



Arts and Creative Investment Partnerships 2021 – 2024 guidelines

STAGE 1	
Expression of Interest (EOI) open	31 October 2019
EOI briefing sessions	13 and 14 November 2019
EOI closed	5pm 28 November 2019
Assessment period	December 2019
Notification to applicants	December 2019
STAGE 2	
Successful EOI briefing session	10 February 2020
Applications open	17 February 2020
Applications close	5pm 16 March 2020
Assessment period	March – April 2020
Council meeting	May 2020
Notification to applicants	June 2020
Council contact email	acip@melbourne.vic.gov.au
Council contact phone number	9658 8430

Introduction

Council's vision is to consolidate Melbourne's strengths as a creative city: a place that inspires experimentation, innovation and creativity and fosters leaders of ideas and courage. The City of Melbourne [Council Plan 2017-21](#) establishes a framework for this vision.

The City of Melbourne acknowledges and embraces the transformative role that the arts and creativity plays in building all aspects of a bold, innovative and sustainable city. This is reinforced in our [Creative Strategy 2018-28](#), which places creativity and creative people at the heart of the City of Melbourne's work. The strategy inspires new thinking, ideas and connections to address our city challenges and drives our [Creative Funding Framework 2019-24](#).

The priority of the framework is to support artists and arts organisations across all art forms and practices to test, develop and realise ideas that:

- build our city profile as a place for experimentation, expression and excellence
- emerge through collaborative projects and partnerships
- ensure accessible creative activity for Melbournians
- contribute to artistic, cultural and heritage outcomes for Aboriginal and Torres Strait Islander people

Arts and Creative Investment Partnerships (ACIP) is a key program to deliver on the aspirations expressed in the Creative Funding Framework. Through ACIP, we seek to enter multi-year partnerships with arts organisations to create and present excellent and innovative work that engages audiences and develops markets nationally and internationally.

The City of Melbourne is specifically seeking compelling ideas that reimagine existing programs and activities or propose new works that may:

- engage or are produced by Aboriginal or Torres Strait Islander artists
- reach new and diverse audiences, increasing accessibility to the arts,
- are bold and ambitious, encompassing new ideas, thinking and connections
- include a diverse range of artists and build the capability of emerging artists
- be developed through collaboration and partnerships

Across the two or four year partnerships, organisations may propose a mix of investigation, development and presentation of programs or activities.

We expect organisations to have a demonstrable commitment to embracing diversity and inclusion and a commitment to sustainable practices.

The Program has a two-part process so that organisations can succinctly put forward their ideas in a first stage Expression of Interest (EOI). Successful EOI applicants will be invited to submit a full application in Stage 2.

Funding and program streams

The program has a budget of \$2.7 million annually to be invested in two and four year partnerships.

Program stream	Funding available	Key information	Priorities
2 year partnership 2021-2022	\$30,000 to \$100,000 each year	Call for proposals every 2 years. Open to medium to large organisations	<ul style="list-style-type: none">• creative excellence• collaboration• access
4 year partnership 2021-2024	\$50,000 to \$350,000 each year	Call for proposals every 4 years. Open to medium to large organisations	<ul style="list-style-type: none">• viability• strong governance

Application and assessment

Application Process

1. Stage 1 EOI applications submitted by 5pm 28 November 2019
2. Stage 1 EOI applications assessed by senior staff and a panel of external experts
3. Stage 1 EOI applicants notified of assessment outcome in December 2019
4. Stage 1 EOI successful applicants invited to apply at Stage 2 for the whole or part of their EOI
5. Stage 2 applicants complete application, addressing additional specific criteria
6. Stage 2 applications submitted by 5pm 16 March 2020
7. Stage 2 applications assessed by a panel of external experts
8. Stage 2 recommendations presented to Council for approval
9. Stage 2 applicants notified of outcome in June 2020

Eligibility

Applicants must:

- propose outcomes between the advertised dates for the current round
- propose arts-related activities that have public outcomes located within the City of Melbourne [municipality](#) during the term of the partnership
- submit only one application
- have no outstanding acquittals or debts to the City of Melbourne
- be a not-for-profit independent/non-government arts and creative organisation
- have a registered Australian Business Number (ABN)
- have documented evidence of an appropriate legal structure; an Australian registered company, business cooperative or partnership
- provide evidence of current public liability and professional indemnity insurance policies

Ineligibility

The program does not support:

- applications from individual artists
- activities taking place outside the City of Melbourne municipality
- activities that are currently funded by another City of Melbourne grant, sponsorship or expression of interest program
- state-owned agencies, organisations and institutions
- applicants that are government departments or agencies, foundations or grant making bodies
- arts and cultural organisations that are not legally constituted
- activities that do not involve or benefit practicing artists, arts workers or audiences
- multiple organisations applying for the same activity
- more than one application from the same organisation
- organisations that have an outstanding debt to the City of Melbourne or that have failed to comply with the terms and conditions of any previous funding agreement with City of Melbourne
- auspiced organisations
- activities that are initiated or owned by the City of Melbourne
- City of Melbourne employees or contractors
- applications made by political organisations or activities that have a party political purpose
- activities that have a primary focus on fundraising
- core organisational funding
- international travel and accommodation
- touring
- competitions, prizes or awards
- activities that have already commenced or occurred
- late submissions

Outdoor spaces/public realm

If your application includes activities/programming in the city's outdoor spaces such as streets, laneways, parks or gardens, contact the City of Melbourne Events Melbourne team on 9658 8008 to discuss the proposed site. Refer to the [Event Planning Guide](#).

