

# Community Arts Venue Grant

## Guidelines 2022 - 2023

## Contents

1.	Overview .....	3
2.	Eligibility Criteria.....	3
3.	The Venues .....	3
4.	Spaces available .....	4
5.	Booking Conditions .....	7
6.	Grant Application Process.....	8
7.	Requirements of the Grant.....	9
8.	Assistance .....	10

## 1. Overview

The Community Arts Venue Grants program provides in-kind support for use of Boroondara's two cultural venues: Hawthorn Arts Centre and Kew Court House. Boroondara-based community groups, organisations and individuals who meet the eligibility criteria are invited to apply. The grants program is offered throughout the financial year until all the funding is sufficiently allocated and acquitted.

## 2. Eligibility Criteria

To be successful applicants must:

- Be based in Boroondara
- Groups and organisations must satisfy at least two of the following:
  - majority of meetings / rehearsals are held within Boroondara
  - at least 75% of the members live in Boroondara, or
  - the project activities deliver clear benefits to the Boroondara Community.
- Individuals must be:
  - residents of the City of Boroondara, and
  - applications be of artistic nature.
- Be Not-For-Profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936) (applicable only to groups and organisations).
- Hold current public Liability Insurance.
- Not received more than two Community Arts Venue Grants in the last two years.
- Not applied and been successful for the same project in the last year.

The following applicants will not be funded:

- Private, profit-making organisations (except for individuals presenting work of an artistic nature).
- Educational institutions and government departments.
- Events and functions run by:
  - Individuals not presenting work of an artistic nature.
  - Political or religious groups seeking to promote their core beliefs.
  - Core purpose is to raise funds for a third party.
- Have not satisfactorily acquitted previous grants to Council.
- Retrospective bookings.

## 3. The Venues

The **Hawthorn Arts Centre** features flexible spaces suited to a range of different events and functions. Serviced by an in-house caterer and a full ticketing, the Centre offers exceptional service and event production delivery. **Kew Court House** is located in the heart of Kew Junction and is a perfect venue for intimate performances and events.

#### 4. Spaces available

##### Hawthorn Arts Centre

Space	Event Types	Capacity*			Audio visual	What the grant covers
		Meeting style	Theatre style	Cocktail style		
Main Hall	<ul style="list-style-type: none"> <li>• Presentations and performance</li> <li>• Functions</li> <li>• Conferences and meetings</li> <li>• Graduation ceremonies</li> <li>• Large scale displays and trade exhibitions</li> </ul>	315	500	500	<ul style="list-style-type: none"> <li>• Standard lighting rig</li> <li>• AV facilities including data projector with motorised screen and in house PA System</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 8-hour booking</li> <li>• Up to four staff members included</li> </ul>
Chandelier Room	<ul style="list-style-type: none"> <li>• Functions</li> <li>• Conferences and meetings</li> <li>• Community meetings and programs</li> <li>• Performances and exhibitions</li> </ul>	100	180	180	<ul style="list-style-type: none"> <li>• AV facilities including data projector with motorised screen and in house PA System</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 4-hour booking</li> <li>• Up to two staff members included</li> </ul>
Edward C. Rigby Room	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Training sessions</li> <li>• Self-catering permitted</li> </ul>	18	30	30	<ul style="list-style-type: none"> <li>• AV facilities includes a portable 40" LCD or data projector (projected onto the wall)</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 4-hour booking</li> <li>• One staff member included</li> </ul>
Community Arts Space	<ul style="list-style-type: none"> <li>• Studio space with wet areas and washing facilities for classes and workshops</li> <li>• Self-catering permitted</li> </ul>	50	120	451	<ul style="list-style-type: none"> <li>• AV facilities includes a portable 40" LCD</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 8 hours, can be spread over multiple days</li> <li>• One staff member included</li> </ul>

