



# Cultural Development Fund Projects Grants Guidelines

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## Acknowledgment of country

Council respectfully acknowledges the Traditional Owners of this land, the people of the Kulin Nation. We pay our respect to their Elders, past and present. We acknowledge and uphold their continuing relationship to the land.

## Introduction to the Cultural Development Fund

[The CDF-Projects grants](#) offers opportunity for local artists or arts and related organisations to apply for funds to support delivery of creative projects that engage our community.

This stream is open to all artforms and cultural heritage projects and is designed to develop new work, reconnect with our communities, and celebrate the creative life of the City.

Applicants to the CDF-Projects grants may apply for up to \$12,000 per project. Applications can include projects that occur in public space, venues or online.

Applicants are encouraged to discuss their project with a City of Port Phillip program officer before applying.

### Grant Objectives

The City of Port Phillip CDF – Projects grant aims to:

- Support artists and organisations to develop and realise creative projects in the City of Port Phillip.
- Support capacity building, mentoring, partnerships or collaborative development, and arts engagement activities.
- Support and engage diverse communities of all ages and backgrounds, including the development of work that engages with the wider Port Phillip community.
- Generate arts, cultural and heritage activity in our neighbourhoods and precincts.

### Council Priorities

In the City of Port Phillip, the arts are an essential part of the cultural diversity, creativity and prosperity of our communities.

Projects should contribute to the [Council Plan](#) strategic directions to guide our program priorities for the future. Projects will be evaluated according to how well they meet these Council priorities:

- Inclusive: a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities.
- Vibrant: with a flourishing economy, where our community and local business thrive, and we maintain and enhance our reputation as one of Melbourne's cultural and creative hubs.

## Guiding Council Strategy

[The Creative and Prosperous City Strategy 2023-2026](#) is designed to deliver on the Vibrant Port Phillip Strategic Direction of [Port Phillip's Council Plan 2021-31](#).

Key strategy outcomes include:

- A City of dynamic and distinctive precincts and places
- A prosperous City that attracts and grows businesses
- A City where arts, culture and creative expression are part of everyday life
- A City where community, creativity and business are connected and engaged

## Applying for a Cultural Development Fund Grant

### Eligibility

To be eligible to apply, applicants must be:

- Individuals who live or work in the City of Port Phillip; or be an organisation based in Port Phillip (see live or work eligibility definition note below)
- Individuals applying with a not-for-profit auspice organisation
- Individuals applying on behalf of an unincorporated group with a not-for-profit auspice organisation
- Incorporated not-for-profit organisations
- Have funded activities based in Port Phillip
- Have organisational Public Liability Insurance or an Auspice Organisation Public Liability Insurance to the value of \$20 million
- Able to provide an ABN or an Auspice Organisation ABN

### Eligibility notes

#### Live or work definition:

**Live in** is defined as demonstration that the permanent address of the individual or organisation applicant is in the City of Port Phillip.

**Work in** may be defined as:

- A demonstration of a permanent place of employment or regular or ongoing casual employment of any type in the City of Port Phillip.
- The place at which a significant official voluntary function within an organisation is conducted.
- The location of the artist or organisation's major ongoing creative workspace (e.g. rehearsal space, studio, office or operational headquarters, performance venue, gallery).

It will not be sufficient that the project only is taking place in venue or workspace temporarily hired in the City of Port Phillip

### What can be funded?

- creative projects in any artform (including cultural heritage and artist in community projects)
- creative research and development or presentation phases of a project (public outcomes for development phases may include informal readings, screenings or showings or shared online content)

### What can't be funded (exclusions)?

Funding in this stream of annual grants is not available for:

- Ongoing annual organisational support, such as continued support of a project from one year to the next.
- Projects which require retrospective funding, such as projects which have commenced or are completed.
- The purchase of equipment.
- Capital works projects, such as infrastructure, purchase of plant and equipment.
- Projects that are a part of a formal course of study.
- Previous recipients who have not fully met previous funding or acquittal obligations. Failure to meet the conditions of previous Council funding agreements will cause an applicant to be ineligible for any further Council funding.

