

Community Arts and Events Fund application guidelines

Overview

The City of Stirling aims to create places where people choose to live, work, visit and invest. Arts and cultural events and experiences are well placed to contribute to this, creating vibrant, creative and connected communities and providing opportunities to celebrate and enjoy our unique lifestyle and spaces. Our community plays a vital role in developing this narrative.

The Community Arts and Events Fund is managed by the City's Arts and Events team and enables the City to provide support and financial assistance to community groups and not-for-profit organisations in the areas of arts and events; helping to create thriving local communities; prosperous and vibrant communities, and supporting a sustainable natural environment.



Funding available

Funding is available to support a variety of events, projects and activities.

Flagship - Up to \$50,000 total package*[^] is available for Flagship events and projects, including:

- Large scale festivals, events, or series of events/projects which attract significant numbers and deliver long term social, economic and/or built environment value to the community
- Significant arts and cultural events and projects that develop and contribute to the arts landscape and deliver long term social, economic and/or built environment value to the community.

Up to \$20,000 total package*[^] is available for:

- Local events and arts projects that have strong community support, broad community appeal and a diverse target audience.

Up to \$5,000 total package*[^] is available for:

- Smaller arts and events projects such as one-off celebrations, special anniversaries, murals, workshops, small scale exhibitions.

*All amounts are ex GST

[^] Funding amounts may be a combination of cash and value in-kind contributions

Value in-kind contributions

Value in-kind contributions will be assessed on a case by case basis for the following:

- Hire of City-managed facilities
- Basic Security Services for events
- Development Application fees
- Marketing; and
- Waste Management – applicants will need to request a quote and supply details of their waste management plan which details how the funded project promotes sustainability practices.

These contributions will form part of the overall package value.

Maximum contribution

Generally funding will not cover more than 50% of the total project budget.

Key dates and deadlines

Applications will be considered for eligible applicants and projects commencing within the 2021/2022 financial year and submitted in one of five rounds of funding as detailed below.

- New funding budgets are allocated each financial year and projects are generally required to be delivered in the financial year in which funding is awarded.
- Incomplete applications and/or applications received after the respective closing deadline will not be considered for funding.

Funding Rounds

	Round opens	Round closes	Project start dates	Funding notification date
Round 1	Wednesday 5 May 2021	Tuesday 8 June 2021	From 15 July 2021	Mid-July 2021
Round 2	Monday 31 May 2021	Friday 30 July 2021	From 1 November 2021	September 2021
Round 3	Monday 26 July 2021	Friday 1 October 2021	From 1 December 2021	November 2021
Round 4	Monday 30 August 2021	Friday 29 October 2021	From 1 February 2022	December 2021

Who can apply and what will the fund support?

Funding is available to:

- Not-for-profit organisations and incorporated associations
- Groups or individuals auspiced by an incorporated organisation

Funding will be considered for events, projects and arts and cultural activities which address one or more of the following focus areas:

1. Vibrant spaces and places
 - Enhancing and activating the built and natural environment
 - Creating a sense of place
2. A creative and prosperous City
 - Contributing to a prosperous, creative and innovative city
 - Attracting visitors to our City
3. A culturally active and engaged community
 - Fostering health and wellbeing, social connection and a strong community spirit
4. Diversity and celebration
 - Celebration of the City's diverse communities and cultures

Events and projects should:

- be held within the City of Stirling and directly benefit the City of Stirling community.
- hold public liability insurance covering the proposed activity
- comply with the City of Stirling Event Application process, local laws and requirements and any other legislation as applicable.

What won't the fund support?

- School fairs/fetes and the like
- Projects that are insular or of self-interest to your group and not likely to appeal to or involve the wider community
- Activities that are part of your regular day-to-day business
- Organisations or projects that exclude or discriminate against people on the basis of religion, gender, race, sexual preference, physical or intellectual ability (note projects can be targeted to a specific audience)
- The faith-based activities of religious organisations, this includes worship activities of a religious entity or group such as preaching, delivery of sermons, prayer services, rituals and the like
- Applicants that have not met the terms and conditions of previous grants, or have outstanding debts to the City
- Organisations/activities aligned to a political cause
- Expenses not related to the project, including ongoing staff salaries, administration, maintenance or operating costs and catering for events
- Activities or projects that are already funded or supported by the City of Stirling
- Activities that have commenced or are complete

What else do I need to know?

