



2011 COMMUNITY ARTS GRANTS PROGRAM

THESE GUIDELINES MUST BE FULLY READ BEFORE SUBMITTING THE APPLICATION FORM

CLOSING DATE: FRIDAY 1 OCTOBER 2010

- Applications for Council's Annual Community Arts Grants Program are assessed on the basis of this form
- Please read the guidelines carefully and complete all sections of the application form

INTRODUCTION

Sutherland Shire Council makes funds available under its Community Arts Grants Program to Sutherland Shire community groups for music, performing arts, visual arts, craft and other local cultural initiatives.

Application forms are available in August and applicants are advised of the success of the applications in November. Successful applicants are requested to invoice Sutherland Shire Council for the amount of the funding agreed upon. Funds are then distributed on receipt of invoice with all funds to be distributed by May of the following year. Acquittal forms are required by all successful applicants at the completion of their project/program/event. **Any monies not spent from the funding provided is to be returned to Council.**

These guidelines seek to ensure that Council fulfils its commitment to act as a catalyst in the development of cultural services and programs for Sutherland Shire residents. Most Community Arts Grants are for one-off projects. Innovative projects that contribute to the cultural development of the Sutherland Shire are encouraged.

Please note that higher priority is given to cultural activities and services that are not already provided in the Sutherland Shire community by other community organisations, individuals or businesses; are not continuing projects; and applications from community groups that have fulfilled all conditions in previous applications.

FUNDED PROGRAM CATEGORIES COVERED BY THESE GUIDELINES

In accordance with section 356 of the Local Government Act, 1993, Council contributes financial assistance to numerous community based organisations. Applications for a Community Arts Grant by individuals or private business will not be accepted.

Council's Community Arts Grants Program is administered by the Cultural Planning & Events Unit. (Contact: Manager – Cultural Planning & Events on 9710 0991
Email: culture@ssc.nsw.gov.au)

SUTHERLAND SHIRE COUNCIL 2011 COMMUNITY ARTS GRANT PROGRAM

Under the Tax System, there will generally be two options available to your organisation. They are listed as follows:

OPTION ONE

Your organisation has an ABN number and is registered for the GST. This means that if you are successful in gaining a grant the funds you receive will be calculated to include the GST component.

Successful applicants who are registered for the Goods and Services Tax must supply Council with a tax invoice. All tax invoices are to be made out to Sutherland Shire Council.

OPTION TWO

Your organisation has an ABN number but is not registered for the GST. This means that if you are successful in gaining a grant the funds you receive will not have a GST component included. Successful applicants must supply Council with an invoice.

All invoices are to be made out to Sutherland Shire Council.

OBJECTIVES

The objectives of Council's Annual Community Arts Grants Program are:

1. To stimulate the development of effective visual arts, craft, music, performing arts and other cultural programs to meet the needs and expectations of residents of Sutherland Shire
2. To encourage high quality and accessible visual arts, craft, music, performing arts and other cultural programs in Sutherland Shire
3. To encourage broad community participation in the development of community arts programs in Sutherland Shire
4. To maximise access and usage of local cultural resources, services and facilities, including equity of access for special needs groups

ELIGIBLE PROJECTS

Applications will be categorised under one or more (up to 6) of the following categories. Council resources are limited and not all applications may be able to be funded.

Applications for funding will be assessed according to an established order of priorities listed below (“A” is highest priority and “F” will be considered a low priority application).

- A. Cultural Development Project** – a cultural project that meets an identified community need, has been developed in consultation with the local community, is not a replication of another cultural activity in the area and encourages local community participation in the development of the project
- B. Cultural Seeding Grant** - assistance with the establishment of new cultural service and/or group in the Sutherland Shire
- C. Community Cultural Event** - support for a locally based voluntary community group that is intending to coordinate a cultural event
- D. Rental Subsidy** – to assist with the rental component of a cultural event or service. A rental subsidy will only be provided if it is proven that funds are not available in the applicant’s project or general budget
- E. Purchase of Equipment** – restricted to essential equipment that is required for the operation of the cultural activity or service. Applicants must provide supporting documentation that borrowing or renting the equipment is not a cost-effective alternative
- F. Minor Capital Works** - for a community based cultural project only

