

# Guidelines 2019

**Round One of our Arts Development Seed Funding program provides funding to artists and community groups for projects and initiatives that provide outcomes for the benefit of the community and our visitors. Please read these Guidelines carefully and contact Council's Arts Development Officer to discuss your proposal before submitting an application: 5261 0645 or hgaffney@surfcoast.vic.gov.au.**

The Surf Coast Shire's Seed Funding Program is about creative responses to urgent issues for the benefit of the Surf Coast Community and beyond.

In 2019 the theme is **Detritus**. Inspired by the Surf Coast Shire's extraordinary natural environment and thriving arts sector, **Detritus** encourages artists to think beyond plastic waste collection to create public artworks that encourage a change in attitude to plastic use, thus reducing its impact on the Surf Coast's unique environments.

## 1. The Arts Development Seed Funding Program

The Program supports the development of collaborative public art projects between Surf Coast Shire artists, local businesses, community organisations and asset/land owners/managers. Beginning in 2019, the fund seeks projects that will attract dollar-for-dollar funding (in-kind support may be considered adequate for some projects) from partners to deliver arts and environmental outcomes that will grow beyond the life of this project.

Funding is available for art projects that:

- encourage creative collaborations between local artists, community groups and businesses;
- provoke thought/conversations and/or action on topics of local relevance as identified by Council
- activate public places to create vibrant, creative spaces that encourage community interaction and engagement;
- encourage and enable groups or individuals across the Shire to collaborate and share knowledge, skills and resources.

## KEY DATES

### Round 1: opens 1 March closes 31 March 2019

\* Applications will be accepted until midnight on the final day of the round.

## 2. How much can I apply for?

The maximum grant amount this round is \$5,000.

## 3. Eligibility requirements

For your application to be eligible for assessment, you must ensure that:

- all sections of the Surf Coast Shire **online application form** are completed
- you have attached your project plan and included all the necessary taxation and insurance information
- your application fits within the funding categories listed in Section 6 of these Guidelines
- your collaborating partners can contribute to the project through cash or voluntary in-kind services
- projects must be inclusive for people of all abilities.

## 4. Who can apply?

You are eligible to apply for Arts Development Seed Funding if you meet all of the following requirements:

- the proposed project is specifically designed to benefit the environment of the Surf Coast Shire
- you are an incorporated, not-for-profit group or organisation or your project is auspiced (see below) by an incorporated, not-for-profit group or organisation
- you have an ABN or are willing to provide a Statement by Supplier Form
- applications from schools will only be considered if the proposed project is in a public space and the project is not linked to curriculum and does not prohibit community participation.

Auspicings allows not-for-profit, incorporated organisations to accept grant funding on behalf of individuals or groups who are not incorporated.

## 5. Who cannot apply?

Those ineligible to apply for Arts Development Seed Funding are:

- individuals (you will need to collaborate with local community organisations)
- any Committees of the Surf Coast Shire Council including Advisory Committees, Committees of Management or Sub Committees
- organisations who have not completed an Acquittal Report for a previous Surf Coast Shire Small Grant
- for-profit or commercial organisations - unless the application can demonstrate that the proposed project, event or activity will have considerable tangible benefits in line with the Detritus project outline listed above, and that professional artist/s will be engaged to deliver the work.
- organisations who receive Surf Coast Shire funding from another source for the project.

## 6. What projects will be funded?

The Seed Funding program is designed to assist the development of new ideas and new artworks for the Shire's public spaces in line with the theme outlined in the introduction.

Funds will be provided for projects and activities that fall into diverse art forms such as:

- street art
- sculpture
- installation
- collaborative and interactive works
- performance

## 7. What will not be funded?

The following will not be funded:

- building maintenance works
- general administrative, wages or contracts
- projects funded under other programs supported by the Surf Coast Shire
- projects that have already commenced or already occurred.
- ongoing costs such as utilities, rent or wages.

## 8. Assessment criteria

If your application meets the eligibility requirements, it will be assessed according to the following criteria:

### Arts Development Seed Funding Program Priorities: 30%

Has a theme-specific need for the project been clearly demonstrated and how will the project meet this need?

Does the project provide opportunities for collaboration and sharing of knowledge, skills and resources?

Does the project encourage and enable the participation of a wide variety of local residents?

### Outcomes: 30%

What difference will the project make in the community?

Will there be wide community benefits such as increased awareness of the need for waste minimisation, improvements to the environment, increased engagement in public spaces and/or increased participation and inclusion opportunities?

### Planning and Management: 20%

Do the project personnel have the skills and resources to manage the project?

Does the project plan include realistic objectives and timelines?

What in-kind contribution (volunteer hours or other support) has been provided?

### Budget: 10%

Does the budget reasonably reflect the project outcomes?

### Documentation: 10%

Have all required documentation permits and quotes been submitted?

## 9. Developing a project plan

A project plan outlines the steps needed to complete your project—by setting the objectives or outlining what is to be achieved, planning the schedule and who will undertake tasks (such as whole organisation, committee members, volunteers or project partner) and a timeline for each task.

Complete and upload a document (word or excel) with your application, a brief project plan using the following headings:

- description of activity
- who will be responsible
- dates to be completed
- project must be completed by 31 December 2019.



