



## GRANTS PROGRAM – GUIDELINES

### ARTS AND CULTURAL IN-KIND ASSISTANCE GRANT

#### OVERVIEW

##### Intent/ Purpose

To encourage the development of local community Arts and Cultural programs and activities and to foster opportunities for local arts and cultural activities that make a positive creative contribution to the region. To make available Council resources and capabilities to support Arts and Cultural projects and activities. The Arts and Cultural In-Kind Grant category is available to individuals as well as not-for-profit organisations.

##### Assistance Type

The fund will provide in-kind assistance only. The minimum amount per application is \$500; the maximum amount per application is \$5,000.

##### Logistics

Applications can be submitted at any time during the year; however, the application must be lodged at least one month prior to the start of the project, event or activity. Projects and activities are to commence and be completed within twelve months of the approval date. Applicants can receive a maximum of \$5,000 per year.

##### Assessment and Approval Responsibilities

The application will be assessed by the Manager, Cultural Services. The delegation for decision will be the nominated Councillors.

#### ELIGIBILITY

##### Applicants must:

- be applying for in-kind assistance for project within the local government area of Cairns;
- be a professional artist, emerging artist, arts worker or creative industry professional carrying out activities of cultural, arts or performing arts nature (not a hobbyist);
- provide Council with a relevant detailed project outline and a clear and detailed budget;
- be an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit; or
- be a not for profit organisation, or an individual (not a private company).

##### Applicants must not:

- have outstanding Council grants that have not been acquitted satisfactorily;
- have overdue outstanding payments to Council (eg rents, rates, fees, Council guarantor loan repayments etc);
- be a registered Private Company;
- be a hobbyist;
- be a registered political party; or
- be a school, University or TAFE, college or other form of an education institution.

##### Applications must not be:

- requesting funding or support for a project, event or activity that has already occurred
- for projects, events or activities that are the subject of litigation
- for general operating costs
- for projects that duplicate existing services or programs
- for interstate or international travel costs
- for projects with a sole religious or political purpose
- requesting in-kind contributions from Council for resources or services that council has to procure from outside organisations. As a general rule this includes anything that is not core Council business.

#### APPLICATION APPROVAL PROCESS

1. The application will be prepared by the applicant using the appropriate application form. The applicant is advised to consult with the Council contact officer for advice and guidance on filling out the application.
2. The completed application will be submitted by the applicant to [Grants@cairns.qld.gov.au](mailto:Grants@cairns.qld.gov.au) , within the designated application submission timeframe.
3. The application will be received and reviewed by the designated Council contact officer to determine eligibility and completeness. The Council contact officer will acknowledge receipt of application and will notify the applicant if the application is considered ineligible or appears incomplete.
4. The application will be submitted for approval or rejection to the delegated approval authority.
5. The Council contact officer will inform the applicant of the approval or rejection decision of their application once a decision has been made.
6. The Council contact officer will complete arrangements for successful applications.

#### ENQUIES AND APPLICATION SUBMISSION

Send the completed application form and supporting documents (as an attachment) to email address:

Phone: (07) 4044 3945 Email: [grants@cairns.qld.gov.au](mailto:grants@cairns.qld.gov.au)



## GRANTS PROGRAM – APPLICATION FORM ARTS AND CULTURAL IN KIND ASSISTANCE GRANT

### SECTION 1 APPLICANT

GRANT BENEFICIARY DETAILS			
<b>Organisation Name</b>			
<b>Principal place of business</b>		<b>Postcode:</b>	
<b>Postal Address</b>		<b>Postcode:</b>	
<b>Email</b>			
<b>Website:</b>			
<b>Does the organisation have an ABN?</b>		<b>Number</b>	
<small><i>If no, include a 'Statement by Supplier' form advising why an ABN has not been quoted. Council is required to withhold 48.5% tax if an ABN or a Statement by Supplier form is not supplied. See <a href="http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf">http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf</a></i></small>			
<b>GST registered</b>		<b>Incorporation Number</b>	
<small><i>Note that even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the activity or event as per federal legislation. See <a href="https://www.ato.gov.au/Business/GST/">https://www.ato.gov.au/Business/GST/</a></i></small>			
<b>Organisation's main aims/objectives</b>			
APPLICANT CONTACT DETAILS:			
<b>Contact Name</b>			
<b>Position in Organisation</b>			
<b>Postal Address</b>		<b>Postcode:</b>	
<b>Email Address</b>			
<b>Contact Number/s</b>			
<b>Alternative Contact Name</b>		<b>Position in Organisation</b>	
<b>Contact Number/s</b>		<b>Email</b>	
<b>Name of President or CEO</b>			
<b>Contact Number/s</b>		<b>Email</b>	

### SECTION 2 PROJECT DETAILS

APPLICATION DETAILS:			
Name of project, activity or event	Start Date	Completion Date	Proposed Event Date

Description of the project activity or event. (max 150 words).

Please indicate how Council's in-kind contribution will be used? (max 150 words).

Is your event ticketed?

If yes, what are the estimated ticket sales?

If you are profiting from ticket sales, please detail what the profits will be used for.

Proposed Location(s) of the project, activity or event?

What Council permits/ fees are applicable to this event? (Eg park hire, food permits, temporary entertainment permit etc)

Funding Amount Requesting

#### PROPERTY TENURE DETAILS

What are the land ownership and/or lease details (if relevant)? (max 150 words).

Have approvals been sought from owner(s) and/or Council(s) (if applicable)?

Yes

No

Please attach approvals, if not please explain. (max 150 words).

Are you aware of any Environmental, Conservation or Heritage issues/impacts?  
If yes, what are they and how will you manage these? (max 150 words).

Yes

No

**APPLICATION ASSESSMENT** (Please describe how the application meets the assessment criteria in the spaces provided below.)

Demonstrated ability of the project or activity to align with the funding stream intent/purpose (max 150 words).

Demonstrated cultural and artistic merit of the project or activity (max 150 words).

Demonstrated ability of the applicant to successfully manage the project or activity (max 150 words).

**DECLARATION/ AUTHORISATION**

I certify that I am authorised by the organisation to prepare and submit this application.  
I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this is correct and disclose full and accurate information of expenditure and activity proposed.  
I agree to provide Council with any additional information required to assess this application.  
I agree to comply with all requirements of the Grant funding stream.  
I will acknowledge the support of Council in all relevant promotional and printed material.  
I confirm that the appropriate level of Public Liability Insurance will be arranged for the event that is described in this application.

**Applicant Name**

Signature:

Date

**Director/Secretary**

Signature:

Date

*Cairns Regional Council is collecting your personal information for the purpose of processing your grant application. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law. Cairns Regional Council and its offices are subject to the Queensland Right to Information Act 2009.*