

information for all applicants

READ THIS FIRST



create with us



Planet Nowra, Theatre Kantanka. Image: Carlos Gomes

Whether you're a first-time applicant or have experience applying for Create NSW funding, you'll find important information to help your application here.



BEFORE YOU APPLY

choose the most relevant funding category

Creative Koori Grants (Aboriginal arts and culture funding) – Page 26

- Aboriginal Artist Support (Quick Response) – **Page 30**
- Creative Koori Arts and Cultural Projects – **Page 33**
- Creative Koori Employment – **Page 37**
- Aboriginal Regional Arts Fund – **Page 41**

Grants for Individuals (professional development) – Page 46

- Artist Support – **Page 49**
- Artist Support (Quick Response) – **Page 51**
- Fellowships – **Page 55**

Grants for Projects (individuals, groups and organisations) – Page 64

- Arts and Cultural Projects – **Page 68**
- Creative Capital Fund – **Page 72**
- Regional Arts Touring – **Page 76**

Grants for Organisations (program) – Page 88

- Arts and Cultural Organisations – **Page 92**
- Service Organisations – **Page 96**

Make sure you (and your activities) are eligible

- check the requirements of your funding category to make sure that you're eligible to apply

- make sure you have other sources of support. Your project or program cannot be 100% funded by the NSW Government
- contact Create NSW for more information about what you can apply for or the general restrictions for all funding categories.

To receive funding, you will either need to provide:

- an Australian Business Number (ABN); or
- the details of a third party with an ABN (such as a manager, agent or producing organisation) to administer the grant on your behalf (sometimes called auspicing).

If successful, you will also be required to sign a contract and provide an acquittal report on how the grant was spent.

DO YOUR RESEARCH

Find out how your application fits with your funding program's assessment criteria, as well as the following objectives and priority areas:



ACDP OBJECTIVES

A creative and vibrant NSW arts and cultural sector renowned for excellence and innovation (Quality)

- we address the notion of quality within our arts and cultural sector through a focus on creativity, vibrancy, excellence and innovation in our decision-making across all artforms and cultural collections
- by seeking out and supporting these qualities we will foster an ambitious, contemporary and progressive sector that is inspired locally, but has national and international appeal.

Statewide engagement with diverse audiences and communities (Reach)

- we want everyone in NSW to enjoy the benefits that come from experiencing and participating in arts and culture. The ACDP aims to make projects and programs accessible, with particular focus on the ACDP priorities.

A resilient NSW arts and cultural sector (Health)

- we want to continue to build on the expertise and creativity in our arts and cultural organisations, so we will be working to increase their resilience through the exploration of new working methods and new income streams. Building resilience will ensure continuity, and through that continuity we can be sure of maintaining the high quality of NSW arts experiences and cultural activities.

ACDP PRIORITY AREAS

- people living and/or working in regional NSW
- people living and/or working in Western Sydney
- Aboriginal people
- people from culturally and linguistically diverse backgrounds
- people with disability
- young people.

Create NSW is also committed to improving gender diversity by supporting applications that demonstrate gender equity.

Follow appropriate protocols and policies

Demonstrate in your application that you have read, understood and applied relevant protocols and/or policies such as the NSW Aboriginal Arts and Culture Protocols or Working with Children legislation.

Give yourself time

- ACDP funding is competitive. Putting together a strong application takes time and energy. Give yourself time to plan, review and get support for your application before submission.
- Applications can be submitted up to 11.59pm (AEST/AEDT) on the closing dates listed on **Page 22**. We recommend you submit your application before 5pm (AEST/AEDT) on the closing date in case you need technical support from Create NSW.

RESOURCES TO HELP WITH YOUR APPLICATION

you should also check out the resources on the Create NSW website (create.nsw.gov.au).

- previous recipients of funding and assessment meeting reports
- *Making an Application: Help Guide*
- *Create in NSW: NSW Arts and Cultural Policy Framework*
- *NSW Aboriginal Arts and Cultural Strategy 2015-2018*
- *Aboriginal Arts and Cultural Protocols*
- Advisory and Service Organisations, Sources and Resources.

