frequently asked questions
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Cover image: We Built This City/Redfern School of Displacement, 2016, Keg de Souza Instillation view at Vine Street, Redfern, for the 20th Biennale of Sydney. Photo: Ben Symons
Melody Lines, 2016,
Ross Manning, Performance Space Liveworks
Festival of Experimental Art, Carriageworks.
Photo: Zan Wimberley
I want to apply to the Arts & Cultural Development Program (ACDP). Am I eligible?

Eligibility requirements for each category are set out in the ACDP guidelines. If you are still unsure whether you are eligible to apply after reading the guidelines, please contact Create NSW staff for further clarification:

- Tel: (02) 8289 6533
- Free call: 1800 358 594 (NSW only)
- Email: arts.funding@create.nsw.gov.au

How can I find out more about application deadlines and requirements?

A table setting out ACDP opening and closing dates is available in the ACDP Guidelines. You can download the ACDP Guidelines here.

Application forms for all categories are available in the online application system a minimum of six weeks prior to the closing date for each category.

I don’t have regular access to a computer or the internet, how do I submit an application?

In these circumstances please contact staff at Create NSW to discuss how to submit an application.

If you do not have regular access to a computer or the internet, your local library or other community organisation may be able to assist with internet access.

Who can help me with my application?

Create NSW staff can answer any queries you have regarding the ACDP funding categories, and the Create NSW online application system.

A Service Organisation may also be able to help you with your application. Check the Advisory Sources and Resources Part Five in the ACDP guidelines for further information on Service Organisations.

If you are based in regional NSW, a Regional Arts Development Organisation (RADO) in your area may be able to assist you.

RADO contacts are available on the Regional Arts NSW website.

I have a disability and require assistance submitting an application

If you require assistance completing and/or submitting your application, please contact staff at Create NSW:

- Freecall: 1800 358 594 (within NSW)
- Telephone: 02 8289 6533 (outside NSW)
- National Relay Service (NRS):
  - TTY users phone 133 677 then ask for 02 8289 6533
  - Speak and Listen users phone 1300 555 727 then ask for 02 8289 6533
  - Internet relay users connect to the NRS then ask for 02 8289 6533
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<td>How do I know if my application has been received?</td>
<td>You will receive an automated email acknowledgment when your application is received through the online application system. If you do not receive an email acknowledgment shortly after submitting your application, please contact Create NSW staff.</td>
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<td>I want to ensure panel members see my work, how do I find out who is on my panel?</td>
<td>Create NSW publishes a list of panel members sitting across all categories at the conclusion of all funding rounds. You can access the panel list on the Create NSW website. While panel membership differs each year, there is some crossover from year-to-year. As Create NSW draws on panel members from across the state, not all panel members may be familiar with your work. Given this, you should make sure that your application includes strong samples of your work, including audio-visual material.</td>
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<td>What are the chances of my application being successful?</td>
<td>Applications to the ACDP are assessed against the published assessment criteria. Due to the competitive nature of the funding rounds, not all applications that meet the assessment criteria are able to be funded, or able to be funded at the full amount requested.</td>
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<td>Can I reapply for funding if my application is not successful the first time?</td>
<td>If eligible, you can apply to the same funding category you have applied to in previous rounds for the same activity.</td>
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<td>Can I get feedback on my application?</td>
<td>After the assessment round has been completed, you will be notified in writing of the outcome of your application. Once you have received your notification, you can contact Create NSW staff to request feedback. An Assessment Meeting Report is also published on the Create NSW website for application rounds. The report includes general panel feedback on the round to assist applicants.</td>
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**GENERAL FUNDING**

**Q:** Are the Quick Response categories the only funding available for an individual artist?

**A:** No. In addition to the Artist Support category, individual artists are able to apply to the Arts & Cultural Projects, Aboriginal Regional Arts Fund, Regional Arts Touring, Fellowships, Scholarships and Awards categories.

Support for individuals is also available through NSW Small Grants (devolved funding). You should contact our partner Service Organisations directly for further information on available funding. Details are available under Other NSW Government Funding Opportunities in the ACDP Guidelines.

