



2020/2021

Cultural Development Fund Guidelines and Criteria



Postal address: City of Port Phillip,
Private Bag 3, PO St Kilda, VIC 3182

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
who are deaf or have a
hearing or speech impairment

If you are deaf or have a hearing or speech
impairment, you can phone us through the
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

Contents

Contents	3
Introduction to the Cultural Development Fund.....	4
Submission dates	4
2020 Cultural Development Fund Information Session	4
City of Port Phillip Arts Grant Writing Workshop.....	4
Cultural Development Fund Criteria.....	5
Essential Funding Criteria	5
Desirable Funding Criteria.....	5
Eligibility definition note:	5
First Nations artists of Boon Wurrung descent need to	6
Applying for a Cultural Development Fund grant	6
Who is eligible to apply?.....	6
Applications that will not be considered.....	6
Application assessment process	6
Access and support for your application.....	7
Permits and Local Laws	7
How to apply	7
Applying with an auspice organisation: individual applicants or unincorporated groups or organisations.....	7
Hints for online application form	8
Application Support Material.....	9
Funding Round - Key Dates.....	10
Call Us	10
Other Council grants and information	10
Funding requirements	10
Funding Agreement.....	10
Acquittal Report.....	11
Grants as taxable income and GST (Goods & Services Tax).....	11
Legal and insurance standards	11
Government legislation.....	11
Council Priorities	11
Ensuring a child safe City of Port Phillip.....	11
Access and inclusion considerations for your project	12
Artists working with community	12
Making your project more environmentally sustainable.....	12
Other resources	13
Council venues for hire.....	13

Introduction to the Cultural Development Fund

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

- The Cultural Development Fund – Projects, is an annual grants round that aims to assist and encourage artists and related organisations to develop and realise creative projects in the City.
- Funding may be allocated to individuals, groups or organisations.
- Individuals or unincorporated groups applying to the Cultural Development Fund annual grants will be required to engage an auspice organisation prior to applying, to assist in the management of the grant and to meet any Superannuation Guarantee and Australian Tax Office and other legislative requirements.
- Applicants to the Fund may apply for up to \$12,000 per project.
- Funding is for projects that begin from July 2020 and end by 30 June 2021

Applicants are strongly encouraged to contact the Cultural Development Fund Officer on 03 9209 6165 to discuss their project before completing the application.

Submission dates

- **Applications open:** 9 am Monday 10 February 2020
- **Applications close:** 4 pm Friday 27 March 2020

2020 Cultural Development Fund Information Session

6.30 pm to 7.30 pm Monday 17 February 2020

Emerald Hill Library & Heritage Centre

195 Bank Street South Melbourne (opposite South Melbourne Town Hall)

To register, contact Sharyn Dawson on 03 9209 6165 or
cdf@portphillip.vic.gov.au

Auslan services for this session available on request

City of Port Phillip Arts Grant Writing Workshop

A free grant writing workshops for artists, arts and community organisations seeking funding for projects with an arts and cultural focus will be held

6 pm to 8.30 pm Thursday 20 February 2020 at the St Kilda Town Hall

For details and to register for this workshop go to the [Try Booking](#) information.

For more booking information email grants@portphillip.vic.gov.au

Dates for other general workshops for community groups can also be found on the Council [Community Training web page](#)

Cultural Development Fund 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 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 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 definition note:

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 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 or work space 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 the Fund Officer and Jarra Steele, Council's Indigenous Arts Officer on 9209 6682 before beginning an application.

Applying for a Cultural Development Fund grant

Who is eligible to apply?

- Individuals with an auspice organisation
- Unincorporated groups with an auspice organisation
- Incorporated not-for-profit organisations

Applications that will not be considered

Funding 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.

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. All funding recommendations are referred to a meeting of Council for approval.

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.

Access and support for your application

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

- Auslan Interpreter Service may be arranged for an individual meeting with the Fund Officer.
- Auslan Interpreter Service can be provided at the general Fund information session on request.
- Language translation can be requested for an individual meeting
- Information on Port Phillip webpages can also be accessed through the Readspeak button at the top of each page.
- To arrange an individual meeting with translation, or to discuss your individual access needs to participate in this funding opportunity, call the Cultural Development Fund Officer on 9209 6165.

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.

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 Cultural Development Fund officer on 03 9209 6165 to discuss your project idea prior to contacting other Council departments.

How to apply

Cultural Development Fund grants use the Smartygrants online application system. Interested applicants are strongly advised to attend the Cultural Development Fund Information Session to find out more about the application process.

The link to the online application form will be accessible on the Cultural Development Fund website page from Monday 10 February 2020. This link will automatically close at **4 pm** on Friday 27 March 2020.

