



RESPECT



INNOVATION



INTEGRITY



TEAMWORK



EXCELLENCE

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Table of contents

1.0	Who do I contact for help or information? -----	4
2.0	How do I complete my form electronically? -----	4
3.0	Key Dates -----	4
4.0	What do I need to know to start my application? -----	5
5.0	Is my application eligible? -----	6
6.0	Have you or do you plan to apply for funding from other funding sources for this project? ----	6
7.0	The Applicant – Individuals applicants only -----	7
8.0	The Applicant - Organisations and groups only -----	8
9.0	Head of Organisation or Group -----	8
10.0	Contact person for this Application -----	8
11.0	Organisation or Group's legal status: -----	8
12.0	Approx. how long has your organisation or group been operating? -----	8
7.0	Project Description -----	11
8.0	Finances -----	14
9.0	Budget Preparation -----	15
10.0	Budget -----	16
11.0	Banking Form -----	18
12.0	Declaration by Applicant -----	18

1.0 Who do I contact for help or information?

If you need assistance or have questions regarding this form, please call Council's Community and Cultural Development Officer on (02) 4232 0444 or email council@kiama.nsw.gov.au.

2.0 How do I complete my form electronically?

2.1 To complete this form:

- a. Save the form to your computer using the 'save as' command. *(This will enable you to navigate to it later and save any changes as you go)*
- b. Close the saved copy *(if you don't close the form you have saved before reopening and completing, your data may not be saved)*
- c. *For Mac Users only*
 - If not already installed, download and install **Adobe Acrobat Reader** by [CLICKING HERE](#)
 - Once Acrobat is installed, locate a PDF on your Mac
 - **Right-Click (Control+Click)** on the PDF file and choose **Get Info** *(You can also press Command+I to pull up this same dialog box)*
 - Once the Information panel opens, look for **Open With:** section
 - In the drop down menu, choose **Adobe Acrobat Reader**
 - Click the **Change All...** button to set all PDFs to open with Adobe Acrobat Reader. You will have to choose OK to verify the changes.
 - Close all dialog boxes
- d. Reopen the PDF from your computer in order to complete.
- e. Save your completed copy
- f. When you are ready to submit the form, please email the form as an attachment, to Council's Community and Cultural Development Officer at council@kiama.nsw.gov.au along with any other supporting documentation.

3.0 Key Dates

Applications Close	Midnight Sunday 13 March 2022
Short Listed Applicant Interviews	Thursday 31 March 2022, 5.30pm
Recommended Applications to Council Meeting	April 2022 Meeting
Applicants Advised	First week May 2022

4.0 What do I need to know to start my application?

4.1 Guidelines

- 4.1.1 Applications are assessed according to the funding criteria set out in the Kiama Cultural Grants Guidelines. Please read the guidelines carefully before filling in this application form.
- 4.1.2 A copy of the guidelines can be found on the Kiama Council website here XX or by contacting Council's Community and Cultural Development Officer.

4.2 Eligibility

- 4.2.1 Check if you and your project idea are eligible for funding before you start your application. This information is available in the Kiama Cultural Grants Guidelines.
- 4.2.2 Ensure you speak to Council's Community and Cultural Development Officer about your project, **at least two weeks** before you submit your application.

4.3 Communication

All applicants will be notified in writing via email, regarding the status of their application. Please ensure email addresses you provide are accurate and active.

4.4 The Application

Read the application form carefully, complete all the details and provide all relevant attachments and completed forms applicable to your project.

4.5 Submission

- 4.5.1 Submit all documentation requested on the application form, by the due date. If you do not provide all necessary documentation and support material, your application may be rejected.

If you do not receive a confirmation that your application has been received within 1 week of submitting, please follow up with Council to ensure your application has been received.
- 4.5.2 Late applications will not be considered for funding.
- 4.5.3 Ensure that you keep a copy of your application and any related material for your records.

4.6 Funds Available

- 4.6.1 Council has a total of \$20 000 available for the Kiama Cultural Grants each financial year. Applicants are able to apply for:
 - Up to \$10 000
 - Up to \$5 000, or
 - Up to \$2 500

You will be required to identify the amount for which you are applying in this application.

5.0 Is my application eligible?

5.1 Have you received Kiama Cultural Grants funding for a previous project?

No, go to question 5.2

Yes, if yes, have you completed and returned a project report for that project?

