

BACKGROUND

Arts and culture is the core of the City of Yarra's identity; the municipality is often seen as the engine room of the arts, with iconic live music venues, over 60 galleries and artist runs spaces and the home of peak arts organisations.

The City of Yarra has a high concentration of residents who work in creative pursuits as well as many who participate and enjoy the arts and cultural events that the City offers. Over the past years the pressures of increased land value and diminishing availability of warehouse style stock is forcing some, particularly young and emerging artists out of Yarra.

Council recognises that over time, losing artists and arts organisations from the municipality will greatly affect the character of Yarra as a place for the arts. This is likely to change the identity of Yarra and may have a negative social and economic impact.

In response to this, Council established the Room to Create Program which aims to provide creative infrastructure support to artists and organisations.

The Room to Create Fund, established under the Lord Mayor's Charitable Foundation, is one of the means for Council to directly support a valued sector by specifically assisting to create more affordable spaces.

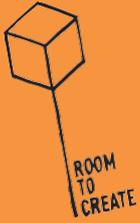
Council is seeking applications from eligible organisations for infrastructure related projects that would make a significant impact in the medium to long term.

Council will accept applications for up to \$30,000 for projects starting in 2019. Council is seeking to fund one project of an appropriate scale.

Organisations with joint Deductible Gift Recipient (DGR) status and Tax Concession Charity (TCC) status can apply for and up to \$30,000.

The funds may be used for goods and/or services that will assist the creative space to operate in Yarra. For example, funds can be used for:

- infrastructure works, such as fit out of a studio and purchase of built-in equipment, such as data projectors, lighting, built-in speakers;
- acoustic treatment related works, such as installing insulation, air locks, sound absorbing materials, gap seals etc;
- town planning consultants to obtain advice relevant to maintaining a creative space in Yarra, including advocacy where a nearby development is proposed;
- consultant fees related to improving accessibility of the space;
- acoustic consultant fees and measuring devices/equipment;
- building surveyors fees related to assessment of an existing building;



TIMELINES

Applications are open from 23 November 2018 and close at 11:59pm on 29 January 2019.

Applications will undergo an eligibility check. Eligible applications will then be assessed by Council's Room to Create Panel. Once the Panel recommendations are endorsed by the Lord Mayor's Charitable Foundation (anticipated for April 2019), all applicants will be notified of the outcome of their application.

Successful applicants will be informed of the payment process at this point.

ASSESSMENT CRITERIA

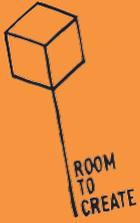
- How the proposal will be of benefit the Yarra community;
- Does the organisation have the capacity to deliver arts and culture projects;
- How does the proposal meet the intention of Council's Room to Create Program – to encourage and support creative practice in Yarra through the creation and retention of affordable spaces;
- The viability of the project:
 - *Is the budget realistic?*
 - *What other confirmed support is there for the project (direct funding or in-kind/pro-bono)?*
 - *Is the project plan well considered?*
 - *Does the organisation have capacity to deliver this project?*
- The impact of this grant to contribute to the creation/development of a creative space.
 - *Who and how many people will benefit from this project?*
 - *What will be the cultural, social, economic benefits?*
 - *What will be the medium to long term benefits?*

ELIGIBILITY

Eligible Applicants

2019 Room to Create Charitable Fund Strategic Grant applicants must:

- Have an active ABN;
- Be endorsed as a Deductible Gift Recipient as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997 (DGR1);
- Be endorsed as a Tax Concession Charity (TCC);
- Be an incorporated organisation or business entity;
- Managing and/or occupying a creative space (eg. gallery, performance venue, artist studio, live music venue) that is located in the City of Yarra;
- Have adequate public liability insurance, working with children checks, WorkCover and superannuation coverage;
- Live music venue applicants must agree to adopt the Best Practice Guidelines for Live Music Venues developed by the Live Music Roundtable with the Victorian Government. Download the guidelines here: <http://www.musicvictoria.com.au/reports/best-practice-guidelines>



- Relevant applicants must, as required by law, implement and adhere to the Victorian Child Safe Standards. See: <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/>.

