

# Collaborative Projects

## Guidelines



Arts Assist offers grants for projects undertaken in collaboration with Arts Assist. Projects must enrich Wyndham's cultural life and positively celebrate the Wyndham community.

**Maximum grant amount:** \$10,000 per applicant

NOTE: successful projects 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 projects or activities

Examples include:

- Community arts projects
- Film, television, video, radio or new media makers
- Visual arts or photography
- Crafts or designs
- Historical works
- Performing arts (music, drama or dance)
- Literature
- Festivals
- Multicultural arts projects

### Funding criteria

Applications will be assessed using the following criteria:

- Ability to successfully deliver the proposed project
- How the project benefits the community of Wyndham
- A clearly defined arts or cultural component

### 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

Individual artists who join together informally or with other community members to collaborate in the creation, development or presentation of work may apply.

Arts Assist will require evidence of legal status and certificates of current public liability insurance, where relevant.

### 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.

This will include the necessity for an indemnity to be entered into with regard to possible liability resulting from the staging of the collaborative project.



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 project
- Comply with all applicable laws
- Acknowledge the support of Arts Assist in all promotional material associated with the project including:
  - Use of the Arts Assist logo on all published materials
  - Acknowledgement of Arts Assist in all written materials about the project
- Provide a financial acquittal report at the conclusion of the project

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 Collaborative Projects Application Form which details:

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

Submit completed applications to:

Email: [hello@artsassist.org.au](mailto: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](http://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](http://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.