Yes, go to question 5.2

No, you are not eligible to submit an application until your project report is completed and submitted

5.2 Have you previously received Kiama Cultural Grants funding for **this** project?

No, go to question 6.0

Yes, you are not eligible to apply for this project

6.0 Have you, or do you plan to, apply for funding from other funding sources for this project?

No

Yes, ensure you include details in the budget section of this application

7.0 The Applicant – Individuals applicants only

Please note: all correspondence will be addressed to this person

Full name:

Postal address:

Email:

Tel:

Mobile:

Are you 20 years of age or under? *(applicants 20 years and under are encouraged to apply)*

Yes

No

Do you identify as:

- Someone with a disability?

Yes

No

- Someone of Aboriginal or Torres Strait Islander background?

Yes

No

- Someone from a Culturally or Linguistically Diverse (CALD) background

Yes

No

Are you a resident of the Kiama Local Government Area?

Yes

No

If Applicable

Professional Website:

Facebook Page (not profile):

Other Professional Social Media:

I have attached a summary of my artist CV (no more than one page), including images or links to images, video or sound of your work.

Or

I have a [Weave Artist Directory](#) listing

8.0 The Applicant - Organisations and groups only

Organisation or Group Name:

Meeting venue:

Number of active members:

Postal address:

Phone:

Email:

Website (if applicable):

Facebook Page (if applicable):

Other Social Media (if applicable):

9.0 Head of Organisation or Group

Position:

Name:

Email:

Phone:

10.0 Contact person for this Application

Please note: all correspondence will be addressed to this person

Name:

Email:

Phone:

11.0 Organisation or Group's legal status:

Incorporated Association

Unincorporated

Community Group

Other eg trust (please specify)

12.0 Approx. how long has your organisation or group been operating?

6.0 Project Summary

6.1 Name of Project: (required)

6.2 Which of the following funding objectives will your project meet?

Explore innovative arts practices and interdisciplinary collaboration that advances Kiama's arts profile in the wider community

Expand the understanding and utilise the power of the arts; cultural, social, educational, economic, and psychological benefits, for the overall health and wellbeing of the Kiama community and its visitors.

Advance the professional learning and educational outcomes for artists.

Improve the collaborative and mentoring opportunities for artists.

Push the boundaries for community engagement with the arts through interactive, immersive and cutting edge art experiences.

Note: If your application is short listed to the Interview stage you will be required to address to what extent your project meets the mandatory objective of;

- Demonstrate inclusive practices that actively engage our diverse community ie gender, sexual and cultural diversity, ability and age.

6.3 Which of the following art mediums does your project involve: (you may have more than one)

Visual arts eg painting, ceramics, sculpture, metal work

Literary arts eg books, poetry

Performing arts eg screen, music, theatre

Other

6.4 What type of project is your application for:

Resource development eg book, EP, single, video Public art

Community project

Festival or event

Exhibition

Theatre or Performance

Training, Workshop or Conference

Other

6.5 Which themes from Council BISI Cultural Planning document does your project relate to?

Build creative community infrastructure Invest in supporting artists and enterprises

Sustain arts practitioners, connections and creative spaces

Integrate a creative community with all facets of community life including tourism, health, and business

Invest in supporting artists and enterprises

6.6 Why do you want to do this project?

6.7 Who are the key creative and administrative personnel in this project?

Name	Role	Commitment Confirmed	
		Y	N
		Y	N
		Y	N
		Y	N
		Y	N

7.0 Project Description

Describe your project in detail

You may wish to consider the following in formulating your description:

- what exactly is the project (*someone should be able to read this and then describe the project back to you accurately*)
- is this a new project or existing project,
- the number of potential participants or audience members
- who might these participants or audience members be
- artists and partners involved
- any community consultation undertaken
- volunteers involved
- when and where the project will be undertaken
- what impact you hope to achieve

7.1 **What impact do you think your project will have for the arts and/or broader community, including tourism, health, local business, community groups and/or the environment?**

Note: It is expected that projects seeking higher amounts of funding demonstrate high project impacts. Projects greater than \$2500, will need to convince the assessors that they will have a bigger impact than funding several smaller projects.