**Q:** Would my community group/association/theatre guild be eligible to apply for an arts and cultural project?

**A:** Yes, however you must ensure that your proposed project involves professional artists. For more information on how we define a professional artist see the Glossary of the ACDP guidelines.

If your community group/association/guild is looking for smaller grants, there is also a suite of NSW Small Grants (devolved funding) available. NSW Small Grants are managed by Service Organisations that support arts and cultural activities at a local and regional level. See Other NSW Government Funding Opportunities in the ACDP Guidelines for more information.

**Q:** Am I required to supply support letters with my application?

**A:** Applicants should refer to funding categories in the ACDP Guidelines for support material requirements.

Support material plays a vital role in assessing and understanding your application. Confirmation letters and letters of support (e.g. from project partners, venues, other participants) strengthen the competitiveness of your application. Letters should be current and directly related to the program/project being applied for, rather than generic letters of support.

Formal emails are acceptable in place of letters. For more information see Support Material under Information For Applicants in the ACDP Guidelines.

**Q:** What happens if I don’t answer every question on the application form?

**A:** If you don’t answer all the questions in the application form, your application may be deemed incomplete and therefore ineligible.

If you are unsure about any question in the application form, please contact Create NSW as soon as possible to ask for help.

**Q:** Can I submit material after the closing date?

**A:** In most cases support material must be provided at the time your application is submitted. However, if you cannot achieve this due to extenuating circumstances, please contact staff at Create NSW as early as possible. If you are unsure about any question in the application form, please contact Create NSW as soon as possible to ask for help.
ARTS & CULTURAL DEVELOPMENT PROGRAM

Tullara Connors, 2016, trip to Ireland to be mentored by John Carty, Irish Tenor Banjo player, as part of her Young Regional Artists Scholarship (YRAS) program. Photo: Tullara Connors
**Q:** Is diversity encouraged in applications?

**A:** Create NSW encourages applicants to reflect the diversity of NSW in their activities. Applicants should, wherever possible, keep diversity in mind when planning activities and strive for inclusion and engagement of people from a wide range of backgrounds, particularly from ACDP priority areas (see *Policy Directions, Objectives and Priority Areas* under *General Information* in the ACDP Guidelines). In addition to the ACDP priority areas, applicants should consider other forms of diversity, including age, sexuality and gender.

**Q:** Do I have to engage with a ‘priority area’ as part of my program?

**A:** Organisations in receipt of Program Funding must deliver activities/events that engage with a minimum of one Priority Area. The level of activity must be commensurate with the organisation’s scale and capacity.

Applicants for Project or Professional Development grants are not required to engage with a Priority Area. However, growing the quality and quantity of activities in Priority Areas is a key focus of the ACDP. Programs and projects that support high quality engagement and participation in these areas are of particular importance.

More information on Priority Areas is available in the ACDP Guidelines and *KPI & Data Information sheet*.

When filling out the KPI & Data section of the application form, include relevant activities, events, attendance and participation. If you do not have an activity that will engage with these groups just put ‘0.’

**Q:** What specific evidence should I provide if my project engages with a community from a priority area?

**A:** It is important to show support/need from priority communities for the specific projects, activities or services you are applying for. You can do this by showing that you have consulted appropriately with those communities and intend to enter into partnerships (where relevant). Evidence of this can be provided through the inclusion of support letters from the community.

For projects and programs working with Aboriginal people and communities, you must provide evidence at the time of applying that you have their interest and support. This could be through written letters of support and confirmation of involvement from the relevant communities and/or organisations. See *Aboriginal Arts & Cultural Protocols* available on the Create NSW website for further information.
Young people from Hay perform at the historic home, Bishop’s Lodge in The Echo in Our Walls, 2016, Outback Theatre for Young People. Photo: Victoria Anderson
Can I ask Create NSW to fund my entire activity?

Create NSW does not provide 100 per cent funding for projects/ programs, except for Fellowships and Scholarships. Applicants are expected to secure some other sources of income (cash and/or in-kind) to strengthen the viability of their project/ program.

Check the ACDP guidelines for each category for further information on the minimum and maximum funding amounts available, and for any specific contribution requirements. For example, applicants to the Regional Capital category are required to contribute a minimum of 50% of the costs of the project.

