



Community Grants Program

# Artist Project Grants 2026-2027 Guidelines

## Acknowledgement of Country

*Frankston City Council acknowledges and pays respect to the Bunurong People, the Traditional Custodians of these lands and waters.*

## Introduction

The **Artist Project Grants** provide one-off funding for six (6) local artists, creatives or small organisations to create and share new work that contributes to Frankston City’s vibrancy, culture and community. Open to applicants at any stage of their creative career, the grants support projects delivered in Frankston City by 30 June 2027, including creative and professional development opportunities that align with Council’s priorities.

At least one grant will be prioritised, where possible, for projects led by, created with, or developed for artists from culturally, linguistically, and/or physically diverse communities.

**Apply for a grant of \$5,000 per successful applicant**, paid in two stages.

1. 50% on signed agreement; and
2. 50% upon completion of the event and reporting requirements.

<b>Key dates</b>		<b>Need assistance with your grant application?</b>	
<b>Opening date:</b>	7 July 2026	<b>Email:</b>	<a href="mailto:Heidi.Irvine@frankston.vic.gov.au">Heidi.Irvine@frankston.vic.gov.au</a>
<b>Closing date:</b>	11 August 2026	<b>Phone:</b>	(03) 9784 1894
<b>Funding Announcement:</b>	By or before 12 September 2026	<b>Website:</b>	<a href="http://www.frankston.vic.gov.au/community-grants">www.frankston.vic.gov.au/community-grants</a>

## Where to apply

Submit your application online through Frankston City Council SmartyGrants portal on <https://frankston.smartygrants.com.au>

📌 New to SmartyGrants? You will need to create a free account to get started.



**Need help in another language?**

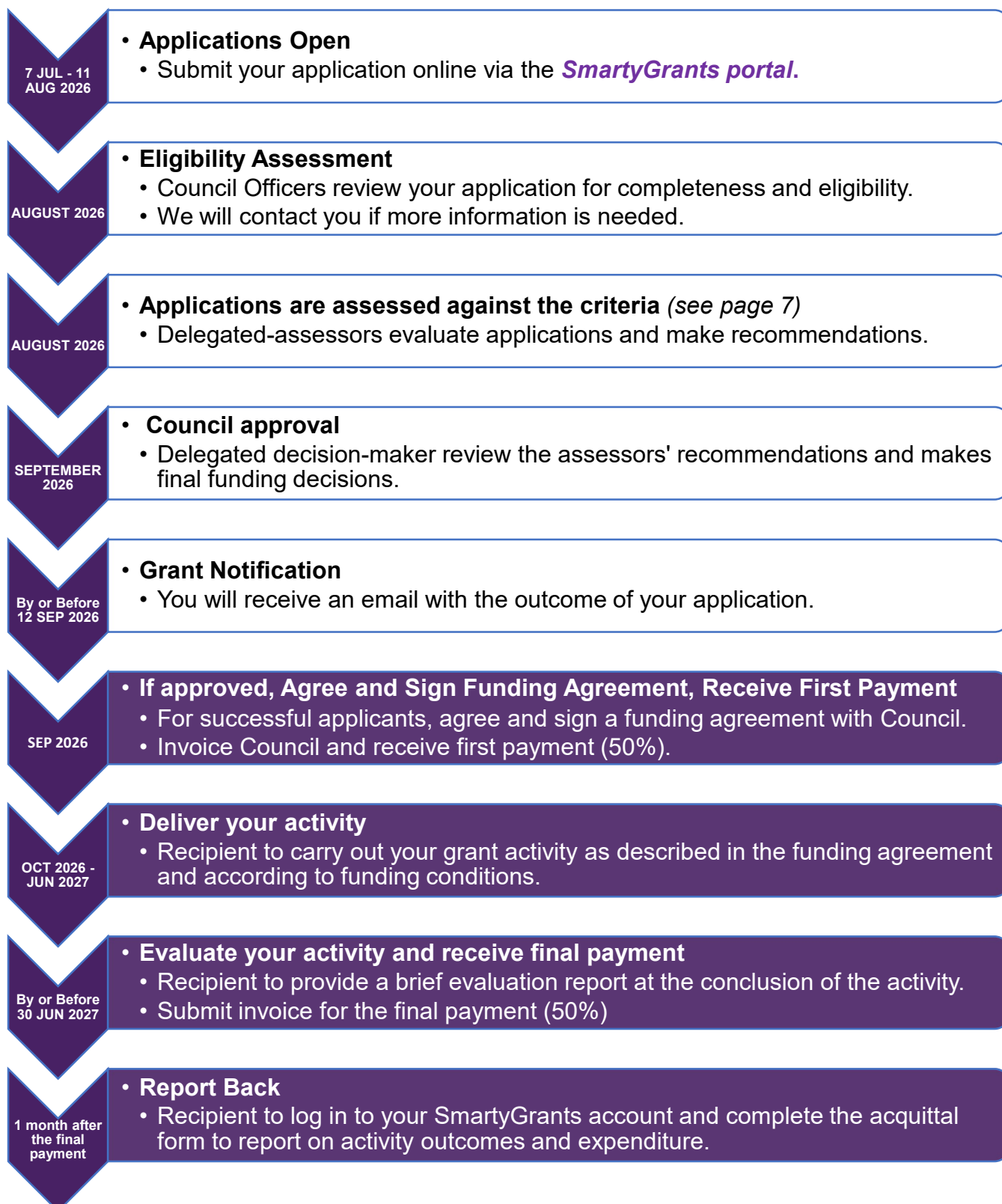
**Call 131 450** and state ‘Frankston City Council as the organisation and quote our number 1300 322 322.



