

CITY OF KINGSTON GUIDELINES ARTS GRANTS 2018-19

The City of Kingston invites individual artists, not-for-profit arts groups and organisations to make an application to the Arts Grants Program for activities taking place between July 2018 and June 2019.

Multilingual services are also available for those experiencing language difficulties.

<i>Council Contacts:</i>			
Main switchboard 9581 4567	Arabic - عربي 9679 9881	Cambodian - ខ្មែរ 9679 9882	All other languages 9679 9887
Facsimile 9581 4500	Croatian - Hrvatski 9679 9884	Greek - Ελληνικά 9679 9885	Including:
TTY (for hearing impaired) 9581 4506	Vietnamese - Việt-ngữ 9679 9886	Cantonese - 粵語 9679 9883	Turkish - Türkçe Spanish - Español
	Italian - Italiano 9679 9865		Mandarin - 國語 Polish - Polski
			Somali - Soomaali Sinhalese - සිංහල

IMPORTANT DATES

Monday 29 th January 2018	Applications open
Tuesday 13 February 2018, 1.30pm – 3pm	Information Session – Mordialloc Neighbourhood House, 457 Main St, Mordialloc Free but please RSVP community@kingston.vic.gov.au or call 9581 4676
Wednesday 14 February 2018, 6.30pm – 8pm	Information Session – Patterson Lakes Community Centre, 54-70 Thompson Rd, Patterson Lake FREE BUT PLEASE RSVP kingart@kingston.vic.gov.au or call 9556 4440
Thursday 15 February 2018, 6pm – 7.30pm	Information Session – Cheltenham City of Kingston, 1230 Nepean Hwy, Cheltenham FREE BUT PLEASE RSVP kingart@kingston.vic.gov.au or call 9556 4440
Monday 2 April 2018	Applications close at 5.00pm
Apr-May	Assessment of applications
July	Council meeting to approve funding
July	Funding announcements made
August-October	Processing of grant payments

INTRODUCTION

Kingston City Council sees its purpose as working in partnership with the community to enhance the quality of life of current and future generations. Its vision is for a diverse, dynamic community where we all share a sustainable, safe, attractive environment and a thriving economy (City of Kingston *Council Plan 2013-2017*).

In response to this vision, and to recognise and support the community's contribution to creating a vital and vibrant Kingston, the City of Kingston provides a Community Grants Program comprising Arts Grants for local artists, not for profit art groups and organisations for arts programs that benefit the community.

For more information on the City of Kingston Community Grants Program, please contact Council's Community Grants and Network Officer on 9581 4676.

Alternatively, please refer to Council's website www.kingston.vic.gov.au or the Kingston Arts website www.kingstonarts.com.au for more information.

ARTS IN KINGSTON

The City of Kingston is proud of what it offers in terms of arts, entertainment and cultural engagement for those living in and visiting the City. There is a vibrant arts and cultural scene in Kingston, hosting a variety of arts spaces; arts, historical and cultural organisations and services; professional and non professional artists; creative industries and arts workers and practitioners, writers and performers. Many people, histories, environments, cultures, iconic places and spaces form the unique identity of Kingston.

The City presents an impressive calendar of performing, visual and cinematic arts events and activities across its three primary arts spaces; Kingston Arts Centre, Kingston City Hall and Shirley Burke Theatre. It also supports artists with its Artist-in-Residence space at Kingston Arts Centre.

Council recognises the role arts and culture plays in our communities and in attracting visitors to Kingston, and accordingly have allocated funding for specific arts grants, above and beyond the funding that can be received through the general Community Grants.

Council's *Arts and Cultural Strategy 2011-2015* supports investment in arts and culture in Kingston for the future and aims to build on these strengths, increase the profile of and opportunities for artists, creative teams and industries within the community and foster greater creative engagement and cultural tourism.

This Strategy defines the direction for the growth of arts and culture in Kingston across five key priority areas: communication, leadership, partnerships, communities and places and spaces.

Through the implementation of this Strategy Council seeks to realise our vision to enhance, strengthen and act on the community's desire to position Kingston as a liveable, creative city.

