



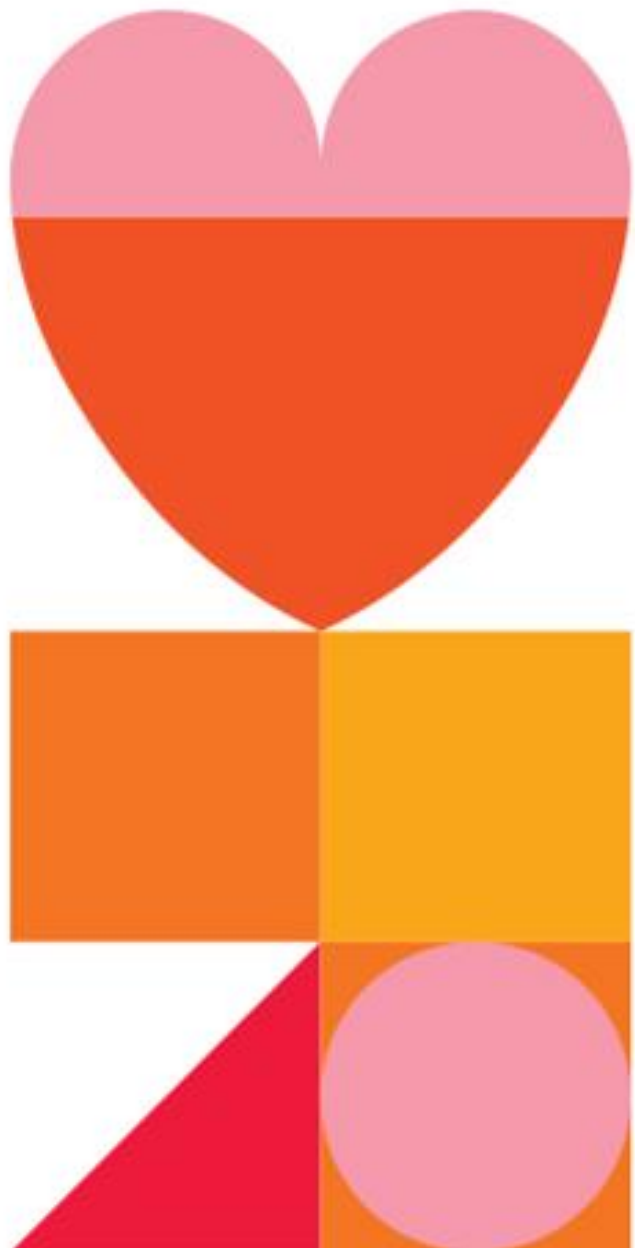
ACT
Government

**CITY
RENEWAL
AUTHORITY**

Placemaking Grants

FAQ

31 January 2024



Helpful Information

Here we've provided some of the most frequently asked questions we've received over the years with helpful information you'll need to apply for a Placemaking Grant.

How to Apply

Applications must be submitted via the Authority's SmartyGrants online portal. Expressions of interest close on 5 March 2024. Shortlisted ideas will be notified in April 2024 and invited to make a full application. Projects must be delivered between July 2024 and June 2025.

Is there any support available for applicants who need extra help with their grant application?

We understand that applying for a grant can be a challenging process, and we want to support all applicants throughout the process. All webpages, guidelines, and documents are available in an accessible-friendly format. If you require disability or language-specific services to help you apply for any City Renewal Authority program, please contact us at cityrenewal@act.gov.au or call 02 6205 1878 for assistance.

What is the Pitch?

The Pitch is what is formally known as an Expression of Interest or an EOI.

An EOI is often (but not always) the first stage of a funding provider's grant application process. An EOI is the first stage, providing a brief outline of your project. EOIs help ensure alignment before a full application.

By opting for a multi-stage application process that enables applicants and funding providers to ensure alignment before committing to a full grant application process.

What's the difference between an EOI and an application?

The EOI is a short summary of your idea, how it relates to the objectives for the grant and how you'll deliver the project.

The application is a thorough explanation and expansion on your idea with developed projects documentation such as budgets, project plans and other evidence that provides context and surety of how you will deliver the idea.

When will I know if I'm being invited to supply a full application for a grant?

All successful EOIs will be notified in April 2024.

Why are you taking EOIs before applications?

In the past we received feedback that the grants process was too onerous, with no guarantee of an outcome. To address this, we have made the EOI process less burdensome to inspire more people to submit their ideas early which also allows projects with the highest chance of funding more time to work on their applications.

How many EOIs make it to the full application stage?

With \$250,000 available in funding, we invite approximately ten EOIs to progress to the full application stage dependent on the amount of funding requested by individual applications. This approach ensures a selective yet competitive process, where if ten EOIs are advanced, each stands a significant chance of success.

How many times can I apply?

You can submit several EOIs, and each will be addressed on their individual merit. You may be invited to apply for one or many, depending on their suitability.

Why is the application process invite only?

The application process is invite-only because we value your time. We understand the effort required to complete a grant application and want to ensure that we're giving you the best chance of success by inviting projects that have a high chance of receiving funding.