Applicants that have a financial relationship with the City of Port Phillip (for example as employee, contractor or creditor) must declare this connection in the application. All information will be assessed accordingly.

### Assessment Process

- Council officers conduct an eligibility check, including initial assessment. Applicants that do not meet eligibility criteria will not continue for further assessment and applicants will be notified by email.

- Eligible applications are assessed by the Cultural Development Fund Reference Committee consisting of a nominated Councillor and four community representatives with arts and creative industries experience appointed by Council.
- The success of applications is determined by the application's merits against the funding criteria and program objectives, and in competition with other applications.
- All recommendations are presented to Council and applicants are notified of the outcome by email.
- Recipients will be listed on the Council's website and may be published in Council's Annual Report

The Cultural Development Fund is a highly competitive fund, and the City of Port Phillip cannot fund all the applications it receives. Funding provided in the current financial year does not ensure that funding will be available in future years.

## Assessment Criteria

Cultural Development Fund Projects grants assessment panel will assess all eligible applications against the following assessment criteria:

Assessment Criteria	Weighting
<p><b>Support creativity, artistic intention and innovation or cultural significance</b></p> <p>Does the project:</p> <ul style="list-style-type: none"> <li>• support the development and presentation of new work?</li> <li>• support innovative collaborations between artists, organisations and venues?</li> <li>• celebrate the cultural heritage of the City of Port Phillip?</li> </ul>	<b>30%</b>
<p><b>Support capacity building, mentoring, partnerships or collaborative development</b></p> <p>Does the project:</p> <ul style="list-style-type: none"> <li>• demonstrate collaboration between artists, cultural and community organisations or businesses?</li> <li>• develop co-promotional opportunities with Port Phillip venues?</li> </ul>	<b>25%</b>
<p><b>Support opportunities for access and engagement in the arts for diverse communities of all ages and backgrounds</b></p> <ul style="list-style-type: none"> <li>• Does the project reach culturally and socially diverse groups?</li> <li>• Is the venue and promotion of your project accessible and reach a broad audience?</li> </ul>	<b>20%</b>

<ul style="list-style-type: none"> <li>• Does the project include artists, community participants or audience of all abilities?</li> <li>• Does the project support opportunities for access and engagement in the arts for groups / community that typically experience barriers to participation?</li> </ul>	
<p><b>Support engagement of project participants living or working in the City of Port Phillip</b></p> <ul style="list-style-type: none"> <li>• Does your promotional plan reach a broad audience in the local community and engage people in our neighbourhoods?</li> <li>• Does the project engage artists and other collaborators in Port Phillip?</li> <li>• Does the project include direct participation of people from the local community? (e.g. through workshops, community performers or volunteers)</li> </ul>	<b>15%</b>
<p><b>Project delivery</b></p> <p>Does the project:</p> <ul style="list-style-type: none"> <li>• minimise environmental impact from the project where possible? (e.g. sustainable practise to reduce waste/waste impact on local environment)?</li> <li>• consider the impact the project may have on local residents or businesses? (e.g. control of noise, allows access to properties, complies with all relevant legislation).</li> </ul>	<b>5%</b>
<p><b>Standard of application (weighting 5 per cent)</b></p> <ul style="list-style-type: none"> <li>• Is the application of a high standard that has completeness of information, accurate and completed budget and which demonstrates value for money and the applicants' ability and capacity to deliver the project?</li> <li>• Does the budget demonstrate value for money, attempt to source other funding where applicable and show financial viability with or without Council funding?</li> </ul>	<b>5%</b>



## Submitting your application

All applications are made online through City of Port Phillip SmartyGrants

[SmartyGrants registration](#)

[Help Guide for Applicants](#)

[Applicant frequently asked questions](#)

The link to the online application form will be accessible on the [CDF-Projects website page](#) with grant timeframes.

### Working with an auspice organisation to submit your application

Individual applicants should contact the auspice organisation to confirm a letter of intention to act as auspice at least **10 working days** before the application closing date.

