this grant in the *income* table. The assessment panel will evaluate the amount to be funded for each project based upon what is requested and whether the project can continue with less funding or funding provided from other sources.

In-kind labour costs are limited to not more than \$42 per hour as determined by the Australian Tax Office guidelines. This is to enable a fair estimate of time and level of effort the applicant is giving to the project.

Section 5 – insurance

Public Liability Insurance

Council will not fund an organisation (or auspice) that does not comply with the relevant licences and insurances required for projects on public or private land. Please provide copies of any relevant insurance your organisation holds.

The applicant or auspicings body must have a current public liability insurance. Please make sure you attach an electronic copy.

Section 6 – supporting comments

Letters of support are important indicators that you have discussed your project idea with others and have gained their support and involvement. They are one of the strongest ways to validate your project and are valued highly by the assessment panel.

For further information contact:

Catherine Fogarty

Cultural Development, Gallery and History Services Coordinator

Email: catherine.fogarty@chcc.nsw.gov.au

Tel: 02 66484904 mob: 0409 876 432