



# Application Guidelines

## Important Information

Applications must be prepared in accordance with these Application Guidelines and only online applications will be accepted.

**Round 1 applications close at 5.00pm AEST on March 31. (Extended to April 30 for the 2021 round).**

**Round 2 applications close at 5.00pm AEST on August 31.**

Applications will be acknowledged by email. All applicants will be notified of the outcome as soon as possible.

## Selection Process:

### 1. OVERVIEW OF THE ULUMBARRA FOUNDATION

The Ulumbarra Foundation has been established to attract philanthropic support for City of Greater Bendigo's performing arts.

A strong performing arts sector with the ability to contribute to its own development will benefit regional residents and businesses alike by adding to the rich tapestry of cultural experiences in the City of Greater Bendigo.

### 2. STATEMENT OF REQUIREMENT

#### 1. Eligible Organisations

The grant is available to not-for-profit, incorporated associations working in the performing arts and related industries, within the City of Greater Bendigo.

#### 2. Amount of Funds Available

Up to \$5,000 is available to eligible organisation/s to undertake specific activities within twelve months from the provision of grant monies.

#### 3. Use of Grant funding

Grant funding may only be used to support expenses associated with a specific project.

Funding will not be made available for/to the following:

- On-going costs associated with the daily operation of the organisation such as staff wages, rent utility and general administration expenses.
- Retrospective expenses such as costs incurred during the preparation of your application or costs associated with a project that is already underway

#### 4. Performance Reporting

As part of the grant process, the recipient will be required to submit a final project report at the completion of the project or at end of the 12 month period, whichever is earlier.

### 3. SELECTION CRITERIA & SELECTION PROCESS

#### 1. Principle

The overriding principle guiding the selection process is the value to performing arts in delivery of the project within the City of Greater Bendigo.

## 2. Process

The process will be an open competitive selection process.

## 3. Selection Criteria

- Demonstrate how the proposal will be of benefit to the City of Greater Bendigo community
- List the outcomes the project is expected to achieve
- Demonstrate that these outcomes address an existing need and are achievable
- The application must demonstrate an ability to plan, manage, monitor and evaluate the project

## 4. Supporting Information

Applicants may be asked to provide supporting information about their organisation's aims and objectives.

## 5. Stages in the Assessment Process

Applications will be assessed in accordance with the selection criteria and the assessment process below.

### Stage 1

Receipt and registration of applications and initial screening for compliance and eligibility of applicants

### Stage 2

Assessment against selection criteria and shortlist generated

### Stage 3

Shortlisted applicants interviewed

### Stage 4

Selection and notification of successful applicant/s. The decision of the Board of the Ulumbarra Foundation is final.

## 4. TERMS AND CONDITIONS OF APPLICATIONS

### 1. Application conditions

Your application is not an agreement or contract. Meeting the Selection Criteria does not guarantee funding. Applicants will be assessed and prioritised according to the extent to which they meet the Selection Criteria.

### 2. Checks of Applicants

As part of the Selection Process the Board of the Ulumbarra Foundation may undertake further checks of applicant/s to ensure their eligibility.

### 3. Applicants' Responsibilities

It is the responsibility of the applicant to ensure that the application is complete and accurate.

### 4. Conflict of Interest

Applicants must notify The Board of the Ulumbarra Foundation immediately of any actual or potential conflict of interest that may arise during the preparation of the application.

### 5. Promotion

The successful applicant/s must be willing to participate in mutually agreed promotional activities at the request of The Board of the Ulumbarra Foundation.

### 6. Successful Applicants

Successful applicants will be ineligible to apply to the **Performing Arts Power-up** fund in the two funding rounds immediately following their successful application.