**Hearing or speech impaired?**

Visit: [www.communications.gov.au/accesshub/nrs](http://www.communications.gov.au/accesshub/nrs)

## Timeline



## Funding Objectives

Applications must demonstrate alignment with the following:



**Builds Frankston's profile as a Creative City.**

**Create bold, innovative and exciting works that foster experimentation, expression and excellence.**



**Are relevant and engaging for Frankston City residents and visitors.**

**Foster collaboration and partnerships.**



**Contribute to artistic and cultural outcomes that celebrate diversity, accessibility and inclusion.**

## Eligibility Requirements

To apply, you must meet **all** the following:

<b>Applicant type</b>	<p>You must be an <b>individual artist, creative or artist/s practicing within a small arts organisation</b>. This can include:</p> <ul style="list-style-type: none"> <li>• Emerging artists</li> <li>• Mid-career artists</li> <li>• Established artists</li> <li>• Practicing artist/s (which could be a small arts organisation)</li> </ul>
<b>Applicant requirements</b>	<p>You must meet <b>one</b> of these conditions:</p> <ul style="list-style-type: none"> <li>• You <b>have an Australian Business Number (ABN)</b>,</li> <li>• You're <b>applying via an auspicing organisation with an ABN</b>, or</li> <li>• You can <b>complete a <a href="#">Statement by Supplier form</a></b>.</li> </ul>
<b>Local connection</b>	<p>You must either:</p> <ul style="list-style-type: none"> <li>• <b>Live, work, and/or study in the Frankston City</b>, or</li> <li>• <b>Demonstrate strong affiliation</b> with Frankston City.</li> </ul>
<b>Project Requirements</b>	<p>You must be proposing a project outcome that is:</p> <ul style="list-style-type: none"> <li>• <b>Located within Frankston City.</b></li> <li>• For the <b>general community</b> <ul style="list-style-type: none"> <li>- Without discrimination or restriction, and</li> <li>- Are <b>socially, economically and physically accessible</b> to the community.</li> </ul> </li> <li>• <b>Presented prior to 30 June 2027.</b></li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Have met all requirements for any <b>previous Council funding</b>, including submitting acquittal reports.</li> </ul>
<b>Insurance (if applicable)</b>	<ul style="list-style-type: none"> <li>• Hold current <b>Public Liability Insurance</b> and provide a valid Certificate of Currency.</li> </ul>
<b>Working with children (if applicable)</b>	<ul style="list-style-type: none"> <li>• Comply with <a href="#">Victorian Child Safe Standards</a>.</li> <li>• Align with Council's <a href="#">Child Safety and Wellbeing Policy</a>.</li> <li>• Have appropriate safeguarding practices in place.</li> </ul>

### Helpful tips

- If you're **unsure if you are eligible**, we're happy to help you check before you apply. Get in touch with Head of Audience & Arts Development early by calling (03) 9784 1890 or emailing [Heidi.Irvine@frankston.vic.gov.au](mailto:Heidi.Irvine@frankston.vic.gov.au)

## What types of expenses can be funded:

Proposed expenses must be essential to delivering the project, support its creative outcomes, and contribute to Frankston's profile as a Creative City.

