



# Aboriginal Arts Projects

## 2024 Funding Guidelines

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## Acknowledgement

The City of Melbourne respectfully acknowledges the Traditional Owners of the land we govern, the Wurundjeri Woi-wurrung and Bunurong Boon Wurrung peoples of the Eastern Kulin and pays respect to their Elders past, present and emerging.

We acknowledge and honour the unbroken spiritual, cultural and political connection the Wurundjeri, Bunurong, Dja Dja Wurrung, Taungurung and Wadawurrung peoples of the Eastern Kulin have to this unique place for more than 2000 generations.

We are committed to our reconciliation journey, because at its heart, reconciliation is about strengthening relationships between Aboriginal and non-Aboriginal peoples, for the benefit of all Victorians.

## Application dates

Grants are for activities taking place in the 2024 calendar year.

Applications open: 21 August 2023

Applications close: 11.59pm, 1 October 2023

Notification to applicants: November 2023

## Grant categories

The following grants are available for 2024.

Category	Grant type	Who can apply?
Aboriginal arts projects	Up to \$20,000 for the creation and presentation of projects that are shared with the public  Up to \$5,000 for creative developments only (a public presentation is optional)	Aboriginal and Torres Strait Islander artists and arts organisations who plan to develop or present work in 2024. Applications are open to artists from all career stages working in any art form or practice.

## How to apply

1. Read the guidelines thoroughly, view the grants briefing presentation and the grant recipient application tips [videos](#)<sup>1</sup>
2. Open the application [form](#)<sup>2</sup>. Within the form, applicants have the option to describe their idea by written response, video or audio message.
3. Contact the arts grants team with any queries
4. Allow time to plan, gather support material and to draft your application.
5. Complete and submit only one online application by 11.59pm on the closing date.

<sup>1</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/funding/Pages/aboriginal-arts-projects.aspx>

<sup>2</sup> <https://melbourne.smartygrants.com.au/>

## Funding available

- Grants of up to \$20,000 for the creation and presentation of projects to the public (either online or at a venue/location within the City of Melbourne municipal boundaries). A public presentation could be, but is not limited to, a performance, exhibition, installation, artist talk, rehearsed reading, workshop or development showing.
- Grants of up to \$5,000 for creative development only (a public presentation is optional).

In addition to the grant request, an amount of up to \$2,000 will be considered for specific access costs to help reduce barriers for Deaf and Disabled, neurodiverse and chronically ill artists/arts workers involved in the project or creative development. Access costs must specifically support artists in the development or presentation of the work (for example artist transport, support worker, carer, Auslan).

## Eligibility

### General eligibility for all applicants:

- be an Aboriginal artist or arts organisation
- complete the proposed work between 1 January and 31 December 2024
- submit only one application by the close date
- have no outstanding acquittals or debts to the City of Melbourne
- comply with the City of Melbourne municipal [boundary](#)<sup>3</sup> requirements - check your eligibility by referring to the following City of Melbourne municipal boundary information:
  - our local government geographic footprint encompasses Docklands, East Melbourne, Fishermans Bend, Jolimont, Kensington, North Melbourne, Melbourne's central business district, Parkville, South Wharf, West Melbourne and *parts of* Carlton, Carlton North, Flemington, Port Melbourne, South Yarra and Southbank
  - the City of Melbourne municipality *does not include the broader Melbourne metropolitan area*. If in doubt about the suburb boundaries go to our interactive [maps](#)<sup>4</sup>

### Additional eligibility for online projects and creative developments

To be eligible for a creative development or for a project that is presented online, applicants must demonstrate a relationship to the City of Melbourne municipality in one of the following ways:

- a permanent place of residence within the City of Melbourne municipal boundaries
- a regular place of employment or study within the City of Melbourne municipal boundaries
- an ongoing creative practice based within the City of Melbourne municipal boundaries (for example a studio)
- previous works presented to the public at venues located in the City of Melbourne municipal boundaries between January 2021 and 1 October 2023
- the project idea is about or relates to the City of Melbourne municipality - ideas may relate to a physical part of the City, a particular community or be a conceptual approach to an aspect of the City.

Examples of project ideas that demonstrate this eligibility in a clear way could be: an exhibition depicting the physical and cultural environment of the Eastern Kulin gathering places at Royal park and Princes

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<sup>3</sup> <https://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/City-maps.aspx>

<sup>4</sup> <https://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/City-maps.aspx>

Park; a series of online dance works filmed at Birrarung Marr; a novel set against the inner city backdrop of the Yarra River.

### **Additional eligibility for outdoor projects**

- applicants proposing activities in outdoor spaces managed by the City of Melbourne must contact the arts grants team prior to submitting an application (note: Federation Square, State Library forecourt, Arts Centre forecourt and the Royal Botanic Gardens are not managed by the City of Melbourne)
- projects in outdoor spaces must be temporary and not be sited for longer than three months.

