

Arts & Culture Grant Guidelines 2025

Overview

City of Launceston recognises the important role that creative industries play supporting a vibrant, prosperous, innovative and community that enhances its economic, creative and cultural vitality.

The Arts & Culture Grant is available to assist individual/groups and organisations to:

- support and enhance the cultural life of Launceston
- create employment opportunities for creatives
- attract cultural tourism
- create high quality, new artistic works and innovative ways of working
- increase the opportunities, availability, and accessibility for the Launceston community to engage with cultural and creative activities
- increase participatory experiences including workshops/activities, and programs or activities delivered in public spaces; and
- respond to the objectives or visions outlined in the City of Launceston Public Art Strategy & Cultural Strategy.

The Grant is open to creatives and cultural practitioners at all stages of their career, working across a range of established and emerging art forms and disciplines, as well as eligible organisations and community groups who wish to explore a creative or cultural project of interest that demonstrates a connection to the Launceston local government area.

A variety of creative and cultural projects are supported, including visual art, theatre, performance, writing, literature, music and events.

City of Launceston key strategies

The Grant supports projects that contribute to realising the City of Launceston's vision as a city of inspired people, working together to create the best outcomes for our community. Applicants are encouraged to read the relevant strategies to understand and demonstrate how their project aligns with Council's vision.

- [City of Launceston Cultural Strategy 2020-2030](#)
- [City of Launceston Public Art Strategy 2023-2031](#)

What can you apply for?

The Grant supports the delivery of activities and projects that demonstrate a clear alignment with Launceston's strategic objectives to the community's benefit. Grant requests should focus on providing opportunities for creative and cultural practitioners, paid appropriately, to deliver creative and cultural projects that engage and inspire the community. All proposed activities must consider and address health, safety, and legislative requirements such as risk assessments and permits.



Available funding

There are two tiers of funding available for project/activity support:

- Level 1 up to \$5,000
- Level 2 \$5,001 to \$10,000

Applicants may receive one grant only each financial year for the same project or activity from the City of Launceston.

The City of Launceston reserves the right to offer partial funding for components of projects that demonstrate a clear benefit to the community, or that realise the City's strategic objectives. The City reserves the right to request further evidence of funding requirements.

Who can apply?

- Registered charities
- Community groups
- Incorporated organisations
- Unincorporated organisations with an auspice agreement
- Individual practising artists/performers/musicians (ABN required)
- Not-for-profit associations
- Commercial organisations

Who can't apply?

- Current employees of City of Launceston
- Applicants who have received a City of Launceston grant or sponsorship for the same project within the same financial year
- Federal, local and state government agencies and bodies
- Political parties
- Individuals under the age of 18
- Individuals without an ABN
- Groups without an auspice agreement

If you are unsure of your eligibility, please contact Council's Arts and Culture team for more information.

Application eligibility

Eligible applications will need to demonstrate and comply with the below criteria:

1. The application:
 - a. must be complete and include all required supporting documentation.
 - b. must be received within the grant application period. Late applications will not be considered.
 - c. must be submitted by an authorised person of the organisation or entity and provide evidence of that authorisation.
2. The applicant:
 - a. has appropriate insurance coverage (or a clear plan to acquire) and relevant workplace health

and safety and risk management policies.

- b. has only submitted one application per round of funding
 - c. is not:
 - i. owing any reports or money to council because of previous funding or grants
 - ii. a government agency
 - iii. State or federal levels of government
 - iv. an organisation with gaming machines
 - v. a political party or an organisation whose core purpose is political lobbying, including the lobbying of councillors
 - vi. current council employees and councillors
 - Permanent, fixed-term basis or casual employees (with regular hours that exceed 0.3 of a full-time load).
 - Any applications from organisation which involve council employees or councillors in any capacity must be declared as part of the grant application and will be subject to an eligibility conflict assessment by council.
3. The project:
- a. must be completed within 12 months of the published start date (see application timeline) and must not be for an activity that has a start date which occurred prior to the grant round or that has already taken place.
 - b. contributes to Launceston as a creative and artistic hub and enhances the community and cultural life of the city.
 - c. aligns with the relevant council strategies.
 - d. will be undertaken within the Launceston municipality or demonstrate that it will benefit the City of Launceston community.
 - e. if the activity involves children or young people under the age of 18, you will need to demonstrate compliance with the Child and Youth Safe Framework, as enshrined within the Child and Youth Safe Organisations Act
2023, alongside any other relevant child and youth engagement best practise guidelines inherent to the creative or cultural activity.

