



City of
DAREBIN

the place
to live

Arts Recovery Partnership Grants Program 2021/22 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
darebin.vic.gov.au



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

العربية	Italiano	Soomalii
繁體中文	Македонски	Español
Ελληνικά	नेपाली	اردو
हिंदी	ਪੰਜਾਬੀ	Tiếng Việt

ARTS RECOVERY PARTNERSHIP GRANTS PROGRAM

The Arts Recovery Partnership Grants are part of Darebin's COVID-19 Community and Local Business Resilience and Recovery Package. The \$11.8 million package prioritises assisting people who are already experiencing disadvantage or who are in a state of vulnerability, whilst also providing support to our local creative and cultural sector.

The Recovery Package seeks to complement existing State and Federal Government policies, agencies and economic stimulus packages by addressing gaps.

A total funding pool of \$140,000 is available.

This grant will be open on 28/01/2021 and close on 4/03/2021 at 5pm.

Late applications cannot be accepted.

ARTS RECOVERY PARTNERSHIP GRANTS

The Arts Recovery Partnership Grants are a Council initiative in response to the impacts of the coronavirus shutdowns, and associated social distancing requirements, on the creative and cultural sector.

The Grant is intended to help Darebin's arts companies and organisations, creative businesses and live music venues, test and adapt their operations in a COVID-safe way, and support artists as they return to practise.

Arts Recovery Partners will be expected to share what they are experiencing and learning with each other and Council officers, at a series of meetings during 2021-22, that will be convened by Council.

Funding of up to \$25,000 is available per application.

FOCUS AREAS

The Arts Recovery Partnership Grants are intended to aid COVID-safe experimentation and adaptation of Darebin's creative sector. By providing this support Council also anticipates outcomes that:

- Assist artists as they return to practise in a COVID-safe way
- Generate employment opportunities for Darebin's creative professionals
- Are in the physical domain rather than online
- Impact Darebin's creative recovery at the local level
- Enable knowledge to be shared between Council and the other Partners

Only one application can be submitted per organisation. Arts Recovery Partnership Grants will be determined by application and further information is available below.

Arts Recovery Partnership Grants will be scrutinised through a selection process tied to the following eligibility criteria and unfortunately not all applications will be funded.

HOW TO APPLY

1. Review this program guidelines document.
2. Check if your business 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 attachments and letters of support, as required.
4. Specific support for culturally and linguistically diverse and Aboriginal and Torres Strait Islander led businesses can be requested via kirsty.baird@darebin.vic.gov.au

ARTS RECOVERY PARTNERSHIP GRANTS PROGRAM

5. Register via SmartyGrants, the website is used to administer our Grants Program, at the following link <https://darebin.smartygrants.com.au/artsrecovery>
6. Submit your application by the closing date Thursday 4 March 2021 (5:00pm).
7. If you require a translation service to assist with your application process, please call 8470 8470
8. Council will contact you as to whether you have been successful (or not).

TIMELINES

Grant applications open	Thursday 28 January 2021
Grant applications close	Thursday 4 March 2021 (5:00pm)
Selection panel conduct assessments and make recommendations.	March 2021
Notification sent to all grant applicants & Payments made to successful applicants	March 2021
Project to be completed	30 April 2022

WHO CAN APPLY?

Small to medium enterprises (organisations or companies with an annual turnover of less than \$10 million per annum), co-working spaces / studios / collectives / live music venues and sole traders, who live or work in Darebin, or have an established track record and long-term commitment to working in Darebin, and operate in the creative and cultural sectors.

All grant applicants must meet the following requirements:

- Must currently operate a business in the City of Darebin in the creative and cultural sector or have an established track record of high-quality creative practice in Darebin, and a long-term commitment to working in the City.
- Must have acquitted any previous grants from the City of Darebin.
- Must have an active ABN as at 1 July 2020.
- Meet all requirements of the Fair Work Act 2009.
- Do not own or operate Electronic Gaming Machines (EGMs) or receive funding or in-kind support from EGM venues.
- Operate in accordance with any applicable code of conduct and ethical standards.
- Hold all appropriate regulatory permits and licenses (for example, planning, building, local law, health permits).
- Comply with any relevant COVID-19 restrictions and regulations.
- Funding is available for new activities conducted from April 2021.
- All projects must be completed by April 2022.

WHAT MIGHT BE FUNDED

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

Project Types	Further Information & Examples
Activities that enable creative organisations and businesses to explore and test COVID-safe ways of working and presentation models	Initiatives that generate momentum in, and around creative spaces, benefiting creative organisations and businesses. Activities that are directed towards artists returning to their practice.