### **The program does not support:**

- projects already supported by another City of Melbourne funding program
- multiple applicants submitting applications for the same project
- organisations funded through Council's Arts and Creative Investment Partnerships program (ACIP)
- public outcomes that take place outside the City of Melbourne boundaries
- projects that are curated and presented by other Council programs including projects at Arts House, ArtPlay and Signal
- podcasts that do not have an arts focus
- permanent works and murals in outdoor spaces including on private and public buildings
- courses, education programs or activities that are required for an accredited course of study
- activities that have a primary focus on fundraising
- competitions, prizes or awards
- political organisations or activities that have a party political purpose
- applicants who are current City of Melbourne employees and contractors
- government departments or agencies, foundations or grant making bodies
- applicants or activities that denigrate, exclude or offend parts of the community or that breach Commonwealth and State anti-vilification laws.

Canvassing or lobbying of Councilors, City of Melbourne employees or assessors in relation to a grant application is prohibited and will deem the application ineligible.

## Assessment criteria

### Priority 1: Artistic and creative strength of the idea

### Priority 2: Viability

- key artists are identified
- realistic budget, including artist fees (not applicable for creative development applications)
- relevant and high quality support material
- evidence of appropriate cultural permissions for the use of Aboriginal and Torres Strait Islander stories or content that is not your own

## Support material

Artistic and other support material is an important part of an application and reviewed as part of the assessment process for merit and quality. Applicants should consider quality of support material over quantity and only include relevant material that strengthens the proposal.

Support material should include:

- artistic CV summaries for key artists (compulsory)
- examples of current, proposed or past works (compulsory)

Support material to include if relevant:

- timeline
- tentative booking quote or email communication from the venue manager (for projects with a public presentation at a venue/location)
- peer/industry support letter

Support material must be in a format compatible with Microsoft Office 2016/365, Adobe Acrobat Reader version 23, Microsoft Internet Edge version 111, and Microsoft Windows Media Player version 12.

## Budget

Applicants are required to provide a realistic budget using the template provided in the application form (applications for creative developments do not require a budget).

### Income

Include all sources of income (confirmed and unconfirmed) required to fund the costs of the project, such as:

- City of Melbourne grant request
- other grants or sponsorship (from government, philanthropic, private, corporate)
- earned income (for example ticket and publication sales)
- in-kind support.

### Project costs

The grant can be used to cover costs such as:

- artist fees (compulsory)
- administration costs (for example auspice fee, non-artist salaries)
- production costs (for example venue hire, materials, technical, equipment hire, permit fees, framing, installation, freight, project management)
- promotion and marketing costs (for example design, printing, publicity, advertising, documentation)
- public liability insurance (for further information about insurance, visit [Creative Spaces](#)<sup>5</sup> or the [Arts Law Centre of Australia](#)<sup>6</sup>)
- costs to make project outcomes accessible to Deaf and Disabled audiences (for example Auslan, captioning, audio description).

Grants cannot be used for international travel and accommodation, capital works, facility maintenance and improvements.

## Venues

For assistance in finding a suitable venue for your project presentation within the City of Melbourne boundaries visit [Creative Spaces](#)<sup>7</sup>.

For visual artists, affordable gallery space is available for hire at [Library at the Dock Gallery](#)<sup>8</sup>. Contact the gallery team at [librarygallery@melbourne.vic.gov.au](mailto:librarygallery@melbourne.vic.gov.au) for more information.

Applicants are required to include venue costs in their budget and a tentative booking email from the venue manager if possible. Successful applicants will be required to provide tentative venue booking information prior to the grant being paid.

Note: projects taking place at Arts House, ArtPlay and Signal venues are not supported through this program.

## Outdoor spaces

If your application includes plans for activities in outdoor spaces that are managed by the City of Melbourne (such as city streets, laneways, parks) you must discuss your project with the arts grants team before submitting an application. Such spaces are used for a variety of purposes and restrictions may apply that could affect the viability of your application.

Permits are not required as part of the application process, however applicants must demonstrate awareness of any requirements that may have approval or cost implications for the project budget. Successful applicants must obtain relevant approvals and permits before the grant is paid. Go to [permits](#)<sup>9</sup> for more information.

Applicants can consider a range of open spaces and locations for their projects. Refer to City of Melbourne interactive [maps](#)<sup>10</sup>.

