

Whittlesea Creative Communities Fund

2020 - 2021

Application Guidelines

Council Offices

25 Ferres Boulevard, South Morang VIC 3752

Mail to: Locked Bag 1, Bundoora MDC VIC 3083

Phone: 9217 2170

National Relay Service: 133 677 (ask for 9217 2170)

Email: info@whittlesea.vic.gov.au

Free telephone interpreter service

 **131 450**

If you have any questions, please contact:

Nicola Vaughan, Cultural Heritage Coordinator

Phone: 0419 520 501

Email: culturalheritageofficer@whittlesea.vic.gov.au

Website: whittlesea.vic.gov.au/community-support/grants-awards-and-competitions/

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Acknowledgement of Traditional Owners

The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledges the Wurundjeri Willum Clan as the traditional owners of this place.

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Whittlesea Creative Communities Fund

The Whittlesea Creative Communities Fund (WCCF) is a grants program originally designed to provide some financial support to artists and creative groups who have been economically affected long-term by the pandemic and support local creative projects.

The arts are a proven tool for strengthening community connection, emotional wellbeing and aiding recovery. We believe that our local artists and creatives will be able to provide fun, engaging projects to maintain community connection and to help our residents get through this period of crisis, and beyond, in a positive way.

These grants will be open to those working in our local creative sectors including artists, writers, musicians, performers, producers, community artists, not-for-profit arts organisations and community and cultural groups.

Examples of applications could be a painting project, the development of a performance, a digital artwork, songwriting or other artform project. The project can be in any artform and can be either a development of a new work, or an outcome-based project.

Applications in round three are encouraged (but not limited to) those that deliver free or low-cost creative projects that the local community can be involved with over the festive and Summer months.

Aims of the Whittlesea Creative Communities Fund

The WCCF aims to:

- provide some financial support to artists and creative groups who are economically affected long-term by the pandemic
- boost creative projects in the City of Whittlesea that help to connect and positively impact the local community
- build on the successes of Whittlesea Creative Communities Fund rounds one and two by developing the capacity of local artists and putting City of Whittlesea on the creative map
- support creative projects that engage with and connect the local community.

Maximum grant value

Funding of up to \$2,000 is available. This is the fourth round of the grants.

Applications seeking smaller amounts are also encouraged.

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Council goals

The City of Whittlesea's Council Plan, *Whittlesea 2040: A Place For All*, outlines a vision for the municipality which identifies community cohesion as a key priority.

Projects funded through the WCCF will need to demonstrate that they align with one or more of Council's following goals:

- Connected community
- Liveable neighbourhoods
- Strong local economy
- Sustainable environment

Key dates

This is the fourth and final round of the grants. Key dates for this round are below:

	Round Four
Grant action	Date
Applications open	Monday 15 February 2021
Applications close	Monday 1 March 2021
Applicants notified of outcome	Mid March 2021
Grant payment made	End March 2021
Project completion	30 October 2021

Applicants are only eligible to receive one grant under the WCCF.

Who can apply?

To be eligible for funding, applicants must be:

- a practising artist or creative practitioner who lives, works, volunteers or studies within the City of Whittlesea or is otherwise connected to our local community
- a community group and/or not-for-profit group who are applying for a locally delivered art-based project
- open and inclusive.

The funding program is open to practicing artists and creative practitioners. Artists, writers, musicians, performers, producers, community artists, special interest groups, groups from diverse cultural backgrounds, Aboriginal communities and community agencies are encouraged to apply.

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If your project includes the installation of art on public land, please discuss your project with the Cultural Heritage Coordinator to obtain permission to commence your work and receive guidance on safe installation.

The fund will support community and artistic projects that:

- can be delivered within current restrictions while maintaining social connection outcomes
- deliver practical, creative and innovative solutions to challenges in the community
- deliver free or low-cost creative projects for the local community over the festive and summer periods (round 3 applications)
- are feasible and ready to begin
- strengthen our diverse communities.

