

**CC.9****ARTS GRANT SCHEME POLICY**

Division:	community services	Date Adopted:	19 August 2003
Section:	communication and cultural services	Date Last Changed:	
File Ref:	39584.03	Last Review Date:	19 August 2003

**POLICY STATEMENT**

Grants to artists or non-profit, non-government arts organisations will assist Council in meeting its vision for a 'safe, healthy, culturally enriching and ecological sustainable environment'.

The objectives of the Arts Grants Scheme are to:

- facilitate the development of art for, about, in and from the local government area;
- promote strong arts networks;
- support artistic initiatives which meet diverse social, cultural and community needs;
- provide opportunities for the implementation and development of experimental, innovative art;
- assist local artists to develop professionally;
- provide opportunities for artists and participants to engage in the life of the community; and
- develop partnerships between Council, local arts organisations, individual artists and other institutions.

**RELATED LEGISLATION, POLICIES AND PROCEDURES**

Section 356 of the Local Government Act 1993

**POLICY STATEMENT****1. INTRODUCTION**

- 1.1 Marrickville Council's Arts Grants Scheme will provide financial support to artists and non-profit, non-government arts organisations that provide programs of benefit to residents in the Marrickville local government area, with a particular focus on developing art for, about, in and from the area.

**2. ELIGIBILITY**

- 2.1 Applicants must have Australian residency; be over 18 years of age; residents of Marrickville or non-residents doing work of demonstrable benefit to the local community; or local, non-profit, non-government arts organisations that provide services and programs that benefit the residents of Marrickville.
- 2.2 Evidence must be provided that the individuals are professional practitioners of the arts and that organisations are appropriately incorporated and provide programs not conducted for private financial gain.
- 2.3 The application must be for a specific project for a minimum of \$1,000 and a maximum of \$5,000 and must not be considered as a permanent source of future funding. Grants will not be given to cover a short fall in the applicant organisation's administrative costs.

- 2.4 Applicants who have received funding for the Marrickville Arts Grants Scheme, may not apply in consecutive years.
- 2.5 Grants will not be provided to political parties.
- 2.6 Grants will be allocated once a year.

### **3. ASSESSMENT CRITERIA**

- 3.1 Artists or local non-profit, non-government arts organisations will need to demonstrate how they will use the grant to provide programs or resources or engage in professional development that will address the development of the Arts in Marrickville.
- 3.2 The Artists must demonstrate a history of working in the arts and the organisations must demonstrate a capacity to deliver artistic services or programs.
- 3.3 Applications should demonstrate how projects will contribute to the development of arts and culture in the Marrickville local government area.
- 3.4 In addition to a completed application form, the submission must include:
  - a brief, one page CV of all key project people;
  - documentation of previous work;
  - letters of confirmation from other sponsors; and
  - names and contact details for two referees.
- 3.5 The funds provided by Council must not lead to an organisation or group becoming dependent on Council for ongoing financial support.
- 3.6 Each application will be considered in light of other contributions made by Council to the applicants, for example receipt of other Council grants and resources.
- 3.7 Documentation of relevant previous work must be clearly labelled (duplicate copies only - not master copies). Documentation will not be returned until after the assessment process is completed.

### **4. CONDITIONS FOR APPROVAL**

- 4.1 Applications for items such as equipment or material must include copies of two quotes.
- 4.2 Applicants who have received funds in previous years will only be eligible to apply for assistance in the current year if all accountability and evaluation procedures have been satisfied.
- 4.3 Applicants may not vary the purpose of the grant for which they have been funded without receiving written approval from Council.
- 4.4 Applications must contain written confirmation from all partnership bodies named in the proposal as confirmed funding sources.

### **5. ACCOUNTABILITY REQUIREMENTS**

- 5.1 Successful applicants will be required to undertake the following activities:
  - sign the application form and accept the conditions of the grant;

- complete an evaluation report for Council within one month of the grant being received which details how funds were spent using the evaluation form provided by Council;
  - where funds are approved for the purchase of equipment, the organisation or individual will be required to provide receipts for equipment, the equipment is to be identified as an asset of the organisation and engraved. Should the organisation cease to exist or the individual no longer uses the equipment, the equipment must be returned to Council; and
  - supply copies of promotional material acknowledging Council's support.
- 5.2 Failure to comply with these requirements will mean the funded organisation or individual will not be eligible for grants in the future and may face legal proceedings.

## **6. COUNCIL PROMOTION**

Applications should state how Council's support will be acknowledged. Council will provide a copy of its logo to successful applicants for use in promotional materials.

## **7. ADMINISTRATIVE PROCEDURES**

- 7.1 Council will advertise its Arts Grants Scheme annually on its website, in local newspapers and Marrickville Matters.
- 7.2 Applications for a grant must be made on Council's Arts Grants Scheme Application Form which will be available from the Council Administration Building and can be downloaded from Council's Website.
- 7.3 Following the closing date for applications, applications will be considered by relevant staff against the eligibility and assessment criteria.
- 7.4 The Director, Community Services will then present a report to Council which provides a brief assessment of each application and recommends its priority for funding.
- 7.5 Council will subsequently determine the funding of applications. All decisions are final.
- 7.6 All applicants will be advised as to whether they have or have not been successful within four weeks of Council's decision.