

UPPER HUNTER SHIRE COUNCIL

CULTURAL ACTIVITY GRANT

GUIDELINES

1. INTRODUCTION

Council is committed to promoting and developing cultural/art resources and activities in the community on a broad and/or specific need basis. The aims and objectives of the Cultural Activity Grants reflect the priority areas of the Upper Hunter Shire Council Cultural Plan 2017-2027. For more information visit; [Cultural Plan 2017-2027](#). We encourage applicants to consider environmental and sustainable principles in their planning and project implementation.

The aims of the Cultural Activity Grant program are to;

- facilitate the provision of cultural activities that increase participation for all residents including but not limited to young people, culturally diverse groups and inclusive activities for people living with a disability,
- develop connectivity and co-ordination between agencies involved in community cultural development,
- enhance the use of local cultural/art resources; both physical and organisational, to meet priority needs and progress the Shire's local identity,
- develop community organisational skills from a cultural perspective.

Objectives of the Cultural Activity Grants are to:

- foster closer co-operation between Council and community cultural groups,
- enhance the involvement and profile of Council in the provision of community cultural orientated services,
- increase the level of community involvement, knowledge of and appreciation of the cultural heritage in the local area,
- introduce the theme of the Shire into cultural projects, eg. horses, heritage, rural area.

Allocation of funds will be made by considering the ability of the community cultural group to meet its stated needs and objectives. The relative priority of the activity in the community will also be taken into account.

2. THE CULTURAL ACTIVITY GRANT PROCESS

Application Process

Groups prepare Cultural Activity Grant application and submit to Council by **Friday 5 September 2025**.
Community Services Section collate applications for assessment by Council.

Project Ranking

High ranking shall be given to those applications which best meet Cultural Activity Grant aims and objectives

Council Meeting

Applications will be presented to Council at the meeting in **October 2025** for review and approval granted for the allocation of funding to those projects that Council believes meet the most urgent needs of the community.

3. FUNDING PROCEDURES (As defined by Council)

- a) The application must meet one or more aims of the Cultural Activity Grant program. Studies and/or investigations will not be eligible for funding.
- b) The initial collation of CAG applications will be forwarded to the next applicable Council meeting for deliberation and decision.
- c) The final funding decision will be made by Upper Hunter Shire Council.

4. SUPPORTING DOCUMENTATION

It is **ESSENTIAL** that the following information be attached to your application so that a fair and accurate assessment can be determined;

- a) The most recent statement of your group's finances and/or Treasurer's report clearly marked as ATTACHMENT 1.
- b) Copy of applicant's Certificate of Incorporation, clearly marked as ATTACHMENT 2.
- c) A site plan for any proposed building and approval from Council's Building Division, if applicable, clearly marked as ATTACHMENT 3.
- d) Copy of quotes of any voluntary labour, equipment etc. if applicable as ATTACHMENT 4.

5. ELIGIBILITY CRITERIA

Incorporated non-profit community based organisations from within the Upper Hunter Shire will be eligible to receive funding grants.

6. FACTORS TAKEN INTO ACCOUNT WHEN CONSIDERING APPLICATION

- a) The outcomes aim to improve and enhance cultural services in the community.
- b) The outcomes address identified local cultural/arts needs and issues in the community.
- c) The suggested implementation of the proposal is appropriate, realistic and possible.
- d) Council's CAG is the appropriate funding source.
- e) The project outcomes are achievable.

7. ITEMS ELIGIBLE FOR FUNDING

- a) Venue hire for an event/workshop.
- b) Purchase of equipment or materials.
- c) Cultural Projects.
- d) Any other legitimate costs of a project.

8. FUNDS FOR BUILDING WORKS

If you are seeking to construct or renovate a building, please ensure you have discussed the proposal with Council's Environmental and Community Services Department. You may need approval for any work undertaken.

You will need to submit a site plan/sketch for any proposed building projects. The plan should include any relationship the planned work has to the existing structures and/or site boundaries.

9. COUNCIL'S COMMUNITY SERVICES OFFICER

Council's Community Services Staff can assist you with:

- a) Information on the CAG procedures.
- b) Preparing your application.
- c) Any applicable costings.

Projects will be funded based on priorities within the sphere of community cultural/arts issues and needs. These can be discussed with the Community Services Staff.

The Community Services Officers can be contacted on 6540 1141 (Yolanda Wynn & Brian Cooper).

10. PREVIOUS FUNDING - Funding for the 2025/26 financial year attached.