

Boost Arts and Cultural Grants Guidelines

Artist fees



As part of the City of Newcastle's (CN) support and commitment to the arts, culture and heritage sectors of the City, CN has allocated \$20,000 for a Grants program round to support the live music industry to complement a range of events during the month of April, we will be running the grant period from 6-20 April.

The basics are:

Grant strand	Application amounts	Eligible organisations	Funding for
Boost Arts and Cultural Grant – Artist fees	\$500 per gig – up to \$1500 per venue for three gigs.	For profit and not for profit organisations	Artist fees only and with public outcomes

Applications are invited from eligible organisations that meet the criteria for this grant program.

Timeline

Boost Arts and Cultural Grants open	10 March 2021
Boost Arts and Cultural Grant closes	22 March 2021
Assessment	22–28 March 2021
Notification of outcome	By 29 March 2021
Payment of Grant	Within 2 weeks of receipt of signed agreement
Advise CN of performance details	By 1 April 2021
Delivery of Project	6 April 2021 to 20 April 2021
Acquittal reporting*	By 2 May 2021

**Completion of an acquittal report ensures you are eligible to apply for future grants.*

How to apply

Please read through this guidance document prior to commencing your application. An application to the Boost Arts and Cultural Grants is to be completed online through [Smarty Grants](#).

1.

Boost Arts and Cultural Grant – Artist fees

1.1 Objective:

To support organisations in the engagement of artists that in turn helps to attract audience or customers to a venue or location with direct public outcomes.

Incentivise live music performance by a local artist for a minimum duration of one hour between 6 and 20 April 2021.

1.2 Amount available:

The Grant is capped at a maximum of \$500 excluding GST per artist per gig. Applicants may apply for a program of up to three dates. Any artist fee above the cap is at the applicant's expense.

1.3 Eligible organisations:

Applications are invited from Newcastle Local Government Area venues capable of hosting an event during 6 April 2021 to 20 April 2021 to complement the other events occurring across the city during this period.

1.4 Eligibility criteria:

1.4.1 The grant is for the engagement of artists.

1.4.2 Applicants may apply for between \$500-\$1500 excluding GST. For the purposes of this Grant, artist fees may be calculated at \$500 per performance (whether for a group of performers or an individual artist).

1.4.3 The performance must be available and/or presented to the public as a live performance.

1.4.4 Performances proposed must comply with current COVID-19 public health orders and government requirements, advice and guidelines.

1.4.5 Project delivery, including expenditure of funds from CN, must be completed in accordance with the above timeline.

1.4.6 Applicants must have the appropriate level of insurance (at least \$20 million for Public Liability) for the activities that are the subject of this funding request.

1.4.7 Applicants must provide relevant supporting documentation as requested in the application form.

1.4.8 All previous grant acquittals must be completed to CN's satisfaction.

1.4.9 No outstanding debts to CN.

1.4.10 No other CN support (cash or in-kind) received for the performance.

Examples of an eligible application:

- A café engages a musician each Friday and Saturday evening for 2 weeks.
- An organisation engages a six-piece band at a local pub.

In all examples, fees up to limits in the Grant are paid. The organiser may contribute any further fees applicable.

1.5 The following are ineligible for funding:

1.5.1 Any application that requires development consent.

1.5.2 Any application seeking funds for marketing, operational costs, online presentation or delivery, wages, websites, capital item purchases or any other item that is not artist fees.

1.5.3 Any application where the engagement of an artist is for a private function or not available for the wider public.

1.5.4 Projects which are deemed by the assessment panel to be better funded via State or Federal COVID-19 stimulus packages.

1.5.5 Late or incomplete applications.

1.5.6 Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose.

1.5.7 Any government department (local, state or federal) or educational institution including schools, TAFE and University.

1.6 Assessment criteria for Boost Arts and Cultural Grant – Artist fees

Criteria	Criteria Description	Weighting
1	The proposal – clear and detailed vision of what is proposed, including the style of performance and preferred dates	35%
2	Positive impact for audiences / customers / community – numbers attending, open to the public as a patron or attendees, quality and range of opportunities to see artists and their work	30%
3	Positive impact for artists – including number of artists being engaged across a range of genres, new or expanded opportunities for artists to present, new or varied venues or localities	20%
4	Value for money – a clear and detailed budget is provided with full breakdown of artist fees	15%

2.

Assessment process

- 2.1 The Relevant CN Officer will conduct a preliminary assessment of applications and those deemed to meet the eligibility criteria will be assessed by the Assessment Panel against the Assessment Criteria outlined in these Guidelines.
- 2.2 The Assessment Panel will comprise members listed in Annexure A. Only panel members listed in this clause have voting capacity.
- 2.3 Each individual involved in the assessment and approval of applications under this section must comply with CN's [Code of Conduct](#) which includes the provisions covering Conflicts of Interest.
- 2.4 The Assessment Panel may meet via an on-line meeting or conference call. The outcome of the Panel's assessment will be recorded and retained in CN's records management system.
- 2.5 Even if an application meets all the eligibility and assessment criteria, it may not be supported due to the competitive field of applications ranking more highly.
- 2.6 Assessors may consider other available information regarding the applicant, its services and activities including details of previous projects.

