

Artists and Creatives Grants

Guidelines

Surf Coast Shire Council's DEVELOP Artists and Creatives Grants support creatives of all disciplines to explore new directions, ideas and concepts to advance their arts practice and increase their profile.

Funds available

Applications will be accepted for requests between \$3,000 (individual creative) and \$5,000 (collective). No matched funds are required from the applicant.

Applications are open for the month of February each year.

Grant purpose

Surf Coast Shire Council is committed to fostering an environment where people with clever and creative ideas can make a difference. We want the Surf Coast Shire to be a place to nurture, acknowledge and promote innovation, the creative arts and industries.

The purpose of the grant is to support creatives to explore new directions, ideas and concepts to advance their practice and/or their careers. In line with Council's Creative Places Strategy 2023-2031, DEVELOP will provide financial support for creative practitioners to undertake:

- Intensive creative research and development of new ideas/concepts
- Practice-based experimentation

For the purposes of this grant, "new" refers to works that address a new issue or demonstrate:

- New collaborations
- New methodologies
- New learning that would be difficult to undertake without this funding.

Aims and Priorities

Council's Artists and Creatives Grant aims to:

- Encourage deep research and experimentation to support creative practitioners in achieving innovation, and advancement in their careers.
- Afford practitioners with an opportunity to take creative risks and/or opportunities.
- Support creative practitioners to broaden, deepen or diversify their creative practice.
- Promote original and expansive thinking.
- Encourage cross-disciplinary and cross-industry collaborations.
- Engage with independent artists, creatives and collectives that reflect the diversity of the Surf Coast community and beyond.

Before you get started

1. Read these Guidelines and check your eligibility.
2. Read our Creative Places 2023 - 2031, Surf Coast Shire Council's Arts and Creative Economy Strategy, in particular PILLAR 3: PROFILE; and our Council Plan. We are looking for projects that align with the principles and priorities set out in these documents.
3. Call our Grants Team or Arts Team on 5261 0600 to discuss your idea and ask any questions.

NOTE: Council officers can assist with the application process, but are unable to review draft applications.

To apply

Applications must be submitted online at surfcoast.vic.gov.au/Grants.

Please contact our Grants Team on 5261 0600 before the close date for applications if you require an alternative method to submit.

Key dates:

Applications are open for the month of February each year. Please refer to our website or call our Grants Team for details on assessment, notification and funding timelines.

Assessment criteria

All applications will be assessed according to Merit, Impact and Viability of the project.

Each application will be evaluated against the program Aims, and equally weighted across the following three assessment criteria:

1. MERIT	<p>In assessing the ‘Merit’ criterion the panel will consider:</p> <ul style="list-style-type: none"> • The originality and quality of the ideas and/or concepts to be explored. • Whether the proposal is evidence-based and measurable ie. Can it be benchmarked via an industry initiative or does it demonstrate clear evolution of practice which can be validated by the sector (eg. Galleries, publishers, artistic directors, record labels, etcetera).
2. IMPACT	<p>In assessing the ‘Impact’ the panel will consider how the proposed activity impacts:</p> <ul style="list-style-type: none"> • The creative’s practice and/or career ie. will it enable deeper understanding; refined technique or skill; drafting or completion; publication of works; promotion of works to key industry etc. • The potential “reach” of the proposed activity ie. how it is likely to be engaged with or received, measured by: opportunities arising; potential reception/new audiences; critical reception. • How it fosters high-profile creative output from the Surf Coast Shire Creative Sector. • Opportunities to increase the reputation/Profile of the Shire’s Creative sector beyond the Shire.
3. VIABILITY	<p>In assessing the ‘Viability’ criterion the panel will consider:</p> <ul style="list-style-type: none"> • The applicant’s experience and capacity to undertake the activity (as demonstrated in the CV). • The budget is viable and realistic, including the provision of appropriate creative practitioner(s) fee/s. • The inclusion of a viable project plan and timeline with appropriate level of planning. • Where proposals involve working with diverse communities, the panel will consider if the applicant demonstrates best practice and appropriate cultural competencies.

Equity and inclusion considerations for your project:

The *Gender Equality Act 2020* means that Council has a legislated requirement and a responsibility to promote and support gender equality. For more information about the *Gender Equality Act*, visit genderequalitycommission.vic.gov.au/about-gender-equality-act-2020

Surf Coast Shire Council is committed to promoting equality and access for all people regardless of race, sex, sexuality, age, ability and disability, socio-economic status, education, ethnicities and faith.

We believe our diversity is what makes our community stronger.

