

## OVERVIEW

The Cultural Infrastructure Recovery Grants Program has been designed with the aim of providing support to Darebin's creative and cultural sector adapt, respond and undertake development in the current social isolation climate. This round of grants will provide a total of \$100,000. These form part of the Council's Community and Business Resilience and Recovery Package.

These grants seek to complement existing State and Federal Government policies, agencies and economic stimulus packages by addressing gaps. Unlike some state and federal funding this is a competitive funding round which involves a finite amount of money. This is a competitive grants program with grants of:

- Up to \$5,000 for co-working spaces, studios, collectives and sole traders who live or work in Darebin and operate in the creative and cultural sectors, and organisations and companies with less than 10 full time equivalent staff.

Funding from this grant will be released in November 2020.

## FOCUS AREAS

- Provide support for the creative and cultural sector in the City of Darebin.
- Protect, nurture and enhance creative infrastructure and practitioners.
- Support employment opportunities for Darebin's creative practitioners.
- Aid adaptation of Darebin's creative and cultural infrastructure.
- Increase future engagement with Darebin's creative and cultural sector.

## HOW TO APPLY

- Review this program guidelines document
- Check if your business is eligible to apply, and your project is something that might be funded.
- Plan your project and grant submission, review application checklist, get together relevant electronic quotes, attachments and letters of support as required.
- Attend a Grant Writing Online Workshop available – August 20, 27 and 28
  - <https://www.eventbrite.com.au/o/darebin-business-7880189884>
- Register via SmartyGrants, the website is used to administer our Grants Program, at the following link <https://darebin.smartygrants.com.au/>
- Submit your application by the closing date for this round Monday, 21 September 2020 (11.59pm)
- If you require a translation service to assist with your application process, please see below:

 **National Relay Service**  
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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| 繁體中文     | Македонски | Español    |
| Ελληνικά | नेपाली     | اردو       |
| हिंदी    | ਪੰਜਾਬੀ     | Tiếng Việt |

- Council will contact you as to whether you have been successful or not.

## TIMELINES (ROUND 1)

|  |                                     |
|--|-------------------------------------|
| Grant applications open (Round 1)  | Tuesday 18 August 2020              |
| Grant applications close (Round 1)   | Monday 21 September 2020 (midnight) |
| Selection panel conduct assessments  | October 2020                        |
| Notification sent to all grant applicants & Payments made to successful applicants | November 2020                       |
| Project to be completed  | 1 May, 2021                         |

## WHO CAN APPLY?

This round of Creative Infrastructure Grants is open to all **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.
- Must have an active ABN (Australian Business Number) as at 1 March 2020.
- Must currently operate a business within the City of Darebin (prior to stage 4 restrictions)
- Can provide relevant Public Liability Insurance, Public Indemnity Insurance or Business Insurance documentation or include the quote in the application.
- Did not receive funding through the first round of Business Recovery Grants in June 2020.

## WHO CAN'T APPLY?

Businesses or organisations:

- who received funding in the previous round of Darebin Business Recovery Grants in June 2020
- who cannot provide proof of business address within the City of Darebin municipality
- that are political organisations or that have a political purpose, government departments, agencies, foundations or grant making bodies, or those that have a primary focus on fundraising
- who do not operate in accordance with any applicable code of conduct and ethical standards and hold all appropriate permits and licenses
- that own or operate Electronic Gaming Machines (EGMs), or receive funding or in-kind support from EGM venues
- who do not meet all requirements of the Fair Work Act 2009 and do not operate in accordance with any applicable code of conduct and ethical standards and/or do not hold all appropriate business permits and licenses.

## WHAT MIGHT BE FUNDED

Projects that may be funded under the Grants program include but are not limited to:

| Project Types  | Further Information & Examples  |
|--|---|
| Online initiatives and or the purchase of e-commerce tools | Online and e-commerce activities such as the purchase of information technology hardware, software, website development or redevelopment, e-commerce platform development or improvements or online content development<br><br>Investment in new communications, media and marketing initiatives such as digital marketing, promotion, audio or visual media                              |
| Product or service development                             | Including but is not limited to, developing new products/services or markets, purchase or leasing of equipment that assists with virtual services or delivery   |
| Engaging professional business advisory services:          | Professional providers to deliver services and training including: <ul style="list-style-type: none"> <li>• coaching, mentoring, staff training, online courses, subscriptions or the purchase of learning materials.</li> <li>• business related consultancy advice, including legal, financial or planning.</li> <li>• Courses such as mental health first aid or wellbeing.</li> </ul> |
| Small-scale business adaptation projects                   | Projects that assist with virtual services or delivery, purchasing COVID safety equipment, such as: building modifications such as protective screens, social distancing decals, personal protective equipment (PPE) or signage.  |

## WHAT WON'T BE FUNDED

Projects that won't be funded under the Cultural Infrastructure Grants Program include:

- Payment of wages or salaries; Operating costs such as rates, rent or utilities and any other ongoing costs
- Development of new works – creative programming and developments
- Funding for projects or activities already completed prior to 1 March, 2020
- Applications seeking funding to cover outstanding loans or debts



Projects that do not adhere to restrictions imposed by the State Government.

