

# CREATIVE NEIGHBOURHOOD INFRASTRUCTURE SUPPORT PROGRAM (CNISP)

## Overview & Guidelines

April 2022

## Program dates

Applications open on Thursday, 28 April 2022 and close at 3pm on Thursday, 2 June 2022.

It takes approximately 12 weeks from the closing date until funding results are available.

We encourage you to use the application drafting tools before submitting your application online in the Department of Jobs, Precincts and Regions (DJPR) Grants Portal.

Applications must be submitted on the DJPR Grants Portal via the unique link on the [Creative Victoria funding](#) page by **3pm** on the closing date.

Please note that late applications will not be accepted.

## Definitions

Throughout this document:

- The term **First Peoples** is used to refer to Traditional Owners of Victoria and all other Aboriginal and Torres Strait Islander peoples who reside in this state.
- **Creative entities** refer to micro, small, medium creative organisations/businesses, and collectives.
- **Collectives** refers to an ensemble or group of professional creatives who work together.
- The term **Regional** refers to the 48 Victorian local government areas classified as regional by the Victorian Government. You can find the list of these local government areas [here](#).
- The acronym CALD is used and is inclusive of people from culturally and linguistically diverse backgrounds, including but not limited to people born overseas, people with one or both parents born overseas and people who speak a language other than English at home.
- The term Audiences refers to all consumers of creative industries products including audiences of shows, theatre, exhibitions etc as well as customers who purchase creative outputs and objects.

Refer to the [Creative Victoria funding page FAQs](#) for more definitions.

## Overview

The Creative Neighbourhood Infrastructure Support Program provides one-off grants for infrastructure projects to fit-out or redevelop spaces to improve the availability and quality of facilities for creative uses. (See **Eligibility** for more details.)

In so doing, the program aims to support creative enterprises and practitioners to:

- Achieve more viable creative practice
- Access new revenue opportunities
- Broaden their engagement with audiences

## Program aims

The program, as guided by [Creative State 2025](#), seeks to invest in Victoria's creative sector by providing support for better social, economic, geographic and disability access to creative workspaces and vibrant creative hubs.

It will do this by prioritising:

- Capital infrastructure projects to increase or make new spaces available for creative uses and practice.
- Capital or digital infrastructure upgrades to enable creative practitioners and organisations develop new revenue opportunities.
- Capital or digital infrastructure upgrades to enable creative practitioners and organisations to broaden their engagement with audiences. It is expected that the application/projects must be able to demonstrate an existing audience that will be expanded through an upgrade, or that the project will increase access to a new audience.

The intended outcomes of this program are:

- More creative industries and practitioners have increased access to more and better spaces
- Existing creative spaces are protected and improved.

## Eligibility

This program will accept applications from Victorian based non-government creative entities that meet Creative Victoria's [general eligibility](#) including creative practitioners/sole traders, creative partnerships, and micro to medium sized creative organisations/businesses, or creative collectives. The program is also open to non-creative businesses and community organisations. All applicants must have a valid ABN registered in Victoria.

### Ineligible:

The program **will not** accept applications from:

- State-owned cultural agencies
- Applicants with an overdue Creative Victoria (or former Arts Victoria) acquittal.
- State government departments and agencies.
- Local Government Authorities.

### What will not be funded:

- Spaces or projects primarily for non-creative uses.
- Business as usual services, activities and operations not directly related to the project delivery such as routine repairs and maintenance.
- Business cases or feasibility studies.
- Costs already incurred by a project (retrospective funding is ineligible).
- A project commencing more than 12 months after the application date.
- Activities that have received funding under other Creative Victoria programs, specifically:
  - [Regional Collections Access Program](#)
  - [Victorian Live Music Venues Restart Program](#)
  - [Creative Enterprises Program](#).
- Activity that does not follow correct protocols when working with First Peoples' artists, content and/or communities. Refer to the **Application support documents** section below on what to provide to demonstrate you have correct protocols in place when working with First Peoples artists, content and/or communities. Activity that does not demonstrate correct protocols will not be supported.
- Reimbursement for expenses already incurred, or other retrospective funding.

- Expenses for the delivery of events including conferences, conventions, or symposiums.
- Program outcomes such as content creation or artists fees and salaries.

