



Annual Arts Grants

2024 Guidelines

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Acknowledgement

The City of Melbourne respectfully acknowledges the Traditional Owners of the land we govern, the Wurundjeri Woi-wurrung and Bunurong Boon Wurrung peoples of the Eastern Kulin and pays respect to their Elders past, present and emerging.

We acknowledge and honour the unbroken spiritual, cultural and political connection the Wurundjeri, Bunurong, Dja Dja Wurrung, Taungurung and Wadawurrung peoples of the Eastern Kulin have to this unique place for more than 2000 generations.

We are committed to our reconciliation journey, because at its heart, reconciliation is about strengthening relationships between Aboriginal and non-Aboriginal peoples, for the benefit of all Victorians.

Overview

Council's vision is to consolidate Melbourne's strengths as a creative city: a place that inspires experimentation, innovation and creativity and fosters leaders of ideas and courage.

The City of Melbourne [Council Plan 2021-25](#)¹ establishes a framework for this vision, guided by the values of integrity, courage, accountability, respect and excellence.

Our [Creative Strategy 2018-28](#)² places creativity and creative people at the heart of the City of Melbourne's work. It inspires new thinking, new ideas and new connections to address our city challenges and drives our [Creative Funding Framework 2019-24](#)³.

The key objective of our creative funding is to support artists of all backgrounds, at all stages of their careers and across all artforms and practices to test, develop and realise ideas that:

- build our city profile as a place for experimentation, expression and excellence
- create bold and challenging works
- emerge through collaborative projects and partnerships
- are accessible for all Melbournians and visitors to experience
- contribute to artistic, cultural and heritage outcomes for Aboriginal and Torres Strait Islander people.

The Annual arts grants support artists and small to medium arts organisations to develop, present and work locally through project funding and residencies.

In 2023, the Annual arts grants program provided just over \$1,000,000 funding to 94 successful applicants.

Application dates

Grants are for activities taking place in the 2024 calendar year.

Applications open: 1 May 2023

Applications close: 5pm, 13 June 2023

¹ <https://www.melbourne.vic.gov.au/about-council/vision-goals/Pages/council-plan.aspx>

² <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/Pages/creative-strategy-2018-28.aspx>

³ <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/Pages/creative-funding-framework.aspx>

Notification to applicants: October 2023

Aboriginal artists

Applications for Aboriginal Arts Project grants will open on 21 August and close at 5pm on 1 October 2023 for activities taking place in 2024. Visit [Aboriginal Arts Grants](https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/funding/Pages/aboriginal-arts-projects.aspx)⁴ for more information and to view the guidelines.

⁴ <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/funding/Pages/aboriginal-arts-projects.aspx>

Grant categories

The following grants are available for activities taking place in 2024.

Category	Grant	Open to
Arts projects	Up to \$20,000 for the creation and presentation of projects that are shared with the public Up to \$5,000 for developments only	Open to artists and small to medium arts organisations
Aboriginal arts projects	Up to \$20,000 for the creation and presentation of projects that are shared with the public Up to \$5,000 for developments only	Open to Aboriginal and Torres Strait Islander artists and small to medium arts organisations Note: Applications for Aboriginal arts project grants⁵ will open on 21 August 2023
Arts residency: Boyd Studio-1	\$10,000 plus studio space in-kind	Open to artists and small to medium arts organisations Two residencies of six months duration: 12 January to 30 June and 4 July to 15 December 2024
Writing residencies: Boyd Garret Libraries	Boyd Garret: \$10,000 plus studio space in-kind Libraries: \$5,000 plus studio space in-kind	Open to writers in any genre Boyd Garret: one residency of 12 months duration 12 January to 15 December 2024 Libraries: two residencies of three months duration (dates and library location to be negotiated)
Arts residency: Art and Heritage Collection	\$10,000 plus access to and a limited residence in the Art and Heritage Collection	Open to individual artists One residency of up to 12 months duration including up to 10 days in residence with the Collection at Melbourne Town Hall (dates to be negotiated)

General eligibility

Applicants must meet the following general eligibility plus any specific grant category eligibility:

- be an artist or small to medium arts organisation
- undertake and complete the proposed work between 1 January and 31 December 2024
- submit only one application by the close date
- have viewed and understood the City of Melbourne municipal [boundary](#)⁶ requirements
- have no outstanding acquittals or debts to the City of Melbourne.