ABOUT THESE GUIDELINES AND GRANTS

These Guidelines refer to funding opportunities open to individual artists and creative teams, not for profit community arts groups and organisations under the Arts Grants stream.

All Arts Grants will be assessed on the following criteria:

- 1 Creativity, innovation and originality;
- 2 Capacity to deliver the concept;
- 3 Capacity for engagement;
- 4 Addressing Council's vision for Arts and Culture; and,
- 5 Project outcomes.

ARTS GRANTS AVAILABLE

Applications can be made through one of four grant categories:

1. **Community Arts Grant** - To fund local individual artists, creative teams and arts organisations to present a project of any art form to the community. There must be a public outcome for the arts activity in Kingston, and it must be open to all residents to attend or view.

The maximum grant request for Community Arts Grants is \$3,000.

Links for examples:

- Yarn Graffiti Documentary Teaser: <http://www.youtube.com/watch?v=72icK-BED6A&feature=related>
- The Ballad of Howard Road (2014 Kingston City Council Arts Grant project):
<https://www.youtube.com/watch?v=oCCgQrro3cc&list=PL0o17oGP2r4Yo4Q2ahuvDXIRUg8u7v2Rg>

2. **Youth Arts Internship Grant** – To fund a local individual between the age of 18 - 27 to work with a professional artist in a residency or mentorship arrangement. The Internship must include a public outcome for the relevant art form (eg: exhibition, film screening, concert) from the internship period and applicants can propose the internship to be in any art form including visual arts, performing arts or multimedia. Applicants must include the name; CV and a letter of support from the professional artist that they intend to complete their internship with, with the Grant Application. Staggered payments may be possible depending on duration of internship.

Please note funding may be used to contribute to the studio for utilities and materials, to be put towards the public outcome or to pay the professional artist.

The maximum grant request for Youth Arts Internship Grants is \$3,000.

Links for examples:

- Making "The Not Quite White Apartment on Irolo": <http://www.youtube.com/watch?v=xEttUFd8tsk>
- Learn About Our Youth Art Intern Program: <http://www.youtube.com/watch?v=SQ7f11iYoZ0>

- 3. Arts and Cultural Tourism Grant** – To fund artists, creative teams or not-for-profit arts organisations to stage, produce or exhibit their work in the municipality, thereby attracting residents and audiences beyond the municipal borders to Kingston arts and cultural activities and events, raising the profile of arts offerings in Kingston.

This grant is to forward the artistic development of a project and is open to artists, creative teams and not-for-profit arts organisations outside of Kingston.

The maximum grant request for Arts and Cultural Tourism Grants is \$5,000.

Links for examples:

- The Swimmer (2014 Kingston City Council Arts Grant project): <https://www.youtube.com/watch?v=3bfqynQaS48>
- Inflatable Stonehenge: <http://www.youtube.com/watch?v=beYLiDRvdvQ>
- Flashmob ABC3 at Fed Square: <http://www.youtube.com/watch?v=F4dgOzvdGn4>

- 4. Sharing Cultures Grant** – To fund local individual artists, creative teams and arts organisations to present a project which specifically aims to expose, display or encourage engagement between multicultural / indigenous arts groups and the greater community.

The maximum grant request for Sharing Cultures Grants is \$5,000.

Links for examples:

- Chooky Dancers: <http://www.youtube.com/watch?v=9rI9TBOdUHO>
- Snow and Lights - Global community art project: <http://www.youtube.com/watch?v=9nAdLing4ww>

BEFORE YOU BEGIN

Before reading the Guidelines, it's important that you have asked yourself the following questions:

- **Am I eligible to apply to the program?**

General eligibility requirements include:

- Applicants are eligible to apply for one Arts Grant per funding round;
- Applicants must hold Public Liability Insurance. If applicants do not already have Public Liability Insurance, applicants may include it as part of their budget requirements; and,
- The Arts Grants are available for Australian citizens and permanent residents only.

- **Am I applying through the right funding program?**

These Guidelines contain a complete list of each funding category available under the Arts Grants stream. Make sure you read through each funding category carefully to ensure you are applying to the right one.

