



# Annual Arts Grants

2021 Guidelines

## Contents

Overview .....	4
Key dates .....	4
Grant categories .....	5
COVID-19 .....	5
General eligibility .....	5
Budget.....	6
Support material .....	7
Sustainable practice .....	7
Accessibility .....	7
How to apply .....	7
Assessment process.....	8
Terms and conditions .....	8
Help available .....	8
Grant-writing workshops.....	8
Application support .....	9
Deaf and Disabled artists .....	9
Artists from culturally diverse backgrounds.....	9
Technical assistance .....	9
Other funding opportunities .....	9
Arts project grants.....	10
Aboriginal arts project grants.....	10
Overview.....	10
Funding available .....	10
Additional eligibility .....	10
Assessment criteria .....	11
City of Melbourne municipal boundaries .....	11
Venues.....	11
Outdoor spaces .....	12
Arts residencies .....	13
Residencies available .....	13
Additional eligibility .....	13
Assessment criteria .....	13
Terms and conditions .....	13
Boyd Studio-1 .....	14
Residency details .....	14

Site details ..... 14

Boyd Garret ..... 14

    Residency details ..... 14

    Site details ..... 15

Art and Heritage Collection..... 15

    Overview..... 15

    Residency details ..... 15

## Overview

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 2017-21](#)<sup>1</sup> establishes a framework for this vision, guided by the values of integrity, courage, accountability, respect and excellence.

Our [Creative Strategy 2018-28](#)<sup>2</sup> places creativity and creative people at the heart of the City of Melbourne's work by inspiring new thinking new ideas and new connections to address our city challenges.

The [Creative Funding Framework 2019-24](#)<sup>3</sup> translates the strategic direction and ambition of the Creative Strategy into operational detail.

The key objective of our creative funding is to support artists of all backgrounds, at all stages of their careers and across all artforms and practices to test, develop and realise ideas that:

- build our city profile as a place for experimentation, expression and excellence
- create bold and challenging works
- emerge through collaborative projects and partnerships
- ensure accessible and ever-present arts and creative activity for Melbournians and visitors to experience
- contribute to artistic, cultural and heritage outcomes for Aboriginal and Torres Strait Islander people.

The Annual arts grants support artists and small to medium arts organisations to develop, present and work locally through project grants and residencies.

In 2020, the Annual arts grants provided over \$800,000 funding to 70 successful applicants.

## Key dates

Applications open: 1 September 2020

[Grant-writing workshops](#)<sup>4</sup>

Applications close: 5pm, 28 September 2020

Notification to applicants: December 2020

## Grant categories

The following grants are available for activities taking place in 2021.

Category	Grant	Key information
Arts projects	Up to \$20,000 for presentation and online projects Up to \$5,000 for development	Open to artists and small to medium arts organisations
Aboriginal arts projects	Up to \$20,000 for presentation and online projects Up to \$5,000 for development	Open to Aboriginal and Torres Strait Islander artists and small to medium arts organisations
Arts residency: Boyd Studio-1	\$10,000 plus studio space in-kind	Open to artists and small to medium arts organisations One residency of six months duration: 5 July to 19 December 2021
Arts residency: Boyd Garret	\$10,000 plus studio space in-kind	Open to writers in any genre One residency of 12 months duration: 11 January to 19 December 2021
Arts residency: Art and Heritage Collection	\$10,000 plus access to the Art and Heritage Collection	Open to individual artists One residency of up to 12 months (dates to be negotiated)

## COVID-19

City of Melbourne recognises and acknowledges that many artists and arts organisations are experiencing difficulty with planning, creating and delivering projects due to COVID-19. Therefore the 2021 grant round will accommodate flexibility to enable artists to adapt to the changing community circumstances.

## General eligibility

Applicants must meet the following general eligibility plus any grant category specific eligibility:

- be an artist or small to medium arts organisation
- undertake and complete the proposed work between 1 January and 31 December 2021
- submit only one application by the close date
- have no outstanding acquittals or debts to the City of Melbourne.

