



*City of*  
DAREBIN

the place  
to live

## **Creative Collaboration in Isolation Grants 2020/21 Guidelines**

## Acknowledgement of Country

Darebin City Council acknowledges the Wurundjeri Woi Wurrung peoples as the Traditional Owners and custodians of the land and waters we now call Darebin and pays respect to their Elders, past, present and emerging.

Council affirms that Wurundjeri Woi Wurrung peoples have lived on this land for millennia, practising their ceremonies of celebration, initiation and renewal.

Council respects and recognises all Aboriginal and Torres Strait Islander communities and their values, their oldest living cultures and practices, including their continuing spiritual connection to their land and waters and their right to self-determination.

## Translators

If you need a translator to assist with your application – please call 8470 8470.

### CITY OF DAREBIN

274 Gower Street, Preston  
PO Box 91, Preston, Vic 3072  
T 8470 8888 F 8470 8877  
E [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au)  
[darebin.vic.gov.au](http://darebin.vic.gov.au)



**National Relay Service**  
[relayservice.gov.au](http://relayservice.gov.au)

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.



**Speak Your Language**  
T 8470 8470

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|----------|------------|------------|
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| 繁體中文     | Македонски | Español    |
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| हिंदी    | ਪੰਜਾਬੀ     | Tiếng Việt |

# CREATIVE COLLABORATION IN ISOLATION 2020/21

## OVERVIEW

This creative commission opportunity will support either one \$30,000 artistic project, or two \$15,000 projects that employ artists that live, work or study in Darebin, to create projects that residents can participate in or respond to in their own creative way, whilst practicing COVID-19 safe behaviour.

This is part of Council's Community and Business Resilience and Recovery Package, and is in addition to these other currently offered creative funding opportunities:

- Business Recovery and Cultural Infrastructure Recovery Grants – closes 21 September
- FUSE Festival fund – closes 8 October
- Community Recovery Grants Program – closes 10 November

## FOCUS AREAS

Applications will be assessed against how well they meet the assessment criteria. This is a competitive commissioning process with proposals sought that:

- Provide engaging high-quality artistic experiences
- Encourage creative collaboration or responses from our diverse community
- Employ local artists or companies (who live, work or study in Darebin)
- Consider inclusion and access priorities across priority groups
- Support social connection and address isolation
- Consistent with the aims of the [2017 - 2021 Council Plan](#) and the [Darebin Arts Strategy](#)

## PRIORITY GROUPS

The Creative Collaboration in Isolation should consider one or more of the following priority groups:

- Aboriginal and Torres Strait Islander communities
- People seeking asylum and people with refugee background
- International students
- Young people
- Families, including early years and school level
- Women and children
- Older people
- Multicultural and faith communities
- LGBTIQ+ communities
- People with disabilities
- People at risk of homelessness
- Low-income earners
- People living in public housing

## HOW TO APPLY

1. Review this program guidelines document.
2. Check if your organisation / community group is eligible to apply, and your project is something that might be funded.
3. Plan your project and grant submission, review application checklist, get together relevant electronic quotes, attachments and letters of support as required.
4. Basic online grants training is available to help navigate their way through the application process. Please refer to the Community Recovery Grants part of the [website](#) for more information.
5. Register via SmartyGrants, the website is used to administer our Grants Program, using the following link <https://darebin.smartygrants.com.au/>  
If you need assistance the online application please contact the Customer Service Team on 8470 8888 (Mon to Fri; 9.00am - 5.00pm) and ask for Recovery Grant Support or email [recoverygrants@darebin.vic.gov.au](mailto:recoverygrants@darebin.vic.gov.au)
6. Submit your application by the closing date for this round by 11.59pm, Monday 21 September 2020 via the following link: <https://darebin.smartygrants.com.au/>
7. If you require a translation service to assist with your application process, please CONTACT 8470 8470:
8. Council will contact you to notify you of the outcome of your submission. Applicants will have the opportunity to request a review of outcome within 10 business days.