⁵ <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/funding/Pages/aboriginal-arts-projects.aspx>

⁶ <https://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/City-maps.aspx>

The program does not support:

- projects already supported by another City of Melbourne funding program
- applicants who are supported by another City of Melbourne funding program for the same project
- multiple applicants submitting applications for the same project
- public outcomes that take place outside the City of Melbourne [boundaries](#)⁷
- courses, education programs or activities that are required for an accredited course of study
- podcasts that do not have an arts focus
- projects that are curated and presented by other Council programs including projects at Arts House, ArtPlay and Signal
- permanent works in outdoor spaces including on private and public buildings
- activities that have a primary focus on fundraising
- competitions, prizes or awards
- organisations funded through Council's Arts and creative investment partnerships program
- political organisations or activities that have a party political purpose
- applicants who are current City of Melbourne employees and contractors
- government departments or agencies, foundations or grant making bodies
- applicants or activities that denigrate, exclude or offend parts of the community or that breach Commonwealth and State anti-vilification laws.

Canvassing or lobbying of Councilors, City of Melbourne employees or assessors in relation to a grant application is prohibited and will deem the application ineligible.

Budget

All applicants (excluding creative developments) are required to provide a realistic budget using the template provided in the application form.

Income

Include all sources of income (confirmed and unconfirmed) required to fund the costs of the project, such as:

- City of Melbourne arts grant request
- other grants or sponsorship (from government, philanthropic, private, corporate)
- earned income (for example ticket and publication sales)
- in-kind support.

Expenditure

Grants can be used to cover costs such as:

- artist fees (compulsory)
- administration costs (for example auspice fee, non-artist salaries)

⁷ <https://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/City-maps.aspx>

- production costs (for example venue hire, materials, technical, equipment hire, permit fees, framing, installation, freight, project management)
- promotion and marketing costs (for example design, printing, publicity, advertising, documentation)
- public liability insurance (for further information about insurance, visit [Creative Spaces⁸](#) or the [Arts Law Centre of Australia⁹](#))
- costs to make project outcomes accessible to Deaf and Disabled audiences (for example Auslan, captioning, audio description).

Grants cannot be used for:

- international travel and accommodation
- capital works, facility maintenance and improvements.

Support material

Artistic and other support material is a critical part of an application and reviewed as part of the assessment process for merit and quality. Applicants should consider quality of support material over quantity and only include relevant material that strengthens the proposal.

Support material examples:

- artistic CV summaries for key artists (compulsory). Limit of one page per artist, consolidated into one document is preferred.
- examples of current, proposed or past works (compulsory). Limits: up to 10 images consolidated into one file / up to five minutes of moving image / script excerpts up to 10 pages / up to three audio tracks / up to three specific URL's.
- timeline
- tentative booking quote or email communication from the venue manager (required for projects with a public outcome)
- peer/industry support letter (up to three consolidated into one file)

Support material must be in a format compatible with Microsoft Office 2016/365, Adobe Acrobat Reader version 23, Microsoft Internet Edge version 111, and Microsoft Windows Media Player version 12.

How to apply

1. Read the guidelines thoroughly, view the grants briefing presentation and the grant recipient application tips [videos¹⁰](#)
2. preview the application [forms¹¹](#)
3. Contact the arts grants team with any queries
4. Allow ample time to plan, research, gather support material and to draft your application.
5. Complete and submit only one online application by 5pm on the closing date. Late applications will not be accepted.

⁸ <http://www.creativespaces.net.au/resources/public-liability-insurance>

⁹ <https://www.artslaw.com.au/information-sheet/liability-and-insurance/>

¹⁰ <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/funding/arts-grants/Pages/arts-grants.aspx>

¹¹ <https://melbourne.smartygrants.com.au/>

Assessment process

All applications undergo an eligibility check by staff. Eligible applications are assessed by an external panel of peers against the criteria in a competitive process. The list of [assessment panel members¹²](#) is published online.

