



# Wyndham Community Cultural Foundation Ltd

## GUIDELINES – Significant Acquisitions (up to \$10,000)

The Wyndham Community Cultural Foundation (WCCF) offers up to \$10,000 per applicant for the acquisition of specialist equipment for the purposes of cultural production.

Applications will be considered on a case by case basis to improve and assist with the ongoing development and promotion of arts and culture activities in the community of Wyndham.

### What acquisitions may be eligible for support?

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*Examples include:*

- Musical instruments
- Purchase of literature
- Purchase of sheet music
- Purchase of use of copyrighted materials – such as performance rights
- Essential equipment associated with visual art, graphic & craft design
- Purchase of works of visual arts and crafts

### Who can apply?

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

Applications will be assessed using the following criteria:

- Demonstrated need or local significance of the proposed acquisition
- How the acquisition benefits the community of Wyndham
- Ability of the community group/ organization to care for the acquisition (as detailed in the conditions below)

Applicants must be either:

- Individual Artists/ Cultural Practitioners
- Arts and/or cultural custodians, educators or workers
- Incorporated community or cultural organisations

## Conditions

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If your application is successful, you will receive a letter. This letter will contain a Memorandum of Understanding with the conditions that represents the WCCF's contract with you.

Standard conditions require you to:

- Meet the WCCF's aims and objectives
- Respond to requests for information about the use of the acquisition
- Comply with all applicable laws
- Acknowledge the WCCF's support in all promotional material associated with the acquisition including;
  - Use of the WCCF's logo on all published materials
  - Acknowledgement of the WCCF in all written materials about the acquisition
  - Engraving or permanent labelling of the acquisition as the property of WCCF.
- Provide a written report about use of acquisition upon request

Acquisitions are subject to a range of special conditions:

- Acquired items will be added to the Asset Register of the WCCF. The WCCF reserves the right to withdraw the item or items at any time from the community body or individual.
- Each item acquired will remain the property of the WCCF but will be used, maintained, housed & insured by the community body or individual entrusted with its care.
- Each item must have suitable recognition attached permanently e.g. a plaque or engraving stating this item remains the property of the WCCF.
- The community group or individual must insure the acquired items annually and provide evidence to the WCCF each year (e.g. a Certificate of Currency from the insurance company when renewed every year).
- The community group or individual must maintain the WCCF's acquisition in good working order and condition at all times.
- The community group or individual will be responsible for any loss or damage of the said item whilst in their care.
- The item must be used for the benefit of the wider community to assist with the ongoing development and promotion of arts and culture activities in the community of Wyndham.

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

## Recognition of Cultural Foundation

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

**The WCCF logo and text acknowledgment of support must be included on all promotional materials produced by the recipient in relation to the acquisition.**

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.

## Activities Not Funded

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The WCCF does not accept applications for the following:

- Projects or activities that do not meet the WCCF's 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

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Applicants should obtain and fill in the Acquisitions Application Form which details:

- Applicant details
- A description of the acquisition
- An outline of how the acquisition benefits the community of Wyndham
- An outline of how the acquisition fulfils the WCCF's aims of the development, encouragement and promotion of arts and culture in the City of Wyndham.

When your application form is completed, submit it via email along with the required support material to: [wyndhamccf@gmail.com](mailto:wyndhamccf@gmail.com)

**You should also keep a copy of your application for your own records.**

*NOTE: Applicants may be invited to attend an interview/presentation*

## HOW WE PROCESS YOUR APPLICATION

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### **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 WCCF 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

**Please note:** the board's decision will be 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**

A formal letter notifying you of the outcome of your application will be posted to you. Please inform us promptly 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 Ltd 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 Foundations yearly distribution budget

## **FURTHER INFORMATION**

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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 Ltd



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 Ltd 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 [HYPERLINK http://www.ato.gov.au](http://www.ato.gov.au)  
[www.ato.gov.au](http://www.ato.gov.au).

### **Privacy**

The 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 Foundation itself or the process of development, enhancement and promotion of arts & culture within the City of Wyndham.

Further information on copyright is available from the Australian Copyright Council website [www.copyright.org.au](http://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**

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