



# Quick Response Arts Grants

## 2021 Funding Guidelines

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## Introduction

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.

The City of Melbourne acknowledges and embraces the transformative role that the arts and creativity plays in building all aspects of a bold, innovative and sustainable city. Our [Creative Strategy 2018-28](#)<sup>2</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>3</sup>.

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
- emerge through collaborative projects and partnerships
- are accessible for all Melbournians and visitors to experience.

## Key dates

### Round 1

For activities taking place between 24 May 2021 and 30 November 2021.

Applications open 19 March 2021 and close 5pm 13 April 2021.

Applicants will be notified in the first week of May 2021.

### Round 2

For activities taking place between 22 November 2021 and 30 May 2022.

Applications open 20 September 2021 and close 5pm 13 October 2021.

Applicants will be notified in the first week of November 2021.

## Program overview

The key objective of the Quick response arts grants is to provide funding support to artists through the flexibility of an application process with a short turnaround time.

These grants assist small to medium arts organisations and individual artists in any artform or practice and at any career stage to create and present activities that will be shared with the public (online or at a venue within the City of Melbourne boundaries) or to support a period of creative development.

The program supports artists to develop or present new work, specific elements of a larger project or to take a project to another level. The quick nature of the grants also enables artists to take advantage of unexpected opportunities that may arise at short notice (such as an opportunity to collaborate, a last minute venue offer or to add a layer of depth to a project).

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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/draft-creative-strategy-2018-28.aspx>

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

## 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.

### Grant categories

- **Projects:** for activities (including developments) that result in some form of public outcome, either online or at a venue or location within the City of Melbourne [boundaries](#)<sup>4</sup>. A public outcome could be, but is not limited to, a performance, exhibition, installation, artist talk, open studio, rehearsed reading, workshop or development showing.
- **Creative development only:** for a period of development without a public outcome.

Applicants can apply for only one grant category.

### Funding available

Grants of up to \$4,000 (excluding GST) are available.

### What we fund

Support of up to \$4,000 will be considered for costs associated with the development and presentation of work including, but not limited to, artist fees, materials and venue costs.

In addition to the grant request, costs of up to \$2,000 associated with access requirements for participating artists/arts workers or to make work accessible for audiences with disabilities will be considered (for example Auslan, captioning, support workers). This support will prioritise Deaf and Disabled artists.

### Eligibility

To be eligible, applicants must:

- be an artist or small to medium arts organisation
- submit only one application by the close date
- undertake and deliver the proposed activity within six months of grant notification
- have no outstanding acquittals or debts to the City of Melbourne
- contact the arts grants team if proposing activities in an outdoor space.

Additionally, to be eligible for a creative development only grant or for a project presented online, applicants must demonstrate a relationship to the City of Melbourne in one 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 where an ongoing creative practice is undertaken within the City of Melbourne boundaries
- 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).

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

## IMPORTANT NOTE:

The City of Melbourne municipal boundary 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 municipal boundary does not include the broader Melbourne metropolitan area. If in doubt about the suburb boundaries go to our interactive [maps](http://maps.melbourne.vic.gov.au/)<sup>5</sup>.

### **The program will not support:**

- outcomes that take place in venues/locations outside the City of Melbourne boundaries
- activities already funded through another City of Melbourne program
- multiple applications for the same project
- applicants receiving multi-year funding through another City of Melbourne program
- projects that are curated by Council programs or venues run by the City of Melbourne
- professional development including attendance or speaking at conferences
- permanent works in outdoor spaces (including works on private and public buildings)
- international travel and accommodation
- core business and related administration costs, capital works, facility maintenance and improvements
- activities that are part of an accredited course of study
- activities that have a party political purpose, applications made by political organisations and activities that have a primary focus on fundraising
- competitions, prizes or awards
- applications from 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.

Additionally, canvassing or lobbying of Councillors or employees of the City of Melbourne in relation to any grant application is prohibited.

