

# Community Grants Program Guidelines



**CITY OF  
PARRAMATTA**

A high-angle, top-down photograph of a diverse group of approximately ten people of various ages and ethnicities. They are all smiling and looking towards the center, with their arms raised and hands touching in a huddle. The background is a light-colored wooden floor with a visible grain pattern. A large, dark blue circle is superimposed over the center of the image, containing the text 'ANNUAL COMMUNITY GRANTS PROGRAM' in white, bold, sans-serif capital letters.

# **ANNUAL COMMUNITY GRANTS PROGRAM**

# Creative Projects Fund

## Overview

The City of Parramatta Council's Creative Projects 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.

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.

## Funding Priorities

The proposed project must meet at least one of the following on 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.

## Available Funding

Approximately \$60,000 per financial year is available for the Creative Projects Fund. There is a funding cap for each application of \$20,000.00.



## Program Timelines

This program is open once a year. Projects must start after January 1st. Successful recipients in this category are required to:

- Complete their projects within twelve months of funding.
- Submit a Progress Report at the six months mark and a Final Acquittal Report upon project completion. Final Acquittal Report due date is February 1st (following year).

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

## Types of Activity Supported

- Incubation of new creative, arts & cultural based organisations in Parramatta;
- Assistance in locating organisations in Parramatta (i.e. attracting them to the Parramatta area);
- Produce projects, festivals, exhibitions or events that provide opportunities for local artists/creatives to work in the Parramatta LGA.

## Conditions for Program Eligibility

To be eligible for funding, applicants must:

- Be not-for-profit and incorporated or have evidence of auspice from a not-for-profit incorporated organisation;
- Be located within the Parramatta LGA, or principally service Parramatta residents;
- Not have overdue progress or acquittal reports for previously funded grants.

## Further Conditions

- Provide a copy of most recent audited financial statements (last 20 months for grants up to \$20,000).
- If your organisation is not required by the Australian Charities and Not-for-profit Commission (ACNC) to have audited financial statements OR your organisation has only registered within the previous 12 months and audited financial statement is not available, please provide:
  1. Profit and loss statement (certified by an accredited accountant); and
  2. Organisational Balance Sheet (last 12 months).
- Provide evidence of appropriate insurance coverage;

## Supporting Documents Required

- CVs for key project staff, no more than two pages each;
- If your proposal includes individual equipment purchases over \$1,000, provide at least one quote for each item, and compile these as ONE .pdf document up to 20MB;
- Visual support material can include any of the following:
  - Up to 10 images, with credits, formatted into ONE .pdf document up to 20MB. Image credits should include a one sentence description of the work depicted in the image and the year it was produced.
  - Audio and/or moving image file of up to 5 minutes, in one of the following file formats: .mov or .mp4 (for moving image); and .wav or .mp3 (for audio), up to 20MB each.
- For written work, samples of writing in .pdf or .doc file format, up to 20MB. Maximum 4 x A4 pages, with each writing sample exceeding no more than 2 pages.

## Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on 9806 5110 or email [grants@cityofparramatta.nsw.gov.au](mailto:grants@cityofparramatta.nsw.gov.au)

Applicants are encouraged to discuss their arts project with the Parramatta Artists' Studios on 9806 5230.

## Assessment Criteria

	CRITERIA	DESCRIPTION	WEIGHTING
Criteria A	LOCAL TALENT	Project demonstrates significant contribution to the development of local creative talent from/or working in the Parramatta LGA	20%
Criteria B	NEW AUDIENCES	Potential for development of new audiences and new participants in arts and creative endeavour	20%
Criteria C	OUTCOME REACH	Description of project results/ output and demonstration of how it can be shared with, or presented to the local arts sectors, communities and other interested parties	25%
Criteria D	INNOVATION & GROWTH	Fostering of innovation and contribution to the growth of the arts and creative sectors	20%
Criteria E	BUDGET	Well researched and realistic budget, clearly indicating what Council funds would be spent on and the sources and application of matching contributions.	15%