



2023/2024 Fund Guidelines:

The Creative Arts Fund provides funding to artists, community groups and non-profit community-based organisations for creative public art projects within Mount Gambier.

The Creative Arts Fund encourages projects, and provides opportunities, that make a positive contribution to the City and demonstrate consistency with outcomes from Council's Strategic Plan and Reconciliation Action Plan, with a particular focus on the following key goals:

- ▲ Supporting community events and programs that bring people together, encourage interaction and promote a sense of community.
- ▲ Providing services, programs and facilities for the community to participate in a broad range of arts and cultural activities.
- ▲ Celebrating our cultural diversity.
- ▲ Celebration of Boandik and/or Aboriginal and Torres Strait Islander Culture*
- ▲ A City brought to life with public art.

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

About the Program

The City of Mount Gambier values the positive contribution arts and culture make to the social and economic well-being of regional communities and actively encourages the practice of cultural exchange.

Council also recognises that cultural sharing and artistic expression assists in the building of resilient communities with a strong sense of place.

The Creative Arts Fund supports artists, community groups and not-for-profit organisations to deliver inspiring, creative and contemporary projects that contribute to a connected, vibrant and culturally diverse community. The Creative Arts Fund will be available for:

A creative project within the City of Mount Gambier such as:

- ▲ Murals*
- ▲ Installations (temporary or long-term)
- ▲ Events or performances (must be free and accessible to the general public)
- ▲ Creative community projects with an emphasis on skill development
- ▲ Mentorships or professional development opportunity with public outcome

* Please note the building owner/s retain the right of removal after artwork has been on display for an agreed minimum period.

Projects may focus on, but are not limited to, performing and visual arts, literature, film, design, multi-media, history and heritage, festivals, performances and public celebrations.

Applications for funding under the Creative Arts Fund, as a general rule, should be for projects with a minimum total project cost of \$3,000. An allocation of \$50,000 has been made in Council's 2023/2024 budget for distribution in this annual program.

Applications will be assessed by their ability to culturally enrich Mount Gambier, build community and cultural capacity and encourage cultural tourism in one of the following ways:

- ▲ Stimulate cultural and artistic exchange;
- ▲ Link with professional artists to build community and cultural capacity;
- ▲ Add to the City's profile as a vibrant and culturally diverse destination;
- ▲ Produce high quality artistic and cultural works that celebrate Mount Gambier's distinct arts, culture and heritage;
- ▲ Increase access for the community to an artistic, cultural or multi-cultural experience.
- ▲ Develop stimulating spaces that attract visitors and create a sense of community attachment;
- ▲ Add to the City's profile as a vibrant and culturally diverse destination.
- ▲ Activates the CBD.

Applicants are encouraged to review and consider the following documents prior to lodging an application:

- ▲ City of Mount Gambier Strategic Plan
- ▲ CBD Guiding Principles
- ▲ Mount Gambier Culture and Heritage Plan
- ▲ Public Art Strategy
- ▲ Reconciliation Action Plan

Application Process

Submit a draft proposal outlining your idea, including what it will be, where it will be and a sketch, photograph, design or drawing of what you are proposing

You will also need to include:

- ▲ 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
- ▲ draft budget

Draft submissions will be shortlisted by a panel. Those applicants whose submissions that have been shortlisted will then work with the Manager Riddoch Arts and Cultural Centre to finalise their submission, including any formal paperwork required by council, finalisation of a budget, and any final details of project. The completed application will be presented to Elected Members for endorsement and applicants will be notified of the outcome.

Timeline

Applications open	Tuesday, 8 August 2023
Draft proposal due	Monday, 4 September 2023
Shortlisted applicants notified	Friday, 8 September 2023
Final submissions due	Friday, 22 September 2023
Successful applicants notified	Wednesday, 25 October 2023
Deliverable due	Friday, 26 April 2023

please note all dates are subject to change without notice



Guidelines

1. The grants provided by Council are to be expended only on projects and activities outlined in the application.
2. Successful applicants will be required to complete their project within 6 months of being notified they have been successful.
3. Successful applicants will be required to complete an acquittal, which includes an evaluation of the project, and the provision of evidence of expenditure of funds, including appropriate receipts. The acquittal should be completed within 6 weeks of the completion of the project and prior to 30 June 2024.
4. Successful applications must give appropriate acknowledgement of Council's support in all promotional material and programming information for the project.
5. The grant will be fully expended within the financial year of the approval, unless approval for an extension has been requested and approved in writing.
6. Any unspent funds are to be returned to Council.

