



Cultural Development Fund

# Cultural Development Fund Guidelines

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City of Port Phillip ASSIST

📞 03 9209 6777 🌐 [portphillip.vic.gov.au/contact-us](https://portphillip.vic.gov.au/contact-us)



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# Cultural Development Fund

## Acknowledgment of country

Council respectfully acknowledges the Traditional Owners of the land on which we meet. We pay our respect to their Elders, both past and present. We acknowledge and uphold their continuing relationship to this land

## About the Fund

**The Cultural Development Fund** aims to support local artists or arts and related organisations to develop creative projects that engage our community.

This grant round is open to all artforms and cultural heritage projects and is designed to develop new work, reconnect with our communities, and celebrate the creative life of the City. Council grants programs continue to support the community during a period of ongoing COVID-19 recovery.

Applicants to the Cultural Development Fund may consider 3 streams of funding:

Cultural Development Fund Project grants may apply for up to \$12,000 per project.

Festivals and Events Grants may apply for up to \$10,000 per event.

Key Arts Organisations can apply for a share of \$180,000 per annum for a 3-year period.

## Covid-safe planning for your project

Applicants proposing a project in a venue or public space will need to consider Victorian Government regulations and advice regarding COVID safe events Information that will assist you to develop a COVID Safe Plan for your event can be found at these sites:

- [Victorian Government Covid safe plan-events](#)
- [Creative Victoria Covid safe event planning information](#)
- [City of Port Phillip Covid safe outdoor event planning resources](#)

Applicants should be familiar with venue Covid-safe plans as part of any venue hire arrangement.

Applicants planning events in public space will be required to apply for a COPP Events permit.

To find out how to apply for an event permit with a COVID safe plan, to discuss or for any general queries about your project application, contact the Cultural Development Fund Officer on 03 9209 6165 or 0466 933 057.

## Introduction to program

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

Projects should contribute to the [Council Plan](#) strategic directions to guide our program priorities for the future. Projects will be evaluated according to how well they meet these Program Priorities:

- Inclusive: a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities.
- Vibrant: with a flourishing economy, where our community and local business thrive, and we maintain and enhance our reputation as one of Melbourne's cultural and creative hubs.

## CDF Program Objectives:

- Support artists and organisations to develop and realise creative projects in the City of Port Phillip.
- Support capacity building, mentoring, partnerships or collaborative development, and arts engagement activities.

- Support and engage diverse communities of all ages and backgrounds, including the development of work that engages with the wider Port Phillip community.
- Generate arts, cultural and heritage activity in our neighbourhoods and precincts.
- Support groups that manage and stage their own festivals both via funding through the Local Festivals Fund and by encouraging applicants to seek out other sources of sponsorship to compliment the support of council.

## Cultural Development Fund Assessment 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
- 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

To be eligible to apply, applicants must be:

- Individuals who live or work in the City of Port Phillip; or be an organisation based in Port Phillip (see live or work eligibility definition note below)
- Individuals applying with a not-for-profit auspice organisation
- Individuals applying on behalf of an unincorporated group with a not-for-profit auspice organisation
- Incorporated not-for-profit organisations that demonstrate a cross section of the community
- Arts organisations (in the case of Key Organisations funding only)
- Have organisational Public Liability Insurance or an Auspice Organisation Public Liability Insurance to the value of \$20 Million.
- Able to provide an ABN or an Auspice Organisation ABN

## Eligibility notes

### Live or work definition:

**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 only is taking place in venue or work space temporarily hired in the City of Port Phillip

## Incorporation

Be incorporated under the Associations Incorporation Act OR supported by an Incorporated Association that is deemed to be non-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the Income Tax Assessment Act 1936)

## What can be funded?

- creative projects in any artform (including cultural heritage and artist in community projects)
- creative research and development or presentation phases of a project (public outcomes for development phases may include informal readings, screenings or showings or shared online content)
- small to medium scale local neighbourhood festivals or events during Covid-19 recovery to celebrate the City's community spirit, identity, arts and culture.

## What can't be funded (exclusions)?

Funding in this round 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.

Canvassing or lobbying of councillors, employees of the City of Port Phillip or assessment panel members in relation to any grant, subsidy and sponsorship applications is prohibited

## How to apply

Cultural Development Fund grants use the Smartygrants online application system.



The link to the online application form will be accessible on the Cultural Development Fund website page from ###. This link will automatically close at **4 pm** on ##.

