



HUME CITY COUNCIL

# ARTS GRANTS PROGRAM

APPLICATION GUIDELINES 2023

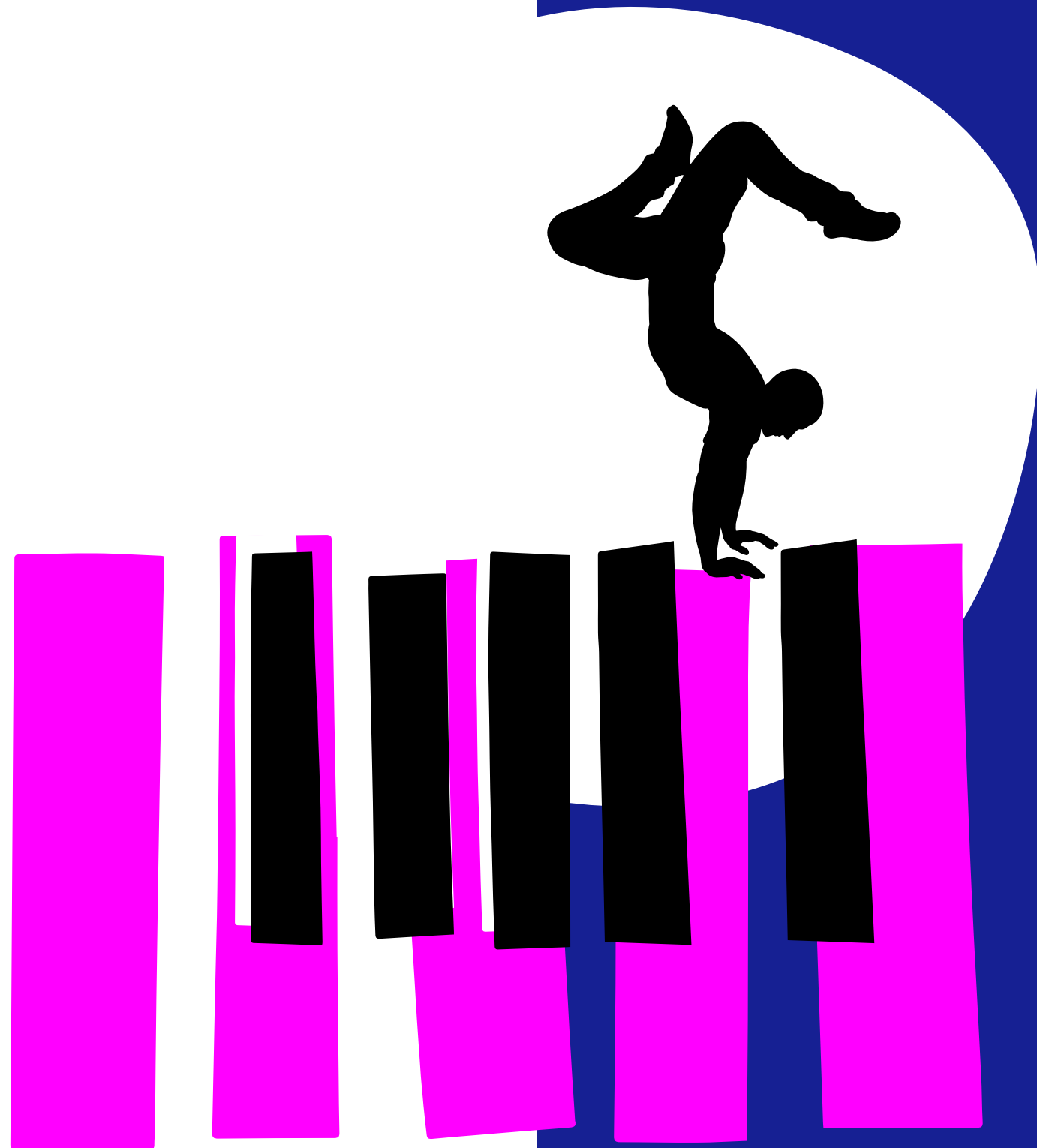
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**ACKNOWLEDGMENT OF TRADITIONAL OWNERS**

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes the Gunung-Willam-Balluk clan, as the Traditional Custodians of this land.

Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to the existing family members of the Wurundjeri Woi Wurrung and to Elders past, present and future.

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# CONTENTS

GETTING STARTED	4
ABOUT THE ARTS GRANTS PROGRAM	5
GRANTS AVAILABLE	5
DATES	6
WHO CAN APPLY?	6
HOW DO I APPLY?	8
HOW WE ASSESS GRANTS	9
WHAT DOCUMENTATION DO I NEED?	10
IMPORTANT THINGS TO REMEMBER ABOUT OUR GRANTS PROCESS	11
COMPLETING YOUR ONLINE APPLICATION	12
IF YOUR APPLICATION IS SUCCESSFUL	13
GRANT CATEGORIES	14
CONTACT DETAILS	16

# GETTING STARTED

## Thanks for your interest in the Hume Arts Grants Program.

If you are ready to apply for a grant, go straight to: [hume.vic.gov.au/artsgiants](http://hume.vic.gov.au/artsgiants)  
 Otherwise, please read these guidelines to help you prepare your application.

### QUESTIONS AND SUPPORT

Questions about your application or technical difficulties with your online application? Please contact our Arts Team for assistance.

**Telephone:**  
9205 2200

**Email:**  
[artsandculture@hume.vic.gov.au](mailto:artsandculture@hume.vic.gov.au)

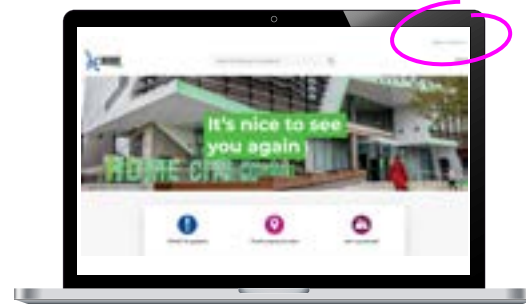
### PRINT TOO SMALL?

An accessible word version of this kit is available online.

### NEED TRANSLATION SERVICES?

Translation services are available via Humelink at [www.hume.vic.gov.au](http://www.hume.vic.gov.au). Just set your language in the top right corner (see picture below).

You can also select a translated summary of this document from the Arts Grant page on Hume's website.



# ABOUT THE ARTS GRANTS PROGRAM

The Hume Arts Grants program supports the vision of the *Hume Creative Community Strategy 2020-2025* that creative expression connects the people and communities of Hume, creating opportunity, building wellbeing, connection and belonging.

The Hume Arts Grants program will assist local artists and creative practitioners to sustainably improve their **practice capability** and **economic viability**, helping to create more visible and accessible arts and cultural practice in Hume.

This program is intended for applicants who have demonstrated a strong commitment to their chosen arts or heritage practice.

This may include literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, puppetry, arts festivals, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.

The program will prioritise projects that:

- Engage and develop practice capability for Hume artists and communities.
- Support the development of creative economic participation.
- Support environmental sustainability in Hume.

- Initiatives that address a range of social justice barriers and engage members of the community who are more likely to face barriers to participation including:

- Aboriginal and Torres Strait Islander peoples,
- young people,
- people of culturally and linguistically diverse backgrounds,
- LGBTIQ+ people,
- people living with disabilities.

