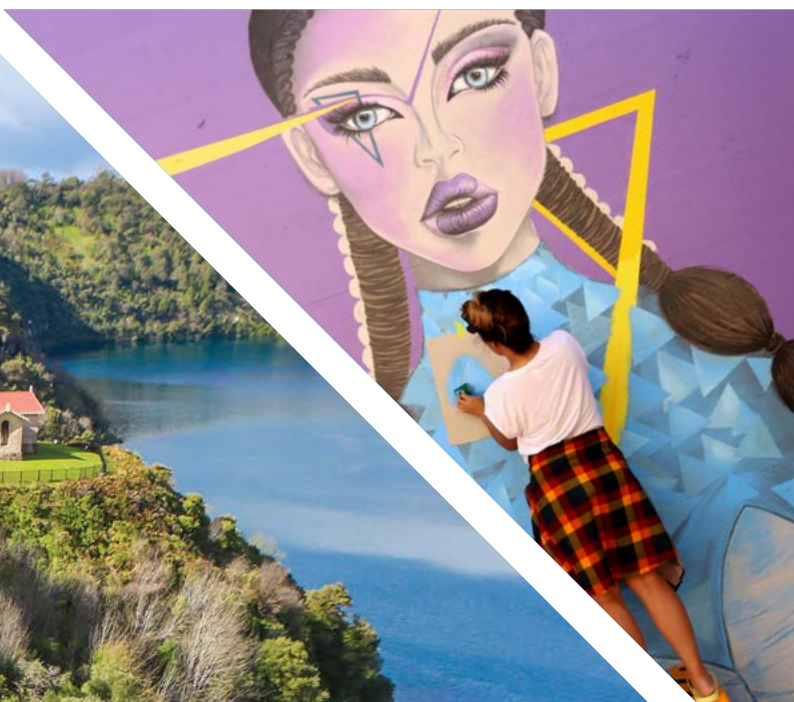


# GRANTS AND SPONSORSHIP PROGRAM

GUIDELINES & APPLICATION

## Creative Arts Fund



City of  
Mount Gambier



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The City of Mount Gambier acknowledges the  
Boandik peoples as the traditional custodians of the land  
Mount Gambier sits upon today.

We respect their spiritual relationship with the land and  
recognise the deep feelings of attachment our  
First Nations Peoples have with the land.





# Guidelines

## Introduction

The City of Mount Gambier Grants and Sponsorship Program has been updated in accordance with City of Mount Gambier's Strategic Plan to assist eligible groups and individuals with funds to host community events or projects or upgrade infrastructure, all of which strive to improve quality of life and meet community needs.

The program will ensure funding is administered in a responsible, transparent and equitable manner to all groups and individuals in the community.

Funding, in-kind or other assistance will be disbursed in accordance with Council's vision and values as per the Strategic Plan and must be clearly outlined within any grant application.

### **The City of Mount Gambier Grants and Sponsorships Program comprises of the following:**

- Community Events,
- Corporate Sponsorship,
- Community Strengthening,
- Creative Arts,
- Sport and Recreation Capital Works,
- Quick Response,
- Venue Sponsorship, and
- Event Equipment Sponsorship.

This document provides an overview of the guidelines and information required to complete an application for review by Council, in addition to directions for the acquittal process following projects and events.

# Definitions

**Acquittal** - Information provided by the grant recipient that ensures the funds have been administered responsibly and in line with the funding agreement/conditions of the funding program.

**Agreement** - A written contract outlining the expectations of both parties and key deliverables of the funded project.

**Auspecting** - An arrangement where an eligible organisation agrees to apply for, and manage a grant on behalf of another group. The auspecting organisation is responsible for all financial and acquittal requirements.

**Application** - The request for funding made using the appropriate Council application form.

**Council** - City of Mount Gambier.

**Funded activities** - Any event, program, project or purchase undertaken using funds from a grant program.

**Funding** - Refers to money and/or in-kind support provided to an organisation through a grant, sponsorship, or incentive to support the delivery of a particular activity.

