



Section 356 (Arts and Cultural) Small Grants Guidelines

GUNNEDAH SHIRE COUNCIL SECTION 356 (ARTS AND CULTURAL) SMALL GRANTS

Each financial year Gunnedah Shire Council invites eligible arts and cultural groups and organisations to apply for financial assistance under Section 356 of the Local Government Act 1993.

Gunnedah Shire Council is one of the few local Councils in NSW that provides funding to arts and cultural programs, projects and events. The aim of this funding is 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, while strengthening cultural identity and connection to place. The program aims to enhance local cultural opportunities and experiences and focuses on building the capacity of arts and cultural community organisations and groups to remain sustainable in the long term.

The arts and cultural project, program or event 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.

This is a competitive annual funding opportunity. Projects can span up to 12 months. Successful applicants can apply for sub-sequential annual funding rounds. All applications are to be submitted using the funding template attached and submitted to Gunnedah Shire Council.

Applications will be assessed against criteria set by a panel aligning with the Eligibility and Key Project Deliverables stated in the below Section 356 (Arts and Cultural) Small Grants Guidelines.

Successful applicants will enter into a funding agreement with Gunnedah Shire Council. Organisations will be required to provide annual reporting specific to the terms of the agreement.

KEY PROJECT DELIVERABLES

- a) Produce programs, project or events that reflect and enrich aspects of Gunnedah's cultural identity.
- b) Adhere to all work, health and safety protocols and provide current public liability insurance information to Gunnedah Shire Council.
- c) Demonstrate the ability to consult and provide regular updates to relevant Gunnedah Shire Council staff, regarding the development and implementation of the project as well as attend meetings and briefings about project delivery and outcomes.
- d) Demonstrate value for money and avoid unnecessary programming duplication.
- e) Demonstrate record of accomplishment and ability to deliver.
- f) Includes involvement from volunteers to improve participation in programs and activities and/or support, train and enhance volunteers.
- g) Has an innovative and creative approach to identified needs.
- h) Enable 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.
- i) Create a funding base in a form that organisations can leverage with other funding providers.
- j) Arts and cultural projects, programs and events that have potential income and revenue streams through fees or other feasible income producing activities.

ELIGIBILITY

- a) Applicants must be a local non-profit community based, arts or cultural group or organisation;
- b) Organisations must be incorporated bodies or sub-groups of an incorporated body;
- c) The project(s) must be current or proposed services/activities to be delivered within the grant financial year. Retrospective funding will not be provided;
- d) Applicants must provide associated quotations or invoices for payment of performances, facilitator, materials, items etc to remain eligible;
- e) Chapters of larger not-for-profit organisations with a local branch are eligible if they provide arts and cultural services and activities in the Gunnedah Shire;
- f) Applicants must provide evidence that they have appropriate and current insurances in place; and
- g) Applicants must lodge a completed application form with all of the required information by the advertised date and time. Late submissions will not be accepted.

EXCLUDED PROJECTS AND ORGANISATIONS

The following organisations and projects will not be funded under this policy:

- a) Organisations under an existing financial Agreement with Council are ineligible to apply.
- b) Activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income producing activities.
- c) Salaries, prize money, insurance, audit expenses, legal fees, phone, rent or electricity.
- d) Organisations that have not observed accountability requirements for past Council provided S356 assistance. NB: If your organisation is yet to acquit funding from the previous round of the Section 356 Arts and Cultural Grants program through Gunnedah Shire Council, please provide a detailed request to Gunnedah Shire Council with timelines and budget information, requesting an exclusion to this clause and why.
- e) Any project that does not provide a quote or invoice for any item including performance, facilitator fees, material purchased etc. for which funding is requested.

OBLIGATIONS

- a) Applicants must apply for a project that does not have other Council financial support and the programming must be different to any existing supported projects. An organisation can only have one current Council grant funding agreement at any one time, unless previously approved.
- b) Applicants must have complied with, to Council's satisfaction, the conditions of any previous grant or support received from Council,
- c) 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.
- d) 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,
- e) The applicant must identify other support received from Council and other sources in the current and previous financial year in relation to the project.

ACCOUNTABILITY REQUIREMENTS

- a) 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,
- b) 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,
- c) Any grants unexpended by 30 June of the same financial year are to be returned to Council unless prior written approval is obtained.

ALLOCATION OF FUNDS

- a) Successful applicants and projects will be listed on Council's website and will be required to publicly promote and acknowledge Council's support of the project.
- b) The total amount available under the Council Support for Arts and Cultural Organisations in Gunnedah Shire program will be determined annually by the elected Council in connection with the Community Strategic Plan, Delivery Program or Operational Plan.
- c) Council may offer to an applicant an amount less than, or in a combination different to, the grant amount requested.
- d) A monetary figure will be allocated to all in-kind contributions from Gunnedah Shire Council in accordance with the commercial/ community rate of fees and charges. This amount will be included in the total amount allocated to any successful organisation.
- e) Grants provided are GST exclusive

ASSESSMENT OF APPLICATIONS

Under the Section 356 (Arts and Cultural) Small Grants stream, applications will be assessed by a panel of three (3) persons made up of three (3) elected members as determined by a resolution of Council. Council's designated Responsible Officer will provide administrative support.

For support or further enquiries, contact Gunnedah Shire on 6740 2100 or council@gunnedah.nsw.gov.au

COMPLETING AND LODGING APPLICATIONS

- Applications are to be completed using the funding template attached and lodged, along with any supporting documentation, to the General Manager, by the advertised closing time and date by any of the methods as follows:

Mail: PO Box 63
GUNNEDAH NSW 2380

Email: council@gunnedah.nsw.gov.au

Fax: 02 6740 2119

In Person: Gunnedah Shire Council
63 Elgin Street
GUNNEDAH NSW 2380

- Fillable application forms and a copy of the Guidelines can be downloaded from Council's website <https://www.gunnedah.nsw.gov.au/index.php/community/community-services/grants-sponsorship>
- Late submissions will not be accepted.