### Helpful tip

When deciding if an expense is suitable, ask: ***“Is this cost essential to a creative project that is impactful and achievable?”***

#### Creative Development and Materials

- Art materials (e.g. canvas, paint, yarn)
- Props and set pieces
- Design and build materials
- Artwork printing (Canvas, booklets)
- Framing

#### Artist and Creative Fees

- Artist fees (development, creation, editing)
- Writer, producer and art direction fees
- Photography and editing

#### Production and Presentation Costs

- Venue or gallery hire
- Exhibition installation
- Performer fees (development, rehearsal, production)
- Production photography
- Set and equipment transport

#### Collaboration and Project Delivery

- Consultation or collaborative artist fees
- Workshop delivery
- Project coordination / producer costs
- Material for workshops or exhibitions
- Accessibility costs (Interpreter, captioning etc)

#### Marketing, Promotion & Documentation

- Marketing and promotional materials
- Signage
- Photography and recording

## What cannot be funded

### Applicants cannot be:

- **For-profit applicants** including commercial businesses, political parties, or their events.
- Currently **involved in a tendering or procurement process** with the Council.
- Currently **non-compliant** with terms and conditions, including the submission of satisfactory acquittal reports for all previous Council grants.
- Organisations with **active compliance breaches** under Consumer Affairs Victoria (CAV), the Australian Charities and Not-for-profits Commission (ACNC), or Australian Securities and Investments Commission (ASIC).
- **Party-political** or that whose purpose is primarily political, government departments of agencies, foundations or grant making bodies, or have a primary focus on fundraising.
- **South Side Festival's Artist Commission recipients**. Applicants can only be eligible for one grants stream in the same financial year – either South Side Festival or the Artist Project Grants.

### Activity cannot be:

- **Already funded by Council** in the same financial year.
- **Contravening legislation, local laws, or the Frankston Planning Scheme.**
- **Council staff, Councillors, or Contractor run activities.** Exceptions in unique circumstances require approval from the Chief Executive Officer (CEO) and full disclosure of interest.
- Activities that contravene legislation, local laws, or the Frankston Planning Scheme.
- Costs ordinarily **covered by insurance** including claims, premiums, or excesses, except where an applicant does not meet the Public Liability Insurance (PLI) requirement and intends to use their grant funding to purchase a PLI policy to become eligible for the grant.
- **Council-managed** activities.
- **Council-related statutory fees** such as planning or building applications, environmental health registration and its inspection fees, or similar charges.
- **Lease and licence fees** of Council tenants.
- **Major capital assets, structural building works, or routine maintenance** that involve constructs, repairs, upgrades, or installation costs where works relate to a building or major asset, or any upkeep that is normally the responsibility of the property owner or tenant.
- **Prohibited items** include, but are not limited to, alcohol, tobacco products, illicit drugs or controlled substances, fireworks, or gambling-related expenses, or any goods or services that are illegal to purchase, possess or use under applicable laws.
- **Past events or items already purchased.**

#### Helpful tips

- If you're **unsure if you or your organisation is eligible**, we're happy to help you check before you apply. Get in touch with Head of Audience & Arts Development early by calling (03) 9784 1890 or emailing [Heidi.Irvine@frankston.vic.gov.au](mailto:Heidi.Irvine@frankston.vic.gov.au)

## What the panel is looking for (Assessment Criteria)

Applications will be assessed based on the responses to questions in the criteria below:

Criteria	What the panel are looking for
<b>Objective Alignment</b>  <i>25% weighting</i>	<ul style="list-style-type: none"> <li>• Clear articulation of how your project will create bold, innovative and exciting work/s that foster experimentation, expression and excellence.</li> </ul>
<b>Capacity and Capability of Artistic Merit</b>  <i>25% weighting</i>	<ul style="list-style-type: none"> <li>• Demonstrated ability, skills and experience to deliver upon your vision including (<i>where possible</i>) quality of work previously produced.</li> <li>• Artistic merit and rationale of proposed project including the development of new collaborations and partnerships.</li> </ul>
<b>Feasibility and Impact</b>  <i>25% weighting</i>	<ul style="list-style-type: none"> <li>• Articulate how the work builds Frankston's profile as a Creative City.</li> <li>• Effective use of resources, with realistic and achievable timelines including a clear and concise budget.</li> </ul>
<b>Contribution to the local community</b>  <i>25% weighting</i>	<ul style="list-style-type: none"> <li>• Outline your key target audience and how your project development and/or outcomes will engage with the local community.</li> <li>• Demonstrate how the project celebrate diversity, enhance accessibility and foster inclusion.</li> </ul>

## What makes your application stronger (Value-Add Priorities)

Applications that demonstrate the following will be viewed more favourably:

Priority	How your application can be stronger:
<b>Culturally, linguistically or physically diverse</b>	<ul style="list-style-type: none"> <li>• Projects led by, created with, or developed for artists from culturally, linguistically, and/or physically diverse communities.</li> </ul>

## What you need to provide (Required Documents)

All **applicants** must provide:

### CV / Artist Biography

- Provide a current CV or short artist biography (2 page max) outlining your **experience, practice and relevant work**.

### Itemised budget

- Include all income and expenditure.
- Clearly show how grant funding will be used.

### Public Liability Insurance Policy (if applicable)

- Current Certificate of Currency - Insurance must cover all parts of the activity proposed.

### Auspice letter of agreement and required documents (if applicable)

- If you are applying with an auspiced organisation, you must include a **letter of agreement** and all required **documents from the auspice organisation**.

**Small arts organisations** must also provide:

### Annual Report or Annual General Meeting Minutes

- Most recent - Must list committee/board members.

### Annual Financial Statement

- Most recent that includes Income/Expenditure, balance sheet and cash flow.
- **Not** your bank statement.

## Assessment and Approval Process

Eligible grant applications will be assessed in accordance with the criteria and weighting as outlined in each Council grant's application guidelines and assessed by the responsible person(s) outlined in the Community Grants Policy.

Council reserves the right to:

- Decline any application that does not meet the eligibility criteria.
- Request further information in considering applications.
- Cancel any funding where circumstances change.

## Conditions of Funding

- **Merit-based assessment.** Each application will be assessed against the criteria outlined in these guidelines.
  - **Canvassing is prohibited.** Applicants must not attempt to influence decisions by contacting Councillors, Council staff, or assessment panel members.
  - **Competitive grant.** This is a competitive grants program with limited funding available. Submitting an application does not guarantee funding, or the full amount requested.
  - **Council contribution is limited.** Council's contribution will be limited to the amount granted. Recipients are responsible for any additional costs.
  - **Eligibility does not guarantee funding.** All funding decisions are made at the full discretion of Council and are final.
  - **Funding is limited.** Community Grants funding is subject to the total amount allocated in Council's annual budget.
  - **No ongoing commitment.** Funding received in any given year does not imply support in future years.
  - **One application per financial year.** Applicants may submit only one application per financial year.
  - **Policy compliance required.** All applicants and recipients must comply with Council's Community Grants Policy.
- Successful applicants (and their auspice organisation, if applicable) must:**
- **Enter into and sign a funding agreement:** Sign the funding agreement to accept the conditions of the funding.
  - **Acknowledge Council's support.** Publicly recognise Council's support in promotional materials or events (announced at your event or AGM, newsletter, or other communications), using:
    - Council's approved logo (in line with [branding guidelines](#)).
    - The phrase: "Supported by Frankston City Council's Community Grants Program".
  - **Comply with Federal, State or Local Laws and regulations** while undertaking the funding activity.
  - **Deliver the funded activity.** Undertake the activity to Council's reasonable satisfaction, within approved budget and timelines.
  - **Invoice Council by due dates.** Submit invoice for
    - Initial payment (50%) after funding agreement has been signed; and
    - Final payment (50%) after evaluation report and before 30 June 2027. Late invoices will not be paid.
  - **Maintain financial records.** Retain receipts and invoices related to the grant. Council may request evidence of compliance at any time.
  - **Maintain public liability insurance (if applicable).** Insurance must be held for the duration of the funded activity.
  - **Meet Child Safety requirements.** Comply with all relevant child safety legislation which may include, but is not limited to:
    - The Victorian Child Safe Standards (2022)
    - The Child Wellbeing and Safety Act (2005).
 Council may request evidence of compliance. For more information, visit <https://ccyp.vic.gov.au/child-safe->

