

ART SPACES ACTIVATION PARTNERSHIP FUNDING

EXPRESSION OF INTEREST GUIDELINES

Creative Brimbank Vision / Mission Statement

Creative Brimbank encapsulates artists and community coming together. We invite everyone to participate and collaborate towards building a vibrant, connected, and creative community. Council is dedicated to ensuring the arts are part of everyday life in Brimbank, as well as developing artistic thinking in the community through the work of the Arts & Culture team and beyond. We advocate for the inclusion of arts in the West by bringing quality experiences in performing and visual arts, and delivering an engaging program of creative workshops, festivals and events.

About Art Spaces Activation Partnership Funding

Expressions of Interest are invited for Art Spaces Activation Partnership Funding for artists and arts practitioners working across any arts disciplines (visual, literary, performing, media). Projects coinciding with cultural events (e.g. Cultural Diversity Week, Reconciliation Week) are highly encouraged as are ephemeral art projects in public places (e.g. paste-ups), public performances and extension of existing art projects. Funding is also available for the presentation of digital work.

Art Spaces Activation Partnership Funding aims to provide a supportive and collaborative platform where artists can partner with Council in art programs and projects that benefit the Brimbank community. Artists from greater Melbourne and across Victoria are eligible as long as the project is within Brimbank.

Up to \$2000 of funding is available for art projects aimed at engaging the community of Brimbank. Projects must be delivered within the current financial year.

If you are successful, a Funding Agreement which outlines the conditions of your grant will be sent to you. You will be required to sign and return a copy of the Funding Agreement to the Art Spaces Officer along with a copy of your public liability insurance. You will also be required to fill in a financial details form to be set up on our accounts system for electronic payment.

Every recipient is required to submit an Acquittal and Evaluation Form via Takso platform within 2 months of completion of the project. Throughout the project you will be required to keep accurate, up-to-date records in relation to the project including, but not limited to, itemised receipts issued when funding is spent and relevant bank account records to submit as part of the acquittal process.

Eligibility

- Open to artists of all disciplines (visual, literary, performing, media etc.) aged over 18 years old
- Have Public Liability Insurance (PLI) or have the ability to obtain PLI
- Project activities take place within the Brimbank boundary or provide benefits to the Brimbank community
- Applicants must have fully acquitted previous grants and have no outstanding debts to the Brimbank City Council
- Applications must comply with the guidelines, conditions and criteria
- Applicant must be able to provide an invoice, verifiable banking details and acquittal form
- Have an Australian Business Number (ABN) or a 'Statement by a Supplier' (Statement by a Supplier forms are available from the Australian Tax Office).

What type of project might be funded?

- Project activities take place within the Brimbank boundary or provide benefits to the Brimbank community
- Projects coinciding with cultural events (e.g. Cultural Diversity Week, Reconciliation Week) are highly encouraged as are ephemeral art projects in public places (e.g. paste-ups), public performances and extension of existing art projects
- Development of activities that engage the community in the arts activities, preferably with a Community Cultural Development (CCD) framework¹
- The proposal may include skill development workshops or cultural activities culminating in a public outcome for the community e.g. a performance and exhibition
- Music, art and cultural projects which have a publicly accessible outcome i.e. workshops, performances, exhibitions and events
- Activities that engage one or more priority groups, for example, the Indigenous community, people who are socially disadvantaged, people with a disability, aligned with the vision in Council's Social Justice Charter, will be highly regarded
- Events, Activities and Projects taking place within the current financial year
- Budgets may include artist fees, materials, marketing and administration costs, transport costs, Public Liability Insurance (pro-rata), permits, hiring costs of capital equipment and infrastructure including online/digital technologies to support the project etc.

What will not be funded?

- Events, Activities and Projects held outside Brimbank City Council

¹ CCD describes activities that give communities the opportunity to tell their stories, build their creative skills and be active participants in the development of their culture, usually through collaborations between communities and artists.

- Events, Activities and Projects that breach State Government and Commonwealth Government public health measures and restrictions to slow the spread of COVID-19, in place at the time of the event or project
- Competitions, awards, fundraising activities, fetes, reunions or hobby pursuits
- Reimbursement for Events, Activities and Projects that have already occurred, or due to be complete before the funding period (no retrospective funding)
- Purchase of capital equipment and infrastructure
- Initiatives that will require ongoing funding from Council to be sustained
- Applicants seeking funding to cover outstanding loans or debts
- Events, Activities and Projects already partially or wholly funded by Council via other funding streams for the same activity in the same financial year
- Applicants who have lobbied or canvassed Councillors or Council Officers
- Applicants that have an outstanding Brimbank City Council acquittal
- Applications where the recipient organisation/s promote and/or benefit directly from electronic gaming machines or from any form of gambling including sports betting and lotteries

Application Process

- Email the Art Spaces Officer to express your interest with the following information;
 - Full name & organisation name if applicable
 - Contact number
 - Name of Project (can be a working title)
 - Funding amount requested (up to \$2000)
 - Emailed to artspaces@brimbank.vic.gov.au
- You will receive a confirmation email from the Art Spaces officer once your email has been reviewed
- Look out for an email invitation from Takso – you will be set up as a user on this platform. This is where you will complete your application once the Art Spaces Officer has set up your account
- Select the Green Light button once you have completed all of the required information before the advertised deadline
- Attach any required additional information e.g. Additional Information form, CV, support material before the advertised deadline once the green light button has been activated.

Selection Process

Expressions of Interest will be assessed by a panel comprised of Council representatives including Brimbank City Council's Arts and Cultural Development Unit. Applications will be shortlisted according to the Selection Criteria. Shortlisted applicants may be invited to meet with the selection panel. All applicants will be notified of the outcome in writing.

Selection Criteria

Essential	
Arts Practice	<ul style="list-style-type: none"> • Project reflects and strengthens Brimbank’s identity • Innovative approach to the art form and presentation of the proposed project, activity, or event • Artistic and cultural merit
Description of Activities	<ul style="list-style-type: none"> • Development of activities that engage the community in the arts activities • The potential to engage people in creative activities
Desirable	
General	<ul style="list-style-type: none"> • Energy and enthusiasm • Artists from within Brimbank and the Western Region are encouraged to apply • Financial viability and sound management • Evidence the project is well-planned and achievable within the proposed timeline • Activities that engage one or more priority groups

Support Material

Applicants should include the following material in support of their application:

<i>Visual Artist</i>	No more than 12 images. New media artists may choose to identify an appropriate website that displays their work.
<i>Musician/composer</i>	A recording on a website link.
<i>Writer</i>	Two copies of up to two manuscripts. Total maximum 30 pages each.
<i>Performer/ Choreographer/ Theatre Maker</i>	Video with footage of 15 minutes or less OR 10 images and the option of up to 3 pages of written material.

NB All audio-visual materials should be self-playable and recorded in a format that is universal. You should not rely on the Committee to have particular software required to view your support material.

Applications that do not have the required support material will not be accepted.

Required Information

1. Completed online Application Form via Takso website
2. Attach the Additional Information Form via Takso Website
3. Attached Artist CV (max 1 A4 page) via Takso Website
4. Attached Relevant Support Material via Takso Website

Enquiries

You are encouraged to discuss your project proposal with the Art Spaces Officer or Visual and Public Art Senior officer before submitting your application.

If you require additional support in submitting your application, please contact;

Lisa Horsburgh

Art Spaces Officer

T (03) 9249 4397

E Lisaho@brimbank.vic.gov.au

OR

Richard Orjis

Visual and Public Art Senior Officer

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E RichardO@brimbank.vic.gov.au

St Albans Community Centre

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