

# SPARC SUPPORT GRANT PROGRAM

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# GUIDELINES



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## **PART 1**      **WHAT IS THE SPARC SUPPORT GRANT PROGRAM**

The SPARC Support Grant program is designed to support cultural organisations and individuals to initiate and develop projects that support regional creative diversity, innovation and growth. Founded in the Values, Goals and Actions of the 2020 Dubbo Regional Council Cultural Plan (SPARC)

The SPARC Support Grant Program relates to the requirements of Section 356 of the Local Government Act 1993 whereby Council may contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. Funding is determined by Council annually and allocated as part of the Organisation's annual budget.

All grants are governed by Dubbo Regional Council's Financial Assistance Policy.

## **PART 2**      **KEY CONTACT**

Regional Experiences Team

Email: [regionalexperiences@dubbo.nsw.gov.au](mailto:regionalexperiences@dubbo.nsw.gov.au)

P: 02 6801 4000

## **PART 3**      **KEY DATES**

There are two rounds per financial year – opening in September and March.

The funding is time limited and will cover projects or programs that are to be completed within a twelve (12) month timeframe from the date of funding.

Funding is capped at \$10,000.00 per round. Applicants may apply for up to the full \$10,000.00, however funding will be distributed based on the quality and viability of the application and the number of applications, so successful applications may not be funded to the full requested amount.

Applications are scheduled for endorsement at a Council meeting approximately one (1) month after the application deadline of each round.

Round	Opening Date	Closing Date	Application Assessment Period	Report to Council due	Council Meeting	Notification of Outcome	Funding Start Date*
1	Early September	Mid-October	Late October	Early November	Late November	Within 5 business days of Council endorsement	First Accounts pay run in December
2	Early March	Mid-April	Late April	Early May	Late May		First Accounts pay run in June

*\*Projects/programs must commence on or after this date.*

## PART 4 EXPECTED OUTCOMES

Each application can apply for up to \$10,000.00 each round and is required to address the following:

- i. The project/program must address
  - a. Proposed project including its proposed goals and outcomes
  - b. The capacity of the organisation to deliver the proposed goals of the project
  - c. Outline the key steps of the project and when they will be completed.
  - d. How the proposed project supports the outcomes and goals of SPARC – Dubbo Regional Council Cultural Plan
- ii. Demonstrate the capacity to manage funds and deliver the project/program within twelve (12) months.

Council will consider highly programs that:

- Directly action and support the outcomes of the SPARC Dubbo Regional Cultural Plan.
- Provide unique, diverse and equitable cultural outcomes for the community.
- Support the development and growth of a robust cultural sector.
- Prioritise the development of new and emerging cultural programs or experiences.

Funding can be applied for:

- Performances, presentations and exhibitions
- Increased skills and professional development opportunities for creatives
- New works that extend creative practice and cultural forms
- Community arts, cultural development and cultural education
- Initiatives that strengthen cultural tourism and connections between culture and economic growth
- Projects that support and platform local creative voices and perspectives
- Heritage programs that support access, preservation and understanding of regional stories.

## PART 5 ELIGIBILITY

- i. The project must be held in, or directly benefit the community of the Dubbo LGA



- ii. Only one application per organisation, per round.
- iii. The applicant must be of an eligible entity type (see below)

## PART 5.1 ELIGIBLE ENTITY TYPES

### Individuals

- i. Individual applicants should use their personal name for the application and if successful, will be individually party to the funding agreement.
- ii. The ABN Lookup register would list the entity type as 'Individual/Sole Trader'.
- iii. The ABN 'main business location' should match the postcode of the applicant's address provided.

### Australian Incorporated Organisation

An incorporated organisation is a legal entity separate from its individual members. Incorporated organisations include the following:

