

## Cultural Development Fund Key Organisations 2022 - 2025



# Application Guidelines and Criteria

### Introduction

In the City of Port Phillip, the arts are an essential part of the diversity, creativity and prosperity of our communities. Council's multi-year funding stream aims to support key arts organisations that have a strong track record of producing high quality work, encouraging visitation to the City and engaging the community in a significant way.

These grants exist 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 July 2022.

Applications open: TBC  
Applications close: TBC  
Notification TBC

Potential applicants are encouraged to contact Angela de Mel, Industry and Partnerships Officer on [Angela.deMel@portphillip.vic.gov.au](mailto:Angela.deMel@portphillip.vic.gov.au) to arrange a time 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.

Applications are assessed by the Cultural Development Fund Reference Committee which comprises suitability qualified community members as well as a Councillor representative. 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](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 Vibrant Port Phillip direction of the Council Plan 2021-31 has the objective of “A City that has a flourishing economy, where our community and local businesses thrive, and we maintain and enhance our reputation as one of Melbourne’s cultural and creative hubs.”

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 build new audiences, increase visitation to our City and increase engagement with 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

### 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 and providing quality sector services;
- Primary focus of presenting events and/or exhibitions;
- 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:

- Academic institutions and schools;
- Applicants with outstanding acquittals or debts with the City of Port Phillip;
- Membership bodies

### 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 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.
- Demonstrate appetite to increase visitation and spend to their relevant areas.

### **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 2022, 2023, 2024 (a basic budget template is provided in the application form)
- Application supplementary material (for uploading)
  - 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 **TBC**.

**Applications must be completed and lodged online by 4pm TBC**

**For further information, please contact Angela de Mel at**

**[Angela.deMel@portphillip.vic.gov.au](mailto:Angela.deMel@portphillip.vic.gov.au)**

**For Smartygrants application assistance, please contact Sharyn Dawson at**  
**[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](http://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.

### 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.