

Community

INVESTMENT PROGRAM

Creative



Application and Funding Guidelines

Contents

1. Introduction	2
1.1. Purpose and Objectives	2
1.2. Funding Options	2
2. Application and Assessment	3
2.1. Eligibility	3
2.2. Exclusions	3
2.3. Assessment Criteria	3
2.4. Application and approval process	4
3. Acquittal details	5
3.1. Conditions, reporting and acquittal	5
4. Enquiries	6

Community Creative

1. Introduction

1.1. Purpose and Objectives

Randwick City Council is committed to empowering our local communities through investing in ideas, initiatives and services which are inclusive, needs-based, impactful and create a 'sense of community'.

Community Creative offers funding and fee support (waivers) to support the growth and innovation of the creative arts sector* within Randwick City. This investment stream funds a range of activities, projects and events that provide opportunities for creative practitioners, groups, or organisations to connect communities and showcase the City's creative arts and culture to a broad local audience.

**The 'creative arts sector' describes a collective of individuals, practitioners and businesses with creativity at their heart – for example: design, music, publishing, film and video, crafts, visual art, fashion, literature and the performing arts.*

Objectives

- To increase Randwick's reputation as a leading creative and cultural hub
- To increase activation of Randwick City Council's creative and cultural spaces
- To encourage excellence and innovation in the delivery of arts and culture projects
- To increase access and community participation in the arts and recognise the contribution of First Nations people

Community Creative is aligned to Council's [Arts and Culture Strategy](#).

1.2. Funding Options

	Cash + optional Fee Support	Fee Support only
Description	<ul style="list-style-type: none"> • Cash, with fee support when related to cash projects 	<ul style="list-style-type: none"> • Fee support only • Full or partial waiving of fees for the hire of Council venues, facilities, and services, including the cost of: <ul style="list-style-type: none"> ○ Indoor venues ○ Open space and beach hire ○ Street banners ○ Road closures ○ Waste services ○ Lifeguard services ○ Nursery (plant donations)
Frequency	3 rounds per year	Open all year round
Budget	\$192,075 per year	
Funding limits	Organisations: \$20,000 per application Individuals/sole traders: \$10,000 per application	

2. Application and Assessment

2.1. Eligibility

Applicants **must** be located within the boundaries of the Randwick LGA or seek to exhibit within the Randwick LGA to a predominately local audience. The applicant must fall into one of the following categories:

<ul style="list-style-type: none"> Local arts organisations 	<ul style="list-style-type: none"> Not-for-profit organisations
<ul style="list-style-type: none"> Community-based volunteer groups and associations 	<ul style="list-style-type: none"> For-profit organisations (the project, event or activity must be not-for-profit)
<ul style="list-style-type: none"> Social enterprises 	<ul style="list-style-type: none"> Individuals and sole traders

2.2. Exclusions

- State or Federal Government departments
- Schools, TAFEs, colleges, and universities (P&C or student associations may apply)
- Political parties
- Applicants with outstanding or unsatisfactory acquittals relating to funding previously received from Randwick City Council

The Community Creative stream does not fund:

- Bonds for venue hire
- Activities that have already occurred (no retrospective funding)
- General operational expenses (e.g., rent, staff wages, insurance, conferences)
- Requests for individuals to attend forums, workshops, conferences, training courses, competitions, or similar.

2.3. Assessment Criteria

Applications are assessed competitively. Due to demand for Community Creative funding consistently exceeding the available budget, not all eligible applications are successful. Successful applicants may be offered full **or** partial funding.

The assessment panel may also decline to recommend expending all available funds, and instead recommend that Council roll over funds to a subsequent round, if the remaining applications are considered as lacking sufficient merit to warrant funding under the assessment criteria despite being otherwise eligible.

Cash + optional Fee Support	Fee Support only						
<ul style="list-style-type: none"> • Excellence and innovation in creative practice and delivery • Evidence of ability to deliver the project • Capacity to enhance access to the arts and foster inclusion for diverse communities • Evidence of community benefit, audience size, and capacity to evaluate community impact and outcomes • Evidence of a realistic budget and value for money 							
<ul style="list-style-type: none"> • Capacity to meet acquittal requirements, including evidence of expenditure 	<ul style="list-style-type: none"> • A demonstrated financial need for reduced/waived fees (based on organisational size*): <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 20%;">Small</td> <td>Annual revenue under \$500,000</td> </tr> <tr> <td>Med</td> <td>Annual revenue of \$500,000 or more, but under \$3 million</td> </tr> <tr> <td>Large</td> <td>Annual revenue of \$3 million or more</td> </tr> </tbody> </table> <p style="text-align: center; font-style: italic;">*Priority for Fee Support is given to small and medium-sized organisations</p>	Small	Annual revenue under \$500,000	Med	Annual revenue of \$500,000 or more, but under \$3 million	Large	Annual revenue of \$3 million or more
Small	Annual revenue under \$500,000						
Med	Annual revenue of \$500,000 or more, but under \$3 million						
Large	Annual revenue of \$3 million or more						