# CREATIVE COLLABORATION IN ISOLATION 2020/21

## TIMELINES

|  |                                   |
|--|-----------------------------------|
| Applications open  | Thursday 26 August 2020           |
| Applications close   | 11.59pm, Monday 21 September 2020 |
| Selection panel conduct assessments  | Late September 2020               |
| Notification sent to all grant applicants & Payments made to successful applicants | November 2020                     |
| Project to be completed  | 1 March 2021                      |

## WHO CAN APPLY?

This creative commission is open to all artists, groups and **creative and cultural sector** businesses in the City of Darebin:

- Small to medium enterprises - organisations or companies that employ less than 10 full time equivalent staff, co-working spaces, studios, collectives and sole traders who live or work in Darebin and operate in the creative and cultural sectors, and must have an active ABN (Australian Business Number) as at 1 March 2020.
- Individual Artists and Groups
- Run the project from a location within Darebin and / or show that it will substantially benefit Darebin community members
- Be able to provide the group or organisations most recent Public Liability Insurance Certificate and Proof of Incorporation OR evidence of partnership with auspice organisation
- Have no outstanding grant acquittals with Council

## WHO CAN'T APPLY?

- Artists or groups who do not have an ABN (an auspice organisation can be used instead)
- Individuals, businesses or organisations who received funding from any other Darebin COVID Recovery Grants in 2020
- Political organisations or organisations that have a political purpose, government departments, agencies, foundations or grant making bodies, or those that have a primary focus on fundraising;
- Organisations that own or operate Electronic Gaming Machines (EGMs), or receive funding or in-kind support from EGM venues;
- Applicants who have not fulfilled the conditions of grant for a previous Council grants (including submitting acquittal reports) and/or have outstanding debts with Council

## WHAT FUNDING AMOUNT SHOULD I APPLY FOR?

The Creative Collaboration in Isolation Program has a pool of \$30,000 which will be assigned to either one \$30,000 project or two \$15,000 projects. Please consider all relevant costs of the full delivery of the project:

- appropriate payment of the creatives involved
- development and production costs and, all costs to deliver the project
- any digital production or printing costs
- translation and access to services
- necessary marketing, distribution and communication methods that will be needed to reach an audience and participants

**Please note the responsibility is on the recipient to deliver all aspects of the project including community engagement.**

You may also be eligible for one of the other streams available as part of the recovery grants - there are five streams of Recovery Grants available: Community, Social Enterprises, Business, Sport, and Cultural Infrastructure. Visit <http://www.darebin.vic.gov.au/coronavirus> for further information

If you have any further questions or would like to discuss your grant idea further, please contact the Customer Service Team on 8470 8888 (Mon to Fri; 9.00am - 5.00pm) and ask for Recovery Grant Support or email [recoverygrants@darebin.vic.gov.au](mailto:recoverygrants@darebin.vic.gov.au)

# CREATIVE COLLABORATION IN ISOLATION 2020/21

## AUSPICE ORGANISATIONS

An auspice organisation can support groups and organisations who are not incorporated access the Community Recovery Grants. An auspice organisation must be incorporated and have an ABN. The Auspice organisation accepts legal and financial responsibility for the grant if successful.

Groups that are being auspiced must submit proof of auspice arrangement in the form of a letter of support with their application. Funding agreement for successful grants will be made between the auspice organisation and Council, and grant money will be paid directly to the auspice organisation.

