

## ***Westside Place Makers Grant Program Guidelines***

### **What is Place Makers?**

Place Makers is a grant program to fund projects undertaken in public spaces that contribute to Charles Sturt's vision for place making, can be easily implemented, and have high impact.

Through the grants, Charles Sturt is turning the transformation of public spaces over to the community; the residents, visitors and businesses who know their streets, parks, laneways, footpaths, and other areas, intimately. Receiving a grant is a chance for local people to lead the change they want to see in their local area.

### **What does Place Makers fund?**

Place Makers aims to not just rejuvenate public spaces and streets, but to invigorate thinking about what makes a public space great. It is a great opportunity to try out a good idea that may lead to a more permanent project.

Here are some ideas to get you started:

- taking over a vacant shop for a short period to run a 'pop-up' business
- a long-picnic street party with your neighbours
- temporary sculpture park
- projections and paste-ups on buildings
- creative ideas that link-up with existing festivals (such as Fringe, SALA)
- business side-walk Christmas fair
- parklet to extend public space into streets
- trialling a temporary solution for a local traffic problem

### **Eligibility and assessment criteria**

Funding proposals will be assessed on their merits against the eligibility and assessment criteria by a panel of Charles Sturt staff. Even if a proposal meets all of the eligibility criteria, it may not automatically be funded. Depending on funds available, Charles Sturt may elect to put applications out to a public vote, via social media, in order to determine those projects that have public appeal. However, the number of votes received by a project proposal will not necessarily guarantee funding. Once applications have been assessed, a report detailing those projects recommended for funding will be considered at a City of Charles Sturt council meeting for final decision making.

Project proposals will be assessed and rated for the potential impact they will have, their creativity, feasibility and workability. The following criteria will also be taken into consideration.

- Consistency to the overall aims of the City of Charles Sturt's place making priorities and principles (as set out in [City of Charles Sturt Place Making Framework](#)).
- Priority will be given to projects/businesses located in identified priority precincts (as specified by [Place Making Framework](#)). These are currently identified as Hindmarsh (Port

Road), Woodville Road commercial precinct, and Henley Square and immediate surrounds.

- Projects ideally should involve collaborations of at least three (3) people. They should be initiated by, or rely on considerable involvement, of stakeholders of a location (ie residents, businesses, key visitors). Your funding proposal must include letters of support (or similar) to demonstrate collaboration.
- Projects should deliver a positive benefit to the community and users of the project location. They should contribute to and reflect local distinctiveness and character, and strengthen the target audience group's connection to place.
- Projects should be innovative and have the capacity to engage users or visitors of the space.
- The percentage of private funding and/or matched support being contributed by the applicant. This includes financial input and other sources of funding, and in-kind support such as donations of materials, waiver of professional fees, volunteer time (calculated at \$33.72 per hour). Projects that demonstrate a minimum of matched funding/support will be considered more favourably.
- Projects can take place in privately owned spaces but they must be publically accessible.
- Ability of the project to be a catalyst and inspire other projects.
- The potential of the project to increase footfall and patronage for the project location, and relevant local businesses.
- The capacity, ability and expertise of the applicant to deliver the project.
- Projects will ideally be completed within 6 months of funding being allocated.

The following activities are not eligible for funding:

- General events and festivals that do not have a strong and specific connection to a precinct, or are not initiated or organised by precinct stakeholders. Refer [Discretionary Ward Allowance program](#) for event funding.
- Activities that limit or restrict accessibility or use of public spaces.
- Major infrastructure, building activities/upgrades and development of permanent infrastructure on City of Charles Sturt property.
- 'Non-Complying' forms of development. (These are listed in the Development Plan and are land uses which are not envisaged or encouraged within a particular area.)
- Activities or projects that are currently funded or supported in-kind by the City of Charles Sturt (including venue hire subsidy). Alternatively once funded, projects are ineligible for additional City of Charles Sturt funding or support (including Discretionary Ward Allowance grants).

- Projects that have received Place Maker grant funding on a maximum of three (3) previous occasions.