To ensure our grants program is equitable and inclusive, projects that remove barriers to participation for marginalised groups and emphasise inclusion will be given preference over projects which encourage stereotypes or are not accessible to all. This might look like:

- Your facilities, publications and processes are accessible and inclusive as possible
- You make reasonable adjustments for marginalised groups
- You are open to feedback for how you can improve access and inclusion
- You actively promote the participation of women and girls in your project or group.

Note

Council typically receives greater demand for project funding than is available through the annual grants budget.

If applications for this grant have equal merit, a lower priority will be assigned to those that:

- Received any Council grant funds in the previous financial year

- Are recommended/are likely to be recommended for funding through other Council grants
- Receive their core funding from State or Federal governments
- Have greater access to funding from sources other than this grant.

Addressing the Aims and Assessment Criteria

You are required to:

- Provide a very short 1-2 sentence description of the activity or idea using the format detailed in the application form (limit of 200 words).
 1. Answer the Application Questions in the online form using plain English (up to 200 words) for each question.
- Provide a detailed, balanced budget.
- Provide relevant Application Support Material & Documents that respond to the aims and assessment criteria (see following).

Application Supporting Material and Documents

Providing relevant support documents and creative support materials is crucial to your application. Proposals must include both application support documents and creative support material.

- Not all types of application support documents will be appropriate for your activity. The panel has limited time. Please ensure that your selected material is concise and directly supports your proposal.
- You can upload up to 10 documents/files total.
- Attached files can be no more than 5MB in size each.
- When providing URLs, only use links to publicly available (not membership-based) sites. Link must directly open to the material you want to submit. If you are linking to a private video site such as Vimeo, you must provide login/ password requirements to your video.
- Do not provide links to non-public websites, Google Drive, Drop Box or other platforms where materials can be edited after submission. Do not provide links to online hosting platforms that require viewers to enter personal identification to gain access. This type of material will not be accepted.

Application Support Documents

TYPE	DESCRIPTION	LIMITS
Project Plan and Timeline (all applicants)	Step out your creative processes and include a summary of key dates, background, activities during the proposed funded period and potential future opportunities. Include any contingency planning which accounts for any delays or risks to the activity.	2 pages
CV/Artist Biography (all applicants)	For activities with more than 5 creative practitioners, additional biographies can be uploaded as an attachment for the most relevant creative practitioners involved.	1 page max per CV
Key Partner Confirmations	Correspondence that confirms key activity/research partners, if applicable	1 page per partner
Media Portfolio	Relevant media reviews of the creative practitioner/s, organisation of previous work.	5 articles in 1 document
Activity involving First Peoples engagement and/or program content (All applicants with activity involving First Peoples)	<p>Applicants must follow correct protocols when working with First Peoples artists, content and/or communities.</p> <p>Applicants must agree to Terms and Conditions outlined in Creative Australia’s Protocols for Using Indigenous Cultural Heritage and Intellectual Property in the Arts as a condition of funding.</p> <p>As part of Surf Coast Shire Council’s journey towards reconciliation and Treaty, we work in line with the key guiding principles of Victoria’s Creative State 2025 strategy First Peoples First.</p>	

Creative Support Material

CREATIVE PRACTICE	LIMITS
Cross or Multi-disciplinary Creative Practice	A combination of appropriate support material from this table, not exceeding any of the limits below.
Literature	Up to 15 pages of writing. Indicate if work is in draft form.
Music	Maximum of 3 audio tracks totaling no more than 15 minutes in length.
Performing Arts	Moving image excerpt(s) totaling no more than 15 minutes in length. Up to 15 pages of script from past projects, or up to 10 pages indicative writing and a synopsis, or detailed director’s treatment.
Visual Arts	Up to 10 images and up to 5 minutes of moving image where appropriate. Images should be accompanied by an annotated list of works that briefly explains each image and how it relates to the proposed work.
Screen	Moving image excerpt(s) totaling no more than 15 minutes in length. Up to 15 pages of script from past projects, or up to 10 pages indicative writing and a synopsis, or a detailed writer’s/director’s treatment. Game design documentation and examples of past titles.
Design	Indicative portfolio of up to 10 previous designs, prototypes, products or services where the applicant was the principle or lead designer. Fashion portfolio showing examples from past/current fashion ranges.
Creative Support Material Notes	A 1 page summary outlining the creative support material provided, indicating its relevance to your proposal.

Who can apply?

Applications can be for solo activity or activity undertaken by creative collectives/collaborations.