Who cannot apply?

- Political organisations
- Religious organisations applying with the purpose of promoting religion
- Groups who have not complied with acquittal conditions from previous Council funding.

What can be funded?

Items that can be funded include, but are not limited, to:

- Artists' fees
- Materials for new works
- Venue hire
- Project specific administration costs such as promotion and marketing.

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What cannot be funded?

- Projects that do not take place in the City of Whittlesea, or do not directly benefit the City of Whittlesea community
- Equipment purchases not related to the projects
- Day to day operational expenses or core business (e.g electricity, lease or rent payments, telephone, etc. that are part of the organisation's ongoing expenses)
- Projects that are part of the individuals or organisations regular activities that aren't related to the proposed project (e.g. for a theatre company to hold monthly rehearsals)
- Projects which have begun or are completed before funding approval
- Projects that are created primarily for fundraising purposes without wider community benefit
- New building projects, capital works or facility maintenance projects
- Projects not open to the general public or where access is restricted to members or delegates if the project has a public outcome
- Projects promoting gambling, drugs and/or alcohol, or projects that are discriminatory
- Gift vouchers, gifts, prizes, trophies, scholarships, donations, other grant programs, air travel or accommodation
- Catering costs where provision of food is not considered necessary for the delivery of the project
- Projects that cannot be delivered while adhering to COVID-19 restrictions (e.g. physical distancing).

Assessment criteria

If you meet the eligibility criteria, your project will be considered according to how well it meets each of the five assessment criteria. The percentage weightings are provided as a guide to the importance of each question in the assessment process. Your application will be strengthened by ensuring you meet the following criteria as much as possible.

Aims and outcomes (30%)

Artists must ensure that the aims and outcomes of the project are clearly identified and are aligned with the aims of the WCCF.

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Benefit to the Community (30%)

Artists must demonstrate how the project will respond to, connect and positively impact local community, people, area and/or culture following the Covid-19 crisis.

Capacity to deliver (20%)

Artists must demonstrate their experience as a practicing artist.

Benefits to the artist (10%)

Artists/community groups must outline why they want to do this project and how it will benefit their practice, portfolio and/or artistic outcome.

Budget (10%)

Ensure the budget is realistic.

Assessment process

To increase your applications chance of success, make sure you:

- read these guidelines carefully before completing your application
- check you and your project are eligible to apply
- can provide your CV and a project plan.

How your application is assessed:

1.	Applications are reviewed for eligibility. You will be contacted if your application is ineligible.
2.	Eligible applications are initially assessed based on how well the proposed project meets the assessment criteria.
3.	Assessment recommendations are reviewed by a panel and approved by the Community Cultural Development Manager.
4.	Applicants are advised of the outcome of their application.

How to apply

Applications for the WCCF are to be submitted online at:

<http://whittlesea.smartygrants.com.au>

Please note: to apply through SmartyGrants you will need an email address.

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What if you are successful?

Conditions of Grant

All funded artists must sign a Conditions of Grant document before receiving funding. This document outlines the conditions successful applicants must meet to receive the funding.

Payment will be processed once the signed Conditions of Grant has been received.

Grant acquittals

Successful applicants must complete an acquittal which includes budget expenses and a brief report about the project's outcomes. The acquittal is due within 60 days of the completion of the project.

Recipients who do not complete their acquittal will be ineligible for any other Council funds until an acquittal is received.

What if you are not successful?

Applications that are not eligible or do not rate highly against the assessment criteria will not be funded. An email will be sent to advise you of the outcome of your application.

If you have any questions about the outcome of your grant application, you are encouraged to contact the Cultural Heritage Coordinator on 0419 520 501.

Privacy and Personal Information

The personal information requested on the application form is being collected only for the purpose of assessing, processing and allocating the WCCF. If you fail to provide the requested information, your grant application may not be considered for funding.

Successful individuals will be identified, together with the purpose of their projects and amount of funding received in Council reports including Council's Annual Report.

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