

ARTS & CULTURAL  
DEVELOPMENT PROGRAM

# making an application help guide

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# ARTS & CULTURAL DEVELOPMENT PROGRAM

## MAKING AN APPLICATION HELP GUIDE

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## OVERVIEW AND MAKING AN APPLICATION

This guide is designed to assist you in preparing an application for the Arts and Cultural Development Program through Create NSW. In this booklet you will find information on how to write a competitive grant application.

Writing a competitive grant application comes down to:

- The right fit: that the objectives of the category you are applying to align with the aims of your project/program
- Reading the Arts & Cultural Development Program (ACDP) Guidelines and making sure you are eligible
- Ensuring your project/program speaks to the assessment criteria
- Writing in clear plain English (subheadings/dot points)
- Clear support material that illustrates your practice/organisation
- Support letters that champion you and your project/program
- Engaging the appropriate people to lead, develop and deliver your project/program
- A budget with confirmed income and realistic expenditure with artist fees and lots of detail

This guide contains information about:

- Compiling support material
- Writing a budget
- Key Performance Indicators (KPI) reporting and how to report them
- Priority area engagement
- Tips for applying for grant rounds specific to your project/program
- Service organisations

This is designed to be a guide and provide tips on writing your application. If you have any direct queries regarding your application, we highly recommend you contact us to discuss your application. Enquiries can be directed to:

Telephone: 02 8289 6533

Email: [arts.funding@create.nsw.gov.au](mailto:arts.funding@create.nsw.gov.au)

### 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 9995 0533 (outside NSW)
- [National Relay Service](#) (NRS):
  - TTY users phone 133 677 then ask for 02 9995 0533
  - Speak and Listen users phone 1300 555 727 then ask for 02 9995 0533
  - Internet relay users connect to the [NRS](#) then ask for 02 9995 0533

### I am living and/or working in regional NSW and require assistance submitting an application

If you are living and/or work regionally, arts and cultural development in regional NSW is supported by a network of Regional Arts Development Organisations (RADOs), which are independent, not-for-profit associations funded by Create NSW and local governments, and networked and supported by Regional Arts NSW.

RADOs are there to support your application and provide letters of support.

RADOs provide regional services which are developed specifically to support local government in delivering and resourcing programs in and across different LGAs in the region (e.g. cultural planning and policy development workshops, public art training for local government staff).

For more information on your local RADO and how to contact them, please contact Regional Arts NSW:

Phone: 02 9270 2500

Email: [admin@regionalartsnsw.com.au](mailto:admin@regionalartsnsw.com.au)

Website: <http://regionalartsnsw.com.au/>

## PRIORITY AREA ENGAGEMENT

Growing the quality and quantity of activities in Priority Areas is a key focus of the ACDP. Create NSW encourages applicants to reflect the diversity of NSW in their activities, employment of artists and creative personnel, audience and community engagement, and throughout all levels of decision-making.

Create NSW encourages wherever possible to 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.

Programs and projects that support high quality engagement and participation in these areas are of importance:

- people living and/or working in regional NSW
- people living and/or working in Western Sydney
- Aboriginal people
- people from culturally and linguistically diverse (CaLD) backgrounds
- people with disability
- young people (people under 25 years of age).

In addition to the ACDP priority areas, applicants should consider other forms of diversity, including age, sexuality and gender.

Organisations in receipt of Program funding must deliver activities/events that engage with a minimum of one priority area; however projects do not, this includes Artist Support Quick Response, Artist Support, Fellowships (other than priority-specific programs), Arts & Cultural Projects, Regional Arts Touring and Regional Partnerships.

An organisation may deliver to a Create NSW priority area through activities and events targeted to engage with priority areas or through attendance and participation by people within those priority areas.

You are not expected to report on attendees and participants if you do not currently collect this information through methods such as survey or questionnaire. However, you may wish to consider developing methods to understand your audience demographic to identify any gaps in your intended engagement and assist with future programming.

## Do I have to engage with a 'priority area' as part of my project or program?

- 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.
- More information on Priority Areas is available in the ACDP Guidelines and KPI and Data Information sheet.
- If successful, you will be required to report on Key Performance Indicators (KPIs). You will need to provide details on relevant activities, events, attendance and participation. If you do not have an activity that will engage with these groups, just put '0.'

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

- 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. Please contact Create NSW if you have any further queries regarding engaging Aboriginal artists, creative personnel and/or communities in your project or program. To view Create NSW's Aboriginal and Cultural Protocols, please click [here](#).

## BUDGETS AND FEES

Budgets are a key part of your application and are assessed against a specific budget assessment criteria. 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 properly assess the accuracy and viability of the activities you are applying for. Both income and expenditure items should include an appropriate level of detail in the comments section.

Budgets should state whether income is 'confirmed' or 'unconfirmed', as this will affect the viability of your project/program.

