



# SPARK – Arts & Cultural Grants Program

Information and Guidelines



**Campaspe**  
Shire Council

# SPARK – Arts & Cultural Grants Program Information and Guidelines

## ABOUT THIS FUNDING PROGRAM

Campaspe Shire Council's SPARK – Arts & Cultural Grants Program offers to support creative projects, practice and new ideas. Council invites individual artists, creatives, cultural practitioners, arts groups or community organisations to apply for this grant funding opportunity. It reflects Council's commitment to investing in our local creative sector and recognising the value and role arts and culture plays in building social connection, community wellbeing and economic vitality.

### The objective of this funding is to:

- Support local creatives.
- Contribute to the diversity and vitality of creative activity and contemporary arts practice across our region.
- Encourage active participation in arts and culture for Campaspe's 'nine communities of priority'.
- Strengthen Campaspe's identity as a creative Shire.

The total funding pool of \$60,000 is available. Individual grants from \$5,000 up to \$10,000 are available for successful applicants to conduct activities during the timeframes below.

Council strongly advises that you contact the Arts & Culture team before making an application to discuss your proposed activity and eligibility.

You can contact them via telephone on (03) 5481 2818 or via email to [k.tito@campaspe.vic.gov.au](mailto:k.tito@campaspe.vic.gov.au)

## KEY FUNDING PROGRAM DATES

**Applications open:** Friday 17 January 2025

**Applications close:** Friday 21 February 2025 by 5pm

**Notification of outcome:** Friday 4 April 2025

### Project activity timeframes:

Projects can start from Monday 14 April 2025 onwards and must finish no later than Friday 12 December 2025.

Acquittals need to be submitted 4 weeks after completion of your project.

## GRANT GUIDELINES

### Who can apply:

#### Council's SPARK – Arts & Cultural Grants Program is for any of the following:

- Individual artists, creative or cultural practitioners, including sole traders, freelancers, producers and artworkers.
- Arts or cultural groups, collectives or organisations.
- Artists, creative or cultural practitioners or groups working across any artform or creative discipline.
- Community organisations or incorporated associations working with artists, creative or cultural practitioners.
- Artists, creative or cultural practitioners or groups at all stages of practice including emerging, established, professional, hobby and amateur.

All applicants must either have an ABN or an auspice to administer funding on your behalf.

# SPARK – Arts & Cultural Grants Program

## Information and Guidelines

Artforms and creative disciplines may include - literature, visual arts, performing arts, music; crafts, fashion, graphic, product design; community arts, traditional cultural practice; film, television, radio, podcast, photography; digital arts; and museums and galleries.

### What if I don't have an ABN or am not incorporated?

You can still make an application by using an auspice. An auspice is an organisation that meets our eligibility criteria and agrees to support your application.

If you're successful, the auspice receives the grant money on your behalf so you can undertake the project work.

If you are intending to make an application using an auspice you must obtain written approval from your proposed auspice before you submit your application and attach this to your application form.

### Insurance:

Applicants must have Public Liability Insurance with a minimum amount of \$20 million. The Certificate of Currency for this insurance will be required as part of the application process.

Applicants using an auspice would include a certificate from the auspice organisation. A policy statement or receipt of payment is not an acceptable substitute for the certificate of currency.

Duck for Cover, Regional Arts Victoria (RAV), Auspicious Arts and National Association for the Arts (NAVA) provides very affordable and easily accessible Public Liability Insurance and or membership for creative individuals and groups.

### Permits and approvals:

Activities may require permits and approvals. These processes are separate to the grant application process and require additional time and budget in the project plan. You do not need to secure permits or approvals before applying for the grant, however obtaining these approvals will be a condition of the funding arrangement.

You must also be able to demonstrate that you are aware of the necessary permits and approvals in your application.

### What if my activity does not proceed?

If you are successful in obtaining a grant and your activity does not proceed, you must contact the Arts & Culture team at Campaspe Shire Council in a timely manner to discuss the circumstances of the activity not proceeding and organise returning the grant funds provided.

Failure to notify Campaspe Shire Council of a cancelled activity will make future grant applications ineligible.

### What will be funded:

- Projects to develop new creative works, content, products or services.
- Projects to present new creative works including productions, exhibitions, publications and performances, or a new arts component of an existing arts or cultural program or event.
- Professional or skills development opportunities for local creatives and or artists.
- Projects that creatively engage communities.
- Start-up costs for a new creative idea, business or project.
- Creative projects or activities that occur in Campaspe Shire Council between the timeframes stated above.

# SPARK – Arts & Cultural Grants Program

## Information and Guidelines

- Creative projects that provide inclusive, safe and accessible outcomes for communities in Campaspe Shire Council.
- Creative projects that demonstrate effective partnerships i.e. with other groups and/or across interest groups.
- Creative projects that will deliver value for money, are well developed, and have reasonable indicators of success for the outcomes expected.

