



# Quick Response Arts Grants

## 2023 Funding Guidelines

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## Acknowledgement

The City of Melbourne respectfully acknowledges the Traditional Owners of the land we govern, the Wurundjeri Woi-wurrung and Bunurong Boon Wurrung peoples of the Eastern Kulin and pays respect to their Elders past, present and emerging.

We acknowledge and honour the unbroken spiritual, cultural and political connection the Wurundjeri, Bunurong, Dja Dja Wurrung, Taungurung and Wadawurrung peoples of the Eastern Kulin have to this unique place for more than 2000 generations.

We are committed to our reconciliation journey, because at its heart, reconciliation is about strengthening relationships between Aboriginal and non-Aboriginal peoples, for the benefit of all Victorians.

## Introduction

Council's vision is to consolidate Melbourne's strengths as a creative city: a place that inspires experimentation, innovation and creativity and fosters leaders of ideas and courage. The City of Melbourne [Council Plan 2021-25](https://www.melbourne.vic.gov.au/about-council/vision-goals/Pages/council-plan.aspx)<sup>1</sup> establishes a framework for this vision, guided by the values of integrity, courage, accountability, respect and excellence.

The City of Melbourne acknowledges and embraces the transformative role that the arts and creativity plays in building all aspects of a bold, innovative and sustainable city. Our [Creative Strategy 2018-28](https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/pages/draft-creative-strategy-2018-28.aspx)<sup>2</sup> places creativity and creative people at the heart of the City of Melbourne's work. It inspires new thinking, new ideas and new connections to address our city challenges and drives our [Creative Funding Framework 2019-24](https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/pages/creative-funding-framework.aspx)<sup>3</sup>.

The key objective of our creative funding is to support artists of all backgrounds, at all stages of their careers and across all artforms and practices to test, develop and realise ideas that:

- build our city profile as a place for experimentation, expression and excellence
- emerge through collaborative projects and partnerships
- are accessible for all Melbournians and visitors to experience.

## Key dates

Grants are for activities taking place between 16 November 2023 and 30 June 2024.

Applications open: 8 September 2023

Applications close: 11.59pm on 1 October 2023

Notification to applicants: early November 2023

## Program overview

The key objective of the Quick response arts grants is to provide funding support to artists through the flexibility of an application process with a short turnaround time.

These grants assist small to medium arts organisations and individual artists in any artform or practice and at any career stage to create and present activities that will be shared with the public (online or at a venue within the City of Melbourne boundaries) or to support a period of creative development.

The program supports artists to develop or present new work, specific elements of a larger project or to take a project to another level. The quick nature of the grants also enables artists to take advantage of unexpected

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<sup>1</sup> <https://www.melbourne.vic.gov.au/about-council/vision-goals/Pages/council-plan.aspx>

<sup>2</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/pages/draft-creative-strategy-2018-28.aspx>

<sup>3</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/pages/creative-funding-framework.aspx>

opportunities that may arise at short notice (such as an opportunity to collaborate, a last minute venue offer or to add a layer of depth to a project).

## Grant categories

- **Projects:** for the creation and presentation of projects that result in some form of public outcome, either online or at a venue or location within the City of Melbourne [boundaries](#)<sup>4</sup>. A public outcome could be, but is not limited to, a performance, exhibition, installation, artist talk, open studio, rehearsed reading, workshop or development showing.
- **Creative development only:** for a period of development without a public outcome.

Applicants can apply for only one grant category.

## Funding available

Grants of up to \$4,000 (excluding GST) are available.

## What we fund

Support will be considered for costs associated with the development and presentation of work including, but not limited to, artist fees, materials and venue costs.

In addition to the grant request, an amount of up to \$2,000 will be considered for specific access costs to help reduce barriers for Deaf and Disabled, neurodiverse and chronically ill artists/arts workers involved in the project or creative development. Access costs must specifically support artists in the development or presentation of the work (for example artist transport, support worker, carer, Auslan).

## Eligibility

To be eligible, applicants must:

- be an artist or small to medium arts organisation
- submit only one application by the close date
- undertake and deliver the proposed activity within seven months of grant notification
- have viewed and understood the City of Melbourne municipal [boundary](#)<sup>4</sup>
- have no outstanding acquittals or debts to the City of Melbourne
- contact the arts grants team if proposing activities in an outdoor space.

Additionally, to be eligible for a creative development only grant or for a project presented online, applicants must have a relationship to the City of Melbourne in one of the following ways:

- a permanent place of residence within the City of Melbourne boundaries
- a regular place of employment or study within the City of Melbourne boundaries
- an ongoing creative practice based within the City of Melbourne boundaries (for example a studio)
- have presented previous works to the public at venues located in the City of Melbourne boundaries between January 2021 and 1 October 2023
- the project idea is about or relates to the City of Melbourne municipality. Ideas may relate to a physical part of the City, a particular community or be a conceptual approach to an aspect of the City. Examples of project ideas that demonstrate this eligibility in a clear way could be: a series of paintings depicting the

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<sup>4</sup> <https://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/City-maps.aspx>

physical and cultural environment of the *Queen Victoria Markets*; a series of online dance works filmed in the industrial areas of *Docklands* and *West Melbourne*; sound recordings taken from *Bourke Street Mall* adapted for an experimental sound work depicting inner city life; a theatre work exploring the 1950's *Flinders Lane* rag trade scene.

### **IMPORTANT: City of Melbourne boundary eligibility**

Be sure of your eligibility by referring to the City of Melbourne boundary [map](#)<sup>5</sup>.