FUNDING PRINCIPLE

1. An application must address Council's Annual Community Arts Grants Program objectives and at least one of the Eligible Projects categories
2. Only applications to the **Community Arts Grants** program will be considered. Other Council grant programs have different requirements and criteria to fulfil. Community Arts Grants application forms can be obtained from the Cultural Planning and Events unit or by download from the Cultural Planning and Events unit webpage
3. **Applications received after 4pm, Friday 1 October 2010 will not be considered**
4. An application for funding must be for a specific purpose or project. It must not be intended to cover a short fall in the applicant's operational budget. The exception to this is for groups who do not receive funding from any other source or who are seeking to establish a new group
5. **Project proposals must be supported by evidence of local need.** This may include statistics collected by the group or other organisations, or documented evidence contained, for example, within the Shire’s Strategic Plan

6. All successful applicants must submit a report to Council with proof of expenditure (or part expenditure) of the Community Arts Grant by Friday 7 October 2011. If the event or project that was funded has not commenced by that date, an update will suffice, with the full report being submitted immediately following completion of the event/project
7. Residual funds. Any part of the funding supplied by Sutherland Shire Council through the Community Arts program not spent on the project/event as outlined in the application form is to be returned to Council at the completion of the project/event
8. Unless specifically targeted, an application must demonstrate that the applicant's cultural service and/or activity is open to target groups in the community without discrimination on the basis of race, religion, gender, age, sexual preference or disability
9. The proposed cultural service or activity must be directed primarily to Sutherland Shire residents
10. Applications to purchase equipment or for minor capital works must include certified quotes (not advertisements) and all documentation relating to approvals or licensing requirements
11. An application must include a copy of the organisation's latest **audited financial statement**. Where an organisation is not subject to audit requirements, a statement of income and expenditure over the previous twelve months must be provided
12. All applicants must attach a copy of their constitution or statement of aims and objectives
13. Grants provided by Council must be expended only on projects as outlined in the application. Any variation to the funded project must be in writing and should not proceed without consultation with Council's Manager – Cultural Planning & Events and with written confirmation from Council
14. Successful applicants must give **appropriate acknowledgment of Council support** for the project. Acknowledgments on promotional material, fliers, newsletters and annual reports should be clearly displayed. Contact the Cultural Planning and Events unit for correct Council logo and regulations for use. **Electronic copies of promotional material, etc are to be sent to the Cultural Planning and Events unit prior to printing**
15. The proposed project should not duplicate an existing cultural service or program in the Shire. If there is a duplication, provide additional information on why your project should be funded
16. Council may place conditions of approval on specific projects
17. In special circumstances, Council may approve limited grants outside the Community Arts Grants Program in accordance with Section 356 of the Local Government Act 1993. Applications are considered on their merits, based on the nature of the application
18. Community Arts Grants will only be provided for visual arts, craft, music, multi media, film, heritage activity, literature, performing arts and/or other recognised cultural activity
19. **One only application** from each organisation will be considered for a Community Arts Grant each year

20. There are projects which have no formalised structure and therefore seek the administrative / organisational support of an established service as an auspice for the duration of the project. Projects in this situation will be treated as a separate organisation
21. All interested parties or other relevant partners in the proposed project must be detailed in the grant application
22. The Community Arts Grant application form must be completed in full and all information requested on the form is to be provided
23. A Community Arts Grant will not be considered for the following:
 - The purchase of major equipment, unless there are exceptional circumstances
 - To an organisation with substantial unallocated resources
 - Money already spent or projects already undertaken
 - Recurrent salary costs or contributions to salary costs of existing positions in an organisation
 - Political purposes
 - For prize money or gifts
24. A letter will be sent out to successful applicants confirming the amount granted and advising of invoice requirements in November 2010. Note that it is essential that successful applicants forward an invoice, as per the letter's instructions, prior to **1 May, 2011.**
25. **An acquittal report within two (2) weeks of the completion of the event or project is a requirement of receiving a Community Arts Grant.** Report forms are sent out with the abovementioned letter. Non receipt of the acquittal will jeopardise future applications

PREPARATION OF APPLICATION

1. **The closing date for applications is 4pm, Friday 1 October, 2010**
2. Applicants are encouraged to discuss their project with the Manager – Cultural Planning & Events prior to submitting a written application
3. All Questions in the Application **MUST BE ANSWERED** or your Application Form **WILL BE RETURNED** unprocessed.
4. A copy of your organisation's certificate of incorporation, constitution and an audited financial statement are documents that are required as attachments (refer to question 31) to your application
5. All applications must be on A4 sheets. **Handwriting should be in clear block letters.** Additional information should be stapled at the top left hand corner. Folders and plastic sleeves will not be accepted
6. Applications should be sent to:

Community Arts Grants
Cultural Planning & Events Unit
Sutherland Shire Council
Locked Bag 17
Sutherland 1499