

Triennial Arts Grants Program

2018 –20 Guidelines

Timeline

Applications open

Monday 20 February 2017

Information session

Wednesday 1 March 2017
5.30pm
Portico Room
Melbourne Town Hall
Swanston Street, Melbourne

Applications close

midnight, Sunday 26 March 2017

Assessment period

March to May 2017

Council meeting

July 2017

Notification to applicants

by September 2017

Council contact officer

Candy Mitchell 9658 9199

Overview

The City of Melbourne's Triennial Arts Grants program supports a diverse mix of arts and cultural organisations, artforms, and contemporary and heritage practices.

The program is a key component of Council's strategy to foster a vibrant and sustainable arts sector within the [City of Melbourne](#). It aims to support arts organisations to create and present excellent and innovative artistic work that engages audiences and develops markets nationally and internationally.

Grant objectives

The objectives of the program are:

- support innovation and experimentation in content, practice and engagement
- enhance the Melbourne brand with a focus on excellence
- support participation in and access to the arts and creative expression, including specific target groups such as children and families
- increase city activation through delivering programming that attracts people into the City of Melbourne.

Grant eligibility

The City of Melbourne encourages applications from arts organisations that deliver arts-related activities within City of Melbourne. All applications must address as a minimum the creative and eco-city goals and priorities outlined in the [Council Plan \(2013-17\)](#).

Who is eligible to apply?

Arts organisations that deliver arts-related activities that have public outcomes in the City of Melbourne and will make a contribution to Council's goals and priorities.

An applicant must:

- be a not-for-profit independent/non-government arts organisation
- have a registered Australian Business Number (ABN)
- propose arts-related activities that have public outcomes within the boundaries of the City of Melbourne in each calendar year of the triennial period. Refer to the [boundary map](#)
- have fully acquitted previous completed grants and have no outstanding debts to the City of Melbourne.

Who is not eligible to apply?

- arts organisations that are not legally constituted
- government owned arts organisations
- individuals.

What is not funded?

- Activities that do not have a public outcome in the City of Melbourne
- Activities that do not have a clearly defined arts component
- Activities that are currently funded by City of Melbourne grants and sponsorship programs.

Funding available

Applications must be for activities to be undertaken from 1 January 2018 to 31 December 2020.

There are two categories of funding. An eligible applicant can apply to one category only.

Category 1: Funding between \$30,000 to \$100,000 per annum

Applicants will need to address two mandatory Council goals; a creative city and an eco-city goals and demonstrate strong organisational capacity to design, plan and deliver the activity.

Category 2: Funding greater than \$100,001 to \$300,000 per annum

Applicants will need to address two mandatory Council goals; a creative city and eco-city goals as well as address up to two additional elective Council goals that align strongly with their proposed activities. Applicants will also need to demonstrate strong organisational capacity to design, plan and deliver the activity.

Type of activities supported

The program funds a diverse range and scope of activities that deliver benefits to the public including national and international audiences. The program is also aimed at supporting new, experimental program content, art practices, modes of delivery and engagement models. Examples of activities this grant supports include the creation of new work, creative development, festivals, productions and exhibitions that have a public outcome.

Expenditure items to be directly linked to the delivery of the proposed activity will be considered for funding.

Application

Applicants are encouraged to attend the grant briefing to be held on 1 March 2017.

How do I apply?

To apply, simply follow these steps.

1. Read the 2018-20 Triennial Arts Grants program guidelines and [Council Plan 2013-17](#).
2. Attend grant information session scheduled on 1 March 2017 (optional). Book [here](#)
3. Complete the SmartyGrants online [application form](#).
4. Ensure all compulsory fields are completed and supporting documents attached, including:
 - a three-year (January 2018 to December 2020) business plan
 - budget for the Triennial grant funding being sought for first year
 - financial statements for the previous two financial years and forecast for each year of the triennial period (2018-20)
 - details of the first year's program
 - list of all forms of support sought from Council including fee waivers, permits etc. and quotes
 - any other relevant support material.

Submit your application

Submit your online application. Your application must be received by midnight on Sunday 26 March 2017. The City of Melbourne will only accept online applications submitted via SmartyGrants.

Late applications will not be accepted. Incomplete applications and applications without all required attachments will be considered ineligible for assessment.

To avoid experiencing last minute technical issues, it is recommended you submit your application as early as possible. Refer to the SmartyGrants [help guide](#) for technical assistance or contact [SmartyGrants](#) during business hours.

