

Significant Acquisitions

Guidelines



Arts Assist offers grants for the acquisition of specialist equipment for the purposes of cultural production.

Maximum grant amount: \$10,000 per applicant

NOTE: Acquisitions may be partially or fully funded. Funding support will be provided to those projects who best meet the eligibility criteria and dependent on the amount of funds available from the Arts Assist yearly distribution budget.

Eligible acquisitions

Examples include:

- Musical instruments
- Purchase of literature
- Purchase of sheet music
- Purchase of use of copyrighted materials (such as performance rights)
- Essential equipment associated with visual art, graphic & craft design
- Purchase of works of visual arts and crafts

Funding criteria

Applications will be assessed using the following criteria:

- Demonstrated need or local significance of the proposed acquisition
- How the acquisition benefits the community of Wyndham
- Ability of the community group/organisation to care for the acquisition (detailed below)

Eligible applicants

Applicants must be either:

- Individual artists/cultural practitioners; or
- Arts and/or cultural custodians, educators or worker; or
- Incorporated community or cultural organisations

Conditions

If the application is successful, you will receive a letter or email response.

This correspondence will contain a Memorandum of Understanding (MOU) outlining the conditions that represents a contract between the applicant and Arts Assist.

Any financial contribution will not be made until the MOU has been signed by all the relevant parties and an invoice is issued to Arts Assist.

Standard conditions require you to:

- Meet the aims and objectives of Arts Assist
- Respond to requests for information about the use of the acquisition
- Comply with all applicable laws
- Acknowledge the support of Arts Assist in all promotional material associated with the acquisition including;
 - Use of the Arts Assist logo on all published materials
 - Acknowledgement of Arts Assist in all written materials about the acquisition
 - Plaque or engraving on the acquisition recognising the support of Arts Assist

- Provide a written report about the use of the acquisition upon request

Acquisitions are subject to a range of special conditions:

- Acquisitions will be added to the Asset Register of Arts Assist.
- Arts Assist reserves the right to withdraw the acquisition at any time from the community body or individual.
- Acquisitions will remain the property of Arts Assist but will be used, maintained, housed and insured by the community body or individual.
- Arts Assist may choose to relinquish ownership of the acquisition at any time.
- The community body or individual will:
 - Ensure suitable recognition is permanently attached to the acquisition (such as a plaque or engraving) recognising the support of Arts Assist;
 - Insure the acquisition annually and provide a Certificate of Currency to Arts Assist every calendar year;
 - Maintain the acquisition in good working order and condition at all times;
 - Be responsible for any loss or damage of the acquisition whilst in their care;
 - Use the acquisition to assist with the ongoing promotion and support of artistic and cultural activities that benefit the community of Wyndham.

NOTE: The MOU may stipulate other conditions that you must adhere to.

Activities not funded

Arts Assist does not fund or accept applications for the following:

- Projects or activities that do not meet the aims and objectives of Arts Assist – promoting and supporting the arts in Wyndham
- Projects or activities that do not have a clearly defined arts and/or cultural component
- Projects or activities that do not originate from or benefit the community of Wyndham
- Expenditure for the purchase of real estate, or the purchase and refurbishment of buildings
- Administration or infrastructure costs

How to apply

Applicants should obtain and fill in the Acquisitions Application Form which details:

- Applicant details
- A description of the acquisition
- An outline of how the acquisition benefits the community of Wyndham
- An outline of how the acquisition fulfils the aim of Arts Assist – promoting and supporting the arts in Wyndham

Submit completed applications to:

Email: hello@artsassist.org.au (preferred)

Post: PO Box 439 Werribee VIC 3030

No late applications will be accepted.

NOTE: Applicants may be invited to attend an interview/presentation

How your application is processed

Acknowledgment of Applications

You will receive an acknowledgment letter from Arts Assist within six weeks of the receiving date.

Eligibility Check

Your application will be checked according to the general eligibility requirements.

Decision-making

Assessment is made at arm's length from the Arts Assist board and is a fundamental tenet of the Arts Assist structure and decision-making process.

An Advisory Panel appointed by Arts Assist assess applications and then make a recommendation to the Arts Assist board for final approval.

