

REGIONAL PARTNERSHIPS PROGRAM GUIDELINES 2016/17 – 2018/19

Program Overview

The Regional Partnerships program provides Victorian regional communities access to a wide variety of quality arts experiences through supporting Victoria's network of regional art galleries and performing arts centres.

Funding contributes to the professional programming and operations of art galleries and performing arts centres. It is an investment by the State Government in the delivery of the cultural programs of these facilities and supports the substantial investment made by many councils in the sector.

Program Aims

The program aims to:

1. Ensure that people living in regional areas have access to high quality arts and cultural facilities and their programs.
2. Strengthen employment and tourism opportunities in regional Victoria.
3. Contribute to the ability of regional cultural facilities to leverage investment and generate income.
4. Encourage professional management at industry standards in regional arts facilities.
5. Enhance liveability and increase social connection in regional centres and surrounding districts.

The Regional Partnerships program acknowledges the differences in resources and capacity of facilities in regional Victoria and prioritises funding to promote equitable access to arts and cultural facilities and their programs across regional Victoria.

Eligibility Criteria

Regional¹ art galleries and performing arts centres that are Local Government Authority owned and managed or are Not for Profit organisations, including:

Performing arts centres which:

- have facilities primarily designed for performing arts;
- are managed and programmed by suitably experienced professionals;
- present a quality professional performing arts program; and
- receive a significant ongoing funding commitment from local council.

Art galleries which:

- have facilities primarily designed to show visual arts;
- are managed and programmed by suitably experienced professionals;
- present and/or develop a quality professional exhibitions program;
- house and care for visual arts collection (according to facility infrastructure and capacity); and
- receive a significant ongoing funding commitment from local council.

Arts centres, which include both a performing arts centre and an art gallery in a single facility, that meet all the above criteria.

Funding Term

The program will offer triennial funding agreements from 1 July 2016 to 30 June 2019.

¹ Rural and regional Victoria is defined as the 48 local government areas including six alpine resort areas set out in Schedule 2 of the [Regional Development Victoria Act 2002](#). A full list is at http://creative.vic.gov.au/Glossary/Regional_Victoria

Application to the program

Application to the program is by invitation only. Creative Victoria will invite all existing Regional Partnerships funded facilities to apply to the revised program for funding from 2016/17 – 2018/19.

Every three years Creative Victoria may invite new applicants to apply to the program based on their ability to meet the eligibility criteria and evidence of a track record of at least three years professional programming within the facility. Invitation to the program can be sought by contacting program staff to discuss suitability for the program.

Facility groups, funding range and characteristics

Each facility will be grouped according to the scope and scale of the program, operations and facility capacity. These groupings will be used to assess facilities and indicate suitable funding amounts and KPIs.

Group	Funding range: (per annum)	Facility Characteristics
ART GALLERIES		
Group 1	\$120,001 - \$155,000	Major regional art gallery <ul style="list-style-type: none"> substantial collection of national significance develops and presents major exhibitions offers comprehensive public programs
Group 2	\$90,001 - \$120,000	Regional gallery <ul style="list-style-type: none"> collection of State significance or a specialist collection develops and presents a comprehensive exhibitions program offers wide-ranging public programs
Group 3	\$40,000 - \$90,000	Small regional gallery <ul style="list-style-type: none"> small collection or limited capacity to store collection develops and presents professionally-curated touring and temporary exhibitions offers targeted public and community engagement programs
PERFORMING ARTS CENTRES		
Group 1	\$100,001 - \$145,000	Leading presenter <ul style="list-style-type: none"> large scale operations with annual budgets over \$1 million. diverse, comprehensive annual program and audience engagement activities across a wide range of performance genres. <i>Major Arts Centres with both a large performing arts centre and a large regional gallery in a single facility</i>
Group 2	\$70,001 to \$100,000	Medium sized venue / Multi-venue operations <ul style="list-style-type: none"> full time professional programming and management substantial annual programs and audience engagement activities across a range of performance genres
Group 3	\$40,000 to \$70,000	Small venue <ul style="list-style-type: none"> multi-use venue equipped to present professional performing arts professional programming and management sizable annual professional performing arts program and audience engagement activities across a range of performance genres

Application Process

Application documents must be uploaded through Creative Victoria's Grants Portal, which will open from **Thursday 24 March until 5pm Wednesday 6 April 2016.**

All the information you need to start drafting an application to the Regional Partnerships program is available now.

