



2020

Response grants Guidelines and Criteria



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If you require a large print version
contact ASSIST on **03 9209 6777**.

Language assistance

廣東話 9679 9810 Ελληνικά 9679 9811
普通話 9679 9858 Русский 9679 9813
Polska 9679 9812 Other 9679 9814



A phone solution for people
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National Relay Service (NRS):

- TTY users dial **133677**, then ask for
03 9209 6777
- Speak & Listen users phone **1300 555 727**,
then ask for **03 9209 6777**

For more information - www.relayservice.gov.au

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Introduction to the 2020 Response grants

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

The 2020 Response grants have been developed by the City of Port Phillip to support local artists, cultural organisations, and creative groups dealing with the ongoing impact of COVID-19.

The grants aim to support:

- research and development of new work
- production of new digitally enabled or online work
- promotion of existing work online (increasing capacity and can include purchase of digital equipment directly related to the project proposal)
- arts engagement activities developed online which support and engage diverse communities, and which connect to longer-term new or existing face-to-face programs
- explore capacity building opportunities including mentoring, partnerships or collaborative development
- development of work that engages with the wider Port Phillip community, including children, vulnerable groups, and traders

If your proposal includes purchase of equipment, software or professional services for online development, quotes should be uploaded as support material.

Submission dates

- **Applications close:** midnight Monday 8 June 2020

Who can apply

2020 Response grants are a general grant stream 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 \$4,000 for individuals and up to \$8,000 for group/organisational projects.)

Auspice information for individual artist applicants

The City of Port Phillip will require successful applicants who are individual artists or individuals applying for a small unincorporated collective or group project to engage an auspice organisation to assist in managing the grant. Read this document to find out how to work with an auspice organisation. For the purpose of the Arts Response grants, the key auspice organisations will be:

- [Auspicious Arts Projects](#)
- [Arts Access Victoria](#) for deaf and disabled artists only

Auspice organisation administration fees for this series of grants

Applicants should include in their budgets an auspice administration fee of 5% (Auspicious Arts) or 10% (Arts Access) of the total grant request.

Project activity and acquittal reporting dates

- Project activity can occur between August 2020 and December 2021.

- Applicants will be required to submit a grant acquittal report 8 weeks from completion.

For more information about the grants or to discuss your project idea, contact the Arts Development Officer on 03 9209 6165

Response Grants 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 innovation or cultural significance
- Funded activities must be based in the City of Port Phillip
- Applications should indicate the project's value to City of Port Phillip audiences, readers, viewers, users
- The applicant must live or work in the City of Port Phillip, or be a First Nations artist of Boon Wurrung descent. (see eligibility definition note on page six)
- 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 or presentation of new work
- Encourage participation in the arts
- Explore the identity and diversity of the City and its residents
- Explore issues related to access and equity
- Demonstrate community involvement or interest
- Support and develop partnerships
- Promote the City's cultural heritage
- Develop capacity for sharing artistic content (this could include workshops, training, or equipment purchase for developing online content)
- Enhance the profile of the City of Port Phillip as an outstanding, vibrant arts environment

Eligibility:

The applicant may be an individual artist with an auspice organisation, an office bearer of a not-for-profit organisation, or member of a core creative group based in the City of Port Phillip.

'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 venue is in the City of Port Phillip

First Nations artists of Boon Wurrung descent need to

- Demonstrate family connection.
- Demonstrate a continued connection to country and community.
- Obtain a support letter from the Boon Wurrung Foundation.

Artists of Boon Wurrung descent can discuss their eligibility or application with Jarra Steele, Council's Indigenous Arts Officer on 0403 448 697 before beginning an application.

Applying for an Arts Response grant

Who is eligible to apply?

- Individuals with an auspice organisation
- Individuals applying on behalf of an unincorporated collective or group with an auspice organisation
- Incorporated not-for-profit organisations

Funding is not available for:

- Ongoing annual organisational support
- Projects which require retrospective funding, such as projects which have commenced or are completed **unless you are applying for support to promote existing work through digital or online formats**
- Capital works projects, such as infrastructure, purchase of plant and related 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.

Application assessment process

Applications are assessed by the Cultural Development Fund Reference Committee. The success of applications is determined by the application's merits against the funding criteria and program objectives, and in competition with other applications.

The City of Port Phillip arts grants are highly competitive, and Council cannot fund all the applications it receives.

Access and support for your application

The City of Port Phillip is committed to providing access and support for applicants as follows:

- Information on Port Phillip webpages can also be accessed through the Readspeaker button at the top of each page.

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

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.

Contact the Arts Development Officer 03 9209 6165 to prior to applying if your project is in public space

How to apply

The City of Port Phillip uses the Smartygrants online application system.

The link to the online application form will be accessible on the Arts Response grants web page from Thursday 21 May 2020. This link will automatically close at **midnight** on Tuesday 9 June 2020.