**The program does not support:**

- projects already supported by another City of Melbourne funding program
- applicants who are supported by another City of Melbourne funding program for the same project
- multiple applicants submitting applications for the same project
- applicants funded through the Arts and creative investment partnerships program
- outcomes that take place outside the City of Melbourne [boundaries](#)<sup>5</sup>
- activities that are part of an accredited course of study
- permanent works in outdoor spaces including on private and public buildings
- activities that have a primary focus on fundraising
- competitions, prizes or awards
- applications made by political organisations or activities that have a party political purpose
- applicants who are current City of Melbourne employees and contractors
- projects that are curated by Council programs or venues run by the City of Melbourne
- 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.

## **Budget**

All applicants are required to provide a balanced budget using the template provided.

### **Income**

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

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

### **Expenditure**

Grants 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, installation, freight, project management)
- marketing and promotion costs (for example design, printing, publicity, advertising, documentation)
- public liability insurance (for further information about insurance, visit [Creative Spaces](#)<sup>6</sup> or the [Arts Law Centre of Australia](#)<sup>7</sup>)

- access requirements for participating artists/arts workers and/or for audiences with disabilities (for example Auslan, captioning, support worker). These costs will be considered in addition to the grant request.

#### **Grants cannot be used for:**

- international travel and accommodation
- capital works, facility maintenance and improvements.

## **Support material**

Artistic and other support material is a critical part of an application and reviewed as part of the assessment process. Applicants should consider quality of support material over quantity. Only include material that is relevant and strengthens the proposal.

Support material may include:

- key artist CV summaries (limit of one page per person, consolidated into one document)
- examples of current, proposed or past works (up to 10 images consolidated into one file / up to five minutes of moving image / script excerpts up to 10 pages / up to three audio tracks / up to three specific URL's)
- timeline
- tentative booking quote / email communication from the venue manager (for presentation)
- peer/industry support letters (up to three consolidated into the one file)

Support material must be in a format compatible with Microsoft Office 2010, Adobe Acrobat Reader, version 17, Microsoft Internet Explorer version 11, and Microsoft Windows Media Player version 12.

## **Sustainable practice**

Applicants are encouraged to use resources wisely in the creation and delivery of their project. Successful applicants will be required to describe their environmentally sustainable practices in an acquittal report. Further information and ideas can be found in the environmentally sustainable practices [fact sheet \(PDF 246KB\)](#)<sup>8</sup>.

## **Accessibility**

Applicants should endeavour to ensure that their project will be accessible for people of all abilities.

## **How to apply**

1. Read the guidelines thoroughly and preview the application [form](#)<sup>9</sup>
2. Contact the arts grants team with any queries and/or attend an information session or grant writing workshop. Go to [details and bookings](#)<sup>10</sup>
3. Allow ample time to plan, research, gather support material and to draft your application (your application can be saved as you go).
4. Complete and submit an online application (with required attachments) by 5pm on the closing date. Late applications will not be accepted.

## Assessment process

Applications are checked by staff from the City of Melbourne to establish that all eligibility criteria are met. Eligible applications are assessed by an external panel of peers against the criteria in a competitive process. The list of [assessment panel members](#)<sup>11</sup> is published online.

Assessment recommendations are considered by Council which will determine final grant funding. 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

- Grant recipients must comply with any additional terms and conditions specific to the grant category.
- 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 30 days from receipt of all requested material.
- 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

Refer to the [FAQs](#)<sup>12</sup> for answers to commonly asked questions.

**Enquiries:** contact the arts grants team on 03 9658 9658 or email [artsgrants@melbourne.vic.gov.au](mailto:artsgrants@melbourne.vic.gov.au)

## Grant-writing workshops

Grant-writing workshops are available to applicants including sessions for:

- all artists
- Aboriginal and Torres Strait Islander artists
- Deaf and Disabled artists through Arts Access
- artists from culturally diverse backgrounds through Multicultural Arts Victoria

Visit [Eventbrite](#)<sup>13</sup> for session and booking details.

## Application support

Artists who have specific needs or require additional support to complete and submit an application (which could involve using an alternative format) can seek assistance in the following ways:

### Deaf and Disabled artists

Applicants can contact Arts Access Victoria (AAV) for application support or to attend grant-writing clinics. Contact [info@artsaccess.com.au](mailto:info@artsaccess.com.au) or phone (03) 8640 6001.

