



Cultural Development Fund grants program

2022/23 CDF-Festivals and Events grants Guidelines and criteria

City of Port Phillip ASSIST

📞 03 9209 6777 🌐 portphillip.vic.gov.au/contact-us





Contents

Cultural Development Fund grants program 1

2022/23 CDF-Festivals and Events grants 1

Guidelines and criteria 1

2022/23 Cultural Development Fund CDF-Festivals and Events Guidelines 4

 Acknowledgment of country 4

 About the Cultural Development Fund (CDF) grants program 4

 About the 2022/23 CDF-Festivals and Events round 4

 Submission dates 5

 Covid-safe planning for your project 5

Introduction to program 6

 CDF Program Objectives: 6

Assessment Criteria 6

 Essential Funding Criteria 6

 Desirable Funding Criteria 7

 Eligibility 7

 What can be funded? 7

 What can't be funded (exclusions)? 8

How to apply 8

Application Support Material 9

Access and inclusion support 10

 Access and Inclusion as part of your project 10

 Artists working with community 10

Permits and Local Laws 10

Events advice (for events in open space) 11

Assessment Process 11

Program key dates 11

 Call Us 11

Other Council grants and information 12

2



Other Council Priorities 12

 Ensuring a child safe City of Port Phillip 12

 Sustainability 12

Appendix A – General Definitions 13

Appendix B – City of Port Phillip Map..... 15

Appendix C – Grant Terms and Conditions..... 15

2022/23 Cultural Development Fund CDF-Festivals and Events Guidelines

Acknowledgment of country

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

About the Cultural Development Fund (CDF) grants program

The Cultural Development Fund grants program has been developed by Council to support artists, arts and cultural organisations and creative community projects in the City of Port Phillip.

This program has three streams of grants:

- [CDF-Projects](#) - for all artists who live or work in the City of Port Phillip or for incorporated not for profit organisations or groups based in Port Phillip. Up to \$12,000.
- [CDF-Key Organisations](#) – multi-year funding (3 years) for significant incorporated not for profit arts and cultural organisations based in Port Phillip. Up to \$30,000 per organisation per year of funding.
- [CDF-Festivals and Events](#) – for incorporated not for profit arts, cultural and community organisations for creative arts, cultural and community festivals and events. Up to \$20,000.

About the 2022/23 CDF-Festivals and Events round

The 2022/23 CDF-Festivals and Events grants have been developed by the City of Port Phillip to support arts, cultural and community organisations to develop creative projects in the City of Port Phillip that engage our community.

This grant round can include all artforms and cultural and heritage projects and is designed to support festivals and events that celebrate the creative and cultural life of the City develop, share new work, and connect with our communities.

4

This fund is intended for seed and development funding and applicants are encouraged to seek out other sources of sponsorship and in-kind contributions to complement the support of council.

Council grants programs continue to support the community during a period of ongoing COVID-19 recovery.

Applicants to the CDF-Festivals and Events grants may apply for up to \$20,000 per project.

Applications can include projects that occur in public space, venues and online.

Submission dates

- **Applications open:** 9 am Monday 25 July 2022
- **Applications close:** 4 pm Monday 22 August 2022

Application project activity will need to occur between July 2022 and June 2023.

Covid-safe planning for your project

Applicants proposing a project in a venue or public space will need to consider Victorian Government regulations and advice regarding COVID safe events Information that will assist you to develop a COVID Safe Plan for your event can be found at these sites:

- [Victorian Government Covid safe plan-events](#)
- [Creative Victoria Covid safe event planning information](#)
- [City of Port Phillip Covid safe outdoor event planning resources](#)

Applicants should be familiar with venue Covid-safe plans as part of any venue hire arrangement.

Applicants planning events in public space will be required to apply for a COPP Events permit.

To find out how to apply for an event permit with a COVID safe plan, to discuss or for any general queries about your project application, contact the Festivals and Events grants program officer on 03 9209 6217 or 0466 752 942

Introduction to program

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 Program 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.

CDF-Festivals and Events program objectives:

- Support organisations to develop and manage creative and cultural festivals and events 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.

Assessment Criteria

Applicants must meet **all** the Essential Funding Criteria and at least **three** of the Desirable Funding Criteria

Essential Funding Criteria

The following criteria must be met:

- Projects must demonstrate creativity, artistic intention and or cultural significance
- Funded activities must be based in the City of Port Phillip
- Applications should indicate the project's value and engagement opportunities for City of Port Phillip audiences

6

- Project participants living or working in the City of Port Phillip are involved in the project
- Project expenditure equals project income and applicant must demonstrate that the project can proceed if other funding applications are unsuccessful

Desirable Funding Criteria

Projects need to demonstrate that they meet **three** or more of the following criteria:

- Support the development and presentation of new artistic and cultural work
- Promote the City's cultural heritage
- Enhance the profile of the City of Port Phillip as an outstanding, vibrant arts environment
- Encourage participation in the arts
- Explore the identity and diversity of the City and its residents
- Explore issues related to access and equity
- Demonstrate a high level of community involvement and interest
- Demonstrate an attempt to source other funding where applicable
- Support partnerships with other organisations
- Encourage awareness of environmental sustainability through the arts

Eligibility

To be eligible to apply, applicants must be:

- Incorporated not for profit arts cultural or community organisations. Organisations from outside City of Port Phillip may apply if the festival or event is held in the City of Port Phillip and engages with Port Phillip participants and community.
- Have organisational Public Liability Insurance to the value of \$20 Million.
- Able to provide an ABN

Incorporation note:

Applicants should be incorporated under the Associations Incorporation Act OR supported by an Incorporated Association that is deemed to be non-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the Income Tax Assessment Act 1936)

What can be funded?