CONTACT US

contact a Create NSW staff member if you need any advice (between 9am and 5pm Monday to Friday)

From inside NSW

(02) 8289 6533

From outside NSW

1800 358 594 (freecall)

Via email

arts.funding@create.nsw.gov.au



If you live or work in regional NSW, you can also contact your local Regional Arts Development Organisation (RADO) for help with your application (regionalartsnsw.com.au). Regional applicants with unreliable internet connections can ask to use a printed application form.

Regional applicants seeking support for capital projects are encouraged to contact the Cultural Infrastructure Program Management Office (CIPMO) on 02 8289 6588 or ci@arts.nsw.gov.au.

HOW TO APPLY



read and respond to the assessment criteria

Successful applications are the ones that best respond to the assessment criteria for each funding category.

Make your case

- use clear, simple language to outline your activity, how it meets the assessment criteria, and how it fits into relevant policies and protocols
- explain how you plan to deliver your activity and why you're best suited to do so
- if you're engaging with a priority area, provide details on the level of engagement and who is leading the project or program, then back your claims with support material from the relevant communities.

Balance your budget

- your budget should be realistic, viable and make good use of the grant
- it should include other sources of cash or in-kind income (except for Fellowships)
- it should include explanatory notes to show what income is confirmed and to make it clear how the funding will be spent

- make sure that your income matches your expenditure before submission.

INCLUDE YOUR BEST SUPPORT MATERIAL

- support material plays a vital role in how we understand and assess your application. Choose high-quality support material that is concise, current and directly relevant to your application
- support material for proposals involving the Aboriginal arts and cultural sector and/or Aboriginal people, organisations and cultural material must include:
 - letters of support and confirmation of involvement from the relevant communities and/or organisations (see NSW Aboriginal Arts and Cultural Protocols).
- other support material may include:
 - a program of activities
 - relevant and recent examples of your artistic work (images, video, recordings, written material or links to websites)
 - a brief biography or CV for any artists or key collaborators involved in the project (maximum one A4 page per person)
 - confirmation letters and/or letters of support related to your project (provided as one document), such as from partners, venues, key sector contacts or other funding agencies
- make sure to submit your support material in the amount and format required, including:
 - combined files not exceeding 25MB
 - five minutes of video or audio recording
 - no zipped or compressed files
 - documents in PDF format where possible
 - links for externally hosted work only.



Some grants or opportunities may have special support material requirements. Read these guidelines carefully or contact Create NSW for advice on what to include.

Apply online (and on time)

- applications must be received through our secure online grants system, SmartyGrants. You can create a SmartyGrants account using the 'Apply Now' button on the Create NSW website (create.nsw.gov.au)
- make sure to save your online form regularly and allow plenty of time to review your application before submission
- Applications can be submitted up to 11.59pm (AEST/AEDT) on the closing dates listed on **Page 22**. We recommend you submit your application before 5pm (AEST/AEDT) on the closing date in case you need technical support from Create NSW
- regional applicants with unreliable internet connections can ask to use a printed application form. If you think you will have difficulty submitting your application online, contact Create NSW before the closing date.

AFTER YOU APPLY

- you will be sent an automatic reply when we receive your application
- Create NSW staff will check your eligibility before passing your application on for assessment
- all applications submitted under the ACDP funding categories are assessed by an independently chaired panel of qualified and experienced peer representatives from across the sector. Panels may also include Create NSW staff and representatives of State Cultural Institutions or other government agencies. Final recommendations are submitted to the Minister for the Arts (or a representative). Quick Response applications are the only exception, they are assessed by an independent peer assessor and Create NSW staff
- applications are assessed against the assessment criteria, budget and support material. Assessment panels may also consider the available funding, category objectives, mix of artforms/disciplines, geographic distribution and ACDP priorities
- at the assessment meeting, the panel may seek specialist advice or ask you for more information about your application. If this is required, you will be contacted by Create NSW staff immediately
- due to the competitive nature of the ACDP, not all applications that meet the assessment criteria can be funded
- you will be notified of the outcome of your application whether you're successful or unsuccessful. Feedback can be provided on request.