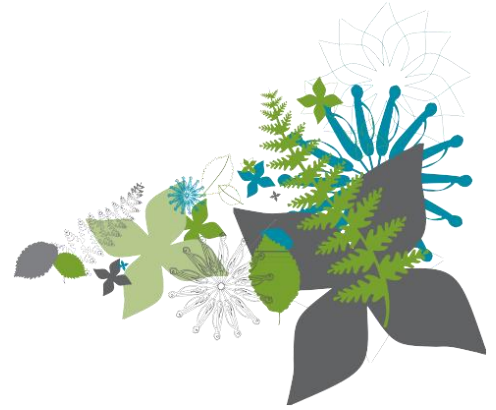


COVID-19
COPACC Hire Assistance
Grants Guidelines
2020-2021

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Program description and objectives

1. What is the COPACC Hire Assistance Grant?

COPACC Hire Assistance Grants are an annual grants program that Council typically makes available to schools, not-for-profit community groups and associations to help them access COPACC for events and performances.

As part of the Colac Otway Shire Council's COVID-19 Business and Community Support Program, Council has made available a funding pool of \$12,000 for a one-off expansion of the COPACC assistance grants, with the key difference being that eligibility criteria are changed to enable local performing arts (e.g. dancing / singing / acting) businesses to apply.

Performing arts have been among the hardest-hit sectors during the COVID-19 pandemic, and this funding program aims to support our local singing, dancing and acting schools to get local children and adults back on the stage once it is safe to do so.

COPACC Hire Assistance

Grants are available for up to 50% of the cost of standard room hire of the Auditorium and Civic Hall black box space at COPACC for the provision of performing arts and cultural activities. Hire of meeting rooms (e.g. Green Room, kitchen and other meeting rooms) as part of the booking are also included in COPACC hire assistance.

The maximum grant available is \$2,000, and the grant will be calculated against your standard venue hire expenses at a 50% rate. For example, if your standard room hire expenses came to \$2,000 as quoted by COPACC, you would be eligible for a \$1,000 grant from Council.

2. Who can apply?

In this special one-off funding round, local commercial performing arts businesses (e.g. dancing / singing / acting schools) that are planning a performance at COPACC in the 2020-

2021 financial year may apply. Applicants must meet the relevant eligibility criteria below:

Performing arts businesses must:

- Currently operate a performing arts business in the Colac Otway Shire.
- Have an active ABN (Australian Business Number) as at 1 March 2020 or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- Have fewer than 20 FTE (Full Time Equivalent) employees.
- Be planning a performance in either the COPACC Auditorium or Civic Hall black box space in the 2020-2021 financial year.
- Have satisfactorily met Acquittal reporting requirements on any previous grants received from Colac Otway Shire.

3. What type of activities might be funded?

Eligible items may include but are not limited to:

- Performing arts dancing, singing or acting activities at COPACC;
- Community initiatives at COPACC;
- Events/performances that encourage participation in community activities at COPACC;
- Events/performances that revitalise the community;
- Events/performances that promote gender equity;

3.1 What will not be funded?

- Applications received after the closing date.
- Multiple applications from the same performing arts company – this grant scheme is available to a company on a one-off basis.
- Applicants cannot receive a grant in any grant program in future years if they have not completed an acquittal report for a previous grant received. (Contact the Grants Officer to discuss).
- Requests for retrospective funding are not eligible for funding. The activity cannot commence prior to the funding being approved.
- Funding is not available for ongoing expenses including recurrent operating costs and salary subsidies e.g.: rent, utility costs, staff wages etc.
- Public Liability Insurance.
- Program or Event Management costs.
- Council will not enter into funding arrangements deemed inappropriate which are associated with or promote (including but not limited to):
 - any illegal activity;
 - any activity not in accordance with relevant legislation; permit, regulations etc.;
 - tobacco;
 - offensive or sexually explicit material;
 - discrimination on the grounds of race, gender or religion;
 - activities violating human rights;
 - political parties;
 - gambling.

4. What are the funding details?

This grant provides for COPACC Hire Assistance.

Grants available for a maximum of \$2,000.

The funding is provided towards the cost of **standard room hire** at COPACC for the provision of performing arts and cultural activities.

COPACC Hire Assistance **does not include:**

- Cleaning
- Box office fees
- Security
- Catering
- Piano tunes
- Labour charges
- Specialised lighting

Grants are provided on a matching dollar for dollar cash basis and will be calculated according to your proposed room hire.