**Please note:**

- Grant funding agreements will only be entered into with [legally constituted organisations](#) that have a valid ABN registered in Victoria.
- For collectives that are not legally constituted organisations (eg. unincorporated associations), applicants must outline a confirmed auspice arrangement.
- Applicants are not required to have self-governing boards.
- Applicants can operate as for-profit or not-for-profit entities.
- Creative Victoria will only accept one application per applicant (including under auspice).
- If an application includes a confirmed auspice arrangement the auspice organisation may manage other applications.

## Funding available and requirements

This program has three funding streams:

- **First Peoples:** Applications **led by First Peoples or First Peoples-led organisations** can be made for projects **between \$5,000 and \$150,000** for capital and digital infrastructure upgrades, equipment purchases and installation. Applications in this stream will be assessed by a First Peoples assessment panel.
- **Small grants:** Grants **between \$5,000 and \$74,999** are available to support minor capital or digital infrastructure upgrades, equipment purchases and installation.
- **Large grants:** Grants from **\$75,000 to \$150,000** are available for small to medium scale capital or digital infrastructure upgrades including equipment purchase and installation.

Applications will be accepted for requests from \$5,000 to \$150,000 as described in the above funding streams.

Applications for the **Large grants** stream will be expected to demonstrate higher level of impact and benefits as compared to **Small grants** projects and any co-contribution e.g. generated fees/income and/or applicant cash contribution and/or other funding partners such as government grants, corporate, philanthropic or private support will be considered favourably.

### Types of projects funded

- The funding program will support the following activities and costs, based on their direct impact on increasing access to, and participation in, spaces for creative practitioners/uses: Capital infrastructure projects that seek to redevelop or activate unused or under-utilised assets/buildings for creative practice and presentation.
- Contribution to refurbishment and/or fit out to make the space fit for purpose for creative practice or presentation.
- Infrastructure projects that help remove barriers for the creatives/arts workers to access creative spaces.
- Digital infrastructure projects to enhance use of creative spaces and/or increase revenue (this includes technical equipment upgrades to assist new audience engagement methods such as streaming, the purchase of video and recording equipment, data projectors, microphones etc. Please note this type of project must be able to demonstrate an existing audience that will be expanded through an upgrade, or that the project will increase access to a new audience.

Funding can be used to cover auspicing fee/costs if the application is being auspiced.

Applicants will be expected to provide a level of detail in their written application, support material and budget (including levels of co-funding/financial contribution) appropriate to the grant request.

If successful, recipients are required to provide:

- At the point of contracting prior to payment of funds:
  - Further information on confirmation of activity budget, including updates on the cash co-funding requirement
  - Further detail and confirmation of major partnerships/collaborations
- On acquittal of grant: a certified practicing accountant/independent financial auditor's opinion or certification. Accounting fees may be included in the application budget.

**Please note:**

Demand for Creative Victoria funding is high. Applicants must not assume they will be successful or make commitments based on that assumption before receiving formal notification of the outcome of their funding.

All applicants should plan for contingencies and consider other funding sources and options should their application be unsuccessful.

Successful applicants should not assume that if successful once, they will be successful again in the future, and therefore consider how they will leverage the funding to build their sustainability beyond the funded period.

## Auspicing

1. If you are planning on having your grant managed by an auspice organisation, you must have confirmed the auspice organisation's agreement to manage the grant in advance of the closing date and outline this arrangement in your application. Any legally constituted body may act as an auspice, except state-owned agencies, local government authorities (LGA), academic/training institutions and entities controlled/owned by education institutions.
2. If the application is successful, the auspice organisation becomes the official 'recipient' and will receive any funds allocated and is responsible for the management of the activity and the acquittal of the grant. Change of ownership of successful grants will only be accepted under limited circumstances.
3. For more information on auspicing, please see our website [here](#) or contact program staff.

## Assessment

### Program timelines

Applications open on Thursday, 28 April 2022 and close at 3pm on Thursday, 2 June 2022.

