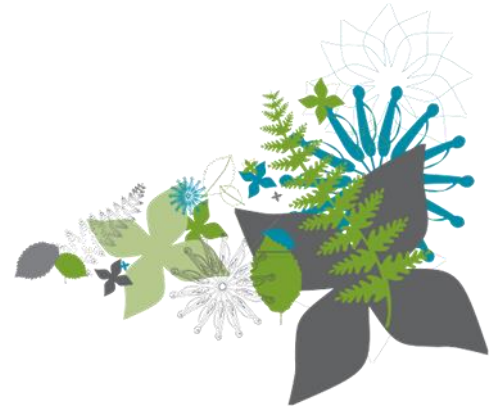


COVID-19
Small Arts Projects
Grants Guidelines
2020 - 2021



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1. What is the COVID-19 Small Arts Project Grants Program?

The COVID-19 Small Arts Project Grants Program is part of the Colac Otway Shire Business & Community Support Package, designed to support our business and community's COVID-19 response and recovery.

The Small Art Grants Program will provide grants up to \$3000 to local organisations, community groups and/or freelance creative artists to support them to carry out place making activities that lift spirits and create hope in the community.

The grant program opens on 7 August and closes on 4 September.

Successful grant projects must be completed by 30 April 2021.

A total funding pool of \$20,000 is available for the Small Arts Project Grant Program. A matching contribution from the applicant on a \$1 for \$1 Cash or InKind basis is required.

At Council's discretion, materials and other items essential for a project or activity may be considered.

Please ensure that you refer to these guidelines when preparing your application.

2. Who can apply?

Applications will be considered from organisations and businesses from within the Colac Otway Shire that are either:

- Not-for-profit organisations and groups including:
 - a. Incorporated associations.
 - b. Unincorporated groups or freelance artists. These must be auspiced by an incorporated association that will take legal and financial responsibility for the administration of the funds and the funding agreement.
- Operate a business that has a significant art focus and an active ABN as at 1 March 2020 and has fewer than 20 FTE employees.

Organisations that are listed as an auspice body on an application are not precluded from making an application on behalf of their organisation.

3. What type of activities might be funded?

Eligible items may include but are not limited to:

- Place making activities that lift spirits and create hope in the community.
- Projects that respond to the COVID-19 situation through the arts.
- Projects that build connection and engagement through arts and cultural activities.
- Live music performances and music ventures that showcase local creatives in a COVID safe way.
- Arts and culture projects that are accessible to community in innovative ways.
- Creative projects that use new ways to engage audiences using public spaces e.g. mural making, yarn bombing, digital delivery of events.
- Equipment purchases can be included in grant applications *as a part of* the application budget, but must not be the sole purpose or main costing within the application.

3.1 What will not be funded?

- Events or projects to be conducted outside of the Colac Otway Shire.
- An event which lacks a strong community base.
- An event or project where the organisers are accepting sponsorship from companies that Council deem are not suitable.
- A second or subsequent element of an event or project where the main event is to receive funding from Council.
- Applications received after the closing date.
- Artists/arts or community groups cannot receive a grant in any grant program in future years if they have not completed an acquittal report for a previous grant you have received. (Contact the Grants Officer to discuss).
- Requests for retrospective funding.
- Ongoing expenses including administration, recurrent operating costs, management costs and salary subsidies e.g.: rent, utility costs, staff wages etc.
- Public Liability Insurance.
- Project 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; permitting; regulations etc.
 - tobacco
 - offensive or sexually explicit material
 - discrimination on the grounds of race, gender or religion. Programs that do not follow correct protocols when working with First Peoples' artists and/or communities
 - activities violating human rights
 - political parties
 - gambling
- competitions, eisteddfods, awards or fundraising activities
- private tuition, study, workshops or course work.

4. What are the funding details?

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

- The grant recipient (or Auspice organisation who will manage the funds) must enter into a funding agreement with the Colac Otway Shire Council which sets out the conditions, payment details and reporting requirements.
- The project must be completed by 30 April 2021. Any unspent funds must be returned to the Colac Otway Shire Council.
- 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 funds) without an Australian Business Number (ABN) must provide a completed Australian Tax Office form (Statement by supplier) so that no withholding tax is required from the grant payment.
- Grant recipients (or those managing the funds) not registered for GST will have payments made inclusive of GST.