The Basement	<ul style="list-style-type: none"> <li>• Performance / rehearsal space</li> <li>• Workshops</li> <li>• Self-catering permitted</li> </ul>	40	100	100	<ul style="list-style-type: none"> <li>• Standard lighting rig</li> <li>• In-house PA system</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 8 hours, can be spread over multiple days</li> <li>• One staff member included</li> </ul>
Dora Wilson Room	<ul style="list-style-type: none"> <li>• Meetings</li> </ul>	14	n/a	n/a	<ul style="list-style-type: none"> <li>• 40" LCD screen with input receive for audio and video</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 4-hour booking</li> <li>• One staff member included</li> </ul>
John Beswicke Room	<ul style="list-style-type: none"> <li>• Meetings</li> </ul>	14	n/a	n/a	<ul style="list-style-type: none"> <li>• 40" LCD screen with input receive for audio and video</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 4-hour booking</li> <li>• One staff member included</li> </ul>
Mayor's Room	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Training sessions</li> </ul>	18	60	60	<ul style="list-style-type: none"> <li>• 85" LCD screen with input receive for audio and video</li> <li>• Lectern and microphone</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 4-hour booking</li> <li>• One staff member included</li> </ul>
The Chamber	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Training sessions</li> </ul>	40	80	80	<ul style="list-style-type: none"> <li>• AV facilities including data projector with motorised screen and in house PA System</li> <li>• Lectern with microphone</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 4-hour booking</li> <li>• One staff member included</li> </ul>
Zelman Room	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Training sessions</li> </ul>	40	120	120	<ul style="list-style-type: none"> <li>• AV facilities including data projector with motorised screen and in house PA System</li> <li>• Lectern with microphone</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 4-hour booking</li> <li>• One staff member included</li> </ul>

## Kew Court House

Space	Event Types	Capacity*			Audio visuals	What the grants covers
		Meeting style	Theatre style	Cocktail style		
Just Theatre	<ul style="list-style-type: none"> <li>• Performances</li> <li>• Meetings</li> <li>• Training sessions</li> </ul>	18 - 24	80	180	<ul style="list-style-type: none"> <li>• Standard lighting rig</li> <li>• AV facilities including data projector with motorised screen and in house PA System</li> <li>• Removable stage (5400 mm wide by 2400 mm deep)</li> </ul>	<ul style="list-style-type: none"> <li>• Up to twelve hours, across maximum two days</li> <li>• Up to two staff members included</li> </ul>

\* May change due to capacity limits as directed by the Department of Health and Human Services due to COVID-19

## **5. Booking Conditions**

### **Access to subsidised hire and staffing rates**

Applicants might be eligible for the subsidised hire and staffing rates. For full details on the eligibility criteria for subsidised rates, please call Boroondara Arts on 9278 4770.

### **Staffing and Equipment**

Both cultural venues have minimum staffing requirements that are determined by the nature of the event or function. This is to ensure the safety of all people within the venue and to maintain venue security. If the number of staff required exceeds the number of staff included in the grant, additional staff costs will be charged to the hirer at the appropriate rate.

Any additional technical equipment beyond what standard supply is will be charged at the applicable rate.

### **Terms and Conditions of Hire**

All grant recipients, as hirers of the venue, will be required to sign a venue hire contract and adhere to the terms and conditions of hire including provision of all insurance requirements.

### **Alternate Rooms (for Hawthorn Arts Centre bookings only)**

The room most suited to the prospective event will be arranged by negotiation and subject to availability. Should the prospective event be more suited to be held in the Mayor's Room, the Zelman Room or the Chamber, this will be arranged by negotiation and subject to availability. Please note, the Mayor's Room, Zelman Room or The Chamber are only available for events held Sunday to Wednesday, January through to September.

### **Catering (for Hawthorn Arts Centre bookings only)**

Hawthorn Arts Centre's onsite caterer has exclusive rights to provide catering in specific rooms. For bookings in non-exclusive rooms, hirers are permitted to self-cater for up to 30 people (no alcohol). These rooms include:

- Edward Rigby Room
- Community Arts Space
- The Basement

For all other rooms, catering must be supplied by the caterer. Please note that catering charges incurred will not be covered by the grant.

### **Marketing**

Please note that any marketing costs associated with the booking will not be covered by the grant.

### **Venue Access**

Booking requests through the Community Arts Venue Grants Program is limited to allocate times in the year:

- All rooms at Hawthorn Arts Centre are limited to Sunday through to Wednesday.
- Main Hall and Chandelier Room are only available January through to September.
- To ensure that the maximum numbers of groups are able to access the Grants Program, applicants are only eligible to apply every two years.
- All booking requests are subject to availability and are not guaranteed.

### **Box Office Services**

All tickets for events held at the Hawthorn Arts Centre must be sold through the Hawthorn Arts Centre Box Office. A service fee applies to each ticket.

Box office services for events at Kew Court House are available on request.

## 6. Grant Application Process

The Grants Program is offered throughout the financial year until all the funding is sufficiently allocated and acquitted.

