



CITY OF PARRAMATTA CREATIVE & CULTURAL HERITAGE GRANT

BACKGROUND:

The category is divided into three sub-categories:

- Creative Project Leveraging Fund
- Creative Fellowship Fund
- Parramatta's Cultural Heritage & Stories Research Fund

AVAILABLE FUNDING:

Approximately **\$100,000** per financial year is available for the Creative and Cultural Heritage Grants program.

FUNDING CATEGORIES:

(Please refer to City of Parramatta Council website for further details)

- Creative Project Leveraging Fund
(Funding Cap: \$20,000)
(Total Pool \$60,000)
- Creative Fellowship Fund (Funding Cap: \$20,000 for One Fellow)
(Total Pool \$20,000)
- Parramatta's Heritage & Stories Research Fund (Funding Cap: \$5,000)
(Total Pool \$20,000)

GRANT FOCUS / OBJECTIVES:

The Creative and Cultural Heritage Grants program has a strong focus on supporting organisations professional groups and individuals, to develop creative projects in the Parramatta region.

Project proposals must align with Parramatta's vision and priorities that drive the delivery of projects and programs to address identified needs and issues in the community.

CITY OF PARRAMATTA VISION:

'Sydney's central city, sustainable, liveable, and productive – inspired by our communities'

As a result of the council amalgamation a vision statement has been drafted to reflect the feedback of the new LGA and the important role that Council will play in shaping Sydney's Central City.

Project proposals must also demonstrate that they are aligned with the City of Parramatta vision statement.

LIVEABLE

Supporting all of our community to succeed and live well. Foster and celebrate community that is inclusive, welcoming and embraces sustainability and diversity.

SUSTAINABLE

Stewards of our built and natural environment. Encourage active transport and the creation and maintenance of green spaces.

PRODUCTIVE

Drivers of the economy. Growing local jobs by positioning Parramatta as a global centre for business and investment

LEADING

Innovation in community services and productive partnerships. An agile, listening and transparent Council working in partnership and providing great services, now and into the future



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The program's objective is to support community projects that primarily address the following priorities:

Having a community focus

Supporting arts and culture celebrations and destinations

Providing opportunities for recreation and leisure

Creating vibrant neighbourhoods and precincts

Promoting green spaces and the environment

Creating a strong economy with a strong city centre

Building strong and innovative community infrastructure for our community's future

Managing growth and transport

ASSESSMENT PROCESS:

Council officers will assess project proposals in relation to objectives and anticipated outcomes in accordance with program criteria. A report with recommendations for funding will be submitted for Council consideration and approval. After Council has made a decision, we will contact applicants about the outcome of their application

RESPONSIBILITIES OF GRANT RECIPIENTS:

Successful recipients are required to:

- Complete their projects within **twelve months** of funding
- Submit two Progress Reports after four and nine months respectively during the funding period and a Final Acquittal Report is required upon project completion
- 4-month Progress Report due date 1 November (same year as received grant)
- 9-month Progress Report due date 1 April (following year)
- Final Acquittal Report due date 1 July (following year)

Failure to acquit the grant will affect any future funding requests.

TAX CONSIDERATIONS:

In accordance with the Goods & Services Tax (GST) legislation, City of Parramatta Council requires you to adhere to the following:

- Provide an Australian Business Number (ABN)
- Should you not have an ABN, City of Parramatta Council may be required to withhold 48.5% of any funds allocated



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NEED MORE INFORMATION?

Applicants are encouraged to discuss their research topic with the Research & Collection Service Coordinator at the Parramatta Heritage & Information Centre on **8839 3315** or their **arts project with the Parramatta Artists Studio on 9806 5822**

Any applications related to Aboriginal Culture will be required to consult with Council's Aboriginal and Torres Strait Islander Advisory Committee. For details about the advisory committee, please contact the Community Capacity Building Team on **9806 5465**.

For information and advice, please contact the City of Parramatta Council Grant Officer on **9806-5277** or email grants@cityofparramatta.nsw.gov.au

APPLICATION DETAILS:

City of Parramatta Council uses the online program **SMARTYGRANTS**.

You will be required to register with SmartyGrants before you are able to access the online application form.

If you or your organisation has previously used SmartyGrants to apply for a grant, then you are already registered with SmartyGrants.

It is strongly recommended that you use a generic login such as admin@, info@, manager@ etc. so as to keep your grant applications together.

Alternatively, visit

<https://www.cityofparramatta.nsw.gov.au/living-and-community/grants>

Or call 9806-5277 if you require any further assistance in registering or using the form.

**Creative and Cultural Heritage
Annual Grants open 24
January 2017 and close 4pm
on Monday 6 March 2017.**



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CREATIVE PROJECT LEVERAGING FUND

The City of Parramatta Council Creative Project Leveraging Fund aims to support professional groups and organisations with creative projects in the Parramatta region.

This category is open to those working in all art forms, including but not limited to, music, sculpture, dance, painting, interpretation, writing/literature, theatre, design, film/video and digital media.

