



## 2.15 Cultural and Arts Support Grant Program Guidelines

*A printed copy of this policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register in the policy section of Council's intranet or by contacting Council's Coordinator Local Laws and Policy Development for a hard copy of the latest version. **A hard copy of this electronic document is uncontrolled.***

*Where there is a delegation identified in this policy, the reader will need to confirm if an alternative delegation exists in any Register of Delegation. If there is a perceived conflict between the delegation/s identified in this policy and of those contained in a Register of Delegation, then the delegation/s in the Register takes precedence. The Chief Executive Officer will, if necessary, be the sole arbiter in resolving any issues of conflict.*

# 1. Program philosophy

Toowoomba Regional Council aims to support and promote regional arts and cultural development, as it recognises the significant contribution vibrant arts and cultural programs, events, activities and pursuits can make to enhancing quality of life and promoting community pride. Council also acknowledges this industry's capacity to strengthen our region's potential for tourism and economic development.

While the delivery of the Regional Arts Development Fund (RADF) program in partnership with Arts Queensland plays a major part in the development of quality art and arts and cultural practices across our regional community, many general types of arts and cultural activities are not eligible for RADF funding.

The broadly-held and informed opinion of our regional arts sector is that:

- most 'grassroots' community arts and cultural activities are vital to, and underpin, the wellbeing of higher level arts development; and
- a lack of ability to assist general arts and cultural needs will result in a 'drought' in artistic and cultural capacity building and bring about an environment of artistic and cultural isolation in our region.

In response, Council has established the Cultural & Arts Support Grant Program to assist the non-RADF eligible arts and cultural endeavours within regional communities in general.

Council offers a number of other grant programs targeted to specific priorities and objectives:

| SCHEME                     | ADMINISTERING BRANCH               |
|----------------------------|------------------------------------|
| Community Support Grant    | Community Development & Facilities |
| Environment Grant          | Parks and Recreation Services      |
| Event Support Grant        | Tourism and Events                 |
| Sport and Recreation Grant | Park and Recreation Services       |
| Sports Tourism Event Grant | Tourism and Events                 |

These guidelines apply to the *Cultural & Arts Support Grant Program* only. Details of the other grants are available through Council's website [www.toowoombaRC.qld.gov.au](http://www.toowoombaRC.qld.gov.au) or by contacting the Council's Customer Service Centre. For applicants not eligible for support under this program, please check the guidelines for Council's other community grant programs.

## 2. Program objectives

The Cultural and Arts Support Grant Program seeks to achieve Council's objective of "identifying and promoting opportunities for creative expression" by supporting grassroots and amateur community arts and cultural activities.

## 3. Support and assistance

Council may run workshops to provide information and assistance to applicants on a variety of Council grant programs prior to each funding round. Applicants to the Cultural & Arts Support Grant Program may make appointments with the relevant Council Officer administering this grant program or a Community Liaison Officer to receive advice on the funding, application and grant acquittal processes.

Guidelines, application and acquittal forms are available from Council's website [www.toowoombaRC.qld.gov.au](http://www.toowoombaRC.qld.gov.au), along with any updated grant information and priorities.

Interpreter services can be made available for people who have difficulty communicating in English, through the “Telephone Interpreter Service” (TIS).

## 4. Timelines

The opportunity to apply for grants will be available twice annually and will be promoted in the media and on Council's website, outlining the selection criteria, the availability of application forms and guidelines, and the closing date.

| Advertising | Closing Date | Notification to Applicants |
|-------------|--------------|----------------------------|
| February    | March        | April                      |
| July        | August       | September                  |

Consideration will also be given to small emergency grants between grant rounds. This will be on a case by case basis and based on funding availability. Applicants are strongly encouraged to apply during the usual opening period.

## 5. Funding amounts

Funding assistance (to a maximum of \$3,000) is available for up to 75 per cent of the total project costs (excluding GST) per project, event or activity (subject to available funds).

## 6. Applying for a grant

Applications are made by fully completing a Community Grant Application Form with relevant Cultural & Arts Support Grant Program attachment and including the required information.