- Conditions in the Funding Agreement must be met prior to the release of the grant payment.

5. What is the application process?

Applicants seeking funding can apply by completing the COVID-19 Small Arts Project Grant Program application form on the Council's website.

The grant applications will be considered an assessment round as detailed in the table below:

Funding round	Applications Open	Applications close
COVID-19 Small Arts Projects	7 August 2020	4 September 2020, 5pm

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

Step 1: Check your eligibility

Check the detailed information contained in this guide to see if your organization and your proposed activity is eligible. Other important information about this grant program and the application process can be found at:

www.colacotway.vic.gov.au/Business-investment/Business-Support/COVID-19-Grants-and-Business-Support

It is highly recommended applicants contact the Business Support Officer to discuss the prospective application and for assistance in applying online.

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

Step 2: To apply:

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 commenced. Please ensure that emails delivered from 'noreply@smartygrants.com.au' are not blocked or

directed to your junk mail inbox. Your replies will be delivered to the Grants Officer.

Late or incomplete applications will not be considered.

To complete your application, make sure you have the information you need on hand including required documents if applicable (e.g. recent quote(s), landowners consent, public liability insurance, letters of support, financial statements and COVID safe plans where applicable etc.)

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.

Applications must be completed online and close by 5.00pm on Friday 4 September, 2020.

IMPORTANT

The COVID-19 Small Arts Project Grants Program is a competitive funding program.

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

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.

Receipt of applications will be acknowledged immediately by smartygrants. If you do not receive the confirmation immediately after lodging your application, check that you have clicked 'submit' on your application.

All applicants will be notified via email of the outcome of their application.

6.1 Information you will need to provide as part of your application

All applications must provide a quote prepared within the past three (3) months for the project or event. The quote must include:

- Details of individual items to be purchased and project activity to be undertaken.
- Total project cost of items or services to be purchased for a program or other concept.

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

The program will not fund items that have been purchased or projects or events that have commenced prior to the funding announcement as outlined in these guidelines.

Include the following as part of your application (if applicable):

- Letter(s) of support from organisation(s) involved in the proposed project.
- If required, include land manager or land or building owner's consent for the project or event to be undertaken on their land.
- If required, include a list of permits that will be needed to commence and/or complete the project. All official consents will be required before a project commences.
- If required to comply with current restrictions and advice on COVID-19, include a COVID Safe Plan

Public Liability Insurance is required for all projects or events and is not funded by the grant program. A Certificate of Currency must be submitted with your application. If your application has appointed an Auspice, your project or event must be noted on the Auspice organisation's insurance policy.

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 response.

How much information do I provide?

The amount of detail and supporting evidence you provide should be relative to the project size and complexity and grant amount applied for. 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 – (Weighting 50%)

What benefits will the project provide to your organisation and the broader community?

In your response, please describe:

- The ways in which the project will spread joy and hope to our community?
- Who will benefit from the project or event?
- Details of short term and long term benefits.
- The accessibility of the project to community members.
- The expected number of people who will benefit from the project or attend the event.

Assessment Criteria 2 – (Weighting 15%)

Why is this project needed?

In your response, please describe:

- How will this project or event support our community's recovery from COVID-19 through celebration, reflection and connectivity?
- The evidence to show why this approach will work.
- What demand exists that has created the idea for this project or event?
- To demonstrate support from the community for your project attach support letters and detail any discussions held with related groups 'creatives', performers or artists in the community.

Assessment Criteria 3 – (Weighting 20%)

How will this project be delivered?

In your response, please describe:

- Who will manage the project?
- Detail the stages involved in your project or event and how you propose to deliver it.
- Information about any artists or 'creatives' involved at project stages.

- What methods will this project use to spread joy and hope to the community online or in public spaces?
- Demonstrated experience of the Applicant organisation or business to deliver and acquit the project within time-frames.
- Details of items, materials or equipment purchases included and why they are required?
- Your COVID Safe Plan if members of the community will be present, including how social distancing requirements will be met.

Assessment Criteria 4 – (Weighting 15%)

Who is involved?

