



# The Nillumbik Community Fund

## Arts & Culture Stream

### Guidelines and Application Instructions

### 2019–2020 Annual Grants Round

For projects delivered July 2019 — end June 2020

**Grant Pool \$40,000**  
**Up to \$5000 per project**

Community Arts - \$20,000

Literary Arts - \$10,000

Performing Arts - \$10,000

## Objectives

The Nillumbik Community Fund supports projects that:

- Reflect the strategic objectives of the **Council Plan 2017-2021**, in particular **Active and Creative People: Active lifestyles and artistic expression are fostered through participation and innovation**.
- Are supported by community and respond to a genuine need.
- Will have a lasting impact beyond the life of the grant.

## Priorities

Projects that support the delivery of the **Arts and Cultural Plan 2018-2022** and provide innovative opportunities for community to participate in active and creative lifestyles.

The Arts & Cultural Plan goals are:

1. Public and participatory arts are an everyday experience.
2. Develop and grow creative and cultural industries.
3. Support and promote arts and cultural activities that maximise access.

## Overview

The Arts & Cultural stream of the Nillumbik Community Fund (NCF) supports local community groups to enhance and strengthen their own neighbourhoods and townships across three categories:

- Community Arts
- Literary Arts
- Performing Arts

Funds of up to \$5000 per project are available.

All applications are assessed by the Arts Advisory Committee (AAC). The AAC will provide recommendations to Council for final endorsement.

## Eligibility

Applicants must:

- Be an incorporated association or a not-for-profit organisation or be auspiced by one. *Refer to [www.nfplaw.org.au](http://www.nfplaw.org.au).*
- Be based in Nillumbik or have a substantial Nillumbik membership or user group.
- Ensure that the project takes place in Nillumbik.

- Demonstrate financial and/or in-kind contributions toward the project in addition to the NCF grant.
- Demonstrate a minimum of \$10 million public liability insurance.
- Not have any outstanding grant acquittals from a previous Nillumbik Shire Council grant.

## Funding Exclusions

- Late or incomplete applications.
- Ongoing operating costs.
- Core business projects including those relating to education curriculum, religion or politics.
- Retrospective funding or projects due to commence prior to the notification of the grant application outcome.
- Projects fully funded by another source or funded by other Nillumbik Shire Council grants.
- Individuals (unless auspiced by an incorporated association).
- Fundraising projects.
- Attendance at conferences or seminars.
- Research and surveys.

## Assessment Criteria

- Alignment with the Nillumbik Community Fund objectives and the grant stream priorities.
- Demonstration of community collaborations and partnerships.
- Contribution to a diverse suite of Arts & Culture projects across Nillumbik.
- Demonstration of a genuine community need.
- Likelihood that there will be a lasting positive impact beyond the life of the project.

## 2019-20 Timeline

- Annual Grants **OPEN 9am, Monday, 1 April 2019**
- Annual Grants **CLOSE 5pm, Friday 31 May 2019**
- Announcements July 2019
- Projects delivered by 30 June 2020 and acquitted by 31 July 2020

## How to Apply

1. Read the guidelines and assessment criteria.
2. Check you are eligible and check the funding exclusions.
3. Discuss your project with the Community Arts Officer.
4. Attend a grant writing workshop (optional).
5. Complete and submit an online application by 5pm, Friday 31 May 2019.

## Mandatory Support Material

1. Evidence of your incorporated association or not-for-profit status (or that of your auspice).
2. A certificate of currency for your public liability insurance.
3. Quotes for any service or products required for the project in line with your budget.
4. Dated letters of support from partner organisations (email letters acceptable).
5. Artist biographies and relevant samples of their work.

## Submitting Your Application

- All annual grant applications must be submitted online via the SmartyGrants portal.
- Guidelines, Council plans and application documents are located on Council's website [www.nillumbik.vic.gov.au/artsgrants](http://www.nillumbik.vic.gov.au/artsgrants)
- All applications will be acknowledged.
- Late or incomplete applications will not be accepted.

## Grant Writing Workshops

Free grant writing workshops through Living & Learning Nillumbik will be available during the application process. All applicants are encouraged to attend.

### Enquiries

Sarah Hammond  
Community Arts Officer  
Telephone: (03) 9433 3175  
Email: [Sarah.Hammond@nillumbik.vic.gov.au](mailto:Sarah.Hammond@nillumbik.vic.gov.au)

[www.nillumbik.vic.gov.au/artsgrants](http://www.nillumbik.vic.gov.au/artsgrants)



# Arts Advisory Committee

## Terms of Reference



### Classification

Advisory Committee of Council

### Purpose

To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development, implementation and evaluation of the Arts and Cultural Plan 2018-2022.