- i. Incorporated associations
  - a. Not-for-profit community associations incorporated under state or territory legislation
  - b. Incorporated associations must, by law, have the words 'Incorporated' or 'Inc.' in their name.
  - c. Applicants can confirm if they are an incorporated association by searching the ASIC Connect Register, where the entity type will be listed as an 'Associations'. Note, the ABN Lookup does not provide the necessary proof.
- ii. Companies limited by Guarantee (CLG's)
  - a. CLGs are registered with ASIC under the Corporations Act 2001 (Cth) and may also be registered as charities with the Australian Charities and Not-for-profits Commission.
  - b. CLGs must, by law, use the words 'Limited' or 'Ltd' in their name, although may be exempt from doing so in limited circumstances.
  - c. Eligibility can be confirmed as a CLG by searching the ASIC Connect Register. CLGs will be listed as an 'Australian Public Company, Limited By Guarantee'. Note, the ABN Lookup does not provide the necessary proof.
  - d. Additionally, entities with a 'Pty Ltd' in their name (rather than just a 'Ltd') are not CLGs but are private proprietary limited companies that are not eligible for funding.
- iii. Cooperatives<sup>2</sup>
  - a. Registered under state or territory legislation.
  - b. Cooperatives are set up and run for the mutual benefit of members (for example, a community childcare cooperative).
  - c. Cooperatives must have the words 'Co-operative' or 'Co-op', and 'Limited' or 'Ltd' in their name and are listed as a 'Co-operative' on ABN Lookup.
- iv. Indigenous Corporations<sup>2</sup>
  - a. Aboriginal and/or Torres Strait Islander controlled organisations registered with the Office of the Registrar of Indigenous Corporations (ORIC) under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.



- b. Indigenous corporations registered with ORIC must have 'Aboriginal corporation', 'Torres Strait Islander corporation', or 'Indigenous corporation' in their name.
- c. Applicants and RPAs can consult the ORIC register to confirm an applicant's status as a registered Indigenous corporation. Note that not all Indigenous controlled organisations are registered with ORIC. They may instead be (eligible) incorporated associations, CLGs or cooperatives, or (ineligible) for profit companies, but will be identifiable from the naming requirements of that entity type.  
Note, the ABN Lookup does not provide the necessary proof.

#### Auspicings

- i. An eligible entity may auspice applications for ineligible organisations (for example unincorporated groups).
- ii. The Guidelines require applications from individuals under the age of 18 to only be auspicied by individuals over the age of 18 with an ABN. It is not possible for eligible entities to auspice an individual.

#### Trust and Partnerships

- i. Trusts and partnerships are not eligible under the Guidelines. Trusts are not incorporated organisations with their own legal identity and are not able to contract in their own name.
- ii. Similarly, partnerships are not incorporated organisations. Partnerships do not have their own distinct legal identity and are not able to contract in their own name.

## **PART 6 THE FOLLOWING ARE INELIGIBLE**

- i. Applicants with an overdue acquittal
  - a. An Acquittal Report is required within two (2) months of the completion of each project/program, as per the date listed on each application, or twelve (12) months from date of funding payment, whichever arises first.
- ii. Applicants with outstanding projects/programs due to extension or have not expended their prior funding within the allocated twelve (12) months of provision.
- iii. Applicants cannot apply for funding via the SPARC Support Grant Program if funding has already been provided by another funding stream within Dubbo Regional Council for the same activity in the same financial year. The unique activity needs to be demonstrated.
- iv. Late or incomplete applications.
- v. Proposals from Government Departments, agencies or any other Council.
- vi. Proposals from sporting agencies (these organisations have other avenues for financial assistance).
- vii. Activities where the primary goal is visitor attraction/economic development (other streams of financial assistance are available).
- viii. Social activities for members of the organisation exclusively.
- ix. Expenditure for equipment not related to the specific project/program proposed.
- x. Projects or programs with a political or sectarian purpose.
- xi. Applications seeking funds for retrospective projects and programs commencing, or items purchased, prior to end of the grant closing date.
- xii. General fundraising appeals or to raise funds for a charity or organisation

- xiii. Existing projects or programs that require additional, continuous and/or top-up funding.
- xiv. Proposals that duplicate a project or program already existing within the Local Government Area.
- xv. A project or program which primarily benefits a single individual or business.
- xvi. Applications seeking funds for prize money, prizes, trophies and gift vouchers.
- xvii. Applications seeking funds for payment of debt and/or insurance premiums.
- xviii. Applications seeking funds for personal benefit such as travel, meal or accommodation costs including costs to undertake projects/programs outside of the region.
- xix. Applicants with gaming machines and/or trade regularly with a liquor license most days of the week.
- xx. Proposals that are for funding the core business of the organisation. This includes purchase of capital equipment.
- xxi. Works to building or property.
- xxii. Routine maintenance or works to Council owned buildings that are a lease obligation.
- xxiii. Purchase of land or buildings.
- xxiv. Applications seeking funds for existing salaried or waged positions.
- xxv. Applications that have safety and/or environmental hazards that are not addressed by acts under a Risk Management Plan to mitigate risk.
- xxvi. Proposals that do not reflect community standards and denigrates, excludes or offends community.
- xxvii. A project or program which in the opinion of the assessment panel would be better funded by State or Federal Government, or by corporate sponsorship.

