

COUNCIL POLICY



Policy name	Arts and Cultural Grants (Under Section 356 of Local Government Act 1993)
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Abstract

To govern the provision of financial assistance provided to Arts and Cultural groups other than Gunnedah Shire Band and Dorothea Mackellar Memorial Society which have separate, individual, funding agreements with Council, within the Gunnedah Shire LGA to assist in the continuation of existing local projects or to assist in funding new projects or initiatives that help to meet the needs of our growing community.

Dates	Policy or amendment approved Policy or amendment takes effect Policy is due for review (up to 4 years)	12 Aug 2020 26 Aug 2020 26 Aug 2024
Endorsed by	Council's Executive Management Team	
Approved by	Gunnedah Shire Council at its Ordinary Meeting of Council held 21 Feb 2018 Resolution number: 09.02/18	
Policy Custodian	Director Corporate and Community Services	
Relevant to	All community arts and cultural groups other than the Gunnedah Shire Band and Dorothea Mackellar Memorial Society within the Gunnedah Shire Council Local Government Area	
Superseded Policies	Nil	
Related Documents	Policy Framework, Financial Assistance Policy	
Related Legislation	Local Government 1993	

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1. Purpose

- 1.1 To provide clarity and guidance on how Council will grant financial assistance to Arts and Cultural groups to assist in the continuation of existing local projects or to assist in funding a new project or initiative that helps meet the needs of our growing community.
- 1.2 To provide an open and transparent decision making process for requests for financial support from Council.
- 1.3 To provide an accessible and equitable process for organisations seeking financial support from Council.
- 1.4 Enabling arts and cultural organisations to deliver arts and cultural projects with Council assistance in a way that supports organisations to be sustainable and build long term capacity.
- 1.5 Creating a funding base in a form that organisations can leverage with other funding providers.

2. Scope

The policy applies to Gunnedah Shire residents not-for-profit Arts and Cultural organisations (excluding the Gunnedah Shire Band and Dorothea Mackellar Memorial Society which will have negotiated separate funding agreements with Council) seeking financial assistance from Council to produce Arts and Cultural programming in the Gunnedah Local Government Area in alignment with the outcomes and strategies stated in the Community Strategic Plan.

3. Definitions

Review Panel

Group of three elected members that will assess the applications.

Competitive Application Process

The judging of applications will be against a set of criteria on a competitive basis.

Evaluation Criteria

Set of objective criteria that the review panel will use to assess by numerical scoring and weighting to determine successful applications through the competitive application process.

Local

Gunnedah Shire Local Government Area (LGA)

Project

A project is limited to arts and cultural projects with specific goals and outcomes, defined responsibilities, a budget, pre-planning, information about the parties involved and a specific start date and end date.

The project must align with the following general arts categories:

- Acting,
- Announcing,
- Fine art and craft,
- Directing,
- Animation,
- Dancing and choreography,
- Entertainment and performance,
- Music and singing,
- Photography,
- Production, and;
- Writing.

Community Arts or Cultural Group

Must be non-profit, community based and located within the Gunnedah Shire. The community group must be an incorporated body or a sub-group of an incorporated organisation.

4. Grant Program Structure

- 4.1 Council will hold one competitive application process round per annum, preferably in November each year.
- 4.2 Council will advertise the details on Council's website and via media contacts throughout Gunnedah Shire.
- 4.3 Applications will be shortlisted by a review panel against the evaluation criteria and approved by a resolution of Council.
- 4.4 Organisations will be provided project funding up-front or in stages subject to negotiations and the execution of a formal agreement. No funding will be provided unless Council receives associated quotations or invoices.
- 4.5 Successful applicants and projects will be listed on Council's website and will be required to publicly promote and acknowledge Councils support of the project.

- 4.6 Agreements will contain information relating to the acknowledgement of collaborating with Council, and first rights to presentation.
- 4.7 Organisations will be required to provide annual reporting specific to the terms of the Agreement.
- 4.8 Grant funds are allocated annually by Council as part of its annual budget within the Operational Plan.
- 4.9 Council may offer to an applicant an amount less than, or in a combination different to, what is applied for.