What do panels look for when assessing budgets?

Budgets are a key part of your application and are assessed against a specific budget criterion. As all assessment criteria are equally weighted, it is important that you spend as much time on the budget section of your application as you do on other areas.

The panel expects that you provide enough detail in your budget to allow it to properly assess the accuracy and viability of the activities you are applying for. Often applicants provide a good level of detail on income items, but do not explain complicated expenditure items. Both income and expenditure items should include an appropriate level of detail.

Budgets should state whether income is ‘confirmed’ or ‘unconfirmed’.

Project funding applications are required to present a break-even budget. Application budgets showing a surplus or deficit will be marked down. Program funding applications may include a deficit or surplus budget; however, applicants must provide a clear reason for this result.

How much should I budget to pay artists and others involved in my activities?

Payment of fees and salaries to artists, creatives and arts workers should be consistent within industry standards. For further information, contact organisations such as:

- Australian Society of Authors: www.asauthors.org
- Australian Writers’ Guild: www.awg.com.au
- Media, Entertainment and Arts Alliance: www.alliance.org.au
- Museums and Galleries NSW: www.mgnsw.org.au
- Museums Australia: www.museumsaustralia.org.au
- National Association for the Visual Arts: www.visualarts.net.au
Can I get someone else to financially manage my grant?

Yes. Create NSW allows you to nominate a third party (e.g. your agent, producer, manager or a service organisation) to take responsibility for the financial management of your grant. You will need to nominate this ‘administering body’ in the space provided on your Application Form.

Create NSW will pay the funding to the third party you nominate, however, the funding agreement will be with yourself as the grant applicant, and all reporting requirements, including financial reporting will be your responsibility.

Administering bodies are responsible for:

- signing Schedule 2: Administering Body Agreement of the funding agreement or letter of offer
- agreeing to administer the grant funds on behalf of the grant recipient and liaising with the grant recipient to agree payment amounts and frequency
- paying funds to the grant recipient (usually in instalments over the course of the project)
- providing the grant applicant with the relevant financial information required for acquittal of the funded project
- ensuring that funding of $50,000 or more is audited and certified by a qualified accountant in public practice.

The grant recipient is responsible for:

- signing the funding agreement/letter of offer, which is sent by Create NSW, ensuring Schedule 2 is signed by the administering body and returning the signed copy to Create NSW
- negotiating the level of service the administering body will provide, with reference to Schedule 2
- overall management and artistic direction of the project
- providing the administering body with the necessary information to allow them to provide accurate financial information/report at the end of the project
- adhering to the terms and conditions of the funding agreement, including:
  - seeking approval from Create NSW of any proposed changes to the nature of the activities, key creative personnel, locations, timeframe for delivery of activities or budget of the project
  - completing and submitting an acquittal report at the end of the project
  - obtaining financial information from the administering body in order to complete the financial requirements of an acquittal report.

Create NSW recommends that you have a formal understanding with your administering body to provide you with the financial information that you require to appropriately acquit the funding.
Don’t worry, 2016 and Be Happy, 2016, Abdul Abdullah. Installation view as part of Jogja Calling, 4A Centre for Contemporary Asian Art. Courtesy of the artist and Fehily Contemporary. Made with the assistance of DGTMB Art Embroidery. Photo: Document Photography
Q: Can I apply for an increase to my previous program funding level?

A: Applicants can apply for funding up to the Program category maximums. Due to the competitive nature of the ACDP, not all applications that meet the assessment criteria are either able to be funded or to be funded at the full amount requested. As a guide for applicants on likely funding levels, a list of funding recipients is available on the Create NSW website.

Q: How will my program funding be assessed?

A: Applications to the Annual and Service Organisations Program funding categories will be assessed by one of three panels:

• Performing Arts (dance, music, theatre)
• Visual Arts, Museums, Literature
• Multi-artform.

At the time of making your application you will be asked to select the assessment panel for your application.

Q: Is there any guidance on the financial benchmarks that my organisation should be working towards?

A: It is recommended that organisations work towards achieving a minimum Reserves Ratio of 20%. Achieving reserves of 10% is considered to be acceptable, and achieving 20% reserves is considered to be very good.

