

Live Music Performance
Quick Response Grants
Wollongong CBD

Funding Guidelines

April 2021

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LIVE MUSIC PERFORMANCE – QUICK RESPONSE GRANTS

Program overview

Aim

The key objective of these quick response grants is to provide financial assistance to eligible artists, arts workers and businesses affected by the COVID-19 pandemic, particularly individual artists, creative workers and music professionals who have been impacted by cancellations and lost opportunities.

Purpose

Wollongong City Council will provide one-off grants to Wollongong LGA-based eligible individual music artists or live music professionals for costs associated with the presentation of live music performance, including:

- Music Artist/Creative Producer fees
- Marketing and promotion of the performance
- Materials and technical support required for the development and delivery of the live music performance.

Please note: due to the nature of the funding source, all proposed live music performances for this grant round must take place within a business premises located in Wollongong CBD.

Level of funding available

Eligible parties can apply for a one-off grant up to the value of \$5,000 (ex GST) to develop and deliver one or more live music performances within a business located within the Wollongong CBD. At least \$1,000 of the total grant amount must be used to pay performance fees to local music artists that live within the Wollongong Local Government Area

Timing

This funding has been developed in support of COVID-19 pandemic recovery, intentionally targeting the arts and cultural sector and remains flexible to respond to the community need.

Performances must be delivered by 31 October 2021.

Assessment Process

- Applications will be considered by a review panel consisting of Council officers.
- Applications recommended for support will be presented to the General Manager for final approval.
- Successful applications will receive an agreement, outlining the terms and conditions linked to allocation of funds.
- All successful projects must be able to be delivered within the specified timeframe.
- Successfully funded projects must present an acquittal report using the template provided

Applicant Eligibility

Eligibility

- Applicants must be based in the Wollongong Local Government Area
- Be an arts industry professional
- Projects must be delivered within the Wollongong CBD (for geographical boundary map, refer to Geographic Boundary in Annexure 1 of this document)
- Projects must be delivered by 31 October 2021
- Applicants must provide a project outline which includes:
 - Project description (including timeline and budget).
 - Examples of previous similar work or an example of the type of event/performance/activity you intend to create.
 - A letter of support from the business/venue you intend to work with, including confirmation of performance dates and intent to collaborate
 - Confirmation that the project can comply with COVID-19 Safe guidelines.

General ineligibility

- Artists, music professionals or arts organisations that are party-political or whose purpose is primarily political, government departments of agencies, foundations or grant making bodies, or have a primary focus on fundraising.
- Artists, music professionals or arts' organisations or applications that seek to exclude or offend parts of the community.
- Artists, music professionals or arts' organisations that have an outstanding debt to Wollongong City Council or that have failed to comply with the terms and conditions of any previous funding agreement with Wollongong City Council.
- Any retrospective project.
- School bands and community choirs.
- Current Wollongong City Council employees, immediate families and their contractors.
- Artists, music professionals or arts' organisations who are currently supported by Wollongong City Council through a funding program for the same concept and/or activity.

Assessment Criteria

- Project Merit
- Innovative/distinctive ideas, projects and partnerships that promote Wollongong CBD as a unique and vibrant cultural destination
- Project Viability (timeline and budget to be provided with application)
- Demonstrated benefit to local creatives and local business
- Confirmation the project can comply with COVID-19 safe guidelines.

Assessment Criteria Weighting

Project Merit (35%)	<ul style="list-style-type: none"> Based on the demonstrated quality and reputation of your previous work Based on your distinctive and innovative project concepts and partnerships that promote Wollongong CBD as a unique and vibrant cultural destination
Project Viability (25%)	<ul style="list-style-type: none"> Based on your demonstrated experience of effective project planning (for projects of a similar scope) Based on your demonstrated experience of producing effective project outcomes (for projects of a similar scope) Based on timeline and budget documents provided with your application
Demonstrated benefit to local creatives and local business (35%)	<ul style="list-style-type: none"> How will your project benefit local musicians, local music sector, local business, and community? How many people will be employed to deliver your project?
Confirmation the project can comply with COVID-19 safe guidelines (5%)	<ul style="list-style-type: none"> Refer to the section about Covid-19 compliance on the grant application form

Funding guidelines

Key dates 2021

22 April	Application round opens at 9am
9 May	Application round closes midnight
24 May	Assessment of all applications by Council
31 May	Report to GM recommending successful applicants
June	Notification of Council's determination. Successful applicants to sign funding agreements with Council.
July – October	Projects delivered
November	Acquittals submitted to Council

How to apply

Step 1	Contact Council with any questions before preparing your application. Please contact the City Centre Placemaker, Carla Yamine on (02) 4227 8129 or cyamine@wollongong.nsw.gov.au to discuss your proposal and your eligibility.
Step 2	Speak with the Wollongong CBD businesses and artists you want to work with and prepare your project outline, which includes: <ul style="list-style-type: none"> • Project description (including timeline and budget) • Examples of previous similar work or an example of the type of performance you intend to create • A letter of support from the business/venue you wish to work with, including confirming performance dates and intent to collaborate • Confirmation that the project can comply with COVID-19 Safe guidelines.
Step 3	Submit your application by midnight on Sunday 9 May 2021 via Council's website
Step 4	Council will assess your application
Step 5	Successful applicants will be notified. Contracts will be issued for signing, outlining the terms of the approval and the allocation of funds. Acquittal forms will be provided, to be completed at the completion of the project.
Step 6	Commencement of project planning
Step 7	Council review project progress
Step 8	Projects delivered and acquitted

*Important note for applicants

- If your application is successful, you will need to provide evidence of an appropriate level of insurance to undertake your project, prior to commencing.
- If you already have insurance coverage, please attach a Certificate of Currency to your application
- If you are unsure as to what documentation you may need to provide, email cyamine@wollongong.nsw.gov.au, to confirm

B-HUB Opportunity

Successful grant applicants will have access to tailored business advice and specialist workshop sessions offered through the Business Connect Program at the B-Hub located at 93 Crown Street Wollongong.

Terms and Conditions

Terms and Conditions - Submissions

- 1) The assessment panel reserves the right to request further information if required.
- 2) Applications are assessed as submitted.
- 3) Applications are kept confidential and the application details will not be disclosed to any person outside the application and assessment process.
- 4) All funding decisions are final.

Terms and Conditions for successful applicants

Successful applicants are required to comply with the following terms and conditions:

- Sign a letter of agreement detailing the grant obligations;
- Provide performance details and marketing materials to Council to support event promotion;
- Provide an acquittal report using the template provided by Council
- Performers may be required to participate in one future Council event within the next 24 months. An additional amount of \$500 will be paid at the time of performance.

Grant payment terms are subject to receipt of a signed letter of agreement and tax invoice with an Australian Business Number (ABN). Wollongong City Council will not be responsible for shortfalls in project budgets if the grant recipient is unable to meet project costs.

Contact

If you require more information about the Live Music Performance Grants, please contact:

Carla Yamine
City Centre Placemaker
Tel: 02 4227 8129
Email: cyamine@wollongong.nsw.gov.au

Appendix 1 - Geographic Boundary

(projects need to be delivered within the yellow shaded area, below)

