### Cultural Development Fund



Key Organisations 2019 - 2021

#### **Application**

#### **Guidelines and Criteria**

**Introduction**

In the City of Port Phillipthe arts are an essential part of the cultural diversity and creativity and prosperity of our communities. Council has introduced a new multi-year funding stream to support key arts organisations that have a strong track record of producing high quality work, supporting independent artists and engaging the community in a significant way.

This new initiative is a result of the [Art and Soul: Creative and Prosperous City Strategy](http://www.portphillip.vic.gov.au/art-soul-strategy.htm) to provide support to key arts organisations to retain them in the City of Port Phillip and strengthen their capacity to attract funding. The City of Port Phillip is home to a number of key arts organisations that make valuable contributions to the arts and cultural environment in the City of Port Phillip and have an impact across Victoria, nationally and internationally.

The Cultural Development Fund – Key Arts Organisations program will support a handful of significant creative contributors to the City for whom the funding will have an impact on their capacity to continue to provide outstanding arts and cultural activity in the City of Port Phillip. Up to six organisations will be funded for up to $30,000 per year for three years from 1 January 2019.

**Applications open: 3 September 2018**

**Applications close:**  **5 October 2018**

**Notification mid December 2018**

Potential applicants are encouraged to contact Susan Strano. Arts Coordinator on 9209 6653 or Sharyn Dawson, Cultural Development Fund Officer, 9209 6165 or email [cdf@portphillip.vic.gov.au](mailto:cdf@portphillip.vic.gov.au) to discuss their application.

**Application Assessment Process**

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

Organisations in receipt of multi-year funding will still be eligible to apply for project funding, provided it is not part of the organisational funding scope. An example would be a new project or partnership separate from the core funded activity.

Applications are assessed by the same Cultural Development Fund Reference Committee who assess the annual project grants. The success of applications is determined by the application’s merits against the funding criteria and program objectives and other applications received. All funding recommendations are referred to a meeting of Council for approval.

**Other Council Funding**

Information about other City of Port Phillip funding can be found at: <http://www.portphillip.vic.gov.au/funds_grants.htm> .

## Program Objectives

Arts and cultural activity benefits the whole community. It contributes to the social, economic and cultural vibrancy of place and engenders a sense of identity and belonging. The Council Plan 2017-27 has the objective of “A City where arts, culture and creative expression are part of everyday life.” Support for key arts and cultural organisations is a priority for 2018-22.

The Cultural Development Fund – Key Organisations is designed to:

## Provide multi-year organisational funding to significant arts and cultural organisations in the City of Port Phillip.

## Assist key arts and cultural organisations with the capacity to support independent artists and build new audiences, increasing participation among artists and the community.

* Increase partnership opportunities for arts organisations through leverage and strengthening financial viability for not-for-profit organisations
* Add value and extend the reach of arts activities and community engagement.
* Enable forward planning for arts organisations with multi-year funding, reducing administrative processes and building organisational capacity
* Increase creative outcomes in the City of Port Phillip.

## Eligibility Criteria

Organisations must fulfil all of the following criteria:

* Not-for-profit arts and cultural organisations based in the City of Port Phillip;
* A legal constituted entity for at least two years;
* Have a track record of presenting professional programs, providing quality sector services or otherwise supporting independent artists;
* Have a formal governance structure, annual financial budgeting and reporting and an annual operational or business plan;
* Activities must primarily involve, benefit or employ artists, arts workers and cultural professionals.

**Exclusions**

The following are excluded from applying:

* Organisations in receipt of operational funding from 1 January 2019;
* Academic institutions and schools;
* Applicants with outstanding acquittals or debts with the City of Port Phillip.

## Funding Criteria

The funding criteria will be assessed with reference to the Program Objectives above.

**Essential**

The following criteria must be met:

* Organisations must have a substantial track record of delivering high quality arts activity in the Port Phillip community;
* Applicants must demonstrate how they support independent artists and foster development of the City’s creative people and culture;
* Applicants must articulate their strategies for community participation and engagement and audience development;
* Applications should indicate levels of financial leverage and partnership development that will be targeted.