If you have any questions in relation to eligibility, please contact our Arts and Culture team before applying.

What can be funded:

- ✓ cultural and creative events, activities or projects that align with council's Cultural Strategy 2020 - 2030 and Public Art Strategy 2023-2031
- ✓ activities, workshops or events which increase opportunities for our community to engage with diverse cultural and creative experiences
- ✓ activities that employ local artists, musicians, storytellers and cultural practitioners in projects that activate our community
- ✓ skills development and capacity building e.g. creative and cultural workshops, professional development and exchange
- ✓ cultural and creative placemaking activities which enhance public spaces
- ✓ early-stage creative project development e.g. workshops, test concepts, initial prototypes.

What won't be funded:

- ✗ built infrastructure and fixtures that are not for community benefit. This does not include creative and cultural works to be installed in the public domain
- ✗ support for all, or elements of, a festival, project or event, which has already received a grant or sponsorship from City of Launceston
- ✗ an event, project or activity which is primarily commercial without significant community benefit
- ✗ normal operating costs of the organisation or group
- ✗ funding for prize money, prizes or trophies
- ✗ activities/events/projects that have commenced prior to funding being approved
- ✗ individual pursuits or professional development without a public outcome
- ✗ activities that lead to a conflict with council's legislative obligations, including competitive neutrality (that is the requirement that activities compete fairly in the market and on equal terms to other businesses), and must not expose council to any unreasonable financial, legal, reputational, or other risks.

How to apply

Read the guidelines in full and start preparing your documentation.

All applications are to be submitted through the grants system, [Smarty Grants](#). The simplest way to access this is through our [website](#).

If you have any questions, speak to us before you apply so we can help you with tips for a successful application.

Contact our Arts and Culture team:

Phone: [03 6323 3000](tel:0363233000)

Email: artsandculture@launceston.tas.gov.au

Application timeline

Submit applications through Smarty Grants: [Apply Here](#).

Use this timeline as a tool to follow the application process and to make sure you meet your obligations along the way.

Applications open	25 April 2025
Applications close	12 May 2025
Notification of application outcome	Late June 2025
Activity Timeframe	
Project starts	After 1 July 2025
Project ends	No later than 30 June 2026
Complete acquittal	Within three months of project completion

Assessment

All grant applications will be assessed for both eligibility and merit assessment of the grant activity. The merit assessment will be undertaken only if the eligibility assessment is successful.

Assessment criteria

Eligible applications will be assessed on individual merit against the following criteria:

Key criteria		Weighting	How we assess this
1	Artistic and/or cultural merit	30%	<ul style="list-style-type: none"> a clear rationale for the project including aims, and expected outcomes demonstrated experience, ability and capacity to deliver the project, including support letters and artistic support material extent to which the activity embraces innovation, originality, high standards, accessibility, social and cultural differences
2	Community engagement and reach	25%	<ul style="list-style-type: none"> how the project will enhance social cohesion, wellbeing and a sense of inclusion through participation or attendance by diverse members of the community
3	Well-planned project	25%	<ul style="list-style-type: none"> a detailed budget viable project plan and timeline showing clear, detailed planning key stakeholder register and supporting evidence or resumes proof of or quote for relevant insurances
4	Alignment with council strategies and values	15%	<ul style="list-style-type: none"> demonstrates alignment with either Public Art Strategy or Cultural Strategy
5	Environmental impact reduction plan	5%	<ul style="list-style-type: none"> identify the potential environmental impact of your project/activity and demonstrate actions that will be taken for reduction.