We encourage you to draft your application using the available drafting tools in advance of submitting your application online.

To prepare an application, you must:

1. Read the guidelines
2. Contact program staff to discuss your application, if required
3. Draft your application using the following tools creative.vic.gov.au/regionalpartnerships
4. Ensure you are registered with the Creative Victoria Grants Portal [Creative Victoria Grants Portal](#)
5. Copy and paste the content of your application from your drafting template to the online Grants Portal
6. Upload supporting documents
7. Submit your completed application before **5pm Wednesday 6 April 2016**

Support documentation you must upload with your application:

1. Completed 2016-17 Program Summary form (template)
2. Complete Regional Partnerships Budget 2016-17 form (template)
3. A letter from Council Chief Executive Officer outlining Council's ongoing commitment to the facility in 2016/17 – 2018/19, this must include:
 - average annual contribution (excluding capital works)
 - total staffing EFT
 - band/level of Performing Arts Centre Manager or Gallery Director
4. A copy of your operational / strategic / business plan covering 2016-17 as submitted to Council.
5. A copy of your marketing / audience development plan / strategy covering 2016-17.
(if you have no current plan, you will be required to develop a plan prior to 2017-18.)

Application Deadline

Applications must be completed and lodged online by **5pm Wednesday 6 April 2016.**

Assessment Criteria

Facilities will be assessed against the following criteria, drawing on information in application documents and previously submitted documentation to Creative Victoria through the Regional Partnerships program.

1) Quality, diversity and relevance of the professional arts program and public programs for a range of target audiences

An evaluation of your professional arts program and public programs that considers:

- quality, diversity, level of risk, and community relevance of the professional arts program
- level of programming activity
- any curatorial / collection specialisation (art galleries only)
- range of public, community and audience engagement programming offered
- past audience and visitor numbers

2) Contribution to a sustainable and vibrant regional creative and cultural industry

An evaluation of the contribution your facility makes to the local creative and cultural industry that

considers:

- level of staffing EFT at the facility
- quality of collection (art galleries only)
- contribution to the creative and cultural profile of the region
- support for local artists

3) Financial stability of facility and/or local Council financial commitment to facility

An evaluation of financial stability that considers:

- annual turnover
- council contribution and indication of continued commitment across the funding period
- earned income
- commercial use according to scale and capacity of facility
- diversity and scale of income and co-funding
- effective resource use

4) Evidence of commitment to the professionalism, good management and governance of the facility

An evaluation of professionalism, management and governance of your facility that considers:

- Level / band of Director / Venue Manager, their delegated authority, and range of total responsibilities
- management and staffing arrangements
- collection management arrangements (art galleries only)
- governance arrangements, including any relevant committees and advisory bodies
- membership and active involvement in professional sector bodies
- commitment to staff professional development

5) Evidence of local community and audience engagement with the facility

An evaluation of your engagement with local community and audiences that considers:

- development of local audiences
- engagement with local communities
- volunteer numbers
- range of partnerships and cross-sectoral or community connections
- benefit and relevance to local community

Assessment Process

An Advisory Panel comprising external peers and Creative Victoria staff will assess applications against the program aims and assessment criteria. The process will take into account facility groupings and characteristics. Creative Victoria staff will then recommend facilities and funding levels to the Minister for Creative Industries who will make the final approval.

Reporting and Monitoring

The following reporting information will be requested and used to monitor funded facilities.

KPIs

KPIs will be agreed between Creative Victoria and each facility based on information submitted during the application process and past submissions. The process of setting KPIs will consider any KPIs already set for the facility by local council, the facilities own goals and the aims of the Regional Partnerships program. The number of KPIs will be agreed based in the size, scale and capability of the facility and according to their Facility Grouping.

Midyear reporting

Facilities will participate in a midyear review meeting with Creative Victoria program staff.

Annual reporting

Following the end of each year of the funding period, facilities will be asked to submit:

- an annual report on activities and operations
- a summary of actual program
- statement of financial actuals
- report against agreed KPIs
- completed Victorian Arts Industry Checklist

Key Program Dates

Creative Victoria grant portal open for applications	Thursday 24 March 2016
Applications close	5pm, Wednesday 6 April 2016
Notification of program results and KPI setting	June 2016

Program Contact

For further information please contact:

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