

Kiama Cultural Grants Guidelines



RESPECT



INNOVATION



INTEGRITY



TEAMWORK



EXCELLENCE

Date approved/adopted	26 November 2020
Date effective	17 September 2021
Next review date	1 November 2022
Department	Community and Cultural Development
Author	Community and Cultural Development Officer
TRIM reference	20/131595
Supporting documents	Cultural Grants Application Form

Table of contents

1.0	About the Kiama Cultural Grants-----	4
2.0	Contact -----	4
3.0	Am I eligible for funding?-----	5
4.0	What is required for my project to be eligible for funding? -----	5
5.0	What projects are NOT eligible for funding?-----	5
6.0	What must I do to get be considered for funding? -----	6
7.0	How do I write a good application? -----	6
8.0	What happens after I submit my application? -----	7
9.0	How is my application assessed?-----	8
10.0	What happens if I am successful? -----	9
11.0	What if I need to pay Council fees and charges as part of my project?-----	10
12.0	How do I finalise my project and report it to Council? -----	10
13.0	What if I need help? -----	10

1.0 About the Kiama Cultural Grants

The Kiama Cultural Grants provides \$20,000 each financial year for arts based projects to be undertaken in the Kiama local government area.

Applicants are able to submit applications for up to; \$10,000, \$5,000 or \$2,500.

The Cultural Grants support local artists and creatives, to explore and grow their arts practice, while also encouraging the broader community and visitors, to experience an exciting and diversified range of art forms and creative endeavours.

The objectives of the Kiama Cultural Grants are:

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

Kiama Council is proud of its creative community and the opportunity to support artists and creatives in their practice. Council also values the engagement of community members and visitors in artistic and creative experiences that enhance well-being, exploration, growth, healing, insight and connection.

2.0 Contact

Kiama Council's, Community and Cultural Development Officer can be contacted via

Email: council@kiama.nsw.gov.au

Phone: (02) 4232 0444

3.0 Am I eligible for funding?

- 3.1 To be eligible for funding, applicants need to live, and/or deliver their project, in the Kiama local government area and be:
- An individual artist – amateur, emerging semi-professional or professional
 - A not for profit community organisation or group
 - An incorporated school P&C
 - An arts based for profit business
- 3.2 You are not eligible for funding if you are:
- A non-arts based for profit business
 - Non artist individual
 - Unincorporated school P&C
 - Do not to live, or deliver your project, in the Kiama local government area
 - You have previously received a Kiama Council Cultural Grant and have an outstanding Project Report.

4.0 What is required for my project to be eligible for funding?

- 4.1 The project must be run in Kiama or support the development of the Kiama arts sector/industry
- 4.2 The project must not have been previously funded through the Kiama Council's Cultural Grants.
- 4.3 The project must be discussed with Council's Community and Cultural Development Officer, **at least** two weeks prior to the closing date.
- 4.4 Applying for one year of funding only.

Recurrent projects (eg an annual event) that are considered will receive one year seed funding only, if successful. Any funds provided must not lead to an organisation, group or individual becoming dependent on ongoing financial support from Kiama Council.

5.0 What projects are NOT eligible for funding?

- 5.1 Projects funded previously through the Kiama Cultural Grants.
- 5.2 Projects seeking the purchase of equipment only.

Where the purchase of some equipment is required in order to undertake the project, eligibility will be determined on a case-by-case basis.

If successfully funded, conditions may include the equipment becoming Council property at the end of the project, or the equipment being donated to a local not for profit group or organisation.

- 5.3 Projects including capital works (i.e. buildings, alterations or extension).
- 5.4 Projects designed, or including the aim, to raise funds for a charity.
- 5.5 Projects that have received or are intending to receive, any additional financial or in kind assistance from Council for the same project.

6.0 What must I do to get be considered for funding?

- 6.1 Thoroughly read all the appropriate documentation:
 - Funding guidelines
 - Application form
- 6.2 Discuss your project with Council's Community and Cultural Development Officer, **at least two weeks** prior to the closing date.
- 6.3 Ensure that any third party licences, permits, Development Approvals (DA), etc. required for the project to proceed have been identified, and are included in the project plan, and that all relevant stakeholders and personnel have been liaised with.

All fees, licences, permits and DA requirements are the sole responsibility of the project proponents. Grant approval does not imply approval for any of these matters.
- 6.4 If your project is an event, ensure that it complies with Kiama Council's Event Toolkit, available from Council's Community and Cultural Development Officer.
- 6.5 Fully complete all of the application form, paying careful attention to the budget breakdown and project description.

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.

- 6.6 Attach all other relevant documentation with your application.
- 6.7 Submit your application on time

7.0 How do I write a good application?

- 7.1 Write a simple, clear, and accurate description of your project.
 - Use dots points rather than large paragraphs.
 - Include all relevant information.
 - Provide context for your project, but not extensive background history.
 - Be clear about who the project is for, what it aims to do and how it will benefit the Kiama arts and/or community.

