



Arts in August GRANTS PROGRAM

The aim of the Central Highlands Regional Council's Arts in August \$500 Grants Program is to provide assistance to local community group/organisations to make a positive contribution to the Arts in August program by providing an arts activity, project and /or program.

GUIDELINES

Important:

Before filling in your application form, please read all the information contained in these guidelines.

Applications may be submitted on the Arts in August application form to the maximum indicated:

Category	Maximum
• Arts in August Grant	\$500

Grants are offered for arts activities, projects or programs as **one** grant round for delivery August 2019.

Opening Date	Closing Date	Applicants notified of grant outcomes	Delivery Date	Timeframes for completed acquittal (if successful)
18 April 2019	5.00pm, 24 May 2019	June 2019	August 2019	September 2019

Note: Please ensure programs, projects and activities fit within the timeframes mentioned above.

Grant aims

Arts in August Grants to a maximum of \$500.00 are available to:

- Enhance the Arts in August program of arts experiences in areas of visual arts, craft and design; music; writing; dance; theatre and multi-arts.
- Develop an arts activity, project and /or program that will provide a community art experience/s for the local community; and/or
- Build the capacity of the local arts sector.





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Eligibility Criteria

Groups/organisations are required to:

- Have majority of members of the organisation/group reside in the Central Highlands Regional Council area.
- Operate predominately within the Central Highlands Regional Council boundaries.
- Have acquitted any previous Central Highlands Regional Council or former shires of Bauhinia, Daringa, Peak Downs or Emerald grant satisfactorily.
- Be free of debt with Central Highlands Regional Council.
- Be an incorporated 'not-for-profit' organisation or company limited by guarantee that has been endorsed by the Australian Taxation Office (ATO) as a charity, tax exempt fund or deductible gift recipient.

Unincorporated groups are eligible to apply, providing that their application is made through the appropriate incorporated body which supports the program, project or activity.

- Have relevant public liability insurance cover.
- Be accessible for any member of the community.

Please Note:

- The grants program aims to provide limited financial assistance in relation to development of program, project and/or activity, and is not intended to be relied upon as a primary source of funding. Council encourages co-funding from other sources and reserves the right to part fund a grant application.
- Only one application will be accepted from each group/organisation.

The following organisations/groups are unable to apply:

- Political groups.
- Government agencies.
- Businesses and commercial organisations.
- Community organisations operating more than 30 gaming machines.
- Schools (public or independent) - unless sponsored by eligible community organisation/group.
- Organisations whose capital and operating requirements are met directly from Federal or State Governments or their Departments or from Government owned corporations unless they demonstrate that there is a clear community need that cannot otherwise be met.
- Organisations or groups that support discrimination in any form.



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Ineligible Items

The following will not be considered for funding:

- Ongoing salaries/wages for staff.
- Recurrent costs associated with day-to-day operations.
- Retrospective funding – Programs, projects and/or activities that have commenced or completed prior to acknowledgement of grant outcomes.
- Items/programs that are the core business of a Government Departments, tourism or economic development organisations.
- Programs, projects and/or activities that do not involve the Central Highlands Regional Council community.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Freight, travel and accommodation related costs, merchandise, catering and hospitality, prizes and raffles (unless demonstrated essential to program, project or activity)
- Fund raising events and activities.
- Insurance costs.
- Payment of debt.

How to apply

Council staff involved in the administration of the Arts in August Program are available to provide general guidance to assist with the preparation of your application. Please contact the Customer Service Centre on 1300 242 686.

The Arts in August \$500 Grant Program Application Forms can be obtained from council's Customer Service locations or by accessing council's website.

Completed grant forms can be returned to Council's Customer Service locations or sent or emailed to the below addresses.

Applications close 5.00pm, 24 May 2019

Please send application form to:

The Chief Executive Officer

Central Highlands Regional Council

PO Box 21

Emerald QLD 4720

enquiries@chrc.qld.gov.au

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Application Assessment?

The high demand for funding will mean that not all grant applications can be approved. Although an application may meet the assessment criteria, approval will depend on available funds and the number and quality of applications.

All funding submissions will be assessed against the selection criteria by the Central Highlands Arts and Cultural Advisory Committee (CHACAC) assessment panel. In general, the assessment is a formal process, which consists of independent community members, councillors and council staff.

All applicants will receive written notification of their applications outcome. Successful applications will also be acknowledged on council's website for public viewing.

Applications Acquittals?

It is expected that successful applicants will:

- Complete and return their letter of acceptance;
- Commence the approved program, project and/or activity utilising the funds for the purpose for which they were granted;
- Finalise the payment of invoices/expenses associated with the approved program, project and/or activity;
- Complete and return the Acquittal Form to Council within the four (4) timeframe. The Acquittal form must be accompanied by copies of invoices, proof of payment (receipts/paid invoices/nil statements), project summary and other associated supporting material.

Definitions & Interpretations:

"Applicant" The organisation/group who will be implementing the proposed program, project or activity.

"Council" Central Highlands Regional Council (CHRC).

"Incorporated" Organisation incorporated under the Queensland Associations Incorporation Act 1981.

"In-kind contribution" A donation of goods or services, time or expertise, rather than cash or appreciated property

"Sponsor" The incorporated organisation which supports the program, project or activity.

