

1. Why is City of Newcastle making this funding available?

During the consultation phase for the Cultural Strategy 2016-2019 there was a call from arts and cultural organisations saying they wanted to work with the City of Newcastle (CN) and develop relationships and partnerships. There was also the need for financial investment in the local arts and cultural sector both directly and indirectly through public and private sources.

The desire to develop and present work in Newcastle was strong and opportunities to do this strengthen the sustainability of the city's arts and cultural organisations as well as practitioner's ability to live and work here.

2. What type of project does CN want?

CN is looking for projects that have alignment with the Cultural Strategy, serve your organisation's strategic objectives and present audiences with quality professional product and experience. The project is led by you, not CN and is therefore the project you want to propose.

Without limiting the possibilities, this may include written work, exhibition, all facets of performing and visual arts, historical presentation and multi-media works. Your project may have various stages of development and presentation.

CN is looking to co-present and partner arts and cultural projects in a model that supports your organisation's sustainability. The project should build professional relationships and capacity within your organisation and create a funding base you can leverage with other funding providers.

3. What are the criteria?

Eligibility and assessment criteria are in the *Policy - Council Support for Arts and Cultural Organisations in Newcastle*.

4. What if my project changes between submitting an Expression of Interest (EOI) and the full project proposal (assuming we are short-listed)?

The EOI is the way you bring the concept for the project to CN. We expect that in developing a full project proposal there will be some evolution of ideas, project stages and partners. However, the core project concept needs to be retained as it was on this basis that the project was short-listed. A project that has a different core idea or premise to what was presented in the EOI project cannot be submitted in the full proposal stage.

5. How can I prove our organisation's ability to deliver on the project?

Ensure your project partners (resource providers, funders, advisors etc) and project team (focused on delivering the project) meet the needs of the project. Ensure documentation is complete and make sure your budget is real, that is, not over inflated and also not underestimated. Artist fees are to be included.

In the EOI and Project Proposal, provide full and descriptive responses to each section. An assessor can only assess on the information presented in the application.

6. Who can apply?

Newcastle local government area (LGA) registered not-for-profit arts and cultural organisations can apply. Arts and culture need to be the core purpose of the organisation.

Chapters of registered not-for-profit arts and cultural organisations not located in the Newcastle LGA, but have a local branch or operation, are eligible to apply.

7. How do I prove my organisation is a not-for-profit arts and cultural organisation in the Newcastle local government area?

Within the EOI form, there is an automatic Look-Up tool for your ABN. Once you enter your ABN, and press 'look up', your status and registered address is verified.

8. My not-for-profit arts and cultural organisation is not based in the Newcastle local government area but we want to co-present in Newcastle. Can we apply?

No, but you may partner with a Newcastle NFP arts and cultural organisation on a project and that organisation is the applicant. The partner needs to be a genuine participant and partner in the project.

9. Can my community organisation or business apply when we do arts based projects?

Eligible applicants are not-for-profit arts and cultural organisations in Newcastle. As a community organisation or business you are not eligible to apply but may partner with a Newcastle NFP arts and cultural organisation on a project and that organisation is the applicant. The partner needs to be a genuine participant and partner in the project.

10. Can my organisation be auspiced to make an application?

No. CN has a direct relationship with the applicant organisation that meets all criteria.

11. Why is there an EOI and then a full project proposal application?

This is a significant funding and co-presentation investment by CN. As such there are significant expectations.

The initial Expression of Interest is a way for organisations to bring their project to CN. It is less detailed than the full project proposal but does need to present a logical and viable project concept.

Short-listed applicants will be invited to submit a full project proposal with greater depth of project planning and budgeting.

12. Do we have to collaborate or co-present with CN?

Core to the program and funding is collaboration and co-presentation. However the project can be presented at a venue that is not owned or managed by CN, but CN remains as a co-presenter due to the nature of the program and agreement with the organisation.

You need to discuss the project with the relevant manager prior to submitting an EOI. If you are later invited to submit a full project proposal, you need to request a letter from the manager that includes their commitment to the project.

13. What will the CN co-presenters do?

The co-presenters will work with you as a key part of delivering programming for the city. The form that will take will be determined by the project and partnership.

This support is not just about money. It involves a commitment and investment by CN and staff to bring new work and experiences to audiences. This commitment will be determined by the negotiated partnership.

14. Who owns the Intellectual Property?

You do. You retain ownership of the intellectual property on the project.

15. Do we really need to have an audited financial statement?

Yes. CN needs to be assured of your financial position so that we can confidently enter into a project and financial agreement.

If your organisation is invited to submit a full proposal, you will be required to submit at a minimum, a Special Purpose Financial Report under Australian Accounting Standards compliant with AASB101, AASB107, AASB108, AASB1031, AASB1048 and AASB1054. A General Purpose Financial Report will also be accepted in its place if the organisation is considered a reporting entity. The audit report is required to be prepared by a registered company auditor. The financial period will be for the most recent financial year being a 12 month period.

16. How much can I apply for?

A NFP arts and cultural organisation may apply for up to \$70,000 (cash and in-kind) per year.

Applications for support for the purchase of furniture/fittings, assets to the value of more than 10% of the grant value, business operation expenses, overheads or private expenses will not be supported.

17. How many agreements will Council enter into?

Over the whole program a maximum of five agreements will be in place at any one time. An organisation will not have more than one current agreement at any one time.

18. Can the money be used for ongoing operations of the organisation?

No.

19. Can money be used to pay fees for people?

Yes, as long as those fees are project based as per the agreement and not operational or for other purposes.

20. Can we partner with other arts and cultural organisations for an application?

Yes, this opportunity encourages partnerships to expand cultural programming and organisational capacity and sustainability.

21. What do you mean by leverage funds from other organisations?

Applicants are expected to source other support (cash and in-kind) from public and private entities. With an investment from CN this can be used, or leveraged, to attract further investment in the project. CN is expected to be one of the project funders, not the only one.

22. If we are offered an agreement with CN, what will the reporting be?

The reporting will be in accordance with the agreement that is tailored according to the project. The release of funds in years 2 and 3 will depend on the achievement of reporting deliverables. All reporting requirements must be fulfilled for the organisation to be eligible for any further funding by CN.

23. Who is on the review panel?

Review Panel members are: the Director, Strategy and Engagement, Manager, Corporate and Community Planning and a minimum of two CN officers with expertise and experience relevant to the applications to be assessed however not a party to an application. Also on the panel is a maximum of four (4) Councillors. CN reserves the right to utilise external reviewers to provide feedback on an application.

24. Why are you using SmartyGrants?

SmartyGrants is a cloud based grants administration system used widely by local, state and federal funding entities. It is a familiar platform for many organisations already seeking grants and provides greater application, tracking and reporting consistency.

25. Will there be any extension of time to submit an EOI or full project proposal?

No. Please make sure you submit the application by the due date and time.

26. Who can help me with my application?

Contact Mardi Ryan, Senior Cultural Planner on 4974 5327 or mryan@ncc.nsw.gov.au
Ensure you discuss your EOI with the relevant manager before you lodge your application.
For support about the actual forms, SmartyGrants contacts are on the application forms.