

# MidCoast Arts Support Program

## Guidelines and supplementary documentation

It is our goal to support the creative industry sector with this funding by assisting the delivery of a range of projects and programs aimed at creating opportunities for artists and raise awareness of our rich creative sector.

## Planning your application

Before you submit your application, read these guidelines.

- 1 Get started early, gather information, documents, and support. Start now.
- 2 Discuss your project with friends and family to gain input and perspective from others.
- 3 Talk to your community to see who might be interested in your idea or project, seek their support and work together if you can.
- 4 Gather letters of support that will strengthen your application in electronic form as pdf files and save them in one document.
- 5 Can you provide other supporting documents or links such as artist resumes or website links that you can include?
- 6 Work out your budget in advance. How much will it cost? Are there artist fees, hire fees, material costs etc.? Does it involve volunteer hours, if so, how many volunteers will you need, can you manage this?
- 7 Draft an application, read over it, and make sure it responds to the selection criteria.
- 8 Can you apply on your own behalf for a solo project or idea, or do you need to require collaboration with other creatives to deliver the project? This can take time so prepare early.
- 9 Familiarise yourself with the [MidCoast Cultural Plan](#) online and think about how your project can help achieve these outcomes and goals for the MidCoast community.
- 10 Complete your online application and hit submit!

Here are some of the key outcomes taken from the Cultural plan:

- A well-resourced community and professional creative workforce
- New pathways to support, fund and contribute to the creative industries
- More interesting and attractive spaces through creative expression and public art
- More opportunities for young people to learn and participate in caring for Country
- Stronger networks across business, industry, education, arts, and social sustainability
- A region leveraging existing and new platforms for knowledge generation, cross-pollination of ideas and learning
- Showcase a cultural destination of choice for residents and visitors
- Growing clusters of new creative industries with local employment opportunities.
- Increase reputation for the MidCoast region as a nurturing place for creatives.

We advise you familiarise yourself with the [MidCoast Council grants hub](#) for more information.

## Applicants

Creatives or individuals and groups who reside in the MidCoast Council Local Government Area practicing in but not limited to the below fields. If your specific vocation is not listed here, please contact us.

- Graphic designer
- Performer, musician, dancer
- Choreographer
- Composer
- Theatre
- Make up artist
- Illustrator
- Author / writer / journalist /
- Video editor
- Animator
- Film producer / director
- Art Director / creative director
- Lighting designer
- Visual artist
- Sculptor
- Voice over artist
- Music producer
- Event planner
- Photographer
- Web designer
- Architect / Interior designer
- Fashion or textiles designer
- Jewellery designer
- Print maker
- Video game designer
- Digital designer
- Product designer
- Arts worker

### What can be applied for

Projects requesting funding should have strong arts, cultural and community benefits. These must be clearly identifiable and, where possible, quantifiable with some measures of success. They must address the selection criteria and refer to the outcomes and goals mentioned above and detailed in the Cultural Plan.

The total grant pool for the first round is \$15,000, applicants can request funding for a total of \$5,000 or less for their project.

### What cannot be applied for

- Projects that have already applied to this round of MidCoast Arts Support Program
- Applicants who have not submitted an outcome report from a previous funding round for this Grant or other MidCoast Council grants, are not eligible to apply
- Promotion and marketing of individual or private business
- Projects or activities that do not have a clearly defined arts component
- Projects that have already taken place or will take place after 30 June the calendar year following the application
- Activities that do not adhere to First Nations Cultural & Intellectual Property Protocols

- Rent for a studio space
- Paying for accommodation or transport
- Projects involving the building of infrastructure

## Support material

Support material to be uploaded as one pdf document could include:

### 1 Artistic support material

This should include relevant examples of your work via a website or similar link or with attached documents where appropriate.

Weblinks must be accessible for free and not require a paid subscription to view and attachments should not require a paid account to download. If a password is required to view and is shared by you for this purpose, please provide a password to view. All links and attachments can include a total of:

- 10 images
- 5 pages of written material eg excerpt of literary writing

### 2 Resumé and Biographies

You can include a brief biography or curriculum vitae (CV) for key artists, personnel or other collaborators involved in your project.

### 3 Letters of support which reflect your application and project plan. Only include if applicable

- Individuals, groups, or organisations can write letters in support of your project. A support letter should explain how the project or activity will benefit you, other artists or arts professionals, participants, or the broader community. It can also detail the support or involvement of key project partners, or evidence of consultation.
- If relevant to your activity, letters of support must provide evidence of appropriate permissions and support from First Nations organisations, communities, and Elders. Please refer to the Create Australia [First Nations Protocols](#) for more information.
- Letters of support from industry professionals outlining your involvement in past projects / ideas where you worked alongside and or with them to deliver successful outcomes.
- Letters from partners and or groups which state their involvement and commitment to your project.

## Protocols/Policy

Your application must comply with the following Protocols. We may contact you to request further information during the assessment process, or if successful, as a condition of your funding.

### Using First Nations Cultural and Intellectual Property in the Arts

If your application involves First Nations artists, communities or subject matter, you must follow correct protocols and provide evidence of this in your application and support material where applicable. [More information on the First Nations Protocols is available here.](#)

## **Child Safety**

All successful applicants must comply with all Australian law relating to employing or engaging people who work or volunteer with children. This includes working with children checks and mandatory reporting. Successful organisations that provide services directly to children, or whose funded activities involve contact with children, will also be required to implement the [MidCoast Council Child Safe Action Plan](#)

## **Public Art Policy**

If the project is related to Public art please refer to the [MidCoast Council Public Art Policy](#)

## **Finance**

Project costs - it is essential that you outline your proposed project income and expenditure. Include the amount requested from this grant in the income table, and how it will be spent in the expenditure. The assessment panel may recommend partial or full funding. In-kind labour costs can be calculated at a maximum of \$42 per hour. This is to enable a fair estimate of time and level of effort the applicant is giving to the project.

## **Payment of grants**

Successful applicants will be asked to submit a tax invoice or statement by supplier. The tax invoice must be submitted to the MidCoast Council within 30 days of a successful notification, or the offer will lapse. All grant funds must be held in an approved financial institution such as a bank or building society.

## **Reporting and acquittal**

Any major change to the project in terms of its purpose, cost or timing will need to be received in writing for approval. If a change to grant conditions is not approved, funds will need to be reimbursed promptly.

Successful applicants must provide an Acquittal Report to MidCoast Council about the completed project, outlining achievements, benefits to the community, and where possible photos and media coverage. The acquittal form will be made available to the successful applicants to complete. Acquittals will need to be completed and forwarded to MidCoast Council within thirty (30) days of the project's completion. Failure to complete this component of the process may jeopardise future applications.

## **Acknowledgment of MidCoast Council support**

All publicity and advertising material must acknowledge MidCoast Council by displaying the MidCoast Council logo and/or naming the MidCoast Council as the financial supporter/ sponsor. Logo and Acknowledgement Guidelines as well as electronic logo files will be provided to all successful applicants.

Please include the acknowledgement: *This project is supported by the MidCoast Arts Support Program, a MidCoast Council initiative assisting the creative industry sector.*