

Capacity Building for Non-funded Arts Organisations

Information Sheet

Arts organisations enrich Canberra's arts sector and economy, provide opportunities for artists to develop and excel in their work, and the community to engage, share and experience the arts.

The ACT Government understands that, as well as funding, there are other areas of support that would benefit the arts sector. This has been raised by the sector through consultation on the arts funding plan. Many ACT arts organisations are comparatively small and do not receive ongoing government funding. These organisations may benefit from assistance with strategic planning, business development, incorporation, and financial and administrative management to improve sustainability and viability.

Capacity Building for Non-funded Arts Organisations is being offered to assist arts organisations to increase their business capacity. A total of \$80,000 will be available for ACT arts organisations to apply through an open competitive basis. Activities must be completed by 30 June 2020. EOIs will open on 6 May 2019 and close on 6 June 2019. At this stage, this funding round is offered as a one-off and there is no commitment for any future funding.

Proposed activities must focus on business and strategic development. Funding is not for any artistic skills/development or programming activities, the purchase of equipment or for educational courses.

As well as capacity building outcomes, this funding may also assist organisations prepare for the new arts organisation funding category proposed to commence from 2022. In the interim, organisations should also note that applications for Program funding will open on 1 June 2019.

Who can apply

Funding will be available to arts organisations that:

- are incorporated, or if not incorporated for costs to incorporate including for developing a constitution;
- do not currently receive multi-year arts funding from the ACT Government; and
- are based in the ACT with a demonstrated commitment to the ACT arts sector.

Ineligible organisations

Organisations are not eligible to seek funding if the organisation:

- has unacquitted funding from the ACT Government; or
- is an ACT, State or Australian Government agency; or
- is primarily funded by Government.

Funded activities

Activities that are eligible for funding include:

- establishment of organisational and operational requirements (for example, costs associated with incorporation or development of a business plan);
- professional development activities to build capacity in governance, strategic planning, budgeting and financial viability, change and risk management, diversity representation, philanthropy/ sponsorship, marketing/communications and cultural awareness;
- improvement of management processes and systems to increase efficiency and productivity; or
- engagement of mentors, coaches, consultants or advisors on capacity building.

When you can apply

Expression of Interest (EOI) forms for Capacity Building for Non-Funded Arts Organisations will be available from 6 May to 6 June 2019. All EOIs will be responded to by 30 June 2019 and meetings will be arranged with successful organisations prior to the submission of a full proposal. Successful applicants for the funding will be notified by 31 August 2019.

Funding Requests

Funding is available from \$5,000 to \$20,000 and should focus on one key capacity building activity for your organisation. The EOI will need to provide an estimate of the funding required. Should the EOI be successful, applicants will need to provide a more detailed and substantiated budget. The amount of funding being sought should reflect the outcomes and benefits of the activity and represent value for money.

Funding timeframes

Activities must be completed by 30 June 2020. A report (acquittal) will be required one month after the end of the activity.

If there are unexpected delays or material changes to your activity, you need to discuss this with artsACT for prior approval.

Process

How to apply

EOIs must be made online through artsACT's online grants portal [LINK]

EOI's must be received by the due date and time. Late EOIs will not be accepted.

Organisations which are successful in the EOI process will submit an application also through the online portal. Appropriate links will be provided to organisations which are successful in the EOI process.

If you would like more information about preparing your EOI, please contact artsACT on 62072384.

artsACT will offer a one hour public information session on 14 May 2019, at 12:30pm at artsACT, Canberra Nara Centre, to discuss the process.

Stage One-Expressions of Interest

The EOI form asks you to provide information regarding your organisation, and the purpose for requesting funding from the ACT Government. The EOI should provide some information on your structure, size, current and planned activities, and how you see your organisation contributing to the ACT arts landscape currently and into the future. Your EOI should clearly articulate the benefit of the capacity building activity.

EOIs will be reviewed by artsACT and applicants will be notified by 30 June 2019. Unsuccessful applicants may seek feedback on their applications at the conclusion of the EOI process.

Stage Two-Applications for funding

Based on the EOI, selected organisations will be invited to meet with artsACT to discuss the proposal, and then submit a more detailed activity statement and budget for assessment through the application form.

Applications for funding will be reviewed by artsACT. Successful applicants will be notified by 31 August 2019.

Successful applicants

Once the final funding decision has been made and all applicants have been notified, the names of successful organisations and the amount for which they have been funded will be placed on the artsACT website. If you would like to know more about the requirements for successful applicants please see <http://www.arts.act.gov.au/funding/information-for-successful-applicants>.

Auspicing arrangements

Financial and legal aspects of grants may be auspicied by an incorporated organisation or company limited by guarantee. Auspicing is not available for the EOI process.

Confidentiality

All material submitted as part of an application is provided in confidence. Applications will be read by artsACT staff. artsACT will only use and/or disclose personal information in accordance with relevant legislation, including the *Information Privacy Act 2014*. Applicants should be aware the provisions of the *Freedom of Information Act 2016* apply to documents in artsACT's possession. Details of applications will not be made available to third parties without the permission of the applicant.

Assistance with applications

artsACT staff are available to assist applicants to articulate their proposal.

artsACT is committed to supporting applicants living with disability. Information can be provided in alternative formats (large print, electronic or Braille) upon request. If you need extra assistance due to disability, language barriers or any other factor that may disadvantage you in completing your application, please contact us. Family, friends, mentors and/or carers can attend meetings with you.

If you are deaf, or have a hearing or speech impairment, contact us through one of the following:

- National Relay Service (NRS) www.relayservice.gov.au then ask for 1800 199 090
- TTY users phone 133 677 then ask for 1800 199 090
- Speak and Listen users phone 1800 555 727 then ask for 1800 199 090

For interpreting assistance in languages other than English, telephone the Translation and Interpreting Service on 13 14 50

Please contact artsACT on (02) 6207 2384 if you would like to talk to a staff member for assistance with information on funding or how to apply. We can also connect you with other relevant organisations or resources that also may be able to assist with your application or project. You can also email us at artsact@act.gov.au