

Public Art Grants

Quick Response



Guidelines and Application Form

Quick Response Public Art Grant - Guidelines

City of Prospect, through its Quick Response Public Art Grants, provides the opportunity for artists and art groups to receive funding to support temporary and/or art interventions that will enhance the public realm for the benefit of the Prospect community.

Grants of up to \$1,000 are available to eligible artists and groups delivering public art projects which require a quick turnaround time and a small financial contribution.

Who is eligible to apply:

Commercial entities are not eligible to apply.

To be eligible for funding artists must:

- propose an activity that will take place in the City of Prospect for the benefit of the local community; and
- have an Australian Business Number (ABN) or be a practising, professional, emerging, hobbyist or community artists.

Applications with outstanding grant acquittals with City Of Prospect will not be considered.

GST Requirements

Funds are subject to GST legislation and Council requires supply of either:

- GST status, or
- GST exemption declaration.

What cannot be funded:

Applications not considered eligible for funding include:

- reimbursement for money already spent;
- recurrent funding of a project or program previously funded by Council;
- travel allowances;
- fundraising activities, sponsorships or prize monies;
- payment of salaries (excluding artist fees) or recurrent operational costs;
- activities, programs or projects which seek to make a profit;
- projects or resources that have a political or religious purpose or objective.

Criteria for funding:

Applications should meet the following funding criteria:

- Applicants must provide evidence of their own contribution, either cash or in-kind, towards the project or program.
- Your temporary public artwork should demonstrate the ability to deliver a benefit to the Prospect community.
- Approval in writing from the relevant property owner i.e. in the case of murals on private property or Government owned land or property.
- All parts of the application form must be completed and accompanying support materials attached to the application.
- The temporary public artwork must be completed within six months of funding being received.

Funding Priorities:

Priority will be given to public art proposals that:

- are new, innovative and aim to engage the community;
- improve local amenity;
- have not previously received funding from Council; and
- occur in areas not usually considered as a site for a public art experience.

Further information and assistance:

If you require any further information or assistance with your application please contact:

Edward James
Public Art Coordinator
Tel. 8342 8175
edward.james@prospect.sa.gov.au

Where to send your completed application:

Applications together with attachments should be forwarded to:

Public Art Coordinator
City of Prospect
PO Box 171
Prospect SA 5082
admin@prospect.sa.gov.au

Applicants will receive an acknowledgement of our receipt of the submitted application. If you do not receive acknowledgement within 7 days of the closing date you will need to contact the Public Art Coordinator to ensure your application has been received.

Public Art Quick Response Grants Application Form

ALL APPLICANTS:

- Read Guidelines prior to completing this application.
- Make sure you attach supporting materials.
- Please print legibly.
- Applications must be completed in full or they will not be accepted.

1. APPLICANT DETAILS

Name of Applicant:

Postal Address:

<input type="text"/>	P/Code: <input type="text"/>
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Location Address (if different to postal address):

<input type="text"/>	P/Code: <input type="text"/>
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Contact Details:

Telephone	Mobile:	Fax:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ABN

Statement by Supplier (reason for not providing an ABN)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you registered for GST?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

2. DESCRIPTION OF PROJECT

Please describe your proposed Quick Response Public Art concept:

a) Title:

b) Description of Project / concept behind the idea:

eg will crochet in recyclable plastic, a series of 'hives' and install under the eaves of local businesses. Final works will be installed at 9999 Prospect Road and be approx 1x2 metres in area.

2. DESCRIPTION OF PROJECT Continued

- c) What is the aim/s of the proposal?:
eg to bring to the built form a surprising natural looking installation – to evoke public curiosity and engagement

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- d) Timeline: *including key dates / milestones*
ie design, consultation with property owner, paint etc to completion of project.

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What are the anticipated install and decommission dates of your project (if relevant):

Install:

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Decommission:

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Is Property Owner Approval Required?

Yes

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No

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If YES, what is the property location and details of the Property Contact / Liaison Person?

Address of Property or Properties

Contact Person (s)

Other Information?

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3. ESSENTIAL CRITERIA

a) Site map and location plan.

b) How does the proposal relate to the site?

eg it draws attention to this unique business / building improvement / activate an underutilised space

c) If relevant; please describe how you will employ any environmentally sustainable practises in the work?

eg will use recycled / recyclable materials

4. PUBLICITY AND PROMOTION

a) Will you promote your finished installation / artwork?