Assessment recommendations are considered and determined by Council. All funding decisions are final. Unsuccessful applicants are eligible to re-apply in future funding rounds in accordance with the grant guidelines.

The City of Melbourne reserves the right to reject any application that is ineligible or does not meet the grant category criteria. Applications are assessed as they have been submitted. Further information may be requested in order to consider an application. Assessment panels may recommend part funding.

Applications are confidential. The contents will not be disclosed to any person outside the application and assessment process. A project summary will be used in reports to council.

The list of successful applicants will be published on the City of Melbourne's website.

Terms and conditions

- Grant recipients must comply with any additional terms and conditions specific to the grant category.
- Successful applicants must sign a letter of agreement with City of Melbourne detailing the grant obligations.
- Grant payments are subject to receipt of a tax invoice (with Australian Business Number) and any other information requested by City of Melbourne (for example revised budget/project details and venue confirmation). Payment terms are within 30 days from receipt of all requested material.
- Grants may be considered taxable income by the Australian Taxation Office (ATO) and recipients must determine their own taxation responsibilities.
- The City of Melbourne will not be responsible for shortfalls in project budgets if the grant recipient is unable to meet project costs.
- Grant recipients must provide an acquittal report at the completion of the project.
- The City of Melbourne reserves the right to invite artists to apply.

Help available

For further information refer to the [FAQs¹³](#), contact the Arts Grants team on 03 9658 9658 or email artsgrants@melbourne.vic.gov.au

Application support

If the application form is not accessible to you please contact the Program Manager on 0481 099 439 to discuss alternative ways of submitting an application (for example by video or audio). Applicants can also seek assistance in the following ways:

¹² <https://www.melbourne.vic.gov.au/about-council/governance-transparency/Pages/grants-and-sponsorships.aspx>

¹³ <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/funding/arts-grants/Pages/arts-grants.aspx>

Deaf and Disabled artists

If you are deaf, hearing-impaired, or speech-impaired, contact the Program Manager via the National Relay Service 133 677.

Applicants can contact Arts Access Victoria (AAV) for auspicng services. Contact info@artsaccess.com.au or phone (03) 9699 8299.

Artists from culturally diverse backgrounds

Applicants can contact Multicultural Arts Victoria (MAV) for application support. Contact miriam@mav.org.au

Our multilingual information telephone service provides access to [translators¹⁴](#) and information in different languages.

Technical assistance

Refer to the SmartyGrants [Help Guide¹⁵](#) or contact the support desk 9am - 5pm Monday to Friday on 03 9320 6888 or email service@smartygrants.com.au

Other funding opportunities

The City of Melbourne offers a wide range of [opportunities¹⁶](#) to support artists and the broader Melbourne community to deliver a range of quality programs and activities. There are also specific opportunities through [Arts House¹⁷](#), [Signal¹⁸](#) and [ArtPlay¹⁹](#).

¹⁴ <https://www.melbourne.vic.gov.au/community/health-support-services/multicultural-services/Pages/translation-services.aspx>

¹⁵ <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

¹⁶ <https://www.melbourne.vic.gov.au/about-council/governance-transparency/Pages/grants-and-sponsorships.aspx>

¹⁷ <https://www.artshouse.com.au/>

¹⁸ <https://www.melbourne.vic.gov.au/arts-and-culture/signal/Pages/signal.aspx>

¹⁹ <https://www.dhhs.vic.gov.au/coronavirusttps://www.melbourne.vic.gov.au/arts-and-culture/artplay/Pages/ArtPlay.aspx>

Arts project grants

Overview

These grants assist artists and small to medium arts organisations to create and present work. Applications are open to artists from all backgrounds and career stages working in any artform or practice.

Support will be considered for the creation and presentation of one-off projects or a specific component of an annual program that results in a public outcome in 2024 (either online or at a venue/location within the City of Melbourne boundaries). A public outcome could be, but is not limited to, a performance, exhibition, installation, artist talk, open studio, rehearsed reading, workshop or development showing.

Support will also be considered for creative developments only (no public outcome required).

