

New applicants especially are encouraged to attend one of the information sessions.
6.00-7.30pm Weds 9 September 2009 (The Entrance Community Centre)
OR 10.00am-12.00noon Friday 11 September 2009 (Wyong Council Chambers Function Room).
For more information call Stuart Slough on 02-4350 5511

WYONG SHIRE COUNCIL CULTURAL DEVELOPMENT GRANTS

Council has resolved to allocate \$30,000 annually for the support of arts and cultural projects that are consistent with *A Cultural Plan for Wyong Shire 2005*.

Council will consider distributing funding for eligible projects that fall within one or more of the following areas of activity:

Visual arts, craft, performing arts, writing and literary arts, cultural heritage, cultural diversity, Film and electronic media, History, Community festivals and events that focus on one or more of the above.

Information sessions on the program will be conducted as follows

**Wednesday 9 September 2009, 6.00 - 7.30pm at
The Entrance Community Centre (Building A),
corner Battley and Oakland Avenues, The Entrance.**

**Friday 11 September 2009, 10.00am -12.00noon
at Wyong Council Chambers Function Room, Hely Street, Wyong.**

To book into an information session, contact Stuart Slough, Cultural Planner, on 02 4350 5511.

A copy of *A Cultural Plan for Wyong Shire* can be downloaded from Council's Internet website:

http://www.wyong.nsw.gov.au/development/master_plans_culturalplan.html

or can be obtained by contacting Stuart Slough (see above.)

The closing date for applications is **Friday 9 October 2009**.

Mail applications to: Cultural Development Grants, Wyong Shire Council, PO Box 20, Wyong 2259

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Two projects funded in 2006-7



These young residents of the Kulnura district learnt to make props and costumes for a historical reenactment at Bloodtree Festival



Central Coast Decorative Artists – “Gathering of Decorative Arts”, a weekend of workshops

Cultural Development Grants Program Guidelines

You must read these guidelines before completing the application form

Preamble

In *A Cultural Plan for Wyong Shire 2005* Council adopted the following principles for cultural policy and planning:

- Council has a key role in providing leadership and support in developing culture and the arts.
- A diverse and vibrant cultural life is integral to a healthy community.
- Council is committed to working with the communities that make up the population of the area, to identify and build on their cultural assets.
- All members of the community have the right to participate in a rich and diverse cultural life.
- Council values and encourages participation, innovation, excellence and good governance in the practice of individual arts and cultural mediums.

As part of its commitment to providing support for culture and the arts Council makes available \$30,000 per annum to help eligible community groups carry out projects that are consistent with the Cultural Plan:

Who can apply?

Wyong Shire Council accepts applications from:

- Incorporated, not-for-profit organisations with public liability insurance cover of \$10M. Organisations are non-profit where their constituent or governing documents prevent them from distributing profits or assets for the benefit of particular persons, both while they are operating or winding up. These documents should contain acceptable clauses to indicate non-profit character. (Further details are available from the Australian Taxation Office, or visit their website www.ato.gov.au.)
- Non-incorporated groups or individuals can also apply but must be **auspiced** by an incorporated organisation. This means that the non-incorporated group or individual needs to ask the incorporated organisation to apply for and manage the grant on their behalf. The auspicing organisation would also be required to **acquit** the grant (see Conditions below).
- Organisations should usually be located within Wyong Shire. Groups located elsewhere must demonstrate how their proposal will contribute to arts and cultural development in Wyong Shire and benefit the community of the Shire.
- A group which has previously received funds from Wyong Shire Council under any of its grants programs is eligible to apply for assistance in the current round **only** if it has satisfied all accountability and evaluation requirements for the earlier funding, ie has submitted a report on the finished project for which the grant was provided.

What are the selection criteria?

All applications are considered on merit. To be considered for a grant your application should clearly describe the proposed project, demonstrate how it will benefit the Wyong Shire community and how it is consistent with **one or more of the following priority areas** outlined in *A Cultural Plan for Wyong Shire*:

- Projects that encourage innovation in the arts
- Projects that encourage excellence in the arts
- Arts and cultural events and projects that promote participation by young people and families
- Projects that provide opportunities for young people to develop their interests, skills or knowledge in culture and the arts
- Projects that research, document or celebrate the Aboriginal and / or post-1788 history of the Shire
- Intergenerational projects that provide opportunities for the transmission of the community's stories.
- Festivals, events and other community projects that celebrate cultural diversity and inclusiveness
- Other projects that, in the opinion of the panel, demonstrate consistency with the Cultural Plan

In any given year, Council may choose to focus on one or more of these priority areas as the major priority for that year.