**Funding program** - Any grant or sponsorship program allocated based on merit through an application and assessment process.

**Grant** - Funds provided by Council to an organisation or individual for an agreed purpose and/or activity. For the purpose of this policy 'grant' means any grant or sponsorship program where Council is providing funding to its community to support their initiatives in line with the objectives of Council's funding programs, and allocating funding based on merit through an application and assessment process.

**Guidelines** - Council's Grants and Sponsorships Programs and any other grant/sponsorship program guidelines that may be prepared.

**In-kind** - The provision of Council services and/or equipment.

**Not-for-profit organisation** - An organisation meeting the Australian Tax Office (ATO) definition of a legal entity, that is:

- an incorporated association, or
- an indigenous corporation and/or
- a charity or public benevolent institution registered with the Australian Charities and Not-for-profits Commission (ACNC).

**Profit** - An advantage or benefit, in particular a financial gain, especially the difference between the amount earned and the amount spent on funded activities.

**Sponsorship** - An arrangement in which Council provides a contribution of money and/or in-kind to support an activity for a certain specified benefit.



## Timing of applications

Round 1		Round 2	
Opening date	First Friday in July.	Opening date	First Friday in February.
Closing date	Last Friday in July.	Closing date	Last Friday in February.
Assessment	First week in August.	Assessment	First week in March.
Council	Third Tuesday in August.	Council	Third Tuesday in March.
Notification	Last week in August.	Notification	Last week in March.

Funding streams with one round each financial year are to apply in round one intakes.

# Funding conditions and criteria

The following criteria relates to ALL funding within the City of Mount Gambier Grants and Sponsorships Program. Specific program conditions are outlined within the relevant guidelines.

- Applicants should be aware that the grant process is competitive and funding may not be guaranteed.
- All applications must be received on the approved forms available on Council's website [mountgambier.sa.gov.au](http://mountgambier.sa.gov.au)
- Prior to submitting, applicants must have met/discussed the project with the respective Council department.
- All applications must be received by the funding program deadline as outlined in the guidelines. Late applications will be deemed ineligible and will not be accepted.
- All funding agreements will be documented, and expectations of the partnership agreed upon prior to funds being provided.
- Funds (cash or in-kind) will only be provided for the activities described in the application and must be in line with the funding guidelines of the respective program.
- Recipients must use the funds provided on the activity stated in their application unless otherwise negotiated with Council. If funds are spent on activities that are not stated on the funding application (or alternate activities as negotiated with Council), Council reserves the right to request that part or all of the funds be returned.
- Council must be acknowledged, as specified in the respective funding agreement, on all advertising and promotional mediums in relation to the funded activity. Council's style guide will be provided as part of the funding agreement and must be adhered to.
- The project must be uploaded to the Australian Tourism Data Warehouse (ATDW). [atdw.com.au](http://atdw.com.au)
- If the funded activity does not proceed within the agreed timelines, Council has the right to cancel the funding agreement.
- Council reserves the right not to fund any application or organisation that could possibly damage Council's brand or reputation.
- Applicants that breach or do not comply with the conditions of funding may be asked to return funds and/or may be deemed ineligible for future funds. All contractual breaches/non-compliance will be recorded in a central register and made available to the grant/funding assessment panels for consideration.
- Minor breaches may exclude an individual/organisation from receiving further Council funds until the issue is rectified to Council's satisfaction. Major breaches may exclude an applicant/organisation from being funded for a specified period of time or indefinitely.
- The final balance of Council funds will be paid following satisfactory acquittal of the funded activity.
- Unspent funds must be returned to Council.
- Where a project runs over budget, Council is not responsible for meeting any shortfall.
- Recipients are required to submit an acquittal as outlined in the specific program guidelines, showing receipt of the full expenditure of funds and other requirements as specified in the respective program guidelines. In the case that acquittals are not provided by recipients, they will be deemed ineligible to apply for and receive future funding until the acquittal is submitted.
- The applicants name, photos and/or quotes from the acquittal report may be printed in Council publications including online platforms such as websites and social media.