## WHAT WON'T BE FUNDED

Projects that won't be funded include:

|   |
|---|
| <input checked="" type="checkbox"/> Capital equipment purchases (i.e. telephone lines, internet, computer, printers, power tools, audio-visual equipment etc)           |
| <input checked="" type="checkbox"/> Funding for projects or activities already completed  |
| <input checked="" type="checkbox"/> Core school curriculum activities   |
| <input checked="" type="checkbox"/> Shortfalls in funding from other Local Governments, State and/or Federal Government   |
| <input checked="" type="checkbox"/> Religious functions   |
| <input checked="" type="checkbox"/> Competitions, gift vouchers, prizes and trophies  |
| <input checked="" type="checkbox"/> Recurrent rent of private venues  |
| <input checked="" type="checkbox"/> Any project also funded (cash or in-kind) through EGM revenue including sponsorship or venue hire, operates in or promotes gambling |

## HOW WILL COUNCIL ASSESS APPLICATIONS AND WHAT IS THE CRITERIA?

Our council team will assign a panel comprised of external and internal peer assessors to assess applications based on the following criteria. When responding to questions in the application, be clear and concise in responses including relevant attachments to support your application.

|   |  |
|---|--|
| <b>Engaging high-quality artistic experiences</b> | <ul style="list-style-type: none"><li>• Evidence of quality of ideas and awareness of the work's context.</li><li>• Artistic content that engages with current community concerns and celebrations.</li><li>• Does the project encourage creative collaboration or shared responses to the artistic provocation or product</li></ul>   |
| <b>Equity and Inclusion</b>                       | <ul style="list-style-type: none"><li>• Does the proposal engage one or more priority group/s identified in the program or initiative?</li><li>• Does the application address issues of social exclusion or barriers to participation?</li><li>• One or more priority groups are identified and targeted in the program or initiative.</li></ul>                                 |
| <b>Budget and planning</b>                        | <ul style="list-style-type: none"><li>• Is the application well planned and achievable within the timeframe?</li><li>• Does the budget accurately reflect the scope and scale of the application?</li><li>• Does the applicant demonstrate that activity has a COVID SAFE plan and is practical to deliver under potential public movement and gathering restrictions?</li></ul> |

## APPLICATION CHECKLIST

- ✓ You, your group or organisation are eligible to apply.
- ✓ Identify a creative idea, program or initiative that residents can participate in or respond to in their own creative way, whilst practicing COVID-19 safe behaviour. Ensure you don't apply for something on the list of 'what won't be funded'.
- ✓ Plan your project/program, seeking quotes and other documentation where possible, to ensure its realistic to achieve for the budget and timeline.
- ✓ Complete all questions in online application with clear and concise answers, addressing the selection criteria areas where possible.
- ✓ Attach the 'mandatory' list of attachments at the conclusion of the online application.
- ✓ There are terms and conditions ("fine print") of the creative commission you need to follow (see below).

## WHAT IF I STILL NEED HELP AND SUPPORT?

If you have any further questions or would like to discuss your grant idea further, please contact the Customer Service Team on 8470 8888 (Mon to Fri; 9.00am - 5.00pm) and ask for Recovery Grant Support or email [recoverygrants@darebin.vic.gov.au](mailto:recoverygrants@darebin.vic.gov.au)

Please also refer our [website](#) for related council information.

## THE FINE PRINT

Terms and Conditions of applying and receiving creative commission support are:

- Projects will not be funded retrospectively.
- Projects must be completed by 1 March 2021 unless Council has agreed to an alternate date in writing.
- Successful applicants must sign/complete a funding agreement before payment is processed
- At the conclusion of the program, successful applicants must provide a brief (acquittal) report to Council on the project demonstrating its completion, impact and use of funds. Failure to do so satisfactorily, may lead to the group / organisation needing to return funding back to Council.
- Organisations must prove their identity and status as an incorporated association or provide a proof of incorporation of auspicing organisation.
- Council recommends successful applicant obtain an Australian Business Number (ABN) for tax purposes.
- Applicants must provide proof of Public Liability Insurance by attaching a current copy of the group's public liability certificate or auspicing organisation's public liability certificate
- Quotes or invoices should be provided where relevant in the application
- Canvassing or lobbying Councillors, Council employees in relation to a grant application, is prohibited. Any application submitted by an applicant that lobbies or canvasses a Councillor, Council employee or independent assessor in relation to their application will be deemed ineligible.