For CDF grants, the key arts organisations that offer auspicing services are:

- [Auspicious Arts Projects](#)
- [Arts Access Victoria](#) for deaf and disabled artists only.
- [Multicultural Arts Victoria](#) for multicultural projects or artists from culturally diverse backgrounds.
- Individual applicants or unincorporated groups need to attach a signed letter of confirmation from the auspice organisation in the support material section of the application form.
- An auspice organisation is a legally constituted body that may act as a partner with the applicant to apply for or manage funding on behalf of another non-incorporated organisation or individual.
- An auspice organisation may charge a small administration fee. Applicants should include in their budgets an auspice administration fee which may range between 5 and 20 % of the grant total depending on the organisation and level of assistance.
- An auspice organisation advises and assists with budget, legal and insurance requirements, payments of fees and charges, superannuation and tax where required and assist a grant recipient with budget acquittal report requirements.
- If the funding application is successful, the auspice organisation will receive and manage the funds on behalf of the applicant to deliver the funded project. The auspice organisation is jointly responsible for the financial acquittal of the grant.

### Support Documentation

The following support documents may be uploaded with the electronic application. Please limit size of individual documents to 2MB.

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- confirmation of commitment from supporting venue(s)
- letters of support from participating organisations and partners
- proof of public liability cover to the value of \$20M (applicants with an auspice organisation should upload a copy of their auspice proof of public liability cover)
- short artist bios or CV's (up to 10 labelled images of previous work may be submitted as part of this document)
- a letter of confirmation from your auspice body (where applicable)
- key examples of previous project promotional material, reviews articles or stills
- supporting images of visual artworks that include dates, titles, size and materials
- supplementary budget information (including quotes where applicable)
- for short film applications, please include a two-page short film synopsis with story arc and key characters, location stills, film stills
- other support material may include draft script synopses, examples of literary work permissions or copyright documentation (please be sure that these documents are not too large)
- risk management or COVID-safe plans where appropriate
- links to vimeo, facebook or youtube as additional supplementary material in labelled fields. Avoid using links to online support material that require passwords for access.

For help accessing the online application, problems in uploading documents or if a submission email is not received, please contact the Arts grants and funding Officer on 03 9209 6165.

## Permits and Local Laws

Projects in Council venues or open spaces such as parks and foreshore may need permits or hire agreements. Applicants proposing projects which include the exhibition and installation of artworks or the building of temporary structures, or performances or events in public and open space, may need advice regarding a permit application prior to application submission.

## Projects in public space

Applicants planning events in outdoor public space will be required to apply for a City of Port Phillip Event permit. To find out more about the permit process and contacts, refer to [City of Port Phillip Events Application](#) webpage

## Artists working with community

Artists who are interested in working with the community may find this Creative Victoria Guide useful [The Arts Ripple Effect | Creative Victoria](#)

## Working with First Peoples

It is considered respectful protocol to engage with Traditional Owners to discuss planned projects or events that occur on their lands.

Applications, particularly those that include any Indigenous elements or initiatives should engage with Traditional Owners and the best way to achieve this is through a consultation process.

The Traditional Boundaries that make up the City of Port Phillip belong to the Bunurong People, Boon Wurrung People and the Wurundjeri Woi Wurrung People of the wider Kulin Nation; with Bunurong People and Wurundjeri Woi Wurrung People being formally recognised as Registered Aboriginal Parties. The Bunurong People are represented by the [The Bunurong Land Council Aboriginal Corporation](#); The Boon Wurrung People are represented by the [Boonwurrung Land & Sea Council](#) and the Wurundjeri Woi Wurrung People are represented by the [Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation](#)

## Support provided by Council

### Grants Information Sessions and Grant Writing Workshops

All applicants are strongly encouraged to attend a Grant Writing Workshop and information session before applying for a Council Grant.