Example project plan

Activity	Person responsible	Due by
Project Design	Joan Smith	April 30 2019
Stakeholder Assignations	Joan & John Smith	May 15 2019
Fabrication	J Smith/Torquay SC	Jun/Jul 2019
Documentation	Mat Jones	Jun/Jul 2019

### 10. Developing a budget

#### a. Estimating your expenses

You will need to consider the costs of running your project. The following may assist you in identifying the most frequent costs for art projects:

- project materials
- hire fees for specific equipment
- labour and consultancy fees
- administration costs (such as photocopying, word processing etc)
- travel expenses
- artist fees

#### b. Applicant must provide dollar for dollar matched contributions (cost and inkind)

Once you have listed the expenses you will need to look at the support you can provide to the project. This may include financial contributions by businesses whose walls may be used for the project (increasing their visibility and reducing vandalism), or in-kind contributions including materials, time and resources that are donated to the project for free.

As part of the preparation for your project you can approach local businesses, schools, other community groups and individuals for support. This will not only help to increase the project budget but can also help to reduce the total costs - and it's a great way to involve others!

For the purposes of this funding application, calculate in-kind voluntary labour at \$30 per hour per person and a skilled/ qualified artist at \$60 per hour.

### 11. Making your project accessible for all

Seed Funding applicants must ensure that their project is accessible and inclusive for all. This includes physical access, as well as ensuring any accompanying written material is visually accessible.

Resources that may assist you include:

**Accessible Events Guide:** This guide includes a list of resources you can borrow from the shire free-of- charge (including ramps, parking signage, hearing loop). Visit [www.surfcoast.vic.gov.au/PlanningYourEvent](http://www.surfcoast.vic.gov.au/PlanningYourEvent) to download a copy or call Council's Rural Access Officer on **5261 0600**.

### 12. Assistance with your project

Successful projects are eligible for professional advice from staff at the Surf Coast Shire related to the project, including theme assistance from our Environment department; specific location assistance to negotiate public spaces and obtain permits; etc.

Resources have been developed to assist groups running community projects in the Surf Coast Shire. Refer to [www.surfcoast.vic.gov.au/PlanningYourEvent](http://www.surfcoast.vic.gov.au/PlanningYourEvent) or call Council's Events Officers on **5261 0600**.

### 13. Payment process

If you are successful in receiving Arts Development Seed Funding, payment will be made into your nominated bank account once Council receives all relevant documentation, including a signed Funding Agreement, tax invoice (where you are GST registered) and evidence of public liability insurance.

If your project is being auspiced, you will need to submit, a signed letter by your auspice organisation, the banking details of your auspice organisation and a valid tax invoice from the auspice organisation (where the auspice organisation is GST registered).

#### 14. What are the Arts Development Seed Funding conditions?

In accepting Arts Development Seed Funding you must be willing to adhere to the following conditions:

1. Recipients must complete a funding agreement for the monies to be released and an acquittal report upon completion (pro-formas will be provided). The acquittal report must be completed within 3 months of project completion.  
  
Project partners will be ineligible for any further grants if this report is incomplete.
2. It is the responsibility of all applicants to supply the relevant taxation and insurance documentation required. Payment will not be made without this.
3. Activities arising from the funding must take place within the Surf Coast Shire.
4. Funded projects are required to recognise the Surf Coast Shire as a funding source on all project and publicity materials. Please contact Arts Development Officer [hgaffney@surfcoast.vic.gov.au](mailto:hgaffney@surfcoast.vic.gov.au) or **5261 0645** to obtain relevant logos and to ensure that the Shire sights and approves all materials prior to production.  
  
Unauthorised use of the Surf Coast Shire logo on other material will result in the project partners being ineligible to apply for further grants.
5. Copies of any "products" must be provided to the Shire prior to the completion of the project.
6. Funds made available through the Arts Development Seed Funding are to be spent on the activities described in the application.  
  
Funded groups must seek advice from the Arts Development Officer before making any changes/ variations to the design or implementation of the project or to the proposed budget. Variations will only be confirmed in writing.
7. Allocated funds are to be expended by 31 December 2019, unless otherwise negotiated. Accurate financial records of the recipient organisation must be maintained and made available to Council staff in the event of any further audit by Council into the use of the funding.
8. Council officers may request meetings with the applicant to check progress during the period of the activity, or undertake an independent audit of the books and records of the Applicant.
9. The Surf Coast Shire is not responsible for meeting any shortfall should the project run over budget. Successful acquittal of your project (and eligibility for future funding) requires you to manage the project accordingly.
10. Any Surf Coast Shire funds that are not expended on the project will be returned to the Shire.
11. The Council, it's servants, agents and employees shall not be responsible at anytime for any liabilities incurred or entered into by the recipient as a result of, or arising out of, their responsibilities under the Grant Agreement.
12. The recipient shall release and indemnify the Council, it's servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the recipient, or the recipient's agents in consequence of the Authorisation/funding agreement except where the claim, demand, liability, costs or action are caused by the Council it's servants or agents.
13. If the project is to be realised on Council property, the Arts Development Officer will help you seek approval from Council through the relevant department/s.