This program encourages applications from:

- First Peoples creatives
- Under-represented cohorts (such as LGBTIQ+ creatives and creatives with a disability)
- Young people (aged 25 years and below)
- The Live Music sector
- The Literary Sector

CAN APPLY	
✓	Surf Coast Shire-based individual professional creative practitioners (emerging or established) who have an ABN or who can nominate an auspicing body to apply, and take legal financial responsibility for the grant.
✓	Surf Coast Shire-based professional collectives.
✓	Groups of individuals who join together as a collective must be legally constituted or nominate either an individual or an auspicing body to apply, and take legal financial responsibility for the grant.
CANNOT APPLY	
✗	Individuals undertaking full-time or part-time study at the point of commencing the proposed activity.
✗	Community arts projects that are eligible through Council's Community Initiatives Grants.
✗	Recipients of a Surf Coast Shire Council Arts Development Seed Fund grant in the last two years.
✗	Applicants who don't meet the eligibility requirements specified in these Guidelines.
✗	Applicants who have received Council funding for the same project within the same financial year.
✗	Applicants who have an overdue Acquittal Report for previous funding received from Council.
✗	Elected members and employees of Council are not eligible to write applications, sign or be listed on any grant.
✗	Non- Surf Coast Shire creative practitioners or collectives.

Note:

- Applications from non-First Nations Peoples creative entities that contain First Nations Peoples content will be reviewed to ensure appropriate cultural protocols have been demonstrated in the application.
- All applicants are encouraged to include access costs within their project budgets that make activities accessible to an audience that is Deaf and Disabled (e.g. Auslan, captioning, audio description, materials in other formats).

What will and won't be funded

YES	Applications are encouraged from a wide range of creative disciplines from across the sector, including but not limited to:
✓	Projects that align with and support this Grant Programs purpose.
✓	Activities and projects that support gender inclusion and equality.
✓	Activities that make positive contributions towards First Nations self-determination, Reconciliation and/ or allyship (this means listening to and supporting action on issues of importance to First Nations Peoples).
✓	Screen script development for Film/Television and Online, Purchase of Tools.
✓	Activities or resources that support positive outcomes for the environment, sustainability and/or climate action.
✓	Activities or resources that celebrate and promote diversity and inclusion.
✓	Visual Arts Sculpture, Painting, Drawing, Craft, Photography, Installation, Illustration, Ceramics, Jewellery, Textiles etc.

✓	Sculpture.
✓	Public Art (any project involving small capital works, or which makes physical change to a space or building will be subject to permit, risk and project management requirements – Council Officers will guide you through this process).
✓	Literature Journals/Publications, Literary festivals, literary genres including Poetry, Spoken Word, Fiction, Creative Non-fiction, Literary Podcasts, Graphic Novels, Children’s Literature, Memoirs etc.
✓	Dance / Physical Performance Dance, Circus, Physical Theatre.
✓	Theatre Text Based Performance, Puppetry, Cabaret, comedy, Music Theatre etc.
✓	Music Experimental, Sound Art, Jazz, Opera, Choral, Classical, Contemporary etc.
✓	New Media Interactive media including AR/VR etc.
✓	Cross or Multi-disciplinary Practice work or applications that include multiple creative practices and/or forms.
✓	Experimental Work emerging or experimental forms.
NO Grant does not support:	
✗	Projects that do not align with this Grant Programs purpose.
✗	Activities and projects that do not support gender inclusion and equality or reinforce gender stereotypes.
✗	Screen-related activities that can be supported through Film Victoria funding programs (e.g. development, production or release/distribution support, industry placements).
✗	Private tuition, training, study, or course work. This includes work that will be used for the purposes of academic assessment.
✗	Reimbursement for expenses already incurred, or other retrospective funding.
✗	Competitions, prizes, awards, fundraising items, eisteddfods or trophies.
✗	Activities to support political or lobbying activities.
✗	Capital developments, e.g. renovations or additions/changes to a structure or property.
✗	Business start-up costs or recurrent operational costs not directly associated with the activity.
✗	Discrete business development opportunities.
✗	Activity that does not follow correct protocols when working with First Peoples’ artists, content and/or communities.
✗	Activities that do not pay creatives/artists at an industry standard rate. If you need further information about individual industry standards please speak with our Arts Team.
✗	Conferences, business meetings, and costs not directly associated with the creative activity.
✗	Projects that do not align with the objectives of Council’s Municipal Health and Wellbeing Plan (e.g. projects that encourage unhealthy eating or include the consumption of Alcohol).

Note:

- Funding can be used to cover auspicing fee/costs if the application is being auspiced.
- **Applicants must not assume they will be successful or make commitments based on that assumption** before receiving formal notification of the outcome of their funding request.
- All applicants should plan for contingencies and consider other funding sources and options should their application be unsuccessful.

Eligibility requirements

These are the grant essentials to tick off for your application.