- creative festivals and events that engage with any artform (including cultural heritage) in the City of Port Phillip

7

- public outcomes may include different modes of delivery including outdoor or indoor festivals or events or a combination of both.
- events may include some shared online content

Please note that 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.

What can't be funded (exclusions)?

Funding in this round is not available for:

- 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

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

How to apply

All Cultural Development Fund grants use the Smartygrants online application system.

The link to the online application form will be accessible on the Cultural Development Fund website page from Monday 25 July 2022. This link will automatically close at **4 pm on Monday 22 August 2022**.

Application Support Material

The following support documents may be uploaded with the electronic application. Please use WORD or PDF formats where possible. Please limit size of individual documents to 2MB.

- Confirmation of commitment from supporting venue(s) where applicable
- Letters of support from participating organisations and or partners
- Proof of public liability cover to the value of \$20m
- Resume highlights of the key personnel (only contain information relevant to the project)
- Copy of most recent annual report (where applicable)
- Key examples of previous project promotional material, reviews articles or stills or supporting images of previous events
- Supplementary budget information (where applicable)
- A risk management plan; including a matrix identifying risks and measures to minimize risks (the detail provided with this will depend on the size of the event you are planning and should include reference to Victorian Government COVID safe advice.)
- The online application includes fields for links to Vimeo, Facebook or You tube as additional supplementary material. Please ensure that these links do not require passwords for access and limit the file size where possible.
- Short artist bios or CV's of key artists involved in the event
- Relevant experience of producers or festival/event committee
- Key examples of previous project promotional material, reviews articles or stills
- Supporting images of artworks that include key artist names titles date (where applicable)
- 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 CDF-Festivals and Events program officer.

Access and inclusion support

Interpreters for Auslan and languages other than English are available upon request.

- Auslan Interpreter Service or language translation may be arranged for an individual meeting with the Fund Officer.
- To arrange an individual meeting with translation, or to discuss your individual access needs to participate in this funding opportunity, call the CDF-Festivals and Events program Officer on 03 9209 6217 or email cdf@portphillip.vic.gov.au

For general Council information about the National Relay Service, Language translation services refer to the [City of Port Phillip Website](#). 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.

Access and Inclusion as part of your project

Council has also provided an Accessibility and Disability Inclusion Fact Sheet to support applicants ensure that their projects are inclusive for all participants. Access and inclusion considerations for your project

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

For information about organising accessible and inclusive events, see the Australian Network on Disability [Event Accessibility Checklist](#).

Artists working with community

Artists who are interested in working with the community may find this [Creative Victoria Guide](#) useful.

Permits and Local Laws

Events 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.

Events advice (for events in open space)

If you are organising an event in an open space, the CDF-Festivals and Events grants officer to co-ordinate a time to discuss your event with Arts Administrator and Events Advisor before applying for your event.

Events Advisor 03 9209 6326

Dianne.Sneddon@portphillip.vic.gov.au

For more information refer to [City of Port Phillip Events Application](#) webpage

Contact the Festivals and Events grants program officer on 03 9209 6217 or M: 0466 752 942 to discuss your project idea prior to contacting other Council departments.

Assessment Process

- Applications are assessed by the Cultural Development Fund Reference Committee consisting of a nominated Councillor and up to 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 funding recommendations are referred to a meeting of Council for approval.

All Cultural Development Fund grants are 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.

Program key dates

- Applications open on Monday 25 July 2022
- Applications close at 4 pm Monday 22 August 2022
- Applications confirmed by auto email within 1 working day of submission
- Applicants will be notified of the outcome by email by November 2022
- Successful projects announced by December 2022
- Funds available to successful applicants in January 2023
- Funded projects completed between January 2023 and June 2023

Call Us

- To discuss your project idea

11

City of Port Phillip ASSIST

 03 9209 6777  portphillip.vic.gov.au/contact-us



- If your proposed project will be in public space
- General questions about your application

Contact the CDF-Festivals and Events grants program officer on 03 9209 6217 or 0466 752 942 or email cdf@portphillip.vic.gov.au

Other Council grants and information

To find out more about Council goals, applicants are encouraged to read

- the current [Council Plan](#)
- the [Art and Soul - Creative and Prosperous City Strategy 2018-2022](#)
- the [Events Strategy 2017-2022](#)
- Information about other City of Port Phillip funding can be found on the [Funding Grants and Subsidies webpage](#)

Other Council Priorities

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.¹

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.

¹ Full web link to Council's Child Safe Standards: <http://www.portphillip.vic.gov.au/child-safe-standards.htm>

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
- 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

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 the organisation or for the Auspice organisation must be provided in the grant application.

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

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 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

13

that status is. Successful organisations with an ABN and registered for GST will 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 if the Acquittal Report has not been submitted by November 2021.

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. Funded organisations wishing to submit a Project Variation Report must first contact the Cultural Development Fund Officer on cdf@portphillip.vic.gov.au or 03 9209 6165

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 2023. 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/Councillors and/or Council Officers, 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 Cultural Development Fund Officer.
- Funded organisations 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.
- The funded organisation 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