



**Gunnedah**  
Shire Council  
Open New Horizons

# Gunnedah Shire Council

## Section 356 (Arts and Cultural) Small Grants Fund 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 Fund 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 WHS protocols and provide current public liability insurance information to Gunnedah Shire Council.
- c) 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) 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.
- i) Creating 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,
- 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 12 months of receipt of the funds. Retrospective funding will not be provided,
- d) No funding will be provided without Council receiving associated quotations or invoices for payment of performances, facilitator, materials, items etc.
- e) Chapters of larger organisations with a local branch are eligible if they are a resident (Gunnedah Shire) not-for-profit arts and cultural organisation,
- f) 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.
- g) Applicants must provide evidence that they have appropriate and current insurances in place.

### EXCLUDED PROJECTS AND ORGANISATIONS

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, prize money, insurance, audit expenses, legal phone, rent or electricity.
- c) Organisations which have not observed accountability requirements for past Council provided assistance.
- d) Organisations that have an existing written financial contribution with Council. NB: If your organisation is yet to acquit funding from the last round of the Arts and Cultural Grants Fund 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.

### 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@infogunnedah.com.au](mailto:council@infogunnedah.com.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@infogunnedah.com.au](mailto:council@infogunnedah.com.au)

Fax: 02 6740 2119

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>

Applicants must lodge a completed application form with all of the required information by **5.00pm, Monday 5 June 2023**. Late submissions will not be accepted.

### 2023-24 Application – Small Grants (Arts and Cultural) (Under Section 356 of NSW Local Government Act 1993)

Date: .....

#### PART A – GRANT AMOUNT REQUESTED

Grant funds sought from Council: \$..... (GST Exclusive)

#### PART B – ORGANISATION DETAILS

Name of Organisation: .....

Address: .....

Postal Address: .....

Contact Person: ..... Position: .....

Telephone: ..... Mobile: .....

Email: .....

ABN # (If applicable): .....

Registered for GST?  Yes  No

Is this organisation?

- A non for profit?  Yes  No
- Based in the Gunnedah Shire?  Yes  No
- A registered Charity?  Yes  No
- A registered Co-Operative?  Yes  No
- Incorporated under the Associations Incorporations Act 1984?  Yes  No

If not Incorporated, please nominate Auspice Organisation below:

.....

**CLOSING DATE – 5.00PM MONDAY 5 JUNE 2023**

Gunnedah Shire Council  
PO Box 63  
GUNNEDAH NSW 2380

*For further enquiries please phone 02 6740 2100 or Email [council@infogunnedah.com.au](mailto:council@infogunnedah.com.au)*

## PART C – PROJECT DETAILS

1. Name of proposed community arts and cultural program, project or event.

2. Commencement date of proposed community arts and cultural program, project or event.

3. Completion date of proposed community arts and cultural program, project or event.

4. Outline of proposed community arts and cultural program, project or event. *(Maximum 200 words).*

5. How will this community arts and cultural program, project or event enrich Gunnedah's cultural programming? *(Maximum 200 words). Please refer to the Key Deliverables in the application guidelines.*

### PART D – PROJECT BUDGET

Please outline in the table below the total project cost, and income, including how you propose to spend the grant funds requested from Council

Expenditure (PLEASE NOTE – S356 GRANTS DO NOT INCLUDE GST COSTS)	
Item (Please list each individual item, if applicable) – If Council is unable to fund the entire amount sought, an itemised list may assist with partial funding decisions.	Amount (GST Exclusive)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Sub Total</b>	\$
<b>GST Amount</b>	\$
<b>TOTAL EXPENDITURE</b>	\$

Income	
Source	Amount (GST Exclusive)
Section 356 (Arts & Cultural) Small Grant funds requested from Council:	\$
Applicants cash co-contribution:	\$
Fundraising:	\$
Other Funding Sources (please list):	\$
	\$
<b>Sub Total</b>	\$
<b>GST Amount</b>	\$
<b>TOTAL INCOME</b>	\$

**Please note: Income and Expenditure tables should balance. If successful it is expected that Council’s contribution is acknowledged in your annual financial statement and publicity material.**



6. Has this program or organisation received funding from Gunnedah Shire Council in the past? *(Please tick)*.

Yes                       No

7. If yes, has a Declaration of Expenditure been submitted to Gunnedah Shire Council outlining the expenditure of previously allocated funds?

Yes                       No                      (If no, you are not eligible to proceed)

8. Does the proposed community arts and cultural program, project or event receive funding from other sources? *(Please tick)*.

Yes                       No

If yes, how much, and from what organisation or funding body?

**CHECKLIST** - Please tick each box if you have provided these documents with your application:

- Completed application form
- Insurance information for organisation applying for funding
- Quotes for performances, facilitator, materials, items etc. (Please ensure GST components are separated)
- Completed New Creditor form

By signing this document, you confirm that the information provided above is, to the best of your knowledge, true and accurate.

Print name of authorised contact: \_\_\_\_\_

Phone number of authorised contact: \_\_\_\_\_

Email address of authorised contact: \_\_\_\_\_

Signatory of authorised contact: \_\_\_\_\_ Date \_\_\_\_\_