

2024/25 Arts and Cultural Grants Operating Guideline

Date this document was adopted on 8 October 2024 by Council

PARENT DOCUMENT: [City of Adelaide Funding Programs Policy](#)

PURPOSE

The Arts and Cultural Grants Program provides funding to the community to deliver fun, lively, and interesting arts and cultural experiences with presentation outcomes in the city that enable a vibrant, connected and inclusive community in line with the City of Adelaide Strategic Plan 2024-2028.

These grants enable a diverse year-round program that connects the community and visitors to the city.

OPERATION

Strategic Context

The Arts and Cultural Grants Program aligns with the City of Adelaide Strategic Plan 2024-2028. Although it impacts across all strategic pillars, strategically it fits within the **'Our Community'** pillar. The program specifically contributes to the following strategic outcomes from the City of Adelaide Strategic Plan 2024-2028:

- An interesting and engaging place to live, learn and visit.
- An inclusive, equitable and welcoming community where people feel a sense of belonging.
- A sustainable city where climate resilience is embedded in all that we do.
- Adelaide's unique experiences and opportunities attract visitors to our city.
- Encourage bold, interesting and purposeful development that supports the changing needs of our community and city.
- Create safe, inclusive and healthy places for our community.
- Achieve a critical mass of jobs and investment and attract and retain businesses by growing a dynamic, holistic economy
- Adelaide's unique experiences and opportunities attract visitors to our city.

The City of Adelaide plays a leadership role as a Capital City in supporting the cultural epicentre for South Australia, and as a designated UNESCO Creative City commits to placing culture at the heart of planning for sustainable development. The City of Adelaide fosters Adelaide's cultural life by creating an interesting and lively place where people want to live, work and visit, and by facilitating opportunities for the community to participate in and practice cultural activities and traditions.

The City of Adelaide acknowledges the Kurna people as the Traditional Owners of the Country where the city of Adelaide is situated, and pays its respect to Elders past, present and emerging.

Program Priorities and Key Performance Indicators

The table below outlines the Arts and Cultural Grants Program priorities for which applications must demonstrate support and contribution towards the delivery of Council’s Strategic Plan.

Priority	Description
Our Community	Arts and cultural projects that amplify Adelaide’s designation as a UNESCO City of Music.
	Arts and cultural projects that elevate Adelaide’s reputation for exceptional and unique cultural experiences.
	Arts and cultural projects that champion Reconciliation and recognition of Aboriginal and Torres Strait Islander peoples and cultures and celebrate Kaurna culture and connection to Country.
	Arts and cultural projects that encourage inclusive participation opportunities for creatives and audiences from diverse backgrounds and ages in the cultural life of the City
Our Environment	Arts and cultural projects that lead and educate our community on a climate resilient future.
	Arts and cultural projects that advocate for the protection and restoration of native habitats in our city.
	Arts and cultural projects that promote the environmental value, productivity, quality and biodiversity of the Park Lands, squares, open space, and streetscapes.
Our Economy	Arts and cultural projects that activate key and emerging precincts stimulating local, interstate, and international visitation to the City and support the growth of the local economy.
	Arts and cultural projects that improve employment opportunities and foster long-term and sustainable careers in the creative sector.
Our Places	Arts and cultural projects that elevate Adelaide’s heritage and culturally significant places.

Key performance Indicators for the program include:

- Demonstrated benefit to the general community in accessing an arts, cultural or multicultural experience in the City
- Number and diversity of applicants
- Number and diversity of funded projects
- Percentage of applications received that are from new applicants
- Total number of attendees at all funded projects
- Funded applicants achieve stated outcome
- Funded projects are successfully completed and acquitted

Eligibility Framework

The Arts and Cultural Grants Program follows the eligibility framework set out in the Funding Programs Policy.

Ineligibility

The Arts and Cultural Grants Program follows the eligibility framework set out in the Funding Programs Policy.