To attend a Grant Writing for Creatives and Information Workshop, visit [Community sector resources - City of Port Phillip](#)

Interpreters for Auslan and languages other than English are available upon request. If you have any access or support requirements to enable equitable participation in these sessions, please contact the Grants and Funding Officer, on phone: 03 9209 6777 or email: [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

See [Cultural Development Fund: Projects Grants Timeframes](#) for Information Session and Grant Writing Workshop dates

## Funding principles

Funding Principles	Funding Principles Example
Child Safe Standards	Meet obligations in relation to keeping children and young people safe
Inclusion and Accessibility	Be free from discrimination and enable equitable participation for all community members
Equity	Address disadvantage and offer equal opportunity to all by recognising the individual needs of different community members
Responsiveness	Consult with participants and service users to respond to community needs.
Efficiency and Effectiveness	Maximise use of community and Council resources to achieve project goals.
Accountability	Maintain transparent governance and reporting processes.
Sustainability	Model environmental, social and economic sustainable practice.

Table 4: Funding principles

### Lobbying

Canvassing or lobbying of councillors, employees of the City of Port Phillip or assessment panel members in relation to any grant, subsidy and sponsorship applications is prohibited.

### Checklist: Preparing your grant application

Task	Useful information and references
Successfully acquit all previous grants from the City of Port Phillip.	This includes either a Project Status Report or an Acquittal Report (if project is complete) for the previous year's Cultural Development Fund - Projects Grants  Council will consider an applicant's previous compliance with grant acquittal requirements when checking eligibility for and assessing new grant applications.
Read the Cultural Development Fund: Festivals and Events Grants Guidelines	(This document)

Check your organisation or group is an eligible applicant.	<a href="#">Eligibility</a> <a href="#">Appendix A – Definitions</a> <a href="#">Appendix B – City of Port Phillip Map</a> <a href="#">Appendix C – Grant terms and conditions</a>
Check your project or program is eligible for a Cultural Development Fund Grant.	<a href="#">Cultural Development Fund Grants</a> <a href="#">What can be funded?</a> <a href="#">What can't be funded (exclusions)?</a>
Review the list of previous Cultural Development Fund Grant recipients to understand the types of projects and programs funded.	<a href="#">Previous Cultural Development Fund Grant recipients<sup>1</sup></a>
Check the Cultural Development Fund: Festivals and Events Grants Timeframes align with your project or program timeframes.	Program <a href="#">timeframes</a>
Familiarise yourself with the Council Plan.	<a href="#">Council Plan 2021-31<sup>2</sup></a>
Attend a grants information session or grant writing workshop (or both).	Cultural Development Fund <a href="#">-Grant writing for Creatives Workshop and information Session<sup>3</sup></a>
Start a new Cultural Development Fund Grants application in SmartyGrants: <ul style="list-style-type: none"> <li>Visit the City of Port Phillip SmartyGrants website.</li> </ul>	<a href="#">City of Port Phillip SmartyGrants website<sup>4</sup></a> <a href="#">City of Port Phillip SmartyGrants Login and Registration page<sup>5</sup></a>

<sup>1</sup> For full link to Previous Grant Recipients: [Cultural Development Fund - Projects - City of Port Phillip](#)

<sup>2</sup> For full web link to the Council Plan 2021-32: <https://www.portphillip.vic.gov.au/about-the-council/council-plan-and-budget>

<sup>3</sup> For full web link to Cultural Development Fund Grants Information Session: [Community sector resources - City of Port Phillip](#)

<sup>4</sup> For full web link to the City of Port Phillip's SmartyGrants website: <https://portphillip.smartygrants.com.au>

<sup>5</sup> For full web link to the City of Port Phillip's SmartyGrants Login and Registration: <https://portphillip.smartygrants.com.au/applicant/login>

<ul style="list-style-type: none"> <li>• Select the Cultural Development Fund Grants category to which you would like to apply.</li> <li>• You will then be asked to log into your existing SmartyGrants account or register as a new user.</li> </ul>	
Review the Assessment Criteria in these Guidelines.	<a href="#">Assessment Criteria</a>
Fill in and complete your application form. Note: In the budget section, ensure the income equals expenditure.	<a href="#">City of Port Phillip SmartyGrants Login and Registration page</a> <a href="#">Access and inclusion</a> <a href="#">LGBTIQA+</a> <a href="#">Sustainability</a>
Obtain and attach all mandatory supporting documentation to your application. There are additional requirements for applicants who are being auspiced.	<a href="#">Support documentation required</a>

## Contact us

Please contact us via ASSIST on 03 9209 6777 or send a service request online [Contact us - City of Port Phillip](#)

- To discuss your project idea
- If your proposed project will be in public space
- For questions about organisations that might act as a project auspice
- General questions about your application

To find out about other City of Port Phillip funding and grants programs go to the [Funding Grants and Subsidies webpage](#)

## Access and inclusion

Interpreters for Auslan and languages other than English are available upon request. If you have any access or support requirements to enable equitable participation in this program, please contact the Grants and Funding Officer on 03 9209 6777 or email [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

The City of Port Phillip is committed to equitable participation and engagement to its services and programs.