3.

Notification of outcomes, Funding Agreements and payments

- 3.1** All applicants will be notified of the outcome of their application.
- 3.2** Successful applicants will be required to complete a Funding Agreement. The Funding Agreement will include conditions and reporting requirements. Special conditions may be placed upon your funding at the Assessment Panel's discretion.
- 3.3** Awarding of funding from CN via a Funding Agreement in no way implies any ongoing funding commitment or obligation by CN including for payments for works delivered outside of the nominated period in which the project was agreed to be completed.
- 3.4** Awarding of a Funding Agreement does not imply that CN has given any other consent. Applicants should note that many activities require approvals and consents from CN, NSW Police and other state government agencies and that they are wholly responsible for obtaining such approvals. The failure to obtain approvals will void the Funding Agreement and may result in funding being revoked even where works have been completed.
- 3.5** Upon returning the signed Funding Agreement along with a Tax Invoice and copies of relevant insurances your payment will be released into your nominated bank account.
- 3.6** CN will require all successful recipients to publicly acknowledge CN as a supporter of the activity / project. This requirement will be included in the Funding Agreement and evidence will be requested in the Acquittal Report.
- 3.7** The Acquittal Report will require the verification of expenditure using CN (public) funds. This entails the provision of receipts or copies of monetary transfers to suppliers where these were nominated to be paid for by the grant from CN.

4.

Acquittal Report

- 4.1** Successful applicants must provide a final acquittal report to CN by 2 May 2021.
- 4.2** The information required will be specified in the Funding Agreement and may include:
 - 4.2.1** Final accounts or evidence of appropriate payments as per the grant – that a minimum of \$500 was paid to the Artist or Artists .
 - 4.2.2** Evidence of how CN was acknowledged during the project.
 - 4.2.3** Photographic evidence of the activity (minimum 2 x high resolution images with permission obtained by any one recognisable in the image).
 - 4.2.5** Formal advice of funds not spent (funds not expended for the purpose outlined in the application must be returned to CN)

5.

Privacy

- 5.1** CN pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.
- 5.2** CN is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and policies.
- 5.3** Purpose: CN will use your private information only to contact you in relation to your proposal and, if approved, to contact you in relation to the approved activity.
- 5.5** Intended recipients: The information will be used by CN officers who may need to contact you in relation to your activity.
- 5.6** Supply: Voluntary.
- 5.7** Consequence of Non-Provision: We will not be able to process your funding application.
- 5.8** Storage and security: Your proposal will be stored in an electronic records management system and will only be available to the CN officers administering the grant.

Annexure A

Definitions

1. **City of Newcastle (CN)** means Newcastle City Council
2. **Council** means the Elected Council.
3. **LGA** means Local Government Area
4. **Assessment Criteria** means the method used to evaluate and measure an application.
5. **Guidelines** means the specific Grant program conditions and criteria for each separate Grant opportunity.
6. **Applicant** is a person responsible for a venue legally able to hold a gig including a Pub, Club, Restaurant, Café, Small Bar, Other
7. **A Project** is defined as one-off or time-limited Activity or series of linked activities with specific goals and conditions, defined responsibilities, a budget, planning, information about the parties involved and a specific start date and end date. This can also be referred to as an **Activity**
8. **Assessment Panel** means the panel comprising:
 - 7.1 **Lord Mayor (or nominee)**
 - 7.2 **Director Strategy and Engagement (or nominee)**
 - 7.3 **Service Unit Manager of Community Strategy and Innovation (or nominee)**
9. **Relevant CN Officer** means the CN employee responsible for administering the Boost Arts and Culture Grant program.
10. Unless otherwise stated, a reference to a section or clause is a reference to a section or clause of these guidelines.
11. **The Grant** means the **Boost Arts and Cultural Grant – Artist Fees**

12. A **Grant** is cash support provided to applicants for a specified performance and with no expectation of commercial return to CN. A Grant seeks return on an investment through benefits to the community in some form. These benefits may include improvement in the quality of life for citizens through activities, programs and Projects meeting identified needs.
13. **Funding Agreement** means the agreement entered into by CN and an applicant whose Grant application has been successful. It will articulate support provided by CN as a financial contribution for the delivery of a quality Project. The Agreement will also detail Acquittal and acknowledgement conditions for the funding.
14. An **Acquittal** is a written report submitted as per the funding agreement at the conclusion of a Project. It details how the Grantee (Grant recipient) administered the Grant funds and met the Project outcomes in the funding agreement.
15. **Not-for-profit organisation** is an organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. The organisation must be registered with the Australian Securities & Investment Commission (ASIC) or The Australian Charities and Not for Profit Commission (ACNC).
16. **Local** is the Greater Hunter Region, including mid-North Coast and Central Coast

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