



Shoalhaven Arts Board Grants 2018/2019 Guidelines

The Shoalhaven City Council's Arts Board Grants program provides an equitable process of access to financial support to individuals, local non-profit and non-government organisations for artistic activities.

Projects will be considered which can demonstrate their capacity to contribute to the City's creative aspirations;

- *To be a region of diverse accessible spaces to express, explore and celebrate;*
- *To be recognised as an Arts & Cultural Heritage destination;*
- *To be a hub where arts practitioners and organisations actively engage across the Arts & Cultural Heritage sector;*
- *To strive to be a Leader in Arts business partnerships.*

Two (2) grants of up to \$5000 each are available for projects that 'Build a sense of place for the Shoalhaven through artistic and creative collaborations':

Developing the Arts – Themes and a Sense of Place - Identify the collaborations which will be formed as part of your project. Include group names, extent of the current relationship and the short and long term benefits anticipated for the various partners (applicants are encouraged to involve both Shoalhaven and non- Shoalhaven based partners). Identify how your project reaches audiences and stakeholders outside the Shoalhaven region and contributes to the Shoalhaven being recognised as an arts destination. Applicants are encouraged to consider 'Council's Developing Public Art – Themes and Sense of Place Strategy' <http://shoalhavenartscentre.com.au/Public-Art>, and

One (1) grant of up to \$10,000 is available for:

Public Art – Sense of Place - Describe the artwork for public art and identify any collaboration that lead towards the creation of the artwork. Applicants are encouraged to consider 'Council's Developing Public Art – Themes and Sense of Place Strategy' when preparing their submission and demonstrate how their proposal aligns with <http://shoalhavenartscentre.com.au/Public-Art> Council's strategy. It will be necessary also to demonstrate a workable budget including the making and installation phases.

The 2017/18 Grant round opens on **Monday 23 July 2018** and closes on **Friday, 31 August 2018** and is announced in early November 2018 – *late applications will not be accepted*. It is strongly recommended that applicants speak to the Manager – Arts & Culture, Bronwyn Coulston on (02) 4429 5441 about their proposal prior to submission.

Who is eligible to apply?

Applicants must be:

- Organisations and individuals residing in the Shoalhaven.

- Non-profit and non-government.

Applications from Schools and corporate partnerships may apply, providing they can match the funding requested and clearly identify the benefit to the wider community.

Projects may include but are not limited to; the development or promotion of art based exhibitions, film production; music composition and presentation, literary and theatrical enterprises and projects with a strong community cultural development framework.

Projects or events which aim to raise funds for a charity are not eligible for support through the Shoalhaven Arts Board Grants.

1. Selection Criteria

- 2.1 The applicant must demonstrate that the grant will meet the City's creative Vision (as described on page 1). Applicants are encouraged to submit projects which are;
 - imaginative and innovative;
 - raise the profile of the arts in the Shoalhaven;
 - increase accessibility and community involvement in the arts and
 - build strength and sustainability through establishing new partnerships.
- 2.2 The application must demonstrate a capacity to deliver the project efficiently in a timely fashion. Provide a brief report outlining the project timeline, including completion date and expected milestones at 50% progress and 100% completion.
- 2.3 The funds provided by the Arts Board must not lead to an organisation, group or individual becoming dependent on ongoing financial support.
- 2.4 The organisation must provide evidence of ability to manage the project by providing a clear budget stating income and expenditure, current bank statement and/or most recent audited accounts.

3 Funding Conditions

- 3.1 Applications for equipment or capital works will not be considered (i.e. buildings, alterations or extensions, computers, hardware).
- 3.2 Applicants who have received funds in the previous financial year will only be eligible to apply for assistance if all accountability and evaluation procedures have been satisfied for the previous year. Previous applicants should not expect annual ongoing funding support as the Shoalhaven Arts Board reviews need, effectiveness, priorities and budget annually.
- 3.3 All promotional materials **must** acknowledge the Board's support and show the Board's logo.
- 3.4 Applicants may not vary the purpose of the grant for which they have been funded without receiving written approval from the Arts Board.
- 3.5 The Board or Council will not accept responsibility for any loss, damage or inconvenience arising from the project or event.
- 3.6 The organisers are responsible for their own insurances including where appropriate, Workers' Compensation or Public Liability.
- 3.7 Successful applicants will invoice Council for their grant.
- 3.8 Grants will not be made to organisations that directly or indirectly allocate their project profits to charity.

4 Assessment Process

- 4.1 Applicants must meet the eligibility criteria and all conditions for funding approval.
- 4.2 The Arts Board will assess applications in accordance with the guidelines.
- 4.3 The final decision, based on the Board's recommendations, is made by Council.
- 4.4 Applicants will be advised of the outcome by letter.

5 Successful Grant Recipients

Applicants will be notified of their success in early December. Successful recipients are required to undertake the following activities:

- 5.1 **Sign agreement.** Sign an agreement accepting the conditions of the grant. Provide a detailed report outlining the project timeline and expected milestones at 50% progress and 100% completion.
- 5.2 **Supply confirmed details.** Supply the Arts & Events Manager with confirmed details of dates, venue, phone contact and brief description of the event to be placed in Councils Arts & Event's 'What's On' brochure.
- 5.3 **Acknowledge the Board's support.** Promotional material must include the Arts Board's logo and acknowledge the support of the Arts Board. Council will provide a copy of its logo (by email or hard copy) to successful applicants for use.
- 5.4 **Project delivery.**
Final report. On completion of the project, all successful applicants **must complete an acquittal process by 30 June 2019, unless otherwise agreed such as a 2 year project stated in the application.**
 - Project overview including audience numbers and project highlights
 - Copies of any promotional materials acknowledging the Arts Board's support.
 - Provide in the report a written outline of any community consultation for the project.
 - Financial report
- 5.5 **Opening/Media Event.** As part of the acquittal process, grant recipients are required to participate in an official opening event presenting the project outcome to the Shoalhaven Arts Board.

Failure to comply with these requirements will mean ineligibility for future grant rounds.

2018/2019 Application Form and Guidelines for the Shoalhaven Arts Board Grants Program can be downloaded from the Shoalhaven City Council's website www.shoalhaven.nsw.gov.au or phone (02) 4429 5444. Applications will only be accepted on the 'Shoalhaven Arts Board Grants 2018/2019 Application Form' submitted by mail **by 5.00pm on Friday, 31 August 2018** quoting reference number: 58391E (no late applications will be accepted) to:

**The General Manager
Arts Grants 2018/2019
Shoalhaven City Council
P O Box 42
NOWRA NSW 2541**