What are you looking for?

We're looking for big, innovative, and creative ideas that will bring more people into our city and encourage them to love our city places as we do. Please consult the guidelines for more information.

How can I make my grant application more diverse or inclusive?

We encourage proposals that embrace diversity and inclusion, involving collaboration with varied community groups. This includes partnerships with Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse groups, and organisations supporting individuals with disabilities.

Is there a concept or design fee for the applicants who are invited to submit a full application?

No.

Who is responsible for evaluating the success of the grants?

Applicants bear the responsibility for demonstrating and evaluating their project's success, based on the outcomes and methodologies outlined in their application. Collaborations with external agencies or partners for evaluation purposes are strongly encouraged.



Will the Placemaking Grant: Pitch Workshop be recorded for later viewing?

The Placemaking Grant Pitch Workshop will be recorded and made available on our website for those who cannot attend in person.

Do you recommend that applicants discuss their ideas with you before submitting?

We welcome general inquiries through email or during our workshop session, but specific feedback on individual concepts prior to EOI submission is not provided due to the competitive nature of the process.

Who assesses the grants?

Full applications are assessed by an independent panel consisting of representatives from relevant Government agencies and directorates and external stakeholders, including levy payers.

Can I see examples of previous grants?

[Yes, examples of previous grants can be viewed on the Authority's website.](#)

Can an application include involvement from the public?

Yes, we encourage community participation in placemaking activities.

Can an application be made for a structure or lighting in the public realm?

Applications can incorporate public involvement and proposals for structures or lighting in public spaces, subject to regulatory approvals and safety considerations that must be identified in the application stage.

Can staffing be included in the budget?

Yes, staffing costs should be included in the proposed budget, including installation staff, artist fees, security, project management, or any other relevant costs.

We love in-kind arrangements when they're beneficial to everyone involved but we want to support our community and expect costs for staffing whether it be installing staff, artist fees, security, or anything else to be included in proposed budgets.

Can I include artist fees in my budget?

Absolutely. It's expected that all artists or creatives are fairly compensated according to industry standards, we recommend checking out the [NAVA](#) website for more information.

Can in-kind or external sponsorship be included in the budget?

In-kind contributions and external sponsorships are encouraged when beneficial to all parties involved and aligned with our program's vision. All arrangements must be documented with a letter of support.

Can you provide help for delivery?

The Authority may be able to provide some assistance such as the use of Authority owned assets or promotional support but please note that your application must not be reliant on these services.

What happens if my application is unsuccessful?

We encourage unsuccessful applicants to seek feedback to inform potential future applications. The Authority may contact unsuccessful applicants should opportunities outside of the program arise.

Can projects be held outside of the recommended locations?

Projects outside recommended areas may still be considered if they fall within the [CCMIL Collection Zone](#) and meet the objectives of the Authority.

What are the types of costs that should be listed on the Pitch (EOI)?

This will help us assess the feasibility of your idea. While detailed costings are not required at the EOI stage, a general cost overview is essential to demonstrate your capability and allow for the assessment of your project's feasibility.

Auspice Funding

For applicants needing support with financial or project management aspects, working with an auspicing entity is encouraged. This entity will manage the grant's financial aspects, ensuring the project's focus remains on delivery.

Who isn't eligible?

Please refer to the Grant Guidelines for a list of eligibility requirements.

Are there any expenses you won't accept as part of an application?

Please refer to the Grant Guidelines for a list of expenses deemed ineligible for grant funding.

How will I get paid?

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

Payments would be made based on defined milestones outlined in the deed of grant. We usually set five milestones for payment although these may differ depending on the exact nature of your project. An indicative schedule is outlined below:

1. Initial payment is made on signing of the deed.
2. Completed project and communication plans.
3. Activity begins and draft progress report delivered.
4. Activity delivered with progress report complete.
5. Final acquittal.

Permission and Approvals:

If I apply for a grant does that mean my project is approved to go ahead?

The Authority does not manage approvals for the use of public space.

Grant application does not automatically grant project approval. All necessary planning, health, environmental, legal, insurance and other regulatory or legislative requirements under Australian and Territory laws must be met. Applicants should seek advice from relevant authorities to ensure compliance.

It is strongly recommended that all applicants contact the Events and Business Coordination team within Access Canberra (eventapprovals@act.gov.au) for advice on regulatory approvals prior to lodging an application.

How do I demonstrate good financial practices?

Provide quotes. Applicants invited to submit a formal application must provide quotes for significant expenditure items (as a guide, for items costing more than \$1000). Providing quotes for significant expenses demonstrates thorough planning and understanding of project costs, essential for the application's success.

How do I get letters of support?

Talk to people. We've found that our most successful grant applications have had feet on the ground. Engaging directly with stakeholders and the community can yield supportive letters, enhancing the application's strength by demonstrating broad support for the project. If you simply go into their business and talk to them, we usually find them to be supportive, especially if there is a benefit in the proposal to them.