



Moirira Creative Arts Hubs 2024 - 2026

Triennial Funding Application Guidelines

Overview

The inaugural Arts and Culture Strategy 2020 - 2026 was adopted by Council in December 2019. This strategy guides the provision of a "service committed to actively shaping the future for Moira residents through arts and culture activities and programs..." and supports the delivery of *Pillar 1: A welcoming and Inclusive Place* in the Moira Shire Council Plan 2021 - 2025:

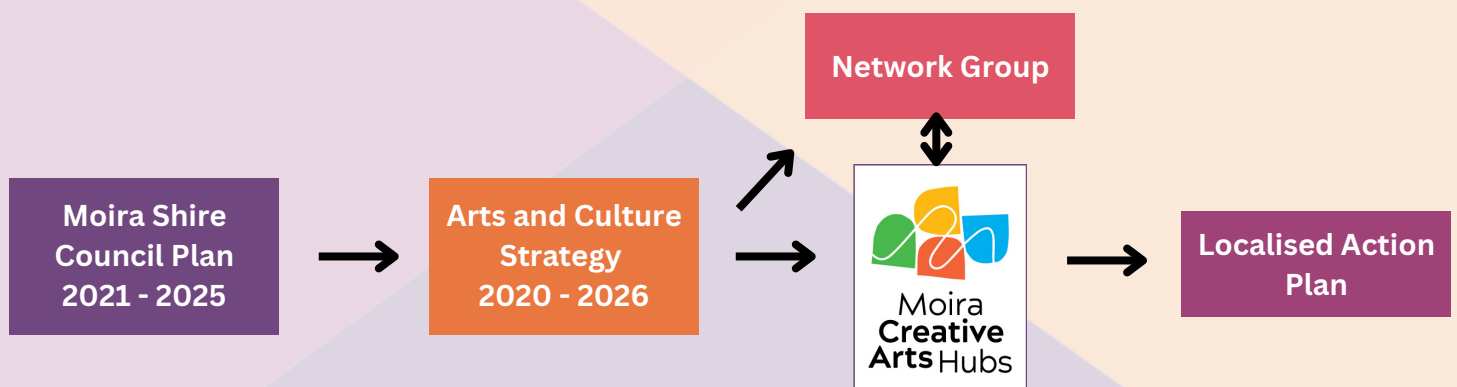
- 1.01** *We celebrate our communities' achievements and diversity*
- 1.02** *Our artistic, cultural programs and services will promote inclusiveness, social wellbeing and reflect the needs and values of communities*
- 1.03** *We will empower communities to craft their own vision of the future and support their efforts to be more resilient*
- 1.04** *We value and respect the culture of our traditional owners*
- 1.05** *We will value and recognise the history and heritage of our towns and buildings*
- 1.06** *Recreation, sports facilities, programs and services respond to our diverse and emerging community needs*
- 1.07** *We promote the health and wellbeing of our communities*
- 1.08** *Gender equality is embedded in Council policy and decision making*

For further information, please see Moira Shire Council's Arts and Culture Strategy 2020 - 2026.

The Moira Creative Arts Hubs (Creative Hubs) were established in 2020 across the Shire incorporating the major towns of Cobram, Nathalia, Numurkah, Yarrawonga and surrounds. The Creative Hubs aim to support the delivery of the Arts and Cultural Strategy and its identified action plan at the local level by developing and delivering annual Local Action Plans and contributing to the shire wide focus on artistic and cultural development through participation in the Moira Creative Arts Hubs Network Group.

The 2024 - 2026 triennial funding for the Creative Hubs will be via an invitation to existing Creative Hubs to apply to continue to be part of the program. Applicants must demonstrate capacity to develop and implement initiatives that deliver the actions and programs identified in the Arts and Culture Strategy 2020 - 2026 action plan in a localised setting.

Up to four Creative Hubs will be funded across the Shire and applications which seek to encourage, develop or enhance new or existing collaboration and creative opportunities are desired.



What is a Moira Creative Arts Hub?

An established organisation, a collaboration or association comprised of a broad range of members (not limited to members that live within that locality) that deliver arts programs and activities within each town and surrounding district.

A Creative Hub includes an established or newly created creative space (physical and/or virtual) which provides for the centralised coordination of programs and activities.

As per the Arts and Culture Strategy 2020 - 2026, it is expected that Creative Hubs in Moira, will provide professional development and economic opportunities for arts groups and individual arts practitioners. The Hub will encourage the broader community and regional visitor's access to the arts in each local setting.

Moira Creative Arts Hubs Aims

The Creative Hubs will deliver an agreed Local Action Plan that progresses at the local level, the directions of Council's Arts and Culture Strategy 2020 - 2026 and its action plan. The Creative Hubs Local Action Plans will aim to:

1. Develop inclusive programs and activities valuing the culture of First Nations Peoples and support First Nations artists through engagement.
2. Provide affordable exhibition, studio and intimate performance opportunities to artists and creative practitioners.
3. Provide professional development opportunities to build local creative expertise and strengthen artists' community engagement.
4. Build knowledge and understanding of the culturally diverse Moira identity.
5. Support youth focused programs.
6. Provide sales opportunities to support local creative economies.
7. Contribute to an arts directory.
8. Engage with communities by actively listening to their changing needs and expectations.
9. Develop and deliver programs to encourage community interaction.
10. Consider Creative Recovery opportunities when developing programs for local communities.
11. Provide broader community and regional visitors' access to the arts in each local setting.