How to Apply

1. Read the Application Guidelines thoroughly and preview the [application forms](#).
2. Attend a [briefing session](#) or contact the grants team with any queries.
3. Allow ample time to plan, research, gather relevant support material and draft your application.
4. Complete and submit your application online via SmartyGrants by 5pm on the closing date.

On submission of your application you will receive an electronic reply acknowledging receipt from SmartyGrants.

Assessment information

Applications are assessed against the criteria (refer to page 6) for each stage in a competitive process.

- City of Melbourne staff checks that applications comply against eligibility criteria and exclude any that are ineligible.
- Applications are evaluated by an assessment panel consisting of external peers and senior staff from City of Melbourne. Council seeks to have Aboriginal experts in all phases of assessment.
- The full list of current [assessment panel members](#) is published online.
- Applications are treated as confidential. The contents will not be disclosed to any person outside the application and assessment process. A brief summary of your proposal may be used in reports to Council.
- The City of Melbourne does not seek to correct errors in applications or support material but reserves the right to request further information.
- The City of Melbourne has the right to reject any application that is ineligible, incomplete or does not meet the assessment criteria.
- Previous performance will be taken into account for organisations who have received funding from the City of Melbourne.
- All decisions are final and there will be no review or appeal process.
- Unsuccessful applicants may apply to other City of Melbourne funding programs.

Lobbying

Canvassing or lobbying in relation to an application is strictly prohibited during the application process. No further consideration will be given to an application submitted by an applicant that canvasses or lobbies City of Melbourne Councillors, the Lord Mayor, employees of the City of Melbourne or assessment panel members.

Terms and conditions

Applicants are required to:

1. comply with any additional program stream conditions
2. finalise key performance outputs (KPOs) for each year of the program. These KPOs will establish the outcomes recipients are committed to achieving each year
3. sign a funding agreement detailing the grant obligations
4. provide an acquittal report annually which will be assessed prior to further funding.

Payment terms are 30 days from date of tax invoice (with ABN), subject to the receipt of a signed funding agreement and other requested information.

The City of Melbourne will not be responsible for shortfalls in budgets if the recipient is unable to meet costs.

The City of Melbourne reserves the right to invite organisations to apply.

Stage 2 Applications

Next steps summary

Successful Stage 1 EOIs will:

- be invited to apply at Stage 2 for the whole or part of their EOI
- attend a briefing session which will include details regarding new evaluation requirements that will impact your application and acquittal reporting. The City of Melbourne is working with the Cultural Development Network to evaluate the activities funded through this program. Applicants will be informed about the evaluation process and related tools at the briefing session.
- be required to address any additional criteria
- submit an application by 5pm 16 March 2020.

Applications will be assessed by a panel of external experts and the recommendations will be presented to Council for approval. Applicants will be notified of the Stage 2 assessment outcome by June 2020.

Other Support available

The City of Melbourne offers a wide range of funding opportunities that can be found on the [grants and sponsorships](#) page.

Refer to the [FAQs](#) for answers to commonly asked questions

Briefing sessions

All applicants are encouraged to attend a briefing session prior to submitting their application. Visit [Eventbrite](#) for details and bookings.

If you require assistance please contact us.

Interpreter and translation services

Our multilingual information telephone service provides access to [translators](#) and information in different languages.

Accessibility for applicants with disability

Applicants with disability are encouraged to contact staff to discuss any specific needs or additional support that may be required to complete and submit an application.

If you are deaf, hearing-impaired or speech-impaired contact us via the National Relay Service on 133 677 (ask for 03 9658 9658).

Technical support

Refer to the SmartyGrants [help guide](#) for technical assistance with submitting an application form. The SmartyGrants [support desk](#) is open 9am–5pm Monday to Friday on 03 9320 6888 or by email service@smartygrants.com.au.

Further information:

Contact: Michelle De Val

Email: acip@melbourne.vic.gov.au

Phone: 03 9658 8430 9am to 5pm, Monday to Friday, Public holidays excluded

STAGE 1 Expression of interest (EOI)

Program stream	Funding available	Key information
2 year partnership 2021-2022	\$30,000 to \$100,000 each year	Call for proposals every 2 years. Open to medium to large organisations
4 year partnership 2021-2024	\$50,000 to \$350,000 each year	Call for proposals every 4 years. Open to medium to large organisations

Assessment Criteria

Proposals may include a mix of investigation, development and presentation of activities.

EOIs will be assessed against the following. Organisations only need to address the criteria relevant to their proposal.

Creative excellence
<ul style="list-style-type: none"> quality and ambition of artistic vision unique contribution your organisation makes to artistic and cultural expression support for diverse and/or emerging artists genuine engagement with Aboriginal and Torres Strait Islander people potential to achieve for critical success
Collaboration
<ul style="list-style-type: none"> creative collaborations and partnerships new connections between organisations, artists and artforms
Access
<p>Different ways in which people of all abilities can participate in and experience the arts such as activities that:</p> <ul style="list-style-type: none"> are low cost or free to the public appeal to new or under-served audiences occur in new or unexpected places occur at different times of the day or night
Viability
<ul style="list-style-type: none"> how your strategic plan achieves your vision financial viability of your organisation sustainability of your program of activities how your organisation works with diverse artists, audiences or communities evidence of appropriate cultural permissions for the use of Aboriginal and Torres Strait Islander stories or content that is not your own
Strong governance
<ul style="list-style-type: none"> experience and capability of the people leading and governing your organisation your organisation's governance business or strategic plan that covers the funding contract period observance of cultural protocols