What sorts of projects may be funded under the Cultural Development Grants Program?

The Cultural Development Grants Program may fund projects that fall into one or more of the following areas of activity:

Visual arts

Craft

Performing arts

Writing and literary arts

Cultural heritage

Cultural diversity

Film and electronic media

History

Community festivals and events that focus on one or more of the above

In 2007, projects that document and give expression to people's experiences of the recent flood events in the Shire are encouraged.

What expenses can the grant be used for? (See exclusions in next section.)

The grant can be used for any legitimate costs associated with an eligible project, such as:

- Fees for artists, professional coordinators, presenters or other arts professionals – eg for training workshops, public lectures, masterclasses, residencies, mentoring programs, exhibition development, guest artist. When negotiating fees organisations should ensure that artists, performers and other arts professionals receive fair remuneration.
- Materials or equipment specific to the project - eg materials to create costumes and sets, art supplies, hire of lighting or exhibition furniture
- Printing or production costs – eg, a local history publication, anthology of poetry, oral history CD, short film
- Promotional activities – eg posters and brochures

Wyong Shire Council will not fund the following through its Cultural Development Grants Program

- Late or incomplete applications
- Commercial enterprises or activities
- Organisations not serving the Wyong Shire community.
- Non-incorporated groups or individuals unless auspiced by an incorporated organisation.
- Applications from groups with substantial funds that in the opinion of the assessment panel can fully self-fund the project
- Projects that do not include a degree of self-funding. Self-funding may be in the form of a financial contribution from the applicant organisation, volunteer hours or other in-kind contribution, ticket sales for a performance, grant or sponsorship from another organisation or government agency.
- Proposals from government departments or agencies
- Projects that are better funded by state or federal government, or by corporate sponsorship.
- Core business of an organisation or general operational/administration functions EXCEPT in the case of groups seeking seed funding to become established.
- Projects of a religious or sectarian nature which, in the opinion of the panel, may promote or lead to social exclusion or disharmony.
- General fundraising appeals
- Capital works and vehicles
- Building and building maintenance costs.
- Formal education
- Retrospective costs, ie projects that have been completed or are already under way.
- Annual programs (unless your project can demonstrate a **significant** element of innovation.)
- Personal travel

- Conferences
- Projects that are a duplication of project or service
- Applications that would result in generating a profit for the applicant unless it can be demonstrated that the generation of profit is necessary for and will be used to the benefit of the target group or broader community – eg profit from higher than anticipated ticket sales could be applied to an appropriate extension of the project such as production of a booklet or CD. Alternatively, an amount equivalent to the profit made should be reimbursed to Council at the end of the project.
- Any proposal which may be in contravention of the Local Government Act 1993 or any Procedure of Council.

How often is the funding available?

There is one funding round each year. Each round will be advertised in the *Central Coast Express Advocate* and on Council's website.

How do I apply?

On the application form available from Council's website, libraries and customer centres or by contacting the Cultural Planner. In 2009 this must be returned by **close of business on Friday 9 October**.

How are applications assessed?

Eligible applications are assessed on merit according to the Cultural Plan priorities – see page 4.

A report with recommendations is presented to a full Council meeting for a final decision by Councillors. Council may elect to fully fund only the top-ranking projects to the extent of the available budget or to part fund some or all of the eligible projects. Council may elect to fund none, some or all of the eligible projects according to the merit of the proposals and the funding available. The Council's decision is final and no correspondence will be entered into.

Can I get help with preparing my application?

The Cultural Planner is available to discuss your project with you and help you to decide if it is eligible. However, **you must fill out the application form yourself** and it is your responsibility to ensure that the application form arrives at Council by the due date.

What are the financial requirements?

- Applications should include a degree of self-financing – eg, from the applicant organisation's own funds, ticket sales, sponsorship, grant from other government department, volunteer hours contributed by the applicant. The level of self-financing may have a bearing on the outcome of applications.
- All applicants are required to
 - provide a project timetable and budget showing milestones
 - demonstrate that the organisation can responsibly manage funds
- Applications for partial funding of proposals must be supported by evidence that funding has been sought or obtained from other sources.

- Council funds may only be used as agreed with Council and may not be diverted to another project or purpose.
- Unspent funds must be returned to Council.
- As part of the grant acquittal process, grant recipients will be required to provide a final report detailing expenditure of Council funds within three months of the event or completion of the project.
- Wyong Shire Council operates on a July - June financial year.

What supporting documentation do I need to provide?