Applying with an auspice organisation: individual applicants or unincorporated groups or organisations

- Individual artists and unincorporated groups applying to the Cultural Development Fund are required to engage an auspice organisation to be eligible to apply for a grant.

- 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 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.
- Individual applicants or unincorporated groups need to attach a signed letter of confirmation from the auspice organisation to the application form.
- Applicants should contact the auspice organisation to confirm a letter intention to act as auspice well before the application closing date.
- If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project. The auspice organisation is jointly responsible for the financial acquittal of the grant.
- An auspice organisation may charge a small administration fee.
- [Auspicious Arts Projects](#) is the key not-for-profit organisation that provides an auspicing service and advice to artists grants.
- Other key organisations that offer specialist assistance including auspicing and advice to artists are [Arts Access Victoria](#) and [Multicultural Arts Victoria](#)
- If you have any questions about auspice organisations, please contact the Fund Officer on 03 9209 6165

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.
- Most of questions in the online form are compulsory fields, noted with 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.

- Application Project Summary and Expanded Project Description fields have set word limits described 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)
- Letters of support from participating organisations and partners
- 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 (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 (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 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

For help accessing the online application, problems in uploading documents or if a submission email is not received, please contact the Cultural Development Fund Officer on 03 9209 6165.

Submitting hard copy Support Material (labelled USB, CD or print material)

Hard copy support material may be submitted if the applicant is unable to upload electronically. Please contact the Cultural Development Fund Officer to discuss on 03 9209 6165 before submitting.

How to submit hard copy support material

Please download and complete the **Support Material Cover Sheet** from the Fund website page. Attach it to the material and either:

Submit by mail by Friday 27 March 2020 marked to the Cultural Development Fund, City of Port Phillip
Private Bag 3,
St Kilda 3182

Or submit by hand by Friday 27 March to the Assist Desk
Ground Floor, St Kilda Town Hall at 99a Carlisle Street, St Kilda (opposite St Kilda Library)

Funding Round - Key Dates

Program Stages	Key Dates
Applications open	Monday 10 February 2020 at 9 am
Applications close	Friday 27 March 2020 at 4 pm
Cultural Development Fund Information session	Monday 17 February 2020 from 6.30 pm to 7.30 pm
Are you grant ready? Arts Grant Writing Workshop	Thursday 20 February 2020 from 6 pm to 8.30 pm
Applications confirmed	Auto email confirmation within 1 working day
Applicants notified	July 2020- applicants notified by email or letter
Decision announced	July 2020
Grant Presentation Evening	July 2020 - a formal presentation to successful applicants
Project completion dates	Between July 2020 to June 2021

Table 1 - Funding Round Key Date

Call Us

- 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

Contact the Cultural Development Fund officer on 03 9209 6165 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](#) 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

It is a condition of the grant that an artistic and financial report be submitted within eight weeks from the completion date of the funded project or activity. The guidelines for reporting are detailed in the applicant funding agreement.

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 to safeguard every child and young person accessing the City of Port Phillip.

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 please refer to the [Victorian Government Commission for Young People and Children webpage](#)

For more information on how Council is creating a child safe Port Phillip contact Samantha Neville, 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 information about organising accessible and inclusive events, see the Australian Network on Disability [Event Accessibility Checklist](#). 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](#). Applicants are encouraged to demonstrate how they have considered a positive sustainability impact in their project planning. For advice contact Lisa Paton, City of Port Phillip Sustainable Programs on 03 8563 7734 or Lisa.Paton@portphillip.vic.gov.au

Applicants are advised to avoid the following:

- Balloons
- Single use plastic bags and straws
- Single use crockery and cutlery that cannot be recycled

Applicants are encouraged to consider ways of reducing their impact on the environment by:

- 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
- Encouraging reusable coffee cups
- Providing drinking water to reduce the use of plastic bottles
- Composting organic waste

Other resources

Council venues for hire

- [Town Hall Hire](#) For information about bookings and applications for various spaces within Port Phillip Town Halls. For general enquiries contact Events and Corporate Facilities on 03 9209 6500
- [A Town Hall Subsidy Scheme](#) is available for a range of events involving the community. To discuss eligibility for your proposed event, contact the Events and Corporate Facilities Team Leader 03 9209 6501
- [Carlisle Street Art Space, St Kilda Town Hall](#) Cultural Development Fund applicants may apply to exhibit their work at this Council venue. For information on the application process and dates contact the Curator on 03 9209 6215
- [Community Space](#)
For information regarding the hire of community centres for exhibition, rehearsal or performance phone 03 9209 6349
For information regarding a proposal or regarding programming of events in any of Port Phillip library spaces contact Katherine.Foster@portphillip.vic.gov.au
- [Shakespeare Grove Artist Studios](#) is a visual arts studio space supported by Council. For information regarding vacancies and the application process contact the Arts Administrator on 03 9209 6217