

Cultural Heritage Funding Program 2021 - 2022



Application Guidelines

Council Offices

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National Relay Service: 133 677 (ask for 9217 2170)

Email: info@whittlesea.vic.gov.au

Free telephone interpreter service



131 450

ABN 72 431 091 058

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Contents

What is the Cultural Heritage Funding Program?	3
Key Dates	3
Maximum grant value	3
Who can apply	4
Who cannot apply	4
What Cannot Be Funded	4
Assessment criteria	5
Assessment process	6
How to apply	6
Glossary	7

Acknowledgement of Traditional Owners

The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledges the Wurundjeri Willum Clan as the traditional owners of this place.

If you have any questions, please contact:

Cultural Heritage Coordinator

Phone: 9217 2377

Email: culturalheritageofficer@whittlesea.vic.gov.au

What is the Cultural Heritage Funding Program?

The City of Whittlesea's Cultural Heritage Funding Program (CHFP) provides grants, of up to \$2,000, to support projects which showcase and celebrate the diverse cultural heritage of our community.

Cultural heritage includes the many ways of living developed by communities. These traditions have been passed down through generations, maintained in the present and grown on as a legacy for future generations. This legacy may include physical artefacts and objects, customs, practices, values, artistic expressions and stories.

The CHFP is one way of achieving the goals of [Whittlesea 2040: A place for all](#).

The CHFP aims to support projects that:

- Contribute to an understanding of the diverse cultural heritage and history of the area and its people
- Explore, celebrate, document and share elements of history and cultural heritage
- Provide opportunities to connect and build social networks
- Contribute to creating a sense of 'place'
- Advocate for the protection of local heritage sites and environment, and
- Are innovative, sustainable and accessible.

Key Dates

Applications open	27 September 2021
Applications close	1 November 2021
Applicants notified of outcome	13 December 2021
Project commencement date	1 January 2022
Project end date	30 December 2022

Maximum grant value

The maximum grant amount is \$2,000 (ex GST). Applications seeking smaller amounts are also encouraged.

Groups can apply for up to two CHFP grants, and applicants are advised to discuss this with the Cultural Heritage Coordinator.

Who can apply

To be eligible for funding, applicants must:

- Be a **registered not-for-profit**, as classified by the Australian Taxation Office, or a **kindergarten, primary or secondary education provider** OR an **individual who has an ABN** and are registered as a sole trader
- Be incorporated or partnered (auspiced) by an incorporated organisation. The partner organisation will manage the funds and be responsible for the delivery and acquittal of the project
- Hold current public liability insurance appropriate to the project outlined in the application.
- Hold an Australian Business Number (ABN) or qualify to submit a Statement by Supplier form.

Who cannot apply

- Political groups
- Groups who have not complied with acquittal conditions from previous Council funding.

What Cannot Be Funded

- An applicant's day to day operational expenses or core business (e.g. salaries for permanent staff, electricity, lease or rent payments, telephone, uniforms etc. that are part of the applicant's ongoing expenses)
- Vouchers, gifts, prizes, trophies, scholarships, donation, other grant programs, air travel or accommodation
- New building projects, capital works or facility maintenance projects
- Equipment for regular activities
- Catering costs where provision of food is not considered essential to the project.
- Projects that:
 - Do not comply with DHHS directions (e.g. stay at home orders, physical distancing/density requirements)
 - Are started or completed before funding is granted
 - Do not take place within the City of Whittlesea
 - Are part of the applicant's regular activities (e.g. for playgroups to hold weekly playgroup sessions, for a theatre company to hold monthly rehearsals)
 - Are solely for fundraising purposes, without broader community benefit
 - Are not open to the general public or where access is restricted to members
 - Promote gambling, drugs and/or alcohol

Assessment criteria

Applicants and projects that meet eligibility criteria will be considered according to how well they meet each of the five assessment criteria. Percentage weightings are provided as a guide to the importance of each section of the application.

Aims and outcomes (30%)

Are the aims and outcomes of the project clearly identified?

Is it clear how the project celebrates and shares history and cultural heritage?

Applicants should demonstrate how the project explores, interprets and shares cultural heritage.

Equity, access and inclusion (30%)

How will the project be made accessible for all people, regardless of background or ability?

How will all people, regardless of background or experience, be made to feel welcome?

Community support (20%)

Does the application show that community supports the project?

Applicants are encouraged to demonstrate local support for their project by partnering with other groups and/or consulting with community members.

Is it clear why this project is important to the applicant and community?

Letters of support should be included with the application where possible.

Project sustainability (10%)

Will the proposed project and its outcomes continue beyond the funding period?

Has the applicant supported the project through in-kind contributions (donations/volunteer hours)?

Budget (10%)

Is the budget reasonable and does it add up?

Assessment process

1. Applications are reviewed against eligibility criteria
2. Eligible applications are assessed against assessment criteria
3. Assessment recommendations are approved by Management
4. Applicants are notified of their application outcome

Applicants must supply:

- Quotes for items costing \$500 or more (ex GST)
- Incorporation number (where applicable)
- Proof of current public liability insurance

Please note: Applications submitted without the above will be marked as incomplete and therefore ineligible.

How to apply

1. Ensure you have carefully read and understood these guidelines before completing your application.
Applicants are encouraged to contact the Cultural Heritage Coordinator before submitting their application (contact details on page 2)
2. Applications for the CHFP are submitted online at <https://whittlesea.smartygrants.com.au>

Please note: to apply online you will need an email address. If you cannot access the internet or require printed forms, please contact the Cultural Heritage Coordinator (details on page 2).

If you have difficulties logging into an existing account or registering a new account, please contact the SmartyGrants helpdesk (9am to 5pm Monday to Friday) on (03)9320 6888.

Glossary

ABN

An Australian Business Number or ABN is issued by the Australian Tax Office. If applicants have an ABN it must be recorded within the application. Applicants without an ABN must complete a Statement by a Supplier form.

Capital works

Capital works are repairs or building to a property that create an asset and increase its value.

Please note: Capital works are not eligible for funding.

Incorporation

A legal process that makes a group a single entity with certain rights and legal protection as well as some additional obligations. Incorporating separates the individual person from the entity. To become incorporated, contact the Office of Consumer Affairs Victoria on 1300 558 181 or visit <https://www.consumervic.gov.au>.

In kind support

In-kind support includes the donations of goods or services, applicant's own resources and volunteer hours.

Not-for-profit

A group whose constitution or governing documents state that any profits or surpluses must be used to further the objectives of the group rather than benefit its individual members.

Partner organisation (auspice)

A partner or auspice organisation is an incorporated organisation that can receive and manage your group's grant money on your behalf. The partner organisation will enter into the 'Conditions of Grant' agreement and take responsibility for the expenditure of funds and make sure funded projects are completed. Groups that aren't incorporated must be supported by an auspice organisation.

Project

An initiative, activity, program or event planned to meet a particular community need.

Public liability insurance

Public liability insurance provides you with protection against legal and court costs (i.e. legal liability) in the event that someone is injured, or has their property damaged while you are providing a service to them.

You can purchase public liability insurance from any provider deemed appropriate for the project described in your application. The Municipal Association of Victoria recommends Local Community Insurance Services who can be contacted on 1300 853 800 or by visiting <https://www.localcommunityinsurance.com.au>