## Funds will not be provided for

- Reimbursement of monies already spent outside of current financial year, or projects started or completed prior to the funding application being submitted and/or awarded,
- The same project more than once in a financial year,
- Regular maintenance or operational costs,
- Normal ongoing administrative costs or salaries, and
- Politically motivated campaigns or events.

Council's support via a funding program does not transfer responsibility to Council for actions taken, or outcomes achieved by the applicant during the course of the funded activity.

## Incomplete applications and missing information

If an application submitted to Council is incomplete or missing information, the applicant may be contacted by the relevant staff member to address the error. The applicant will be informed of the information required by the program deadline outlined in the relevant guidelines. If the information is not provided within this period, the application will be deemed as ineligible.

## Unsatisfactory dealings

Applicants who have had unsatisfactory dealings with Council may be precluded from receiving funding.

For example, an organisation may be deemed ineligible for funding if they have:

- Breached the conditions of funding for previous Council funding,
- Failed to deliver on projected outcomes for previous activities funded by Council, and
- Failed to acquit a previous Council grant.

Whether or not an application is funded is always at Council's discretion.

## Assessment

Applications will be assessed against the predetermined criteria and the capacity of the applicants to deliver the activity as stated within the program guidelines.

The assessment criteria will guide the ranking of applications, whether they will be funded and to what extent.

Funding programs will be assessed by a panel who scores and compares the applications received, based on the selection criteria of the specific program. The assessment panel will consist of at least one Elected Member, one General Manager, Manager Economy, Strategy and Engagement, Manager Library and Community Development, Manager Riddoch Arts and Cultural Centre and Manager Operations Infrastructure.

To ensure transparency and equality, each member of the panel will complete a Disclosure of Conflict of Interest form prior to the assessment of applications.

Council officers who have assisted with an application will not be part of decision making process within the assessment panel for the program they manage.

Applications will be ranked based on scoring from the assessment panel and a report will be forwarded to Council outlining the recommended funds for distribution.

In addition to the criteria of each grant, Council may also determine which applications to support following the below factors:

- Amount of grant applications received, and the funding sought,
- Council's knowledge of the host organisation and the confidence that Council funds will be used wisely and for the purposes stated,
- Potential to encourage the development of the community and providing evidence of general community benefit,
- Applications that demonstrate use of local suppliers/businesses, contractors and Australian made products or improve safety and access for the community,
- Amount of funds available within the funding program budget,
- Potential impact and risk, both positive and negative on Council's brand and reputation, and
- Projects that are consistent with and contribute to Council's Strategic Plan.

An application may become undetermined at assessment and may require further information.

Final endorsement is provided by Council, except where endorsement is undertaken under delegation.

Programs endorsed under delegation are those that do not have set funding rounds and operate on an ongoing application process throughout the year.

An economic impact assessment on each funded project will be completed annually to evaluate the impact and value Council's funding programs provide the Mount Gambier community.

## Acquittal

All recipients will be required to complete and provide an acquittal report within two months of the event/project completion and before a new application can be made.

This report requires proof of expenditure for all funded items (copy of receipts). Any unspent funds must be returned to Council.

Please include all fees in your reconciled budget.

## Payment terms

The cash component of approved cash and in-kind grant/sponsorships will be paid in the following manner:

- 50 per cent prior to the project on receipt of tax invoice (first instalment),
- Post project, Council will reconcile all costs incurred from in-kind support provided and any expenses over the approved amount will be deducted from the final cash instalment, or
- The final cash amount payable will be paid upon receipt of completed acquittal and final tax invoice.

## Submission of applications

Please return completed form via email to [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au) or contact (08) 8721 2555.

