

Cultural Facilities Community Access Grants Program

Guidelines



Program Overview

The Cultural Facilities Community Access Grants Program (CFCAG) provides access to Boroondara's two cultural facilities, Hawthorn Arts Centre and Kew Court House, for Boroondara-based community groups, arts organisations and artists free of charge and with limited staffing. The program is open to applicants who satisfy the eligibility criteria and is assessed using a competitive grants model.

For the first time, the program will be administered as an annual program with proposed dates to hold events specified throughout the financial year. This methodology has been introduced to assist with planning within the venues. Should an alternate date be requested by the application, this will be by negotiation depending on availability.

The application period will be open for a four week period. All applications will be assessed and applicants notified accordingly in late July 2017.

If all the available grants are not awarded through this initial process, new applications will be assessed on a first-in-first-served basis until all grants have been awarded for the financial year.

Recipients of a City of Boroondara Community Strengthening Grant, in any stream, are encouraged to apply for a grant in this program.

The venues offer different spaces and can accommodate, for example, performances, functions, conferences and meetings, seminars, presentations, exhibitions, training sessions, workshops, large scale displays and trade exhibitions. See pages 5 - 6 for further information on possible room availabilities and capabilities.

The Venues

Hawthorn Arts Centre

Opening in October 2013 after a multi-million dollar redevelopment, the Hawthorn Arts Centre features flexible spaces suited to a range of different events and functions. Serviced by an in-house caterer and with a full ticketing service, the Centre offers exceptional service and event production and delivery.

The Vision for the Centre is: *The Hawthorn Arts Centre will be the flagship of arts, cultural and civic celebration for Boroondara. The Centre's Purpose is to provide an arts and cultural focus for the City of Boroondara by programming and supporting arts, community, civic, corporate and social activities.*

The Cultural Facilities Community Access Grants Program provides eligible applicants with access to a variety of spaces on specific days of the week (see Availability for full details). The rooms available include:

- Main Hall - main function room; used for performances, dinner dances and presentations.
- Chandelier Room - large function room; used for large meetings, performances and conferences.
- Meeting Room - Edward Rigby
- Workshop and meeting spaces - including Community Arts Space and the Basement.

See Room Capacities on pages 5 - 6 for full details on each of the spaces available.

Kew Court House

Located in the heart of Kew Junction, the Kew Court House is the perfect venue for intimate performances and events. The Theatre provides arts organisations and artists with a great opportunity to present their work and for community organisations to meet.

The space is available throughout the year (subject to existing bookings):

- Just Theatre - full AV capabilities with flexible seating configurations.

See Room Capacities on pages 5 - 6 for full details on each of the spaces available.

Eligibility Criteria

- The applicant must be classified as Boroondara-based:
 - For groups and organisations this means that the group can satisfy at least two of the following three measures:
 - It holds its meetings/rehearsals the majority of the time in a venue located within Boroondara.
 - A minimum of 75% of its members live in the City of Boroondara.
 - The group's activities deliver clear benefit to the Boroondara community.
 - For individuals, the person must be a resident of the City of Boroondara.
- For individuals to be eligible for an Access Grant, the event, program or exhibition must be of an artistic nature. This activity can involve other contributors who may not be residents.
- The applicant is not-for-profit, as classified by the Australian Tax Office in the *Income Tax Assessment Act (1936)* (except for individuals presenting work of an artistic nature) and is not excluded in the list below.
- The applicant holds public liability insurance or an application for such as outlined in the venue's Terms and Conditions of Hire. If the applicant does not hold current and or adequate public liability insurance, Council may be able to insure them under its cover, subject to specific eligibility criteria. This will be addressed on a case by case basis.
- The applicant can receive a maximum of two Cultural Facilities Community Access Grants in a 24 month period (one per annum).

What and who will not be funded

- Private, profit-making organisations (except for individuals presenting work of an artistic nature).
- Events and functions run by individuals (except for individuals presenting work of an artistic nature).
- Applicants that have not satisfactorily accounted to Council for the expenditure of a previous grant of any kind.
- No retrospective grants will be allocated to bookings already completed at the time of application.
- Events and functions run by political or religious groups seeking to promote their core beliefs.
- Events and functions that have a core purpose to raise funds for a third party.
- Educational institutions and government departments.