In addition, applications will not be considered for funding in the administration of this program if:

- The funding request is for reimbursement of funds already spent;
- Training or education in government or private institutions, activities that will be offered for assessment in such institutions, and training and development of paid staff;
- Applications for conferences, tradeshows, award ceremonies and interstate or overseas travel expenses;
- The application is for projects or events that denigrate or exclude any groups in the community;
- The application is for general fundraising activities;
- The application is for large capital expenditure – i.e. purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of major equipment or material goods such as office furniture, computers and playground etc.
- The application is for projects or events that are private or invite only or virtual or online only.

Arts and Cultural Grants Funding Categories

Funding Category	Quick Response	First Nations	Major Round
Funding available	\$500 (min) - \$5,000 (max)	\$500 (min) - \$5,000 (max)	\$5,000 (min) - \$15,000 (max)
Funding pool	\$268,000 (for FY 24/25)		
Duration of funding	1 year		
Timeframe	Available all year-round until funds are expended. Applications must be submitted at least 6 weeks prior to the project taking place.		One competitive round per year
Process time	6 weeks		8 weeks after the round closes
Examples of Projects Supported	Performances, exhibitions, cultural events, festivals, concerts, public artworks.	Cultural events, festivals and exhibitions led by and supporting Aboriginal and Torres Strait Islander communities and creatives.	Performances, exhibitions, cultural events, festivals, concerts, public artworks.
Acquittal	Within 8 weeks of the project concluding		Within 12 weeks of the project concluding

Assessment Criteria and Weightings

Criteria	Consideration	Weighting
Strategic Plan Alignment	<ul style="list-style-type: none"> ▪ Alignment with Arts and Cultural Grants Program funding priorities and principles in line with the City of Adelaide Strategic Plan 2024–2028 ▪ Locally led arts and cultural activities – preference for applications from City of Adelaide based applicants ▪ Champion Reconciliation and recognition of Aboriginal and Torres Strait Islander peoples and cultures ▪ Support an inclusive and welcoming community that recognises diversity and enables people of all abilities living, working and visiting the city and ensuring our services and projects are accessible and inclusive for all ▪ Support a low carbon emissions city 	50%
Cultural and Creative value	<ul style="list-style-type: none"> ▪ Celebrate and elevate our community cultures and the profiles of multicultural communities through welcoming programs and services ▪ Demonstrated collaborations and increased social connections ▪ Exceptional and unique arts and cultural experiences ▪ Opportunities for city communities and visitors to expand knowledge, learn and master new skills 	30%
Project viability	<ul style="list-style-type: none"> ▪ Applicant’s track record in delivering projects ▪ Project plan including key delivery milestones ▪ Marketing strategy ▪ Feasible budget 	20%

Administration

The Arts and Cultural Grants Program will be administered in line with the Council’s Funding Programs Policy.

Application Process

Assessment Process: Once submitted, an application will be assessed according to:

- The eligibility criteria
- Assessment criteria
- Available funding.

All questions in the application form must be answered and any required attachments provided in order for the application to be assessed.

Applicants who meet eligibility and assessment criteria are not guaranteed funding. The success of an application is determined by merit against the assessment criteria, applications are assessed in competition with other submissions.

Notification Process: All applicants will be notified in writing of the outcome of their application. All successful applicants will be required to:

- Enter into a funding agreement with City of Adelaide detailing the terms and conditions of the grant.

Required Documents: prior to receiving funding all successful applicants will be required to:

- Provide a copy of their Public Liability Insurance "Certificate of Currency" (minimum \$20 million)
- Provide a copy of their Return-to-Work SA certificate of registration, or similar employee insurance policy, if paid staff are employed
- Provide a tax compliant invoice for the agreed amount of funding plus GST (if applicable)

Acquittal Process: All successful applicants will be required to provide a detailed written report on all outcomes and applicable Key Performance Indicators relating to the project funded by City of Adelaide.