# GRANTS AVAILABLE

CATEGORY	MAXIMUM AMOUNT	WHO SHOULD APPLY?	PAGE NO.
Creative Activity Grants	Up to \$3,000	Small projects run by individuals or organisations that support emerging artistic practice, develop and trial new ideas, or support the generation of new work.  Individuals attending development opportunities or purchasing equipment.	p. 14
Creative Project Grants	Up to \$10,000	Projects that can demonstrate significant benefit to the arts sector and/or community.  Projects must demonstrate partnership-building, match funding, and produce significant public outcomes.	p. 15

# DATES



## APPLICATIONS OPEN

**9AM MONDAY  
6 FEBRUARY 2023**

## APPLICATIONS CLOSE

**5PM THURSDAY  
9 MARCH 2023**

*Please note that you will not be able to submit an application after this date, and incomplete submissions are not accepted.*

*Before you apply, check that you meet the below criteria.*

### INDIVIDUALS

Applicants must:

- Have a strong commitment to their chosen arts or heritage practice demonstrated through evidence of performance, public presentation, or documentation of a body of creative work. This may include literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, puppetry, arts festivals, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Be a resident of Hume City.
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.
- Have satisfactorily acquitted any previous funding received from Hume City Council (if applicable).

### ORGANISATIONS

Applicants must:

- Operate primarily in the arts sector. This includes literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, puppetry, arts festivals, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Be based in Hume City and/or run the proposed activity or project from a location within Hume City, and/or show that it will substantially benefit residents of Hume City.
- Have no outstanding debts with Hume City Council.
- Have satisfactorily acquitted any previous funding received by Hume City Council (if applicable).

### AUSPICING

Groups that do not have a legal structure (eg. Incorporated Entity), and individuals applying for the Creative Project Grant must apply through an auspice arrangement.

Auspicings means that an organisation that is incorporated applies on your behalf and takes responsibility for meeting and fulfilling the grant expectations.

# HOW DO I APPLY?

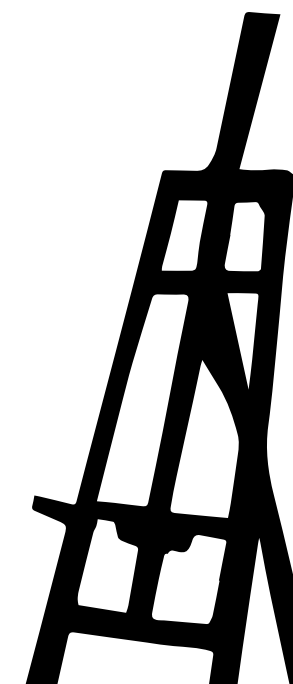
*To apply for an Arts Grant you will need to complete an application form and provide supporting documentation online. Refer to p10.*



### WHAT WILL I NEED TO RESPOND TO IN MY APPLICATION?

You will need to submit your application online using **SmartyGrants**. The application form consists of the following questions.

- What is the proposed activity and creative concept/rationale?
- How does the proposed activity benefit the Hume creative practitioners involved and/or the Hume community?
- How do you plan to deliver the proposed activity? For activities working with specific communities, how will you ensure best practice and appropriate cultural protocols?
- List all the creative personnel and organisations involved in your activity, and their role(s).
- Creative's/Organisation's biography (you must provide at least one creative's biography, and a maximum of five).
- Budget - your budget will need to show the income and expenditure of your project, demonstrate that the project can be achieved within the timeframe and will be well managed. If you are paying for wages and fees, you will need to demonstrate appropriate sector award rates.