If you are deaf, hearing-impaired, or speech-impaired, contact us via the National Relay Service 133 677 (ask for 03 9658 9658) or email [artsgrants@melbourne.vic.gov.au](mailto:artsgrants@melbourne.vic.gov.au)

### Artists from culturally diverse backgrounds

Applicants can contact Multicultural Arts Victoria (MAV) for application support or to attend grant-writing workshops. Contact [office@multiculturalarts.com.au](mailto:office@multiculturalarts.com.au)

Our multilingual information telephone service provides access to [translators](#)<sup>14</sup> and information in different languages.

## Technical assistance

Refer to the SmartyGrants [Help Guide](#)<sup>15</sup> for technical assistance.

The SmartyGrants support desk is open 9am - 5pm Monday to Friday. Contact [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or 03 9320 6888.

## Other funding opportunities

The City of Melbourne offers a wide range of funding [opportunities](#)<sup>16</sup> to support artists and the broader Melbourne community to deliver a range of quality programs and activities.

Artists and arts organisations who are interested in opportunities at [Arts House](#)<sup>17</sup>, [Signal](#)<sup>18</sup> and [ArtPlay](#)<sup>19</sup> should contact them directly.

# Arts project grants

## Aboriginal arts project grants

### Overview

Arts grants support the development and presentation of creative ideas and works. Grants are available to artists and small to medium arts organisations. Applications are open to artists from all backgrounds and career stages working in any artform or practice.

Support will be considered for one-off projects, a specific component of an annual program or a creative development, resulting in a public outcome within the City of Melbourne boundaries in 2021.

Also considered will be online presentation projects and creative developments without a public outcome from applicants who demonstrate a connection to the City of Melbourne in one or more of the following ways:

- permanent place of residence within the City of Melbourne boundaries
- regular place of employment within the City of Melbourne boundaries
- studio or other site within the City of Melbourne boundaries where an ongoing creative practice is undertaken
- the project idea is about or relates to the City of Melbourne municipality in some way
- other connection to the City of Melbourne (for example a history of presenting work at locations within the boundaries).

### Funding available

- Up to \$20,000 for presentation and online projects (including creative developments that result in a public outcome)
- Up to \$5,000 for creative development (no public outcome required)

### Additional eligibility

Applicants must meet the Annual arts grants general eligibility in addition to the following:

- **Aboriginal arts project grants:** Applicants must be an Aboriginal or Torres Strait Islander artist or organisation. The City of Melbourne may request confirmation of Aboriginal or Torres Strait Islander identity.
- applicants proposing online presentation projects or creative development without a public outcome must demonstrate a relationship to the City of Melbourne
- applicants proposing activities in outdoor spaces must speak with an arts grants program manager to discuss the project prior to submitting an application
- projects in outdoor spaces must be temporary and not be sited for longer than three months

## Assessment criteria

Applicants will be assessed against the following priorities:

<b>Priority 1: Excellence</b>
<ul style="list-style-type: none"><li>• creative excellence</li><li>• boldness and experimentation</li><li>• support for diverse and/or emerging artists</li></ul>
<b>Priority 2: Connections and collaboration</b>
<ul style="list-style-type: none"><li>• new connections between artists and others</li><li>• innovative thinking</li><li>• creative collaborations and partnerships</li><li>• connection/relationship to the City of Melbourne</li></ul>
<b>Priority 3: Access and participation</b>
<ul style="list-style-type: none"><li>• different ways in which people can participate in and experience the arts</li><li>• activities that are low cost or free to the public</li><li>• appeal to new or under-served audiences</li><li>• new or unexpected outcome locations/venues</li><li>• public outcomes at different times of day or night</li></ul>
<b>Priority 4: Viability</b>
<ul style="list-style-type: none"><li>• achievable timeline</li><li>• realistic budget, including artist fees</li><li>• key artists cited</li><li>• relevant and high quality support material</li><li>• evidence of appropriate cultural permissions for the use of Aboriginal and Torres Strait Islander stories or content that is not your own</li></ul>

Due to the ongoing impact of COVID-19, a mitigation plan is required describing how the project will be delivered in 2021 with changing restrictions in mind. Applicants should refer to current Victorian Department of Health and Human Services (DHHS) [advice](#)<sup>20</sup>.