The Program's applications are assessed by a panel of council officers and representatives from the City of Launceston's Cultural Advisory Committee, before a report is prepared for consideration and endorsement by elected members of council.

Supporting documentation

Applications will need to include supporting documentation, to be uploaded to the *Smarty Grants* system with your proposal.

Supporting documentation may include:

- quotes for any budgeted spend over the value of \$500
- detailed project plans
- letters of support from relevant community stakeholders
- examples of previous projects, including online links, images, multimedia, or pdf document uploads
- resume of key personnel
- Certificate of Incorporation or Constitution Audited financial statement or statement of income and expenditure
- public liability insurance or a quote for planned public liability insurance.

The budget

You must provide a clear budget, outlining funding arrangements for your project. This helps the assessment panel to understand:

- funding arrangements for the project including any other partnerships, sponsorships, funding or in-kind support you have in place for your project
- which components of the project council is funding
- financial contributions you may be making to the project
- projected costs of the project, noting industry appropriate wages (please see NAVA, MEAA or appropriate industry guidelines).

Late applications

Late applications will not be accepted. Please ensure you prepare and upload all documentation well before the due date and time. If you require technical support, get in touch with us as soon as possible.

Successful applications

If your application is approved, you are required to:

- enter into a formal grant agreement with the City of Launceston.
- provide an invoice upon receiving offer. Grants will be paid in full upon receipt of invoice.
- publicly recognise the support provided by Council. Applicants can reach out for assistance on appropriate use of logo and branding material.
- invite a council representative to attend any event related to the project.
- confirm and seek approval for any significant changes to the to the grant project with a council officer.
- complete an acquittal form within three months of the project's completion. Evidence must be provided outlining the project expenditure, outcome and project processes. If the acquittal is not completed within this timeline, you will not be eligible for future grants and may be required to return the funds allocated to your project.

Unsuccessful applications

Applicants will be advised in writing of the outcome within 10 business days of a council decision. Unsuccessful applicants are welcome to arrange a feedback session with a council officer to discuss the results.

Environmental sustainability

The City of Launceston encourages sustainable waste management and environmentally sustainable practices for events.

The City of Launceston adopted a policy to phase out single use plastics at council sponsored events, by 2022. No single use plastics are to be used at both sponsored and non-sponsored events and activities from 1 January 2022 onwards. Approved single use compostable packaging or reusable packaging will be permitted.

You may be required to provide a waste management plan for your project, and this will be requested after the funding application process has concluded.

Two useful guides for waste and environmentally sustainable practices are:

- [Re-think Waste Tasmania - A Guide to Preparing an Event Waste Management Plan](#)
- [The Environment Protection Authority - Sustainable Event Guidelines](#)

Information and support

Applicants are encouraged to speak to one of our Arts and Culture Officers by calling Customer Service on (03) 6323 3000 before submitting.

Please reach out for assistance regarding accessibility or technical support if needed.

Definitions

Culture:

... the social production and transmission of identities, knowledge, beliefs, values, attitudes and understanding; as well as, the way of life, including customs, codes and manners, dress, cuisine, language, arts, technology, religion and rituals; norms and regulations of behaviour, traditions and institutions. Therefore, culture is both the medium and the message – the inherent values, means and the results of social expression (Hawkes, 2001, p. 3).

Arts:

Arts and culture are not interchangeable, but art is a manifestation of culture. Through the arts we can express ourselves and therefore create, or manifest, our culture or values.

The arts may be categorised into three main forms:

- Performing arts: including music, dance, comedy, circus, puppetry, drama, etc.
- Literary arts: including creative writing, poetry, play and script writing, etc.
- Visual arts: including painting, drawing, pottery, sculpture, sewing, other crafts, video and filmmaking, etc.