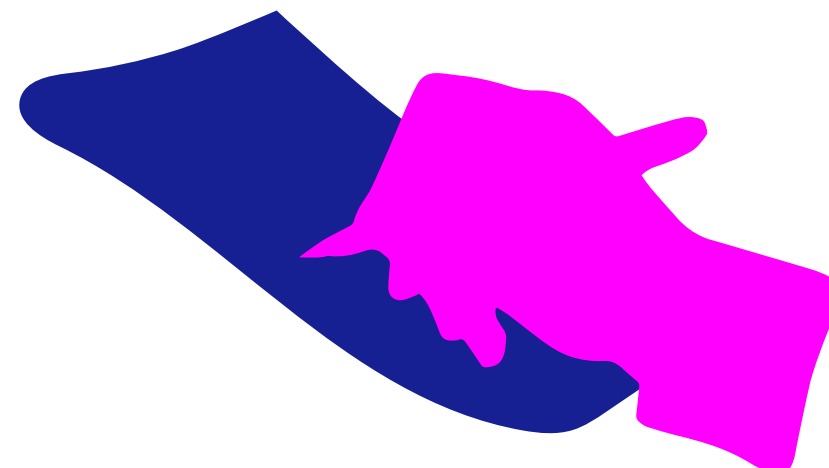


WHAT IS NOT FUNDED	NOTES
Alcohol licenses, tobacco and gambling related activities.	Council does not provide grants related to these activities because they do not support broader community wellbeing outcomes (refer to Council's Gambling Harm Minimisation Policy and Health and Wellbeing Plan).
Projects that are for general fundraising and fundraising events.	Your group can fundraise but Council cannot financially support fundraising activities.
Fixed/permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar panels, portable buildings etc.).	Arts Grants focus on arts sector activities and projects, rather than any infrastructure for community groups/organisations.
Activities that have already started and/or need retrospective funding.	If you have already completed a project or staged an event you will not be eligible for a grant for that project or activity.
Fees associated with tertiary education qualifications.	There are other avenues of funding to support these outcomes.
Projects that mostly address shortfalls in funding from other local, state and/or federal governments.	Arts Grants support unique projects, activities and events. We encourage groups to seek funding from other sources to help create the best projects and activities. However, we will not fund projects that have run out of money part-way through, been defunded by other organisations or use Council funds to 'top up' existing projects.
Activities, projects, programs and events that are owned, managed or already funded by Hume City Council.	Hume City Council's own activities, projects, programs and events are already funded through the annual budget process, therefore will not be funded through the Arts Grants.
Projects that do not meet the aims of the Arts Grants Program or Council priorities.	The purpose and priorities for the Arts Grants are identified on p. 5. Please read this and consider whether or not your project meets these aims and priorities.
Personal expenses (i.e. petrol, utility bills, phone bills that are not in the group's name or are not incurred by the group).	Arts Grants support the running of arts activities. They are not designed to fund personal expenses, even if those personal expenses relate to project activities.
Applications without adequate Public Liability Insurance. (If you do not have Public Liability Insurance please contact Council for a list of providers.)	Most applications will require Public Liability Insurance. Council does make exceptions from requiring public liability insurance for applicants who satisfy ALL of the following criteria: <ul style="list-style-type: none"> <li>You are applying as an individual.</li> <li>You are running the project alone (ie. not paying anyone to work for you, and there are not other people involved in your project either paid or unpaid).</li> <li>You are using the grant for the sole purpose of purchasing materials, equipment or training from existing providers.</li> </ul> If you intend to apply without securing Public Liability Insurance it is strongly recommended that you discuss this with the Arts Team prior to applying.
Applications that do not meet eligibility requirements.	Each grant has unique eligibility requirements, which are listed in this document under each grant type. If you do not meet the eligibility requirements listed for the grant type you seek, your application cannot be considered.
Costs that are not directly related to this project or covered by ongoing funding from another source.	Arts Grants are specifically designed to support the arts in Hume. With limited funds available, our grants are not available to fund costs outside the scope of the proposed project such as salaries, administration fees, and office rental.

# HOW WE ASSESS GRANTS

*We assess eligible applications using the criteria listed below and funding is awarded based on merit.*