Evaluation

As part of the approval of the Creative Hubs applications and Local Action Plans, the above Aims will be agreed and used to evaluate the success of these in delivering against the vision of the Arts and Culture Strategy.

The acquittal process will require Creative Hubs to report on:

- The delivery of their Actions Plans and how they have achieved or worked towards the Aims; and
- Funding expenditure and augmentation of income derived from alternative sources.

Application Eligibility

For applicants to be eligible to apply for Creative Hub funding, they must:

- Have an Australian Business Number (ABN) or have a community organisation who is willing to auspice the application and accept responsibility for the administration of the funding;
- Be an incorporated 'not for profit' community organisation with open membership to residents in Moira Shire or a Moira Shire Council delegated Committee;
- Hold public liability insurance to cover the project or event, up to \$20 million dollars minimum;
- Have satisfactorily accounted to Council for the expenditure of any previous Council funding;
- Submit a compliant application;
- Have relevant management plans in place, including: risk, project, event and financial;
- Agree to and act in accordance with:
 - All relevant Local Laws
 - Federal and State legislation and Standards, including but not limited to
 - Accounting and auditing requirements;
 - Equal Opportunity Act 2010;
 - Anti-discrimination laws;
 - Victorian Charter of Human Rights and Responsibilities Act 2006;
 - Disability Act 2006;
 - Occupational Health and Safety Act 2004;
 - Gender Equality Act 2020;
 - Privacy, Confidentiality and Freedom of Information laws;
 - Registration or accreditation of professional employees; and
 - Preparation and dissemination of annual reports.

Organisations and individuals in the below categories are ineligible to apply for Creative Hub funding:

- Private profit-making organisations and individuals*;
- Organisations, events or activities that are considered by Council to be the funding responsibility of other levels of Government (State or Federal government agencies, primary, secondary or tertiary educational facilities)*;
- Community organisations that receive direct income from electronic gaming machines*; or
- Political or Religious groups for the purposes of these activities

*Noting that these are eligible to be members of a consortia application.

Funding

Moira Shire Council will provide funding on a Triennial basis. The funding is intended to augment income derived from alternative sources which may include:

- Generated fees/income;
- Applicant cash contribution;
- Council's Community Strengthening Grants or any other relevant grants or sponsorships;
- Business sponsorship; and/or
- Grant income from other funding partners such as state or federal government or philanthropic organisations.

Moira Shire will financially support the development and delivery of the four Creative Hubs and their programs over the financial years 2024 – 2026 inclusive. Each Creative Hub will receive annual funding of \$30,000 per year. Applications can be made to form a Creative Hub spanning more than one area. If successful, the Creative Hub will be allocated the funds for each of the designated area covered (i.e. two areas = \$60,000 per annum).

Annual funding can be used to:

- Contribute to the operational expenses of the Creative Hub and the delivery of its Action Plan. Up to 60% of annual funding can be used for this purpose as per the following breakdown:
 - up to 30% of annual funding can be used for staffing;
 - up to 30% of annual funding can be used for rental costs;
- Business Plan development and Governance training;
- Programs and activities which deliver on the Arts and Culture Strategy 2021 – 2026 Action Plan with the following exceptions - projects, events or activities that:
 - Run at a profit that is not reinvested back into the community organisations or their next event;
 - Are being funded by other parts of Council (some exceptions may apply by agreement);
 - Are run by (or involved with) political or religious groups seeking to promote core beliefs;
 - Are a clear duplication of existing local services (without relevant justification);
 - Are closed to the general public, meaning that relevant community members may not freely access them;
 - Use funds for interstate or overseas travel;
 - Are for funding of prizes, sponsorships, donations or gifts (some exceptions may apply by agreement);
 - Will have a detrimental impact on the environment;
 - Use funds for spaces or projects primarily for non-creative uses;
 - Constitute business as usual services, activities and operations outside Creative Hub operations; and/or
 - Constitute routine repairs and maintenance.

Council may consider funding projects/events held outside of Moira Shire, particularly in the two cross border communities of Cobram-Barooga and Yarrawonga-Mulwala, where economic benefit to Moira Shire can be demonstrated.

Triennial Agreement, Annual Acquittal and Reporting

Successful applicants will be required to enter into a Triennial Funding Agreement with Council. This document will detail Terms and Conditions of the grant including:

- Evidence of risk, project, event, HR and financial management plans
- Management of payments and application of GST
- Requirements for the annual acquittal of all funds supporting the Creative Hubs activities as detailed in the Moira Creative Hub Action Plan.
- Requirements for monthly updates to Council in relation to Creative Hub Activity (delivery of Action Plan) that may include provision of:
 - promotional material to support the promotion of Creative Hubs across Moira Shire
 - data, testimonials and general information to support case study development
 - general update that programs are running on track and no new information is available
- Requirements for annual program evaluation as described earlier in the Evaluation section of this document.
- Timelines for reporting.

