

Locally Made and Played Grant Guidelines

Artist and Performer Fees
July 2023



As part of the City of Newcastle's (CN) support and commitment to the arts and culture sectors of the city, CN will be running a Locally Made and Played Grant in conjunction with the New Annual festival from 22 September – 1 October 2023.

Grant strand	Application amounts	Eligible organisations	Funding for
Locally Made and Played Grant – Artist and Performer fees.	\$300 per performance. Max \$1,500 per Applicant.	For profit and not for profit organisations.	Artist and performer fees with public outcomes.

Applications are invited from eligible organisations that meet the criteria for this Grant program. CN seeks to support our performance sector and local businesses hosting performances across the city. Applications that offer new artist and audience experiences, and those that demonstrate performance beyond business as usual will be given preference. Performances outside the usual peak performance times of 6pm–9:30pm Friday and Saturday will also attract preferential scoring.

Timeline

Grant opens	17 July 2023
Grant closes	4 August 2023
Assessment	4 August 2023 to 11 August 2023
Notification of outcome	14 August 2023
Payment of Grant	Within 1 month of receipt of signed agreement and supply of invoice
Signed agreement	18 August
WhatsOn listings provided to CN for all funded events	25 August 2023
Promotion of events	8 September 2023
Delivery of Performances	22 September 2023 to 1 October 2023
Acquittal reporting	15 November 2023

**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 Locally Made and Played Grant is to be completed online through [Smarty Grants](#). Our website also includes some helpful tips and tricks to assist with applications.

Smarty Grants link: <https://newcastle.smartygrants.com.au/2023locallymadeandplayed>

1. Locally Made and Played Grant – Artist and Performer fees

1.1 Objective:

The intention is to encourage more music and performance across the LGA to inspire and foster creativity during New Annual 2023.

The Grant aims to provide incentives for local businesses to host live music, comedy, micro-theatre, or other forms of performance by local artists and performers. Performances must occur between 22 September and 1 October 2023 and have a minimum duration of one hour.

1.2 Amount available:

For each performance, applicants can apply for \$300 excluding GST. Applicants may apply for a maximum of five (5) performances up to \$1,500. A single venue or organisation cannot apply multiple times. In-kind support should also be provided as part of the Grant. 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 or organisations capable of hosting an event between 22 September and 1 October 2023.

Applications are required to demonstrate that the proposed performances are in addition to the organisation's business as usual.

1.4 Eligibility criteria:

- 1.4.1 The Grant is for the engagement of artists or performers.
- 1.4.2 Applicants may apply for between \$300–\$1,500 excluding GST. For the purposes of this Grant, fees may be calculated at \$300 per performance. Applicants may apply for up to five (5) separate performances.
- 1.4.3 The performance must be a free performance and available to the general public as a live performance.
- 1.4.4 Project delivery, including expenditure of funds from CN, must be completed in accordance with the above timeline.
- 1.4.5 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.
- 1.4.6 Applicants must provide relevant supporting documentation as requested in the application form.
- 1.4.7 Applicants must issue an invoice for the approved funds following notification of success.

- 1.4.8 Applications should not seek funding for more than two performances by the same artist in the grant period.
- 1.4.9 All previous Grant Acquittals must be completed to CN's satisfaction.
- 1.4.10 Applicants must have no outstanding debts to CN.
- 1.4.11 Applicants must not have received any other CN support (cash or in-kind) for the performance.

Examples of an eligible application:

- Live music to accompany after-work drinks.
- Micro-theatre at an art gallery.
- A mini comedy competition.
- A poetry slam night.
- A garden party with a local drama school.

In all examples, fees up to limits in specified above 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 or performer fees.
- 1.5.3 Any application where the engagement of an artist or performer is for a private function or not available for the wider public.
- 1.5.4 Late or incomplete applications.
- 1.5.5 Religious ceremonies and/or Activities in which the promotion of a single faith is the main purpose.
- 1.5.6 Any government department (local, state or federal) or educational institution including schools, TAFE and University.
- 1.5.7 Any application which does not demonstrate the performance as an additional event or offering above BAU.

Criteria	Criteria Description	Weighting
1	The proposal – clear and detailed vision of what is proposed, including the style of performance and preferred dates.	30%
2	Positive impact for audiences / customers / community – predicted numbers attending, quality and range of artists or performers and their work. Demonstration of audience experiences which are different from Business as Usual.	35%
3	Positive impact for artists and performers – including number of performers 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 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.
- 2.3 Each individual involved in the assessment and approval of applications 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 to be signed and returned by 18 August 2023. 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 one month of 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 It is a condition of the Grant that all successful applicants list all their events on CN's [WhatsOn](#) website and provide a link to the listings with all details including time, date, artist, and location by 25 August 2023.
- 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 15 November 2023.
- 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 \$300 was paid to the performer 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.
 - 5.2.1 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.
 - 5.2.2 Intended recipients: The information will be used by CN officers who may need to contact you in relation to your Activity.
 - 5.2.3 Supply: Voluntary.
 - 5.2.4 Consequence of Non-Provision: We will not be able to process your funding application.
 - 5.2.5 Storage and security: Your proposal will be stored in an electronic records management system and will only be available to the CN officers.

Annexure A

Definitions

1. **City of Newcastle (CN)** means Newcastle City Council.
2. **Assessment Criteria** means the method used to evaluate and measure an application.
3. **Guidelines** means the specific Grant program conditions and criteria for each separate Grant opportunity.
4. **Applicant** is a person responsible for a venue or organisation legally able to hold a performance including a Pub, Club, Restaurant, Café, Small Bar, Creative Organisation, or Other.
5. **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.
6. **Assessment Panel** means the panel comprising:
 - 6.1 **Lord Mayor (or delegate).**
 - 6.2 **Executive Director Creative & Community Services (or nominee).**
 - 6.3 **Executive Manager Media Engagement Economy & Corporate Affairs (or nominee).**
7. **Relevant CN Officer** means the CN employee responsible for administering the Locally Made and Played Grant.
8. **The Grant** means the **Locally Made and Played Grant – Performer and Artist Fees.**
9. 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.
10. **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.
11. 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.

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