



GRANTS PROGRAM – GUIDELINES ARTS & CULTURAL INFRASTRUCTURE GRANT

OVERVIEW

Intent/Purpose

A key priority of Cairns Regional Council's [Strategy for Culture and the Arts 2022](#) is to provide infrastructure, skills and resources that support and stimulate the creative and cultural life of our community. The Arts and Cultural Infrastructure Grant therefore aims to provide financial assistance to arts and cultural organisations that wish to pursue building or material enhancements to their premises.

Specifically the purpose of the grant is to:

- Enhance the organisation's capacity to provide ongoing services through improved building works;
- Improve the viability, productivity and wellbeing of groups who primarily engage in arts and cultural activities; and
- Increase community participation in arts and cultural activities.

For the purposes of this grant, arts and cultural organisations means an entity that controls and operates a building or premises in which it programs a wide range of arts and/or cultural events and activities for the purpose of:

- Enabling Cairns residents and groups to present local community, arts and cultural events and activities; and
- Providing popular entertainment and culturally enriching events and experiences for residents and visitors to the region.

Assistance Type

Assistance will be in the form of either:

- A cash payment to the organisation, or
- Advice on alternative means of securing appropriate funds.

The minimum amount per application is \$1,000; the maximum amount per application is \$50,000.

Council will favour applicants that:

- Depending on the organisation's monetary capacity, financially contribute to the project costs.
- Strategically align with Council's corporate goals for culture and the arts, particularly in regard to collaborative projects that deliver an identified need for space-sharing and storage solutions.

Logistics

The Arts and Cultural Infrastructure Grant will be advertised once per year with a dedicated annual opening and closing date.

Assessment & Approval Responsibilities

The applications will be assessed by a panel of three Council officers. The delegation for decisions will be the full Council.

ELIGIBILITY

Eligible Applicants must:

- Be applying for assistance for infrastructure within the local government area of Cairns;
- Be of a cultural, arts or performing arts nature, or a community group that offers a range of artistic programming for wider community access, not a sporting or other community group;
- Have security of tenure over their land, either freehold or with a long-term lease of at least 5 years; and
- Provide Council with a relevant detailed project plan, clear and detailed budget and 3 quotes per item.

Provide Council with:

- Previous two-year financial statements;
- A three-year financial forecast;
- Current cash balance at the time of the application; and
- Complete the project within 12 months of the approval date with any amendments to be negotiated with Council as soon as the applicant becomes aware of an emergent issue.

Applicants must not:

- Have outstanding Council grants that have not been acquitted satisfactorily
- Have overdue outstanding payments to Council (e.g. rents, rates, fees, Council guarantor loan repayments etc.)
- Be a registered political party
- Be a school, University or TAFE College or other form of an educational institution
- Be an individual or private business.

Applications must not be:

- Requesting funding or support for a project that has already occurred
- For projects that are the subject of litigation
- For general operating costs
- For projects with a sole religious or political purpose
- Fully funded by other levels of Government.

APPLICATION APPROVAL PROCESS

1. The application will be prepared by the applicant using the appropriate Application Form.
2. The completed application will be submitted by the applicant to the Council email address.
3. Applications will be received and collated by the Business Support Team. After the application is received, the Business Support Team will acknowledge receipt of application.
4. Applications will be reviewed by the Business Support Team to determine eligibility and completeness. The Business Support Team will notify the applicant if it is considered ineligible or appears incomplete.
5. Collated applications will be submitted for assessment to the designated selection panel.
6. Recommendations will be submitted to the full Council for approval or rejection. The Business Support Team will inform all applicants of the approval or rejection of their application once final approval has been made.
7. The Business Support Team will complete arrangements for successful applications.

GRANT ACQUITTAL REQUIREMENTS

Grant recipients will be required to acquit the assistance received within 8 weeks of the completion of the project and will be required to provide:

- Proof of expenditure (e.g. copy of receipts);
- Proof of the acknowledgement of Council assistance (e.g. including Cairns Regional Council logo on website, event program, newsletter or plaque);
- Building application or certificate of occupancy following completion of construction;
- Photographs of the finished project; and
- Complete the acquittal kit provided by Council.

CONDITIONS

Successful grant recipients will be required to:

- Sign a funding agreement;
- Submit an invoice for the agreed amount;
- Complete the project within 12 months of the approval date;
- Submit the agreed grant acquittal documents within the agreed timeframe (as specified in the funding agreement) to demonstrate that the grant has been utilised for the intended purpose;
- Return any unspent grant funds to Council within twenty one days of the completion of the project;
- Conduct a risk assessment and obtain Public Liability Insurance cover;
- Ensure that all relevant permits, permissions and statutory and legislative requirements are met; and
- Undertake that no changes to the approved project will be made without the prior agreement of Council.

APPLICATION SUBMISSION

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

BPAS_Correspondence@cairns.qld.gov.au

ENQUIRIES

General enquires contact the Business Support Team

Phone: 1300 69 22 47

Email: BPAS_Correspondence@cairns.qld.gov.au

For further information of available Council grants please visit the Community Grants page on the Council website <http://www.cairns.qld.gov.au/payments/grants>.



