



Annual Grant Program Guidelines 2021

The Blue Mountains City of the Arts Trust Grant Program was established to help support artists and to provide quality art projects and events in the Blue Mountains. It is administered by the Blue Mountains City of the Arts Trust with funding provided annually by the Blue Mountains City Council.

The objectives are to support and strengthen the cultural life of the Blue Mountains by encouraging arts quality and innovation, strengthening the local arts sector and engaging local communities and visitors in arts and cultural activities.

Projects must be able to be produced within COVID-19 NSW Health restrictions and be able to be completed within twelve months of notification of the success of your application.

Applications must be submitted by 5pm on Friday 9 April 2021.

Late applications will not be accepted.

Funding options

3 specific grant streams are available for applicants. Applicants are asked to complete the relevant application form for their project. Each application form is colour coded for clarity:

- If you are an individual applying for funding up to a value of \$2,000 fill in the **RED** application form.
- If you are an individual applying for funding between \$2,000 and \$10,000 fill in the **BLUE** application form.
- If you are an organisation please complete the **YELLOW** application form.

Application forms are available to download from the City of the Arts Trust webpage: <https://www.bmcc.nsw.gov.au/city-of-the-arts-trust>

Who can apply?

- Individual artists/artswriters resident in the Blue Mountains Local Government Area. (Use the red or blue application form)

Individual artists/artswriters are encouraged to apply. If your project is complex you are encouraged to be auspiced by a legally incorporated not-for-profit organisation with income tax exemption status ie: Tax Concession Charity (TCC) or Tax Deductible Gift Recipient (TDGR). Auspice organisations need to provide evidence of the income tax exemption status (TCC or TDGR) at the time of application.

What is auspicing? Auspicing means that the auspice organisation receives and manages the funding or enters into relevant agreements on the behalf of the individual artist. For further information regarding the auspice relationship, please view www.nfplaw.org.au/auspicing. It is recommended that you organise an auspice organisation in the very early stages of developing your project.

- Not for profit organisations located in the Blue Mountains Local Government Area. (Use the yellow application form)

Organisations must have income tax exemption status, ie: Tax Concession Charity status (TCC) OR Tax Deductible Gift Recipient status (TDGR) Applicant organisations need to provide evidence of the income tax exemption status (TCC or TDGR) at the time of application.

Who can't apply?

- Schools and organisations primarily associated with a school
- State and Federal government departments and agencies
- For profit organisations/businesses
- Individuals/organisations who have not satisfactorily acquitted previous grants at the time of application unless they have an approved variation.
- Individuals/organisations who have not provided adequate progress reports if a funded project is in progress at the time of application
- Projects that have a start date that commences prior to the approval by Council in June.

Failure to supply the essential documents outlined at the time of application will also render your application ineligible. Council reserves the right to independently verify information

What funding is available?

In the 2021 grant round a total of \$80,000 is available for dispersal. This funding is divided in to \$20,000 for small grants of up to \$2,000 each (open only to individual applicants) and \$60,000 for grants up to \$10,000 each (open to both individuals and organisations). Grants offered may not be for the full amount requested due to limited funds being available. Applicants are encouraged to seek funding and sponsorship from a range of sources. Funding success in one year does not indicate that funding will be provided in future years.

The Trust is not obliged to expend all available funds if the quality of applications is deemed to be insufficient. Funds not spent will be rolled over to subsequent annual grant rounds.

What does the Program fund?

- Artists and artworkers fees
- Project administration costs
- Production costs including equipment hire
- Materials costs
- Promotion and evaluation costs

What does the Program not fund?

- Ongoing administrative or office costs of organisations
- Capital works or equipment purchase
- Murals on Council property

What preparation should be undertaken?

You are strongly advised to research potential approvals and consent processes and evidence of this research should accompany your application. Events on public or private land can involve complex approvals, including Development Approvals (DA). If your project involves an event please seek early advice from Council. Information is available on the events page at <https://www.bmcc.nsw.gov.au/community/festivals-events/organising-festivals-events>

Be as comprehensive as possible in estimating costs relevant to the proposed project at the time of application and investigate costs of all appropriate insurances (public liability, volunteer insurance etc).

Grant Process

After the closing date, applications are reviewed to check eligibility. You will be notified if your application is ineligible. The applications are then forwarded to an assessment panel of the Blue Mountains City of the Arts Trust Advisory Committee comprising Blue Mountains residents who have professional arts and assessment experience in a diverse range of art forms. The Panel assesses applications against the following selection criteria:

- Quality and artistic merit
- Capacity and viability
- Community and audience engagement

The recommendations are considered by the Council, as Trustee, for approval in June 2021.

Applicants are notified as soon as possible in early July 2021

How do I apply?

Visit Council's website <https://www.bmcc.nsw.gov.au/city-of-the-arts-trust>

Select and download the appropriate Application Form for your project.

Please read these Guidelines and the Application Form carefully. If you need clarification contact the Grant Administration team on 4780 5410 or by email council@bmcc.nsw.gov.au well prior to applying.

Complete the application form with essential and supporting documents by the closing deadline with no more than 8 MB in file size. This is due to the Council firewall, which bounces very large emails. If the file bounces, Council is unaware of the email and you will not receive a notification.