The following conditions will apply to activities that receive a grant:

- The grant recipient (or the Auspice organisation who will manage the funds) must enter into a funding agreement with Colac Otway Shire Council which sets out the conditions, payment details and reporting requirements.
- The event or program must be completed within the financial year in which the grant is received.
- Funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted in writing to Colac Otway Shire Council for approval prior to implementation.
- Applications that address gender equity are highly encouraged and prioritised through the assessment phase.
- Grant recipients (or those managing the funds) without an Australian Business Number (ABN) must provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- Grants to recipients (or those managing the funds) not registered for GST will have payments made inclusive of GST.
- Conditions included in the Funding Agreement must be met prior to the release of the grant payment.

5. What is the application process?

Applications will be accepted as part of an assessment round as detailed in the table below.

Early applications are encouraged as the program funding pool is limited to \$12,000.

Funding available	Applications open	Applications close
COVID-19 COPACC Hire Assistance Grants 2020-2021 (special round for commercial dancing, singing and acting schools)	7 August 2020	30 April 2021 or until funding has been exhausted

There are some important steps to consider before submitting an application.

Step 1: Check your eligibility

Check the detailed information contained in these guidelines to see if your organisation or business, and your proposed activity is eligible.

It is highly recommended applicants contact the Grants Officer to discuss the prospective application and for assistance with applying online.

Business Support Officer - Melissa
Colac Otway Shire
2-6 Rae Street Colac
Ph: (03) 5232 9400
Email: EcoDev@colacotway.vic.gov.au

Step 2: To apply

The application online form is located on Council's website: www.colacotway.vic.gov.au/Business-investment/Business-Support/COVID-19-Grants-and-Business-Support.

All grant information, applications, reporting and financial acquittals will be managed through Smartygrants, an online web based system.

Applicants will be required to register on Smartygrants before the application can be started.

Please ensure that emails delivered from 'noreply@smartygrants.com.au' are not blocked or directed to your junk email inbox. All replies to 'noreply@smartygrants.com.au' will be delivered to the Grants Officer.

Incomplete applications will not be considered.

To complete your application, make sure you have the information you need on hand including required documents (e.g. recent COPACC quote(s) public liability insurance, financial statements etc.).

If you require any assistance with lodging your application online in Smartygrants, please contact the Grants Officer.

Attaching required information to your application

You can attach documents to your electronic application as long as they are in an acceptable file type (e.g.: Word, Excel, PDF or JPEG) and don't exceed the maximum file size. Attached files must not be larger than 10MB in size.

IMPORTANT

The Colac Otway Shire Grants Program is a competitive funding program.

Applicants should note that the submission of an application does not guarantee funding of the proposal.

Information you will need to provide as part of your application

COPACC venue hire quotes must be obtained from COPACC at least 10 days prior to the application submission.

The quote must include event dates and resources required (room, audio-visual support, labour and

technical staff). Council and COPACC recognise that due to COVID-19, dates may have to shift into 2021.

A quote based on a tentative date will be enough to support your grant application. COPACC will do everything it can to accommodate alternative dates if required, but cannot guarantee venue availability.

Public Liability Insurance of \$20 million is required for all events and is not funded under this grants program. A Certificate of Currency must be submitted with your application.

6. How will applications be assessed?

Eligible applications will be assessed based on responses provided in the application form. The assessment criteria are outlined in these guidelines.

Eligibility does not guarantee success. It is a competitive program and often more applications are received than can be funded.

An assessment panel of three (3) officers will assess applications against the guidelines and eligibility criteria.

Applicants will receive written notification of whether the application has been successful or unsuccessful.

NOTE: Applications submitted without an adequately detailed quote will not be recommended for funding.

6.2 What are the Assessment Criteria?

To be competitive, you will need to address each of the assessment criteria in your application.

Your application will be assessed against each of the assessment criteria using the weighting indicated in the application form and in these guidelines. The application form asks questions and provides tips that relate to the assessment criteria to assist you with your responses.

How much information do I provide?

The amount of detail and supporting evidence you provide should be relative to the project size, complexity and grant amount. The application displays word limits as a guide as to how much information (maximum) is required to provide sufficient details to support your application.

Assessment Criteria 1 – What benefits will the event/performance provide to your organisation and the broader community? (Weighting 50%)

In your response, please describe:

- The anticipated benefits of the event to the community.
- How is the event/performance supporting the local community?
- How will this event benefit your organisation?
- Details of short term and long term benefits. The expected number of people who will benefit from or attend the event.
- The benefit for current and future generations.

