

Community Arts Venue Grants

Guidelines
2018-19



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.

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.
 - The project activities deliver clear benefits to the Boroondara Community.
 - Individuals must be:
 - residents of the City of Boroondara; and
 - applications 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.

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.

Spaces available

Hawthorn Arts Centre

Space	Event Types	Capacity			Standard equipment	Grant provides
		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 	<ul style="list-style-type: none"> • Maximum 8-hour booking • Up to four staff members included
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 	<ul style="list-style-type: none"> • Maximum 4-hour booking • Up to two staff members included
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 	<ul style="list-style-type: none"> • Maximum 4-hour booking • One staff member included
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 	<ul style="list-style-type: none"> • Up to 8 hours, can be spread over multiple days • One staff member included

Space	Event Types	Capacity			Capacity	Capacity
		Meeting style	Meeting style	Meeting style		
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 	<ul style="list-style-type: none"> Up to 8 hours, can be spread over multiple days One staff member included
Dora Wilson Room	<ul style="list-style-type: none"> Meetings 	14	n/a	n/a	<ul style="list-style-type: none"> 42" LCD screen with input receiver for audio and video 	<ul style="list-style-type: none"> Maximum 4-hour booking One staff member included
John Beswicke Room	<ul style="list-style-type: none"> Meetings 	14	n/a	n/a	<ul style="list-style-type: none"> 42" LCD screen with input receiver for audio and video 	<ul style="list-style-type: none"> Maximum 4-hour booking One staff member included
Mayor's Room	<ul style="list-style-type: none"> Meetings and functions Training sessions 	18	30	50	<ul style="list-style-type: none"> 65" LCD screen with input receiver for audio and video Lectern with microphone 	<ul style="list-style-type: none"> Maximum 4-hour booking One staff member included
The Chamber	<ul style="list-style-type: none"> Meetings and functions Training sessions 	40	50	70	<ul style="list-style-type: none"> AV facilities including data projector with motorised screen and in house PA System Lectern with microphone 	<ul style="list-style-type: none"> Maximum 4-hour booking One staff member included
Zelman Room	<ul style="list-style-type: none"> Meetings and functions Training sessions 	60	80	100	<ul style="list-style-type: none"> AV facilities including data projector with motorised screen and in house PA System Lectern with microphone 	<ul style="list-style-type: none"> Maximum 4-hour booking One staff member included
Centre foyer	<ul style="list-style-type: none"> Exhibitions 	N/A	N/A	N/A	<ul style="list-style-type: none"> Hanging or display system 	<ul style="list-style-type: none"> Maximum 4-hour booking One staff member included

Kew Court House

Space	Event Types	Capacity			Standard 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) 	<ul style="list-style-type: none"> Up to twelve hours, across maximum two days Up to two staff members included

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 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)

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. These rooms include:

- Edward Rigby Room
- Community Arts Space
- The Basement

For all other rooms, catering must be supplied by the caterer. 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 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.

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 Venue Facilities Officers, by email arts@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 Venue Facilities 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, and can be found here.

- 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

SECTION C: Assessment Criteria

- Address three questions which will be scored out of 100.
- All applicants must receive a minimum of 75 to be successful

SECTION D: Budget

- Declaration of previous Community Arts Venue Grants
- Budgeted amount of whole project
- Uploading of Venue Quote

SECTION E: 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 Flood 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.

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.

Assistance

For further information about applying for the grant, please call 9278 4770 or email arts@boroondara.vic.gov.au