**WYNDHAM COMMUNITY CULTURAL FOUNDATION**

**INTERCULTURAL ARTS PROGRAM**

**GUIDELINES**

The Wyndham Community Cultural Foundation (WCCF) is a not-for-profit community organisation that supports the development, enhancement and promotion of arts and culture within the City of Wyndham.

The WCCF **Intercultural Arts Program (IAP)** offers grants that engage, enhance or promote art and cultural activities within diverse communities of the City of Wyndham.

**Overview**

The IAP provides support to initiatives and projects that offer:

* the opportunity for intercultural and interfaith dialogue
* the expressions of different cultural and faith identities

**Priority areas**

Priority will be given to initiatives or projects that focus on key priority areas:

* women
* young people
* new and emerging communities
* lesbian, gay, bisexual, trans and/or intersex (LGBTI) individuals or groups

**Eligible projects or initiatives**

The IAP supports a large range of initiatives and projects, such as:

* community arts projects
* film, television, video or radio
* visual arts and photography
* crafts or design
* historical works
* performing arts including music, drama and dance
* literature
* festivals

**Funding**

* Funding for up to $5,000 may be granted

**Assessment**

WCCF will accept all applications that meet the general requirements and the specific eligibility requirements.

Applications will be assessed using the following criteria:

* Ability to successfully deliver the proposed project
* How the project benefits the community of Wyndham
* A clearly defined arts or cultural component

Applicants must be either:

* Artists – working in any art form
* Arts and/or cultural custodians, educators or workers; or
* Incorporated community or cultural organisations

Individual artists who join together informally or with other community members to collaborate in the creation, development or presentation of work may apply.

The WCCF will require evidence of legal status and certificates of current public liability insurance, where relevant.

**Activities not funded**

The WCCF does not accept applications for the following:

* Projects or activities that do not meet the WCCF aims and objectives of development and promoting arts and culture in the City of Wyndham
* Projects or activities that do not have a clearly defined arts and/or cultural component
* Expenditure including the purchase of real estate, the purchase and refurbishment of buildings
* Administration or infrastructure costs (e.g. for conferences)

**How to apply**

Applicants should obtain and fill in the **Intercultural Arts Program Application Form** which details:

* Applicant details
* An outline of the project
* An outline of how the project benefits the community of Wyndham
* An outline of how the project fulfils the WCCF’s aims of the development, encouragement and promotion of arts and culture in the City of Wyndham.

Completed Application Forms, along with the required support material, can be submitted to:

Wyndham Community Cultural Foundation

Post: PO Box 439

Werribee VIC 3030

Email: [wyndhamccf@gmail.com](mailto:wyndhamccf@gmail.com)

**SUCCESSFUL APPLICANTS**

**Conditions**

If the application is successful, you will receive a letter or email response.

This correspondence will contain a Memorandum of Understanding (MOU) outlining any conditions that represent the WCCF’s contract with you.

**This will include the necessity for an indemnity to be entered into with regard to possible liability resulting from the staging of the project.**

Any financial contribution will not be made until the agreement has been signed by all the relevant parties and an invoice is issued to the WCCF.

Standard conditions require you to:

* Meet the aims and objectives of the WCCF
* Respond to requests for information about the project
* Comply with all applicable laws
* Acknowledge the WCCF’s support in all promotional material associated with the project including;
  + Use of the WCCF logo on all published materials
  + Acknowledgement of the WCCF in all written materials about the project
* Provide a financial Acquittal Report at the conclusion of the project

NOTE: The MOU may stipulate other conditions that you must adhere to.

**Recognition of WCCF**

It is a mandatory condition of all approved projects that public acknowledgement is made of the WCCF.

The Cultural Foundation logo and text acknowledgment of support must be included on all promotional materials produced by the recipient in relation to the project.

These may include (but is not restricted to) posters, fliers, advertisements, invitations, information and education kits, signage, press releases, programs, catalogues, internet sites and brochures.

**HOW WE PROCESS YOUR APPLICATION**

**Acknowledgment of applications**

You will receive an acknowledgment letter from the WCCF within six weeks of the receiving date.

**Eligibility check**

Your application will be checked according to the general eligibility requirements.

**Decision-making**

Assessment is made at arm’s length from the WCCF Board and is a fundamental tenet of the WCCF’s structure and decision-making process.

The Community Cultural Advisory Panel (CCAP) appointed by the WCCF assess applications and then make a recommendation to the WCCF Board for final approval.