- **Have I developed my idea?**

Applying for a grant is a very competitive process. Your application will be assessed by a Committee with relevant expertise so to ensure the best chance of success make sure your project idea is clear and that it has significant, achievable outcomes.

- **Am I familiar with the assessment criteria and other important information?**

These Guidelines set out the assessment criteria and the process that is used to assess applications. It also provides information on putting together support material and information about how to submit applications, what happens after submission and other important and relevant Council Strategies and Policies.

NOW YOU ARE READY TO:

- Prepare your application;
- Assemble your support material; and,
- Submit your application.

These Guidelines will assist you with these final steps.

Notes on Completing the Application Form

Many applications are unsuccessful due to poor planning and lack of details, so make sure you:

- Answer all parts of every question, regardless of the type or level of assistance you are requesting;
- Use plain English and be clear and concise; and,
- Answer the questions within the limits on the form.

When drafting your application remember that your application will be assessed against the assessment criteria for your funding category, as set out in these Guidelines. It is important that you assume that the Committee does not have any prior knowledge of you or your project.

Information for Applicants

Section One – Applicants Details

*****Please note this is not the Application Form*****

Please read this section thoroughly before starting your application. The information below will assist you to complete the Arts Grants Application Form, including preparation of your budget and support material. It also has essential information regarding submission requirements.

Your Details

- The applicant name (or auspicating organisation name) must be the same as the legal name or trading name registered with the ABN (Australian Business Number) supplied
- In order to be eligible for support applicants must provide an ABN or evidence that the Australian Taxation Office has determined you are ineligible for an ABN with a 'Statement by a Supplier' form which is available from any post office or at www.ato.gov.au

For Organisations Only

For your legal status you must choose from one of the following:

- Company limited
- Statutory body
- Incorporated association
- Other (please specify)

For Individuals

For applicants applying for funding categories 1, 2 and 4, you must have been living in Kingston for 12 months prior to making an application.

Funding Category

Category

What funding category program are you applying to? Please answer with the title of the program, as it is listed in these Guidelines e.g. Community Arts Grant, Youth Arts Internship Grant etc.

Discipline

In which discipline is your application primarily focussed? Please nominate one of the following:

- Dance
- Writing
- Visual Arts and Craft
- Theatre
- Music
- Digital Art
- Public Art
- Multi Arts
- Community Cultural Development (CCD)/Community Arts

Your Project

It is important that you clearly and concisely summarise the nature and purpose of your application. This may be used for promotional purposes by Kingston.

Ensure that the start date you list is not before the allowable start date for the funding round otherwise your application will be deemed ineligible.

Ensure that the amounts written as the 'Total Cost of Project' and 'Amount of Your Request to Kingston' match the amounts in your budget in Section Four.

Ensure you obtain Intellectual Property (IP). IP most commonly refers to copyright and designs. It is your responsibility to ensure you have acquired all relevant permissions to use any work involved in your project. This includes images you may have had taken of a work, performances or event for promotional purposes. You must also pay particular attention to all aspects of IP arising from your proposed project.

You need to ensure that everyone involved is correctly acknowledged, consulted and had given appropriate written permission for you to use or reproduce the work. In preparing your budget you may need to consider including costs for license fees for the use of any images, music or IP created by other people.

Section Two – Project Details

Answering Question 1

(Criteria 1: Creativity, innovation and originality)

What is the project you are proposing to undertake?

Clearly and concisely describe what you plan to do and the artistic rationale for your project. All elements of your project should feature in your answer to this question.

Answering Question 2

(Criteria 2: Capacity to deliver this project)

How do you plan to undertake this project?

State a clear purpose, well defined objectives and a sound methodology. Note that your answer to this question should not be a timeline, but should demonstrate how you will effectively plan the project and ensure its outcomes are met.

Answering Question 3

(Criteria 2: Capacity to deliver this project)

Who are the key creative and/administrative personnel involved in the proposed project? Please list them in the table below.

List the key personnel for your project, remembering to include yourself. You will need to indicate whether their commitment to the project has been confirmed and for applications to the Youth Arts Internship Grant you will need to include their date of birth.

Written confirmation for any participants with other individuals or organisations should be included in your support material. Don't forget to attach CVs or biographies for all relevant personnel as well as for yourself.