- Applicants may receive a maximum of one (1) grant per financial year
- For activities that fundraise, the fundraising activity should not be the main reason for the event, there should be clear benefit for the community as outlined in the focus areas
- Funding is not guaranteed - not all applications that are eligible will be successful in receiving funding
- The Community Arts and Events Fund has a limited budget, once all funds have been distributed no further allocations will be made during the same financial year.

Eligible applications will be assessed against the following 6 assessment criteria:

1. Project outcomes (25%)

What are the main aims of your project?

- All projects should align with one or more of the Community Arts and Events Fund focus areas.
- Proposed project is likely to meet proposed aims and benefit community as described
- Community support likely/evident
- For funding over \$20,000 the long term social, economic and/or built environment value should be clearly demonstrated in your application.
- A clear well considered evaluation process should be demonstrated which details how you will assess if the project meets its intended aims.

2. Quality, experience and planning (20%)

Is it likely the project will be delivered successfully and meet the intended aims?

- The timeline, budget and support material should demonstrate realistic consideration of all activity elements.
- Past experience in event/project organisation by the group and organising committee should be demonstrated. Suitably qualified personnel may need to be contracted for large events and festivals.
- If applicable, City of Stirling Event Applications and related approvals will need to be completed to a satisfactory level before funding is released.

3. Financial considerations (20%)

Is the event financially sustainable and responsibly managed?

- Projects should represent good value for money and have a clear, balanced budget with all aspects of the event/project taken into account.
- Applicants should provide their own funding towards the event/project and secure other sources of funding/income where possible.

4. Reach (15%)

What is the level of impact the event is likely to have? Who is the primary target audience and is the project likely to appeal to this audience? Does the project welcome young people, seniors, youth, families, people with a disability, people from diverse backgrounds? How will you inform the community of the event?

- Detail expected numbers and target communities.
- For funding over \$20,000 the economic impact assessment may be required.

5. Sustainability (10%)

How are you working to reduce the environmental impact of the project and ensure sustainable use of resources?

- This could include factors such as reducing waste and single use plastics, supporting the local community by using local suppliers and businesses, and encouraging use of alternative transport methods.

6. Accessibility and inclusion (10%)

Is the project open and accessible?

- Events should be free or low cost and where possible utilise venues and practices that [promote access and inclusion principles](#). This includes things like physical access, but also having information available in other languages/formats.

Tips and tricks for completing your application

- Write the application as if the person reading it knows nothing about the project – it is likely the assessment panel know nothing of your project
- You will have a greater chance of success if you discuss your project idea with a grants officer before commencing your application

When completing your budget please ensure:

- amounts are GST exclusive
- it is as clear as possible - list each item/supplier on a separate line and **include notes**
- it adds up – income should equal expenditure
- all proposed and confirmed sponsorships and donations are included on your application
- you have detailed your in-kind contribution. Please do not expend your in-kind contribution in your expenditure
- you have included fair rates of pay for contractors, if someone has agreed to provide a service free of charge it should be listed as a donation/sponsorship
- you have budgeted for all aspects of your event or project. Events should comply with local and state laws and there may be costs associated with this
- if you incur costs from the City of Stirling as part of your event (venue hire, waste services etc) include them in your budget
- you have included quotes for expenditure amounts over \$500

Please note:

- you can include in your budget funding to make your event more accessible (interpreters, infrastructure etc)
- value in kind contributions from the City of Stirling will be calculated and assessed on a case-by case basis following approval of funding
- the Community Arts and Events Fund will not cover expenses not related to the project, including ongoing staff salaries, administration, purchase of capital equipment for use outside of the project, maintenance or operating costs of equipment or catering.

Acknowledgment of grant funding

Successful grant recipients are required to acknowledge the City's contribution to funding. Higher amounts of funding require greater acknowledgment. This can be discussed further with the project officer.

