

Community

Creative

INVESTMENT PROGRAM



2020 Community Creative Guidelines

Contents

1. Introduction	2
1.1. Purpose	2
1.2. Background	2
1.3. Overview	2
1.4. Objectives:	3
2. Application and Assessment	3
2.1. Eligibility	3
2.2. Assessment Criteria	4
2.3. Application Process	4
2.4. Assessment Process	5
3. Funding details	5
3.1. Funding priorities	5
3.2. Funding rounds and key dates	5
3.3. Funding categories	6
4. Acquittal details	6
4.1. Conditions, reporting and acquittal	6
5. Enquiries	7

Community Creative

1. Introduction

1.1. Purpose

Randwick City Council is committed to empowering our local communities through investing in ideas, initiatives and services which are inclusive, needs based, impactful and create a 'sense of community'.

1.2. Background

Randwick City Council has been delivering financial and in-kind support to the community through its grants, donations and subsidies programs since 2009. While this has been effective, we have identified changing needs within our community and recognised that the current program has limited some community sectors from applying.

As a result, we have developed a new 'investment' framework which accommodates a broader range of applicants. The *Community Investment Program* will enhance Council's ability to capture the benefits and impact of community initiatives, report on achievements and provide more diverse and flexible opportunities for the community to seek support.

The investment stream 'Community Creative' is designed to support individuals and businesses in the *creative arts sector through a dedicated funding stream. It provides more flexible eligibility and criteria to ensure arts and culture within Randwick City can recover from the impact of COVID19, innovate and create.

**The Creative arts sector describes individuals, practitioners and businesses with creativity at their heart – for example design, music, publishing, film and video, crafts, visual arts, fashion, literature, and the performing arts.*

Under the Community Investment Program are three funding streams available for application which all work towards councils' vision of creating 'a sense of community':

Community Investment Program		
Community Connect	Community Creative	Community Partnerships
3 funding rounds annually		One funding round annually

1.3. Overview

Community Creative supports the growth and innovation of creativity and arts culture within Randwick City. The investment stream will fund a range of projects, programs and activities that provide opportunities for individual artists, groups or art organisations to connect communities and showcase the City's creative arts culture.

Through the Community Creative investment stream Randwick City Council aim to:

- Provide professional opportunities for artists to sustain and develop their creative practice through individual projects and/or in collaboration with others
- Create responsive opportunities and continuing capacity for the community to participate in artistic and creative cultural life
- Increase audience reach of the creative arts and culture
- Build resilience and innovation in the Randwick arts and creative sector
- Facilitate survival and build capacity in the sector's creative spaces
- Sustain and grow Randwick's reputation as a leading creative and cultural hub

- Provide free use of Randwick City Councils community venues (parks, beaches or reserves, halls or meeting rooms) in order to support the growth and accessibility of creative arts and culture.

1.4. Objectives:

- Support the development and delivery of creative and artistic projects that enrich our community
- Invest in experimental, innovative ideas which encourage, drive change and increase local opportunities for our arts and creative practitioners and cultural community
- Increase access and community participation in arts culture and creativity
- Provide subsidised use of Randwick City Councils community venues (parks, beaches or reserves, halls or meeting rooms) in order to support the growth and accessibility of creative arts and culture.

Projects may include (however are not limited to)

- The production and presentation of new work
- Research and development of new techniques/creative art forms
- The incubation of new creative, arts and design-based organisations
- Opportunities for all members of the community to participate in arts and cultural activities and events

2. Application and Assessment

2.1. Eligibility

- Not-for-profit organisations
- For-profit organisations
- Social enterprises
- Individuals and sole traders who are Australian citizens or permanent residents aged over 18 years (*Tier one funding only*)
- Unincorporated community groups when sponsored by a local not-for-profit or for-profit (*Sponsors with relevant sector experience and who can support the implementation of the proposal are preferred*).

For-profit organisations are encouraged to make some financial contribution to the projects and to collaborate with a local community group or not-for-profit to deliver the initiative

Ineligible applicants include:

- State or federal Government organisations/departments
- Political parties

General exclusions

The Community Investment Program does not fund creative projects that:

- Duplicate existing projects or programs unless there is a demonstrated additional need.
- Have already occurred (no retrospective funding).
- Festivals or cultural activities held specifically for, and participated in, by a single ethnic/interest group which are not open to the general public.
- Applications for purchase of equipment and material to address WH&S issues. This is the responsibility of the agency or organisation applying concerned. However, the purchase of equipment relating to the proposed project will be considered.
- Are core school curriculum activities.
- Address administrative and accreditation issues.
- Request to attend forums, events, workshops and conferences with no returned benefits to the local community.

- Are operational expenses such as rent, ongoing staff wages, insurance, utilities, day to day general office supplies not related to the project.
- Request holding deposits (bonds) for venue hire.
- Don't hold Public Liability insurance.