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b) How? (please tick relevant boxes)

Social Media	<input type="checkbox"/>	Flyer / Newsletter	<input type="checkbox"/>	Advertiser	<input type="checkbox"/>
Other	<input type="checkbox"/>	Launch	<input type="checkbox"/>	Messenger	<input type="checkbox"/>

5. REPORTING AND EVALUATION

How will you know that you have achieved your intended outcomes?

6. PREVIOUS GRANTS RECEIVED FROM

Please list any grants received from Council in the last 2 years

Amount	Date received	Project, Initiative or Resource

7. HOW WILL YOU ACKNOWLEDGE CITY OF PROSPECT FOR THEIR SUPPORT?

8. FINANCIAL ASPECTS OF PROPOSED	
What is the amount sought from Council?	\$
What is your contribution Note: Volunteer hours can be calculated at a rate of \$20 per hour to give an estimate of 'in-kind' contribution	\$
What is the total cost of the proposed project? (including 'in-kind' support)?	\$

Please complete expenditure details in the chart below **making sure to identify those items on which Council funds will be spent:**

EXPECTED EXPENSES		
Item		Amount \$
Promotion (if applicable)		\$
Materials (please specify)		\$
Hire Equipment (please specify)		\$
Public Liability		\$
Other expenses (please specify)		\$
TOTAL EXPENDITURE		\$
TOTAL INCOME from grant		\$

NB: Total income must equal total expenditure

9. DECLARATION				
I				hereby certify that
I am authorised to prepare and submit this application and that the information contained in the application is true and correct to the best of my knowledge.				
Title		Given name:		Family name:
			Date:	

10. DOCUMENTATION CHECKLIST AND FURTHER INFORMATION - before submitting your application make sure you have:	
	Read the Guidelines – in particular please note the eligibility criteria (pages 1-2)
	Fulfilled any previous grant or sponsorship obligations with City Of Prospect
	Included a fully costed income and expenditure budget (including all applicable permits and fees for your project)
	Included a completed Preliminary Risk Assessment (Page 12) for your project
	Included written evidence of permission to use a site which is privately owned (if applicable)
	Included your Curriculum Vitae (maximum 1 page) and / or links to your website
	Completed all sections of the application form including details about your <ul style="list-style-type: none"> - ABN and GST status; or - provided a Statement by Supplier (if you do not have an ABN) https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/
	Signed the application form
	Kept a copy of your application for future reference
	Submitted your application: (must be submitted online) admin@prospect.sa.gov.au
	Any supporting documentation that may be appropriate (maximum 2 pages)
	I am aware that should my application be successful, I may be required to provide a copy of my Public Liability Insurance "Certificate of Currency" (minimum \$10million)

HELPFUL INFORMATION

Contact and costing details for Council services

When organising your project, activity or event you may need to apply for a service from City of Prospect staff. Below is a list of some applicable Council services.

It is important that you fully cost your activity or event including all the services listed below as Council will not provide additional support. Should your application be successful, the amount allocated will be the total of Council's contribution and no further request (cash or in-kind) will be considered.

SERVICE	MORE INFORMATION & FEES	MINIMUM LEAD TIME
Development Approvals <i>Required if you are planning to alter a building, erect a sign on a building (includes murals and paste-ups)</i>	For information on Development Approvals contact admin@prospect.sa.gov.au or phone 8269 5355.	8 weeks
Parks and Gardens: <i>Notification Application</i>	Contact admin@prospect.sa.gov.au or phone 8269 5355 for information on working within our parks.	14 days
Closure of a street or road	For approximate costs and further details regarding road closures please call the Technical Officer, Traffic on (08) 8269 5355.	2 months

EXAMPLE:

Preliminary Risk Assessment

The primary objectives of the Preliminary Risk Assessment are to:

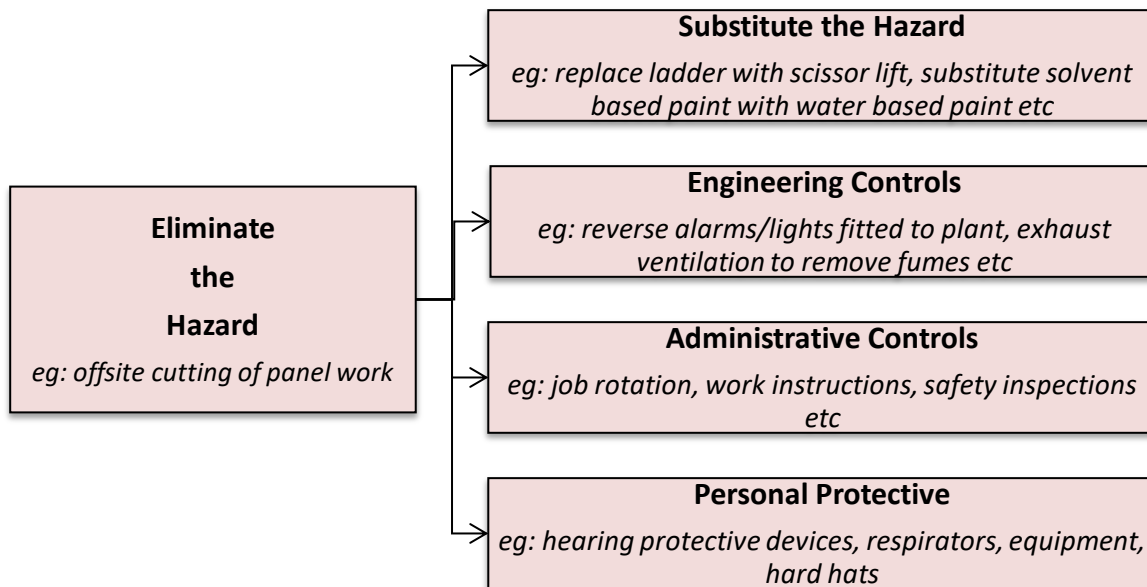
- identify hazards associated with undertaking the work
- determine the level of risk
- establish the appropriate risk control measures

Each major or significant task or activity associated with the project shall be assessed in terms of the potential risk factors and the most likely outcome as a result of an incident.

Risks shall be classified according to the following schedule:	
Class 1	potential to cause death or permanent injury to one or more people
Class 2	potential to cause one or more injuries requiring medical treatment; and
Class 3	potential to cause an injury treatable with first aid

The aim of the Preliminary Risk Assessment shall be to **eliminate Class 1 and 2 risks** associated with the project. Applicants should detail risk control measures which address all identified Class 1 and 2 risks.

When determining risk control measures, the hierarchy of controls summarised below must be considered:



When safe work procedures or instructions are developed they must:

- outline a work sequence
- highlight the procedures required to control the identified Class 1 and Class risks
- inform all people involved in the activity about safe work procedure

Hazard Identification and Control Table

The following table provides examples of control measures for a range of generic hazards. These examples are provided as a **guide only** and important site specific factors must also be considered. Note also that this table of examples does not include all possible hazards.