Funding available

- Grants of up to \$20,000 for the creation and presentation of projects that are shared with the public (either online or at a venue/location within the City of Melbourne municipal boundaries)
- Grants of up to \$5,000 for creative development only (no public outcome required)

In addition to the grant request, an amount of up to \$2,000 will be considered for specific access costs to help reduce barriers for Deaf and Disabled artists/arts workers involved in the project. Access costs must specifically support the development and presentation of the project (for example artist transport, support worker, carer, Auslan).

City of Melbourne municipal boundary eligibility

Be sure of your eligibility by referring to the following City of Melbourne boundary information:

Our local government geographic footprint encompasses Docklands, East Melbourne, Fishermans Bend, Jolimont, Kensington, North Melbourne, Melbourne's central business district, Parkville, South Wharf, West Melbourne and *parts of* Carlton, Carlton North, Flemington, Port Melbourne, South Yarra and Southbank.

The City of Melbourne municipality *does not include the broader Melbourne metropolitan area*. If in doubt about the suburb boundaries go to our interactive [maps](#)²⁰

Additional eligibility

Applicants must meet the Annual arts grants general eligibility in addition to the following:

- applicants proposing activities in outdoor spaces managed by the City of Melbourne must contact the arts grants team prior to submitting an application
- projects in outdoor spaces must be temporary and not be sited for longer than three months.

To be eligible for a creative development only or for a project that is presented online, applicants must demonstrate a relationship to the City of Melbourne municipality in one of the following ways:

- a permanent place of residence within the City of Melbourne boundaries
- a regular place of employment or study within the City of Melbourne boundaries
- an ongoing creative practice based within the City of Melbourne boundaries (for example a studio)
- previous works presented to the public at venues located in the City of Melbourne boundaries between January 2021 and 13 June 2023

²⁰ <https://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/City-maps.aspx>

- the project idea is about or relates to the City of Melbourne municipality. Ideas may relate to a physical part of the City, a particular community or be a conceptual approach to an aspect of the City. Examples of project ideas that demonstrate this eligibility in a clear way could be: a series of paintings depicting the physical and cultural environment of the *Queen Victoria Markets*; a series of online dance works filmed in the industrial areas of *Docklands* and *West Melbourne*; sound recordings taken from *Bourke Street Mall* adapted for an experimental sound work depicting inner city life; a theatre work exploring the 1950's *Flinders Lane* rag trade scene.

Assessment criteria

Applicants will be assessed against the following priorities:

Priority 1: Excellence (all applicants)
<ul style="list-style-type: none"> creative excellence boldness and experimentation support for diverse and/or emerging artists
Priority 2: Connections and collaboration
<ul style="list-style-type: none"> new connections between artists and others innovative thinking creative collaborations and partnerships connection/relationship to the City of Melbourne
Priority 3: Access and participation
<ul style="list-style-type: none"> different ways in which people can participate in and experience the arts activities that are low cost or free to the public activities that appeal to new or under-served audiences new or unexpected outcome locations/venues public outcomes at different times of day or night
Priority 4: Viability (all applicants)
<ul style="list-style-type: none"> achievable timeline realistic budget, including artist fees key artists are cited relevant high quality support material evidence of appropriate cultural permissions for the use of Aboriginal and Torres Strait Islander stories or content that is not your own

Venues

For assistance in finding a suitable venue for your project outcome within the City of Melbourne boundaries visit [Creative Spaces](http://www.creativespaces.net.au)²¹.

For visual artists, affordable gallery spaces are available for hire at [City Library Gallery](https://www.melbourne.vic.gov.au/community/libraries/bookable-spaces/Pages/city-library-gallery.aspx)²² and [Library at the Dock Gallery](https://www.melbourne.vic.gov.au/community/libraries/bookable-spaces/Pages/library-at-the-dock-gallery.aspx)²³. Contact the gallery team at library.gallery@melbourne.vic.gov.au for more information.

Applicants are required to include venue costs in their budget and a tentative booking email from the venue manager if possible. Successful applicants will be required to provide tentative venue booking information prior to the grant being paid.