**Please ensure all supporting documentation is attached before submitting your application, otherwise your application will be deemed ineligible.**





# Creative Arts Fund

Applications will be assessed by their ability to culturally enrich Mount Gambier, build connections within our community, elevate the profile and practice of regional artists, diversify artistic offerings within the city and encourage cultural tourism in one of the following ways:

- Produce original, relevant and quality artistic and cultural works that celebrate Mount Gambier's distinct arts, culture and heritage,
- Supports the delivery of the strategic goals outlined in the Strategic Plan,
- Provide professional development opportunities to artists and community groups,
- Add to the city's profile as a vibrant and culturally diverse destination,
- Increase access to an artistic or cultural experience for the community,
- Develop stimulating spaces that attract visitors and create a sense of community attachment,
- Provides benefit and increases access to the arts for the Mount Gambier community.
- Adds diversity to the City's existing cultural landscape.
- Engages local practitioners and suppliers.
- Demonstrates value for money and co-contributions either fiscal or in-kind, and
- Activates the CBD.

Applicants are encouraged to review and consider the City of Mount Gambier Strategic Plan prior to lodging an application.

## Application process

Submit a draft proposal outlining your project, including what it will be, where it will be and a sketch, photograph, design or drawing of what you are proposing. Ensure this includes how your project meets the strategic goals of the City of Mount Gambier and the Riddoch Arts & Cultural Centre.

You will also need to include:

- A CV,
- Examples of previous work,
- 200 – 500 words explaining your project,
- 200 – 500 words outlining how it fits into the goals identified on the first page,
- Expected duration/completion/display dates, and
- Draft budget.

# Eligibility

An incorporated community group.	Y
A not-for-profit organisation limited by guarantee.	Y
An unincorporated group auspiced by an incorporated association, and/or	Y
Professional artist with an ABN.	Y
Profit-making groups and organisations.	N
Government departments or agencies (including schools).	N
Applicants who have failed to acquit previous City of Mount Gambier grants	N
Applicants who fail to submit all relevant supporting documentation as requested.	N

If you are applying as an organisation, you will be required to provide financial details such as a statement and balance sheets to demonstrate your suitability for funding. All accumulated funds should be adequately explained.

## Applicants must:

- Be located within, service, or have a background or other connection with the City of Mount Gambier community or demonstrate community engagement in process and/or outcome,
- Provide a copy of their Public Liability Insurance Cover (\$20 million minimum cover) with a geographical limit of Australia and/or worldwide,
- Have an ABN,
- Obtain all development approvals required for the delivery of the project, and
- Include a copy of their organisations' Certificate of Incorporation in their grant application (where applicable).

## Projects not eligible for funding:

- Repeat projects,
- Projects or stages of projects which have already commenced,
- Purchase of buildings or land,
- Staff positions,
- Capital works,
- Projects undertaken for business development,
- Fundraising activities,
- Projects that are part of the organisations annual or regular program of activities, for example, end of year performances, and
- Activities that are expected to return a profit through ticket sales etc.

## Development Approval (for murals and installations):

Applicants are encouraged to proactively review the need for Development Approval for their project ahead of lodging their application where possible, and to provide their application for Development Approval at the same time as their grant application.

Where a grant application is lodged without a Development Application but the need for a Development Application is later identified, applicants will be expected to lodge the Development Application with required information within seven days of being advised that it is required.

Works on the project should not commence until Development Approval has been obtained, if required. Further information regarding Development Application requirements can be found at the below link, or by contacting Council direct by phone on 08 8721 2555.

Creative Arts Fund – [mountgambier.sa.gov.au](http://mountgambier.sa.gov.au)

Applicants are encouraged to engage with Council early in the process to ensure their applications receive the appropriate support with the completion of the Development Application process, and that the progress of the project and grant funding is not delayed.

As part of Council's commitment to the Creative Arts Fund, all Council fees will be waived for assessment of applications associated with the fund (this does not include State Heritage or DPTI fees), a State Government lodgement fee of \$193.00 will be included within the grant that is awarded to the applicant for any application requiring development approval.