You will not be able to amend or submit your application after the closing date. An email confirming receipt of your application will be sent to you by SmartyGrants after your application has been successfully submitted. If a receipt is not received please contact [SmartyGrants](#) during business hours.

Assessment process

What is the assessment process?

Each application will be assessed against the triennial arts grants assessment criteria (Tables 1 and 2) by a panel of external assessors. The panel will consider eligible applications on a competitive and merit basis and make recommendations for approval. Based on these recommendations, the Melbourne City Council will determine the final grant funding in a Council meeting in July 2017.

All applicants will be notified of assessment outcome via email by September 2017.

An applicant shall not be deemed to have received a grant until Council has forwarded a letter of award to the noted address of the applicant. Council will publicly announce the successful applicants online.

Council reserves the right to:

- check applications for errors and omissions.
- in agreement with the applicant, amend the application to remedy the effect of any errors or omissions.
- alter categories to benefit the organisation in agreement with the applicant.
- award partial funding and request a revised proposal and budget in the event an application receives less funding than applied for.

Council may award grants in respect of any application. Council is not bound to award grants to any application. Council may conduct post-application negotiations with one or more applicants for the purposes of concluding the funding agreement.

Through the process of assessment an application may be moved to the category that offers a lower level of funding, therefore the applicant will only be required to acquit the criteria in that category.

For example, if an organisation applies in Category 2 for \$150,000 but Council approves partial funding of \$90,000, then the proposed activities are only required to address the two mandatory Council goals of Category 1; a creative city and an eco-city.

Applicants to the Triennial Arts Grants program are eligible to apply for funding in the 2018 Annual Arts Grants program, which opens on 1 May. However, if an organisation's application to the Triennial Arts Grants program is recommended for funding, their Annual Arts Grants program application will be withdrawn from the funding round prior to assessment.

Lobbying

Canvassing or lobbying councillors, employees of the City of Melbourne or assessment panel members in relation to any grant or sponsorship application is prohibited during the application process. No further

consideration will be given to an application submitted by an applicant who canvasses or lobbies a councillor, City of Melbourne employee or assessment panel member in relation to their application.

Assessment criteria

All applicants will be required to address two key Council goals outlined in [Council Plan \(2013-17\)](#); a creative city and an eco-city. Applicants applying for more than \$100,000 will be required to select and address up to two additional Council goals. Details and specific priorities of these goals are outlined below.

Table 1: Link to Council Plan (2013-17)

Council goal: A creative city

Melbourne will be a place that inspires experimentation, innovation and creativity and fosters leaders of ideas and courage. It will build upon long –standing heritage and embrace Aboriginal and Torres Strait Islander history and culture.

Specific priorities include:

- Increase access to and participation in creative expression and arts and cultural experiences.
- Strengthen Melbourne's national and international artistic and cultural connections.
- Support emerging artists.
- Contribute to artistic, cultural and heritage outcomes for Aboriginal and Torres Strait Islander people.

Council goal: An eco-city

As an eco-city, Melbourne is committed to reducing our ecological footprint and will work to ensure our people and organisations can adapt to climate change and build a sustainable future.

Specific priorities include:

- Embed municipal-wide waste management practices to increase recycling, reduce waste generation and lessen amenity impacts.
- Encourage organisations to transition to zero net emissions through energy efficiency and renewable energy sources.

Council goal: A city for people

Melbourne will be accessible, inclusive, safe and engaging. Our streets, buildings and open spaces will be alive with activity. People of all ages and abilities will feel secure and empowered, freely participate in their community and lead healthy lives

Specific priorities include:

- Provide programs and events for people to participate in community activities and civic life and connect with each other.
- Celebrate cultural and language diversity through a range of cultural and artistic activities.

Council goal: A prosperous city

Melbourne will have a global focus with first-rate infrastructure and services, a highly skilled workforce and affordable business. It will share knowledge, mentor emerging business, collaborate and attract global investment and visitors.

Specific priorities include:

- Improve the retail and hospitality experience in laneways and shopping strips through cultural and artistic activities.

Council goal: A knowledge city

Melbourne will be a place where ideas and talent thrive, based on a well-resourced education and research sector and knowledge networks. It will have a dynamic online culture to amplify our knowledge capability.

Specific priorities include:

- Develop programs to support the wellbeing of international students.
- Encourage knowledge sector engagement.

