



Shoalhaven Arts Board Grants 2011/12 Guidelines

The Shoalhaven City Council's Arts Board Grants program provides an equitable process of access to financial support to individuals, local non-profit and non-government organisations for artistic activities.

Projects will be considered which can demonstrate their capacity to contribute to the City's creative aspirations;

- *To be a region of diverse accessible spaces to express, explore and celebrate;*
- *To be recognised as an Arts & Cultural Heritage destination;*
- *To be a hub where arts practitioners and organisations actively engage across the Arts & Cultural Heritage sector;*
- *To strive to be a Leader in Arts business partnerships.*

Grants are available in the following categories:

New Collaborations - Maximum Grant \$1,500

For the presentation, promotion or development of arts projects which foster new collaborations and strategic partnerships. Applicant must identify the involvement and benefit to multiple groups. Applicants are encouraged to approach both Shoalhaven and non Shoalhaven based partners.

Skill Development (Travel) - Maximum Grant of \$1,000

To support individuals and groups in accessing skill development opportunities from outside the Shoalhaven region. Applicants must clearly identify how the new skills/knowledge acquired will be shared on their return with the Shoalhaven arts community.

Skill Development (Workshop) - Maximum Grant of \$1,000

To support the presentation of workshops within the Shoalhaven, this may include tutor/s fees, promotion and/or venue hire. Applicants must identify how they plan to make the workshop accessible to multiple community groups.

Showcasing the Shoalhaven - Maximum Grant \$1,000

To support activities which showcase arts activity from the Shoalhaven. Applicants need to identify how their project reaches audiences and stakeholders outside the Shoalhaven region and contribute to the Shoalhaven being recognised as an arts destination. *Activities may include but are not limited to marketing and promotional activities and inter-regional performances.*

The 2011-2012 Grant round closes Friday, 1 July 2011 and is announced in September 2011 – *late applications will not be accepted.*



1. Who is eligible to apply?

Applicants must be:

- Organisations and individuals residing in the Shoalhaven.
- Non-profit and non-government.

Applications from Schools and corporate partnerships may apply, providing they can match the funding requested and clearly identify the benefit to the wider community.

Projects may include but are not limited to; the development or promotion of art based exhibitions, film production; music composition and presentation, literary and theatrical enterprises and projects with a strong community cultural development framework.

Projects or events which aim to raise funds for a charity are not eligible for support through the Shoalhaven Arts Board Grants.

2. Selection Criteria

2.1 The applicant must demonstrate that the grant will meet the City's creative Vision (as described on page 1). Applicants are encouraged to submit projects which are;

- imaginative and innovative;
- raise the profile of the arts in the Shoalhaven;
- increase accessibility and community involvement in the arts and
- build strength and sustainability through establishing new partnerships.

2.2 The application must demonstrate a capacity to deliver the project efficiently.

2.3 The funds provided by the Arts Board must 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, current bank statement and/or most recent audited accounts.

3. Funding conditions

3.1 Applications for equipment or capital works will not be considered (i.e. buildings, alterations or extensions, computers, hardware).

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 be given 4 weeks to invoice Council for their grant following official notification.
- 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 in September this year.

5 Successful Grant Recipients

Applicants will be notified of their success in September. Successful recipients are required to undertake the following activities:

- 5.1 **Sign agreement.** Sign an agreement accepting the conditions of the grant.
- 5.2 **Supply confirmed details.** Supply the Arts & Events Manager with confirmed details of dates, venue, phone contact and brief description of the event to be placed in Council's Arts & Event's 'What's On' brochure.
- 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 **Final report.** On completion of the project, all successful applicants must complete an acquittal process by June 30, 2012;
 - Project overview including audience numbers and project highlights
 - 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

Failure to comply with these requirements will mean ineligibility for future grant rounds.

2011-12 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) 4422 6096. Applications will only be accepted on the 'Shoalhaven Arts Board Grant Application Form' submitted by mail by 5.00pm Friday 1 July 2011 (*no late applications will be accepted*) to:

**The General Manager
Arts Grants 2011-2012
Shoalhaven City Council
P O Box 42
NOWRA NSW 2541.**