

# Community Creativity Fund Guidelines 2021-2022

## Overview

The Community Creativity Fund is aimed at supporting our local art and cultural industries in their creative practice. Funding will be allocated to projects which support these industries and/or create opportunities for the wider City of Stirling community to connect and engage with the arts and culture.

## Funding available

Grants are available of up to:

- \$5,000 for individuals/collectives with no ABN
- \$10,000 for sole traders/ incorporated organisations/small businesses

The Community Creativity Fund has a limited budget, once all funds have been distributed no further allocations will be made during the same financial year

## Eligibility

**Allow at least six weeks from submission of your application to commencement of your project.**

- Individuals or collectives who work within cultural industries or whose work/project directly supports the cultural industries.
- Sole traders/incorporated associations & small businesses who work within the cultural industries or whose work/project directly supports the cultural industries
- Individual applicants/collectives/sole traders and small businesses must reside/be located within the City of Stirling.  
Projects, events or activities should be of direct benefit to the City of Stirling community and/or cultural industries.

**The following will not be eligible for funding:**

- Applicants that have not met the terms and conditions of previous grants or that have outstanding debts to the City
- Organisations/activities aligned to a political cause
- Projects that do not align with the City's values and strategic priorities
- Activities or projects that are already receiving financial support from the City of Stirling
- Projects that are already complete

## What will we fund?

### New initiatives

- Development of new works and projects
- Small businesses working with local creatives. E.g. creating exhibition spaces, setting up art trails etc.
- Murals/community/public art
- Online content related to practice

### Professional development

- Relating to creative practice - workshops, seminars or courses to enhance or develop skills (up to \$500)
- Residencies and/or formal mentorship opportunities

### Small events/activations

- Organising creative events/activations across the City of Stirling

## Assessment criteria

Eligible applications will be assessed against the following:

### Cultural outcomes (40%)

- The potential for the project to support and develop individual artists and/or cultural industries within the City of Stirling and/or wider community

### Connection to the City of Stirling (30%)

- The potential for the project to develop relationships between organisations, businesses, and/or independent artist practitioners within the City of Stirling
- The potential for the City of Stirling community to connect and engage with the project

### Project viability and sustainability (30%)

- The likelihood proposed outcomes will be met and ability of applicant to deliver the project
- The potential for the project to lead to or support other opportunities or projects in the future
- Financial viability of project and effective use of resources

## Evaluation of project

An evaluation process should be demonstrated which details how you will assess if the project met its intended aims.

Things to evaluate could include:

- Outcomes – did the project meet its intended outcomes? How will you measure whether these are met?
- Numbers - how many people attended/interacted with your project
- Promotions - Detail the promotions you did and note any media mentions/shares/articles generated prior to or as a result of your project
- Financial success - did the project represent value for money, run on budget etc?
- Satisfaction and Impact - A survey completed by stakeholders and participants of your project will assist you in gaining an understanding of demographics, how satisfied people were with the project, and if the aims of your project were met.

## Acknowledgment of grant funding

Successful grant recipients are required to acknowledge the City's contribution to funding by at least one or more of the following.

- Verbal acknowledgment of City of Stirling support
- Social media hashtags and @ mentions
- Logo on project materials

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

Please 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 eligible applications

- Eligible applications will be assessed against the criteria and funding recommendations made by a designated panel of City of Stirling officers.
- If further information is requested from the applicant, then notification of funding outcomes will occur an additional two weeks from the date of submission of further information.
- Officers may request further information in considering any application, as well as the right to reject any application that is not eligible or does not adequately satisfy the criteria.

- 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 is not guaranteed for all eligible applications - applications are competitive and considered in conjunction with other supported projects and look to support a diverse range of applicants and projects throughout the City of Stirling.
- Funding awarded in one year does not guarantee funding will be awarded in subsequent years.

## Notification of outcomes

- Notification of outcomes will generally occur within four weeks of an application being submitted, though in some cases this may take longer.
- Successful applicants will receive formal notification along with a checklist of requirements to access the funding. A document detailing the terms and conditions of the grant will need to be signed by the recipient and the City of Stirling.
- Unsuccessful applicants will be notified as soon as possible and provided with feedback as to the reasons the application was not successful and 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 and submission of valid Tax Invoices.
- The City of Stirling pays on 30 day trading terms from the receipt of a valid Tax Invoice.

## Acquittal

Following completion of the project applicants are required to submit an acquittal via the applicants Smarty Grants account. The acquittal should give an overview of the delivered project, detail whether expected outcomes were met and provide evidence of project expenditure. Applicants will be required to include images/video of the project, a detailed financial statement and copies of receipts for purchases made with the funds) within eight (8) weeks of the project completion.

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

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

## Definitions

**Artist** means an individual who creates items of cultural value and is recognised as a practicing artist. It includes practices such as literature, music, theatre, musical theatre and opera, dance, other performing arts such as circus, comedy and puppetry, visual arts and crafts and emerging and experimental arts.

**Cultural industries** means those industries that produce or support items of cultural value such as festivals and events, music, visual and performing arts, film, TV and radio.

## Ready to apply?

Step One	If you have any queries about the fund, please contact the Arts and Events Team at the City of Stirling either via phone on 9205 8555 or email <a href="mailto:grants@stirling.wa.gov.au">grants@stirling.wa.gov.au</a>
Step Two	<p>Complete the Community Creativity Fund Application Form online via the City's <a href="#">Smarty Grants portal</a>.</p> <p>You should answer all the questions provided with as much detail as possible and ensure you have addressed each of the eligibility and selection criteria.</p> <p>A good tip is to assume the person assessing your application knows nothing about you, your practise or the project so include as much information as possible.</p> <p>Your responses and accompanying information will enable the assessors to make their decision.</p>
Step Three	<p>Submit your application online by the applicable deadline.</p> <p>Once you have submitted your application you will receive an email acknowledging receipt. We aim to provide an outcome within four weeks of receipt of complete applications, though in some circumstances this may not be possible. 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](mailto: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.