## City of Melbourne municipal boundaries

Our 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>21</sup>

## Venues

For assistance in finding a suitable venue for your project outcome visit [Creative Spaces](#)<sup>22</sup>.

Applicants are required to include venue costs in their budget. Successful applicants will be required to provide tentative venue booking information prior to their grant being paid.

## Outdoor spaces

If your application includes plans for activities in outdoor spaces such as city streets, laneways, parks or open spaces, you must discuss your project with an arts grants program manager before submitting an application. Such spaces are used for a variety of purposes and restrictions may apply that could affect your project.

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>23</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>24</sup>.

## Arts residencies

Arts residencies provide support to advance the practice of artists and small to medium arts organisations through the provision of studio space and facilities. Artists may work in any artform or creative practice and applications that propose collaborations and partnerships are welcome.

### Residencies available

- Boyd Studio-1
- Boyd Garret (writing)
- Art and Heritage Collection

### Additional eligibility

Applicants must meet the Annual arts grants general eligibility. Arts residency grant recipients in 2020 are ineligible to apply for 2021.

### Assessment criteria

Applicants will be assessed against the following priorities:

<b>Priority 1: Excellence</b>
<ul style="list-style-type: none"><li>• creative excellence</li><li>• boldness and experimentation</li><li>• support for diverse and/or emerging artists</li></ul>
<b>Priority 2: Connections and collaboration</b>
<ul style="list-style-type: none"><li>• new connections between artists and others</li><li>• innovative thinking</li><li>• creative collaborations and partnerships</li></ul>
<b>Priority 3: Viability</b>
<ul style="list-style-type: none"><li>• achievable timeline</li><li>• relevant and high quality support material</li><li>• evidence of appropriate cultural permissions for the use of Aboriginal and Torres Strait Islander stories or content that is not your own</li></ul>

### Terms and conditions

Successful applicants must meet the Annual arts grants terms and conditions in addition to the following:

- provide their own public liability insurance (\$20 million cover)
- Boyd residencies: include City of Melbourne and Creative Spaces branding with any work developed during the residency

### Intellectual property

Copyright of any works created during the course of the residency continues to vest in the creator.

## Boyd Studio-1

### About Boyd

[Boyd](#)<sup>25</sup> is the City of Melbourne's first integrated community service space, housing the Southbank Library, a cafe, family services, meeting rooms and artist studios including Studio-1.

### Residency details

- Number of residencies available: One
- Duration: six months. Artists are required to be in residence for a minimum of three days per week during normal business hours.
- Artist fee payment: \$10,000
- Studio rent: There is no cost to successful applicants. Rent is valued at \$4,600
- Dates: 5 July to 19 December 2021

### Site details

- Location: Studio-1, Boyd, 207 City Road, Southbank
- Studio specifications: 57m2 with large windows, good natural light, wooden floors, high ceilings, sink and wireless internet connection. Due to the heritage nature of the building the studio is not suitable for suspension of equipment or artworks.
- Studio limitations: the studio is not suited to artforms and practices that require the use of heavy machinery, extractor fans, open flames or generate loud noise. There is no grease trap sink.
- Access: Artists will have 24/7 swipe card access to Studio-1 and the Boyd building facilities

To view the Studio-1 space visit [Creative Spaces](#)<sup>26</sup>.

## Boyd Garret

Boyd Garret residency supports writers working in any field of creative writing including, but not limited to literature, poetry and scriptwriting.

### About Boyd

Boyd is the City of Melbourne's first integrated community service space, housing the Southbank Library, a cafe, family services, meeting rooms and artist studios.

### Residency details

- Number of residencies available: One per year
- Duration: 12 months. Artists are required to be in residence for a minimum of three days per week during normal business hours.
- Artist fee payment: \$10,000
- Studio rent: There is no cost to successful applicants. Rent is valued at \$4,000.
- Dates: 11 January to 19 December 2021

## Site details

- Location: Boyd Garret, 207 City Road, Southbank
- Studio specifications: 20m2 with large windows, good natural light, carpet, high ceilings
- Access: Artists will have 24/7 swipe card access to the garret and the Boyd building facilities. The garret is only accessible by a staircase.