- 7.2 Include any relevant previous experience; demonstrate your ability to deliver the project efficiently and in a timely fashion.
- 7.3 Write a thorough and accurate budget, double check all your figures. Provide quotes for large purchases and justifications (add attachments) for wages and fees.
- Include all sources of potential income, including other funding grants and all items of expenditure, including fees and charges.
- 7.4 Do your research, don't make assumptions or guesses.
- 7.5 Check any third party requirements such as:
- licences, permits, Development Approvals (DA) etc
 - venue bookings; dates costs etc
 - traffic management required
 - property owners; do you need permissions or consent?
- 7.6 Discuss your project with any potential partners or collaborators.
- 7.7 Be aware that the greater the amount of funding you apply for, the greater the amount of rigor will be expected in regard to all the points above in your application.

8.0 What happens after I submit my application?

- 8.1 Applications are received and reviewed for eligibility.
- 8.2 Applications are assessed by a panel of Council and shortlisted.
- 8.3 Shortlisted applicants are required to attend a panel interview to discuss their project.
- The date for this meeting is in the Key Dates section on the application form. **Ensure you put this date in your diary**, if shortlisted you will be required to attend, either in person or via video or phone link.
- 8.4 Recommendations for successful applications are made to Council.
- 8.5 Kiama Council makes final determination on successful projects to be funded.
- 8.6 All applicants advised of the outcome of their application.
- 8.7 Arrangements made with successful applicants for signing funding agreement and receiving funds.
- 8.8 Funds are received by successful applicants approximately 2.5–3 months after the closing date.

9.0 How is my application assessed?

9.1 The following is used to assess the relative merit of your project and determine the success of your application; assessors will be using the questions below to determine their decision:

9.1.1 Objectives

- Does the project address the objectives identified in the application?
- How does the project address the accessibility objective?

9.1.2 Viability

- Is the budget appropriate, realistic and complete?
- Is the project proposal realistic, appropriate to/is needed in the Kiama local government area, well thought through and sufficiently resourced?
- Will the project maximise outcomes/benefits for Council's financial contribution?
- Have all approvals, regulations, bookings been undertaken?
- Has the artist/group demonstrated capacity to complete the stated project outcomes?

9.1.3 Value for money

- Does the project utilise other community resources where appropriate (volunteer time, own contributions)?
- Have partnerships and collaborations been considered?
- What other sources of income are included?
- Is there adequate benefit to the Kiama local government area arts/community for the funds spent?

9.1.4 Other

- Overall merit of the project
- Is the applicant a young person aged 20 years and under, a person with a disability, of Torres Strait Islander of Aboriginal or from a Cultural and Linguistically Diverse background?
- Is the project consistent with Council's Cultural Planning document themes?

9.1.5 Equity

- Overall, do the range of projects recommended to Council represent diversity in:
 - geographic coverage across the Kiama local government area
 - arts genres
 - funding allocation between new and previously funded applicants
 - accessibility and the diversity of community

9.2 *Decisions of Council*

Council regularly receives requests for funding far beyond the funds available for allocation. Decisions regarding successful applications are binding and no requests for reassessment will be accepted.

10.0 What happens if I am successful?

Successful recipients are required to undertake the following:

10.1 *Funding Agreement*

Sign a funding agreement accepting the conditions of the grant.

The funding agreement will also detail the project timeline and expected milestones at 50% progress and 100% completion.

10.2 *Confirm Details.*

Supply Council with confirmed details of any dates, venues, licences, permits, DA's etc.

10.3 *Acknowledge Support*

Acknowledge Council's support on any promotional material. Council will provide a copy of its logo (by email or hard copy) to successful applicants for use.

10.4 *Appropriate Use of Funds*

Applicants may not vary the purpose of the grant for which they have been funded without receiving written approval from Council.

10.5 *Responsibility*

The applicant is responsible for their own insurances including where appropriate, Workers' Compensation or Public Liability.

Council will not accept responsibility for any loss, damage or inconvenience arising from the funded project.

10.6 *Timeframe*

Projects must be delivered within twelve (12) months of receipt of funding. If you are unable to deliver your project within this timeframe you will need to apply, in writing, for an extension of time or all unexpended funds will be required to be returned.

All expended funds will be required to be accounted for via the Project Report.

10.7 *Conditions*

Council reserves the right to place additional conditions upon approving projects for funding.

11.0 What if I need to pay Council fees and charges as part of my project?

11.1 Normal fees and charges on all Council properties and processes will apply. Waiving of fees will not be considered. Ensure you include all Council fees and charges in your project budget.

All legal requirements and expenses of the project such as; insurance, development applications, traffic management plans etc. are the responsibility of the applicant.

11.2 Funding will not be considered if any other financial or in kind assistance from Council is or has been sought for the same project.

12.0 How do I finalise my project and report it to Council?

Successful applicants are required to complete and return a Project Report within three months of completion of the project, including details of how the funds were spent.

This report should be completed on Council's Project Report form.

Your Project Report should include:

- Description of the final project, including audience numbers and project highlights
- Copies of any promotional materials acknowledging Council's support.
- Comprehensive budget expenditure report and verifiable receipts for all items. All funding expenditure that cannot be verified will be required to be returned to Council.

13.0 What if I need help?

For assistance with your application, please contact Kiama Council's Community and Cultural Development Officer, on ph 4232 0444 or email council@kiama.nsw.gov.au

**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