

Stream 1: Creative Arts Triennial Funding

Form Preview

SECTION A: Information and Eligibility

* indicates a required field

Applicants - please note:

Before completing this application form, you should have read the Arts and Culture Grants Program Guidelines.

We encourage you to make contact with a Council Officer to discuss your application prior to applying.

Not-for-profit organisations can obtain further tools and resources at the [Institute of Company Directors Australia Website](#).

Incomplete applications and/or applications received after the closing date will not be considered.

For assistance with your application, to book a one on one session or if you have inadvertently submitted and need to add or edit information prior to the due date please contact Moira Shire Council, Community Wellbeing Team on (03) 58719 222 or email arts@moira.vic.gov.au

IMPORTANT INFORMATION:

The Arts and Culture Grants Program Guidelines have had significant changes. Please ensure the Guidelines are referred to and understood prior to commencing your application:

[Arts and Culture Guidelines](#).

I have read and understood the Arts and Culture Grants Program Guidelines *

☐ Yes

Assessment Criteria

Grant applications will be assessed on the following criteria;

- Alignment with the Program Aims; contribution to Councils Arts and Culture Strategy, Council Plan, Community Vision and Community Strengthening Grant Objectives.
- Demonstrate community need; anticipated impact and reach; access and inclusivity; benefit to Moira Shire residents and visitors.
- Evidence of community support; strategies to increase participation; engagement of diverse groups including first nations people, multicultural communities, youth and people with disability.
- Track record in delivering similar projects; governance and financial management; relevant management plans in place; sustainability of the proposed activity.
- Appropriate and realistic budget; evidence of co-contributors (Cash or in-kind); maximisations of Council's investment through other funding, donations or partnerships.
- Uniqueness of the proposed activities; potential to inspire and engage the community; capacity for future growth.

Stream 1: Creative Arts Triennial Funding

Form Preview

I confirm that my application will address all of the above criteria:

☐ Yes

Confirmation of Eligibility

I confirm that our community organisation:

- Has read and understood the program guidelines - Arts and Culture Grants Program.
- Is able to demonstrate alignment between our project and the aims of this program.
- Be an incorporated 'not for profit' community organisation, registered charity (ACNC), or unincorporated body applying with and eligible auspice organisation.
- Is based within the Moira Shire local government area.
- Have an Australian Business Number (ABN) or have a community organisation who is willing to auspice the application and accept responsibility for the administration of the grant.
- Has satisfactorily acquitted any previous grants from Council, or if these are pending have no cause of concern regarding capacity to fully acquit.
- Is not a government agency or organisation wholly funded by the Australian or Victorian Governments.
- Does not receive direct income from electronic gaming machines.
- Has the appropriate type and level of insurance for the activities that are the subject of this grant. (minimum \$20 million public liability)
- Is compliant with all relevant local laws and Federal and State legislation.
- Has all required approvals, permits and management plans in place, including landowner consent, risk, project, event and traffic plans where applicable.
- Has reviewed the Guidelines to ensure the organisation/project/event does not fall within the funding exclusions.

I confirm that our organisation meets the minimum eligibility criteria: *

☐ Yes

SECTION B - Organisation and Contact Details

** indicates a required field*

Applicant Details

Organisation Name *

Organisation Name

Trading Name (if different)

Organisation Type

Organisation Email *

Stream 1: Creative Arts Triennial Funding

Form Preview

Must be an email address.

Organisation Postal Address *

Address

Suburb State Postcode

Must be an Australian postcode.

Please provide a brief description of your Community Organisation: *

Word count:

Must be no more than 50 words.

Describe your organisation's track record with delivering arts and culture programs within the Moira Shire community. Include examples of past programs, outputs and outcomes. *

Upload evidence

Attach a file:

Is your Community Organisation incorporated? *

☐ Yes ☐ No

Are you a current member of Regional Art Victoria (RAV)? *

☐ Yes
☐ No
☐ In progress / willing to obtain

Upload Membership

Attach a file:

Upload a copy of your organisation's Constitution or Rules of Association:

Attach a file:

Stream 1: Creative Arts Triennial Funding

Form Preview

Is your organisation registered with the Australia Charities and Not-for-Profits commission (ACNC)?

- ☐ Yes
☐ No

How many active members does your organisation have? *

Must be a number.

