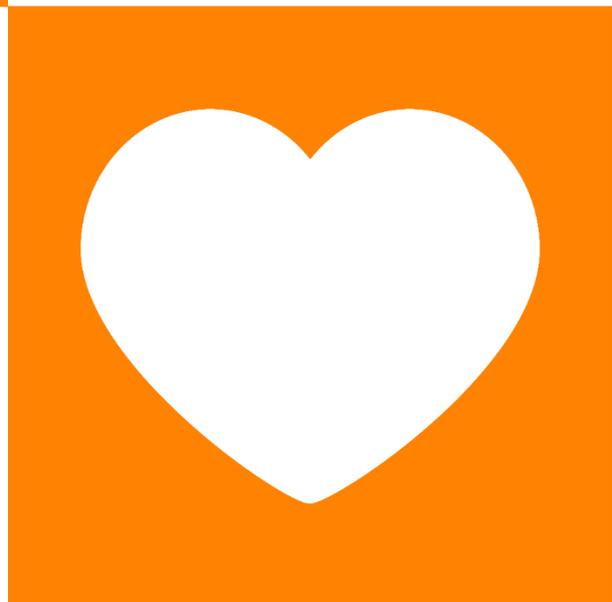
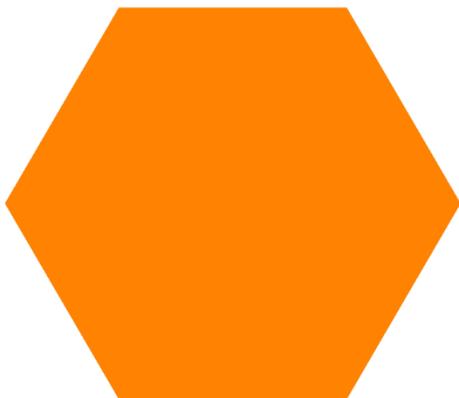
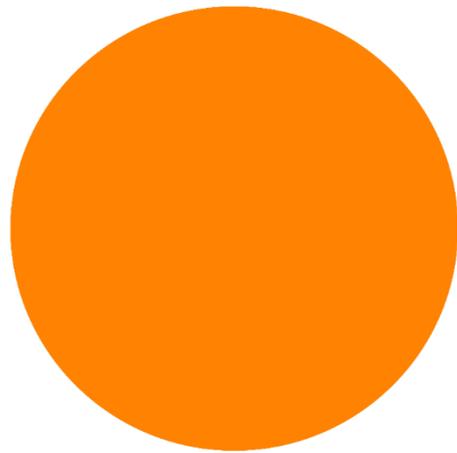


# Dickson Grants

## Program Guidelines

14 November 2019



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# 1. The Pitch

The City Renewal Authority is calling on creative individuals, groups or organisations to deliver place-making projects that will contribute to the vitality and renewal of Dickson's public places.

*'We believe that urban renewal is a continuous process that should be people-focused, design-led, and sustainable. We believe that this can only be achieved through the concerted efforts of government and our community.'*

Through the Dickson Grants we are looking to our community to deliver important projects that will contribute to the cultural and sustainable development of Dickson's public places - think arts activities, events, installations and more. We want to give you a platform to excel in your area of expertise and focus your skills and creativity on delivering projects that build on the story and character of the space it will be delivered. With your help, we want to strengthen our community's connection to the public spaces of Dickson. We're looking for engaging projects that enrich the place experience – experiences that are extraordinary and bring our community back to Dickson again and again.

## 1.1. What is place-making?

Place-making is a place-led collaborative process to create places that people love and feel connected to.

## 1.2. Primary Objective – What's the purpose of this program?

To develop and support the vitality of Dickson through creative and engaging place-making initiatives that strengthen our community's connection to Dickson's public spaces and encourage habitual visitation.

## 1.3. Outcomes – What do we expect you to do?

Dickson Grants funds projects that:

- Strengthen our community's connection to Dickson's public places and encourage habitual visitation;
- Enrich the place experience through creative, innovative, diverse, and inclusive activity that enhances the individual character and amenity of each place;
- Involve and build capacity within our community, and support the local economy; and
- Are committed to sustainable practices (refer to 5.3).

## 1.4. I want in! What do I need to do?

If this sounds like something that you would like to be a part of, read on.

And don't forget, we're here to help.