[standards/](#) or email  
[childsafefrankston.vic.gov.au](mailto:childsafefrankston.vic.gov.au)

- **Notify Council of contact detail changes.** Inform Council of any changes to contact details or circumstances during the funding period.
- **Return unspent funds.** Unspent or uncommitted funds totalling 5% or more of the grant (and at least \$75) must be returned to Council.
- **Request approval for any significant and substantial changes** such as:
  - Changes to activity details.
  - Reallocation of funds to new, unrelated activities.
  - Deadline extensions (acquittal submission or activity completion).

To request changes (excluding funding amounts), submit a **Variation Request** through SmartyGrants. Do not proceed with revised activities or purchases until Council provides written approval.

- **Submit an acquittal report.** Complete an acquittal form via SmartyGrants within 12 months of grant notification or before receiving any future Council funding (*whichever is earlier*).
- **Support Council publicity efforts, as required.** Cooperate with Council's promotional activities, provide notice of events, and invite Council representatives (*where appropriate*). Council reserves the right to publicise funded activities including organisation's name, activity description, funding outcome, and grant amount.
- **Use funds for approved purposes.** Grant funds must only be used for the approved activity unless written approval is obtained (*see Variation Request instructions on this page*).

### Cancellation of Grant

Council reserves the right to cancel and request return of grant funds if:

- The application contains false or misleading information.
- The applicant withdraws from the activity.
- The applicant is not delivering the activity as proposed.
- The activity is cancelled.

## Key Terms

<b>Activity</b>	means the project, program, or event proposed in your grant application. It refers to what the grant funds will support and what you will deliver.
<b>Acquittal</b>	means a report provided by the grant recipient demonstrating that the funds were used responsibly and in accordance with the conditions of the grant.
<b>Auspice / Auspicing</b>	means a formal arrangement where an incorporated, not-for-profit organisation manages a grant on behalf of an unincorporated group. The auspice organisation assumes legal and financial responsibility for the grant.
<b>Council</b>	refers to Frankston City Council.
<b>Grant</b>	means sum of money awarded to an organisation to deliver a specific activity, with the expectation that the funds will be used only for the agreed purpose.
<b>Guidelines</b>	means a document that outlines the eligibility criteria, application requirements, and processes for a specific grant program.
<b>SmartyGrants</b>	means an online grant management platform used by Council for the submission, tracking, and administration of grant applications.



## Support Available

Assistance with	Contact
<p><b>General enquiries and advice regarding Artist Project Grant</b></p>	<p>03 9784 1890  <a href="mailto:Heidi.Irvine@frankston.vic.gov.au">Heidi.Irvine@frankston.vic.gov.au</a></p> <p>If unavailable, contact  <a href="mailto:info@frankston.vic.gov.au">info@frankston.vic.gov.au</a> or 1300 322 322</p>
<p><b>General enquiries about Community Grants Program</b></p>	<p>Community Grants and Networks Team            (03) 9784 1035  <a href="mailto:communitygrants@frankston.vic.gov.au">communitygrants@frankston.vic.gov.au</a></p>
<p><b>Communication Access</b></p> <p>Support service for people with a hearing, speech or communication impairment and for text telephone or modem callers.</p>	<p><b>National Relay Service</b>            To find the NRS call option that best suits you visit:  <a href="http://www.communications.gov.au/accesshub/nrs">www.communications.gov.au/accesshub/nrs</a></p> <p>Most NRS call options are available 24 hours, 7 days a week.</p>
<p><b>Multilingual support</b></p> <p>If you need the assistance of an interpreter</p>	<p>Call 131 450 and state 'Frankston City Council' as the organisation and quote our number 1300 322 322</p>
<p><b>Technical issues with SmartyGrants website</b> such as</p> <ul style="list-style-type: none"> <li>- Account and login problems</li> <li>- Saving and accessing applications</li> <li>- File upload issues</li> <li>- Submission issues</li> </ul>	<p><b>SmartyGrants Support</b>            (03) 9320 6888  <a href="mailto:service@smartygrants.com.au">service@smartygrants.com.au</a></p>