



UPPER LACHLAN CULTURAL ACTIVITY FUNDING PROGRAM

2022/2023

FUNDING GUIDELINES **and** **APPLICATION FORM**

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The Upper Lachlan Cultural Activity Funding Program
is an initiative of the **Upper Lachlan Shire Council**

UPPER LACHLAN ARTS / CULTURAL FUNDING PROGRAM

2022/2023 Funding Guidelines

Closing Date Friday 21 April 2023

Projects may have started since *1st January 2023*

The Upper Lachlan Cultural Activity Funding Program is a small grants program delivered by the Upper Lachlan Shire Council. The aim of the Upper Lachlan Cultural Activity Funding Program is to support new initiatives in the Upper Lachlan local government area through small grants which:

- Assist locally determined community cultural activities;
- Increase opportunities for Upper Lachlan based groups to access a diverse range of arts and / or cultural programs;
- Enable communities to explore and express their cultural identities;
- Bring social and economic benefits to the community through, training, employment and promotional opportunities; and
- Lead to greater awareness and appreciation of cultural diversity.

Funding is to assist communities establish new initiatives. A limited number of small grants up to \$1000 are available primarily for wages/fees, travel, accommodation and materials. **Some other costs associated with the project may be included but artist's fees and expenses are the main focus of the program.**

Project must take place between 1st January 2023 and 30th June 2023.

ASSESSMENT CRITERIA

Applications that are assessed favorably will best demonstrate:

- Development of arts and cultural activity within communities;
- Extension of knowledge, community participation in and / or audiences for cultural activities;
- Evidence of adequate planning and capacity to manage the project; and
- Evidence of consultation with and support from the community i.e. letters of support and involvement

Priority is given to projects that address key focus areas, determined in the Upper Lachlan's cultural plan.

IMPORTANT THINGS TO REMEMBER

- All applications must be submitted on the **Upper Lachlan Cultural Activity Funding Program 2022/23 Application Form through Council email or in hard copy form via post**
- All applications must be submitted or postmarked on or before Friday, 5 May 2023.
- All support material must be relevant to your project and submitted with the application.
- Late applications will not be accepted.
- When working with children and young people you must institute and comply with best child protection policies and practices.
- Applicants should consider the accessibility of their events, organisations or information to people with a disability.

GENERAL ELIGIBILITY CRITERIA : WHO CAN APPLY

What is an auspicing body?

If your group is not incorporated, you can still apply for a grant if you have an auspicing body. An auspicing body is a legally constituted organisation that will take legal and financial responsibility for a grant if awarded. If a grant is awarded, the auspicing body must sign the Conditions for Payment of Grant form and is responsible for reporting on the grant within three months of the project's completion. All correspondence and monies will be directed to the auspicing body. It is recommended that grant applicants enter into a written agreement with their nominated auspicing body highlighting respective rights and responsibilities.

- Incorporated not-for-profit organisations and school P&C committees; or
- Groups/ensembles and unincorporated associations with a nominated auspicing body (see box below)

New community initiatives, including but not limited to:

- Film events
- Artist-in-residence programs
- Public art and design projects
- Exhibitions
- Performances
- Fundraising events to raise funds towards further cultural / arts activity
- Arts and cultural directories
- Purchase of arts / cultural equipment for the ongoing use of the community (i.e data project and screen for film screening, music equipment for children's access)

ELIGIBLE ACTIVITIES

- Capital expenses
- Core administrative costs or office costs
- Production costs of films, videos, books or other publications
- Competitions, or prizes and adjudication fees
- Projects that have commenced or are completed
- Activities that could be considered part of the curriculum for schools or tertiary institutions.

APPLICATIONS WILL NOT BE ACCEPTED FROM

- Individuals
- Groups located outside of the Upper Lachlan local government area.
- Professional organisations or companies.

- Commercial enterprises.
- Groups / ensembles, unincorporated associations without an auspicing body.
- State and Federal Government Departments, including Schools.
- Applicants that do not have public liability insurance to cover the time period of the project.

THE APPLICATION ASSESSMENT PROCESS

Once your application is received and has been deemed eligible, it will be assessed, rated and prioritised by a panel. The decisions of the panel are final. A report to Council will be prepared.