The Advisory Panel is comprised of community members, who by virtue of their knowledge and experience, are equipped to make a fair and informed assessment of artistic work and/or applications. The Advisory Panel is chaired by a member of the Arts Assist board and is assisted by a Wyndham City Council representative, who acts in an advisory and a non-voting capacity.

Assessment of your application

The Advisory Panel will assess your application against the published selection criteria. Assessment of applications and decisions are made by the Advisory Panel primarily on the basis of the information supplied by you in your application and your support material.

The Advisory Panel may also take into account information from other sources, such as:

- Their attendance at performances and other events;
- Reports from members of appropriate peer groups, who may be asked to provide formal assessments of designated works;
- Reviews, videos and recordings, referee reports and other material;
- Any previous Arts Assist Project Acquittal reports and performance agreements you may have had.

The Advisory Panel may seek further information from you - including inviting you to attend an interview or presentation.

The success of your application will rest ultimately on the merits of your proposal against published criteria and in competition with all the other applications considered for support.

NOTE: the board's decision will be final and cannot be challenged.

Arts Assist and its Advisory Panel will abide by all of the appropriate standards relating to conflict, to the need to recognise all relevant legislation and to all business principles that apply to the conduct of the organisation.

Notification of Decisions

A formal letter notifying you of the outcome of your application will be forwarded to you.

Please inform us promptly of any change of address or contact details.

No guarantee of ongoing support

Approval of any support to an individual, group or organisation does not commit Arts Assist or its Advisory Panel to any future or ongoing support of that individual, group or organisation.

Important information

Australian Business Number (ABN) Registration

As a general rule, Arts Assist will only deal with suppliers who have an Australian Business Number (ABN), unless there is clear evidence that the proceeds of support is not assessable for tax purposes (for example, hobby or recreational activities). The evidence required will be a Statutory Declaration.

In relation to Arts Assist funding programs, if an applicant has not provided an ABN, the government requires that we deduct withholding tax at the top marginal personal income tax rate of 48.5%.

Tax Invoices

Successful applicants with an ABN who are also registered for GST must issue Arts Assist with a tax invoice in accordance with the Australian Taxation Office (ATO) requirements.

Transfer or Payment of funds (where required)

The payment funds will be made to the applicant through an agreed time line for payment.

Goods and Services Tax (GST)

When completing the budget section of your funding application, please note that if you are registered for GST, your expenditure and income should include the GST to be paid.

If you are not registered for GST, your expenditure should be exclusive of GST.

Taxation Advice

Where funds provided by Arts Assist may be considered as part of your income in a financial year they should be considered subject to tax.

It is up to you to determine your situation and we suggest you consult your financial adviser or refer to the Australian Taxation office on 13 28 66 or visit www.ato.gov.au

Privacy

Arts Assist treats all information provided in a support application in accordance with the Data Protection and Privacy Act 2014.

The information provided in the application is required for processing and assessment purposes.

If you provide any personal information about other individuals in support of your application, it is your responsibility to ensure that they are aware you have done so.

Copyright

Where an activity will use copyright materials, it is the applicant's responsibility to provide all the necessary information on copyright clearances and permission. Arts Assist reserves to itself the right



to publicise the recipients of support, and can use material produced as a result (or photographs from productions etc.) for future publicity purposes either on Arts Assist itself or the process of nurturing and promoting the arts in Wyndham.

Further information on copyright is available from the Australian Copyright Council website:

www.copyright.org.au

Indigenous Policy Statement

When submitting an application, consideration will be given where relevant to the preservation of indigenous art practices.

In order to work with an indigenous artist or within an indigenous community, the applicant must provide further documentation to show the approval or confirmation from the individual or community.

When working with an individual or group in indigenous art practices, respect must be shown towards the customs of the people and communities. It is essential that an understanding towards the cultures in the various indigenous communities within Australia is adhered to. The work produced must represent and be relevant to indigenous Australians.

For more information regarding indigenous art practices refer to the following publications:

- *'Indigenous Protocol Guides,' developed by Terri Janke and Robynne Quiggin*
- *'Valuing Art, Respecting Culture' by Daureen Mellor and Terri Janke*

Rights and responsibilities

Arts Assist support does not imply or determine that Arts Assist endorses the views of the artists or participants involved in the supported activity. However, in accepting support from Arts Assist, recipients are expected to undertake the agreed activity within both the spirit and the letter of the Australian legislative framework.