### Objectives

- To assist and advise Council regarding key issues relating to arts and culture.
- Provide a forum for dissemination and consideration of information to the local community.
- Collaborate on strategies to maximize participation in the cultural life of the community and opportunities to enjoy the arts.
- Act as the Project Reference Group for the Arts and Cultural Plan 2018-2022.
- Advise on the ongoing implementation and evaluation of the Arts and Cultural Plan 2018-2022.
- Advise on the acquisition and de-accessioning of artworks in accordance with the Nillumbik Shire Art Collection Policy 2014-2017.

### Membership and chairperson

- Arts and Economic Development Portfolio Councillor to act as chairperson.
- Community Services Portfolio Councillor to act as deputy chairperson.
- Seven volunteer community representatives to collectively represent a diverse range of arts and cultural expertise, with an even spread of members representing one of the three discipline areas as defined by the National Arts and Culture Accord:
  - Core arts (such as music, performing arts, literature, visual arts, galleries, theatres, for vocational and/or recreational purposes; together with libraries, cultural venues, events and festivals, education and training institutions)
  - Creative industries (such as publishing, film, television, new media, fashion, design)
  - Cultural heritage (such as the work undertaken by museums, galleries, libraries to preserve, and provide public access to, artefacts and intangible cultural heritage, including indigenous heritage).

### Term of appointment

Community representatives will be appointed for a two-year term or until otherwise resolved by Council.

## **Co-opted members**

Suitably skilled persons may be invited to join the committee in an advisory capacity, for a specified purpose and for a specified period of time. Co-opted members do not contribute to the committee's quorum.

## **Quorum**

A meeting can only take place with a minimum quorum of five Committee representatives. In addition, at least one Council staff member must be present for administrative purposes.

## **Member responsibilities**

In order to fulfil the Committee's objectives, members are expected to:

- Undertake induction as a volunteer of Nillumbik Shire Council.
- Demonstrate an understanding of issues relevant to the Nillumbik municipality and surrounding region.
- Understand the role of local government in the arts and cultural sector.
- Be conversant with relevant Council plans and policies, including the Council Plan, Health and Wellbeing Plan, Economic Development Plan.
- Participate in formal induction as a volunteer of Nillumbik Shire Council.
- Prepare for and actively participate in regular committee meetings.

Nillumbik Shire Council is committed to providing a safe workplace for employees, councillors and volunteers. Members of Council's advisory committees must:

- Adhere to the Equal Opportunity Act 1995, and refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a member of the Committee.
- Adhere to the requirements of the Occupational Health and Safety Act 2004 and have regard to the principles of health and safety. Committee members must ensure that they contribute to the notion of a healthy and safe workplace.
- The council officer with responsibility for convening the Committee will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti Bullying and Violence Policy as part of the committee induction process.

## **Meeting frequency**

Meetings are held bi-monthly at the Civic Centre, Civic Drive, Greensborough during the development of the Arts and Cultural Plan after which time meetings will revert to quarterly. Extra-ordinary meetings may be convened as required.

## **Management of the Committee**

- The General Manager Community and Leisure or other nominated delegate will resource the Committee and attend all meetings.
- The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions.

## **Reporting procedure**

- The Committee is not a decision-making body and does not require voting protocols or other decision making mechanisms.
- Any advice provided by the Committee will be reached by consensus. Where differing views may be expressed by the Committee, these views will be reflect in any reports and statements issued.
- Minutes of the meetings are presented to Council for information at the next scheduled Council Meeting.
- Recommendations made by the Advisory Committee require consideration and approval by Council before being fully endorsed and acted upon.

## **Public Statements**

Members of the Committee cannot make public statements on behalf of Council.

## **References**

- Cultural Plan 2011-2017.
- Council Plan 2013-2017.
- Nillumbik Shire Art Collection Policy 2014-2017.
- Arts and Cultural Plan 2018-2022 Project Charter.
- Arts and Cultural Plan 2018-2022 Community Engagement and Communications Plan.

## **Contact details of group**

General Manager Community and Leisure, 9433 3115.