²¹ <http://www.creativespaces.net.au>

²² <https://www.melbourne.vic.gov.au/community/libraries/bookable-spaces/Pages/city-library-gallery.aspx>

²³ <https://www.melbourne.vic.gov.au/community/libraries/bookable-spaces/Pages/library-at-the-dock-gallery.aspx>

Note: projects taking place at Arts House, ArtPlay and Signal venues are not supported through the Annual Arts Grants Program.

Outdoor spaces

If your application includes plans for activities in outdoor spaces managed by the City of Melbourne (such as city streets, laneways, parks or open spaces) you must discuss your project with the arts grants team before submitting an application. Such spaces are used for a variety of purposes and restrictions may apply that could affect the viability of your application.

Note: outdoor spaces including Federation Square, State Library forecourt, Arts Centre forecourt and the Royal Botanic Gardens are not managed by the City of Melbourne.

Permits are not required as part of the application process, however applicants must demonstrate awareness of any requirements that may have approval or cost implications for the project budget. Successful applicants must obtain relevant approvals and permits before the grant is paid. Go to [permits²⁴](#) for more information.

Applicants can consider a range of open spaces and locations for their projects. Refer to City of Melbourne interactive [maps²⁵](#).

²⁴ <https://www.melbourne.vic.gov.au/pages/permits.aspx>

²⁵ <http://maps.melbourne.vic.gov.au/>

Arts residencies

Arts residencies provide support to advance the practice of artists and small to medium arts organisations through the provision of studio space and facilities. Artists may work in any artform or creative practice and applications that propose collaborations and partnerships are welcome.

Residencies available

- Boyd Studio-1
- Boyd Garret and Libraries (for writers)
- Art and Heritage Collection

Accessibility

In addition to the grant request, an amount of up to \$2,000 will be considered for specific access costs to help reduce barriers for Deaf and Disabled artists/arts workers involved in the project. Access costs must specifically support the development and presentation of the project (for example artist transport, support worker, carer, Auslan).

Additional eligibility

Applicants must meet the Annual arts grants general eligibility. Arts residency grant recipients in 2023 are ineligible to apply.

Assessment criteria

Applicants will be assessed against the following three priorities:

Priority 1: Excellence
<ul style="list-style-type: none">• creative excellence• boldness and experimentation• support for diverse and/or emerging artists
Priority 2: Connections and collaboration
<ul style="list-style-type: none">• new connections between artists and others• innovative thinking• creative collaborations and partnerships
Priority 3: Viability
<ul style="list-style-type: none">• achievable timeline• relevant high quality support material• evidence of appropriate cultural permissions for the use of Aboriginal and Torres Strait Islander stories or content that is not your own

Terms and conditions

Successful applicants must meet the Annual arts grants terms and conditions in addition to the following:

- provide their own \$20 million public liability insurance cover (not applicable for the Libraries residency)
- include City of Melbourne branding with any work developed during the residency

Intellectual property

Copyright of any works created during the course of the residency continues to vest in the creator.

Boyd Studio-1

[Boyd²⁶](#) is the City of Melbourne's first integrated community service space, housing the Southbank Library, a cafe, family services, meeting rooms and artist studios including Boyd Studio-1.

Residency details

- Number of residencies available: Two
- Duration: six months per residency. Artists are required to be in residence for a minimum of three days per week during normal business hours.
- Artist fee payment: \$10,000
- Studio rent: There is no cost to successful applicants. Rent is valued at \$4,785
- Dates: 12 January to 30 June and 4 July to 15 December 2024

Site details

- Location: Studio-1, Boyd, 207 City Road, Southbank
- Artforms and studio limitations: the studio is not suited to artforms and practices that generate loud noise or require the use of heavy machinery, extractor fans and open flames. There is no grease trap sink. Due to the heritage nature of the building, the studio is not suitable for suspension of equipment or artworks.
- Studio specifications: 57m2 with large windows, good natural light, wooden floors, high ceilings, sink and wireless internet connection.
- Access: Artists will have 24/7 swipe card access to Studio-1 and the Boyd building facilities

To view the Studio-1 space visit [Creative Spaces²⁷](#).