### Assessment process

Assessment of applications will follow the following process:

1. A check of the application details and the eligibility criteria. All eligible applicants will also undergo a due diligence check and any adverse findings may be taken into consideration during the assessment process (eg. overdue grant acquittal; organisation/business is, or notice has been given to be placed under external administration; petition for bankruptcy or to wind up/de-register an organisation/business). Any information provided in the application may be shared and subject to verification with other government departments/agencies, as required.
2. All eligible applications will be competitively assessed by a panel of external industry peers against the program aims and assessment criteria.
  - Eligible applications **led by First Peoples** will be assessed by a panel consisting of First Peoples creative industry peers.
  - Eligible applications for the **Small and Large grant** streams will be assessed by specific creative discipline industry peers.
  - **All eligible** applications from non-First Peoples creative entities that contain First Peoples content will also be reviewed by a First Peoples panel. Refer to the **Application support documents** section below on what to provide to demonstrate you have correct protocols in place when working with First Peoples artists, content and/or communities. Activity that does not demonstrate correct protocols will not be supported.
3. The application budget and relevant application documents may be assessed by an independent financial analyst.
4. An internal Creative Victoria moderation process, which takes into consideration any findings and recommendations from Steps 1 to 3, is undertaken to develop a final list of recommendations that reflect the program’s aims and priorities to ensure a balance of creative disciplines, diversity of creatives and geography. The final list of recommendations is subject to approval by the Minister for Creative Industries.
5. All applicants will be advised in writing via email of the outcome of their application approximately 12 weeks from the closing date.
6. Application feedback may not be provided for this program at the time of notification of results. Any feedback will be at Creative Victoria’s discretion.

## Assessment criteria

Each application will be competitively assessed by external industry peers and evaluated against the program **Aims**, and equally weighted **Assessment criteria**:

<b>1. ACCESS (40%)</b>	<p>In assessing this criteria, the following may be considered:</p> <ul style="list-style-type: none"> <li>• How the project responds to infrastructure barriers currently restricting access or factors impeding use for creative activity or practice.</li> <li>• How the project increases spaces available for professional creative practice or creative use.</li> </ul>
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	<ul style="list-style-type: none"> <li>If applicable, how digital infrastructure is used to broaden audience engagement.</li> </ul>
<b>2. IMPACT (35%)</b>	<p>In assessing this criteria, the following may be considered:</p> <ul style="list-style-type: none"> <li>How the project increases revenue opportunities for the careers of the creatives involved in the space.</li> <li>How creative uses and practice are increased through the provision of fit for purpose or improved creative spaces.</li> <li>If the proposed activity enables the creative entity to expand, deepen or diversify their creative practice.</li> <li>The activity's positive impact for Victorian audiences/communities through <ul style="list-style-type: none"> <li>availability and access to creative offerings</li> <li>demonstrated understanding of target audience/communities</li> </ul> </li> <li>If the proposed activity has the potential to generate new market development opportunities.</li> <li>If applicable, the positive impact of the project to a locality/place through activation, improved amenity or other benefits.</li> </ul>
<b>3. VIABILITY (25%)</b>	<p>In assessing this criteria, the following may be considered:</p> <ul style="list-style-type: none"> <li>The track record and capacity/experience of the lead applicant and collaborators/partners to undertake the project.</li> <li>Budget is viable and realistic, including contingency and the provision of appropriate costings (ie quotes for infrastructure components).</li> <li>Project readiness and pre-planning, including a realistic timeline that accounts for any contingency/potential risks/delays and indicative planning beyond the funded period.</li> <li>Where proposals involve working with First Peoples or other diverse communities, the panel will consider if the lead applicant(s) demonstrate best practice and appropriate cultural protocols and competencies, including appropriate fees for community consultants/participants and letters of confirmation from the relevant community.</li> <li>Whether the proposed activity planning accounts for contingencies in response to potential changes in COVID-19 pandemic orders.</li> </ul> <p><b>NB:</b> The project budget and relevant application documents may also be assessed by an independent financial analyst. Further documentation may be requested during the assessment process to support this review.</p>

## Addressing the aims and assessment criteria

To address the assessment criteria, you are required to answer the following questions in plain English – maximum of 500 words (or 3,000 characters including spaces) per criteria:

- Describe your infrastructure project. How will it increase and/or improve access to creative workspaces? How do you plan to deliver it? Please provide a general overview referring to the Creative Neighbourhood Infrastructure Support Program aims. **(Access – 40%)**