Availability

The grants available include:

Hawthorn Arts Centre

Room	Number of grants * available per round	Availability	Grant provides
Main Hall	6	<ul style="list-style-type: none"> Available January through to September only Booking must be Sunday - Wednesday 	<ul style="list-style-type: none"> Maximum 8-hour booking Up to four staff members included
Chandelier Room	6	<ul style="list-style-type: none"> Available January through to September only Booking must be Sunday - Wednesday 	<ul style="list-style-type: none"> Maximum 4-hour booking Up to two staff members included
Room	Number of grants * available per round	Availability	Grant provides
Meeting Room	6	<ul style="list-style-type: none"> Available 12 months of the year Available at any time (subject to existing bookings) 	<ul style="list-style-type: none"> Maximum 4-hour booking One staff member included
Workshop spaces	8	<ul style="list-style-type: none"> Available 12 months of the year Available at any time (subject to existing bookings) 	<ul style="list-style-type: none"> Up to 8 hours, can be spread over multiple days One staff member included

Please refer to Booking Conditions below for further information on booking inclusions, exclusions and requirements.

Kew Court House

Room	Number of grants * available per round	Availability	Grant provides
Just Theatre	10	<ul style="list-style-type: none"> Available 12 months of the year Available at any time (subject to existing bookings) 	<ul style="list-style-type: none"> Up to twelve hours, across maximum two days Up to two staff members included

Please refer to Booking Conditions on pages 9 - 10 for further information on booking inclusions, exclusions and requirements.

Room Capacities

Hawthorn Arts Centre: Main Hall and Chandelier Room

Space	Event Types	Capacity			Standard equipment
		Meeting style	Theatre style	Cocktail style	
Main Hall	<ul style="list-style-type: none"> Presentations and Performances Functions Conferences and Meetings Graduation ceremonies Large scale displays and trade exhibitions 	315	411	850	<ul style="list-style-type: none"> Standard lighting rig AV facilities including data projector with motorised screen and in house PA System
Chandelier Room	<ul style="list-style-type: none"> Functions Conferences and Meetings Community Meetings and Programs Performances and exhibitions 	100	200	150	<ul style="list-style-type: none"> AV facilities including data projector with motorised screen and in house PA System

Hawthorn Arts Centre: Workshop and Meeting Spaces

Space	Event Types	Capacity			Standard Facilities and equipment
		Meeting style	Theatre style	Cocktail style	
Edward C. Rigby Room	<ul style="list-style-type: none"> Meetings Training sessions Self-catering permitted 	18	40	50	<ul style="list-style-type: none"> Nil
Community Arts Space	<ul style="list-style-type: none"> Studio space with wet areas and washing facilities for classes and workshops Self-catering permitted 	50	120	100	<ul style="list-style-type: none"> Workshop tables
The Basement	<ul style="list-style-type: none"> Performance / rehearsal space Workshops Self-catering permitted 	40	80	100	<ul style="list-style-type: none"> Standard lighting rig In house PA system

Kew Court House

Space	Event Types	Capacity			Standard Facilities and equipment
		Meeting style	Theatre style	Cocktail style	
Just Theatre	<ul style="list-style-type: none"> Performances Meetings and functions Seminars 	18 - 24	80	100	<ul style="list-style-type: none"> Standard lighting rig AV facilities including data projector with motorised screen and in house PA System Removable stage (5400mm wide by 2400mm deep)

Availability of Dates:

Hawthorn Arts Centre

Room	Available Dates	
Main Hall	Tuesday	5 September, 2017
	Tuesday	26 September, 2017
	Sunday	4 February, 2018
	Tuesday	20 March, 2018
	Sunday	22 April, 2018
Chandelier Room	Wednesday	2 August, 2017
	Tuesday	12 September, 2017
	Sunday	17 September, 2017
	Monday	12 February, 2018
	Sunday	18 March, 2018
	Monday	16 April, 2018
Edward C. Rigby Room	Sunday	3 September, 2017
	Monday	25 September, 2017
	Monday	27 November, 2017
	Saturday	10 February, 2018
	Monday	23 April, 2018
	Tuesday	5 June, 2018
Community Arts Space	Saturday	9 September, 2017
	Tuesday	19 September, 2017
	Sunday	11 February, 2018
	Tuesday	20 February, 2018
The Basement	Saturday	18 November, 2017
	Wednesday	21 March, 2018
	Saturday	6 May, 2018
	Monday	4 June, 2018