2.2. Assessment Criteria

- Clear rationale for the project, event or activity, with key outcomes connected to relevant Council strategies and plans (as listed below)
- Addresses at least one of the stream objectives outlined in this document, including how this will be measured
- Demonstrated history of delivery of projects, events or activities with the capacity to deliver well-planned projects
- Evidence of experience, skills and time management
- Enhances community connection and provides benefits for Randwick's diverse community
- Realistic budget with all income and expenditure identified and capacity to manage funds
- Evidence of budget details and expenditure – example quotes
- Current Public Liability insurance to value of \$20 Million
- All applicants must have an ABN number, or provide Council with a completed 'Statement by a Supplier' Form from the ATO before funding can be provided.
- Successful applicants must have a bank account and the ability to provide Council with a tax invoice
- Non-local applicants must deliver the project/activity within the Randwick City area and demonstrate the benefits to the Randwick community

All applications must:

be consistent with:

- Councils' City Plan and Cultural Plan, *A Cultural Randwick City*
- Councils' Social Inclusion Plan
- Councils' Public Art Policy

(copies of documents are available on the Council's website at

<http://www.randwick.nsw.gov.au/about-council/policies-plansand-forms/plans-and-reports>)

- Satisfy Council's application guidelines, and funding priorities as detailed in this document
- Submit a realistic budget and project plans

Useful questions to consider in making an application

- What is the artistic rationale and/or vision for the project?
- What outcome(s) do you want to achieve?
- Can you provide details of your creative process and/or project delivery?
- How does the project contribute to the creative and cultural profile of the City of Randwick?
- How does this project involve community members and build capacity?
- How is the activity inclusive of people from a diverse community?
- Do you or the organisation have the skills and capacity to deliver the project?

2.3. Application Process

Application forms are available on our website: www.randwick.nsw.gov.au/community

- Applications for funding may be submitted at any time during the year and will be assessed through three funding rounds.

- Applications for fee waivers on venues will be assessed through a quick response process.

Please see details and dates of funding rounds below.

2.4. Assessment Process

- All eligible applications will be assessed by an expert assessment panel to decide on each funding round based on the eligibility, assessment criteria and priorities as outlined in these guidelines.
- All investment funding and community impacts will be reported to Council for approval.
- The 'Community Creative' assessment panel will include Mayor, Council staff with relevant expertise.
- Urgent applications for fee waivers may be dealt with under delegated authority by the assessment panel and be reported to Council for noting.

3. Funding details

3.1. Funding priorities

Council revises its funding priorities once every four years (after a review of its City Plan). Council's current priorities were developed in broad consultation with community representatives. Our priorities include projects, activities and events that meet at least one of the following project descriptions:

- Fosters the City's cultural and creative life (address the priorities identified in Council's Cultural Plan, A Cultural Randwick City) i.e. projects, events and activities that are accessible to residents from all socio-economic backgrounds
- Encourages artists and community organisations to work together to add value to each other's' objectives e.g. local community participation in the creative/artistic project development, and/or the presentation/exhibition of project outcomes
- Improves community participation and interaction/or the amenity of local places, resulting in a public benefit
- Unites communities, celebrates diversity, and helps build a rich community life e.g. projects that promote or strengthen interaction between community groups; celebrate or showcase the City's cultural and community diversity.

3.2. Funding rounds and key dates – *(Dates for approval may vary due to Council meeting dates)*

	Round 1	Round 2	Round 3
Applications open	Applications for funding may be submitted at any time during the year		
Applications Close	31 July	31 Oct	18 Feb
Assessment period	1-16 August	1-15 November	1-14 March
Council approval	25 th August	24 th November	23 rd March
Investment distribution	September	December	April
Delivery period	1 Sept – 28 Feb	1 Dec – 31 May	1 April – 31 Aug
Acquittal report due	14 March	14 June	14 August

In-kind venue hires only:

(that is the hire of Council's parks, beaches or reserves, halls or meeting rooms)

Quick response: applications for in-kind support are always open and are not subject to funding rounds

NB: if you require venue hire with a funding component, please see funding rounds above, these will not be available as a quick response option.

Applicants will need to include in their application the cost to hire the venue, dates and duration of hire for the project, event or activity.

It is up to the applicant to contact the relevant Council department to determine availability and quotation prior to applying for in-kind venue hire support.

- For information and booking parks, beaches or reserves – contact Council's Open Space Booking Officer on 9093 6539
- For information and booking Council's halls and rooms – contact Council's Property Coordinator on 9093 6936
- For information and booking Randwick Town Hall - contact Senior Civic Support 9093 6827
- For information and booking Prince Henry Centre and Randwick Community Centre phone 9093 6200
- For information and booking Des Renford Aquatic Centre phone 9093 6300
- For information and booking Library Meeting Rooms phone 9093 6400

3.3. Funding categories

Category	Amount
Tier one*: Full eligibility criteria	Up to \$3000
Tier two*: Excludes individual applicants and sole traders Includes: small scale capital work/maintenance	\$3000-\$10,000
Venue fee waiver – in-kind*: Full eligibility criteria	Up to \$8000 in-kind value
*Limited funds are available, not all applications are successful and successful applications may not receive the full amount of funding requested	

Annual budget allocation: \$170,000 (including in kind venue fee waivers)

4. Acquittal details

4.1. Conditions, reporting and acquittal

- Should there be any concerns regarding the completion of the funded project, event or activity, the recipient is required to discuss the situation with Council officers with a view to putting the project back on course.
- All publicity relating to the project, event or activity, including any annual reporting, must acknowledge Randwick City Council's contribution.
- Council will supply successful applicants with official logo in various formats and guidelines
- Recipients must provide an acquittal report prior to or by the stated acquittal date of each funding round.
- The acquittal report must include a detailed report on outcomes, measurements, benefits and results of the project, including impact and lessons learned

- The acquittal report must show a detailed income and expenditure table with a breakdown of Councils investment and evidence of expenditure should be retained.
- The project must be documented which could include promotional material, media releases, photographic images and/or video. This helps Council validate the project while also celebrating the great work and success of individuals and groups within our community
- Any unspent monies are to be returned to Council as soon as the project has been finalised.

5. Enquiries

All enquiries should be directed to:

Susanna Susic

Grants and Administration Officer

Tel: 9093 6677

Email: susanna.susic@randwick.nsw.gov.au

Web: www.randwick.nsw.gov.au/community