- Demonstrate the benefits your project will have on the intended creative practitioners/users and/or audience. Demonstrate the project **impact** by answering the following: how the proposed activity will reach and engage audiences, how it has the potential to increase your future core audiences, and how it will contribute to building greater awareness? How will the proposed activity increase revenue opportunities or contribute to the development of your revenue streams? How will the project increase the success of your existing product(s), work or your organisation now and in the future? **(Impact – 35%)**
- Demonstrate your capacity to deliver this project (skills, time and finances). What are the expected project outcomes and how will you measure them? Please outline qualitative and quantitative targets. Include indicative timelines for your proposed activity **(Viability – 25%)**

Tools to help you with your application:

- Draft up your application using the Application Drafting Tool
- The **budget** can be developed using the [Creative Victoria Budget Drafting Tool](#).
- Provide required and relevant **Application support material and documents that respond to the aims and assessment criteria.**

**NOTE:** The option to submit responses to the application questions in video or audio format is available for those with access requirements. Please contact Creative Victoria program staff to discuss before submitting via video/audio

## Application supporting material and documents

Proposals must include relevant **application support documents**.

- Not all types of application support documents will be appropriate for your project. Peer panels have limited time therefore ensure that your selected material is concise and directly supports your proposal.
- You can upload and submit **up to 10 documents/files in total**.
- Attached files can be no more than **5MB** in size each.
- It may be necessary to combine supporting material into one document in some instances, e.g. multiple images or letters of confirmation may be compiled into one PDF. Remember, each individual document must not exceed 5MB.
- When providing URLs in documents, only use links to publicly available (not membership-based) sites. Links must directly open to the material you want to submit. If linking to a private video on a site such as Vimeo, you must provide login/password requirements to your video.
- **Do not provide links to non-public websites, Google Drive, Drop Box or other platforms where materials can be edited after submission. Do not provide links to online hosting platforms that require viewers to enter personal identification to gain access. Please note this type of supporting material will not be accepted.**

The following file types are accepted:

<b>Documents</b>	Word (.doc .docx); Excel (.xls .xlsx); PowerPoint (.ppt .pptx); Acrobat (.pdf)
<b>Images</b>	.jpg .png .tiff



<b>Audio</b>	.mp3 .wma
<b>Video</b>	.mp4 .wma .avi .mov

## Application support documents

Application support documents provide supporting information to strengthen your proposal. Ensure that your supporting documents are relevant to the type of activity you are applying for.

TYPE	DESCRIPTION	LIMITS
<b>Project plan including a timeline</b> (All applicants to provide)	Step out your project and include a summary of key dates, background, activities during the proposed funded period and potential future opportunities. Include any contingency planning which accounts for any delays or risks to the activity.	5 pages
<b>Quotations for capital infrastructure works or equipment</b> (All applicants to provide)	Additional budget/ financial/ contingency information which may include notes to clarify items in your budget, breakdown and elaboration of income and expenditure items over the funded period, quotes, correspondence confirming financial support where applicable.	As required and appropriate to your activity.
<b>Activity involving First Peoples engagement and/or program content</b> (All applicants with activity involving First Peoples)	Appropriate documentation must be submitted if you propose to work with First Peoples stories/cultural material that is not your own, such as letters of confirmation from the First Peoples. Applicants must follow correct protocols when working with First Peoples artists, content and/or communities. Refer to <a href="#">Australia Council's Protocols For Using First Nations Cultural And Intellectual Property In The Arts</a> , in particular the checklist in pages 168 to 172.  One of the key guiding principles of the <i>Creative State 2025</i> strategy is First Peoples First. The Victorian Government is committed to the United Nations Declaration of the Rights of Indigenous Peoples, and the 11 guiding principles of Aboriginal Self-Determination as identified in the <a href="#">Victorian Aboriginal Affairs Framework 2018-23</a> .	As required and appropriate to your activity.
<b>Confirmation of partners</b> (If applicable)	Correspondence that confirms key activity partners, if applicable.	1 page per key partner
<b>Owner permissions</b> (If applicable)	If your application involves infrastructure changes to a building not owned by your organisation, or if it could impact any other asset owned by a third party, you must include a letter of consent from the owner indicating endorsement of your project.	1 page per building owner