If your organisation has a Reserves Ratio in excess of 20%, your may consider implementing a policy for investing those reserves.

Information on your Working Capital Ratio will also be reviewed by the assessment panel. The benchmark Working Capital Ratio is 2 to 1.

That is, an organisation should have at least $2 in current assets to cover $1 in current liabilities.

In addition, panels will be provided with information on your Net Cash (in weeks). This is an indication of how long an organisation can continue to operate on its cash assets alone.

RESERVES RATIO: your net assets over expenditure, expressed as a percentage.

WORKING CAPITAL RATIO: your current assets divided by your current liabilities.

NET CASH IN WEEKS: (cash minus income received in advance) divided by (total expenditure divided by 52).
Q: If I am unsuccessful for program funding, am I able to submit an application for project funding?

A: Applicants to the Program funding round (including Service Organisations) should strongly consider applying for Arts & Cultural Projects funding (or other relevant categories). This will give applicants another opportunity to secure funding to support their activities in the case that their Program funding application is not successful.

While applicants are not able to receive both Program funding and Arts & Cultural Projects funding in the same year, should you be successful in both categories, Create NSW will prioritise the Program funding application over the Project application.
fellowships & scholarships
Am I too young/old for a fellowship?

There are no age restrictions on Fellowships; however, you must be a professional artist, practitioner or arts/cultural worker.

Create NSW defines ‘professional’ as indicating a degree of training, experience or a manner of working that allows your work to be assessed against the highest practised standards in your relevant field. As a professional artist, practitioner or arts/cultural worker, you must have a commitment to arts/cultural work as a major aspect of your working life, even if this work is not your main source of income.

Applicants to the Young Regional Artists Scholarships need to be aged 18 -25 at the start of the program.

Am I an emerging, mid-career or established practitioner?

You should make your own assessment as to whether you are emerging, mid-career or established and provide your reasons in the application form.

- **Emerging artists and arts/cultural workers** – professional, practicing practitioners who have a public presentation or publication record and are in the early stages of their career.
- **Mid-career and established artists and arts/cultural workers** – professional, practicing practitioners in the mid-to-late stages of their career with a significant history of practice and public presentation, an extensive body of work and a degree of recognition.

The assessment panel will consider how significant the fellowship program may be to your practice at your current career stage.

Do I need qualifications to apply for a fellowship/scholarship?

No, you don’t need any formal qualifications.

The assessment panel will consider your commitment to your professional artistic and/or cultural practice and the impact the Fellowship/Scholarship might have on your future career and work.

I am applying as a solo artist but also collaborate with others. can I include artworks from my collaborative practice as part of my support material?

No, if you apply as an individual artist you may only submit artworks solely created by you.
**Q:** My artform is not listed, am I still eligible?

**A:** If your artform is not listed in the description of eligible artforms, please call or email Create NSW with the contact details previously listed.

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**Q:** Can I use the fellowship/scholarship to undertake more than one activity?

**A:** You may use your Fellowship/Scholarship to undertake a combination of professional development activities. For example, you may wish to undertake research and then also do a specialised, relevant short course. Alternatively, you may wish to focus on one longer activity, such as a mentorship with an international artist.

A Fellowship or Scholarship has the advantage of allowing you to tailor your own program of professional development. Before applying, you should think carefully about what particular activities would benefit your practice and career development.

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**Q:** Can I undertake activities within Australia or overseas as part of my professional development?

**A:** The focus of the funding is to support you to undertake a program that develops skills, knowledge, networks and/or market opportunities. This program can occur anywhere within NSW, Australia or overseas. Keep in mind, however, that your application will need to show you have a clear rationale for why and how your proposed program will benefit you professionally.

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**Q:** Do my activities need to be confirmed?

**A:** A timeline with at least some confirmed activities will strengthen your application; however this is not essential. If you are a Fellowship/ Scholarship recipient, you will have time to confirm the details of your program prior to receiving your funds. In some cases, successful applications will be conditional on the confirmation of some proposed activities.