Kew Court House

Space	Available Dates	
Just Theatre	Saturday	12 August, 2017
	Monday	11 September, 2017
	Sunday	19 November, 2017
	Saturday	3 February, 2018
	Sunday	4 February, 2018
	Wednesday	3 April, 2018
	Sunday	8 April, 2018
	Tuesday	15 May, 2018
	Wednesday	6 June, 2018
	Wednesday	30 August, 2018

Grant Application Process

The program will be administered as an annual program with proposed dates to hold events specified throughout the financial year. Should an alternate date be requested by the application, this will be by negotiation depending on availability.

The application period will be open for a three week period. All applications will be assessed and applicants notified accordingly in late July 2017.

Grants open	20 June 2017
Grants close	14 July 2017
Grants Awarded	Late July 2017

If all available grants are not awarded within the application period, new applications will be assessed on a first-in-first-served basis until all grants have been awarded for the year.

Booking Conditions

Access to subsidised hire and staffing rates

Applicants who are eligible for an Access Grant may not be eligible for the subsidised hire and staffing rates. For full details on the eligibility criteria for subsidised rates, please call the Hawthorn Arts Centre on 9278 4770.

Staffing and Equipment

Both 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 is standard supply will be charged at the standard 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)

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. These rooms 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, EPICURE, has exclusive rights to provide catering in specific rooms. For bookings in non-exclusive rooms, hirers are permitted to self-cater.

These rooms include:

- Edward Rigby Room
- Community Arts Space
- The Basement

For all other rooms, catering must be supplied by EPICURE. Eligible recipients will have access to the Community Menu (but are not limited to this menu option). Please note that catering charges incurred will not be covered by the grant.

Marketing

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

Venue Access

Booking requests for the Main Hall, Chandelier Room and Small Function Rooms under the Program are limited to Sunday through to Wednesday. Bookings for the Main Hall and Chandelier Room are only available January through to September (no bookings available October, November or December).

To ensure that the maximum number of groups are able to access the Program, applicants are only eligible for one booking per 24 month period.

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 also available on request.

Assessment Criteria

Specific assessment criteria for each venue have been developed.

Hawthorn Arts Centre

Applications for the Hawthorn Arts Centre will be assessed against the following criteria:

- Strength of the activity's ability to engage the Boroondara community.
- The ability of the activity to provide benefit to the presenting organisation/individual.
- How well the applicant has demonstrated a need for a grant to access the facility.
- The ability of the activity to assist Council to achieve its Vision and Purpose for the Hawthorn Arts Centre.
- Assessment value to the City of Boroondara community if multiple applicants request the same date

Kew Court House

Applications for the Kew Court House will be assessed against the following criteria:

- Strength of the activity's ability to engage the Boroondara community.
- The ability of the activity to provide benefit to the presenting organisation/individual.
- How well the applicant has demonstrated a need for a grant to access the facility.
- The ability of the activity to contribute to the creative landscape of Boroondara.

Requirements of the Grant

Successful grant recipients are required to:

- Acknowledge the support of the City of Boroondara and the venue by:
 - Displaying both the City of Boroondara and the venue's logo on all promotional material (print and online). Use of the 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 the supported event or function.
- Acquit the grant. It is recommended that grant recipients submit their acquittal six weeks after their booking. However, the final due date for the acquittal is 30 June 2018. An acquittal proforma will be supplied that requests information such as an outline of the event, the number of people involved and a statement on how the grant assisted the applicant as well as a request for photos.

Submitting your Application

All applications to the Cultural Facilities Community Access Grants program must be submitted online through Smarty Grants:

<https://boroondara.smartygrants.com.au/>

Notification

Applicants will be notified of the outcome of their grant as per the dates listed above at which time a booking confirmation will be supplied along with the venue's terms and conditions of hire. To accept the grant recipients are required to sign the terms and conditions of hire and return the signed forms as instructed.

Assistance

For further information regarding your application please call or email per below contact details:

Hawthorn Arts Centre:

Telephone: 03 9278 4770,
hawthorn.artscentre@boroondara.vic.gov.au

Kew Court House:

Telephone: 03 9278 4770
kewcourthouse@boroondara.vic.gov.au