YOUR APPLICATION'S BUDGET

- Please itemise all income and expenditure on the Budget form.
- Do not include GST in your figures.
- There is a separate section to include all in-kind and volunteer assistance. Don't forget to fill it out.
- **Your request for funds must be the difference between the total project expenditure and total project income.**

The maximum that you can apply for is \$1000.00

SUPPORT MATERIAL

It is essential that appropriate and relevant support material be submitted with your application to assist in its assessment. This should include evidence of similar projects previously undertaken by your organisation and letters of support from organisations, artists and /or the community involved in your project.

GRANT PAYMENTS

If successful, you will be required to:

- Sign and return a *Conditions for the Payment of Grant* form.
- Provide proof of public liability insurance for the time period covering your project.
- Provide the organisations ABN, if an ABN is not provided, we are obliged to withhold 48% of the grant.
- Provide a tax invoice or Invoice for the approved amount:
 - *Organisations registered for GST will need to forward a Tax Invoice for the grant plus 10% GST.*
 - *Organisations not registered for GST will need to forward an Invoice for the amount of the grant.*

ACKNOWLEDGEMENT OF FUNDING

One of the Conditions of Grant is that the assistance of the Upper Lachlan Arts / Cultural Funding Program **must** be acknowledged in all advertising and promotional material

associated with your project. This means you must put the Upper Lachlan Shire Council logo in a prominent position on any brochures, flyers, posters, press advertisements, invitations and programs associated with your project and / or written acknowledgement in press releases, articles, reviews and programs.

Clear and detailed instructions of this condition will be provided to you if you are successful in being awarded a grant.

COMPLETED GRANT REPORTS

All successful applicants must submit a project report within two (2) months of the project's completion. Project report forms will be provided and must be used. Photographs and media clippings should also be included in the report documentation where available.

CHANGES TO APPLICATION DETAILS

If you need to make any changes to your project, you **must** contact Council in writing with the proposed changes. Before proceeding you must obtain approval in writing of any project variations that may take place.

If NO approval for variation to the project has been sought, the approved funds may have to be returned to Upper Lachlan Shire Council.

FURTHER INFORMATION AND GUIDANCE

Applicants should contact Council on 4830 1000 for assistance with developing a project, budgeting, finding suitable artists, artist's contracts, administration of grants or any other matters.



APPLICATION FORM 2022/23

Closing Date Friday 21 April 2023
 Projects may have started since *1st January 2023*

Name of Applicant Organisation: _____

Project Title: _____

Amount Requested: \$ _____

IMPORTANT INFORMATION

- Please read thoroughly the funding guidelines and this application form before completing your application.
- Complete **all details** on the application form.
- Submit one copy of all relevant **letters of support** as indicated in section 7 of this application form. Make sure all letters are signed
- If letters of support and support material are not received, your application may be considered ineligible.
- Please **do not** use staples, pins, plastic sleeves or folders or binding of any description to 'hold' your application together.
- **For your own record keep a copy** of your application form and any related support material you submitted.
- A checklist and declaration is provided on the last page of this application form. Please ensure that this has been completed.

Eligibility checklist - Please answer each question <i>If any answers to the checklist occur in the shaded squares, this application is not eligible</i>	YES	NO
Is your organisation based in the Upper Lachlan Shire?		
Is your organisation an incorporated, not-for-profit organisation, or a P&C, or a group/ensemble or an unincorporated association with a nominated auspicing organisation?		
Does your organisation have public liability insurance to cover this project?		
Does your project take place between <i>1st January 2023</i> and <i>30th June 2023</i>		
Does your application exclude capital expenses, core administration costs or office costs, production of films, videos, books or other publications, competition, or prizes and adjudication fees, projects that have commenced or completed, activities that could be considered part of the curriculum for schools or tertiary institutions.		
Have you discussed your application with Council?		
Does the application include support material e.g. artists' CV extracts, letters of support and / or involvement (especially for projects involving indigenous communities)?		