To view the Garret studio space visit [Creative Spaces](#)<sup>27</sup>.

## Art and Heritage Collection

### Overview

Are you fascinated by the idea of having behind the scenes access to a collection, to have the opportunity to study historical and contemporary artworks and artefacts closely and to develop your creative practice in response to these holdings?

The Art and Heritage Collection residency provides a unique opportunity for artists in any artform to access and engage with the most extensive local government collection in Australia.

The residency is for experienced artists who have worked independently for a number of years and who can demonstrate how their practice would benefit and develop through re-interpreting the Collection.

Applicants will not have physical access to the Collection prior to submitting an application but are encouraged to view it online. The residency should be research focused from a creative perspective. Artists are discouraged from indicating pre-determined and specific outcomes.

### Art and Heritage Collection

The [Art and Heritage Collection](#)<sup>28</sup> manage the City of Melbourne's repository of artworks including both indoor and outdoor items. These range from historical mayoral portraits to contemporary art and permanent public artworks such as 'Vault'. The program is also responsible for the City Gallery in Melbourne Town Hall.

### Residency details

- Number of residencies: One per year
- Duration: up to 12 months (dates to be negotiated)
- Artist fee payment: \$10,000
- Location and Access: this residency does not include the use of a studio space but artists will have access to the Art and Heritage Collection which is located across multiple locations including a storage facility, Council buildings and various outdoor sites within the municipality.

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<sup>1</sup> <https://www.melbourne.vic.gov.au/about-council/vision-goals/Pages/council-plan.aspx>

<sup>2</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/Pages/creative-strategy-2018-28.aspx>

<sup>3</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/Pages/creative-funding-framework.aspx>

<sup>4</sup> <https://www.eventbrite.com.au/o/city-of-melbourne-10687547785>

<sup>5</sup> <https://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/City-maps.aspx>

<sup>6</sup> <http://www.creativespaces.net.au/resources/public-liability-insurance>

<sup>7</sup> <https://www.artslaw.com.au/information-sheet/liability-and-insurance/#headingh24>

<sup>8</sup> <https://www.melbourne.vic.gov.au/SiteCollectionDocuments/environmentally-sustainable-practices-artists.pdf>

<sup>9</sup> <https://melbourne.smartygrants.com.au/>

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- <sup>10</sup> <https://www.eventbrite.com.au/o/city-of-melbourne-10687547785>
- <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/arts-grants/Pages/arts-grants.aspx>
- <sup>13</sup> <https://www.eventbrite.com.au/o/city-of-melbourne-10687547785>
- <sup>14</sup> <https://www.melbourne.vic.gov.au/community/health-support-services/multicultural-services/Pages/translation-services.aspx>
- <sup>15</sup> <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>
- <sup>16</sup> <https://www.melbourne.vic.gov.au/about-council/governance-transparency/Pages/grants-and-sponsorships.aspx>
- <sup>17</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/arts-house/Pages/arts-house.aspx>
- <sup>18</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/signal/Pages/signal.aspx>
- <sup>19</sup> <https://www.dhhs.vic.gov.au/coronavirus>  
<https://www.melbourne.vic.gov.au/arts-and-culture/artplay/Pages/ArtPlay.aspx>
- <sup>20</sup> <https://www.dhhs.vic.gov.au/coronavirus>
- <sup>21</sup> <https://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/City-maps.aspx>
- <sup>22</sup> <http://www.creativespaces.net.au/find-a-space#!/?q=0>
- <sup>23</sup> <https://www.melbourne.vic.gov.au/pages/permits.aspx>
- <sup>24</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)
- <sup>25</sup> <https://www.melbourne.vic.gov.au/community/hubs-bookable-spaces/boyd-community-hub/Pages/boyd-community-hub.aspx>
- <sup>26</sup> <http://www.creativespaces.net.au/find-a-space/boyd-studio-1-6>
- <sup>27</sup> <http://www.creativespaces.net.au/find-a-space/boyd-garret-4>
- <sup>28</sup> <http://citycollection.melbourne.vic.gov.au/>