Council has also provided an [Accessibility and Disability Inclusion Fact Sheet<sup>6</sup>](#) to support applicants in ensuring that their projects are inclusive for all participants

For other artist support and access advice applicants can contact [Arts Access Victoria](#) and [Multicultural Arts Victoria](#); two peak organisations that partner with the City of Port Phillip

## Ensuring a child safe City of Port Phillip

The City of Port Phillip has zero tolerance for child abuse, and we are a committed Child Safe organisation. Our commitment is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip.<sup>7</sup>

All grant applications that work directly with children and young people are required to comply with legislation and regulations relating to child safety including, but not limited to, the Working with Children Act 2005 and the Working with Children Regulations 2016 and the [Victorian Child Safe Standards \(CSS\)](#)

## Sustainability

The City of Port Phillip has committed to improving sustainability and reducing waste through its [strategies](#). Applicants are encouraged to demonstrate how they have considered a positive sustainability impact in their project planning.

Applicants are advised to avoid using balloons, single use plastic bags and straws or single use crockery and cutlery that cannot be recycled.

Applicants are encouraged to consider how they can reduce their impact on the environment by implementing the following:

- avoiding the use of disposable decorations
- reducing power consumption
- utilising e-ticketing
- promoting public transport, walking and cycling
- sharing resources with other organisations or project supporters

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<sup>6</sup> Full web link to Accessibility and Disability Inclusion Fact Sheet: <https://www.portphillip.vic.gov.au/media/3m2fxcxh/accessibility-and-disability-inclusion-fact-sheet-for-grant-applicants-2021.pdf>

<sup>7</sup> Full web link to Victorian Child Safe Standards: <https://ccyp.vic.gov.au/child-safe-standards/>

- washing crockery and cutlery rather than using disposable items
- encouraging reusable coffee cups
- providing drinking water to reduce the use of plastic bottles
- composting organic waste.

For advice about making your event more sustainable, contact Council on 9209 6777 or [enviro@portphillip.vic.gov.au](mailto:enviro@portphillip.vic.gov.au)

## LGBTIQA+

Council prides itself on being welcoming and sensitive to the needs of people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer and asexual (LGBTIQA+).

Council works hard to ensure our community is inclusive and we are committed to promoting a fair, just and tolerant community.

Applicants are encouraged to consider how they can ensure events are safe, welcoming and inclusive of LBGTQIA+ community.

## Appendix A – General Definitions

**ABN (Australian Business Number):** The Australian Business Number is a number used to identify a business or organisation for tax and Australian Government purposes. An ABN for an applicant organisation or for the applicant Auspice organisation must be provided in the grant application.

**Auspice:** A legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated group or individual. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant budget in consultation with the applicant.

**Acquittal Report:** An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An acquittal report usually consists of a written report that summarises project outcomes in relation to project aims. Grant recipients will be required to provide a testimonial or photo as supporting documentation with their acquittal report. It also provides a financial statement detailing how the funds were spent. All acquittal reports are summarised and presented to Council following the round completion. Recipients that do



not submit their acquittal report will be listed and may not be eligible for further funding from the City of Port Phillip.

**Assessment Panel:** City of Port Phillip has two Cultural Development Fund Grant Assessment Panels responsible for assessing Cultural Development Fund grant applications. Each Panel consists of four Community Representatives, from the Cultural Development Fund Reference Committee and a Councillor. Care is taken to ensure that representatives do not have a conflict of interest in assessing and recommending Grants for funding.