## **Approval date**

March 2017

## **Next review date**

March 2019

**Nillumbik Community Fund  
Annual Arts and Culture Grant Recommendations 2019-20  
Arts Advisory Committee, 17 June 2019**

**COMMUNITY ARTS CATEGORY**

Project Title	Brief Project Description	Recommended
St Andrews Community Centre Inc	Activation of Wadambuk Gallery	Seed funding to enable the establishment of a curatorial program at Wadambuk Art Gallery. \$ 4,990.00
Committee Notes: Goal of grant project is to create a sustainable gallery space/program. Aligns with Arts & Cultural Plan and Council Plan. Meets grant criteria. Good opportunities for local artists and community. This grant will fund basic essentials vitally needed to activate this space effectively - curatorial knowledge/skills, gallery equipment, materials and promotional supplies. Without the grant it is likely that the gallery will not flourish. Condition of grant: OH&S equipment must be given priority before all other purchases.		
Jasmine Corbett AUSPICED by Textile Artist Community Arts Space	Treasured Scraps	A sustainable textiles community art project designed to explore and encourage ways of re-using, extending, re-purposing and repairing our everyday textile items through the creation of collaborative artworks. \$ 3,990.00
Committee Notes: Innovative sustainable textiles project. Great ethic for Nillumbik to promote. Change of culture through community art/craft. An interesting project that should generate strong meaningful (relational) community conversations. Offers community an opportunity to share the stories and histories about their treasured scraps, while also allowing for a re-think around our textiles and their end use. Applicant has strong links to Nillumbik and is supported by a group of other textile artists. Something new and different for Nillumbik. Intergenerational project. Budget reasonable. Location - Shire Wide Project a possibility. Arts team will help support this project to ensure good community engagement and promotion is achieved.		
Paradoxa Collective AUSPICED by Smiths Gully Landcare Inc	Paradoxa Collective and Friends: Walking Talking Listening Learning	A community cultural development project that combines environmental and historical/cultural fieldwork in Panton Hill Bushland Reserves to gain knowledge and develop a collaborative community artwork. \$ 5,000.00
Committee Notes: Strong application. Nice synergy between art, community and the environment. Good planning and partnerships. Group has worked hard to think about community aspects and benefits. Grant allocated to artist fees to deliver project but In Kind contribution is significant. Good potential and opportunities. Note: This project is augmented by a larger environmental project which has funding (Friends of Bunjil Reserve Food, Fibre and Medicine Garden's revegetation and rehabilitation sessions) - this arts/community development project enhances and adds to the environmental one. Applicants are highly regarded local artists passionate about their local environment. Panton Hill Location.		

**LITERARY ARTS CATEGORY**

Applicant	Project Title	Brief Project Description	Recommended
Courthouse Poetry AUSPICED by Melbourne Poets Union	Eltham Readings	The bi-monthly Eltham Readings replace the Eltham Courthouse Poetry Readings with a featured poet and open mic sessions at a new location (Living & Learning, Eltham), and synchronized with Poetry@Chrissy Hills. \$ 2,649.00	
Committee Notes: New applicant for a long standing event. Local community members willing to take over the organisation and delivery of the Courthouse Poetry Readings - to be relaunched as Eltham Readings. New venue at Eltham Living & Learning. New lease of life. Hugely reduced budget - Courthouse Readings has received approx. \$7000 PA previously plus Council support in the form of flyer design, event listings, promotion etc. This is a much better deal for Council, particularly as it will be delivered now by local people with connections to other community groups. New partnership with Eltham Living & Learning and synchronised readings with Poetry@Chrissy Hills (alternate months). Partnership with Melbourne Poets Union.			

## LITERARY ARTS CATEGORY - continued

Applicant	Project Title	Brief Project Description	Recommended
Poetry@Chrissy Hills AUSPICED by Christmas Hills Mechanics' Institute Hall	Poetry@Chrissy Hills	A bi-monthly poetry program aimed at enriching the cultural life of Christmas Hills by bringing poetry into the area in a lively and interactive way. These bi-monthly poetry sessions are synchronized with the new Eltham Readings.	\$ 720.00
Committee Notes: Strong application - meets all criteria, strongly aligns with Council plans. Minimal contribution required from Council to enable this program to run. Supports positive ageing and has many great mental health and social isolation benefits. Good partnership with Christmas Hills Mechanics Institute and local organisations who help to promote this event, and 2019/20 program aligns with the new Courthouse Poetry Readings program so that these readings will run each alternate month. Community contribution in kind is significant. These events bring in featured poets from all over Victoria and celebrate the creative endeavours of local people during the Open Mic section. Audience numbers are growing. Unanimous recommendation to fund this project.			
Catherine Padmore AUSPICED by La Trobe University	Hurstbridge Heart Writing	A literary festival celebrating and enriching the region's rich literary heritage. Located at the Hurstbridge Community Hub, it will bring together renowned authors from Nillumbik and beyond to share insights into their practices with the community. The concept of history will be a central theme. The festival's goal: to celebrate, inspire and connect.	\$ 5,000.00
Committee Notes: Strong well planned project with good support from partners and auspice. Solid budget. Applicant is a local writer auspiced by La Trobe University where she lectures in creative writing. Many opportunities - could perhaps be tied in to the Nillumbik Prize for Contemporary Writing and YPRL Book Lovers Festival. Programming will cater to adults and children, residents and visitors, with speakers representing a broad range of historical interests.			