In addition to the completed application form you must provide:

- A copy of your organisation's most recently audited financial statements **or** current balance sheet and a statement of income and expenditure if your organisation is not subject to audit requirements
- Evidence of other funding secured or applied for.
- Proof of your non-profit status (eg copy of your or your auspicing organisation's certificate of incorporation).
- A copy of your or your auspicing organisation's current Constitution or Articles of Association.
- A copy of your organisation's public liability certificate or a written quotation for adequate public liability insurance cover (where necessary, eg a one-off event)
- Letters of support (optional).

What does Council expect me to do if the application is successful?

If your organisation's application is successful you will be required to:

- Accept the conditions of the grant in writing before payment is made, including a statement of how Council's support will be publicly acknowledged.
- Complete the project for which funds have been granted, within 12 months of receiving the grant. If you wish to vary the project after you have received a grant you must get Council's permission in writing before you vary the project.
- Complete an evaluation report and financial acquittal for Council after the funds have been spent and within three months of completion of the project.

What else do I need to know?

- You are responsible for ensuring that you gain any necessary approvals from the relevant department of council – eg development application to stage an event. A successful grant application **does not imply that approval will automatically be granted.**
- A Council representative may visit the site of any organisation to which it intends to provide a grant, at times and conditions to be agreed between the parties.
- Details of all grants provided by Wyong Shire Council will be made public.
- Applications **may** be publicly available through Freedom of Information legislation. Any intellectual property contained in the application should be identified at the time of application in order to prevent its release.

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- The Cultural Development Grants Program is **not a source of recurrent funding**. Council seeks to support a number of organisations and projects across the community, distributing available funds in an equitable manner. Applicants are encouraged to seek sustainable funding sources for subsequent periods. Multi-year agreements will generally not be supported.
- An organisation may not apply for a grant for more than one project.
- Requests for funding may only be made on the relevant application form which must be fully completed and returned by the closing date together with accompanying documentation to **Cultural Development Grants Program, Wyong Shire Council, PO Box 20, WYONG NSW 2259**. Closing date in 2009 is **Friday 9 October**.
- Applications will be considered yearly or as advertised.
- Deadlines for applications will be advertised in the *Central Coast Express Advocate* (northern edition) and on Council's website.
- Late applications will not be considered. We strongly urge you to submit your application well before the closing date. Closing date in 2009 is **Friday 9 October**.
- All applicants will be advised in writing of the outcome of their proposals.
- Wyong Shire Council does not guarantee to fund any applicant, and does not guarantee to fund any applicant to the full amount requested.

GOODS AND SERVICES TAX (GST)

In preparing your project budget you must consider any GST implications. For more information you can visit the ATO website, www.ato.gov.au. You should seek proper advice about how the GST may apply to your group or organisation and any grants you may receive.

All amounts requested should be inclusive of GST where relevant.

Application Form ¹

Application Form – Cultural Development Grants

| | | |
|------------------------------------------------------------------------------------------------------------|----------|-------------------------|
| Name of the project | | Amount requested: \$ |
| Name of Organisation or Auspicing organisation applying for the grant | | |
| Street Address | | Postcode |
| Postal Address (if different) | | Postcode |
| Contact Name | Position | |
| Contact Phone Number (business hours) | Email | |
| Fax | Mobile | |
| If your organisation is applying on behalf of another group or an individual please complete section below | | |
| Name of group or individual being sponsored | | |
| Street Address | | Postcode |
| Postal Address | | Postcode |
| Contact Name (if different from above) | Position | |
| Contact Phone Number (business hours) | Email | |
| Fax | Mobile | |

¹ You must read the Guidelines before filling in this form.

Is your organisation- *(please tick the appropriate box)*

- A company limited by guarantee
- A cooperative society
- An incorporated organisation
- Other - please specify:

Please list names of Directors/Committee members of organisation

| | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ABN * | * GST will be added to all applicable funding applications. Applicants that are registered for the GST must provide their ABN. If applicant does not have an ABN, please complete the "Statement by Supplier" form attached. |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

What are the aims of your organisation OR the organisation being auspiced?

| | |
|----------------------------------------------------|------------------------------|
| Date of event/activity/project commencement | Date Funding Required |
|----------------------------------------------------|------------------------------|

What is the location of your project?

Time line for your project including start and finish dates and milestones:

Description of the project (attach separate page if necessary)

Your project must support one or more priorities of Council's Cultural Plan.

WHICH priorities does your project support? ²

HOW does your project support these priorities? (Attach separate page if necessary)

² It is not necessarily an advantage if your project supports more than one priority – quality is more important than quantity.