CATEGORY OBJECTIVES:

The proposed project must meet at least one of the following objectives with outcomes/project activity occurring partially or wholly within the Parramatta LGA. Preference will be given to applications who address more than one objective:

- Develop the skills of our local creative talent;
- Increase participation in arts and creative sectors;
- Stimulate connection to community, through the development of works and/or activities that explore the identity of the Parramatta region;
- Encourage growth and increase the value of the creative sector to the Parramatta community, culture and economy;
- Foster innovation in the arts and creative sectors.

For the purpose of these guidelines, *'professional groups or organisations'* are those employing qualified staff at the appropriate award rate. They would

usually have an appropriately qualified administrator or director.

This category has been established as a **leverage fund**. Applicants will be required to attract at least 50% matching funding from additional sources as a condition of receipt of funding (note: matching funds may in some circumstances include in-kind contributions).

The maximum funding available to any one project in this category is \$20,000 (not including GST).

The project cannot be funded retrospectively, and should commence after 1 July of the year in which funding is approved.

City of Parramatta Council accepts the inclusion of an auspice fee in the budget of up to 15% of the requested amount for organisations providing auspice arrangements.

ASSESSMENT CRITERIA:

Funding submissions should:

- Demonstrate that the project will contribute significantly to the development of local creative talent from/or working in the Parramatta LGA;
- Demonstrate the potential for the development of new audiences and new participants in arts and creative endeavour;
- Describe the result/output of the project and demonstrate how it can be shared with, or presented to the local arts sectors, communities and other interested parties;
- Demonstrate how the project can foster innovation and contribute to the



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growth of the arts and creative sectors;

- Include a well-researched and realistic budget that clearly indicates on what City of Parramatta Council funds would be expended, and the sources and application of revenues and matching contributions to be made.

SUPPORTING DOCUMENTS CHECKLIST:

In order to be eligible for funding, all applications need to be accompanied by the following supporting documents:

- CV's for key staff, no more than two pages each;
- A copy of your organisation's latest annual financial report. If being auspiced, these documents must be those of the organisation providing auspice;
- A quotation for any equipment purchases over \$1000;
- If you are successful in your application, evidence will need to be provided that you have planned appropriate insurance coverage for the funded activity. If you already have insurance coverage, we ask that you attach the Certificate of Currency to your application.

ADDITIONAL SUPPORTING DOCUMENTS CHECKLIST:

Additionally, in order to be eligible for funding, all applications must be accompanied by one or more of the following supporting documents:

1. Up to 10 images in .jpg format and a maximum of 1mb per image;
2. For audio/moving image files, one file of up to 5 minutes in one of the following file formats: for moving images .mov or .mp4 files; and for audio files .wav or .mp3 files;
3. For written work, a sample or samples of writing in .pdf or .doc file format. Maximum 4 x A4 pages, with no more than 2 pages per writing sample.



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CREATIVE FELLOWSHIP FUND

The City of Parramatta Council Creative Fellowship Fund aims to support the development of new work and/or the professional development of Parramatta artists and creative workers.

One Fellowship is awarded annually. The Fellowship is presented as part of the Parramatta Artists Studios' Artistic Program. Parramatta Artists Studios is an initiative of the City of Parramatta Council.

Applicants must be residents of the City of Parramatta or be able to demonstrate an existing and significant contribution to the arts/creative sector of the City of Parramatta.

This category is open to those working in all art forms, including but not limited to, music, sculpture, dance, painting, writing/literature, theatre, design, film/video, and digital media.

CATEGORY OBJECTIVES:

- Provide an opportunity for a professional artist or creative worker to develop their practice in the Parramatta region;
- Stimulate connection to community and/or explore the identity of Parramatta through the development and presentation of new works and/or activities;
- Foster innovation and contribute to the growth of the arts and creative sectors.

DEFINITION OF PROFESSIONAL ARTIST AND CREATIVE WORKER:

The definition is deliberately broad to take into account factors such as:

- Artists/creatives from diverse cultural backgrounds whose artistic or cultural knowledge has been developed through oral traditions;
- Professional artists/creatives who are trained or self-taught;
- Artists/creatives of professional calibre who may work outside the arts/creative sectors to generate income;
- Those that identify themselves as such on the basis of skill or experience;
- Acceptance by peers or the arts/creative sectors as a professional and may or may not earn income from their work.

EXAMPLES OF ACTIVITIES THAT CAN BE FUNDED:

- Production and presentation of a new work/s;
- Researching and developing new techniques;
- Researching new art/creative forms to extend your practice.

ASSESSMENT CRITERIA:

Funding submissions should demonstrate:

- The merit of existing work and experience as a practicing artistic/creative professional;
- Potential for the Fellowship to significantly progress the applicant's practice/career;
- Potential for the completion of significant new work/s as a tangible outcome of the Fellowship;



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- Potential for the acquisition of significant new skills as an outcome of the Fellowship;
- How new work and/or new skills can be shared with, or presented to the local arts sectors, communities and other interested parties.