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

Our team will assign an expert panel 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.

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| Level of COVID impact               | <ul style="list-style-type: none"> <li>Demonstrates business has been adversely impacted by COVID-19</li> </ul>  |
| Application Quality<br>What/Why/How | <p>What:</p> <ul style="list-style-type: none"> <li>Does the project benefit targeted communities including: Aboriginal and Torres Strait Islander peoples, those living with a disability, culturally and linguistically diverse, young people, Seniors, LGBTIQ+ community?</li> <li>Demonstrates how the grant will help improve business operations, adaptation and support the business to navigate the impacts of COVID-19.</li> <li>The creative and cultural sectors arts practice/art forms/creative industries are represented in the application process.</li> </ul> <p>Why:</p> <ul style="list-style-type: none"> <li>The program/initiative shows a genuine need for the funding, relates to COVID-related issues, comes up with a good solution to address the issues faced.</li> <li>How the creative sector will benefit from this proposal?</li> <li>How many people will be employed?</li> <li>How many artists will be impacted?</li> <li>How will the broader Darebin community be impacted or benefit?</li> </ul> <p>How:</p> <ul style="list-style-type: none"> <li>Provides a Project Plan which demonstrates capacity to deliver the project including tasks, timelines and budget. A project plan example is available as Appendix A</li> <li>Good supporting evidence such as such as quotes for items or services OVER \$500 you intend to use the grant funding for. Official quotes are preferred but screen shots of items will be accepted. Receipts for reimbursement from 1 July 2020 will also be accepted.</li> </ul> |
| Local suppliers                     | <ul style="list-style-type: none"> <li>Demonstrates the use of local (Darebin) suppliers for this proposal.</li> </ul>   |
| Who                                 | <p>Applications will score less in this criterion include the following:</p> <ul style="list-style-type: none"> <li>Received funding from Council in the past 12 months</li> <li>Did not submit a project plan or quotes with this application.</li> </ul>   |

## APPLICATION CHECKLIST

- ✓ Your **creative and cultural sector** business is eligible to apply
- ✓ Identify an initiative that links to projects that 'might be funded' and in response to COVID related issues, and ensure you don't apply for something on the list of 'what won't be funded'
- ✓ Explore local suppliers to help delivery on outcomes, this will enhance the success of your project.
- ✓ Plan your project/program with quotes and related research 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
- ✓ Refer and make plans to adhere to the terms and conditions (fine print) of the grant below

## MANDATORY ATTACHMENTS

|                           |  |
|---------------------------|--|
| Proof of Business Address | <ul style="list-style-type: none"> <li>A copy of your Darebin Council property rates notice indicating operating premise (for verification purposes only).</li> <li>If you rent, a copy of the business lease agreement or another business document that proves business operating premise i.e. electricity or phone</li> </ul> |
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|                 | bill or a copy of your license.  |
| Bank Statement: | <ul style="list-style-type: none"> <li>• Provide a copy of the front page a recent bank statement (for verification purposes of your account details only).</li> </ul>                             |
| Insurance:      | <ul style="list-style-type: none"> <li>• Certificate of public liability insurance, professional indemnity insurance or relevant business insurance (or included in the project budget)</li> </ul> |
| Project Plan    | <ul style="list-style-type: none"> <li>• This document can be your own or you may use the template provided.</li> </ul>  |

## 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 at [www.darebin.vic.gov.au/coronavirus](http://www.darebin.vic.gov.au/coronavirus)

## THE FINE PRINT

Terms and Conditions of applying and receiving funding support in the Darebin Council Grants Program are:

- A maximum of one application will be considered (per applicant) however the business can apply for more than project/program/initiative within that application.
- Council may provide funding less than the amount requested by an applicant and make special conditions for the funding to be provided.
- Projects will not be funded retrospectively past 1 March 2020.
- Projects must be completed by the end of the financial year in which funding was secured 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 their grants 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 business needing to return funding back to Council.
- Quotes or invoices should be provided where relevant in the application.