2.4. Application and approval process

	Cash + optional Fee Support	Fee Support only
Frequency	<ul style="list-style-type: none"> • 3 rounds of funding per year <p><i>(See the Randwick Council website for round dates)</i></p>	<ul style="list-style-type: none"> • Open all year round (or until budget is spent)
Application Process	<ul style="list-style-type: none"> • Applications are made online via SmartyGrants. A link will be made available on the Randwick Council website. • Council reserves the right to transfer applications to the Community Connect funding stream if deemed more appropriate. 	<ul style="list-style-type: none"> • All applications are made online via SmartyGrants. • The application link will be available on Randwick Council's website from 1 July of each year. It will remain open for 12 months or until the annual budget is expended.
Timing	<ul style="list-style-type: none"> • Each round remains open for applications for a period of 4 weeks. Late applications are not accepted. • Applicants can expect to be notified of the outcome of their application approximately 6 weeks after the round's closing date. 	<ul style="list-style-type: none"> • Applications are open all year round or until the annual budget is expended. • Applications should be submitted 4 weeks prior to the date required. • Applicants can expect to be notified of the outcome of their application within 2 weeks of submission.
Delivery Period	<ul style="list-style-type: none"> • 6 months 	<ul style="list-style-type: none"> • 12 months
Assessment and	<ul style="list-style-type: none"> • Eligible applications are reviewed by an Assessment Panel. 	<ul style="list-style-type: none"> • Applications are assessed and approved by delegation of the General Manager.

approval process	<ul style="list-style-type: none"> All funding recommendations are reported to Council for final approval at a monthly meeting. 	<ul style="list-style-type: none"> If approved, the applicant may receive full or partial Fee Support.
Fee Support quotes and availability	<ul style="list-style-type: none"> Requests for cash only are not required to produce quotes at the point of application, though a detailed budget must be included. For applications which include a Fee Support component, please follow the adjacent process regarding quote requirements. 	<ul style="list-style-type: none"> Prior to application, the applicant must contact the relevant Council Department to confirm availability and secure a quote. A copy of the quote must be attached to the application. <p>See Department contact details in the table below.</p>

Venue name	Booking contact details
Open Spaces (i.e. parks, beaches, reserves etc.)	Ph: 9093 6642
Sports fields	E: sportsfieldbookings@randwick.nsw.gov.au
Community centres and halls: See the Randwick Council website for a full list of venues available: randwick/facilities-and-recreation/buildings/Centres-and-halls	Availability and enquiries: Spaces for Hire - Randwick City Council or call Customer Service on 1300 722 542
Randwick Town Hall	Ph: 9093 6827
Prince Henry Centre and Randwick Community Centre	Ph: 9093 6200
Des Renford Aquatic Centre	Ph: 9093 6300
Libraries: Meeting rooms & exhibition spaces	Ph: 9093 6400
Randwick Literary Institute	Ph: 9093 6140
Street Banners	Check fees listed here: Street banners - Randwick City Council (nsw.gov.au) and call 9093 6820 to make a booking
Nursery (plants)	Ph: 9093 6250

3. Acquittal details

3.1. Conditions, reporting and acquittal

- Recipients of cash funding must provide Council with an invoice prior to payment. All recipients must sign and adhere to a funding agreement.
- Any significant change to the purpose of the original funding, including but not limited to the delivery period, location, or activity, must be approved by Council officers prior to the change being implemented.
- Recipients must acknowledge Randwick City Council's contribution to their project. This may be through communications, promotional material, and by extending an invitation to the Mayor for any funded event, launch or activity (where appropriate).

- Recipients (except Fee Support recipients) must provide an 'End of Project' acquittal report. A template will be provided by Council for this purpose.
- Any unspent monies exceeding \$100 must be returned to Council once the project has been finalised.

4. Enquiries

All enquiries should be directed to Council's Community Development team:

Ph: 9093 6677

Email: grants@randwick.nsw.gov.au

Web: [Community Investment Program - Randwick City Council](#)