1. APPLICANT ORGANISATION DETAILS

Name of Applicant Group/Organisation :

Street address of Applicant Group Organisation <i>Address:</i> _____ <i>Town:</i> _____ <i>State:</i> NSW <i>Postcode:</i> _____	Postal address of Applicant Group Organisation <i>Address:</i> _____ <i>Town:</i> _____ <i>State:</i> NSW <i>Postcode:</i> _____
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Phone: (BH) (AH) Mobile Fa
x

Email : Toll Free
Number:

Website:

Contact person for this project: First Name: Last Name:

Position:

Legal Status Of Your Organisation

- Incorporated association Company limited by guarantee Non-profit cooperative
 Other (specify)

ABN: Registered for GST Not registered for GST (please tick)

Do you have Public Liability to cover this project (please tick)? Yes No

Nominated Auspicing Organisation

If you are a Group / Ensemble, unincorporated association you **must** nominate a legally constituted body to administer your grant if one is awarded.

Please complete the following information and get the nominated auspicing organisation to sign the declaration at the end of the application:

Name of nominated Auspicing Organisation :

Contact Person :

Postal address of Auspicing Organisation :

Street Address:

Postal address:

Town:

State:

NSW

Postcode:

Phone:

email:

Registered for GST (yes or no) :

ABN:

Does the auspicing body have public liability insurance to cover the event (yes or no) :

2. PROJECT DETAILS

Project Title:

In what town will the project take place?

PROJECT SUMMARY: Please provide a short, one or two sentence description of your project. Be sure to include the 'Who', 'What', 'Where' and 'When':

Project Start Date:

Project Finish Date:

Activity (please tick the activity type/s most appropriate to your project)

- Workshops
- Community seminar and/or forum
- Artist-in-residence program
- Public art & or design project
- Arts activity as part of a community Festival or event
- Arts and cultural directory
- Other (please state): _____
- Professional performance
- Curator(s) for exhibition
- Oral History Project
- Fundraising
- Purchasing equipment

Artform (please tick the activity type/s most appropriate to your project)

- | | | | |
|--------------------------------------|---|-------------------------------------|---|
| <input type="checkbox"/> Visual arts | <input type="checkbox"/> Music | <input type="checkbox"/> Craft | <input type="checkbox"/> Screen arts |
| <input type="checkbox"/> Photography | <input type="checkbox"/> New media | <input type="checkbox"/> Literature | <input type="checkbox"/> Multi-arts |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Textiles | <input type="checkbox"/> Theatre | <input type="checkbox"/> Physical Theatre |
| <input type="checkbox"/> Circus | <input type="checkbox"/> Community Cultural Development | | |

Of the artforms listed above, which is the main artform?

Target Groups

Please tick the appropriate sector/s of the community that you are specifically targeting to benefit from this project. If you are targeting more than 4 groups, just "General Community".

- | | | |
|---|--|--|
| <input type="checkbox"/> Men | <input type="checkbox"/> Artists / Artswriters | <input type="checkbox"/> Women |
| <input type="checkbox"/> Arts volunteers | <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Youth (15-25) |
| <input type="checkbox"/> Indigenous | <input type="checkbox"/> Culturally and linguistically diverse | <input type="checkbox"/> Elderly |
| <input type="checkbox"/> Children (0-14) | | |
| <input type="checkbox"/> General Community / All of the above | | |

Which group (from those listed above) will be the main beneficiary of the project?

Participation and Attendance

Participants refers to those who will take an active role in the arts activity.

Attendees refers to the audience or viewers if there is an exhibition or performance component.

You may not need to fill in one or other of these depending on the nature of your project.

Estimated number of **participants** (Minimum)

(Maximum)

Estimated number of *attendees* (Minimum)

(Maximum)

3. ABOUT YOUR ORGANISATION

Please provide a short description and history of your group / organisation, including examples of similar projects you have managed.