### 6.1 Who can apply

Organisations can apply for a Community Support Grant if they:

- are an eligible community organisation or are under the auspices of an eligible community organisation as defined in the Community Grants Policy
- operate or provide services within the Toowoomba Region Council area.
- have an Australian Business Number (ABN).

### 6.2 Who cannot apply

- Individuals.
- For-profit companies, Trusts and other organisations.
- Government, semi-government organisations and statutory authorities.
- Public and private educational institutions (primary, secondary and tertiary including Parents & Citizens and Parents & Friends Associations).
- Unions and student guilds.
- Research foundations.
- Professional associations.
- An organisation that has been granted approval for support through a Toowoomba Region Council funding program for the same project.
- Recipients who have previously defaulted on the conditions of funding.

### 6.3 Eligible Projects

- Any project, event or activity which has an art or cultural theme or outcome that:
- has a clear broad community benefit or is focused on maintaining the ‘spirit’ and identity of communities within the Toowoomba Region Council area;

- develops and enhances artistic or cultural capacity of a group's talents within our communities; and
- does not qualify for RADF funding;

Examples of costs that may be eligible for funding include:

- professional / relevant artists'/cultural workers' fees
- production costs including:
  - venue hire costs
  - relevant project specific professional services other than arts/cultural services
  - relevant project specific materials (other than artist's materials)
  - hire of relevant equipment
  - relevant project documentation costs

#### 6.4 Ineligible Projects

The following are **not** eligible for funding

- Projects, events or activities which have a for-profit, political or overt self-promotional agenda
- projects, events or activities that are scheduled to start prior to the applicant being notified of grant funding approval
- recurrent funding for arts organisations
- capital items (including purchase of artworks)
- murals
- publishing costs
- competitions
- artist's materials
- any aspect of framing or freight
- promotional and advertising items
- statutory charges; salaries/wages/honorariums; consumables; insurance; administration; or contingencies
- accredited study, training or university courses
- entertainment
- catering

## 7. Assessment processing and criteria

Cultural & Arts Support Grant applications will be considered against the program objectives, eligibility criteria and selection criteria.

Not all applications that meet the criteria may be successful, as grants are highly competitive and approval will depend on availability of funds, the number of applications, program priorities and geographical equity.

Council may give a lower amount than requested, and may place terms and conditions on which items may be funded by the grant.

#### Selection Criteria

Applications must demonstrate:

- The organisation and project / activity is eligible.
- The organisation and project / activity is viable.
- Genuine need and community benefit.
- How and why the support being requested will positively impact the local community.
- Evidence of planning, consultation and support.

- Financial need, the organisation's contribution and support, and other funding sought (whether successful or not).
- Value for money (i.e. the level of benefit for the broad community or level of arts and cultural skills development assessed against funds requested)
- Linkages to program objectives.
- Any regulatory requirements have been, or will be, satisfied.

Council reserves the right to identify priority areas for funding consistent with its endorsed strategic directions and policies.

## 8. Receiving a grant/acquittal process

Successful grant recipient organisations will have to meet certain obligations:

- Enter into a Funding Agreement<sup>1</sup> with Council.
- Use the grant only for the nominated purpose for which it is given, unless written approval is given by Council for a variation.
- Obtain all appropriate permits, approvals, licenses, insurances and indemnities etc. relating to the project.
- Expend the funds within twelve months of being granted, unless written approval has been given by Council for an extension.
- Acknowledge Council's support as set out in the Funding Agreement.
- Acquit the grant on an Acquittal Form<sup>2</sup> as set out in the Funding Agreement, within six weeks of completion of the project.

Funding is at the discretion of Council and applicants may be offered only part funding.

Where the support requested is to match or augment other funding, an interim acknowledgement letter of support may be provided, to be confirmed when and if the other funding is approved.

Council reserves the right to request an audit of grant expenditure and to demand repayment of any funds granted, and/or refuse consideration of further support, if the conditions set out in the Funding Agreement are not met. Any unused funds must be returned to Council.