Hints for online application form

- Read the basic tips and the Applicant Help Guide online (see a direct link to the Help guide at the beginning of the online application form).
- Preview the online form. It contains hints about what you need to consider for each section of the application.
- Save an initial draft of your project description and timelines in a WORD document as back-up.
- Applicants can cut and paste text from a draft word document to a question field in the electronic document.
- It is best **not** to cut and paste data into the fields of the application budget template. The budget page has an automatic addition capacity.
- The final application is submitted in the online format. Save a pdf copy of electronic version of your completed online form prior to final submission
- A confirmation email should be received within 1 working day of submission with a final pdf copy of your application attached.
- Compulsory questions in the form will have an asterisk. The application cannot be submitted unless all compulsory fields are completed. A dialogue box will appear on clicking the submit button on the final page if there are any empty fields.

- Some of the question fields have set word limits which will be visible below the field. If these fields are over their word limits, a dialogue box will appear when you click the submit button.

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) if applicable (this will be dependent on State Government CoVID 19 advice)
- Letters of support from participating organisations and partners (where applicable)
- Proof of public liability cover to the value of \$20M (where necessary).
- 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 (if 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 (where applicable)
- a short synopsis with story arc for short films
- Other support material may include permissions or copyright documentation
- 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

Call Us

- To discuss your project idea
- For questions about project auspicing
- General questions about your application
- For help accessing the online application, problems in uploading documents or if a submission email is not received,

Contact the Arts Development Officer on 03 9209 6165 or cdf@portphillip.vic.gov.au .

Funding - Key Dates

Program Stages	Key Dates
Applications open	21 May 2020 at 9 am
Applications close	8 June 2020 at midnight
Applications confirmed	Auto email confirmation within 1 working day
Applicants notified	July 2020- applicants notified by email or letter
Decision announced	July 2020
Project completion dates	Between July 2020 to December 2021

Table 1 - Funding Round Key Date

Other Council grants and information

- To find out more about Council goals, applicants are encouraged to read the current [Council Plan](#) and the [Art and Soul - Creative and Prosperous City Strategy 2018-2022](#) on the Council website.
- Information about other City of Port Phillip funding can be found on the [Funding Grants and Subsidies webpage](#)

Funding requirements

Funding Agreement

Successful applicants (and auspice organisations where applicable) will be required to enter into a formal agreement with the City of Port Phillip before receiving a grant. Individual artists will need to sign with a representative from their auspice organisation.

Acquittal Report

An artistic and financial report must be submitted within eight weeks of the completion date of the funded project or activity.

Grants as taxable income and GST (Goods & Services Tax)

Any monies received by a grant recipient will be considered as taxable income unless the Australian Taxation Office has declared the organisation a tax-exempt body. For more information visit the [Australian Tax Office](#) website.

Legal and insurance standards

All applicants must comply with all legal and insurance standards. For projects that include public participation or occur in public areas, applicants will be asked to produce proof of public liability insurance (certificate of currency). Applicants using an auspice organisation should confirm that they are covered by the auspice organisation public liability policy.

Government legislation

Successful applicants must ensure they act with fairness and equity in all matters concerning staff recruitment and management, for both paid and volunteer staff. Funded applicants are required to comply with relevant Acts such as:

- Fair Work Act 2009
- Equal Opportunity Act 2010
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities Act 2006
- Victorian Privacy and Data Protection Act 2014
- Disability Discrimination Act 1992
- Victorian Disability Act 2006
- Occupational Health and Safety Acts, Regulations and Codes of Practices
- Worksafe Victoria
- Child Safe Standards Victoria

Council Priorities

Ensuring a child safe City of Port Phillip

The City of Port Phillip has zero tolerance for child abuse and is a committed Child Safe organisation. This commitment is to ensure that a culture of child safety is embedded across our community

All grant applications that involve working directly with children and young people as participants are required to comply with legislations and regulations relating to child safety including, but not limited to the:

- Working with Children Act 2005
- Working with Children Regulations 2016
- Victorian Child Safe Standards (CSS)

For more information on the Victorian Child Safe Standards refer to the [Victorian Government Commission for Young People and Children webpage](#) or contact Samantha Neville, City of Port Phillip Child Safe Standards Project Officer on 03 9209 6746 or samantha.neville@portphillip.vic.gov.au

Access and inclusion considerations for your project

The City of Port Phillip is committed to equitable participation and engagement to its services and programs. Applicants are encouraged to consider how a project may be inclusive and accessible for people with a disability.

For further ideas or assistance, contact Kelly Armstrong, Metro Access Project Officer on 03 9209 6829 or Kelly.Armstrong@portphillip.vic.gov.au

Artists working with community

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

Making your project more environmentally sustainable

The City of Port Phillip has committed to improving sustainability and reducing waste through its [strategies](#).

For advice on how to make your project more sustainable contact Lisa Paton, City of Port Phillip Sustainable Programs on 03 8563 7734 or Lisa.Paton@portphillip.vic.gov.au