

Arts Grants Guidelines

2023-2024



Program	Opening date	Closing date	Grant Amount	Assessment Timeframe	Funding Agreement
Arts Grant Round 1	01 October 2023	31 October 2023	Up to \$7,500	Up to 6 weeks	1 year
Arts Grant Round 2	01 March 2024	31 March 2024			

Overview

The Arts Grants program invests in artists and creatives to develop and deliver artistic, cultural, or creatives activities in Walyalup / Fremantle that engages with the local community in meaningful ways.

Applications for projects and initiatives that meet the following objectives will be considered for funding:

1. Nurture and support artists and creatives to extend their artistic, cultural, or creative practice.
2. Engage local community within the City of Fremantle in meaningful arts, cultural, and creative experiences.
3. Develop and strengthen Walyalup / Fremantle's unique and vibrant arts, creative and cultural sector, and include local artists and/or creatives in activity.

Eligibility Criteria

Who can apply:

Applications from artists, creative professionals and arts and cultural organisations are encouraged. Applications will be considered from:

- Individuals with an ABN or eligible auspisor*
- Not for profit organisations including incorporated associations and public companies limited by guarantee

**If you have intentions to use an auspisor, this must be declared within your application.*

What will not be funded:

The following applications are ineligible for funding:

- For profit organisations, and individuals without an ABN.
- Recurring or pre-existing events that don't demonstrate significant changes or new initiative areas.
- Those without a public outcome within the City of Fremantle.
- The application disparages or excludes any groups in the community.
- The application contravenes an existing City of Fremantle Policy or Plan (i.e. Walyalup Reconciliation Action Plan, Access and Inclusion Plan)
- Faith based activities of religious organisations
- Large capital expenditure e.g., lease payments, repair, or maintenance of buildings, or purchases of major equipment
- City of Fremantle employees (excluding casuals)
- Public artworks that does not have confirmation from the building or landowner
- Online projects without clear benefits for the Walyalup / Fremantle community
- Recurrent costs including wages, utilities, rent, annual insurances etc.
- Applicants who haven't acquitted on any previous Council funding or finalised outstanding debts.
- Retrospective funding or reimbursement payments
- Funding requests for training or education in government or private institutions, or

research activities that will be offered for assessment in such institutions.

- Applications for conferences, tradeshows, award ceremonies and for the purpose of fundraising
- Funds for State, Federal or other Local Government departments and educational institutions
- Funding for programs or services that are the core responsibility of other levels of government (i.e. schools)
- Interstate/international travel and accommodation

The Application Process

1. Contact the City's Grant Officer applying to discuss the potential project and subsequent application, grantfunding@fremantle.wa.gov.au
2. Complete the Arts Grant Application Form online via the City's Smarty Grants portal. Please ensure all questions are answered with as much project detail as possible.
3. Submit your application. Once you have submitted your application you will receive an email of acknowledging receipt. Please note that the City seeks to provide an outcome within 6 weeks of the round closure. Applicants will be notified of funding decisions via email.

The Assessment Process

Eligible applications will be assessed against the grant objectives, assessment criteria and available funding. The Assessment Panel may recommend full, part or no funding.

All applications are assessed per the following criteria which aligns to the programs objectives:

Criterion	Description	Weighting
1	<ul style="list-style-type: none"> Participating lead artists are cited in the application and participation confirmed. Artists and or creatives expertise is recognised and remunerated. The project's concept reflects artistic, cultural, and creative practices. 	40%
2	<ul style="list-style-type: none"> Engages local community in meaningful ways with identified target audience and community members. Inclusiveness and accessible to all local community members. Collaborative partnership building within the community. Ability to deliver the project within the timeframe. A realistic and achievable budget with location costs (e.g., venue) quotes provided. The activity is safe for artists and the public. 	40%
3	<ul style="list-style-type: none"> Strengthens the sense of place of Walyalup / Fremantle. The project is delivered in publicly accessible locations in Walyalup / Fremantle – either in the CBD or suburbs Develops and supports local artists, creatives, or arts and culture organisations and or creative business. Environment sustainable practices are in place. The project activates Walyalup / Fremantle in interesting and engaging ways 	20%
	Total	100%

All applicants will be notified via email of the outcome of their application. The City will seek to adhere to proposed timelines for assessment and notification.

Successful Applicants

All successful applicants are required to sign and adhere to a funding agreement outlining the terms and conditions of the grants, including acknowledgement of the City.

Recipients are required to:

- Provide a copy of the organisation's Public Liability Insurance 'Certificate of Currency'
- Adhere to the payment process as outlined in the signed funding agreement
- Complete the project/event within the funding timeframe
- Complete a grant acquittal

Reporting and Acquittals

- All successful applicants will be required to provide a report on the outcomes of the project funded by the City, in the form of an online acquittal document. This includes completed income and expenditure statements with correlating remittance (proof of payment, not charge) and any promotional material and images, as outlined in the funding agreement. The acquittal is due within 8 weeks from the completion of the project.
- Any portion of the grant unspent, or not expended in accordance with the grant program must be returned to the City of Fremantle.
- Applicants who do not complete and submit an acquittal will be ineligible for any future
- funding opportunities.

Important Information

- Auspice organisations may only have one open funding agreement per year in any community funding program.
- Public Liability Insurance is required for public events and activities.
- Not-for-profit organisations may choose to access one off cover from [Local Community Insurance Services](#).
- Individual artists may choose to access insurance from [Artsource](#)
- City of Fremantle Support: **all** cash and in-kind support (allocated and requested) must be declared within your application; monetised and listed within the budget.
- Proposals will be assessed according to grant criteria; successful applicants will have the value of the additional support deducted from the allocated grant.