**Community:** For the purposes of this document, 'community' refers to people living, working, visiting and studying within the City of Port Phillip.

**Conflict of Interest:** A conflict of interest occurs if a member of the grant assessment panel has something to personally gain from the grant application. It also extends to providing family and close friends with preference.

**Council:** The City of Port Phillip is defined as a geographical area and also the entity which has the authority to make decisions on behalf of the City of Port Phillip.

**Grant:** A grant is a sum of money awarded to an organisation or auspiced individual applicant for a specified purpose

**GST (Goods and Services Tax):** Organisations are strongly encouraged to establish their responsibilities in relation to their GST status and indicate on the application form what that status is. Successful applicants or applicant auspice organisations with an ABN and registered for GST may either submit a tax invoice or receive a Recipient Created Tax Invoice, for their grant, plus 10% GST. Successful organisations with an ABN and not registered for GST will not receive a Recipient Created Tax Invoice or 10% GST for their grant. These organisations will receive only their grant amount.

**In-kind Contributions:** An in-kind contribution is the 'non-cash' contribution made by the applicant that can be allocated a financial value, i.e. volunteer services. Applications with in-kind contribution will be viewed favourably.

**Incorporated Organisation:** An organisation that is a legal entity and has a legal structure. The organisation must be registered with Consumer Affairs Victoria. For more information please contact Consumer Affairs Victoria or phone 1300 558 181.

**Non-compliant:** An applicant (this includes organisation and/or individual) may be deemed non-compliant in the circumstances that the recipient;

- failed to meet terms and conditions of funding deed

- is insolvent
- is under legal investigation
- failed to lodge a satisfactory acquittal (a satisfactory acquittal demonstrates that the selection criteria of the program were met, and the financial expenditure of the project was spent appropriately, or unspent funds returned to Council
- did not complete the project and failed to lodge an acquittal
- completed the project and failed to lodge an acquittal.

**Not for Profit (NFP) Organisation:** A NFP is an organisation that does not distribute any profit to: an individual, its members and or shareholders. Any profit from the organisation will be directed back into the organisation and its activities.