Eligible Projects

- Applications must be for creative spaces or live music venues in Yarra;
- Applications cannot be submitted for the same project from multiple tenants/organisations.
- Only one application per organisation will be accepted, however the project may include works being undertaken at multiple locations within Yarra.

Applicants that are not eligible

- Individuals (including sole-traders) and auspiced organisations;
- Organisations without DGR1 and TCC status
- Organisations with rates or fines currently owing to Yarra City Council

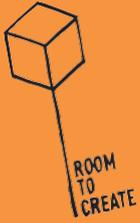
Projects that are not eligible

- Activities or works taking place at venues outside of the City of Yarra;
- The purchase of movable equipment and artistic supplies;
- Activities that are part of the creative output of the applicant such as exhibitions, performances, workshops, events or other creative projects;
- Applications to fund projects retrospectively, for works that have already been completed;
- A studio space in a private dwelling/home;
- Expenses that are clearly related to the daily operations of the business including rent, ongoing staff salaries, or administration costs not specific to the project;
- Works that would be the responsibility of the property owner if the space/building is leased;
- A program that is considered the responsibility of State or Federal Government;
- Activities that are sponsored by gambling businesses or take place at inappropriate venues;
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing;
- Individual training, study or academic research in Australia or overseas;
- Applications that are solely for attending forums, workshops and conferences;
- Competitions;
- Prize-events, award exhibitions or exclusively fundraising events.

HOW TO APPLY

Applications can be made online through Council's website, at cityofyarra.smartygrants.com.au.

Please note that applications are not submitted online until you hit the submit button. After submitting your application you will receive an email acknowledging receipt of your application which will include a PDF copy for your records. This will be sent to the email address you used to register on SmartyGrants. If you do not receive this email your application has not been submitted successfully. City of Yarra staff



cannot view applications that have not been submitted, so please make sure you hit the submit button at the end of the application process.

ATTACHMENTS AND SUPPORT MATERIAL

Applicants are required to include a quote/s for the proposed works in this application.

All applicants must upload a copy of the organisation's most recent annual financial statement to their 2019 Room to Create Charitable Fund Strategic Grant application. This could be the 2017/18 Financial Statement that all incorporated organisations are required to send to Consumer Affairs Victoria, or the organisation's most recent profit and loss statement. Please do not send your full Annual Report.

Applicants are encouraged to include any other material to support their application.

Please note, the maximum attachment size in SmartyGrants is 25MB. To avoid technical difficulties which may prevent you being able to submit your application, we recommend keeping files to a maximum of 5MB. Files can only be uploaded one at a time and upload speeds will vary depending on your computer's specifications, your internet connection and the amount of traffic on the SmartyGrants server. If you do have concerns or encounter any issues, consider providing links to specific website pages or online/cloud file transfer service in the space provided instead.

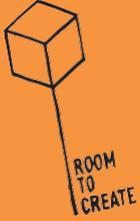
PUBLIC LIABILITY INSURANCE

Applicants are not required to include a copy of their public liability insurance with their 2019 Room to Create Charitable Fund Strategic Grant application. However, if the application is successful, the grant recipient will be required to provide evidence of Public Liability Insurance, with an adequate coverage level, in order to be eligible to receive payment. In most cases this will be a copy of your public liability insurance Certificate of Currency.

ACQUITTAL

Each grant recipient is required to submit an Acquittal Form and financial report within two months of completion of the project. Throughout the project funds must be spent in accordance with the budget submitted. You are required to keep accurate, up-to-date records in relation to the project including, but not limited to, itemised receipts issued when funding is spent and relevant account records to submit as part of the acquittal.

The required acquittal form will be linked to your 2019 Room to Create Charitable Fund Strategic Grant application. When you are ready to submit the acquittal form please log onto cityofyarra.smartygrants.com.au and submit it in the same way you submitted your grant application. Please keep receipts for expenditure items over \$200 to upload into your online acquittal.



FOR MORE INFORMATION

Contact Arts and Culture on 9205 5089 Debra.Kunda@yarracity.vic.gov.au or 9205 5029 Louisa.Marks@yarracity.vic.gov.au

For issues with the application form, or administrative questions, you can also contact the Grants Team on 9205 5170 and 9205 5146, or email yarragrants@yarracity.vic.gov.au.