<sup>5</sup> <http://www.creativespaces.net.au/resources/public-liability-insurance>

<sup>6</sup> <https://www.artslaw.com.au/information-sheet/liability-and-insurance/>

<sup>7</sup> <http://www.creativespaces.net.au>

<sup>8</sup> <https://www.melbourne.vic.gov.au/community/libraries/bookable-spaces/Pages/library-at-the-dock-gallery.aspx>

<sup>9</sup> <https://www.melbourne.vic.gov.au/pages/permits.aspx>

<sup>10</sup> [http://maps.melbourne.vic.gov.au/?\\_ga=2.149234678.1146746760.1597800264-450318231.1594607640](http://maps.melbourne.vic.gov.au/?_ga=2.149234678.1146746760.1597800264-450318231.1594607640)

## Assessment process

All applications undergo an eligibility check by staff. Eligible applications are assessed by an external panel of Aboriginal arts peers against the criteria in a competitive process. The list of [assessment panel members<sup>11</sup>](#) is published online.

Assessment recommendations are considered and determined by Council. All funding decisions are final. Unsuccessful applicants are eligible to re-apply in future funding rounds in accordance with the grant guidelines.

The City of Melbourne reserves the right to reject any application that is ineligible or does not meet the grant category criteria. Applications are assessed as they have been submitted. Further information may be requested in order to consider an application. Assessment panels may recommend part funding.

Applications are confidential. The contents will not be disclosed to any person outside the application and assessment process. A project summary will be used in reports to council.

The list of successful applicants will be published on the City of Melbourne's website.

## Terms and conditions

- Successful applicants must sign a letter of agreement with City of Melbourne detailing the grant obligations.
- Grant payments are subject to receipt of a tax invoice (with Australian Business Number) and any other information requested by City of Melbourne (for example revised budget/project details and venue confirmation). Payment terms are within 30 days from receipt of all requested material.
- Grants may be considered taxable income by the Australian Taxation Office (ATO) and recipients must determine their own taxation responsibilities.
- The City of Melbourne will not be responsible for shortfalls in project budgets if the grant recipient is unable to meet project costs.
- Grant recipients must provide an acquittal report at the completion of the project.
- The City of Melbourne reserves the right to invite artists to apply.

## Help available

For further information refer to the [FAQs<sup>12</sup>](#), contact the Arts Grants team on 9658 9658 or email [artsgrants@melbourne.vic.gov.au](mailto:artsgrants@melbourne.vic.gov.au)

## Application support

If you need assistance or the application form is not accessible to you please contact Will Box in the Arts Grants team on 0481 099 439. Applicants can also seek assistance in the following ways:

### Deaf and Disabled artists

Applicants can contact Arts Access Victoria (AAV) for auspicings services. Contact [info@artsaccess.com.au](mailto:info@artsaccess.com.au) or phone (03) 9699 8299.

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<sup>11</sup> <https://www.melbourne.vic.gov.au/about-council/governance-transparency/Pages/grants-and-sponsorships.aspx>

<sup>12</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/funding/Pages/aboriginal-arts-projects.aspx>



If you are deaf, hearing-impaired, or speech-impaired, contact us via the National Relay Service 133 677.

### Technical assistance

Refer to the SmartyGrants [Help Guide](#)<sup>13</sup> or contact the support desk 9am - 5pm Monday to Friday on 03 9320 6888 or email [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

## Useful resources

Council's vision is to consolidate Melbourne's strengths as a creative city: a place that inspires experimentation, innovation and creativity and fosters leaders of ideas and courage.

The City of Melbourne [Council Plan 2021-25](#)<sup>14</sup> establishes a framework for this vision, guided by the values of integrity, courage, accountability, respect and excellence.

Our [Creative Strategy 2018-28](#)<sup>15</sup> places creativity and creative people at the heart of the City of Melbourne's work. It inspires new thinking, new ideas and new connections to address our city challenges and drives our [Creative Funding Framework 2019-24](#)<sup>16</sup>.

### Other funding opportunities

The City of Melbourne offers a wide range of [opportunities](#)<sup>17</sup> to support artists and the broader Melbourne community to deliver a range of quality programs and activities. There are also specific opportunities through [Arts House](#)<sup>18</sup>, [Signal](#)<sup>19</sup> and [ArtPlay](#)<sup>20</sup>.

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<sup>13</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/funding/Pages/aboriginal-arts-projects.aspx>

<sup>14</sup> <https://www.melbourne.vic.gov.au/about-council/vision-goals/Pages/council-plan.aspx>

<sup>15</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/Pages/creative-strategy-2018-28.aspx>

<sup>16</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/Pages/creative-funding-framework.aspx>

<sup>17</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/funding/Pages/aboriginal-arts-projects.aspx>

<sup>18</sup> <https://www.artshouse.com.au/>

<sup>19</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/signal/Pages/signal.aspx>

<sup>20</sup> <https://www.dhhs.vic.gov.au/coronavirusttps://www.melbourne.vic.gov.au/arts-and-culture/artplay/Pages/ArtPlay.aspx>