Assessment Criteria 2 – Why is this event needed? (Weighting 20%)

In your response, please describe:

- How will this event support your organisation to recover from COVID19 market conditions?
- What demand exists that has created the idea for this event/performance?
- Provide evidence to show why this approach will meet the aforementioned demand.
- Will the project address gender inequity?

Assessment Criteria 3 – How will the event be delivered? (Weighting 15%)

Applications must clearly demonstrate the capacity of the applicant to deliver the event.

In your response, please describe:

- Who will manage the event/performance?

- What planning has been undertaken to run the event/performance?
- Detail the stages involved in your event/performance and how you propose to deliver it.
- Detail if it involves knowledge and skills development.
- Will the project be an innovative and creative response to community needs?
- Demonstrated experience of the Applicant organisation or individual to deliver and acquit the project within timeframes.

Assessment Criteria 4 – Who is involved? (Weighting 15%)

In your response, please describe:

- Will there be voluntary or in-kind contributions?
- How many people from your organisation will be involved?
- Does the project actively involve a range of stakeholders?
- Who is the target market to benefit from your event? Include both participants and the target audience.

Budget

A completed budget that accurately reflects your event must be included in your application. The budget should include details on anticipated income (all sources of funding which will be used to deliver the event) and expenditure (all costs involved in the event).

A copy of the COPACC quote must be included with your application.

The budget must include the matching contribution required for your event including cash and in-kind contributions.

Any other source of funding provided by Colac Otway Shire towards your program or event cannot be used as a matching contribution.

The income and expenditure columns must balance/be equal.

Assessment Criteria	Weighting
<i>Community Benefits</i>	50%
<i>Addressing a need for the project or event</i>	20%
<i>Planning and Event delivery</i>	15%
<i>Involvement of stakeholders, partners, volunteers</i>	15%

An unsuccessful application does not necessarily mean that the event, program or activity is unworthy of support. An application could be rejected because of limited resources or the need to balance support given to a wide range of proposals after considering the assessment criteria.

Council will work with unsuccessful applicants to explore potential alternate funding sources and/or provide feedback on their application for future funding rounds for the Colac Otway Shire Grants Program.

7. Conditions that apply to this Grants Program

7.1 Funding Agreements

Successful applicants must enter into a Funding Agreement with the Colac Otway Shire Council. Funding Agreements establish the parties’ commitments and obligations to each other and set out the general terms and conditions of funding.

Terms and conditions may vary for each grant recipient, depending on the requirements of the program or the event. These terms and conditions will be outlined in the Funding Agreement and can be discussed with the successful applicant prior to finalising the agreement.

Acquittal Report Process

At the completion of the program or event, an acquittal report must be submitted to Colac Otway Shire Council.

The report should include:

- A summary of the event including feedback on the things that went well and also things that you have learnt from the event.
- The success of the event and achievements.
- A financial statement must be completed with receipts attached to detail how the event's funds were expended.
- Copies of event promotional materials, photographs or video.
- Evidence of acknowledgement of Council's support e.g.: newsletter, media articles, social media etc.

An applicant which fails to submit an appropriate project acquittal report will be ineligible to apply for funding under any future rounds of the Colac Otway Shire Grants Program until their acquittal report is completed and reviewed by Council as appropriate.

7.2 Acknowledging the Council's support and promoting success

Successful applicants need to acknowledge the Colac Otway Shire Council's support through the provision of a grant from *COVID-19 COPACC Assistance Grants Program*.

Promotional guidelines form part of the Funding Agreement and include the requirement that all activities acknowledge Colac Otway Shire Council and COPACC support through logo presentation on any activity-related publications such as show programmes, media releases and promotional material, social media, written or verbal acknowledgement at presentations or 'openings'.

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the Council's marketing materials.

7.3 Privacy

The Colac Otway Shire Council is committed to protecting your privacy. We collect and handle any personal information about you or a third party

in your application, for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal information with others for the purpose of assessment, consultation, and reporting. This can include Council staff or Councillors.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.

The Colac Otway Shire Council's Privacy Policy can be found at www.colacotway.vic.gov.au enter Search - Privacy Statement.

Council uses an online grant application program called Smartygrants. [Click Here](#) to view Smartygrants Privacy Policy

8. Resources and additional information

For questions relating to the program, applications or your proposal, contact Colac Otway Shire Council on (03) 5232 9400 between 9.00am and 5.00pm Monday to Friday or EcoDev@colacotway.vic.gov.au