## 9. Lodging your application

Grants are to be lodged by the advertised closing date

|  |                 |  |
|--|-----------------|--|
| <p><b>LODGEMENT OF APPLICATION</b></p> <p>Late applications may not be considered.</p> <p>Applications must be postmarked before</p> | <p>Post to:</p> | <p>Toowoomba Regional Council<br/>Community Grants Scheme<br/>PO Box 3021<br/>Toowoomba Qld 4350</p> |
|--|-----------------|--|

<sup>1</sup> DM #3781897

<sup>2</sup> DM #3781566



|   |   |   |
|---|---|---|
| 5.00 pm on the closing date advertised.<br><br>Faxed or emailed applications must be followed up with a hard copy of the cover and signature pages. | Deliver to:<br><br>Fax to:<br><br>Email to: | Any Toowoomba Regional Council Service Centre by close of business on the closing date<br>4631 9292<br><br><a href="mailto:info@toowoombaRC.qld.gov.au">info@toowoombaRC.qld.gov.au</a> |
|---|---|---|

## 10. Frequently asked questions

### **Q. Can we get help in developing our project and completing the application?**

A. Yes, you can attend a Community Grant workshop or contact your local Council service centre or Community Liaison Officer for assistance.

### **Q. Can I type direct into an electronic Word version of the application form?**

A. Yes, the application form is available in both word and PDF versions from Council's website [www.toowoombaRC.qld.gov.au](http://www.toowoombaRC.qld.gov.au)

### **Q. What if our organisation doesn't have an ABN?**

A. You can still apply, but you will need to provide us with a copy of the group/organisation's Certificate of Incorporation together with a Statement by a Supplier form from the Australian Tax Office. The Statement by a Supplier form is available online at [www.ato.gov.au/content/downloads/nat3346.pdf](http://www.ato.gov.au/content/downloads/nat3346.pdf).

### **Q. What if our organisation is not registered for GST?**

A. You can still apply if your organisation is not required to be registered for GST, but GST will not apply to any grant allocated.

### **Q. What if our organisation is not incorporated?**

A. You can still apply, but the application must be under the auspices of an eligible organisation who will take full responsibility for the grant funds. Council staff may be able to assist in finding sponsors for applications with clear community benefits, or assist in getting your group incorporated.

### **Q. Does my project need to benefit all residents of the Toowoomba Region?**

A. No. As long as there is a service/project/event being delivered in the Toowoomba Regional Council Local Government area and there is benefit to communities within the Toowoomba region. It is extremely important that applicants identify how and why the support being requested will positively impact the local community.

### **Q. Can I get funding for more than one year?**

A. No. Applicants cannot be funded for the same project twice. However if the applicant has a new/different project, the applicant can apply for funding in the next round, although there is no guarantee of repeat funding.

### **Q. Can a school apply?**

A. No. Public and private educational institutions (primary, secondary and tertiary including Parents & Citizens and Parents & Friends Associations) are not eligible for funding consideration.

### **Q. Can Council grant funds be used to 'top-up' other grant funds?**

A. Yes. Council funds can be added to other funds to make a better project.

### **Q. Can we submit an application electronically or by fax?**

A. Yes, as long as it is received by the due date and the original of the cover and signature sheet is posted.

**Q If my application is unsuccessful, can I apply for the same thing next round?**

A. Yes. However it is advised that you seek feedback as to why your application was unsuccessful in the first instance. It would also be very beneficial to attend one of the public community grant workshops, as this will enhance your chance of a successful application.

**11. Related policies/documents**

2.59 Community Grants Policy (Ref DM#6587676v1)

**12. Related forms**

Community Grants Application Form # (Ref DM #3775301)

Community Grants Funding Agreement # (Ref DM #3781897)

Community Grants Acquittal Form # (Ref DM #3781566)

# Cultural & Arts Support Grant Program attachment as required

**13. Policy details**

|                              |                                      |
|------------------------------|--------------------------------------|
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| <b>Contact Officer</b>       | Manager, Library & Cultural Services |
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**14. Revision history**

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