## 2. Key Details

	Tier 1 Grants	Tier 2 Grants
<b>Funding available</b>	Up to \$10,000	Between \$10,001 and \$50,000
<b>Open for applications</b>	<p>Open once for activity in 2019 - 2020:</p> <ul style="list-style-type: none"> <li>The round will open November 2019 for activities from 1 January to 30 June 2020.</li> </ul>	<p>To be confirmed.</p> <ul style="list-style-type: none"> <li>Updates will be posted on the City Renewal Authority website, <a href="http://www.act.gov.au/cityrenewal">www.act.gov.au/cityrenewal</a>.</li> </ul>
<b>Assessment</b>	Applications are assessed by the City Renewal Authority.	Applications are assessed by an independent panel consisting of representatives from relevant Government agencies and external stakeholders.
<b>Project period</b>	Six months (up to 12 months can be requested where required)	12 months (up to 24 months can be requested where required).

## 3. Background

Dickson Grants is administered and funded by the City Renewal Authority.

### 3.1. City Renewal Authority

The City Renewal Authority was established by the ACT Government on 1 July 2017 to lead urban renewal in the City Renewal Precinct (the Precinct).

*Our Vision* - Our precinct will be the vital heart of a dynamic and internationally competitive city, cherished by its people.

*Our Mission* - We will contribute economic growth and diversity to Canberra's city community by delivering, people-focused, design-led, sustainable and commercially astute projects and programs using sound management processes.

# 4. Eligible Projects

## 4.1. Types of Projects Supported

Dickson Grants can support a range of different projects. All applications that demonstrate that they support the primary objective and the outcomes of Dickson Grants will be considered. Funded projects could include, but are not limited to:

- Arts activities
- Events
- Short-term installations
- Marketing and promotion
- Research and development

## 4.2. Eligible Location

As the Dickson Grants program is funded by the City Renewal Authority, funded projects must occur within the Dickson area. The subject area is bounded by Antill Street to the north, the drainage easement to the south, Challis Street to the west and Cowper Street to the east.

**Funded area** (a larger version of this map is at Appendix A)



# 5. Strategic and Program Alignment

## 5.1. Strategic Alignment

Dickson Grants aligns with the City Renewal Authority's [2025 Strategic Plan](#).

### 5.1.1. 2025 Strategic Plan

Of the Authority's five strategic goals, Dickson Grants supports Goal 1 and 3 in particular:

*Goal 1 - 'Curation of high-quality places and precinct development, taking a people-focused and design-led approach'.*

*Goal 3 – 'Application of robust and innovative social and environmental sustainability principles and programs that will underpin precinct-wide renewal'.*

### 5.1.2. Sustainability Strategy

Dickson Grants supports all four key principles of the Authority's [Sustainability Strategy](#), including:

*Climate-wise design – Healthy, comfortable places for people and nature, adapted to climate change.*

*Social and economic vibrancy - Diverse, thriving neighbourhoods with a public realm to support social connectedness and community health and wellbeing.*

*Sustainable use of resources - Highly efficient use of natural resources, capturing and reusing surpluses.*

*Active travel - Healthy, low-impact active travel infrastructure that enhances walking and cycling experiences and uptake.*

For more details on the Authority's position on sustainability and opportunities for Dickson Grants applicants to incorporate sustainable practices into their project refer to '6.3. Contributing to a sustainable city'.

## 5.2. Program Alignment

### 5.2.1. Dickson Place Plan

Dickson is a suburb rich with cultural diversity and the Dickson Group Centre reflects this diversity with several distinct areas with different personalities and things to do. The Dickson Place Plan is a dynamic and practical list of actions to be that seek to guide the development of Dickson's urban environment. The actions have been guided by a strong understanding of place, community consultation, guiding principles and vision for creating a diverse Dickson.

Dickson Grants funding can support projects that contribute to the actions and aims of this Plan. The Dickson Place Plan is available on the City Renewal Authority website at <https://www.act.gov.au/cityrenewal/places/dickson>.

### 5.3. Contributing to a sustainable city

The City Renewal Authority is committed to creating sustainable places that demonstrate both environmental and social sustainability. This includes improving walkability and cycling infrastructure, greenspace and connecting people with nature, using resources wisely (for example water, energy and creating less waste), creating places and activities that help people to connect with others and improve people's health and well-being.

The City Renewal Authority encourages projects to identify and address their impact on the environment – this could be by avoiding single use plastic, selecting materials that can be reused or have recycled content, using water and energy efficient appliances and technology, supporting people to walk, ride and take public transport as a first choice, supporting the development of climate friendly and biodiverse places.

The City Renewal Authority's Sustainability Strategy is available on the City Renewal Authority website at <https://www.act.gov.au/cityrenewal/documents>.