How many paid staff (FTE) and/or regular volunteers support your organisation's operations? *

List your organisation's active partnerships with other community organisations or groups: *

Does your Community Organisation have an ABN? *

- ☐ Yes
☐ No

Community Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Community Organisation GST Status *

Stream 1: Creative Arts Triennial Funding

Form Preview

Does your Community Organisation comply with all relevant Australian/Victorian Legislation? *

- ☐ Accounting and auditing requirements
- ☐ Equal opportunity and anti-discrimination laws
- ☐ Human rights laws
- ☐ Privacy, confidentiality and freedom of information laws
- ☐ Registration or accreditation of professional employees
- ☐ Preparation and dissemination of annual reports
- ☐ Child Safety
- ☐ Gender Equality
- ☐ Disability
- ☐ Occupational Health & Safety

Please tick all that apply.

Applicant Details

Enter the details of the person responsible for completing this application.

Applicant Name *

Organisation Name

Applicant Position *

Applicant Mobile Phone Number *

Must be an Australian phone number.

Applicant Email *

Must be an email address.

Conflict of Interest

In order for us to identify any conflicts of interest, please list any personal dealings or relationships you have with any Moira Shire Council Officers:

Please note this information is only required to assist with the assessment process and won't negatively impact your application.

Name of staff member:

Type of dealings or relationship:

Stream 1: Creative Arts Triennial Funding

Form Preview

SECTION C - Proposed Action Plan - Year 1 to 3

Outline your the details of your proposed Activities / Programs, including how they address the aims of the Arts and Culture Strategy and which Year's they will be undertaken.

Aims:

1. Develop inclusive programs and activities that value the culture of First Nations Peoples and support First Nations artists through engagement
2. Enable affordable exhibition, studio, performance or event opportunities to artists, creative practitioners and cultural groups
3. Provide professional development opportunities to build local creative expertise and strengthen community engagement
4. Build knowledge and understanding of the culturally diverse Moira identity, including through multicultural events and intercultural exchange
5. Support youth-focused arts, cultural and diversity programs
6. Provide opportunities that support local creative economies and creative industries
7. Engage with communities by actively listening to their changing needs and expectations
8. Develop sustainable community arts organisations by strengthening their operational capacity and long term resilience

Funding can be used for:

Operational expenses, including:
• Up to 25% of annual funding for staffing costs where the staff are directly supporting program delivery
• Up to 25% of annual funding for rental/venue costs where the venue is used as a space to host community events, workshops, exhibitions etc
• Up to 10% of annual funding for digital expenses (excluding hardware and equipment) such as memberships subscriptions or software to improve digital capability. (Note: combined operational costs not to exceed 60% of annual funding)
• Business plan development and governance training
• Programs and activities that deliver on Council's Arts and Culture Strategy

Name of Activity	Brief outline of Activity	List the Aims that this Activity meets (select a number from above)	Project Partners	Estimated Cost	Intended Audience	A Year
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				Must be a dollar amount.		
						☐ 1 ☐ 2 ☐ 3
						☐ 1 ☐ 2 ☐ 3
						☐ 1

Stream 1: Creative Arts Triennial Funding

Form Preview

						☐ 2
						☐ 3

SECTION D - Program Detail

* indicates a required field

Which town/district(s) will your program primarily serve?

- ☐ Cobram & District
- ☐ Yarrawonga & District
- ☐ Numurkah & District
- ☐ Nathalia & District
- ☐ Shire-wide

What is unique or innovative about your proposed program compared to existing arts and culture activities in your area? *

How does your program support free or affordable access to arts and culture? *

What evidence of community support do you have for this program? (e.g. letters of support, community consultation, expression of interest) *

Word count:

Must be no more than 200 words.

Upload supporting documents

Attach a file:

How does your program have the potential to inspire, engage and grow audiences or participation over three years? *

Stream 1: Creative Arts Triennial Funding

Form Preview

How does your program build lasting creative capacity in the community? *

Describe how your program promotes accessibility, inclusiveness and equity: *

How will your program encourage broader community and regional visitor access to the arts in your local setting? *

How will your organisation work towards the ongoing delivery of arts and culture activities beyond the funded project period? *

Insurance

Is your Community Organisation insured to manage this program? *

☐ Yes

☐ No

No more than 1 choice may be selected.

You will need to ensure you have \$20 million public liability insurance coverage to be eligible for grant funding.

Please provide a copy of your current Certificate of Currency: *

Attach a file:

Child Safe Standards

Organisations that deliver services/programs and/or activities for/ or involving contact with children, must comply with the Victorian Child Wellbeing and Safety Act (2005 and 2021) including the Child Safe Standards.