Our local government geographic footprint encompasses Docklands, East Melbourne, Fishermans Bend, Jolimont, Kensington, North Melbourne, Melbourne's central business district, Parkville, South Wharf, West Melbourne and *parts of* Carlton, Carlton North, Flemington, Port Melbourne, South Yarra and Southbank.

The City of Melbourne municipality *does not include the broader Melbourne metropolitan area*.

### **The program will not support:**

- projects already supported by another City of Melbourne program
- multiple applicants submitting applications for the same project
- outcomes that take place outside the City of Melbourne boundaries
- applicants receiving multi-year funding through another City of Melbourne program
- projects that are curated and presented by other Council programs (including Arts House, ArtPlay, Signal)
- professional development including attendance or speaking at conferences
- podcasts that do not have an arts focus
- permanent works and murals in outdoor spaces (including works on private and public buildings)
- courses, education programs or activities that are part of an accredited course of study
- international travel and accommodation
- core business and related administration costs, capital works, facility maintenance and improvements
- political organisations or activities that have a party political purpose and activities that have a primary focus on fundraising
- competitions, prizes or awards
- applications from current City of Melbourne employees and contractors, government departments or agencies, foundations or grant making bodies
- applicants or activities that denigrate, exclude or offend parts of the community or that breach Commonwealth and State anti-vilification laws.

Canvassing or lobbying of Councillors or employees of the City of Melbourne in relation to any grant application is prohibited and will deem the application ineligible.

### **Assessment criteria**

Assessment of applications will consider the following:

- creative excellence, boldness and experimentation
- support for diverse and/or emerging artists

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<sup>5</sup> <https://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/city-maps.aspx>

- activities by or genuine engagement with Aboriginal and Torres Strait Islander people
- viability

Additionally, for projects presented online or in person:

- different ways in which people of all abilities and backgrounds can participate in and experience the arts such as activities that:
  - are low cost or free to the public
  - appeal to new or under-served audiences
  - happen in new or unexpected places

## How to apply

1. Go to the [website](#)<sup>6</sup>, read the guidelines thoroughly and preview the application form.
2. Contact the arts grants team with any queries.
3. Complete and submit your application online via SmartyGrants by the close date.

## Support material

Artistic and other support material is a critical part of an application and reviewed as part of the assessment process. Applicants should consider quality of support material over quantity, only including material that is relevant and strengthens the proposal. Support material includes:

- artistic CV summaries for key artists
- artistic examples of proposed, current or past works
- timeline
- additional budget information if relevant

## Assessment process

- Applications undergo an eligibility check by staff and are assessed by an external panel of arts peers.
- Priority will be given to applicants who do not have current City of Melbourne funding.
- Applications are kept confidential and the contents will not be disclosed to any person outside the application and assessment process. A summary of the activity will be utilised in reports to Council.
- Applications are assessed as they have been submitted.
- The City of Melbourne reserves the right to request further information in considering any application, as well as the right to reject any application that is ineligible or does not meet the grant category criteria.
- All funding decisions are final. Unsuccessful applicants are eligible to re-apply in future funding rounds in accordance with grant guidelines.
- The list of successful applicants will be published on the City of Melbourne's website.

## Terms and conditions

Successful applicants are required to comply with the following terms and conditions:

- Sign a letter of agreement detailing the grant obligations.

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<sup>6</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/funding/Pages/quick-response-arts-grants.aspx>

- Grant payment terms are seven days subject to receipt of a signed letter of agreement and tax invoice with an Australian Business Number (ABN). Grants are paid within approximately three weeks of notification.
- The City of Melbourne will not be responsible for shortfalls in project budgets if the grant recipient is unable to meet project costs.
- Submit an acquittal report at the completion of the project.

The City of Melbourne reserves the right to invite artists to apply.

## Help available

For further information, refer to the grant [FAQ's](#)<sup>7</sup> or contact the arts grants team on 03 9658 9658 or email [artsgrants@melbourne.vic.gov.au](mailto:artsgrants@melbourne.vic.gov.au)

Artists who have specific needs or require additional support to view, complete and submit an application (which could involve using an alternative format) are encouraged to contact the arts grants team and can also seek assistance in the following ways:

### Deaf and Disabled artists:

Applicants can contact Arts Access Victoria (AAV) for auspice services and support on 03 9699 8299 or by email [info@artsaccess.com.au](mailto:info@artsaccess.com.au).

If you are deaf, hearing-impaired, or speech-impaired, contact us via the National Relay Service 133 677.

### Artists from multicultural communities:

Applicants can contact Multicultural Arts Victoria (MAV) for application support. Email [miriam@mav.org.au](mailto:miriam@mav.org.au)

Our multilingual information telephone service provides access to [translators](#)<sup>8</sup> and information in different languages.

### Technical support:

Refer to the SmartyGrants [Help Guide](#)<sup>9</sup> or contact the support desk 9am - 5pm, Monday to Friday on 03 9320 6888 or by email [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

### Other funding opportunities

The City of Melbourne offers a wide range of funding [opportunities](#)<sup>10</sup> to support artists and the broader Melbourne community to deliver a range of quality programs and activities.

<sup>7</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/funding/Pages/quick-response-arts-grants.aspx>

<sup>8</sup> <https://www.melbourne.vic.gov.au/community/health-support-services/multicultural-services/Pages/translation-services.aspx>

<sup>9</sup> <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

<sup>10</sup> <https://www.melbourne.vic.gov.au/about-council/governance-transparency/Pages/grants-and-sponsorships.aspx>