SUPPORTING DOCUMENTS CHECKLIST:

- A CV of no more than two pages;
- For Parramatta residents or ratepayers, please provide evidence of residency e.g. Drivers licence, passport, rates notice or rental property lease;
- For an individual who has contributed significantly to the Parramatta Arts / Creative sectors please provide a written statement outlining relevant experience and activity.

ADDITIONAL SUPPORTING DOCUMENTS CHECKLIST:

Additionally, in order to be eligible for funding, all applications must be accompanied by one or more of the following supporting documents:

- Up to 10 images in .jpg format and a maximum of 1mb per image;
- For audio/moving image files, one file of up to 5 minutes in one of the following file formats: for moving images .mov or .mp4 files; and for audio files .wav or .mp3 files;
- For written work, a sample/s of writing in .pdf or .doc file format. Maximum 4 x A4 pages, with no more than 2 pages per writing sample.



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PARRAMATTA CULTURAL HERITAGE & STORIES RESEARCH FUND

Parramatta Cultural Heritage and Stories Research Fund support research projects that add to sharing the knowledge of Parramatta's cultural and heritage history

The Fund aims to encourage research that will document and interpret the stories of Parramatta for the benefit of current and future generations.

Grant applications must demonstrate the significance and relevance of the research topic to Parramatta's cultural heritage and history. Applications should aim to enhance knowledge in areas that have not been previously researched.

CATEGORY OBJECTIVES:

Priority will be given to research projects which explore:

- Aboriginal heritage (*for example; traditional and contemporary culture*);
- Social histories (*for example; aspects of everyday life, people who have made significant contribution to the community*);
- Cultural heritage of our diverse communities (*for example; Chinese, Lebanese, Indian, etc.*);
- Significant heritage sites and structures in the Parramatta LGA (*built or natural environment*);
- Contemporary heritage (*for example; living histories, or contemporary cultural trends*)

Applicants are encouraged to undertake the following to better assist them in the application process:

- Develop a project plan outlining the scope, significance of the topic, timeframe, budget and methodology for the research project;
- Submit the project plan and supporting material as evidence of previous research the applicant has undertaken.

Council prefers that output is accessible through a creative commons share-alike copyright licence and which can be integrated into the Council's research collections. Researchers may have to gain approval for the use of images owned by other parties and:

- The project may include a variety of research methodologies such as interviewing via video/media, and/or desk research;
- The researcher must clearly outline the copyright status of research content produced as a result of the grant;
- The researcher must agree to gain the written permission of participants in line with this outline;
- Grant funds are not intended solely for the purpose of –
 - Administration costs (printing, scanning, etc.)
 - Costs for development and presentation of the research
- Expenditure for both must be clearly outlined and must not make up the total expenditure of the grant;
- Work must be ready to start on or after 1 July of the year the grant is received.

Grant funds **cannot** be used for:

- Purchasing equipment;
- Purchasing, repairing, or maintaining buildings and objects;



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- Activities or research that has been completed;
- Living expenses

City of Parramatta Council accepts the inclusion of an auspice fee in the budget of up to 15% of the requested amount for organisations providing auspice arrangements.

ASSESSMENT CRITERIA:

Priority will be given to projects that meet the general eligibility criteria and the Parramatta Cultural Heritage & Stories Research criteria, as detailed below.

Funding submissions should:

- Address City of Parramatta's vision statement and at least one of the eight priorities;
- Demonstrate how the final output of the research will be made accessible current and future generations;
- Demonstrate how the research will document and interpret the story of Parramatta;
- Demonstrate an appropriate merit and historical methodology;
- Demonstrate the significance of the research topic to Parramatta's cultural history and heritage;
- Demonstrate contribution to the gaps in knowledge regarding local history;
- Demonstrate value for money.

ADDITIONAL CONDITIONS OF FUNDING:

The following conditions and requirements relate to this category also:

- Applicants must supply Council with a digital copy of the research output – or a URL link to the material. It is optional, though recommended, that

applicants discuss opportunities for presentation, display or archiving of content developed as a part of their grant with the City of Parramatta Research & Collection Services Coordinator 8839 3315.

- A version of the final research report will be made available for public viewing through the City of Parramatta's Research & Collections Services under a creative commons non-commercial share-alike copyright license.
- Approved projects in which the researcher(s) retain copyright must contain the following acknowledgement in the research report:

This research was funded through the Parramatta Cultural Heritage and Stories Research Fund of City of Parramatta Council. The contents of the research will not necessarily reflect the views of Council.

SUPPORTING DOCUMENTS CHECKLIST:

In order to be eligible for funding, all applications need to be accompanied by the following supporting documents:

- A copy of your organisation's latest annual financial report;
- If you are successful in your application, evidence will need to be provided that you have planned appropriate insurance coverage for the funded activity. If you already have insurance coverage, we ask that you attach the Certificate of Currency to your application.