Grant program requirements:

- Applicants must demonstrate how activities/projects will benefit the Surf Coast Shire creative sector or community.
- Activities/projects must demonstrate how they act upon the grant purpose described in these Guidelines.
- Activities/projects should demonstrate environmentally sustainable practices and must not have negative impacts on the natural environment.
- Activities/projects must not discriminate against people based on gender identity, race, age, socio economic status, education, ethnicity, ability and disability, or faith.
- Activities/projects must not contradict the priorities of the Council Plan, including the Municipal Health and Wellbeing Plan.
- Activities/projects must not contradict the priorities of the Council Plan, including the Municipal Health and Wellbeing Plan.
- Completed applications must be received through the SmartyGrants online system. Please contact our Grants Team before the closing date on 5261 0600 if you are unable to access this system and require an alternative format/method

Requirements of the applicant:

- Grants can be awarded to incorporated not-for profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice agreement).
- A certificate of currency for Public Liability Insurance (proportionate to the risk associated with the activity being undertaken) must be provided.
- Groups/Individuals must have an ABN or be willing to complete an ATO Statement by Supplier Form.
- The applicant must demonstrate that they can meet the matched project contribution requirement described in these guidelines. The method for calculating in-kind contributions is included in the application form.

Depending on what your project is, the following also need to be met:

- Where related to First Nations Peoples or Culture, applicants must demonstrate appropriate consultation with the applicable Registered Aboriginal Party (RAP), Traditional Owner consultant or First Nations organisation. We recommend reading local RAP Country Plans as a starting point, see links under 'More information' on the final page of this document.
- Projects involving children must comply with the Child Safe Standards [dhhs.vic.gov.au/publications/child-safe-standards](https://www.dhhs.vic.gov.au/publications/child-safe-standards).
- Where appropriate, projects must be inclusive of people with a disability or those who are marginalised. Please refer to Council's Disability Inclusion Guidelines. If successful, you may be required to complete Surf Coast Shire's Inclusive Events Checklist.
- Activities/materials must be accessible and inclusive of all abilities – including physical access, as well as ensuring written materials are visually accessible.
- Any relevant risk assessments, permissions, permits and/or maintenance must be worked through with Council officers prior to funding being distributed (e.g. permission from a facility or land manager to make changes).

Funding information

Funding details:

- Funds of up to \$3,000 for an individual and \$5,000 for a collective are available.
- Grant funds cannot be used for retrospective purchases.
- Applicants may apply for funding in multiple Council grant streams if it is for different projects/purposes.
- Successful applicants will be expected to dedicate the majority of their working time on the funded activity for the duration of the project.

- Planning for time away from additional professional commitments should be outlined in the Project Plan.
- Applicants are expected to provide a level of detail in their written application, support material and budget appropriate to the grant request and using professional industry rates for their level of practice.
- When a grant is awarded, payment will be made to the organisation's nominated bank account after all relevant documentation is received by Council, including a signed Funding Agreement, invoice and evidence of Public Liability Insurance. If using an auspice, you will need to provide their banking details and an invoice issued by them.
- Equipment purchases should not be made until Council funds are received.
- Council will not be responsible for costs over and above the grant amount awarded.
- Applicants should be aware of their responsibilities to comply with Federal Government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number, contact the Australian Tax Office information line on 132 866 or visit ato.gov.au.

In accepting a Surf Coast Shire Council grant these are the things you are committing to:

- Sign a Funding Agreement prepared by Council, specific to your project/activity.
- The funding provided must be used for the approved equipment. Any changes to budget items must be approved by Council prior to purchase.
- Applicants must obtain any necessary approvals and meet any costs associated with those approvals.
- Where required, the applicant will ensure that the activity complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, *Victoria's Child Wellbeing and Safety Act 2005*, *Disability Discrimination Act 1992*, and *Occupational Health and Safety Act 2004*.
- An Acquittal Report, including an expenditure statement, must be provided in line with conditions outlined in the Funding Agreement.
- Council's logo shall be used on all material relating to the funded activities and an appropriate acknowledgement of funding must be given by the recipient in all promotional material, announcements and reports of the activities to the community.

Grievance Process

All applicants whether successful or not have the opportunity to discuss the application process. Applicants have the opportunity to write to the CEO if they are not satisfied with the grant process. The applicant will be notified of the outcome in writing.

Surf Coast Shire Council
GRANTS PROCESS



More Information about this grant

Online surfcoast.vic.gov.au/Grants

Phone 5261 0600

Resources

Depending on the nature of your project, these resources may be useful.

Access and inclusion

surfcoast.vic.gov.au/Community/Access-for-all

Creative Australia

[Protocols for Using Indigenous Cultural Heritage and Intellectual Property](#)

Registered Aboriginal Parties

We recommend reading the Country Plans available here:

Eastern Maar Aboriginal Corporation

easternmaar.com.au

Wadawurrung Traditional Owners Aboriginal Corporation

wadawurrung.org.au