Who are the target groups that will benefit from the project? (eg young people, emerging artists, older people, people with disabilities etc) Letters of support may be attached.

How will you ensure that these target groups know about the project and are encouraged to get involved?

What do you hope to achieve through the project?

**How will you measure the project's success? (attach separate page if necessary)
Eg, audience numbers, number of new members, positive media stories, survey of participants ...**

| PROPOSED BUDGET | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Total project expenditure * | \$ |
| Total project income ** | \$ |
| Expenditure – list items | |
| a) | \$ |
| b) | \$ |
| c) | \$ |
| d) | \$ |
| e) | \$ |
| f) | \$ |
| Income sources | |
| a) Wyong Shire Council grant | \$ |
| b) | \$ |
| c) | \$ |
| d) | \$ |
| e) | \$ |
| f) | \$ |
| Please remember to include all self-funding, eg volunteer hours, own cash contribution. | |
| I expect the outcome of the budget to be: (please tick one and insert dollar amount) | |
| deficit <input type="checkbox"/> | profit <input type="checkbox"/> *** |
| breakeven <input type="checkbox"/> | \$ |
| * Expenditure: includes equipment, materials, publicity and promotion costs, service providers (such as tutors, trainers, artists, performers), insurance and indemnity, volunteer hours @ \$20 per hour, etc. | |
| ** Income: includes income from the Cultural Development Grants Program if your application is successful, state or federal grants, donations, sponsorships, subsidies, ticket sales, merchandise sales, community fundraising eg, raffles, sausage sizzles etc, in-kind income including volunteer hours @ \$20 per hour. | |
| *** Any profit generated must be used to the benefit of the target group or broader community – eg profit from higher than anticipated ticket sales could be applied to an appropriate extension of the project such as production of a booklet or CD. Alternatively, an amount equivalent to the profit made should be reimbursed to Council at the end of the project. | |
| Applications for partial funding of proposals must be supported by evidence that funding has been sought/obtained from other sources. | |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <p>What other sources of funding have you tried to access? Please specify response(s) if any.</p> | |
| <p>If Council elects to part-fund your proposal, what are your priorities? Please list and identify costs.</p> | |
| <p>Give details of any previous grants or in kind support you have received from Wyong Shire Council in past three years.</p> | |
| <p>How are you proposing to acknowledge Wyong Shire Council's support?</p> | |
| <p>Signature of person authorised by the organisation to endorse the lodgement of this application:</p> <p>.....</p> | <p>Name and position in organisation (please print)</p> |

Supporting documentation CHECK LIST

Please attach copies of the following. DO NOT SEND ORIGINAL DOCUMENTS. Do not send folders or binders.

- Letters of support (optional)*
- A copy of your most recently audited financial statements **or** current balance sheet and a statement of income and expenditure if your organisation is not subject to audit requirements*
- Your organisation's most recent annual report*
- Evidence of other funding secured and /or applied for (if relevant)*
- Copy of your organisation's constitution*
- Proof of your organisation's not-for-profit status (eg copy of certificate of incorporation)*
- A copy of your organisation's public liability certificate or a written quotation for adequate public liability insurance cover (where necessary, eg event)*

Statement by a supplier ³

Under the Pay as You Go legislation and guidelines by the Australian Taxation Office I provide you with a written statement that, for the supply I am making and further supplies of this type that I make to you:

Reasons for not quoting an Australian Business Number (ABN) to an enterprise

Name of Supplier

Address of Supplier

Tick the appropriate box :

- The supply is made to you in my capacity as an individual, and the supply is made in the course of an activity that is **a private recreational pursuit or hobby**
- The supply is made to you in my capacity as an individual, and the supply is wholly of **a private or domestic nature for me**
- I (or the supplier that I represent) am/is **a non-resident who is not carrying on an enterprise in Australia**
- The whole of the payment that I (or the supplier that I represent) will receive for the supply **is exempt from income tax**
- I (or the partnership that I represent) **have no reasonable expectation of profit or gain** from the activity undertaken and consider that I (or the partnership that I represent) do not meet the definition of enterprise for tax purposes

Therefore, I am not quoting you an ABN. You should not withhold an amount from the payment you make to me for the supply. I agree to advise you in writing if circumstances change to the extent that this statement becomes valid.

Name of authorised person (if not the supplier).....

Signature of supplier or authorised person.....

It is an offence to make a false or misleading statement

Date / /

Daytime contact phone number.....

The person / entity to whom this statement is made should retain the statement for 5 years

.....

³ In the event that your application is successful, your grant payment can be processed more quickly if you have sent this form in now.