Application Process

Eligible applicants can apply for Moira Creative Arts Hubs funding by completing an online application form via SmartyGrants. The website is

<https://moira.smartygrants.com.au>. If you are a first-time user of SmartyGrants you will need to register. We suggest you use an organisational email address to register to ensure all your applications are in one place and can be accessed over time by relevant committee members.

It is important that each of the sections above are completed fully and that all supporting documentation is attached. To prepare your application, applicants should:

- Read Triennial Creative Hub Funding Guidelines and the Application Form thoroughly;
- Refer to Moira Shire Council Plan 2021 - 2025 and Arts and Culture Strategy 2020 – 2026 for background and referencing information;
- Discuss your application and questions with Moira Shire Council Officers – Team Leader Community Development, Arts and Culture; Manager Community; Team Leader Business Support or Administration Support Officer – Grants;
- Fill in the application form through SmartyGrants using these guidelines; and
- Submit your completed application by 11:59pm on Monday 31 July, 2023.

The overall process and timeframe for the applications are as follows:

- Wednesday 7 June, 2023 - Applications open through SmartyGrants.
- Wednesday 7 June, 2023 - Monday 31 July, 2023 - Council Officers available to assist applicants.
- Monday 31 July, 2023 - Applications to be submitted via SmartyGrants.
- The Assessment Panel assess applications based on aims and assessment criteria. The assessment panel will consist of Moira Shire officers and one industry peer.
- Date TBC - Applications go to the Executive Leadership Team and/or Council for endorsement. Successful and unsuccessful applicants notified immediately after meeting.
- Successful applicants will be required to enter into a funding agreement with Council.

The application has been broken down into the following sections:

- Section A: Information and Eligibility
- Section B: Contact Details
- Section C: Creative Hub Action Plan Year 1 Round 2 (Proposed)
- Section D: Budget
- Section E: Supporting Documents
- Section F: Application Checklist and Declaration

Assessment Criteria

Assessment Criteria is directly based on the Moira Creative Arts Hubs Aims, as outlined below. Allocation of funding is not guaranteed. Each Application will be assessed against the following criteria:

Moira Creative Arts Hubs Aims		Moira Creative Arts Hub application demonstrates
1	Develop inclusive programs and activities valuing the culture of First Nations Peoples and support First Nations artists through engagement	<p>Expertise and capacity to successfully manage and evaluate the Creative Hub</p> <p>Expected outcomes and evaluation methods</p> <p>Evidence of the local community needs the Creative Hub will meet and how</p> <p>Who the primary beneficiaries are</p> <p>Evidence of partners and collaborative relationships</p> <p>Consideration of sustainability</p> <p>Opportunities to promote accessibility, inclusiveness and/or equity</p> <p>The capacity the Creative Hub has for future growth</p>
2	Provide affordable exhibition, studio and intimate performance opportunities to artists and creative practitioners	
3	Provide professional development opportunities to build local creative expertise and strengthen artists' community engagement	
4	Build knowledge and understanding of the culturally diverse Moira identity	
5	Support youth focused programs	
6	Provide sales opportunities to support local creative economies	
7	Contribute to an arts directory	
8	Engage with communities by actively listening to their changing needs and expectations	
9	Develop and deliver programs to encourage community interaction	
10	Consider Creative Recovery opportunities when developing programs for local communities	
11	Provide broader community and regional visitors' access to the arts in each local setting	

Assessment Panel

The Assessment Panel is made up of relevant Officers and one independent industry peer. The Assessment Panel will conduct the initial assessment of the applications, with endorsement from Council.

Notification Process

Notification of successful and unsuccessful applications will take place immediately following the Council Meeting.

Successful applicants will be notified by:

- Email notification via SmartyGrants. Successful applicants will be required to enter into a funding agreement with Council.

Unsuccessful applicants will be notified by:

- Initial email via SmartyGrants including details of Contact Officer to discuss the application and provide feedback.

Review and Evaluation

Successful applicants will be required to enter into a three year funding agreement with Council. The funding agreement requirements will include the acquittal of the twelve-month funding and a report based on the year's programs. Reporting will include details of activities, participation numbers and evaluation outcomes of each of the Creative Hubs and their programs and activities. It is expected that report timelines will be adhered to as set out and agreed in the funding agreement.

Feedback

All applicants are encouraged to call for feedback on their application prior to submitting or post-outcome if not successful.

In order to continually improve the manner of funding allocations, feedback from the community regarding the criteria, timing and targeting of this funding is encouraged. Any comments regarding these matters should be directed to:

Manager Community
Moira Shire Council
PO Box 578, Cobram VIC 3644
or via email grants@moira.vic.gov.au