7.2 Have you spoken with any Kiama Council Officers about this project or funding application?

No, you are not yet eligible to apply for this project.

Note:

- You must speak with Council’s Community and Cultural Development Officer at least two weeks before submitting your application.
- If your project requires a DA, venue hire, additional waste etc you must speak to the relevant Council Officers before making your application.
- If your project is an event you must read through Council’s Event Guide available from Council’s Community and Cultural Development Officer.

Yes, who, when and about what?

Name	Date	Outcomes/Actions

8.0 Finances

Australian Business Number (ABN if you have one):

Are you registered for GST? (Do not add GST onto the amount you are requesting)

Yes

No

9.0 Budget Preparation

Complete the budget on the next page for your entire project, not just for the Kiama Cultural Grant requested.

- **Income:** list all anticipated sources of income, not just the Grant amount
- **Expenditure:** list all anticipated expenditure items, and show the anticipated funding source for each line item.

9.1 Which funding category is this application for?

Up to \$10,000

Up to \$5,000

Up to \$2,500

9.2 If you are completing this form electronically, the boxes below will self-populate following completion of the budget on the next page.

Total cost of the project:

Total amount requested for Cultural Grant

10.0 Budget

10.1 Income

Anticipated Income Source	Amount (\$)
Kiama Council Grant	
Other grant funding (list details below)	
Other sources of funding eg your contribution, memberships fees, ticket or product sales etc (list details below)	
In kind contributions eg volunteer time, administration supplies, equipment (list details below)	
Total Anticipated Income	

10.2 Expenditure

Anticipated Expenditure	Amount (\$)	Income Source (from sources list in Income section)
Artist Wages (list details below)		
Consultants or other professionals (list details below)		
Insurance		
Travel		
Equipment		
Supplies (list details below)		
Promotion and Marketing		
Rent or Venue Hire (list details below)		
Other (list details below, including any fees and charges to be paid)		
Total Anticipated Expenditure		



CREDITORS USE ONLY
CR #

Kiama Municipal Council
PO Box 75
KIAMA NSW 2533
ABN: 22 379 679 108

REQUEST FOR BANKING DETAILS

PRINT NAME:

COMPANY NAME:

I agree for payments to be paid directly into the following account details:

BSB:

ACCOUNT NO:

ACCOUNT NAME:

Council Remittance Advices will be sent by email to the following email address:

EMAIL ADDRESS:

NAME:

PHONE:

DATE:

Additional details/notes:

PLEASE RETURN YOUR COMPLETED FORM TO: (office use only)

Please note:

- Banking Details will remain confidential to Kiama Municipal Council
- Council's payment terms are 30 days from date of invoice.

Michael Forsyth
General Manager

11.0 Banking Form

I have completed the banking form, for transfer of funds should my application be successful

12.0 Declaration by Applicant

- a. I have read the Guidelines provided for the Kiama Cultural Grants.
- b. I certify that, to the best of my knowledge, all the information in this application is correct.
- c. I certify that, if this application is submitted on behalf of an organisation, business or group that it has been approved by my employer/s, board of directors or equivalent body, and that I have the delegated authority to sign this application.
- d. I acknowledge that the Kiama Municipal Council has the right to withdraw the offer of funding or demand the return of any funds already paid if:
 - it is discovered that any of the information provided is false
 - the project does not go ahead
 - funds are not fully expended at the end of the project period
 - any funds cannot be accounted for eg receipts or other valid form of expenditure evidence
- e. Should this project be approved for funding:
 - I agree to complete and forward the Project Report within one (1) month of the project's completion.
 - I agree to recognise Council's contribution on all promotion of this project.
 - I will keep Council informed of the progress of this project
 - I agree to undertake any extra conditions placed upon the approved funding of this project.

Name

Signature

Position in organisation (if relevant):

Date:

How to contact Council

Post

General Manager
Kiama Municipal Council
PO Box 75
Kiama NSW 2533

Telephone

+61 (02) 4232 0444

Facsimile

+61 (02) 4232 0555

Online

Email: council@kiama.nsw.gov.au
Website: www.kiama.nsw.gov.au

Office hours

Our Administration Building located at
11 Manning Street Kiama is open 8.45 am to 4.15 pm
Monday to Friday (excluding public holidays)



KIAMA MUNICIPAL COUNCIL
your council, your community