### What will not be funded:

- Events and activities not held within the activity timeframes.
- Events and activities held outside the Campaspe Shire Council municipality, unless an individual artist professional development opportunity e.g. artist residency outside our region that can identify strategic benefit and or impact back to Campaspe Shire through creative sharing.
- Applications received after the closing date.
- Projects that are clearly a duplication of an existing service.
- Fundraising activities, competitions, eisteddfods, prize money, capital works, annual fees, charges and/or subscriptions.
- Ongoing expenses or for projects which have already commenced or have been completed.
- Projects and activities that are discriminatory or offensive in any way or contravene any legislation or Council policy.
- Political organisations or activities that have a party-political nature.

### Co-Funding:

Council aims to work in partnership with groups to support their project.

Although not essential, demonstrating contributions being made to the project by yourself or others may strengthen your application.

Applicants are encouraged to match the grant amount requested by providing a contribution.

This contribution can either be financial, or “in-kind” or a combination of both. An in-kind contribution is part of the project that would normally be paid for but is given to the project at no cost.

If your project requires a larger amount of funding outside the scope of this program, you could consider applying for other funding sources including:

- Australia Council for the Arts
- Creative Victoria
- Regional Arts Victoria
- Australian Government Office for the Arts
- Other grant opportunities

The ability to provide financial and in-kind support to a project by the applicant may be considered during the review process.

# SPARK – Arts & Cultural Grants Program Information and Guidelines

## Budget:

The budget should include details on all sources of income and funding which will be used to deliver your project and all expenditure involved in the project. Income and expenditure must be equal and should be prepared excluding GST.

The budget should include details of any additional cash or in-kind contributions being made to the project. Please refer to the sample budget. Quite often, applicants find the budget can be one of the most difficult parts of the application. If you have any queries about the budget, please do not hesitate to contact Council.

## Assessment criteria:

**Applications will be assessed against the grants program aims below:**

- Does the activity meet the objectives of the program?
- Is the activity well planned and feasible within the timeframes provided?
- Does the activity support local creatives?
- Does the activity contribute to the diversity and vitality of creative activity across our region?
- Does the activity encourage active participation in the arts for all?
- Strengthens Campaspe as a creative Shire?
- Can the activity evidence that it is inclusive and accessible for the whole community?
- Does the intended activity align with the Council's Creative Campaspe - Arts and Culture Strategy 2021-2031?

Applications will also be assessed against the following three criteria. The bullet points under each criterion suggest factors for assessing your application. Address only the relevant points for your project; covering each one is not required.

### 1. Quality

The quality of the proposed creative, artistic and cultural activity may include:

- A clear concept, vision and rationale for the activity.
- Quality of previous work.
- Level of innovation and experimentation.
- Timing and relevance of the activity.
- Diversity of cultural expression.
- Recognition of previous work from peers, public or media.

### 2. Potential Impact

The potential impact of the activity must address at least one of the following, including how the activity might:

- Contribute to the sustainability of your arts, cultural or creative practice.
- Encourage community participation in the arts.
- Contribute to the diversity and vitality of our local creative sector.
- Strengthen our region's identity as a creative Shire.

# SPARK – Arts & Cultural Grants Program Information and Guidelines

### 3. Viability

The viability of the proposed activity will be assessed with consideration of the following:

- Skills, abilities and roles of the creatives, personnel and partners including confirmation of involvement.
- Equitable, realistic and achievable processes, timeline and budget.
- Consideration of safety, wellbeing and accessibility issues.
- Evidence of consultation with participants, audiences, or communities if applicable.

## If your application is successful:

### Successful applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement.
- Spend the grant money in accordance with the conditions stated in the funding agreement and provided for in the application.
- If your project requires any approvals/permits you will need to provide evidence of any regulatory approvals within 6 weeks of your offer of funding or an extension negotiated and approved. Council officers can assist applicants with the process of gaining approvals.
- You will be required to acknowledge the support provided by Campaspe Shire Council on promotional material for the project, using the Council logo and/or to recognise Council support through media coverage.
- Return any unspent funds at the completion of the activity, or at the end of the agreement unless prior written approval has been obtained to expend the funds in another way.
- Complete in full detail an acquittal form to the satisfaction of Council within the timeframe provided for in the funding agreement.

## Acquittal:

You will need to report back to Council when your project is completed. Your acquittal needs to be completed four weeks after your project finishes and by no later than Friday 9 January 2026 via an online form which will be sent you. It should include:

- A summary of the project including your feedback on the things that went well and things that did not go according to plan.
- A Financial Statement must be completed together with receipts attached.
- Copies of promotional materials, photographs or video of project outcomes for the purpose of promoting the SPARK – Arts & Cultural Grants Program through publications and or website.

A group which fails to submit their acquittal documents is ineligible to apply for further funding until their acquittal is completed and reviewed by Council.

## If your application is not successful:

If your application is not successful you will be notified in writing and provided with an opportunity to discuss the outcome with the Arts & Culture Coordinator.

In some cases, the assessment panel may consider your application more suited to one of Council's other grant programs. If your application is more aligned with another funding program, Council will contact you and let you know.

# SPARK – Arts & Cultural Grants Program Information and Guidelines

If an application is made to an alternative funding stream within Council, only one funding application may be considered per financial year for the same activity.

If there are funds remaining in the grant pool, we may choose to offer a second round of funding. Whilst unsuccessful applicants are eligible to reapply, we would recommend revising the application prior to ensure it fits the objectives of the program and assessment criteria before doing so.