The strongest applications show the assessment panel that you have spent a reasonable amount of time planning your program. You might demonstrate planning by including letters or emails of support (or expressions of interest) that show you have already contacted a particular artist to be your mentor, or that you have been accepted to undertake a residency, etc. In other words, you don’t need to have your whole program confirmed but if you have made contact with at least some of the relevant people and institutions involved, it can show that you have a considered approach to your program.

If you require assistance with this or with advice on how to approach potential collaborators, mentors or organisations, please do not hesitate to contact Create NSW staff.
### Frequently Asked Questions - Professional Development Funding

**Q:** Can I apply if I am currently still studying? Can I use the funding to complete a university degree?

**A:** Yes, you may apply for a Professional Development grant if you are currently studying at University or completing another formal qualification; however, funding must contribute to your work outside of your formal study requirements.

Funding is not available to support study that will result in a university degree or any other formal qualification.

**Q:** Can I use professional development funding for other types of study?

**A:** Yes, but only towards a short period of training or study, for example a short course, workshop, or other type of training at an institution. In your application, you must also explain the direct benefits of you undertaking this specific training or study.

**Q:** Will there be an interview?

**A:** At the discretion of the assessment panel you may be asked to attend an interview as part of the assessment process.

**Q:** Is professional development funding considered income?

**A:** Yes. Successful applicants will need to declare the grant in their tax return. Successful applicants who receive a Government benefit such as the Disability Support Pension must advise the appropriate agency.
Q: How much detail do you require in the budget?

A: Your budget should show be realistic and show a good level of planning of your program. Be specific and get costings. Make sure that you provide an explanatory notes to assist the panel understand your budget.

Q: How much is too much for my fellowship/scholarship program?

A: There is no limit to how much your program can cost. However it is important to be realistic and consider how viable your program will be in relation to your funding sources.

Q: Can I apply for access support for my program?

A: Yes. These costs need to be included in your budget and access requirements need to be identified in the relevant section on the application form.

Q: Can I have funds leftover from my program?

A: No. Your budget should be break-even and with no surplus or deficit – that is, the income should equal the expenditure.

Q: Can I speak to someone about my budget?

A: Budgeting is often a complicated part of the application process so please do not hesitate to contact Create NSW with any questions.
Q: Why is support material required?
A: Support material is used to gain a deeper understanding of your work and it is a valuable tool for you to demonstrate your work and ideas, and support for your application.

Q: How should I present my work in support material?
A: It is highly recommended that you consider how your artworks are represented in your support material so that your artistic practice is represented in the best possible way:
• If you create video/time-based work, you need to provide video files for the assessment panel to consider. You may also submit still images of your works if you think it will help the Assessment Panel. For example, you could submit 3 video works in a 5 minute show reel and 2 or 3 still images showing the works installed in a gallery.
• If you are submitting still images, you might wish to submit a combination of images of your work. For example, you might include a direct shot under controlled lighting, an image of the work installed in a gallery and also detail shots.
• It is up to you how many images you allocate to each work (as long as you don’t exceed the overall limit).

Q: I work in unusual/uncommon formats not covered in the guidelines or this document. How should I provide support material that represents these works?
A: If you work in an unusual format, it is recommended that you contact Create NSW.

Q: How should I present my biography and CV?
A: Your biography should briefly detail your artistic/cultural practice. This can include a summarised history and a description of the work you produce. The assessment panel has a limited amount of time to read your CV.

You need to make sure you express your career history as a professional artist, practitioner or arts/cultural worker accurately and clearly.

As a guide, your CV should be a maximum of:
• 3 pages for Fellowships
• 2 pages for Young Regional Artist Scholarships

Your CV should include:
• relevant qualifications – including the name of the qualification, institution and the graduation date (actual or expected)
• all your professional experience – including the title of the work, venue and date
• relevant work experience as an artist or arts worker – including the position, organisation & date
• previous awards/grants/residencies – including the title, location and year
• explain gaps in your professional practice.
Q: Can I include extra support material?

A: Optional support material is not required for your application to be successful, however if you have extra material that is relevant to your program, you should include it.