% OF SCORE	CRITERIA (WHAT YOU NEED TO TELL US)	MEASURE (HOW WE ASSESS IT)
20%	<p><b>Who is delivering the activity / project?</b></p> <ol style="list-style-type: none"> <li>What is your creative record (individual / group) what do you do?</li> <li>Are you based within Hume City?</li> <li>Will this activity / project benefit residents of Hume City?</li> </ol>	<ul style="list-style-type: none"> <li>To what extent does the project benefit the arts practice, the Hume arts community and residents?</li> <li>How many local people are likely to benefit from the project?</li> <li>Will the project promote opportunities for people to participate in the arts?</li> </ul>
40%	<p><b>Why is the proposed activity / project needed? What do you hope to achieve?</b></p> <ol style="list-style-type: none"> <li>Why is the project / activity important?</li> <li>Does the project have a high level of artistic / creative merit?</li> <li>What are the expected outcomes of the project?</li> <li>How will you know if these outcomes have been achieved?</li> </ol>	<ul style="list-style-type: none"> <li>Does the proposed creative activity represent a high level of artistic or creative capability or originality?</li> <li>Are the outcomes of the project clearly identified and do they contribute to one of the areas of focus of the grants program?</li> <li>How will the applicant evaluate the outcomes of the project (Creative Project Grants)?</li> </ul>
40%	<p><b>What do you need to do to deliver the project?</b></p> <ol style="list-style-type: none"> <li>What are the planned activities?</li> <li>What is your budget?</li> <li>How will you manage the project and the budget?</li> </ol>	<ul style="list-style-type: none"> <li>Is the project well planned and achievable within the timeframe?</li> <li>Is the budget clear and realistic?</li> <li>Is the project financially viable and does it demonstrate sound management?</li> </ul>





# WHAT DOCUMENTATION DO I NEED?

*To have the best chance possible, please ensure you supply the following supporting documentation with your grant application.*

- For groups/organisations, you will need to provide evidence of your legal status status (ie. certificate of incorporation or business registration. If your group/organisation is not incorporated, you can apply for a grant through an auspice organisation. If you do this, you need to supply a letter confirming the auspice agreement. Attach this to the application.
- ABN details or completed Statement by Supplier form for your group/organisation.
- A Public Liability Insurance 'certificate of currency', to cover your group/organisation's activities for the duration of the grant period. Unless you are applying as an individual and you meet exemption criteria on p. 8.
- Quotes to support your budget (ie. for equipment hire or purchase, venue hire, advertising and promotion, flyers, posters etc.).
- Incorporated groups and organisations must provide a copy of their profit and loss statement. Australian public companies with an ABN should provide their most recently audited financial statements.
- Bank details for your group/organisation (so that you can receive payment).
- For Creative Project Grants, a referee report or letters of support. Note that Council may contact referees, so ensure their contact details are correct.
- Artistic support material: links to website or a link to 3 minutes of video material and a maximum of three A4 pages can be uploaded as a PDF or Word document.
- Individuals will need to provide proof of residency (ie. drivers licence or utility bill with a residential address in Hume City).

# IMPORTANT THINGS TO REMEMBER ABOUT THE GRANTS PROCESS

- The decision to award grants is made by Hume City Council. Council's decision will be final. There is no review or appeal process.
- Hume City Council's Arts Grants Program is a competitive process and funds are awarded based on merit.
- Canvassing of Councillors is prohibited. This means that you cannot contact a Councillor and ask them to help you get your grant approved.
- Councillors of Hume City Council are not permitted to apply, either as individuals or as part of a group/organisation. Hume City Council employees may apply so long as they can demonstrate their application does not represent a conflict of interest.
- We encourage you to review Victorian Government COVID-19 advice relating to masks, ventilation and vaccination prior to submitting.
- Councillors and Council staff cannot act as referees, as this could be an actual or perceived conflict of interest.
- Council provides funding for the term specified in the Funding Agreement. You or your group is responsible for the future sustainability of your program or activity beyond the funding period.
- Council reserves the right to withdraw support if you do not comply with Council policy or any written agreement entered into.



# COMPLETING MY ONLINE APPLICATION

When you are ready to submit your grant application, you will use an online program called SmartyGrants.

SmartyGrants lets you complete sections of your application in stages, save your progress and return to it later (you do not need to do it all at once). Your application will be stored online, so there is no need to save it to your computer.

## IMPORTANT NOTES ON USING THE SMARTYGRANTS ONLINE FORM

SmartyGrants is user friendly, but please keep the following in mind.