### **Assessment criteria**

Assessment of applications will consider the following:

- creative excellence, boldness and experimentation
- creative collaborations
- support for diverse and/or emerging artists
- activities by or genuine engagement with Aboriginal and Torres Strait Islander people
- viability

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<sup>5</sup> <http://maps.melbourne.vic.gov.au/>

Additionally, for projects presented online or in person:

- Different ways in which people of all abilities and backgrounds can participate in and experience the arts such as activities that:
  - are low cost or free to the public
  - appeal to new or under-served audiences
  - happen in new or unexpected places

## How to apply

1. Register or log-in online at [SmartyGrants](#)<sup>6</sup> and preview the application form.
2. Contact the arts grants team with any queries.
3. Complete and submit your application online via SmartyGrants.

## 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 including material that is relevant and strengthens the proposal. Support material includes:

- artistic CV summaries for key artists
- artistic examples of proposed, current or past works
- timeline
- additional budget information if relevant

## Sustainable practices

Applicants are encouraged to use resources wisely in the creation and delivery of their work. Successful applicants will be required to identify the environmentally sustainable practices used during the project in an acquittal report. Further information and ideas can be found in the environmentally sustainable practices [fact sheet \(PDF 246KB\)](#)<sup>7</sup>.

## Assessment process

- Applications are assessed by Administration and an external panel of arts peers.
- Priority will be given to applicants who do not have current City of Melbourne funding.
- Applications are kept confidential and the contents will not be disclosed to any person outside the application and assessment process. A short summary of the activity will be utilised in reports to council.
- The City of Melbourne does not seek to correct errors in applications or supporting material. Applications are assessed as they have been submitted.
- The City of Melbourne reserves the right to request further information in considering any application, as well as the right to reject any application that is ineligible or does not meet the grant category criteria.
- All funding decisions are final. Unsuccessful applicants are eligible to re-apply in future funding rounds in accordance with grant guidelines.
- The list of successful applicants will be published on the City of Melbourne's website.

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<sup>6</sup> <https://melbourne.smartygrants.com.au/>

<sup>7</sup> <https://www.melbourne.vic.gov.au/SiteCollectionDocuments/environmentally-sustainable-practices-artists.pdf>

## Terms and conditions

Successful applicants are required to comply with the following terms and conditions:

- Sign a letter of agreement detailing the grant obligations.
- Grant payment terms are seven days subject to receipt of a signed letter of agreement and tax invoice with an Australian Business Number (ABN). It is anticipated that grants will be paid within three weeks of notification.
- The City of Melbourne will not be responsible for shortfalls in project budgets if the grant recipient is unable to meet project costs.
- Submit 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 grant FAQ's or contact the arts grants team on 03 9658 9658 or email [artsgrants@melbourne.vic.gov.au](mailto:artsgrants@melbourne.vic.gov.au)

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 on 03 9699 8299 or by email [info@artsaccess.com.au](mailto:info@artsaccess.com.au).

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

### Artists from culturally diverse backgrounds:

Applicants can contact Multicultural Arts Victoria (MAV) for application support by email [office@multiculturalarts.com.au](mailto:office@multiculturalarts.com.au)

Our multilingual information telephone service provides access to [translators](#)<sup>8</sup> and information in different languages.

### Technical support:

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

### Other funding opportunities

The City of Melbourne offers a wide range of funding [opportunities](#)<sup>10</sup> to support artists and the broader Melbourne community to deliver a range of quality programs and activities including opportunities at [Arts House](#)<sup>11</sup>, [Signal](#)<sup>12</sup> and [ArtPlay](#)<sup>13</sup>.

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<sup>8</sup> <https://www.melbourne.vic.gov.au/community/health-support-services/multicultural-services/Pages/translation-services.aspx>

<sup>9</sup> <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

<sup>10</sup> <https://www.melbourne.vic.gov.au/about-council/governance-transparency/Pages/grants-and-sponsorships.aspx>

<sup>11</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/arts-house/Pages/arts-house.aspx>

<sup>12</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/signal/Pages/signal.aspx>

<sup>13</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/artplay/Pages/ArtPlay.aspx>