If you have any questions in regards to support material or require assistance, please contact staff at Create NSW.
Chris Bunton, Speed Of Life, 2016, Ruckus, Pact Centre for Emerging Artists.
Photo: Heidrun Löffel
**NSW ARTIST WITH DISABILITY FELLOWSHIP**

**Q:** Can an individual without disability apply on behalf of someone with disability?

**A:** This Fellowship is specifically for artists with disability. We understand that you may need support in planning the program and in filling out the application. However, the individual artist with disability must drive the overall program.

**NSW VISUAL ARTS FELLOWSHIP - EMERGING**

(OFFERED IN PARTNERSHIP WITH ARTSPACE VISUAL ARTS CENTRE)

**Q:** What is the exhibition?

**A:** An independent panel of expert peers will select up to 12 applicants to take part in the finalists' exhibition to be held at Artspace, Woolloomooloo. All shortlisted artists will receive a fee for participating in the exhibition.

Some artists may be asked to participate in talks or other public programs.

The Fellowship is awarded to one of the shortlisted artists, once the assessment panel views the works in the exhibition.

**IF I'M SELECTED TO BE IN THE EXHIBITION, WILL I GET HELP TO INSTALL?**

Yes, Artspace will give you professional curatorial support leading up to the exhibition and assistance to install and deinstall your work.

**NSW WRITERS FELLOWSHIP - EMERGING**

(OFFERED IN PARTNERSHIP WITH VARUNA, THE WRITER’S HOUSE)

**Q:** I am a writer in ‘new media’. Am I eligible?

**A:** If you write a blog or in another form of new media and do not publish or have your work performed in the traditional way, you are eligible for the Fellowship if you can demonstrate that:

- your work displays a significant literary component; and
- you have produced a volume of work that is consistent with being a professional writer in the early stage of your career.

Please contact Create NSW if you are unsure whether you would be considered to be eligible.

**I WRITE NON-FICTION BOOKS. CAN I APPLY?**

Yes, if your work is considered to be literary (that is, it must have artistic merit and not be merely factual or instructional). Your application must demonstrate that you have a high level of achievement in your literary career.

The Fellowship is also open to writers of fiction, children’s and young adult literature, poetry, scripts for performance, graphic novels and literary digital and new media works.
Q: If I am successful, I would like to undertake the residency offered by Varuna, the Writer’s House. Can I include this as part of my proposed program of professional development?

A: Yes, but you will need to demonstrate a clear focus and rationale for the proposed program of professional development, including how it will benefit your future writing practice.

ARE THERE COSTS INVOLVED WITH THE VARUNA RESIDENCY?
The residency is for one week, including meals and accommodation. Travel costs are the responsibility of the recipient, but may be included in the budget of the application form. If, subject to availability, you would like to partake in a guided program, such as a Focus Week, there may be an additional cost to be paid by the Fellowship recipient.

ARE THERE ANY SPECIAL CONSIDERATIONS OR ELIGIBILITY REQUIREMENTS FOR THE CREATE NSW-VARUNA FELLOWSHIP?
No, but in order to take up the optional residency at Varuna, you must be 18 years or over. However, there is no age restriction on the Fellowship.

While Varuna has successfully accommodated writers with disability, its facilities may not be suitable for some people with disability. Varuna will talk through the recipient’s needs and options, and, should the facilities be unsuitable, Create NSW and Varuna will negotiate with the writer to find suitable alternative opportunity.
Q: Where is my RADO and why do I need a letter of support from them?

A: A RADO or Regional Arts Development Office exists to support arts and cultural development in your region. A letter from them will demonstrate how your Scholarship will contribute to your professional development and to the arts and culture in your region.

Your letter of support can also come from a regional arts institution, such as gallery or theatre.

HOW CAN I SOURCE A LETTER OF SUPPORT FROM MY RADO?
Contact details for RADOs is available at: regionalartsnsw.com.au/networks/

PROOF OF AGE AND PROOF OF REGIONAL ADDRESS
You must provide evidence that you are aged 18-25, on the eligible start date of the program, and that you are a resident of regional NSW (that you have lived in regional NSW for at least 12 months prior to making an application).

This can include documents such as a drivers licence, birth certificate, proof of age card or statutory declaration. The same document can be used to prove both your age and residency.

University students studying in Sydney with a home address in regional NSW are also eligible to apply, but you must provide evidence of your home address as support material.