Suggestions for acknowledging grant funding include:

- Promotional material (City of Stirling logo on posters, flyers or programmes, in social media mentis, acknowledgement in media releases etc.)
- Display City of Stirling signage (provided by the City) at the event or while the project is occurring.
- Verbally acknowledge City of Stirling support at the event or while the project is occurring.
- Formally extending event invitations to City of Stirling Mayor and/or Ward Councillors (where appropriate).
- Providing opportunities for the City of Stirling to promote its own services and facilities to event participants in the form of an information marquee (provided by the City and subject to availability)
- Invite the Mayor or Ward Councillor to present a welcome or opening speech at the event or at the commencement of the project.

Please note: Photographs, footage and audio of funded projects may be used in both print and web-based publications, including on the City's social media accounts, and used in future publicity or promotion of the project or the fund.

Canvassing of elected members

Applicants should note that, if prior to the determination of a grant, an Applicant (or any agent) canvasses any Elected Member of the City of Stirling, or attempts to provide additional information, either directly or indirectly, on any matter relating to the application to an Elected Member, the person/organisation may be disqualified and the grant excluded from being considered for approval.

Assessment of applications

Applications are assessed and approved by an assessment panel comprised of officers from the City of Stirling.

The assessment panel may recommend full, part or no funding. This decision is carefully considered with the view of maintaining the integrity of the proposal. Funding awarded in one year does not guarantee funding will be awarded in subsequent years. Applications are competitive and considered in conjunction with other supported projects and look to encourage a diverse range of events and experiences dispersed throughout the year and across all City of Stirling Wards.

The City of Stirling reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the eligibility criteria.

Notification of funding

Successful applicants will receive formal notification along with a checklist of things to do to access the funding.

If your funding application is not successful you will be provided feedback as to the reasons the application was not successful. You will also be notified of the procedure for appealing a decision.

Payment of funding

- Approved cash funding will be paid to the successful applicant only upon the receipt of the countersigned Terms and Conditions, submission of insurance details and valid Tax Invoices and once event approvals are obtained (if applicable).
- The City of Stirling pays on 30-day trading terms from the submission of a valid Tax Invoice.

Grant evaluation and acquittal

Applicants are required to submit an Acquittal (including a detailed financial statement and copies of receipts for items over \$500) within eight (8) weeks of the project completion, this is to be submitted via the organisations Smarty Grants account.

Funding not used according to the funding application should be returned to the City.

To be eligible for future funding, applicants must complete the acquittal within the specified timeframe.

Ready to apply?

<p>Step One</p>	<p>Before you apply, please contact the Arts and Events Team at the City of Stirling either via phone on 9205 8555 or email grants@stirling.wa.gov.au.</p> <p>They will advise whether your activity is suitable/eligible for funding, how much funding your project would likely be eligible for and forward any additional information that may assist in completing your application.</p>
<p>Step Two</p>	<p>Complete the applicable Community Arts and Events Fund Application Form online via the City of Stirling's Smarty Grants portal.</p> <p>You should answer all the questions provided with as much detail as possible and attach any required documentation.</p> <p>You will need to provide:</p> <ul style="list-style-type: none"> • An overview of the event or project program • A copy of your Certificate of Currency • Details of your organisations Incorporation Certificate, evidence of not-for profit status or agreement with auspicing agent • Support material including letters/emails from participating groups, artists and service providers, quotes, venue confirmation details, promotional material and photographs from previous projects • A complete and balanced budget including quotes
<p>Step Three</p>	<p>Submit your application by the applicable deadline. Any applications received outside of the specified timeframes will not be assessed.</p> <p>Once you have submitted your application you will receive an email acknowledging receipt.</p> <p>Applicants will be notified of funding decisions via email.</p>



Contact us

For more information or to discuss your funding application, contact the City of Stirling Arts and Events Team on 9205 8555 or email grants@stirling.wa.gov.au.

The Translating and Interpreting Service (TIS) is available on 13 14 50 and can contact the City on your behalf.

The National Relay Service (NRS) can contact the City on your behalf
TTY/voice calls 133 677
Speak & Listen 1300 555 727
SMS relay 0423 677 767