



Shoalhaven Arts Board Arts Practitioners Professional Development Grants 2018/2019 Guidelines

The Shoalhaven City Council's Arts Board have allocated funds for a one-off Grants program to support individuals and groups with activities related to professional development and improvement of the Arts within the Shoalhaven. These grants will provide an equitable process of access to financial support to individuals, local non-profit and non-government organisations for artistic activities.

Applications should demonstrate a project's clear benefit to an individual or group, and to the improvement of the arts in the Shoalhaven, in line with the Shoalhaven Arts Board's vision:

Make the Shoalhaven a recognised outstanding arts destination that connects people, fosters sustainable communities and celebrates indigenous and contemporary history.

Grants of up to \$3,000 are available for activities that support individual artists, art workers and / or small groups to further develop and enhance their skill-set, connect with peers and build sustainable careers through professional development activities.

Eligible activities might include:

- i. Mentorships / Residencies
- ii. Research Trips
- iii. Performances and / or presentations at approved events or festivals
- iv. Forum/conference/workshop attendance
- v. Professional skills development
- vi. Masterclasses / extended study
- vii. Domestic or international travel to assist with research/skills development
- viii. Assistance with venue hire for the purposes of a creative development/work space/exhibition

The 2018/2019 Grant round opens on **Wednesday 10 April 2019** and closes on **Friday 10 May 2019** and will be announced in early June 2019 – *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:

- Individuals or small groups resident and operating in the Shoalhaven.
 - Groups must be a partnership, group or unincorporated entity with an ABN (or able to work with a third party to administer the grant on your behalf)
- Non-profit and non-government.

1. Selection Criteria

- 2.1 The applicant must demonstrate that the grant will contribute to the Vision and Values of the Shoalhaven Arts Board and the aims of the Shoalhaven Arts Board Strategic Plan. Applicants are encouraged to submit projects which have a clear individual benefit and a clear benefit to the Shoalhaven.
- 2.2 The applicant/s must demonstrate a capacity to deliver the project efficiently in a timely fashion. Provide a brief report at completion of the project outlining the benefits of the activity undertaken.
- 2.3 The funds provided by the Arts Board will 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, and where expenditure exceeds the amount requested in the grant, the applicant must show proof of ability to fund the difference.

3 Funding Conditions

- 3.1 Applications for capital works will not be considered (i.e. buildings, alterations or extensions and hardware). The grant will not fund items or materials already purchased.
- 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 June. 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 the project.
- 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 2020, unless otherwise agreed such as a 2 year project stated in the application.**
 - Project overview including project highlights and benefits
 - 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 **Presentation.** As part of the acquittal process, grant recipients are required to make a presentation to the Shoalhaven Arts Board outlining the activity undertaken and the benefits / impact of that.

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 to be submitted by mail **by 5.00pm on Friday 10 May 2019** quoting reference number: 56014E (no late applications will be accepted) to:

**The Acting General Manager
Professional Development Arts Grants
Shoalhaven City Council
P O Box 42
NOWRA NSW 2541**