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## About these grants

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The Creative Communities Fund aims to help rejuvenate and strengthen the local arts and cultural sector and recognises that many organisations and individuals have been severely impacted by the pandemic, yet have been largely overlooked by other levels of government.

The Creative Communities Fund objectives provides opportunities for leading and emerging artists, encouraging initiatives that celebrate Aboriginal cultural heritage and increasing cultural awareness across our region

The Fund supports the creation of new art works and programming initiatives including: professional artist fees, art materials or equipment, costs related to artist-in-residence programs (artist participation or program development) venue hire/equipment and activities associated with exhibitions and performances (including online), as well as project specific costs such as management and administration including promotion and marketing.

**Minor grants up to \$5,000** will be assessed and determined by officers and reported to Council each month

**Major grants \$5,001 to \$20,000** will be assessed by officers and awarded by Council resolution

*Note: All proposed activities must comply with the latest coronavirus (COVID-19) health advice from, Commonwealth and State authorities.*

### GRANT OBJECTIVES

The objectives of the grants are as follows:

- To support local Creatives practitioners in the Surf Coast Shire that have been adversely affected by COVID-19
- Leverage recovery activities to build and strengthen the creative sector
- Adopt the 'build back better' approach by ensuring that artists and the creative sector in the Surf Coast Shire
  - provide opportunities for leading artists to showcase their work
  - provide the opportunity for emerging artists and art workers to learn from leading artists
  - encourage initiatives that celebrate Aboriginal cultural heritage & increase awareness
  - strengthen community connection and wellbeing recovery via the creative and arts sector
  - simulate post COVID-19 adaptation for an identified growth sector
  - build capacity, recognition and contribution through targeted investment

### HOW TO APPLY

Applications for this grant must be made via the SmartyGrants online system there is a link on the Surf Coast Shire website

[www.surfcoast.vic.gov.au/Community/Grants/Small-Business-Arts-Culture-COVID-Recovery-Grants](http://www.surfcoast.vic.gov.au/Community/Grants/Small-Business-Arts-Culture-COVID-Recovery-Grants)

### KEY DATES

The Expression of Interest stage will be open from 29 April 2021 and closes midnight on the 16 May 2021

The full competitive grant opportunity will be by invitation should you be eligible. Applicants will have 3 weeks to submit an application closing midnight 21 June 2021. Late applications will not be accepted.

For information regarding this program contact [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au)

Funds are to be spent before 30 April 2022

## Who can apply?

To be eligible for a grant, the applicant business must:

- have its principal place of business located within the Surf Coast Shire
- hold an active ABN since March 2020 and can demonstrate their main source of income is derived from creative artistic activities
- employ 20 people or less
- be able to demonstrate financial impacts to your business as a result of lockdowns and restriction from COVID-19
- be compliant with all relevant local, state and federal legislation

Applicant type	YES	NO
Visual Arts & Performing Arts	✓	
Crafts	✓	
Music & Literature	✓	
Fashion	✓	
Up to 20 Full time employees	✓	
Not-for-profit organisations	✓	
Web and software designers		X
Advertising or marketing agencies		X
Architects		X
Video game creators		X
Businesses that have an adverse effect on public health, safety, the environment, or heritage or whose activities do not align with the Surf Coast Shire's values		X
Organisations with outstanding debts or arrears to the Surf Coast Shire		X
Organisations that have not provided a satisfactory evaluation/acquittal form for any previous funding received from Surf Coast Shire Council – this includes organisations that have acted as an auspice for an unincorporated group		X
Companies and/or directors of companies that are undergoing any form of insolvency event.		X

## What can I apply for?

The following is a list of ideas and examples that will be considered for funding. This is a guide only and the list should not be considered exhaustive.

COVID-19 Creative communities recovery grant ideas
<b>Note:</b> Applications that can clearly demonstrate the wider benefits to the Surf Coast creative sector will be highly valued
– Artist Fees
– Materials for new works
– Cost related to Artists in Residence programs (artist participation or program development)
– Venue & equipment hire
– Activities associated with exhibitions and performances (including online)
– Activities that create local employment
– Project specific administration costs such as promotion and marketing.
All activities must comply with the latest health advice and government restrictions, as detailed on the following websites: <a href="http://www.dhhs.vic.gov.au/coronavirus">www.dhhs.vic.gov.au/coronavirus</a> <a href="http://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria">www.vic.gov.au/coronavirus-covid-19-restrictions-victoria</a>