- It is helpful to read the **SmartyGrants Help Guide for Applicants** before you start the application form.
- Allow plenty of time to complete your online application, as submissions after the deadline are not accepted.
- As part of completing the form, you need to upload supporting documents. Files must be no greater than 25MB but are best kept under 5MB each.
- To avoid losing your work, remember to regularly save your progress in SmartyGrants every 10–15 minutes, as the form logs you out after 30 minutes of inactivity.

## ASSESSMENT PROCESS

The assessment process involves a series of steps, which is why it takes a little time before you find out the outcome of your application.



# IF YOUR APPLICATION IS SUCCESSFUL

- You will be informed of the outcome of your grant request in writing.
- If your proposal is successful, you will receive a Letter of Offer with a Funding Agreement document.
- If you are successful, you must enter into a Funding Agreement with Council before any money can be paid (via EFT).
- Note that if you are applying in partnership with an auspice organisation, funding will be paid to that organisation, who will then distribute to your group/organisation as agreed in your auspice agreement.

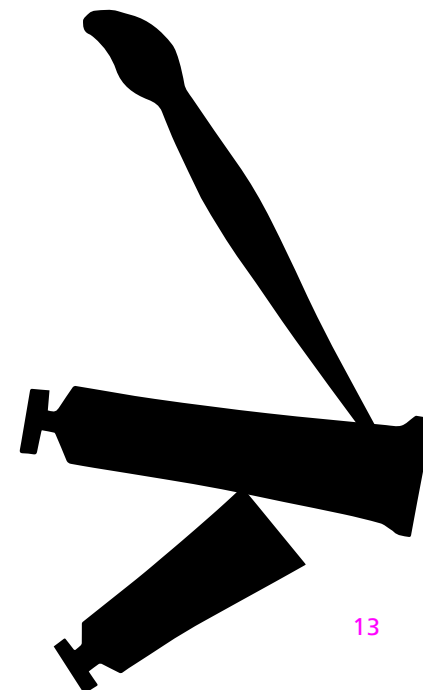
## WHAT IS EXPECTED OF ME (OR MY GROUP) IF SUCCESSFUL?

If you receive a grant from Council, you will be expected to:

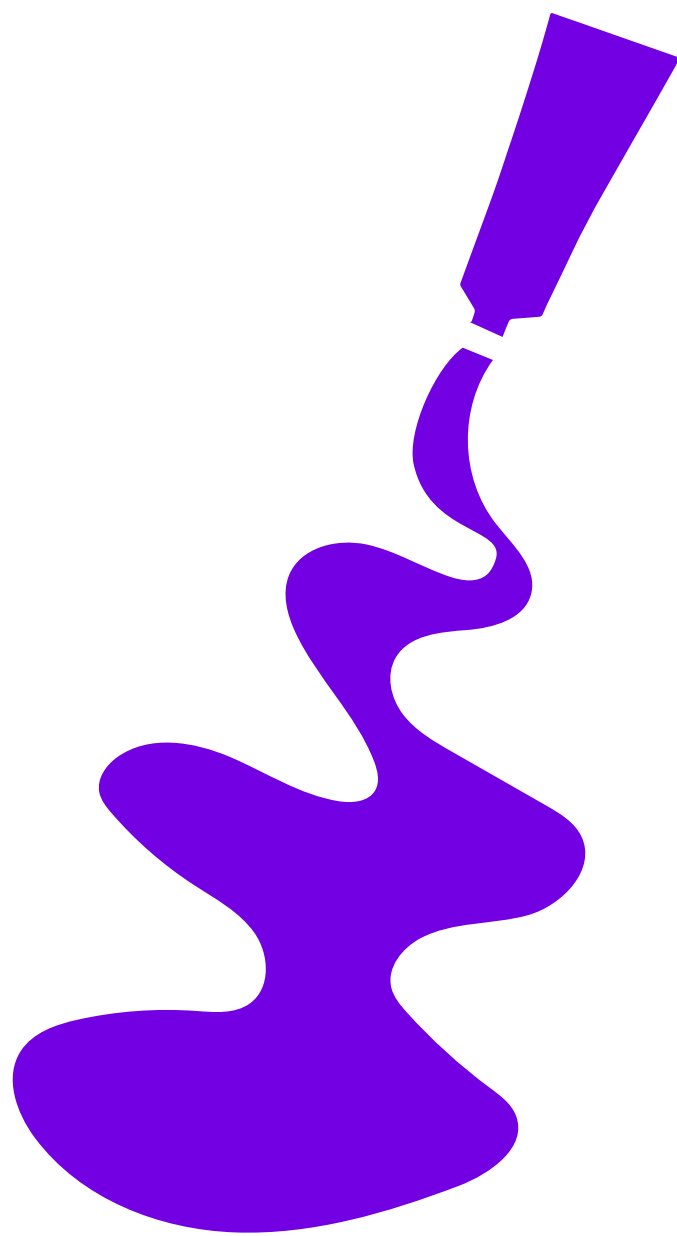
- Attend a series of up-to-six community of practice sessions with other practice leaders in Hume City. Sessions may be a combination of online or in-person.
- Spend the money for the purpose outlined in your application and Funding Agreement. If your plans change (timing/budget/project), you need to submit a variation request to Council and have it approved, before you make any changes to your project.
- Submit an Acquittal/Accountability Report that shows how the grant money was used, as set out in the Funding Agreement document. If your Accountability Report does not match your Funding Agreement and you have not received an approved variation request, Council may ask for all grant monies to be returned.
- Return any unspent funds to Council, unless written consent has otherwise been granted by Council.
- Acknowledge Council's support in any advertisements, flyers or other activities used to promote the project.

