



TOWN OF
VICTORIA PARK

Arts Grants Guidelines



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The Town of Victoria Park's Arts Grants program supports artists, creatives, and cultural initiatives that foster meaningful connections with the local community. Through funding opportunities, we aim to encourage the development of creative projects that enrich the Town's cultural life, promote community engagement, and support the growth of local artistic talent.

Eligibility Criteria / Who can apply:

Applications are encouraged from artists, creative professionals, and arts and cultural organisations.

You must be:

- An individual with an ABN, or
- Supported by an eligible auspice organisation, or
- A not-for-profit organisation, such as an incorporated association or a public company limited by guarantee.

What We Will Fund

- Artist residencies or mentorships that support creative growth
- Community arts projects that involve local people in the creative process
- Arts-based workshops or programs delivered for the community
- Creative events or activations within the community
- Projects that celebrate and share the Town's diverse cultural stories
- Murals or small-scale public art projects that activate public spaces
- Place activation activities, such as temporary artworks, events, or interactive installations
- Collaborations between small businesses and local creatives (e.g. art trails, exhibitions)
- Other creative projects that align with the goals of this grant program

What We Will Not Fund

- For-profit organisations and individuals without an ABN, or an auspice in place.
- Projects without a public outcome in the Town of Victoria Park
- Recurring or pre-existing events with no new initiatives
- Proposals that conflict with Town of Victoria Park policies or plans (e.g. RAP, AIP)
- Large capital costs, e.g. major equipment purchases, lease payments, building repairs
- Public artworks without written approval from the land or building owner
- Recurrent operational costs (e.g. rent, utilities, wages, insurance)
- Applicants with outstanding debts or incomplete acquittals from past grants
- Retrospective or reimbursement requests
- Education or research activities that are part of a formal assessment process
- Programs or services that are the responsibility of other government levels (e.g. schools)
- Interstate or international travel and accommodation

Town of Victoria Park Elected Members, staff, or their immediate family members are also ineligible.

Application Process

1. **Contact the Town's Arts Officer**
Before applying, speak with the Arts Officer to discuss your idea and check eligibility.
2. **Complete the Application Form**
Submit your proposal via the Town's SmartyGrants portal. Be sure to answer all questions in detail.
3. **Submit Your Application**



You'll receive an email confirmation once submitted. Applicants will be notified of outcomes via email.

Assessment Process

Eligible applications will be assessed by a panel based on how well they meet the grant objectives, funding criteria, project feasibility, and available budget.

The panel may recommend full, partial, or no funding.

1. Assessment Criteria

- **Artistic & Cultural Value (40%)**

The project demonstrates a strong creative vision and contributes to the artistic and cultural life of the Town. This may include celebrating local stories, showcasing local artists, or supporting creative growth.

- **Community Engagement & Inclusion (40%)**

The project meaningfully involves the community, offering opportunities for participation, collaboration or connection. Priority is given to inclusive projects that reflect the diversity of the Town.

- **Feasibility & Impact (20%)**

The project shows clear planning, achievable goals, and a realistic budget. Applications should explain the anticipated positive impact for both the artists and the community.

Successful Applicants

Recipients of funding will be required to:

- Sign a funding agreement outlining grant terms and conditions, including acknowledgement of the Town
- Provide a copy of their Public Liability Insurance Certificate of Currency
- Complete the project within the agreed timeframe
- Follow the payment process detailed in the agreement

Reporting and Acquittals

All successful applicants must complete a grant acquittal within **8 weeks** of project completion. This includes:

- A report on project outcomes
- A completed income/expenditure statement with proof of payments (not invoices)
- Copies of promotional material and images (as outlined in the funding agreement)

Any unspent or misused funds must be returned to the Town. Failure to acquit will make applicants ineligible for future funding.

Important Information

- Auspice organisations may only have one open funding agreement per year in any funding program.
- Public Liability Insurance is required for public events and activities.
- Events will be required to speak with an Environmental Health Officer to see if a permit is required.
- Not-for-profit organisations may choose to access one off cover from [Local Community Insurance Services](#).



- Individual artists may choose to access insurance from [Artsource](#)

More Important

- It is recommended that you discuss your application or project idea with an Arts Officer here at the Town before submission. Call 08 9311 8111 or email us (admin@vicpark.wa.gov.au)