Title the Application Form and any additional support material with; BM CAT Annual Grant- your name and the project name in the header. Email your completed application to council@bmcc.nsw.gov.au by the closing date.

You can submit a hard copy application either via mail to Blue Mountains City Council, Locked Bag 1005, Katoomba, NSW, 2780; or in person to Blue Mountains City Council, 2 Civic Place, Katoomba.

How will I know that my application has been received?

You should receive an email acknowledgment to confirm the application was successfully lodged. If you are applying for more than one project, you should receive an email acknowledgement for each project.

You will receive an acknowledgement of receipt from the Grant Administrator within 7 working days of the closing deadline.

If you do not receive notification of receipt of the application for your specific project (particularly if you are applying for multiple projects) within 7 working days of the closing of

applications, you must contact council@bmcc.nsw.gov.au or via telephone 4780 5410 within two weeks of the close of applications, otherwise the project will not be included in the assessment process.

What essential documents do I need to submit with the application?

Failure to supply the essential documents outlined in these Guidelines at the time of application will also render your application ineligible. Council reserves the right to independently verify information supplied by the applicant.

An organisation needs to supply their certificate of incorporation and evidence of either TCC or TDGR status. You may be asked to supply a copy of the organisation's current constitution.

If you are an individual artist and choose to be auspiced, you must provide a copy of the auspicer's certificate of incorporation and evidence of TCC or TDGR status. You may be asked to supply a copy of the organisation's current constitution.

Brief resumes of proposed artists and key art workers ie: curators/artistic directors.

Relevant letters of support from community/collaborating organisations and/or artists that confirm their support/commitment and/or contribution to the project.

What artistic support material can I attach?

Please be selective and only forward support material which is relevant to your proposal. Support material is not a substitute for providing all of the information requested within the application form.

Support material in digital format can be supplied with your application form at the time of application, if it will assist the Assessment Panel to understand the quality of your work.

Attachments should be clearly labelled with - BM CAT Annual Program, your name and the name of the Project. Please do not send original hard copy material as it may not be returned.

What happens if my application is successful?

1. The funding recommendations from the Advisory Committee are reported to the Trustee, the Blue Mountains City Council for approval. Successful applicants will be notified in writing and a funding agreement will be issued.

2. Successful individual applicants who have chosen to be auspiced will need to liaise with their auspisor to sign the agreement, noting any special conditions relating to the project.
3. Successful organisation applicants will need to have their CEO or Board President sign the agreement.
4. Return the signed agreement to Council.
5. Provide any further information required including evidence of current Public Liability Insurance and other relevant insurances.
6. Acknowledge the funding support of the Blue Mountains City of the Arts Trust and the Council as outlined in the general conditions of the agreement.
7. Notify Council of any proposed variations to the project and obtain written approval prior to proceeding with the variations.
8. Provide project documentation ie: digital photographs of activities, programs and events and copies of publicity materials and articles as requested.
9. Notify Council of the dates of key events relating to the funded project with adequate notice of at least 2 weeks and invite the Blue Mountains City Council Mayor to attend any opening events associated with the project.
10. Provide an acquittal comprising an artistic and financial report on the project completion.

Unsuccessful applicants will also be notified in writing. They are encouraged to seek feedback on their application to assist in writing any future applications.

Principles

Successful applicants are encouraged to employ best practice principles when working with communities. This includes appropriate consultation, the provision of artist agreements and 'Memorandums of Understanding' where needed or the undertaking of Working With Children Checks where required and adherence to any relevant risk management processes, legislative guidelines and approvals.

Working with Children Checks

A Working with Children Check is a requirement for people who work or volunteer in child-related work. Information can be found at: www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check

Projects affecting or involving Aboriginal and Torres Strait Islander communities

Applications for projects containing representations of artistic/cultural practice or intended outcomes relating to Aboriginal or Torres Strait Islander artists or communities must provide letters of support from relevant Aboriginal communities or Aboriginal artists for the activities proposed to be undertaken. For information about Blue Mountains Aboriginal communities

and contacts go to: <https://www.bmcc.nsw.gov.au/community/aboriginal-and-torres-strait-islander-community>

Cultural diversity

Applicants are encouraged to develop projects devised and created by artists from culturally diverse backgrounds to facilitate the development of projects that reflect the diverse cultural identities within the Blue Mountains support the development of new work based on inter-cultural interaction interpret and present traditional cultural works in contemporary ways.

Access and Equity

Council is committed to a policy of access and equity in the arts. Applicants are expected to ensure programs and activities foster inclusivity.

Government Information Public Access Act (GIPAA) 2009

The provisions of GIPAA 2009 apply to all documents in the possession of Council. Members of the general public can request Council information that could include an application submitted to this Program which would be processed under the GIPAA legislation. It may be determined that an application be released in whole or part to the public in accordance with the Act and consultation with the individuals involved with the application may occur.

Privacy Information

For Council's Privacy Management Plan go to: www.bmcc.nsw.gov.au/about-us/privacy

Blue Mountains City of the Arts Trust

Trustee Blue Mountains City Council
Locked Bag 1005, KATOOMBA NSW 2780

email council@bmcc.nsw.gov.au
www.bmcc.nsw.gov.au/city-of-the-arts-trust

Tax Deductible Gift Recipient status. ABN 74144673857