## PERFORMING ARTS CATEGORY

Applicant	Project Title	Brief Project Description	Recommended
Theatre 451 Inc	The Wife (working title)	<i>The Wife</i> is a contemporary theatre work that explores issues experienced by women who find themselves in the unexpected role of carer for partners who have experienced neurological damage, and examines their treatment in the health care system. Co-funded by Regional Arts Victoria and scheduled to coincide with International Women's Day 2020.	\$ 5,000.00
Committee Notes: New original play written by local playwright and director, Lisa Inman. Regional Arts Victoria (RAV) funding confirmed. Theatre 451 has a track record of producing professional contemporary Australian theatre in Nillumbik. Not active for last 2 + years due to inability to secure permanent rehearsal and performance space but will use space in St. Andrews for this production. Well-presented grant application, meets all criteria and priorities of this grant program. Skilled team. Strong partnerships. Solid budget. Funding from RAV confirmed. Planned to be presented as an International Women's Day event which brings with it opportunities for Council.			
In The Park Productions Inc	William Shakespeare's, Much Ado About Nothing	Outdoor and family-friendly Shakespeare in the Park events to be performed in Eltham & Diamond Creek in February 2020. The 2020 production is William Shakespeare's quick witted and delightful comedy, Much Ado About Nothing. An opportunity for community to share an evening of theatre, food and fellowship.	\$ 5,000.00
Committee Notes: Strong application. Ticks all the boxes in terms of goals of Arts & Cultural Plan, Council Plan and Health & Wellbeing Plan plus grant criteria and priorities. This will be the 3rd year of Shakespeare in the Park held in Eltham and Diamond Creek. Excellent event management from the organising team, local volunteer base increasing and local partnerships are strong. This event is growing and draws both local residents and visitors to Nillumbik. Fully funded by A&C annual grant 2017/18 but would benefit from Arts & Cultural Development team support before possibly moving over to Festivals & Events funding. Applicant has been a good partner for Nillumbik and relationship is still growing. 2020 production linked into local school's curriculum. Note: AAC requests that a 5 minute original play by a local playwright be suggested for inclusion in the 2020 program.			

**PERFORMING ARTS CATEGORY - continued**

Applicant	Project Title	Brief Project Description	Recommended
Gregory Fideler, Individual artist AUSPICED by Nillumbik Tourism & Business Association	Comedy In Nillumbik	A project to foster the performance of stand-up comedy in Nillumbik. A shire-wide project.	\$ 5,000.00
<p>Committee Notes: New stand-up comedy events for Nillumbik organised by professional stand-up comedian Greg Fideler. Good application. Something different and exciting. Partnerships with local businesses and Nillumbik Business Assoc. Applicant has worked hard to think about how this projects fits with NCF guidelines and how it could work in Nillumbik. Solid budget, good IK contribution. This is seeding funding for a new initiative. Performance venues to be confirmed - Eltham entertainment district and also at various locations throughout Nillumbik and the Diamond Valley area. Potential to collaborate with Eltham Arts Council monthly comedy nights in Hurstbridge.</p>			
The Boite Vic Inc	Eltham World Harmonies: Music, Poetry and local artists	Community-based multicultural concert program featuring international and local musicians, poets, and other performance artists. Collaborations and partnerships with Eltham refugees, Welcome to Eltham, Montmorency Refugee Support Group, the U3A Poetry and Writing groups and U3A French language groups. Presented at St. Margaret's Church, Eltham.	\$ 2,651.00
<p>Committee Notes: Long standing event with potential for greater audiences and promotion. Draws local crowd and visitors to Nillumbik. Multicultural music and expanding program to include literature and conversation. Good partnerships. A small amount of Creative Vic funding allocated to this project. To offer partial funding to cover performance fees rather than admin costs. Condition: grant must be allocated to the musicians/performers and promotion not admin fees.</p>			

<b>GRANT POOL:</b>	<b>\$40,000</b>
<b>RECOMMENDED ALLOCATIONS</b>	
Community Arts:	\$13,980
Performing Arts:	\$17,651
Literary Arts:	\$ 8,369
<b>Total:</b>	<b>\$40,000</b>

**Total recommended funding: \$ 40,000.00**