All listed people must not have overdue Kingston City Council acquittals for previous grants received.

Answering Question 4

(Criteria 2: Capacity to deliver this project)

What is the timelines for your proposed project?

Please provide a timeline or schedule for the various aspects of the project, including what you will be doing, dates, and, where relevant, location (e.g. site, venue, etc.)

It is essential that your proposed project falls within the relevant timeframes set out in these Guidelines. Kingston does not provide retrospective financial support.

It is important that you provide written confirmation from the venue managers that they are able to host your project at the time stated in the application should your application be successful.

Answering Question 5

(Criteria 2: Capacity to deliver this project)

Support Material

Support material is essential to the success of your application and must be submitted with your application. Inadequate support material will impair the Committee's ability to assess your application and is likely to result in an unsuccessful application.

It is entirely your responsibility to ensure that everything listed on the application form is actually with the application when submitted. Kingston staff will, on receipt, check off these items but will not follow up on any listed material that is not with the application and takes no responsibility for missing material.

Answering Question 6

(Criteria 2: Capacity to deliver this project)

Preparing Your Budget

Complete the summary of anticipated expenditure and income in Section Four of the Application Form as accurately as you can. Your final calculations should show a shortfall between anticipated expenditure and income. **This will be the amount you request from the Arts Grants funding.**

In the table, you need to identify which costs you would like Kingston to fund, e.g. research and development phase, professional fees, cost of promotion, commissioning of the new work etc.

Expenditure

Expenditure items can vary widely from one project to the next. Anything that is a legitimate expenditure item for the purpose of successfully undertaking your project can be included in your budget.

- **Salaries, Fees and Living Allowances**

For salaries, fees and living allowances please include the relevant names of all principal personnel. Separate stages or components should be itemised in the budget.

Kingston supports appropriate rates of pay for artists and administrative staff involved in any application to the Arts Grants funding stream. Please refer to the following organisations for information on industry standard payment rates:

- National Association for Visual Arts – www.visualarts.net.au
- Media, Entertainment & Arts Alliance – www.alliance.org.au
- The Australian Society of Authors – www.asauthors.org
- The Australian Writer's Guild – www.awg.com.au
- Museums Australia – www.museumsaustralia.org.au

If these standards do not apply, please indicate how reasonable rates have been calculated.

Income

- **Earned**

It is important to show all forms of anticipated earned income applicable to your project. Earned income does not include subsidies (funding from Kingston or other agencies).

- **In-Kind**

The term 'in-kind' refers to goods and services that have been contributed for free or at a reduced rate and can include borrowed equipment, the use of a rehearsal space, donated goods, discounted goods or services (the discount is regarded as an in-kind contribution) or volunteer labour – including your own. Contributions should be valued on the basis of what is agreed between you and your sponsor or participant. If the contribution is an unconditional donation, the value is what these services, facilities or equipment would cost within the marketplace normally. It is important to include in-kind costs as they contribute to the total cost of your project.

Remember that there must always be a corresponding expense of equal or greater value in the expenditure column for each item of in-kind income.

- **Grants and Sponsorship**

All grants and sponsorship being sought from other sources must be listed e.g. from Local Government, the Australia Council, other State and Australian Government departments or other funding institutions. You need to indicate whether this support has been confirmed.

Example Budget

Don't forget in-kind support

Income Description	\$	Expenditure Description	\$
City of Kingston Arts Grant	\$5,000	Set design / build	\$5,000
Lighting / sound equipment – in-kind from artist / group	\$2,000	Lighting / sound equipment - in-kind from artist / group	\$2,000
Performer's fees – in-kind from artist / group	\$2,000	Performer's fees – in-kind from artist / group	\$2,000
Auspice fee – in-kind from artist / group	\$450.00	Auspice fee - in-kind from artist / group	\$450.00
Total:	\$9,450	Total:	\$9,450

Answering Question 7

(Criteria 3: Capacity for engagement)

Outline the capacity for engagement through your project with a range of stakeholders.

The Arts Grants support artists and arts organisations with a range of stakeholders within the development and/or delivery of your project including but not limited to other artists, arts organisations, schools, communities etc. List the key engagement strategies utilised and stakeholders targeted within the planning and / or delivery of your project.