Please allow six weeks from the date of application for the decision of the grant. Please note - no grants will be approved or granted for events which happen within this timeframe.

Below is the step-by-step guide for you to successfully apply for the grant.

### STEP 1: Obtain a quote

- Contact one of our Arts Events Officer, by email [hawthorn.artscentre@boroondara.vic.gov.au](mailto:hawthorn.artscentre@boroondara.vic.gov.au) or phone (03) 9278 4770 to:
- Discuss your project
- Confirm your eligibility
- Obtain a Community Arts Venue quote

When you request a quote, the Arts Events Officer will need to know specific details of your event, including:

- Event date
- Expected attendance
- Technical needs
- Times
- Please allow for up to two business days to receive a quote.

### STEP 2: Write your application

All applications are to be submitted through the online web portal SmartyGrants.

- You must register in SmartyGrants to submit your application.
- If you have registered in the past, you will already have a login and password.

In order to apply and submit your application you will need to provide the following documentation:

- Australian Business Number (ABN) or Australian Company Number (ACN)
- Evidence of Not-For-Profit status (if applicable)
- Venue quote.

There are five sections in the application which cover off the following:

#### SECTION A: Organisation

- Contact details
- Type of application
- Financial status
- Governance

#### SECTION B: Eligibility

- Evidence of how the group/individual is Boroondara based
- Declaration of previous Community Arts Venue Grants
- Evidence of Public Liability Insurance.

#### SECTION C: Assessment Criteria

- Connect your project to at least one of the Creative Community stream objectives:
  - Promote health, wellbeing, safety and / or a sense of community within Boroondara.
  - Offer life-long learning opportunities for Boroondara's diverse community.



- Develop community stakeholder relationships (including arts and cultural organisations) which promote a sense of civic-pride.
- Empower local community members and stakeholders to contribute to cultural experiences and occasions for, and with, the community.
- Engage the community at facilities and public across Boroondara.
- Introduce a new or emerging art form or cultural practice to the Boroondara community.

#### SECTION D: Budget

- Budgeted amount of whole project
- Uploading of Venue Quote

#### SECTION F: Application Checklist

- Application checklist
- Declaration
- Authorised representative's details.

For all enquiries on how to use SmartyGrants or to discuss your application, please contact our Cultural Development Officer, Bridget Rasmussen on 9278 4770.

### **STEP 3: Submit your application**

Once you have finished your application in SmartyGrants:

- Go to the 'Review and Submit' section of the application.
- If you would like to save or print a copy of your application, click on one of these options.
- Review your application
- Click on 'Submit'.

### **STEP 4: Awarding Grants**

Decisions on your Grant application can take up to six full working weeks, please allow for this timeframe in your project planning phase. The assessment process includes:

1. Undertaking an eligibility check.
2. Assessment of the criteria by the Arts and Culture team.
3. Recommendations submitted Manager Arts Facilities Business for approval.
4. Applicants notified on the decision, including the amount allocated.

### **STEP 5: Notification**

1. The Venue booking will be confirmed with the applicant.
2. The Venue's Terms and Conditions to be signed by the Authorised Representative.
3. A Letter of Agreement to be signed by the Authorised Representative and Venue Facilities Coordinator on behalf of City of Boroondara outlining the agreement and the acquittal process.
4. Six weeks after the event, an acquittal to be submitted by the Authorised Representative, via SmartyGrants.

## **7. Requirements of the Grant**

Successful grant recipients are required to:

- Acknowledge the support of the City of Boroondara and the venue.
  - Displaying both the City of Boroondara and the venue's logo on all promotional material (print and online). Use of logos must be approved by the City of Boroondara prior to the printing or displaying of the material.
  - In any speeches or announcements made at supported events or functions.

- Acquit the grant. An Acquittal form will be sent to you via SmartyGrants and will be due six weeks after the event. Information you will need to provide includes:
  - Evaluation of event (e.g. committee evaluation, feedback from audience)
  - Numbers of participants and attendance
  - Demographic of participants and attendance
  - Documentation of the event (e.g. images and brochures)

**Failure to complete the Acquittal can result in you paying for the allocated Community Arts Venue Grant funding and being ineligible for future City of Boroondara Grant programs.**

## **8. Assistance**

For further information about applying for the grant, please call 9278 4770 or email [creativecommunity@boroondara.vic.gov.au](mailto:creativecommunity@boroondara.vic.gov.au)