A link to an acquittal form will be provided via SmartyGrants prior to the conclusion of the project. Acquittal information required will include:

- Itemised financial statements evidencing expenditure of Council Funds
- Attendance data
- Feedback from participants
- Professional Photographs with all rights, licences and permissions for publication
- Examples of marketing materials acknowledging City of Adelaide

Roles and Responsibilities – Council's role is outlined in the Funding Programs Policy.

Council administration's role is to:

- Administer and deliver the Arts and Cultural Grants program

Decision Making/Delegations - Final funding recommendations are made through the appropriate Council Financial Delegation for approval to proceed with notifying successful applicants. All funding recommendations will be approved through Manager Delegation.

Funding Programs can be highly competitive resulting in a high number of applications that can't all be supported. The success of an application is determined by merit against the assessment criteria and in competition with other submissions. Part funding may be recommended. This decision is carefully considered with the view of maintaining the integrity of the application.

Canvassing and Lobbying - Councillors are in regular contact with community members about Council matters. To ensure the fair and equitable distribution of grants in the community, applicants should refrain from communicating with any City of Adelaide employee or Councillor during the Assessment process of their submitted funding application, in any way that may provide an unfair advantage to their application.

Monitoring and Reporting

The performance of the Arts and Cultural Grants Program will be monitored through the administrative and financial systems of Council. An annual report will be provided to Council detailing:

- Performance against identified key performance indicators
- Contribution towards Strategic Plan outcomes
- Summary of funding distributed
- List of all successful applicants and the amounts of funding received
- Outcomes achieved for the previous financial year (based on the project acquittals received in the previous 12 months)

OTHER USEFUL DOCUMENTS

Related Documents

- Funding Programs Policy
- City of Adelaide Strategic Plan 2024-2028
- Annual Business Plan and Budget
- Caretaker Policy
- Children and Vulnerable Persons Policy
- Children and Vulnerable Persons Operating Guideline
- City Boundary Map
- Use of Public Spaces
- Adelaide Events Guidelines
- Disability Access and Inclusion Considerations
- STRETCH Reconciliation Action Plan
- Sustainable Event Guidelines
- Development Applications and Approvals

Relevant Legislation

- Local Government Act 1999 (SA)
- City of Adelaide Act 1998 (SA)
- Planning, Development and Infrastructure Act 2016
- Environment Protection Act 1993
- Disability Discrimination Act 1992

GLOSSARY

A full glossary of terms is included in the Funding Programs Policy. Additional terms that have been used and are defined as:

Arts: Includes visual arts, craft, music, dance, performance, literature, film, comedy, theatre, fashion design and video game design.

Child(ren) or Young Person(s): a person who is under 18 years of age

Creatives: A person(s) who devotes a reasonable portion of their time to making art and culture, promotes their work as art, and intends their work to be seen and read as art.

Culture: encompasses the arts, cultural, and creative expressions, the cultural practices and knowledge of Aboriginal and Torres Strait Islander peoples and their expressions of identity, shared experience and the practices of diverse, multicultural communities.

Terms and Conditions: are the special and general arrangement, rule, requirements, standards etc. Forming integral parts of a contract or agreement.

Vulnerable Persons: refers to people who may be at risk of exploitation due to their dependency on others.

ADMINISTRATIVE

As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

In line with the Funding Programs Policy, this Operating Guideline will be reviewed every four years unless legislative or operational change occurs beforehand. The next review is required in 2028.

Review history:

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
ACC2010/5992	City Strategy Committee	14/12/2009	Outlined in 1.3 of the document
ACC2010/216574	Council	31/1/2011	Outlined in 2.3 of the document
COCO2013/304	Council	29/1/2013	Outlined in clause 2 & 3 of the document
2014/00177	Administration	24/1/2014	Outlined in clause 2 & 3 of the document
ACC2015/260736	Administration	26/2/2016	Outlined in clause 2 & 3 of the document

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