Answering Question 8

(Criteria 4: Addressing Council's vision for Arts and Culture)

How does the project address action/s in the Public Art Strategy 2012-16 and / or Arts and Cultural Strategy 2011-2015?

The direction for arts and culture in the City of Kingston is guided by its key arts strategies; the *Arts and Cultural Strategy 2011-2015*, which defines the direction for the growth of Council's overall Arts and Culture program, and the *Public Art Strategy 2012-16*, providing direction for Council's Public Art Program within the municipality. In this section, it is essential that you outline how your proposed project addresses action/s within one or both of these strategic documents.

Answering Question 9

(Criteria 5: Project outcomes)

How does the project benefit the individual artist and/or organisation and the wider Kingston community?

Outline how the project benefits the artist and the wider Kingston community.

In terms of the community does the project reflect local issues that have been identified by people within the community? Does it build relationships and involve all members of a neighbourhood helping to establish collective identity? Does it reflect the values of the community, the character and diversity of the local area, connections with local history, cultures, stories and diversity? Does it create attractive, accessible, stimulating and safe open spaces?

Section Three – Previous Council Support

Please list funding support received from Kingston from the previous three years and/or any funding received from other funding bodies listed.

Section Four – Feedback

Please note this section is optional. Applicants are not required to complete this section for their submission to be considered.

Section Five – Declaration

If you require more information or clarification with any item on these forms before you sign, please do not hesitate to contact the Arts and Cultural Development Coordinator.

Section Six – Checklist and Submission

Before submitting your application see the checklist in the Application Form to make sure you have remembered everything.

Applications must be submitted on or before the relevant closing date by visiting Smarty Grants at <http://kingston.smartygrants.com.au>

For any enquiries about your application please contact the Arts and Cultural Development Coordinator on 9556 4440 or at arts@kingston.vic.gov.au

For any enquiries regarding the on-line application process via Smarty Grants, please contact Council's Community Grants and Network Officer on 9581 4676 or Kathryn.scarpella@kingston.vic.gov.au

Other Important Points

Start Date and Promotion of Your Project

You should not plan to start the activities for which you seek funding before the nominated start date of the funding program. Further, you must not begin public promotion of your project before the start date. Applicants intending to undertake marketing and promotion of their project should ensure they apply with adequate lead time.

If your project will be included in a company season or subscription brochure that will be publicly released before funding is secured, you must notify the Arts and Cultural Development Coordinator in advance. They will require a written statement outlining the rationale for early promotion.

Other Important Information

- Council's funding decisions are final
- Successful applicants will need to enter into a Funding Agreement, which outlines the conditions under which the grant will be made available
- Funding is released once Council receives the signed Funding Agreement with a tax invoice
- Funding will not be released if a group owes Council money or a report on a previous grant
- Successful applicants will need to acknowledge Council's support
- Successful applicants will need to report on the spending of the funding received (acquittal)
- Council may make funding conditional on other specific conditions being met
- Applicants must not spend money on the proposed activity before funding decisions are announced. This is considered retrospective funding, which is not eligible for support
- Funding is not automatic on application. All requests are subject to consideration on their individual merits each year and in no way can be seen as recurrent.

Grants Committees may also discuss applications and / or seek further information from an applicant.

Funding decisions are then communicated to applicants and published on the Kingston Arts' website.

Important Notes to Making an Application

- Council will acknowledge the receipt of all applications
- Incomplete or late applications will not be considered
- If a group or organisation happens to lodge more than one application, Council will ask them to choose one application for assessment. Multiple applications will not be assessed.

Help and Advice

In addition to these Guidelines, Council has further assistance available to help with preparing an application. Council also has a Language Line available for those experiencing language difficulties (see Page 1 of these Guidelines for details).

Anyone seeking further information or advice is welcome to contact the Arts and Cultural Development Coordinator on 9556 4440 or at arts@kingston.vic.gov.au

Council Strategies

Council undertakes a lot of planning work to help identify the needs of the community and to direct resources to meet those needs. To assist you with preparing your application, the following information provides a basic summary of some key Council strategies.

