

COVID-19 Arts and Culture Grants Guidelines

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel: 08 8416 6333
Email: csu@wtcc.sa.gov.au
SMS: 0429 205 943
Web: westtorrens.sa.gov.au



Round one online applications close 5pm 15 November 2020

Round two online applications close 5pm 15 March 2021

Our goal

The City of West Torrens is committed to helping support and strengthen community life. As such, we have adopted a [Community Plan](#), which outlines various aspirations for our local community. One of our aspirations focusses on City Prosperity; to ensure that we have a vibrant city environment.

We are committed to supporting members of our local community through this difficult time. The COVID-19 pandemic has affected the global economy and locally, it has impacted many artists and arts organisations. To help our creative sector to re-emerge, the City of West Torrens is offering two rounds of Arts and Culture Grants to assist where it is most needed.

Purpose of the grants

It is important that COVID-19 recovery measures provided by local governments complement the stimulus and support measures of the State and Federal Governments. As a Council, we must leverage our resources to help ensure the safety, survival and resilience of our community.

The City of West Torrens' Arts and Culture Grants comprises two rounds of \$25,000 aimed at providing relief to individuals and organisations most affected by COVID-19. These grants will help our community to support themselves, thereby generating resilience, growth and employment.

Funding available

The COVID-19 Arts and Culture Grants look to provide financial assistance to eligible artists and arts organisations affected by COVID-19.

There are three funding streams available:

- [Visual Arts Grants](#) - up to \$500 excluding GST
- [Performing Arts Grants](#) - matched by applicant funding up to \$1000 excluding GST
- [Grants for Musical Groups and Solo Musicians](#) - matched by applicant funding up to \$1000 excluding GST

Refer to the Eligibility section for details on what can be funded.

Eligibility/criteria

Before applying, we strongly encourage you to contact [Gordon Andersen](#) on 08 8416 6291 or to discuss your proposal, or if you need assistance to complete the application.

We are only accepting applications via our online system.

To apply, visit to the Grants and Sponsorship [page](#) on our website

To be eligible for funding, applicants must:

- Have an Australian Business Number (ABN).
- Be located within the City of West Torrens. Performing groups must include minimum 20% participation by West Torrens Residents.
- Have been practicing their chosen discipline for more than 12 months as evidenced by CV or other appropriate documentation.
- Preference will be given to applicants whose proposed activity will procure products and services from local suppliers in the City of West Torrens (quotes will be requested);
- Matched funding does not include funds received from state or federal government grants.
- It is expected the proposed activity will be completed by 31 March 2021 (round one) and 30 June 2021 (round two).

Businesses and conditions that are not eligible for funding

The program will not support:

- Organisations and individuals located outside the City of West Torrens.
- Groups that feature less than 20% participation by West Torrens Residents
- Groups or individuals with a political purpose;
- Branches, franchisees or subsidiaries of larger companies;
- Individuals or groups which include employees of Australian, State and local government agencies and bodies, foundation or grant making bodies or those that have a primary focus on fundraising;
- Current City of West Torrens employees or immediate family members.

Only one application per artist, musical group or arts organisation will be accepted in each round. An artist and an organisation cannot submit funding applications for the same project, and multiple artists cannot apply for funding of the same project.

Canvassing or lobbying of Elected Members or employees of the City of West Torrens in relation to any grant application is prohibited during the application process.

The City of West Torrens reserves the right to reject any application that is ineligible or does not meet the eligibility criteria.

The City of West Torrens reserves the right to reject any application which has provided misinformation.

Funding available

You must provide quotations for all items, services, activities or fees within your application

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 ABN, contact the Australian Taxation Office info line on 132 866 or visit their website at www.ato.gov.au

The first round of grant funding opens 9am on 15 October 2020 and closes 5pm on 15 November 2020. The second round of funding opens 9am on 15 February 2021 and closes 5pm on 15 March 2021.

Applications will be reviewed and assessed over a two week period and successful applicants will be advised by 30 November 2020 (round one) and 30 March 2021 (round two).

To apply, visit to the Grants and Sponsorship page (westtorrens.sa.gov.au/grants) on our website.

Grants will be assessed by City of West Torrens' staff. The total funding pool for grants is \$50,000 (\$25,000 in each round).

Eligibility

It is important to note that only one grant application can be submitted in each round and it is important that applicants choose the grant category that best suits their project or need.