For practical advice on how to reduce save energy and water, reduce waste and cut greenhouse gas emissions, refer to the Actsmart website at <https://www.actsmart.act.gov.au/>. The website provides details of the range of ACT Government programs and assistance that is available, including the free Public Event Recycling Program.

# 6. Funding Available

## 6.1. Funding Tiers

To support projects of various sizes and scales, Dickson Grants consists of a two-tier funding model:

- Tier 1 – Funding up to \$10,000
- Tier 2 – Funding between \$10,001 and \$50,000

### 6.1.1. Tier

Tier 1 grants provide up to \$10,000 to support a project. The application process for Tier 1 grants is streamlined with reduced eligibility requirements for applicants and a simpler application form.

### 6.1.2. Tier 2

Tier 2 grants provide between \$10,001 and \$50,000 to support projects that will have a significant impact on Dickson. The application process for Tier 2 grants requires a higher level of detail, including evidence of a robust planned approach.

## 6.2. Eligible Uses of Funding

Funding may contribute to any costs, excluding those listed at 2.3, that support the activity.

## 6.3. Ineligible Uses of Funding

Activities that will not be considered for funding include:

- Business establishment fees
- Capital works, including repairs and maintenance
- Core business
- General administrative and management costs associated in operating the organisation
- Legal costs
- Office equipment
- Prize money
- Donations
- Professional development or study tours
- Requests for retrospective funding

## 7. Who can apply

### 7.1. Applicant Eligibility Criteria

Dickson Grants funding is open to applications from individuals, groups and organisations.

Groups, unincorporated associations, and other bodies with no legal status must nominate an individual member of the group to take legal and financial responsibility for any funding.

Applicants or their chosen auspicing entity must:

Tier 1	Tier 2
Be Australian citizens, have permanent resident status in Australia, or, if not a permanent resident, be on a temporary Australian VISA which expires no less than two years from the date of the application.	Be Australian citizens, have permanent resident status in Australia, or, if not a permanent resident, be on a temporary Australian VISA which expires no less than two years from the date of the application.
Have an Australian Business Number (ABN), or complete the Australian Tax Office's 'Statement by a supplier' form.	Have an Australian Business Number (ABN).
Have current Public Liability Insurance coverage to a minimum level of \$10,000,000.	Have current Public Liability Insurance coverage to a minimum level of \$10,000,000.
Have satisfactorily acquitted all previous grants provided by the City Renewal Authority and any other ACT Government agency (except for current year's funding).	Have satisfactorily acquitted all previous grants provided by the City Renewal Authority and any other ACT Government agency (except for current year's funding).
	Be registered for Goods and Services Tax (GST) if applicable.

### 7.2. Auspiced Funding

If the applicant is unable to satisfy the Applicant Eligibility Criteria they will need to be auspiced by an entity that does satisfy the criteria.

If the application is successful, the auspicing entity will be responsible for:

- Co-signing the Deed of Grant;
- Receiving and administering the funding;
- Providing the funds to the grant recipient;
- Ensuring, to the best of their ability, that the grant is used for the purpose for which it was provided; and

- Providing the grant recipient with an itemised financial statement at the end of the project which clearly identifies how the grant was expended.

The grant recipient will be responsible for:

- Confirming the necessary arrangements with the administering entity;
- Co-signing the Deed of Grant;
- Overall management and delivery of the project;
- Providing all necessary information to the administering entity to allow them to complete the itemised financial statement at the end of the project; and
- Completing the acquittal process as per item '4.5. Acquittal of Funding'.

## 8. Applying for Funding

### 8.1. How to apply

Applications for both Tier 1 and Tier 2 grants are made through the online grants portal at <https://actgovt.smartygrants.com.au/>. If, for accessibility reasons, you are unable to apply online, please contact the City Renewal Authority for assistance.

Applications must be received by the due time and date, as outlined on the online portal. Late applications will not be accepted.

### 8.2. Permissions and approvals

Before starting any project, your organisation and event must meet all planning, health, environmental, legal and insurance requirements under Australian and Territory laws.

It is strongly recommended that all applicants contact the Events and Business Coordination team within Access Canberra ([eventapprovals@act.gov.au](mailto:eventapprovals@act.gov.au)) for advice on regulatory approvals prior to submitting an application through Dickson Grants.

### 8.3. Provision of Quotes

Applicants should provide a minimum of one (preferably two) quotes for significant expenditure items (as a guide, for items costing more than \$500).