### **Some important things to know**

- Funding support of a project through provision of grant funding does not negate the need to obtain other Council approvals and permission if required.
- Markets on both private and public land will require a Development Application. Speak to our Planning team to fully understand the requirements before submitting your funding proposal.
- If your project involves use of a City of Charles Sturt reserve or space/property owned by a third party you must include evidence of support and permission from the property owner and/or relevant Charles Sturt department.
- Works of art must adhere to the City of Charles Sturt [public art guidelines and policies](#).
- Being given grant money is not a licence to have free reign in a public space. You will still have to adhere to local government rules and regulations. This means applying for any permits that may be required and expending the grant money in line with your proposal.
- In developing your proposal you may also need to consider (and factor into your timelines):
  - Insurance, including public liability
  - Road closures
  - Any potential permits required including reserve hire, street traders, mobile vending, etc.
  - Planning permission (for markets, change of land use)
  - Dial before you dig
  - Relevant Policies or Guidelines
- Don't forget to think of all the costs associated with the project. For example; road closure fees, insurance, stationary and equipment, clean-up costs.
- If you underestimate the cost of your project, the City of Charles Sturt is not responsible for any shortfall.
- Project owners are responsible for their own safety and the safety of others impacted by or engaged in the project.
- The City of Charles Sturt is unable to guarantee that plantings, gardens, artworks, urban furniture etc. created as part of a project will be maintained by Council. For that reason we encourage applicants to think about how installations will be maintained and sustained by the community or project group into the future.

### **If you are successful with funding**

Successful applicants will be provided with a funding agreement that you must sign and return. The funding agreement states that you are being provided with 'x' amount of funding to do 'y & z'. You will also be accepting the terms of the funding – which means if you don't spend all the money OR if you spend it on something different than what you said you would, the funds must be returned to us.

The agreement includes the following standard terms and conditions:

- Grant funding must be used for the project outlined in the proposal.
- The grant will ideally be fully acquitted within 6 months from the date of grant success notification. This includes providing:
  - a financial report detailing expenditure of the grant in accordance with the application;
  - a project evaluation report.
- The City of Charles Sturt is not responsible for any budget shortfall.
- Any grant money left over following the completion of the project must be returned to Council.
- Support of the City of Charles Sturt Place Maker's program must be acknowledged and Place Makers promotional material must be displayed during the course of the project.
- Any special conditions separate to the 'Terms and Conditions' must be adhered to.
- All relevant legal requirements such as planning approval and copyright clearance must be met by the applicant.
- Support of a project through provision of grant funding does not negate the need to obtain other Council approvals and permission if required.
- Projects that receive Place Makers funding are not eligible for additional funding and support from other City of Charles Sturt programs.

There may be additional terms and conditions specific to your project.

Once you have signed and returned the funding agreement we will allocate your funding to you, or advise you in writing how to access the funds (e.g. an invoice might be required if you are a business). Applicants who are GST registered must add 10% GST to the invoice.

Because we want your project to work, a Charles Sturt staff advocate will be assigned to your project to represent it internally within the City of Charles Sturt. Your advocate will be a voice for your project within the City of Charles Sturt organisation by bringing it to the attention of the various departments. You will still need to complete you own permits, applications etc. if required.

The City of Charles Sturt has the right to talk about your project for marketing and promotional purposes but we will not profit from this, nor will we impinge on your moral rights, copyright or intellectual property. We would like you to also promote your project in partnership with us.

### **How much money can I apply for?**

The total grant pool is \$40,000, allocated in two rounds of \$20,000. While there is no limit on how much funding can be applied for, we hope to support as many projects as possible. Applications must be for a minimum of \$500.

### **Who can apply?**

Anyone with a great, workable idea can apply for this grant, including:

- individuals,
- groups or teams
- families, mums and dads
- neighbours and friends
- business heads or creative types with small enterprises
- schools or groups of students.

### **How to apply**

You identify a space and a project, then write us a proposal about your idea and submit it to us.

There is no formal application form. You provide us with your own words and approach to your project proposal but please ensure you have read the guidelines and can demonstrate funding criteria before submitting your proposal. (We do have a project proposal template on our website that you can use or adapt).

In your proposal include:

- What you plan to do.
- Where you plan to undertake your project.
- Why you think the project is a good idea.
- How you will undertake the project, what it will involve.
- Who will be involved.
- What the benefits of the project will be, including outcomes for the wider community. You **MUST** tell how your project aligns to the eligibility and assessment criteria, including the City of Charles Sturt Place Making Framework principles.
- When you will undertake your project and how long it will run for.
- How much money you will need? Please supply a budget breakdown of total project expenses and quotes, including the cost of your time to deliver the project.
- If you have any other funding or in-kind support to achieve your project (including permissions from relevant property owners etc). Letters of Support from other people involved in or impacted by the project.
- Evidence of permission from property owners.
- Any examples of successful similar ideas in other places.

Submit your proposal to:

Place Makers Grant Program

City of Charles Sturt

PO Box 1

Woodville SA 5011

Email: [placemakers@charlessturt.sa.gov.au](mailto:placemakers@charlessturt.sa.gov.au)

### **Got a question?**

Contact the Place Makers Grant program coordinator by phone 8408 1111 or email [placemakers@charlessturt.sa.gov.au](mailto:placemakers@charlessturt.sa.gov.au)