## Working with an auspice organisation to submit your application

Read this document to find out [how to work with an auspice organisation](#)

For CDF grants, the key arts organisations that offer auspicing services are:

- [Auspicious Arts Projects](#)
- [Arts Access Victoria](#) for deaf and disabled artists only
- [Multicultural Arts Victoria](#) for multicultural projects or artists from culturally diverse backgrounds
- Applicants should contact the auspice organisation to confirm a letter of intention to act as auspice at least **10 working days** before the application closing date.
- Individual applicants or unincorporated groups need to attach a signed letter of confirmation from the auspice organisation in the support material section of the application form.
- 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 may charge a small administration fee. Applicants should include in their budgets an auspice administration fee which may range between 5 and 20 % of the grant total depending on the organisation and level of assistance
- 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.
- If the funding application is successful, the auspice organisation will receive and manage the funds on behalf of the applicant to deliver the funded project. The auspice organisation is jointly responsible for the financial acquittal of the grant.

## 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 draft script synopses, examples of literary work permissions or copyright documentation (please be sure that these documents are not too large)
- Risk management/COVID safe plans where appropriate
- 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.

## Access and inclusion support

Interpreters for Auslan and languages other than English are available upon request.

- Auslan Interpreter Service or language translation may be arranged for an individual meeting with the Fund Officer.
- 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 03 9209 6165 or email [cdf@portphillip.vic.gov.au](mailto:cdf@portphillip.vic.gov.au)

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.

## Access and Inclusion as part of your project

Council has also provided an Accessibility and Disability Inclusion Fact Sheet to support applicants ensure that their projects are inclusive for all participants. Access and inclusion considerations for your project

The City of Port Phillip is committed to equitable participation and engagement to its services and programs.

For information about organising accessible and inclusive events, see the Australian Network on Disability [Event Accessibility Checklist](#).

## Artists working with community

Artists who are interested in working with the community may find this [Creative Victoria Guide](#) useful.

## 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 or 0466 933 057 to discuss your project idea prior to contacting other Council departments.**

## Assessment Process

- Applications are assessed by the Cultural Development Fund Reference Committee consisting of a nominated Councillor and four community representatives with arts and creative industries experience appointed by Council.
- 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.

## Program key dates

- Applications open on ###
- Applications close at ###
- Applications confirmed by auto email within 1 working day of submission
- Applicants will be notified of the outcome by email by ###
- Successful projects announced by end ###
- Funds available to successful applicants ###

- Funded projects completed between January and December 2022

## 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 0466 933 057 or email [cdf@portphillip.vic.gov.au](mailto: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](#)
- the [Art and Soul - Creative and Prosperous City Strategy 2018-2022](#)
- Information about other City of Port Phillip funding can be found on the [Funding Grants and Subsidies webpage](#)

## Other Council Priorities

### Ensuring a child safe City of Port Phillip

The City of Port Phillip has zero tolerance for child abuse and we are a committed Child Safe organisation. Our commitment is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip.<sup>1</sup>

All grant applications that work directly with children and young people are required to comply with legislation and regulations relating to child safety including, but not limited to, the Working with Children Act 2005 and the Working with Children Regulations 2016 and the [Victorian Child Safe Standards \(CSS\)](#)

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<sup>1</sup> Full web link to Council's Child Safe Standards: <http://www.portphillip.vic.gov.au/child-safe-standards.htm>

## Sustainability

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.

Applicants are advised to avoid using balloons, single use plastic bags and straws or single use crockery and cutlery that cannot be recycled.

Applicants are encouraged to consider how they can reduce their impact on the environment by implementing the following:

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

For advice about making your event more sustainable, contact Lisa Paton, City of Port Phillip Sustainable Programs, on phone 03 8563 7734 or email

[Lisa.Paton@portphillip.vic.gov.au](mailto:Lisa.Paton@portphillip.vic.gov.au)

## Appendix A – General Definitions

**ABN (Australian Business Number):** The Australian Business Number is a number used to identify a business or organisation for tax and Australian Government purposes. An ABN for the organisation or for the Auspice organisation must be provided in the grant application.

**Auspice:** Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation or individual. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant budget in consultation with the applicant.

**Acquittal Report:** An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding

Agreement. An acquittal report usually consists of a written report that summarises project outcomes in relation to project aims. It also provides a financial statement detailing how the funds were spent. All acquittal reports are summarised and presented to Council following the round completion. Organisations that do not submit their acquittal report will be listed and may not be eligible for further funding from the City of Port Phillip.