4. PROJECT DESCRIPTION

a) Describe your project in more detail (**do not refer to attachments**). Outline **what** you plan to do and **why**. Include any consultation that has occurred with you community/communities.

b) How will the project be managed? Please include a brief project plan and timeline.

c) Describe the short-term and long-term benefits of this project for the community/communities involved.

d) List other groups or organisations involved in the project and briefly state the nature of their involvement. Please attach to this application any letters of support from these groups.

f) How will you promote your project? (Please tick):

- | | | |
|---|---|--|
| <input type="checkbox"/> Radio interviews | <input type="checkbox"/> School newsletters | <input type="checkbox"/> Local newsletters |
| <input type="checkbox"/> Web | <input type="checkbox"/> Free editorial | <input type="checkbox"/> Direct email |
| <input type="checkbox"/> Posters/ fliers | <input type="checkbox"/> Television | <input type="checkbox"/> Newspaper Ads |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other (please specify) _____ | |

5. ARTISTS

If applicable, please name the artists involved in the project and provide a brief job description and CV extract outlining their relevant experiences. **Please do not refer to attachments.**

6. BUDGET FOR YOUR PROJECT

Work out and enter all the expenses associated with your project, then all the income you expect to receive - the amount you request is the difference between the income and expenditure.

Note: only include CASH transaction on these pages. INKIND support is included on a later page, that is clearly marked.

Do not include GST. If GST is included in an item you have costed, please deduct the GST amount.

Project Expenses	Expense Details - Clearly state where this money is going and give a breakdown if necessary	Amount
Artists Fees		
Production		
Administration		
Marketing		
Equipment		
Total Expenditure		

Project Income	Identify Income source	Amount
Earned Income	(i.e. box office)	
Government (local, federal, state)	(i.e. grant name)	

Project Income	Identify Income source	Amount
Sponsorship	(name of sponsor)	
Other Income		
Total Income		
Amount Requesting		

Please specify what the requested funds will be used for. This amount should add up to the “Amount Requesting” on the previous page.

Funding expenses - please itemise	Amount

In-kind Support - non cash items donated to your project. <small>You will only be able to provide estimates of their value but they are important to include as it shows the 'real cost' of your project.</small>	Estimated Amount
A. Estimated number of volunteers	
B. Estimated total number of volunteer hours	
Monetary value of volunteer time @ \$20 per hour (B x \$20)	\$
Local Government - goods, services that council provides without a fee (eg. venue, rubbish service, admin support)	
Local Business - goods, services that local business provide without a fee (eg paints, materials, advertising)	
Other Community Groups - goods, services that other groups provide without a fee (eg venue)	
Total In-kind Support	\$

7. LETTERS OF SUPPORT

Please list all letters of support that you will submit as support material and state how they relate to your project.

From (name of individual/organisation/group)	Relevance to the project

8. SUPPORT MATERIAL

You may choose **one** of the following support materials to accompany your application. Please indicate by ticking the relevant Box below.

Please Tick	Type	Relevance to the Project
<input type="checkbox"/> Up to 8 pages of written material on A4 paper (eg excerpts of published writing, press coverage or research)		
<input type="checkbox"/> Up to 10 photographs (printed on A4 paper)		
<input type="checkbox"/> Audio visual – video/music (no longer than 5 minutes in total)		

9. APPLICATION CHECKLIST

- Have you read the guidelines?
- Have you checked if your project/organisation is eligible? (Read relevant sections)
- Have you completed all sections of the application form?
- Have you completed the budget correctly?
- Have you attached all relevant support material and letters of support (artists & community)?
- Has your application been signed below by the nominated auspicing body (if applicable)?
- Has the declaration below been filled out?
- Have you kept/saved a copy of your application for your own records?



I certify that, to the best of my knowledge, all the information in this application is correct and has been discussed and approved by the Committee of Management or equivalent body and that I have the delegated authority to submit this application.

Name

Title (General Manager, Chair, Executive Officer etc)

Date

I/my organisation agree to take responsibility for auspicging the grant on behalf of the applicant identified within the body of this document.

Name

Title (General Manager, Chair, Executive Officer etc)

Date

Where to discuss and send your application

For assistance with the application you can contact:

Upper Lachlan Shire Council
Ph: 4830 1000
Attention: Acting General Manager
UPPER LACHLAN CULTURAL ACTIVITY FUNDING PROGRAM
Email: council@upperlachlan.nsw.gov.au

If submitted by post please send to:

Attention: Upper Lachlan Cultural Activity Funding Program
UPPER LACHLAN SHIRE COUNCIL
PO Box 42 Gunning
NSW 2581

The Upper Lachlan Cultural Activity Funding Program
is an initiative of the
Upper Lachlan Shire Council