Further information on the new Standards is available from the [Commission for Children and Young People \(CCYP\)](#)

Project activities will fall into three contact categories:

Stream 1: Creative Arts Triennial Funding

Form Preview

- **Direct Contact:** Activities / Projects that involve direct care, supervision or engagement with children (under the age of 18 years). It also includes storing information and data about children and/or their families.
- **Incidental contact:** Activities / Projects that involve incidental level interaction with children (under the age of 18 years). Contact includes face-to-face, physical, written, verbal or electronic contact, whether supervised or not.
- **No Contact:** The grant funded project or service involves no contact with children (under the age of 18 years).

Does your project involve contact with children?

- ☐ Direct Contact:
☐ Incidental Contact:
☐ No Contact:

Additional Information

Would you like to tell us anything else in support of your application?

Add photos or supporting documentation here:

Attach a file:

SECTION E - Financial Details - Year 1 to 3

* indicates a required field

Funding:

Total cost of program (including GST if applicable) over 3 years: *

Must be a dollar amount.

Total amount requested (including GST if applicable) per annum: *

Must be a dollar amount.

Project Budget - Year 1 to 3

Please include the following items under INCOME (if applicable):

- Grant amount requested
- Cash contribution from your group
- Cash contribution from other sources

Stream 1: Creative Arts Triennial Funding

Form Preview

- Non-cash contribution (In-kind) from your group
- Non-cash contribution (In-kind) from other sources

Please include the following items under EXPENSE (if applicable):

- All expenses relating to the project / event

Please ensure the total income matches total expenditure.

Please note: the application can include the following operational expenses: • Up to 25% of annual funding for staffing costs where the staff are directly supporting program delivery • Up to 25% of annual funding for rental/venue costs where the venue is used as a space to host community events, workshops, exhibitions etc • Up to 10% of annual funding for digital expenses (excluding hardware and equipment) such as memberships subscriptions or software to improve digital capability. (Note: combined operational costs not to exceed 60% of annual funding)

INCOME:	\$	Year	EXPENDITURE:	\$	Year
		No more than 1 choice may be selected.		Must be a dollar amount.	No more than 1 choice may be selected.
		☐ 1 ☐ 2 ☐ 3			☐ 1 ☐ 2 ☐ 3
		☐ 1 ☐ 2 ☐ 3			☐ 1 ☐ 2 ☐ 3
		☐ 1 ☐ 2 ☐ 3			☐ 1 ☐ 2 ☐ 3
		☐ 1 ☐ 2 ☐ 3			☐ 1 ☐ 2 ☐ 3
		☐ 1 ☐ 2 ☐ 3			☐ 1 ☐ 2 ☐ 3

Budget Totals

Stream 1: Creative Arts Triennial Funding

Form Preview

Total Income Amount *

\$

This number/amount is calculated.

Total Expenditure Amount *

\$

This number/amount is calculated.

Income (minus) Expenditure *

\$

This number/amount is calculated.

Total should be 0

Grant Funding Allocation

Please indicate which expenditure items your requested grant funding will be spent on: *

Financial Attachments

Please attach a copy of quotes: *

Attach a file:

Please attach a copy of your organisations Annual Financial Statement: *

Attach a file:

SECTION F - Application Checklist and Declaration

* indicates a required field

Declaration (to be completed by an authorised representative of your organisation).

I confirm that the information in this application and the attachments are to the best of my knowledge, true and correct and that the application has been submitted with the full knowledge and agreement of the Executive Committee of my Organisation/Group. I shall notify Moira Shire Council of any changes to this information or circumstances that may affect this application.

*

☐ Tick the box to indicate Yes

First Name *

Last Name *

Position in Community Organisation *

Stream 1: Creative Arts Triennial Funding

Form Preview

How did you hear about the Arts and Culture Grants Program? *

- ☐ Moira Shire Council website
- ☐ Council Officer
- ☐ Local newspaper
- ☐ Social Media
- ☐ Radio
- ☐ Other

Collection Statement:

Council is collecting personal information for your Arts and Culture Grants application. The information collected will be used for the purpose of the Arts and Culture Grants program and/or directly related purpose. Information may be disclosed in Council publications, website, social media and to local media outlets or if authorised to do so by law. If you do not provide the information required, we may not be able to process your application. You can find out more about how we use and protect your information by viewing our Privacy Statement on our website - www.moira.vic.gov.au. If you require access to the information you have provided, please contact Council.

For more information or assistance please contact Moira Shire Council Community Wellbeing team on (03) 5871 9222.