# Application

Organisation/applicant name	
Postal address	
Application prepared by	
Position	
Phone	
Email	

Is your organisation registered for GST? (If yes, please add the GST amount on your invoice)	YES	NO
Please provide your organisation's Australian Business Number (ABN)		
Are you being auspiced by another organisation?	YES	NO
<b>If YES please provide details and attach evidence</b>		
Organisation name		
Incorporation number		

## Project details

Project name	
Project date(s)	
Project venue	

## Project summary *250 word description*

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## City of Mount Gambier Strategic Plan 2024-2028

*Tick the relevant priorities that your project will support*

**Please identify the area/s in which your event supports the City of Mount Gambier Strategic Plan**

### **Environmental and Liveability**

We are custodians of the landscape, committed to protecting and preserving our natural environments, creating a liveable city.

### **Learning and Innovation**

A regional learning hub that fosters innovation and local industries.

### **Infrastructure and Services**

A high quality, affordable lifestyle where people are happy, healthy, and housed and able to access all available resources.

### **Economic and Business Growth**

A creative, entrepreneurial mindset that creates a thriving resilient community.

### **A Vibrant Community**

Events, activities, sport and recreation all contributing to a vibrant city during the day, at night and across all the season.

To download a copy of the Strategic Plan, please visit: **[mountgambier.sa.gov.au](https://mountgambier.sa.gov.au)**

**Please explain how you will support these priorities** *Maximum 150 words*

**Assessment Questions** *Applications will also be assessed on the following weighted assessment questions*

How does your project encourage the development and overall benefit of Mount Gambier's communities?

15% weight

How does this project add to the city's profile as a vibrant and diverse destination?

10% weight

Does your project engage local creative practitioners and suppliers?	10% weight
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How does this project increase access to the arts for the Mount Gambier community?	10% weight
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**Please describe your concept in more detail. Include the following (if/as relevant): planning and execution, timelines, target audiences, promotion, venues, expected attendance, intended outcomes (200 - 500 words).**

Any project depicting Aboriginal and Torres Strait Islander culture must demonstrate appropriate engagement or connection to this community. Please discuss with Riddoch Arts and Cultural Centre staff prior to submission.

<b>Do you have public liability insurance?</b>	YES	NO
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Project income (GST inclusive)	Amount \$	Cash \$	In-kind \$
<b>Support income</b> – List the name of any organisation contributing to the project.			
<b>Earned income</b> – if applicable, list source, e.g. cost to participants.			
<b>TOTAL INCOME \$</b>			

<b>Project costs</b> <i>Please provide a breakdown of expenses under each category.</i>	<b>Total Cost \$</b>	<b>Amount from Council \$</b>
<b>Artist fees</b> – fee for artist/s producing work (this includes the individual/group applying for the grant if they are the primary makers)		
<b>Administration</b>		
<b>Production</b>		
<b>Freight</b>		
<b>Equipment/materials</b> – list components.		
<b>Marketing and promotion</b> – list components.		
<b>Insurance costs</b> – check with your insurer whether your existing coverage extends to the activities of this project.		
<b>Other</b> – e.g. ongoing maintenance.		
<b>TOTAL EXPENDITURE \$</b>		

### Declaration

In submitting this application, I certify that, to the best of my knowledge, the statements in this application are true and I have read and I understand the City of Mount Gambier Grants and Sponsorships Guidelines and Creative Arts Fund Guidelines.

I acknowledge that the City of Mount Gambier cannot guarantee funding approval for any application. If the grant is successful, I agree to acknowledge the contribution and support of the City of Mount Gambier within publicity, including all media, literature and promotional activities relating to the project, as well as in speeches during the course of any event.

I also agree to submit the required acquittal form with relevant supporting documentation, as well as at least two high resolution digital photographs and video footage (if available) relating to my project, within two months of the completed project. I understand the information, photos, video footage and other forms of media submitted as part of the acquittal requirements may be used by, or on behalf of, the City of Mount Gambier for promotional purposes and publications.

I have met with the Director Riddoch Arts and Cultural Centre and Cultural Development.

Name

Signature

Date

### Before submitting your application, please ensure you have attached the following:

Relevant CV's.

Examples of previous work.

Design or mock-up of proposed work.

Proof of Public Liability Insurance to the value of at least \$20 million with a location of Australia and/or worldwide.







City of  
Mount Gambier



mountgambier.sa.gov.au  
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(08) 8721 2555