Program	What we fund	Funding available
1. Visual Arts	Costs associated with materials used to produce income, such as: <ul style="list-style-type: none"> • Canvas, framing materials, paint, pencils, ink, brushes, sketchbooks, easels, etc.; • Exhibition presentation - invitation printing, venue hire, gallery fees (excludes catering); • Digital and physical marketing and promotion; • Public liability insurance. 	Up to \$500 (excluding GST) Available: \$5,000 in each round
2. Performing Arts	Costs associated with presentation of works, such as: <ul style="list-style-type: none"> • Recording costs; • Venue hire (excludes catering); • Technical equipment (excludes instruments/consumables); • Technical staff; • Artist fees; • Online content development (web pages, mobile apps, audio and visual media); • Digital and physical marketing and promotion; • Public liability insurance. 	Matched applicant funding up to \$1,000 (excluding GST). Available: \$10,000 in each round
3. Musical groups and solo musicians	Costs associated with presentation of works, such as: <ul style="list-style-type: none"> • Recording costs; • Venue hire (excludes catering); • Technical equipment (excludes instruments/consumables); • Technical staff; • Artist fees; • Online content development (web pages, mobile apps, audio and visual media); • Digital and physical marketing and promotion; • Public liability insurance. 	Matched applicant funding up to \$1,000 (excluding GST). Available: \$10,000 in each round

Assessment of applications

All applications will be assessed using the criteria outlined below.

Criteria	Weighting %
Project proposal	30
Cultural and creative value	30
Procure products and services from local suppliers in West Torrens.	20
Fully detailed, costed and balanced budget, with quotes and realistic pricing.	20
TOTAL	100

Conditions of funding

- Funds provided must be used for the approved grant, with monies spent by the end of the current 2020/2021 financial year.
- Any changes that would result in funding being expended other than as detailed in the application may not be undertaken without written approval from the City of West Torrens.
- Applicants must obtain any necessary approvals and meet any costs associated with those approvals.
- Appropriate acknowledgement of City of West Torrens' funding must be given by the recipient in promotional material, announcements and reports of the specific project.
- All successful applicants will be required to provide a detailed written report on outcomes of the project funded by the City of West Torrens in the form of an acquittal report document.
- Acquittal reports will be required within six weeks from the conclusion of each project.
- The acquittal report must include any relevant receipts and a short report on the effectiveness of the grant in achieving the stated outcomes in the application.
- Expenditure statements must be signed by the applicant where applicable. Failure to fulfil this requirement will prejudice any future funding applications.

GST requirements

Grants are subject to GST legislation. If your application is successful and your organisation is registered for GST, the City of West Torrens will require a valid tax invoice before the grant can be processed.

Assessment process

After the City of West Torrens receives the signed Conditions of Funding (contract) and any other required documentation, funds will be transferred electronically as soon as possible.

General requirements

- Financial acquittal forms must be completed within six weeks of the activity being completed, unless otherwise negotiated.
- Applicants must hold the appropriate insurances for the implementation of their grant funded project.
- Applications must be completed in full, or they will not be accepted.

- The City of West Torrens will not be responsible for any expenses incurred by an applicant in preparing their application, or as a result of an applicant anticipating approval of their application.
- The City of West Torrens logo may to be used on promotional material to acknowledge sponsorship. Applications for logo usage must be submitted to the [Team Leader, Creative Services](#). The logo must not be acquired for use from elsewhere (eg downloaded from website, scanned/photographed from a document etc).
- Grants funding is required to be returned to City of West Torrens in the event that the proposed activity does not occur. In the event that all grant money is not expended, any unspent portion must also be returned to the City of West Torrens.
- Grant funding is required to be returned to the City of West Torrens in the event that a provision of misinformation is discovered after the grant has been issued.

Grant funding amounts

- Visual Arts - maximum of \$500 excluding GST.
- Performing Arts - maximum of \$1,000 excluding GST on matching dollar for dollar basis.
- Musical Groups and Solo Musicians - maximum of \$1,000 excluding GST on matching dollar for dollar basis.

Frequently Asked Questions (FAQs)

How do I apply?

Only applications submitted through the online application form will be accepted. The application form can be found at westtorrens.sa.gov.au/grants

Submission deadlines

Online applications for round one open on 15 October 2020 and must be submitted before 5pm on 15 November 2020.

The second round of funding opens 9am on 15 February 2021 and closes 5pm on 15 March 2021.

Applications will be reviewed and assessed over a two week period and successful applicants will be advised via email by 30 November 2020 (round one) and 30 March 2021 (round two).

You will receive an acknowledgement email confirming the submission of your application, however this does not mean that your grant has been approved.

Can we submit more than one application?

One application per project can be submitted in each round, ie an artist and an organisation cannot submit funding applications for the same project, and multiple artists cannot apply for funding of the same project.

Do I need a quote for all individual items?

Yes.

What is considered as an acceptable quote?

A formal quote is preferred, however if this is not possible/practical, a photograph/screen shot of an online shopping cart which clearly describes the item and cost is acceptable.

Will late applications be accepted?

Late applications will not be considered.

What other help is available?

The City of West Torrens Grant Finder is a grant sourcing service and can be found at westtorrens.grantguru.com.au