## **PART 7 INSURANCES**

All applicants should consider conducting a risk assessment process for their proposed project/program to address any necessary insurance implications. Organisations should check their current insurance arrangements to determine if any extra cover is required. Applicants should ensure that all staff and volunteers associated with the project/program have the appropriate mandatory clearances.

## **PART 8 ASSESSMENT CRITERIA**

Each application will be assessed by a panel on the following:

1. Project/program idea.
2. Clear alignment with the actions of the SPARC Cultural Plan
3. Importance of the project and community impacts
4. Capacity of the applicant to successfully complete the project/program.

*As funding is limited, not every application that meets the assessment criteria will necessarily be allocated funding and/or the full funding amount requested.*

## PART 9 HOW TO APPLY

Council uses SmartyGrants administration software to manage its grants programs. Applications must be submitted via the Dubbo Regional Council SmartyGrants webpage.

Applications must meet the eligibility requirements and no late applications will be accepted. Hard copy applications are not accepted.

Documents may be uploaded to the application as required. Please include:

- i. Current quotes to support the budget; and
- ii. Relevant approvals, insurances and plans.

Other examples of supporting documents that may strengthen your application are:

- i. Location map;
- ii. Site plan and/or photos;
- iii. Letter(s) of support from organisations your application identifies as partners in the project/program.

All applications will be assessed by an Assessment Panel and recommendations presented to Council for endorsement.

## PART 10 CONDITIONS OF FUNDING

Successful applicants are required to comply with the following terms and conditions associated with Council's financial support.

- i. All recipients of funding are required to return to the Regional Experiences Team:
  - a. An Acquittal Report within two (2) months of the completion of the project/program, as per the date listed on each application, or twelve (12) months from date of funding payment, whichever arises first.
  - b. Receipts for all purchases must be included.
  - c. Failure to do so without written request and approval for an extension from Dubbo Regional Council may result in the funding being reduced or cancelled requiring the return of funds to Council.
- ii. Failure to provide an Acquittal Report will prohibit future funding opportunities.
- iii. Applications include time frames and a list of items identified for purchase from funding.
- iv. Funds granted can only be used for the purpose as specified in the application, unless written permission for a variation is obtained from Dubbo Regional Council.
- v. Dubbo Regional Council must be advised in writing if there are any significant changes to the project/program as described in the application, or to the contact details of the recipient.
- vi. Should the project/program be cancelled, all funding received is to be repaid to Dubbo Regional Council.
- vii. All Dubbo Regional Council and other requisite permits, approvals, insurances etc. relating to the program or project must be obtained or funding may be withdrawn.



- viii. Where possible, the organisation will source goods and services for the project/program from within the Dubbo Regional Council Local Government Area.
- ix. Dubbo Regional Council reserves the right, as part of the assessment process, to request further information or documentation.
- x. Dubbo Regional Council reserves the right to conduct a financial audit of the funding either during the financial year or on completion of the financial year.
- xi. Dubbo Regional Council and its officers shall not be responsible for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisations responsibilities under the Funding Agreement.
- xii. The recipient organisation shall indemnify the Council and its officers against any claim, demand, liability suit costs, expenses, action arising out of or in any way connected with the activities of the organisations or agents in consequence of the Funding Agreement except where the claim, demand, liability, costs or action are caused by Dubbo Regional Council and its officers.
- xiii. Unless agreed in writing at the time of funding approval, Dubbo Regional Council has no obligations regarding ongoing funding, maintenance or renewal of assets created by the project/program.

## **PART 11 NOTIFICATION AND PAYMENT**

- i. All applicants will be notified of the outcome of their application.
- ii. Successful applicants are required to adhere to any special conditions referred to in the letter of notification. Dubbo Regional Council reserves the right to withhold funding if stipulated conditions are not met.
- iii. Recipients of funding will be required to have a representative attend a civic ceremony at which novelty cheques will be presented for media and marketing purposes.
- iv. Applicants who do not have a current creditor account number will be required to complete and submit a Supplier Details Form prior to payment being made.
- v. Requests for variations or extensions must be submitted in writing to Dubbo Regional Council for approval.