**Objectives / Aims:** An objective/ aim states the overall goals of the program.

**Outcomes:** Outcomes describe the specific results of the project.

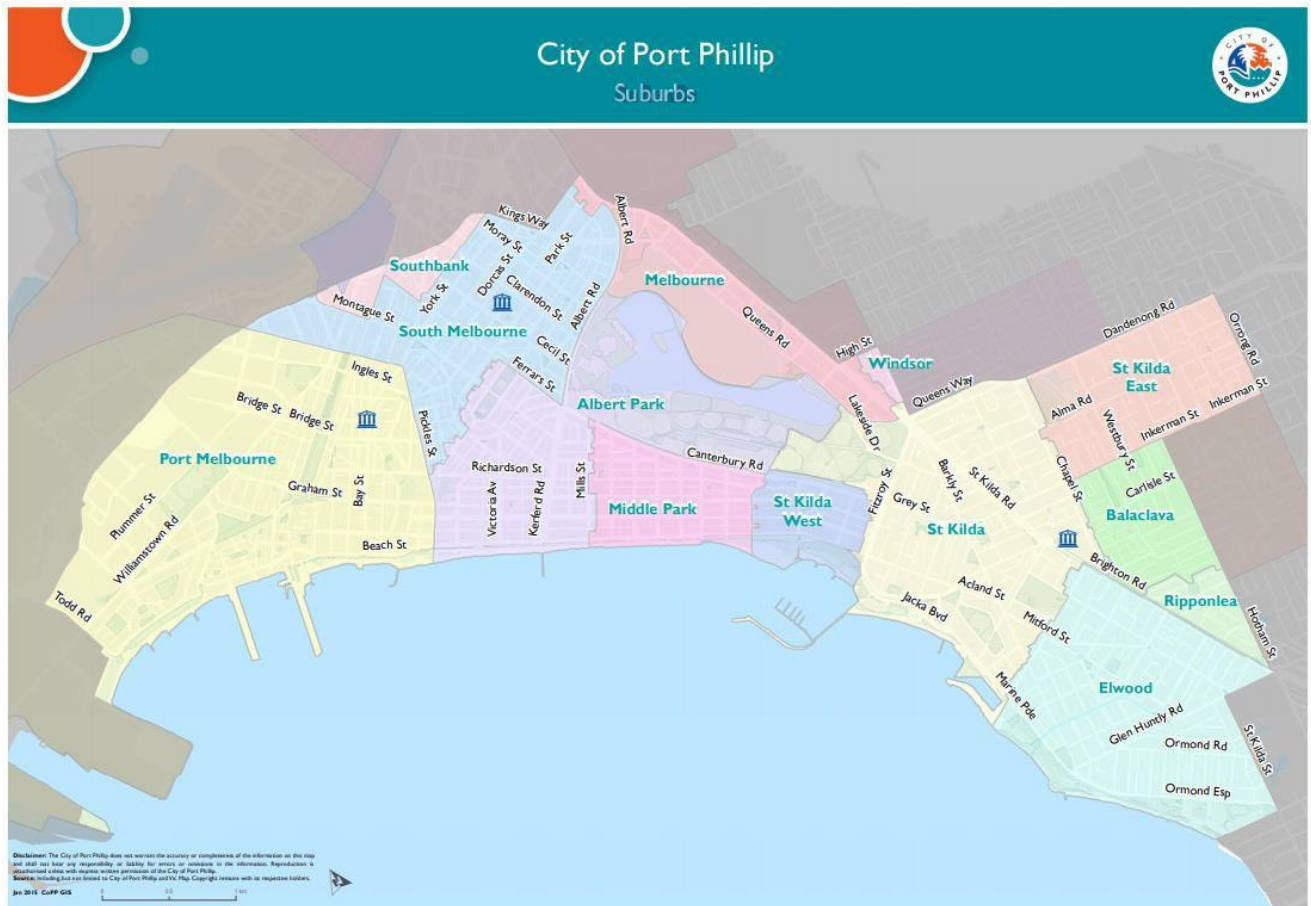
**Project Status Report:** An online Project Status Report must be submitted in SmartyGrants if an acquittal report has not been submitted at the time of making a new application.

**Project Variation Report:** A Project Variation Report is to be submitted by an applicant if there is to be a substantial variation or change to the project from the initial application.

Applicants wishing to submit a Project Variation Report, or a Project Status Report must first contact the Arts Grants and Funding Officer on 03 9209 6777 or [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

# Appendix B – City of Port Phillip Map

If you would like to access a digital map of Port Phillip, please view [here](#)



## Appendix C – Grant Terms and Conditions

- If your application is successful you will be required to sign and return the Conditions of Funding Agreement.
- Funded applicants must provide a project acquittal report eight weeks after completion of the project and no later than 8 weeks from 31 December 2024. Projects should be completed unless otherwise approved in writing by Council. All reports are to be submitted online via SmartyGrants.
- Applicants holding a launch or event for a funded project funded and are planning to invite the Mayor and Councillors, are required to ensure their invitation is sent at least 3-4 weeks prior to the event. The relevant Council officer should be sent a draft of invitations and other promotional material prior to public release.
- Applicants wishing to invite the Mayor to speak at a launch should first contact the Arts grants and funding Officer.
- Grant recipients are required to acknowledge the City of Port Phillip in all promotional or publicity material for the funded project. The presentation of the logo should match the involvement and relative importance Council had in the project or activity. A jpg and gif format logo along with City of Port Phillip's style guide will be provided to successful applicants.

Grant recipients must comply with all relevant laws and conditions. Significant State and Commonwealth legislation includes:

- Carer Recognition Act 2012
- Consumer Affairs Victoria
- Charter of Human Rights and Responsibilities Act 2006
- Child Safe Standards
- Disability Discrimination Act 1992
- Equal Opportunity Act 1995
- Fair Work Act 2009
- Privacy and Data Protection Act 2014
- Public Liability Insurance
- Racial and Religious Tolerance Act 2001
- Child Safe Standards
- Victorian Disability Act 2006
- Volunteer Personal Accident Insurance
- WorkSafe Victoria