In your response, please describe:

- Who are the partners?
- Will there be any voluntary or in-kind contributions?
- How many people from your organisation will be involved?
- Who are the 'creative' people that will be involved and what is their role?
- Does the project actively engage a range of stakeholders and/or community members?
- What participation do you expect at the various stages of the project and does your COVID Safe plan encompass these stages?
- Who is the target audience for the 'spread joy and hope' component of your project?

Budget

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

Copies of quote(s) must be included with your application.

The budget must include the matching contribution required for your project including cash and in-kind contributions. It is important to detail the in-kind contributions, if eligible, that will be made to the project in the in-kind section in the application.

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

The income and expenditure columns must balance/be equal

Assessment Criteria		Weighting %
1	What benefits will the project provide to your organisation and the broader community?	50%
2	Why is this project needed?	15%
3	How will this project be delivered?	20%
4	Who is involved?	15%

An unsuccessful application does not necessarily mean that the project 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.

Cash contributions

Cash contributions can be confirmed by providing a copy of a current Bank Statement.

In-kind contributions

What is the in-kind contribution?

An in-kind contribution means support, other than cash, provided by your organisation towards your project.

This can include voluntary labour (e.g. painting work) or donated goods and services (eg: recording equipment, time or professional design work by an artist).

In-kind contribution calculations

If you have in-kind contributions that count towards your organisation's matching funding contribution for an activity, you will be asked to outline in-kind contributions as part of your application:

- As part of the budget proposed in the application form (all applications)
- As a completed "In-Kind Contributions Worksheet" submitted with your application form.

To help you with evidence of in-kind contributions, download the In-Kind Contributions Worksheet on the website.

In-kind contributions received

You need to submit written records of in-kind contributions received for your activity when you acquit the project. It is your organisation's responsibility to keep written records (e.g. a letter of

donations or receipts) of the in-kind support committed or received.

Example how to calculate your in-kind contribution

Goods/ service to be provided	Organisation or Supplier	No. Hours	Rate per hour	Total Value (\$)
Recording Studio	Smith Consulting	10	\$45	\$450
Labour to paint the new community hall – 5 people	Members of XYZ community organisation	10	\$25	\$250
Donation of new kitchen equipment	Commercial Kitchens Ltd	n/a	n/a	\$4,000
Total				\$4,700

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 will be outlined in the Funding Agreement and can be discussed with the successful applicant prior to finalising the agreement.

Public Liability Insurance of at least \$10 million is required for all funded projects. A Certificate of Currency must be submitted with your application.

Acquittal Report Process

At the completion of the project or event, an acquittal report must be submitted to Colac Otway Shire Council. The report should include:

- A summary of the project including feedback on the things that went well and also things that you have learnt from the project.
- The success of the project or event and achievements.
- A financial statement must be completed with receipts attached to detail how the projects or events funds were expended.

- Copies of project or event promotional materials, photographs or video.
- Evidence of acknowledgement of Council's support e.g: club newsletter, media articles, social media etc.

A group 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 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 Colac Otway Shire Community Grants Program.

Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Colac Otway Shire Council support through logo presentation on any activity related publications, media releases and promotional material, social media, written or verbal acknowledgement at presentations or 'openings' and/or placing a Colac Otway Shire endorsed sign at the site of larger infrastructure activities.

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 or 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 Councilors.

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 Data Protection Act 2014 (Vic) and other applicable laws.

The Colac Otway Shire Councils 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. Other 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

If your query is related to the proposal or application to the Small Arts Project Grants Program, please ask for the Business Development Officer – Cathy on 5232 9400.

8.1 Permits

Approvals, and in some instances permits, must be secured before a project can commence. Permits are not required as part of the grant application process, however applicants need to demonstrate their awareness of any requirements and reflect these in their project budget, as the Colac Otway Shire will not waive approval and permit fees.

Examples of permits that could be applicable include:

- Event Permit
- Busker application
- Landowner or land manager's consent to undertake the activity on their land.
- Planning Permit

Payment of the grant will be made once any permits (if required) have been issued.

Applicants may need to develop COVID safe plans, depending on the scope of their application e.g. if it is a street performance or if it is an event in a public place and COVID-19 social distancing restrictions apply. Applicants need to reflect any costs of their COVID Safe plan in their budget.