GRANTS PROGRAM – APPLICATION FORM ARTS & CULTURAL INFRASTRUCTURE GRANT

APPLICATION (GRANT BENEFICIARY) DETAILS:

Organisation Name							
Principle place of business		Suburb		State		Postcode	
Postal Address		Suburb		State		Postcode	
Email		Website					
Does the organisation have an ABN?		YES NO	ABN				

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 https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf

Is the organisation GST registered?		YES NO	Incorporation No				
-------------------------------------	--	-----------	------------------	--	--	--	--

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 <https://www.ato.gov.au/Business/GST/>

Provide a brief description of your Organisation, including vision, mission and mandate.

APPLICANT CONTACT DETAILS:

Applicant Contact Name			Position in Organisation					
Postal Address			Suburb		State		Postcode	
Phone		Mobile		Email				

PROJECT DETAILS:

Project Title:			
Type of Project, please tick Planning Minor Capital Improvement Major Capital Improvement		Estimate Start Date	Estimated Completion Date

Describe the nature of your building i.e. workshop, gallery, performance space, venue for hire. (max 150 words)

Describe the proposed project, including scope of work to be undertaken and/or procurement of goods and services. (max 150 words - Note please attach a more detailed project plan to your application)

Describe how the project aligns with the intent of the funding stream. (max 150 words)

Has your group previously managed government grants and acquittals?	YES	NO
If NO, how do you intend to manage this grant if successful?		
Has your group received funding from this grant program in the past?	YES	NO
If YES, please provide date, amount and project description.		
Is the project part of a larger, phased work program?	YES	NO
If YES, please describe the full program and how this phase fits within the larger program of works, including how you plan to fund the future stages of the project.		
Does the project address any safety/structural or access issues?	YES	NO
If YES, please explain.		
Total project costs excluding GST.		
Total amount of funds requested from this Grant program excluding GST.		
If CRC is unable to fully fund your application, would you be able to use partial funding in preference to no funding at all?	YES	NO
How would partial funding impact your project?		
Will your proposed project require Council permits, development applications, permissions etc.?	YES	NO
If YES, please provide details.		
PROPERTY INFORMATION		
Address of property.		
Is the property owned by the applicant?	YES	NO
If the property is not owned by the applicant please provide the name, address and phone number of the registered owner.		
Do you have approval in writing from the building owner to undertake this project?	YES	NO
Note: you are required to attach this to your application.		

<p>Is there a secure tenure over the land/premises? Either Freehold or with a long-term lease? (minimum 5 year lease is required)</p> <p>Please provide details.</p>	<p>YES NO</p>
<p>APPLICATION ASSESSMENT (<i>Please describe how the application meets the assessment criteria in the spaces provided below.</i>)</p>	
<p>How many community members use the premises, and which sectors of the community do they belong to? (20% weighting) (max 150 words)</p>	
<p>How will this project benefit your organisation and its members and/or users of the facility? (20% weighting) (max 150 words)</p>	
<p>How is your organisation financially contributing to the project? (30% weighting) (max 150 words)</p>	
<p>Does the project include collaboration with other organisations and deliver space-sharing or storage solutions? (30% weighting) (max 150 words)</p> <p>Please see Cairns Regional Council's Strategy for Culture and the Arts 2022 (1.4.1)</p>	

Project Income	\$ Excl GST	\$ Incl GST
Arts And Cultural Infrastructure Grant – Cairns Regional Council		
Your organisation's contribution		
Total Income		

Expenditure items	Preferred Quote #	\$ Excl GST	\$ Incl GST
Total Expenditure			

In-kind support i.e. volunteer labour and donated materials costed at award wages and estimated material costs	Approximate value
Total In-Kind	

SUPPORTING DOCUMENTATION**Checklist:**

	Detailed project plan and scope of works including timeline and approval processes.
	Letter from registered building/property owner indicating permission to undertake work.
	Three Quotes for each item relating to the project.
	Two letters of support/financial commitment from key stakeholders or funding partners.
	A clear and detailed budget outlining: applicants financial contribution, any in-kind contributions with clear details of what that entails, balanced income and expenditure including GST (if applicable).
	Provide Council with the previous two-year financial statements; three year forecast; and current cash balance at the time of the application.
	Correct contact details for primary and secondary contact person.
	Photographs of the area being changed/built if applicable.
	Copy of lease, unless a Council lease or copy of deed of ownership.
	<i>Please note it is essential that you contact the Business Support Team prior to submitting your application to ensure eligibility and that the application form is filled out correctly.</i>

Please list below any other supporting documentation attached to this application:

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.
 I have disclosed full and accurate information of income and expenditure for the project 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 and will return any unspent grant monies.
 I will acknowledge the support of Council in all relevant promotional and printed material.
 I will agree to ensure that all relevant permits, permissions and statutory and legislative requirements are met as part of the project.
 I confirm that the appropriate Insurances will be arranged for the project that is described in this application.

Name 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.