Boyd Garret

Boyd is the City of Melbourne's first integrated community service space, housing the Southbank Library, a cafe, family services, meeting rooms and artist studios including Boyd Garret.

Residency details

Boyd Garret residency supports writers working in any field of creative writing including, but not limited to literature, poetry and scriptwriting.

- Number of residencies available: One
- Duration: 12 months. Artists are required to be in residence for a minimum of three days per week during normal business hours.
- Artist fee payment: \$10,000
- Studio rent: There is no cost to successful applicants. Rent is valued at \$4,160
- Dates: 12 January to 15 December 2024

²⁶ <https://www.melbourne.vic.gov.au/community/hubs-bookable-spaces/boyd-community-hub/Pages/boyd-community-hub.aspx>

²⁷ <https://www.creativespaces.net.au/space/creative-spaces-arts-residency-boyd-studio-1>

Site details

- Location: Boyd Garret, 207 City Road, Southbank
- Studio specifications: 20m2 with large windows, good natural light, carpet, high ceilings
- Access: Artists will have 24/7 swipe card access to the garret and the Boyd building facilities. The garret is only accessible by a staircase.

To view the Garret studio space visit [Creative Spaces²⁸](#).

Libraries

City of Melbourne libraries are creative learning and community spaces. They are home to an array of spaces including meeting and writing rooms, learning and training rooms with computer labs, recording studios, makerspaces, multi-purpose community rooms and performance spaces. To explore the range of spaces on offer at City of Melbourne Libraries visit [bookable spaces²⁹](#)

Residency details

The Libraries residency supports writers working in any field of creative writing.

Writers will have an opportunity to utilise a broad range of library spaces and resources specific to their needs during the residency such as librarian research support and the use of a variety of rooms and spaces across the [City of Melbourne library network³⁰](#).

Applicants are required to describe how they intend to use library resources to support their writing practice.

- Number of residencies available: Two
- Duration: three months per residency (up to 3 days per week to be negotiated)
- Artist fee payment: \$5,000
- Room hire/rent: there is no cost to successful applicants
- Residency dates, library location/s and access: to be negotiated with the successful applicants
- Residency outcome: recipients will be required to participate in one of the Libraries writing workshop groups to share their insights as a practicing writer.

Applicants can contact the Arts Grants team for more information before submitting an application.

Art and Heritage Collection

The [Art and Heritage Collection³¹](#) is the City of Melbourne's repository of artworks including both indoor and outdoor items. These range from historical mayoral portraits to contemporary art including works by Aboriginal and Torres Strait artists and permanent public artworks such as 'Vault'. The City Gallery at Melbourne Town Hall is also part of the Collection program.

²⁸ <https://www.creativespaces.net.au/space/boyd-garret>

²⁹ <https://www.melbourne.vic.gov.au/community/libraries/bookable-spaces/Pages/bookable-spaces.aspx>

³⁰ <https://www.melbourne.vic.gov.au/community/libraries/locations/Pages/locations.aspx>

³¹ <http://citycollection.melbourne.vic.gov.au/>

Residency overview

Are you fascinated by the idea of having behind the scenes access to a collection, to have the opportunity to study historical and contemporary artworks and artefacts closely and to develop your creative practice in response to these holdings?

The Art and Heritage Collection residency provides a unique opportunity for artists in any artform to access and engage with the most extensive local government collection in Australia.

The residency is for experienced artists who have worked independently for a number of years and who can demonstrate how their practice would benefit and develop through re-interpreting the Collection.

The residency includes an engagement and investigation phase of up to 10 days in residence with the Collection during business hours at Melbourne Town Hall.

The residency should be research focused from a creative perspective. Artists are discouraged from indicating pre-determined and specific outcomes in their application.

Applicants will not have physical access to the Collection prior to submitting an application but are encouraged to view it online.

Residency details

- Number of residencies: One
- Duration: up to 12 months including a total of 10 days in residence at Melbourne Town Hall (dates in 2024 to be negotiated)
- Artist fee payment: \$10,000
- Location and Access: Artists will have access to the Art and Heritage Collection at Melbourne Town Hall and various outdoor sites within the municipality.