### 8.4. Previous Dickson Grants recipients

Projects that have previously received funding through Dickson Grants are eligible to apply again. However; each round all applications are assessed on relative merit and therefore funding should not be considered automatic or anticipated. Repeat applicants should acknowledge funding previously received through Dickson Grants and demonstrate how this new application for funding will address the assessment criteria (refer to 8.5.2), in particular 'Need' and 'Benefits'.

### 8.5. Commercial Projects

#### 8.5.1. Definition

For the purposes of the Dickson Grants, commercial projects are defined as projects that are expected to return a profit for the applicant.

#### 8.5.2. Return on Investment

If a project is commercial the applicant must demonstrate a return on investment financially for the City Renewal Authority and/or economically for the surrounding businesses.

## 8.6. Assessment

### 8.6.1. Project Eligibility and General Feasibility

All applicants that meet the applicant eligibility requirements will have their application reviewed for project eligibility and general feasibility, including:

<i>Project Dates</i>	The project must occur within the eligible project period (refer to 2. Key Details).
<i>Project Location</i>	The project must occur within the funded area.
<i>Project Budget</i>	The application must include a sufficiently detailed budget.
<i>Permissions and Approvals</i>	The application must demonstrate adequate understanding of the required permissions and approvals for their project.
<i>Application Quality</i>	The application must provide sufficient information to make an informed assessment.
<i>Applicant History</i>	The applicant has acquitted previous funding through the City Renewal Authority or other ACT Government entities to a high standard.

### 8.6.2. Assessment Criteria

Applications that meet all the eligibility and general feasibility requirements will be assessed against the following criteria in meeting the primary objective and outcomes of the Dickson Grants.

<i>Need</i>	<p>Will the project achieve or complement an action from the Dickson Place Plan (refer to 5.2.1)</p> <p>How is the project important to the place in Dickson that it will be delivered?</p>
<i>Benefit</i>	<p>How does the project:</p> <ul style="list-style-type: none"> <li>• meet the primary objective of the program (refer to 1.2)?</li> <li>• contribute to the outcomes of the program (refer to 1.3)?</li> <li>• demonstrate a sound investment and leverage Dickson Grant funding for maximum benefit?</li> </ul> <p><i>Commercial Projects only (refer to 8.5 Commercial Projects):</i></p> <p>How will the project deliver a return on investment financially for the City Renewal Authority and/or economically for the surrounding businesses?</p>
<i>Feasibility</i>	<p>Can the project be delivered on time and within budget?</p> <p>Has the applicant demonstrated</p> <ul style="list-style-type: none"> <li>• their capability to deliver the project?</li> <li>• an understanding of and ability to obtain any permissions or approvals required to deliver the project?</li> </ul>

### 8.6.3. Assessment Process

All applications will be processed by the City Renewal Authority for applicant eligibility, project eligibility, and general feasibility.

Following this, separate assessment processes apply for Tier 1 and Tier 2 applications.

	Tier 1	Tier 2
1	All applications will be processed by the City Renewal Authority for applicant eligibility (refer to 3.1. Applicant Eligibility), and project eligibility and general feasibility (refer to 3.7.1 Project Eligibility and General Feasibility).	
2	Applications are assessed against the Dickson Grants assessment criteria by the City Renewal Authority.	Applications are assessed by an independent panel consisting of representatives from relevant Government agencies and external stakeholders. Panel meetings will be facilitated by the City Renewal Authority.
3	City Renewal Authority staff will then prepare a brief seeking CEO approval of recommended applications for funding.	
4	The City Renewal Authority will contact applicants to advise whether their application was successful or unsuccessful.	

#### **8.6.4. Tier Funding Allocation**

The amount of funding allocated to fund Tier 1 and Tier 2 grants is determined by the City Renewal Authority based on the amount and quality of applications received.

# 9. Successful Applications

## 9.1. Payment Process

Successful applicants will receive a letter from the City Renewal Authority with a Deed of Grant attached and instructions for the payment process.

Payments can take up to 30 days to process following the execution of the deed and upon receipt of an invoice.

### 9.1.1. Tier 1 Payments

Tier 1 grants will be paid in one instalment following the execution of the Deed of Grant (unless otherwise stipulated in the Deed of Grant).

### 9.1.2. Tier 2 Payments

For Tier 2 grants, the grant payment will be split as follows (unless otherwise stipulated in the Deed of Grant):

- 62.5 per cent of the grant will be paid once the Deed of Grant has been executed.
- 12.5 per cent of the grant will be paid once the project progress report has been approved by the City Renewal Authority.
- 25 per cent of the grant will be paid once the acquittal has been accepted by the City Renewal Authority.