**Please note that acquittals are due within 12 months of funds being awarded, unless otherwise approved by Council.**

*As part of the Arts Grant accountability process, Council reserves the right to audit any and all grant recipients for compliance with the grant conditions and expenditure of grant monies received.*



# GRANT CATEGORIES



## CREATIVE ACTIVITY GRANTS

### Grant Amount: Up To \$3,000

Apply for this grant if you are an individual or organisation with a small to medium scale project, you are wanting to attend professional development opportunities or purchase equipment to support your craft.

This category is ideal for projects that support emerging artistic practice, develop and trial new ideas and support the generation of new work. Funding also supports the costs to attend recognised opportunities and purchase of equipment to further develop your creative practice .

Opportunities and work must be of benefit to the Hume community.

#### Applicants must:

- Have a strong commitment to their chosen arts or heritage practice demonstrated through evidence of performance, public presentation, or documentation of a body of creative work.  
This includes literature, music, theatre, musical theatre, opera, dance, circus, heritage, comedy, puppetry, arts festivals, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Organisations must have a recognised legal structure (ie. company or incorporated association) or be auspiced (see p.6).
- Organisations/groups must be Hume-based and/or run the proposed activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City.
- Be a resident of Hume City.
- Have no outstanding debts owing to Hume City Council.
- Have satisfactorily acquitted any previous funding received by Hume City Council (if applicable).

## CREATIVE PROJECT GRANTS

### Grant Amount: Up To \$10,000

Apply for this grant if you have a larger scale project that can demonstrate significant benefit to the arts sector and/or community. This category requires demonstrated partnerships, matched funding, and public outcomes of significance.

Matched funds are valued at 25% of total project cost, both cash or in-kind contributions are acceptable.

Example: A \$10,000 grant application must demonstrate \$2500 cash or in-kind contribution to support the delivery of the project.

#### Applicants must:

- Operate primarily in the arts sector. This includes literature, music, theatre, musical theatre, opera, dance, circus, heritage, comedy, puppetry, arts festivals, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Be based in Hume City and/or, run the proposed activity or project from a location within Hume City, and/or show that it will substantially benefit residents of Hume City.
- Have no outstanding debts with Hume City Council.
- Have satisfactorily acquitted any previous funding received from Hume City Council (if applicable).

**Individuals applying for the Creative Project Grant must apply through an auspice arrangement.**