**Community:** For the purposes of this document, 'community' refers to people living, working, visiting and studying within the City of Port Phillip.

**Conflict of Interest:** A conflict of interest occurs if a member of the grant assessment panel has something to personally gain from the grant application. It also extends to providing family and close friends with preference.

**Council:** The City of Port Phillip is defined as a geographical area and also the entity which has the authority to make decisions on behalf of the City of Port Phillip.

**Grant:** A grant is a sum of money awarded to an organisation for a specified purpose.

**GST (Goods and Services Tax):** Organisations are strongly encouraged to establish their responsibilities in relation to their GST status and indicate on the application form what that status is. Successful organisations with an ABN and registered for GST will receive a Recipient Created Tax Invoice, for their grant, plus 10% GST. Successful organisations with an ABN and not registered for GST will not receive a Recipient Created Tax Invoice or 10% GST for their grant. These organisations will receive only their grant amount.

**In-kind Contributions:** An in-kind contribution is the 'non cash' contribution made by the applicant that can be allocated a financial value, i.e. volunteer services. Applications with in-kind contribution will be viewed favourably.

**Incorporated Organisation:** An organisation that is a legal entity and has a legal structure. The organisation must be registered with Consumer Affairs Victoria. For more information please contact Consumer Affairs Victoria or phone 1300 558 181

**Non-compliant:** An applicant (this includes organisation and/or individual) may be deemed non-compliant in the circumstances that the recipient;

- failed to meet terms and conditions of funding deed
- is insolvent
- is under legal investigation
- failed to lodge a satisfactory acquittal (a satisfactory acquittal demonstrates that the selection criteria of the program were met, and the financial expenditure of the project was spent appropriately or unspent funds returned to Council
- did not complete the project and failed to lodge an acquittal

- completed the project and failed to lodge an acquittal

**Not for Profit (NFP) Organisation:** A NFP is an organisation that does not distribute any profit to: an individual, its members and or shareholders. Any profit from the organisation will be directed back into the organisation and its activities.

**Objectives / Aims:** An objective/ aim states the overall goals of the program.

**Outcomes:** Outcomes describe the specific results of the project.

**Project Status Report:** An online Project Status Report must be submitted if the Acquittal Report has not been submitted by November 2021.

**Project Variation Report:** A Project Variation Report is to be submitted by an applicant if there is to be a substantial variation or change to the project from the initial application. Funded organisations wishing to submit a Project Variation Report must first contact the Cultural Development Fund Officer on [cdf@portphillip.vic.gov.au](mailto:cdf@portphillip.vic.gov.au) or 03 9209 6165

## Appendix B – City of Port Phillip Map

If you would like to access a digital map of Port Phillip, please view [here](#)





## Appendix C – Grant Terms and Conditions

- If your application is successful you will be required to sign and return the Conditions of Funding Agreement.
- Funded applicants must provide a project acquittal report eight weeks after completion of the project and no later than 8 weeks from 31 December 2022. Projects should be completed unless otherwise approved in writing by Council. All reports are to be submitted online via Smartygrants.
- Applicants holding a launch or event for a funded project funded and are planning to invite the Mayor/Councillors and/or Council Officers, are required to ensure their invitation is sent at least 3-4 weeks prior to the event. The relevant Council officer should be sent a draft of invitations and other promotional material prior to public release.
- Applicants wishing to invite the Mayor to speak at a launch should first contact the Cultural Development Fund Officer.
- Funded organisations are required to acknowledge the City of Port Phillip in all promotional or publicity material for the funded project. The presentation of the logo



should match the involvement and relative importance Council had in the project or activity. A jpg and gif format logo along with City of Port Phillip's style guide will be provided to successful applicants.

- The funded organisation must comply with all relevant laws and conditions. Significant State and Commonwealth legislation includes:
  - Carer Recognition Act 2012
  - Consumer Affairs Victoria
  - Charter of Human Rights and Responsibilities Act 2006
  - Child Safe Standards
  - Disability Discrimination Act 1992
  - Equal Opportunity Act 1995
  - Fair Work Act 2009
  - Privacy and Data Protection Act 2014
  - Public Liability Insurance
  - Racial and Religious Tolerance Act 2001
  - Child Safe Standards
  - Victorian Disability Act 2006
  - Volunteer Personal Accident Insurance
  - WorkSafe Victoria