## 9.2. Goods and Services Tax (GST)

GST is payable to applicants that receive funding through this program if they are GST registered with the Australian Tax Office (ATO) and can provide an Australian Business Number (ABN). For successful applicants that are registered for GST the City Renewal Authority will increase the funding amount by 10% after receipt of a tax Invoice. Successful applicants that are not registered for GST will not have their funding increased by 10%.

## 9.3. Publication

All successful applicants, their proposed activity and the funded amount will be published on the City Renewal Authority website.

## 9.4. Conditions of Funding

The declaration on the application form certifies all information provided in the application is true and correct. Action may be taken for repayment of any funding made where information contained in the application is subsequently found to be false or the funding is not used for its approved purpose.

All successful applicants must:

- be accountable for funds received from the City Renewal Authority and adhere to all conditions and guidelines of Dickson Grants;
- seek written approval from the City Renewal Authority to make any variation to the project, as detailed in the application form. Requests to amend the scope of the project need to be addressed to the CEO, City Renewal Authority and clearly outline why the change of purpose is required. Applicants should not assume that a change of purpose request will be approved;
- comply with the ACT Government's Equal Employment Opportunity (EEO) policy;
- be able to demonstrate that every effort is being made to ensure that the principles of access and equality are guiding the development of the organisation and any programs that it conducts; and
- provide suitable acknowledgment of the financial support provided by the City Renewal Authority under this program including:
  - An acknowledgement in all documents, brochures, books, articles, newsletters, other artistic works or literary works or advertising, and provide all of these to the City Renewal Authority for approval prior to publishing anything bearing the City Renewal Authority logo;
  - acknowledge the funding provided through the program in any public event, media release or media coverage; and
  - on reasonable notice, invite the City Renewal Authority to participate in any public event, media release or media coverage related to the funded activity.

## 9.5. Acquittal of Funding

Successful applicants will need to acquit funding provided through Dickson Grants within six weeks after the conclusion of the funding period. The acquittal must include:

- A completed Acquittal form, certifying that the funding has been utilised in accordance with the Conditions and Guidelines of Dickson Grants;
- a copy of the relevant audited financial statement or invoices, receipts, bank statements or other financial documentation that clearly identifies the income and expenditure as it pertains to the grant funding;
- documentation that clearly identifies the income and expenditure of the funding, signed by a registered accountant or the official auditor of the organisation (Tier 2 only); and
- A project evaluation report which must include attendance data and photos, which can be used by the City Renewal Authority.

No further financial assistance will be provided to any applicant until all grants provided by the City Renewal Authority, and any other ACT Government agency, (except for current year's funding) have been successfully acquitted.

## 10. Useful Contacts and Links

- City Renewal Authority, [www.act.gov.au/cityrenewal](http://www.act.gov.au/cityrenewal)
  - For information about the City Renewal Authority, it's current projects and strategic documentation ([www.act.gov.au/cityrenewal/documents](http://www.act.gov.au/cityrenewal/documents)).
- Access Canberra, [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au)
  - For details regarding permissions and approvals e.g. for land use and licensing.
- ACTMAPi, [www.actmapi.act.gov.au](http://www.actmapi.act.gov.au)
  - A map tool that assists people to access ACT Government location information.
- Actsmart, [www.actsmart.act.gov.au](http://www.actsmart.act.gov.au)
  - For details of ACT Government programs and assistance that will help save energy and water, reduce waste and cut greenhouse gas emissions, including details of the free Public Event Recycling Program.
- Arts ACT, [www.arts.act.gov.au](http://www.arts.act.gov.au)
  - For information about the Arts in the ACT including available support for artists, facilities, policies and upcoming events and activities.
- Environment, Planning and Sustainable Development, [www.environment.act.gov.au](http://www.environment.act.gov.au)
  - For information regarding environment and sustainability strategies and policies and the Actsmart program.
- Events ACT, [www.events.act.gov.au](http://www.events.act.gov.au)
  - For information about event support provided through Events ACT as well as upcoming events in the ACT.
- Project for Public Spaces, [www.pps.org](http://www.pps.org)
  - A non for profit organisation providing information and resources assisting people to “create and sustain public spaces that build strong communities”.
- Transport Canberra and City Services (TCCS), [www.tccs.act.gov.au](http://www.tccs.act.gov.au)
  - For information regarding land applications and approvals, road closures etc.
- Visit Canberra, [www.visitcanberra.com.au](http://www.visitcanberra.com.au)
  - For tourist-focused information about Canberra, including current and upcoming activities across the ACT.

# Appendices

## Appendix A – Eligible Location