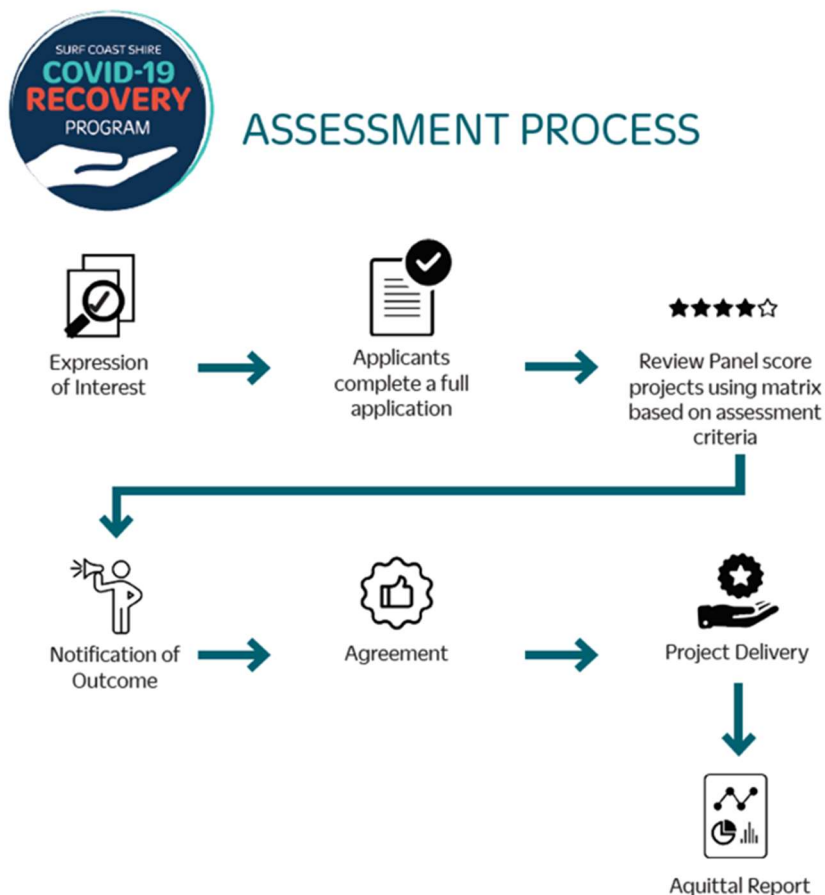
## What won't be funded?

<i>The following will not be funded through this grants program:</i>
– Land purchases or leasing of property
– Any activity that doesn't align with the program objectives
– Purchase of consumables not directly related to the works being completed for an art project or similar
– Office, shop or warehouse furniture
– Building maintenance
– Costs of starting a new business
– Costs of goods or services already ordered or purchased
– Employees attending conferences, or travel costs associated with training
– Purchase of equipment for employees, such as laptops, PCs, personal devices and so on
– Fundraising events, prizes, gifts, awards or sponsorship costs & donations
– Insurance costs
– Activities aimed at promoting political views even if artistic in nature
– Funding for Surf Coast Shire services where fees are normally charged – for example, rates, waste removal, building or planning permit fees, parking fees and so on.
– Relocation cost

## How are applications assessed?

Delivery of the program would follow the below process. The initial Expression of Interest (EOI) phase is designed to enable the art community to test their eligibility and negate the need to go through the rigour of completing a full application as an initial step. Once confirmed a full application can be submitted.

- EOI – applications are checked against the criteria to determine their eligibility.
- All eligible applicants will be notified and invited to complete a full application
- All full applications will be assessed on a weighted scoring system which aligns to the assessment criteria (below)
- Priorities for funding will be determined by an internal panel assessment
- Successful applicants will enter into a funding agreement with Council
- Projects will be delivered as per application
- Applicants are required to provide an acquittal based on funds received and demonstrated outcomes as per agreement
- Grants \$5,000 or less will be assessed as above and determined by internal panel experts
- All grants \$5,001 - \$20,000 will be assessed by an internal panel. Council will review and endorse all grants \$5,001 - \$20,000



## Assessment criteria

Applications will be assessed on a weighted average scoring system, as shown in the tables below:

<i>Creative Communities</i>	
Key criteria – weighting	What we look for when assessing a grant application
Alignment to the program objectives – 50%	<p>The application must demonstrate the following:</p> <ul style="list-style-type: none"> <li>• Demonstrate how the artist/creative's business has been impacted by COVID - 19 restriction</li> <li>• How the project provides opportunity for professional artist's to showcase their work</li> <li>• How the proposed project provides opportunity for emerging artists</li> <li>• How the funds will support future investment in the arts/creative sector in the Surf Coast Shire via targeted initiatives or program development and implementation</li> <li>• Clearly demonstrates outcomes and targets that the investment will deliver for the Surf Coast Community</li> <li>• How the project will provide benefit to the wider Surf Coast community</li> </ul>
A clear and realistic budget and implementation plan – 30%	<p>The application must demonstrate the following:</p> <ul style="list-style-type: none"> <li>• Well planned and fully scoped project/program</li> <li>• Appropriate budget detailing costed services, quotes and products required for delivery of the project</li> <li>• Dates for implementation and funds spent before 30 April 2022</li> <li>• Schedule of dates including project commencement and completion</li> <li>• That the Applicant/s have the required skills to deliver proposal</li> <li>• All relevant permits have been sought in principal and can be obtained if required</li> <li>• How the proposed project will be fully completed and funds expended by 30 April 2022</li> <li>• Schedule of dates including project commencement and completion.</li> </ul>
Local procurement – 10%	<p>The application must demonstrate the following:</p> <ul style="list-style-type: none"> <li>• A commitment to building local supply chains, by procuring goods and services within the Surf Coast Shire where possible.</li> <li>• The ability to manage with the right resources to complete project on time and on budget</li> <li>• A commitment to providing local paid work opportunities</li> </ul>
Targeted investment – 10%	<p>The application must demonstrate the following:</p> <ul style="list-style-type: none"> <li>• Targeted investment to build capacity and recognition of the creative arts on the Surf Coast</li> <li>• An increased awareness of Aboriginal culture and heritage</li> </ul>

# What happens next?

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## PRIORITISING APPLICATIONS

If the total request for funding exceeds the grant funds available, we will prioritise:

Applications from artists/creatives that can demonstrate a 'build back better' approach to aid the recovery of the artist community in the Surf Coast.

Applications that will promote more than one individual and can clearly demonstrate the wider benefits to the Surf Coast creative sector.

Applications that can clearly demonstrate the right resources and planning in place to deliver project on time and on budget.

## IF YOUR EXPRESSION OF INTEREST (EOI) APPLICATION IS SUCCESSFUL

Successful applicants (in round one) will be notified in writing (email) by 30 May 2021.

If you are successful, you will be sent an email explaining how to progress to the next stage and complete a full application.

This application will use the SmartyGrants platform and involve explaining in more detail the reasons you are seeking funding and justification based on the assessment criteria above. Applicants will be required to justify statements made during the EOI process e.g.

Evidence of:

- Measurable outcomes for the Surf Coast creative community
- Permits for any projects on land not owned by applicant
- Implementation plan
- Quotes for expenses sought
- Evidence of loss of income during pandemic or negative effects on your business

## IF YOUR APPLICATION IS SUCCESSFUL

Successful applicants (in round one) will be notified in writing by 19 July 2021.

If you are successful, you will be sent a funding agreement explaining the terms and conditions of Councils offer. Once you sign and return the agreement, supplier form and a Tax Invoice we will transfer your grant funds within 30 days.

All funds must be acquitted within two months of the agreed completion date for the project.

## IF YOUR APPLICATION IS UNSUCCESSFUL

Unsuccessful applicants will be notified in writing by 30 July 2021. If you would like feedback on your application, please contact [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au)

While unsuccessful applicants are eligible to reapply for any future grant rounds, we would recommend revising the application to make sure it fits the assessment criteria before doing so.



## General guidelines

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Grants will initially be assessed by an Expression of Interest process (EOI) to assist in assessment process. Successful EOI's will be invited to full application

Grant amounts offered to successful applicants are based on outcomes determined during the assessment process, and in line with budget limitations.

Funding sought will be highly competitive. Applicants may also be offered partial funding to run a reduced or modified project/program should they choose to do so.

### FUNDING AGREEMENTS

Successful grant applicants will be required to enter into a funding agreement that will establish:

- a. the terms and conditions of funding
- b. the details of the activity
- c. the deliverables
- d. acquittal, evaluation and reporting requirements and
- e. the schedule of payments.

Allocated funds must be expended as per agreement, unless otherwise negotiated.

Applicants will be sent a reminder in January 2022, if Council does not receive a tax invoice by the end of March 2022, the grant offer will be automatically withdrawn.

### CONTACT INFORMATION

If you have been invited to submit a full application you are encouraged to discuss your project with the COVID Recovery Assistance Grant team, who can also assist you with the application process. Please contact us at [ggibson@surfcoast.vic.gov.au](mailto:ggibson@surfcoast.vic.gov.au), or call **5261 0600**