You are eligible for the fund if you identify as one of the categories below:

- ▲ An incorporated community group;
- ▲ A not-for-profit organisation limited by guarantee;
- ▲ An unincorporated group auspiced by an incorporated association;
- ▲ Professional artist with an ABN

If you are applying as an organisation, you will be required to provide financial detail such as a statements 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
- ▲ Maintain or be willing to get Public Liability Insurance Cover (\$20 million minimum cover).
- ▲ Have an ABN.
- ▲ Obtain all development approvals required for the delivery of the project.
- ▲ Include a copy of their organisations' Certificate of Incorporation in their grant application (where applicable).

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 7 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 - Development Advice](#)



Applicants are encouraged to engage with Council early in the process to ensure their applications receive the appropriate support including to complete 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 lodgment fee of \$193.00 will be included within the grant that is awarded to the applicant for any application requiring development approval.

Applicants not eligible for funding

- ▲ Profit-making groups and organisations.
- ▲ Government departments or agencies (including schools).
- ▲ Applicants who submit incomplete applications.
- ▲ Applicants who have failed to acquit previous City of Mount Gambier grants.
- ▲ Applicants who fail to submit all relevant supporting documentation as requested.

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.
- ▲ Activities that are expected to return a profit through ticket sales etc.

Assessment of applications

Applications on the prescribed application form will be assessed by a selection panel in accordance with the aims, objectives, selection criteria and guidelines of the program. A report with recommendations for the allocation of grant funding will then be prepared for consideration and approval by Council.

Applicants will be assessed on the following criteria:

- ▲ The quality of support material including CV's, visual documentation, letters of support, relevant permissions.
- ▲ A clearly defined concept which is financially viable and the applicants capacity to deliver the project;
- ▲ The artistic and/or cultural strength and impact of the project
- ▲ Capacity to stimulate active community involvement and encourage, celebrate and/or demonstrate cultural diversity;
- ▲ The degree to which the project aligns with the priorities of the City of Mount Gambier's Strategic Plan.



SECTION 1 - INFORMATION ABOUT YOUR PROJECT

Applicant		
ABN		
Registered for GST?	YES	NO
Organisation / Auspicing Body		
Eligibility	Incorporated community group	
	Unincorporated group auspiced by an incorporated association	
	Not-for-profit organisation limited by guarantee	
	Professional artist with ABN	
Project Name		
Expected duration/completion/ display dates		
Amount requested	\$	
Have you received a grant from Council before?	YES	NO
Would you accept partial funding?	YES	NO
Project Summary (60 words or less)		



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)

Describe how your project aligns with the City of Mount Gambier key goals (200-500 words):

- **Supporting community events and programs that bring people together, encourage interaction and promote a sense of community.**
- **Providing services, programs and facilities for the community to participate in a broad range of arts and cultural activities.**
- **Celebrating our cultural diversity.**
- **Celebration of Boandik and/or Aboriginal and Torres Strait Islander Culture***
- **A City brought to life with public art.**

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

CREATIVE ARTS FUND



City of
Mount Gambier

Do you have public liability insurance?	YES *please attach*	NO
Where will the project take place?		
Why do you want to do this project?		



SECTION 2 - YOUR PROJECT BUDGET (GST INCLUSIVE)

PROJECT INCOME	AMOUNT \$	CASH \$	IN KIND \$
Support income – list the name of any organisation contributing to the project.			
Earned income – if applicable, list source, e.g. cost to participants.			
Amount requested from the City of Mount Gambier			
TOTAL INCOME	\$		

PROJECT COSTS Please provide a breakdown of expenses under each category.	TOTAL COSTS \$	AMOUNT FROM COUNCIL \$
Artist Fees – fee for artist/s producing work (this includes the individual/group applying for the grant if they are the primary makers)		
Administration		
Production		
Freight		
Equipment/materials – list components.		
Marketing and promotion – list components.		
Insurance costs – check with your insurer whether your existing coverage extends to the activities of this project.		
Other – e.g. ongoing maintenance.		
TOTAL EXPENDITURE	\$	\$



CONTACT INFORMATION*

Contact Person	Mr	Mrs	Miss	Ms	Dr
Position					
Mobile					
Email					

***The above contact details will not published within a Council agenda.*

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 Creative Arts Fund Program Guidelines.

I acknowledge that the City of Mount Gambier cannot guarantee funding for any application.

If the grant is successful, I agree to acknowledge the contribution and support of the City of Mount Gambier in our 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, as well as two digital photographs relating to my project, that can be used by the City of Mount Gambier for promotional purposes, by the due date.

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to PO Box 56, Mount Gambier SA 5290 or emailed to city@mountgambier.sa.gov.au but must be received by Council by **5:00pm on Monday, 4 September 2023.**



SECTION 4 - APPLICATION CHECKLIST

I have attached a copy of the following supporting documents:

- relevant CV's;
- examples of previous work; and
- design or mock-up of proposed work.