Further information about strategies, priority actions and identified needs can be found by visiting Council's website www.kingston.vic.gov.au or your local Kingston library, or call the relevant Council officer above.

City of Kingston Council Plan 2013-2017

Council's Plan guides delivery of services to the community with six overarching goals:

- Goal 1. Facilities and assets that are well used and effectively managed
- Goal 2. A sustainable natural and built environment
- Goal 3. Healthy, strong and connected communities
- Goal 4. A prosperous and dynamic city
- Goal 5. An effective voice
- Goal 6. A well-managed and effective organisation

Arts and Culture

The City of Kingston is home to many local arts and cultural groups that provide quality programs and opportunities for artists, historians, writers and performers.

Council's *Arts and Cultural Strategy 2011-2015* is the culmination of intensive research and consultation with these groups as well as the wider community, and consolidates the City's current arts and culture opportunities and defines the direction for the growth of the program over the five years.

The Strategy aims to foster a stronger, more engaged and resilient community, increase profile and support for creative industries, and strengthen leadership of both Council and local communities. It will see Kingston positioned as a more liveable creative city, with increased opportunities for creative engagement and cultural tourism, resulting in a growth in the local economy and improved sustainable built and natural environments.

Council's *Public Art Strategy 2012-16* arises from the *Arts and Cultural Strategy 2011-2015* and provides direction for a public art program that revitalises public places and spaces through connections with our history, cultures, stories and diversity.

The outcomes of the *Public Art Strategy 2012-16* will increase liveability through advancing opportunities for public participation and street life, improving aesthetics in public places, enhancing opportunities for local artists, and increasing understanding and interest in our diverse cultures, stories, histories and heritages through collaborative development with the community, developers, local businesses, state organisations and Council.

Access & Equity

Kingston is richly diverse with residents from a variety of cultural backgrounds and life experiences. Council's *Disability Action Plan 2015-2019* and *Multicultural Action Plan 2013-2017* and *Aboriginal Policy and Action Plan 2014-2019* to provide accessible services to all members of the community. They have been developed to enable people from culturally and linguistically diverse communities, people with disabilities, and people from the Indigenous community to participate fully in the life of the community. Together, these plans have a range of priorities. These include seeking to:

- Ensure that people can find, access, move through and utilise premises including buildings, facilities and public outdoor spaces provided by Council;
- Ensure that Council advocates appropriately on behalf of people with disabilities for improved services, facilities and programs to meet community needs;
- Work with communities and residents from culturally and linguistically diverse backgrounds; and,
- Deliver services that meet the needs of multicultural communities and people from the Indigenous community.

Young People

The *Kingston Youth Strategy 2012-2016* provides Council's position, commitment and vision for young people, the importance of young people to the community, and the guiding principles which Council will use when working with young people.

The Strategy provides a public statement of Council's commitment to young people and their families, the actions it is going to undertake, and the principles that will underpin its work with young people. Some key examples are provided below:

- Development of a marketing strategy to determine the best communication method for young people;
- Service enhancement;
- Based on information networks, extensive consultations and requests made by local schools, provide a range of services and programs to support the health and wellbeing of young people and their families;
- Youth participation and engagement;
- Engage and consult with young people to identify social, recreation and leisure needs to inform program development and implementation;
- Leadership and innovation;
- Provide young people with opportunities to build their leadership capacity, civic engagement, life skills, entrepreneurship and mentoring skills;

Older Adults

The *Kingston Positive Ageing Plan 2008-2013* sets out a strategic direction for Council to promote the wellbeing of those in the community aged 55 years and over through a whole-of-community approach underpinned by the notion of positive ageing. The Strategy embraces a range of actions across 7 key themes:

- Exploring and sharing knowledge to improve the wellbeing of Kingston's older population;
- Promoting a vibrant and connected community through participation and engagement of older adults;
- Connecting the community through improved transport and mobility options;
- Reflecting the needs of an ageing population;
- Having access to employment and educational opportunities regardless of age;
- Having the older population lead healthy and independent lives at home in the community; and,
- Having access to timely, up-to-date and accurate information tailored to older adults.