Table 2: Assessment criteria

	Category 1	Category 2	Assessment criteria
Contribution to Council Plan 2013-17 (60 per cent)			<ul style="list-style-type: none"> demonstrate how the outcomes of the proposed activities contribute to specific Council goals. deliver measurable benefits to the City of Melbourne. demonstrate significant contribution for a diverse Melbourne's arts and cultural calendar. demonstrate proposed activities will add to Melbourne's artistic reputation not duplicated by other organisations. demonstrate specific methodologies to be employed by your organisation in evaluating/measuring the achievement or otherwise of these outcomes.
A Creative City	✓	✓	
An Eco-city	✓	✓	
A City for People	X	Select up to 2 Council Goals	
A Prosperous City	X		
A Knowledge City	X		
Organisational capacity and budget (40 per cent)	✓	✓	<ul style="list-style-type: none"> demonstrate viable strategies for the successful delivery of the proposed activities. demonstrate the organisation's track record in governance, management, financial viability, consultation and corporate strategy. demonstrate the organisation's capability to manage occupational health and public safety through systems and work practices. provide evidence of the organisation's local, national or international reputation in the arts community. demonstrate organisational sustainability throughout, and beyond, the triennial funding period. demonstrate capacity and track record to create an inclusive and engaging environment for Melbourne's residents, workers and visitors.

Support material

Applicants must submit support material with their application.

Support material should be relevant and relate specifically to your application.

Support material must be in a format compatible with the following software applications:

- Microsoft Office 2010
- Adobe Acrobat Reader (version 11) version 15 or earlier
- Adobe Flashplayer (version 21) version 23 or earlier
- Microsoft Internet Explorer (version 11)
- Microsoft Windows Media Player (version 12).

File names should include the applicant name and description of the file (for example, Bob Smith/CV or Bob Smith/support-AceTheatre).

It is strongly recommended that file attachments are kept under 5MB (note: allow ample time for uploading files).

Outdoor spaces/public realm

If your application includes activities/programming for 2018 in the city's outdoor spaces such as streets, laneways, parks or gardens, you are required to obtain a permit. A permit quote must be included as support material with your application. Please contact the City of Melbourne's Strategic Planning and Logistics team in the Events Melbourne branch on 9658 8008. Refer to [Event Planning Guide](#). You are also required to note any in-kind support sought from the City of Melbourne in your budget.

Terms and conditions

Grant recipients will be required to enter into a funding agreement with the Melbourne City Council and meet agreed performance measures and conditions in relation to the anticipated outcomes, as identified in the application.

The funding agreement includes the following:

- A requirement to finalise annual key performance outputs (KPOs) for each year of the Triennial Program. These KPOs will establish the outcomes recipients are committed to achieving each year. All successful applicants will also need to discuss and agree with the program manager how the proposed activities for 2019 and 2020 contribute and align with the new Council Plan (2018-2022) and any other new initiatives that can provide mutual benefits, as they become available.
- A requirement to acquit grants annually by the nominated date within your funding agreement which will be assessed prior to further funding.

All decisions are final. There will be no review or appeal process. Unsuccessful applicants are eligible to re-apply in future funding rounds.

If successful, when will I receive payment?

Successful recipients will receive annual payment of the grant after both parties have signed the agreement. The second and third year grant payment will be made subject to the receipt of an acquittal report by the nominated date detailing satisfactory completion of agreed Key Performance Outputs including audited financial statements and supporting documentation.

Other City of Melbourne funding opportunities

The City of Melbourne offers a wide range of grants and sponsorship opportunities to support the Melbourne community. Grants and sponsorships enable successful applicants to deliver quality programs, events, products and services significant to Melbourne, bringing social and economic returns. Full details including dates and guidelines are available from the website at [Grants and Sponsorships](#).

More information

Contact: Candy Mitchell, Program Manager, Triennial Arts Grants

Email: candy.mitchell@melbourne.vic.gov.au

Phone: 03 9658 9199 9am to 5pm, Monday to Friday, Public holidays excluded

If you need an interpreter when calling the City of Melbourne, please call the following relevant translation services:

If you are deaf, hearing-impaired, or speech-impaired, we ask that you call us via the [National Relay Service](#) . Alternatively contact us via email dawn.ayres@melbourne.vic.gov.au.

Our multilingual information telephone service offers assistance to people from a non-English speaking background. Visit [Translation services](#).