## How to apply

Applications are submitted through the Department of Jobs Precincts and Regions Online Grants Portal. To prepare your application, you should:

1. Read program information and guidelines thoroughly.
2. Draft your application using the Application Drafting Tool and the Creative Victoria Budget Drafting Tool.
3. Contact program staff with any questions.  
**NOTE:** Program staff are unable to review draft applications. Read program information and guidelines thoroughly.
4. Register for access, once the funding round opens, using the unique link on the funding page to the Department of Jobs, Precincts and Regions online Grants Portal to begin your application.
5. Copy and paste the content of your application from your draft template into the online Grants Portal (please note, text will be cut off at the allocated character limit, so always check your character count before pasting information into the portal).  
**NOTE:** The option to submit responses to the application questions in video or audio format is available for those with access requirements. Please contact Creative Victoria program staff to discuss before submitting via video/audio.
6. Upload your Application Support Documents and Creative Support Material documents – see the tables above for detailed information on types/limits.
7. Submit your completed application via the unique link on the funding page on the Department of Jobs, Precincts and Regions Grants Portal by **3pm on the closing date**.
8. You will receive an email to confirm your application has been received.
9. Once submitted, your application cannot be changed. However, if you receive any confirmations related to your submitted application – including additional funding, partnerships, etc – you can notify Creative Victoria and program staff will provide new information to peer assessors during assessment at our discretion. To advise on confirmations received after applying, please email program staff describing the nature of the confirmation and include your application reference number.

## Other information and responsibilities

**Creative Victoria reserves the right to amend these guidelines and any terms relevant to an application at any time, as it deems appropriate.**

If your application is successful, you will be asked to enter into a written grant agreement in a form provided by the Department of Jobs, Precincts and Regions ('the **Department**'), as the department Creative Victoria is part of. **The provision of any funding is subject to a fully executed grant agreement being entered between you and the Department.** You will also be required to:

- **Notify Creative Victoria of any proposed changes to your funded project.** This may include changes to creative personnel, itineraries (dates, venues, etc.) and expenditure of approved funding. You will be required to contact program staff to discuss any proposed changes before they occur.

- **Give permission** to Creative Victoria to access and use relevant samples or images of your project/work in our publicity and marketing activities, reports and other not-for-profit government uses. Creative Victoria will consult with you in the first instance before publishing.
- **Publicly acknowledge** the support of the Victorian Government using specific logos and text.
- **Acquit your grant** by submitting a brief written report on the outcomes of your funded activity within 30 days of project completion. Any specific requirements will be confirmed in a grant agreement.
- Participate in a program evaluation, including the provision of information before, during and/or after completion of the funded project. Information on activity outcomes and longer-term impacts may inform the evaluation of this program.
- Where Victorian Government funding will support the care, education, services or activities for children (under 18 years), it is a whole of Victorian Government requirement that the funding recipient is: A separate legal entity that can be sued in its own right in child abuse proceedings; and appropriately insured against child abuse. This requirement will improve the ability of child abuse survivors to bring a legal claim for compensation and ensure that successful claims can be paid.  
Please note: These requirements may not be applicable to all recipients. Please speak to program staff if you have any questions or concerns about this requirement.

**Any personal information about the applicant or a third party in the application and project reporting will be collected by Creative Victoria for the purpose of determining program eligibility, assessing grant applications and administering grants.**

- In making an application you consent to the provision of your personal information to State and Commonwealth Government departments and agencies and to your auspice organisation (if applicable), for the purpose of administering the program. If you intend to include personal information about a third party in your application, please ensure that the third party is aware of, and consent to, this privacy statement.
- Any personal information about you or a third party will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic). For further information about Creative Victoria's commitment to privacy please visit <https://creative.vic.gov.au/privacy>.

Any decisions on all matters pertaining to the award of grant funding under this program is at the Creative Victoria's absolute discretion. This includes approving a lesser amount than that applied for and amending funding conditions without notice.

Creative Victoria reserves the right to request applicants to provide further information should it be deemed necessary.

## Contact

To find out more or discuss your application, please contact:

Kimberley Meagher  
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