5. Eligibility

- 5.1 Applicants must be local not-for-profit community based arts or cultural group. Organisations must be incorporated bodies or sub-groups of an incorporated body.
- 5.2 The project(s) must be current or proposed services/activities to be delivered within 12 months of receipt of the funds. Retrospective funding will not be provided.
- 5.3 Where grants are being used to purchase equipment or materials the organisation is required to include in the application a minimum of one (1) quote for the items requested.
- 5.4 Chapters of larger organisations with a local branch are eligible if they are a resident (Gunnedah Shire) not-for-profit arts and cultural organisation.
- 5.5 Applicants must lodge a completed Application form with all of the required information completed by the prescribed date and time. Late submissions will not be accepted.
- 5.6 Applicants must provide evidence that they have appropriate and current insurances in place.
- 5.7 Applicants must apply for a project that does not have other Council support and the programming must be different to any existing supported projects.
- 5.8 An organisation can only have one current Council grant funding Agreement at any one time.
- 5.9 Applicants must have complied with, to Council's satisfaction, the conditions of any previous grant or support received from Council.
- 5.10 The project must be publicly presented in the Gunnedah Local Government Area. It may also tour or be presented in other areas provided the project promotes the Gunnedah Shire.

5.11 The applicant must be capable of obtaining all regulatory approvals for the project and the cost of such approvals included in the budget. Funding approval from Council does not equate in any way to regulatory approval.

5.12 The applicant must identify other support received from Council and other sources in the current and previous financial year in relation to the project.

5.13 Excluded projects and organisations

5.13.1 The following projects will not be funded under this policy:

- (a) Activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income producing activities;
- (b) Salaries, insurance, audit expenses, legal or electricity.
- (c) Organisations which have not observed accountability requirements for past grant assistance.
- (d) Organisations that have an existing written financial Agreement with Council.

6. Evaluation Criteria

6.1 Delivery of outcomes and benefits that will address a clear community need in alignment with the Community Strategic Plan.

6.2 Value for money, need for funding and ability to leverage the grant funding and grow the sustainability of the organisation

6.3 Demonstrated track record and the ability to deliver.

6.4 Satisfactory reporting, compliance with conditions and acquittal of projects where you have received Council support.

6.5 Evidence of planning, coordination and collaboration between local organisations to avoid unnecessary duplication.

6.6 Demonstrates consideration of safety risks and ability to deliver the project safely.

7. Assessment of Applications

7.1 Applications under the Community Arts and Cultural Grants streams will be assessed by a review panel of three (3) persons made up of three (3) elected members.

7.2 The Responsible Officer will provide copies of the applications to the panel, a summary of all applications received and an assessment of the applications including:

- (a) Eligibility under the program's objectives and criteria
- (b) Assessment of the amount of the assistance requested
- (c) Other information relevant to the application
- (d) An account of any other assistance provided to the applicant by Council, whether that assistance be cash or in-kind

7.3 The Responsible Officer shall prepare a Council report articulating the recommendations of the assessment panel for consideration and determination by a meeting of the full Council. An application under the Section 356 Small Grants program for financial assistance will not be actioned, reported to Council for consideration, or decided upon unless:

- (a) Clear and detailed information on any and all assistance proposed or requested are provided.
- (b) An assessment of the application taking into consideration the eligibility as outlined in this policy has been undertaken, and
- (c) Any and all information required in accordance with Council's Financial Assistance Policy has been provided.

7.4 Applicants will be advised of the result of their application after the determination has been made by Council.

7.5 Public presentation of the grants to the successful applicants following the decision by Council shall occur at a time and place as determined.

8. Accountability, roles and responsibilities

8.1 Policy Custodian – Director Corporate and Community Service

The Policy Custodian is the officer accountable for managing policy compliance and initiating the policy review process. They will also have the responsibility for all aspects of policy implementation, unless appropriately delegated to another officer. These responsibilities include being the primary contact point for advice on the policy or its implementation; establishing and maintaining Council's records in relation to the policy; proposing amendments; and managing the consultation process when the policy is due for review.

8.2 Responsible Officer

Arts and Cultural Officer

8.3 Accountability requirements for all S356 grants

8.3.1 All applicants must, upon expenditure of the funds complete a Declaration of Expenditure on the prescribed format certifying that the grant was expended for the purpose for which it was granted.

8.3.2 The purpose for which the grant is approved may only be altered with the prior written approval as determined by a resolution of Council. If the money is expended on a purpose other than that approved by Council, Council retains the right to demand repayment and exclude the applicant from any future assistance from Council.

8.3.3 Any grants unexpended upon completion of the project or within 12 months from the receipt of funds are to be returned to Council unless prior written approval is obtained.

9. Acknowledgements

9.1 Nil

10. Version control and change history

Date	Version	Approved by and Resolution No	Amendment
15 Nov 2017	Draft	Council Resolution 4.11/17	Exhibition
21 Feb 2018	Final	Council Resolution 9.02/18	
15 May 2019	Amendment	Council Resolution 66.05/19	
12 Aug 2020	Amendment	Council Resolution 5.08/20	Confirmation of one funding round per year and either up front or staged funding based upon production of invoices.