ARTS RECOVERY PARTNERSHIP GRANTS PROGRAM

Practice-based research and experimentation, and knowledge sharing	Exploring new ways of doing business, testing out the future of your practice, your operations and how you reach audiences, sharing your sector-based research and knowledge, and building relationships and partnerships.
Activities that support and employ artists and creative professionals	Supporting artists and creative professionals to develop and adapt their approaches to creation, and development, working solo or in groups, in a COVID-safe way.
New and/or adapted modes of delivering cultural and creative experiences focussing on artists and/or audiences	Initiatives that test out and experiment with how to engage artists and audiences in a COVID-safe way.

WHAT WON'T BE FUNDED

Projects that won't be funded under the Arts Recovery Partnership Grants Program include:

<input checked="" type="checkbox"/> Rent, rates; payment of utilities – water, power, gas
<input checked="" type="checkbox"/> Business insurance costs
<input checked="" type="checkbox"/> Business infrastructure costs – this could include minor infrastructure works such as fit out, social distancing infrastructure, purchase of equipment
<input checked="" type="checkbox"/> E-commerce - Investing in online and e-commerce activities. This could include, support to build or improve a website, online payment platforms, the purchase or lease of technology, software or equipment.
<input checked="" type="checkbox"/> Initiatives that do not employ artists and/or creative sector professionals
<input checked="" type="checkbox"/> Online creative activities or presentations - This fund is not for online or digital programming or distribution.

HOW WILL COUNCIL ASSESS APPLICATIONS AND WHAT IS THE CRITERIA?

Our team will assign a panel to assess applications based on the following criteria. When responding to questions in the application, it is important to be clear and concise in responses including relevant attachments to support your application.

How you will test and adapt your operations in a COVID-safe way with this funding?
What creative practice / creative industries are represented in your application?
Who are the artists you are planning to work with? Be specific or give an outline.
Are the aims and objectives clearly identified and do they align with the aims and expected outcomes that are listed above?
How will the creative sector benefit from this proposal? <ul style="list-style-type: none"> • How many people will be employed? • How many artists will be impacted? • How will you share what you are experiencing and learning with the group?
Does the project benefit targeted communities, including; <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander • Those living with a disability • CALRD • Young people • Seniors • LGBTIQ+ community
Is the proposal well planned with design and implementation steps clearly outlined?
Is the budget realistic, achievable and well itemised?

ARTS RECOVERY PARTNERSHIP GRANTS PROGRAM

APPLICATION CHECKLIST

- ✓ Review this information booklet and check the eligibility and assessment criteria before starting your application.
- ✓ Register via SmartyGrants, the website used to administer our Grants Program, at the following link <https://darebin.smartygrants.com.au/artsrecovery>
- ✓ Preview the Application form.
- ✓ Plan your project/program with quotes and related research to ensure its realistic to achieve for the budget and timeline.
- ✓ Attach the 'mandatory' list of attachments to the online application.
- ✓ When you are ready, submit applications through SmartyGrants, by 5pm on 4 March 2021.

MANDATORY ATTACHMENTS

All required documentation should be attached to the application form. If the required documentation is not attached to the online application form, the application will be deemed ineligible for assessment.

Proof of Business Address or Connection to Darebin:	Copy of Darebin Council rates notice for property of business or copy of license or copy of utility or mobile bill to verify your address or supporting material that provides evidence of your organisation's history within the City of Darebin.
Bank Statement:	Provide a bank statement extract showing bank account details but no transactions or balances (for verification purposes only).
Insurance:	Certificate of Public Liability or professional indemnity insurance or relevant business insurance. In order to receive a grant, all applicants are required to have Public Liability Insurance. A current copy of the business Public Liability Insurance Certificate should be attached to their grant application.

BUDGET NOTES

Budget Notes* (template provided):	An Itemised Budget must be provided using the template in the application form, including all confirmed funding, in-kind & co-contributions. If you want to include any other budget information, please attach this as supporting material. *This is not mandatory.
------------------------------------	---

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 kirsty.baird@darebin.vic.gov.au.

Please also refer our website for related council information at www.darebin.vic.gov.au/recoverygrants

APPLICATION OUTCOMES

All applicants will be notified by email as to whether their application was successful or unsuccessful.

ARTS RECOVERY PARTNERSHIP GRANTS PROGRAM

A successful applicant will be notified and then required to complete 'Conditions of Grant' form. This will be provided as part of the online process.

Payments will only be made after the 'Conditions of Grant' document is submitted.

This document also outlines your responsibility to submit an acquittal report.

Due to predicted number of applications – unsuccessful applicants will not be provided with individual feedback, however written/email requests will be responded to within 10 business days of receipt.

THE FINE PRINT

Terms and Conditions of applying and receiving funding support in the Darebin Arts Recovery Partnership Grants Program are:

- A maximum of one application will be considered (per business).
- 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.
- Projects must be completed by 30 April 2022.
- 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.
- Quotes or invoices should be provided where relevant to the application

