



Grant Guidelines

Category G Funding

General Assistance
Cultural Grants

1. OVERVIEW

The aim of Council's Cultural Grants Program is to assist local arts, artists, musicians, performers, writers and arts/cultural organisations to start and to develop their own projects, and to improve the Queanbeyan-Palerang community's opportunities for involvement in cultural and arts activities.

Council's grants and donations are administered in compliance with the *Queanbeyan-Palerang Regional Council* QPRC Donations Policy 2025 available for download from the QPRC website.

2. SELECTION CRITERIA

Grants will be considered if the project meets **one or more** of the following criteria:

- employs a professional artist/s, performer/s or writer/s.
- demonstrates an economic benefit to the QPRC-LGA creative economy
- a festival, event or project that will engage the broader Queanbeyan-Palerang community
- advances the cultural and or creative experiences of the QPRC community
- demonstrates educational components that seek to advance the creative skills and knowledge of the QPRC community.

3. ELIGIBILITY

3.1 Eligible Individuals

Applicants must be residents of the Queanbeyan-Palerang local government area and be:

- emerging, mid-career or established artists, performers or writers for creative projects or performances that take place in the QPRC LGA
- able to demonstrate a matching dollar amount either financial, or in-kind through voluntary contributions. [e.g.: number of unpaid work hours dedicated to the project/event]

3.2. Eligible Organisations and Groups

Applicant organisations and groups must be:

- community based not-for-profit organisations, incorporated or unincorporated
- working in or with the community of the Queanbeyan-Palerang region
- non-government organisations (e.g. P&C's, Visual or Performing Arts Organizations, Festival Management Committees, Literary groups, Music enterprises, etc)
- able to demonstrate a matching dollar amount either financial, or in-kind through voluntary contributions.

3.3 Eligible Projects

Projects can be of a capital nature or activity based. Projects must be able to:

- demonstrate that it is of benefit to the Queanbeyan-Palerang community through its cultural or artistic outcomes
- complete the project (or stage) within 12 months from receipt of funds

NOTE: Staged projects that have self-contained components, one of which you may be applying for will be considered. Applications for 'seed funding' of projects or new organisations will be considered.

3.4 Ineligible Projects

- Projects that are for retrospective funding or running costs of organisations
- Projects that are solely commercial ventures and do not engage the QPRC community
 - Applications will not be considered from previous recipients who have not completed or acquitted their projects or events.

4. FUNDING

up to \$500	individual artists, performers, writers for creative projects or performances that take place in the QPRC LGA
up to \$1000	groups of artists, performers, writers, for creative projects or performances that take place in the QPRC LGA
Project examples for the above two categories include, but are not limited to, space hire fee; printing costs of catalogue/publication; promotional material such as flyers/invitations; material costs for project development; equipment hire, etc.	
up to \$1500	not for profit unincorporated community groups for creative projects or cultural events that enhance arts opportunities in the QPRC LGA
up to \$3000	not for profit Incorporated community groups for creative projects or cultural events that enhance arts & cultural opportunities in the QPRC LGA and employ a local artist or number of artists as part of the project.
Project examples for the above two categories include, but not limited to, a performance, festival or event; artists fees; group exhibition; publications, special web-based activations, cultural engagements etc	

5. APPLICATION AND ASSESSMENT

Applications may be submitted at any time of the year, or until funds are exhausted. Applicants should allow up to two months from submission of their application until notification of the results of their application. Applications will be assessed by Council staff to ensure that they meet all the required criteria for the Cultural Grants Scheme. Cultural grants recommendations are presented to the next available Queanbeyan-Palerang Regional Council meeting, and Council makes the final decision concerning the funding of projects.

Applicants are notified of the outcome of their application after the relevant Council meeting. It is advisable to call for advice prior to submitting an application. Either to the QPRC Arts Team Leader on (02) 6285 6170 or to the QPRC Grants Officer on (02) 6285 6044.

6. LODGEMENT

Please complete the online form at www.qprc.nsw.gov.au/Community/Grants-Donations. If you are unable to complete the form on-line, please contact Council's Grants Officer at liz.mirowski@qprc.nsw.gov.au or via phone on 02 6285 6044

5. ASSESSMENT GRID

CRITERIA	TYPE 1 <i>(each answer is worth 4 points)</i>	TYPE 2 <i>(each answer is worth 3 points)</i>	TYPE 3 <i>(each answer is worth 2 points)</i>	TYPE 4 <i>(each answer worth 1 point)</i>
Purpose of donation - Social and community benefit for the local community.	Function is unique and specific and meets high level of need OR Service meets identified social / community needs, with most service users from low socio-economic backgrounds	Function or service meets identified social / community needs, with service users from a range of socio-economic backgrounds	Function or service meets a broad social / community need	Function or service is valued by the community, but is not focused on meeting an identified social /community need
Alignment with Community Strategic Plan and Delivery Plan	Project fully aligns with the Strategic Plan and addresses its identified objectives	Project partly aligns with the Strategic Plan and partly addresses its identified objectives	Project has minimal alignment with the Strategic Plan.	Project has no alignment with the Strategic Plan.
Support provided by Council in the last two financial years	The organisation received no support from Council last financial year.	The organisation received support worth \$1,000 or less, from Council last year	The organisation received support of \$1,500 or less from Council last year.	The organisation received between \$1,500 and \$3,000 from Council last financial year.
The amount requested	Request is for less than \$900	Request is for between \$900 and \$1,500	Request is for more than \$1,500 but less than upper limit of \$3,000	\$3,000 upper limit per applicant organisation is requested
Applicant's access to alternative sources of funding	The organisation relies entirely on donations from the community	The organisation has limited access to other sources of funding and has limited fundraising activities funding-raising activities and grants	The organisation has access to a number of sources of funding, including fundraising activities	The organisation raises income from multiple sources such as member subscriptions, participant fees, donations, regular funding-raising activities and grants
Organisational status and structure	The organisation is locally based, stand-alone and locally managed, servicing only the QPRC community	The organisation is a locally based, stand-alone service, has a regional focus, and undertakes local and regional activities or services	The organisation is a local branch of a regional umbrella organisation	The organisation is a local or regional branch of a state or national umbrella organisation
Extent of accessibility to the community	Function or service is accessible to the entire QPRC community	Function or service is generally accessible to the community	Function or service has limited accessibility to the community	Function is limited to a specific target group