The CCAP is comprised of community members, who by virtue of their knowledge and experience, are equipped to make a fair and informed assessment of artistic work and/or applications. The CCAP is chaired by a member of the WCCF Board and is assisted by an Arts Development Officer of Wyndham City Council in a non-voting capacity.

**Assessment of your application**

The CCAP will assess your application against the published selection criteria. Assessment of applications and decisions are made by the CCAP primarily on the basis of the information supplied by you in your application and your support material.

The CCAP may also take into account information from other sources, such as:

* Their attendance at performances and other events;
* Reports from members of appropriate peer groups, who may be asked to provide formal assessments of designated works;
* Reviews, videos and recordings, referee reports and other material;
* Any previous Wyndham Community Cultural Foundation Project Acquittal reports and performance agreements you may have had.

The CCAP may seek further information from you - including inviting you to attend an interview or presentation

The success of your application will rest ultimately on the merits of your proposal against published criteria and in competition with all the other applications considered for support

NOTE:The board’s decision is final and cannot be challenged.

WCCF and its CCAP will abide by all of the appropriate standards relating to conflict, to the need to recognise all relevant legislation and to all business principles that apply to the conduct of the Foundation.

**Notification of decisions**

Each applicant will receive a formal letter notifying them of the outcome of their application.

Please inform the WCCF of any change of address or contact details.

**No guarantee of ongoing support**

Approval of any support to an individual, group or organisation does not commit the WCCF or its Allocations Committee to any future or ongoing support of that individual, group or organisation. Support will be provided to those who best meet the selection criteria within the amount of funds available from the WCCF’s yearly distribution budget.

**FURTHER INFORMATION**

The following should be noted in relation to applying to the WCCF for funding:

**Australian Business Number (ABN) registration**

As a general rule, the WCCF will only deal with suppliers who have an Australian Business Number (ABN), unless there is clear evidence that the proceeds of support is not assessable for tax purposes (for example, hobby or recreational activities). The evidence required will be a Statutory Declaration.

In relation to the WCCF funding programs, if an applicant has not provided an ABN, the government requires that we deduct withholding tax at the top marginal personal income tax rate of 48.5%.

**Tax invoices**

Successful applicants with an ABN who are also registered for GST must issue the WCCF with a tax invoice in accordance with the Australian Taxation Office (ATO) requirements.

**Transfer or payment of funds (where required)**

The payment funds will be made to the applicant through an agreed time line for payment.

**Goods and Services Tax (GST)**

When completing the budget section of your funding application, please note that if you are registered for GST your expenditure and income should include the GST to be paid.

If you are not registered for GST your expenditure should be exclusive of GST.

**Taxation advice**

Where funds provided by the WCCF may be considered as part of your income in a financial year they should be considered therefore to be subject to tax.

It is up to you to determine your situation and we suggest you consult your financial adviser or refer to the Australian Taxation office on 13 28 66 or visit www.ato.gov.au.

**Privacy**

WCCF treats all information provided in a support application in accordance with the Data Protection and Privacy Act 2014.

The information provided in the application is required for processing and assessment purposes.

If you provide any personal information about other individuals in support of your application, it is your responsibility to ensure that they are aware you have done so.

**Copyright**

Where an activity will use copyright materials, it is the applicant’s responsibility to provide all the necessary information on copyright clearances and permission. The WCCF reserves to itself the right to publicise the recipients of support, and can use material produced as a result (or photographs from productions etc.) for future publicity purposes either on the WCCF itself or the process of development, enhancement and promotion of arts and culture within the City of Wyndham.

Further information on copyright is available from the Australian Copyright Council website www.copyright.org.au

**Indigenous policy statement**

When submitting an application, consideration will be given where relevant to the preservation of Indigenous Art practices.

In order to work with an Indigenous Artist or within an Indigenous Community, the applicant must provide further documentation to show the approval or confirmation from the individual or community.

When working with an individual or group in Indigenous Art practices, respect must be shown towards the customs of the people and communities. It is essential that an understanding towards the cultures in the various indigenous communities within Australia is adhered to. The work produced must represent and be relevant to Indigenous Australians.

For more information regarding Indigenous Art practices refer to the following publications. ‘*Indigenous Protocol Guides,’* developed by Terri Janke and Robynne Quiggin

*‘Valuing Art, Respecting Culture’* by Daureen Mellor and Terri Janke

**Rights and responsibilities**

WCCF support does not imply or determine that the WCCF endorses the views of the artists or participants involved in the supported activity. However in accepting support from the WCCF, recipients are expected to undertake the agreed activity within both the spirit and the letter of the Australian legislative framework.