Hazard	Possible Cause	Control Measure
1. Traffic Hazards	<ul style="list-style-type: none"> Working in close proximity to roads 	<ul style="list-style-type: none"> Installation of temporary traffic signals Use of Safety Signs Speed restriction signs displayed and enforced Use of witches hats or temporary barriers to cordon off sections or whole of road
2. Manual Handling	<ul style="list-style-type: none"> Handling of heavy objects 	<ul style="list-style-type: none"> Use of lifting aids Imposed restrictions on certain activities
3. Contact with Heat	<ul style="list-style-type: none"> Hot materials Fire in the Workplace Exposure to sun 	<ul style="list-style-type: none"> Provide appropriate protective clothing and training Remove flammable materials or store correctly Provide adequate firefighting equipment & training Provide protective clothing and sunscreen Reduce exposure time
4. Contact with Electricity	<ul style="list-style-type: none"> Faulty electric leads and tools No earth leakage detectors Electric leads on ground Electrical leads in damp areas Electric leads tied to metal rails Contact with underground or overhead cables 	<ul style="list-style-type: none"> Tools and leads inspected and tagged Residual current devices in all circuits and tested Electrical leads kept elevated and clear of work areas All electrical leads kept dry All electric leads are kept insulated Location of services and overhead cables to be established Services to be isolated when working in proximity Establish safe clearance distances
5. Exposure to Noise	<ul style="list-style-type: none"> Not wearing appropriate noise protection 	<ul style="list-style-type: none"> All personnel to wear appropriate PPE (hearing protection)
6. Contact with dangerous substances (chemicals)	<ul style="list-style-type: none"> Incorrect handling procedures Lack of information Not wearing appropriate PPE Incorrect storage Elevated exposure levels 	<ul style="list-style-type: none"> All personnel informed with regard to correct handling and product sheets as required Staff provided with appropriate PPE Hazardous substances stored and labelled correctly Provide mechanical ventilation
7. Struck Against	<ul style="list-style-type: none"> Protruding objects in access routes Not wearing appropriate PPE 	<ul style="list-style-type: none"> Protruding objects are removed or marked Provide appropriate PPE and training
8. Struck by Object	<ul style="list-style-type: none"> Objects falling from work platforms Debris from grinding operations Windblown particles Loads slung from cranes 	<ul style="list-style-type: none"> All work platforms fitted with toe-boards Fence off areas below to prevent access Materials stacked securely All personnel wear appropriate PPE (hard hats) Secure loose objects to structure Loads not slung over personnel Loads slung correctly
9. Fall from Height	<ul style="list-style-type: none"> No handrails Working outside handrails Floor penetrations not covered Ladders not secured Unsafe area 	<ul style="list-style-type: none"> All work platforms have secure handrails Persons wear full fall arrest type harness All floor penetrations covered or barricaded All ladders secured to prevent movement Ladders to extend at least 1m above landings Tag and fence to prevent access
Slips and Falls	<ul style="list-style-type: none"> Access routes obstructed by materials Leads/hoses across access routes 	<ul style="list-style-type: none"> All access routes kept clear of materials and debris All leads kept clear of ground or covered

	<ul style="list-style-type: none"> • Slippery surfaces • Safety footwear not appropriate • Poor visibility 	<ul style="list-style-type: none"> • All access surfaces kept dry and in good condition • Personnel wear appropriate safety footwear • Provide adequate lighting
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The Preliminary Risk Assessment Form requires the applicant to:

1. **Specify each Task / Activity** associated with the proposal in the sequence in which it will be performed from the beginning to the end product/or its installation.
2. **Name the Potential Hazards** associated with each activity or task to be carried out.
3. **Evaluate each Hazard** as a level of risk, described as Risk Class 1, 2 or 3 defined above to prioritise the risk control measures.
4. **Identify a Control Measure** necessary to eliminate or minimise the hazards that may lead to accident, injury or occupational illness.

Using the **Hazard Identification and Control Table** on page 12 **complete the Preliminary Risk Assessment Form** provided on Page 14, and submit to Council as part of the application process.

Example:

Specify Task/Activity	Potential Hazards/Consequences	Class of Risk	Action Required To Control Risk/s
Painting wall using a ladder or scaffolding	<ul style="list-style-type: none"> • Ladder slipping while in use • Objects falling from a height causing injury to passers by • Artist falling off ladder/scaffolding due to slippery surfaces • Poor visibility leading to fall 	2	<ul style="list-style-type: none"> • Secure ladder into position • Secure objects on ladder/scaffolding
		2	<ul style="list-style-type: none"> • Fence off areas below to prevent access • Objects stacked securely • Loads not slung over personnel
		2	<ul style="list-style-type: none"> • Surfaces to be kept dry • Harnesses to be available on scaffolding
		2	<ul style="list-style-type: none"> Awareness of WHS behaviour on site Wearing appropriate footwear • Ensure good lighting
Using aerosol spray paint	<ul style="list-style-type: none"> • High intensity of fumes create potential WHS issues 	2	<ul style="list-style-type: none"> • Use mask and adequate ventilation • Operate where and when environmental impact most minimal by working out of office hours in CBD

PRELIMINARY RISK ASSESSMENT FORM – Grant recipient to complete:

Applicant:	
Location:	
Phone:	
Email:	
Date:	

Task or Activity	Potential Hazards / Consequences	Class of Risk	Action Required To Control Risk/s

For further information contact:

City of Prospect

128 Prospect Road, Prospect SA 5082

Telephone 08 8269 5355

admin@prospect.sa.gov.au

www.prospect.sa.gov.au