**Desirable**

Applications will increase their competitiveness if they also meet the following criteria:

* Address diversity, access and equity for artists, participants and audiences;
* Have a strategy for measuring and increasing arts participation in the community;
* Can demonstrate a plan for increasing other sources of income;
* Demonstrate environmentally sustainable practices.

## Application Requirements

Applicants will be required to address the following:

* Organisation information (contact details, ABN)
* Description of your organisation covering:
  + Brief statement of the role and work of the organisation
  + Artform, activity locations and demographic focus
  + Brief summary of the organisation’s achievements and highlights over the last two years
  + Brief details of Board and key staff (including EFT)
* Request for funding from the City of Port Phillip
  + Amount requested
  + Purpose of funding (e.g. overall operational support or specific program)
  + Response to the funding criteria and alignment with program objectives
  + Organisational impact – what would this funding from the City of Port Phillip mean for your organisation?
  + Future funding commitments or partnerships secured for this three-year period
  + Budget projections 2019, 2020, 2021 (a basic budget template is provided in the application form)
* Application supplementary material (for uploading)
  + Budget 2019, 2020, 2021 (more detailed budget information can be uploaded if applicable)
  + Strategic / business plan
  + Most recent annual report and audited financials
  + Other directly relevant links or documents

# How to Apply

Council uses the Smartygrants online application system. The link to the application form will be available on the webpage from 3 September.

Applications must be completed and lodged online by 4pm Friday 5 October 2018

For further information, please contact Susan Strano 9209 6653

For Smartygrants application assistance, please contact Sharyn Dawson 9209 6165 [cdf@portphillip.vic.gov.au](mailto:cdf@portphillip.vic.gov.au)

### Funding Requirements

# Funding Agreement

Successful applicants will be required to enter into a formal Funding Deed with the City of Port Phillip before receiving a grant.

The Funding Deed will outline:

* Schedule of payments and deliverables
* Key Performance Indicators that will reflect the objectives of the fund and measurements of impact
* Accountability and reporting schedule
* Review timeline

Each year of funding in the three year funding period will be reviewed.

## Legal and Insurance Standards

All applicants must ensure that they comply with all legal and insurance standards. Successful applicants will be asked to produce proof of public liability insurance (certificate of currency). For any legal queries please check this website: [www.artslaw.com.au](file:///C:\Users\sstrano\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\2NGMWJGY\www.artslaw.com.au).

**Other Legal Requirements:**

Successful applicants will be expected to have robust policies and procedures in place regarding Child Safety and sexual harassment, bullying and misconduct that are clear, up to date and well promoted within the organisation.

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 all relevant legislation as well as Council policies.

* [City of Port Phillip Council Plan 2017-2027](http://www.portphillip.vic.gov.au/council_plan_budget.htm)
* [Art and Soul: Creative and Prosperous City Strategy 2018-2022](http://www.portphillip.vic.gov.au/art-soul-strategy.htm)
* [City of Port Phillip Health & Wellbeing Implementation Strategy](http://www.portphillip.vic.gov.au/health_and_wellbeing_plan.htm#Municipal%20Public%20Health%20and%20Wellbeing%20Plan%202013%20-%202017)
* Child Safe Standards - [Statement of Commitment to Child Safety 2017](http://www.portphillip.vic.gov.au/child-safe-standards.htm)
* [Waste Management Strategy – Don’t Waste It!](https://haveyoursay.portphillip.vic.gov.au/dont-waste-it) (draft as at August 2018)
* [City of Port Phillip Towards Zero](http://www.portphillip.vic.gov.au/Toward_Zero_Strategy.pdf) policy

**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.

**Further information**

Susan Strano 9209 6653 or Sharyn Dawson 9209 6165[cdf@portphillip.vic.gov.au](mailto:cdf@portphillip.vic.gov.au)