Project funding applications are required to present a break-even budget with no surplus or deficit. Program funding applications may include a deficit or surplus budget; however, applicants must provide a clear reason for this result.

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. In-kind support or contribution can include non-cash assistance such as services, voluntary labour, donated materials and equipment or products.

Check the ACDP Guidelines for each category for further information on the minimum and maximum funding amounts available, and for any specific contribution requirements.

**Artist Fees**

Payment of fees and salaries to artists, creatives and arts workers should be consistent within industry standards. The assessment panels will be looking for appropriate rates quoted in your application budget.

Please note that the below fees should only be referred to as examples. For more detailed rates, please consult the guides provided that are specific to your artform or refer to your Service Organisation for the most current up-to-date minimum rates.

Sector	Minimum rate for casual creative work	Superannuation (9.5%)	Source
Visual Arts	\$32.17 per hour*	\$3.05	<a href="#">National Association for the Visual Arts (NAVA) Code of Practice, Chapter 7 Fees and Wages 2017</a> (Updated 2017)
Museum	\$32.17 per hour*	\$3.05	<a href="#">National Association for the Visual Arts (NAVA) Code of Practice, Chapter 7 Fees and Wages 2017</a> (Updated 2017)
Literature	93 cents per word*	9 cents per word	<a href="#">Australian Society of Authors (ASA) Recommended Rates of Pay</a>
Dance	\$31.40 per hour*	\$2.98	<a href="#">Media Entertainment &amp; Arts Alliance (MEAA) Performers Collective Agreement</a> (Updated September 2017)
Music	\$38.65 per hour*	\$3.67	<a href="#">Live Performance Award 2010</a> (Updated 9 February 2018)
Theatre	\$31.40 per hour*	\$2.98	<a href="#">Media Entertainment &amp; Arts Alliance (MEAA) Performers Collective Agreement 2017</a> (Updated September 2017)

\*Correct as at June, 2018

## Service Organisations, National Associations, Unions and Industry Advocates

- Australian Society of Authors: <https://www.asauthors.org/>
- Australian Writers Guild: <https://awg.com.au/>
- Media, Entertainment and Arts Alliance: <https://www.meaa.org/>
- Museums & Galleries NSW: <https://mgnsw.org.au/>
- Museums Australia: <https://www.museumsaustralia.org.au/>
- Musicians Union of Australia: <https://musiciansunion.com.au/>
- National Association for the Visual Arts: <https://visualarts.net.au/>
- Ausdance: <https://ausdance.org.au/>
- MusicNSW: <http://www.musicnsw.com/>

### Can I get someone else to financially manage my grant?

Yes. Create NSW allows you to nominate a third party to take responsibility for the financial management of your grant. This is called auspicing. This service can be provided by organisations, service organisations and professional auspicing services. 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 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.

## SUPPORT MATERIAL

Support material is used to gain a deeper understanding of your work and is a valuable tool for you to demonstrate your work and ideas, and support for your application. It also plays a vital role in assessing and understanding your application. Clear support material that illustrates your practice can help strengthen the competitiveness of your application. Support material can include:

- Confirmation letters and letters of support (e.g. from project partners, venues, other participants)
- CVs
- Creative work examples
- Letters of confirmation or support from a Land Council or Aboriginal organisations if you are working with Aboriginal artists and/or communities. For more information on protocols for working with Aboriginal communities, please refer to Create NSW's [Aboriginal Arts and Cultural Protocols](#) guide.

### Presenting artwork examples

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 6-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 detail shots.

### Biography and CV

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 tell your story succinctly and be maximum 1 page. It should include:

- relevant qualifications – including the name of the qualification, institution and the graduation date (actual or expected)
- your professional experience – including the title of the project or exhibition, venue and date
- relevant work experience as an artist or arts worker – including the position, organisation and date
- previous awards/grants/residencies – including the title, location and year
- an explanation for gaps in your professional practice where needed

### Letters of support

Letters of support should be current and directly related to the program or project being applied for, rather than generic letters of support. The letter should champion you, your project or your organisation.

Formal emails are acceptable in place of letters.

- Confirmation letters (even if it is an email) are also essential – they confirm for the assessment panel that the project will happen, and are proof that you are in conversation with your artists and/or creative personnel for your project.

## KEY PERFORMANCE INDICATORS (KPIs)

### Successful applicants only: KPIs and Data Reporting

If your project or organisation is successful in securing funding from Create NSW, you will be required to report on Key Performance Indicators (KPIs). Create NSW asks you to provide and report on KPIs and data under all categories of successful funding, including NSW Small Grants (Devolved), to better understand the reach and impact of funding, particularly across the Create NSW Priority Areas. This is a guide only, for further questions specific to your project or program please contact Create NSW.

### Types of Activities/Services

If you are an artist who is planning to use a grant to develop a work, use the Key Performance Indicator (KPI) section to indicate where most of your project will take place. This may include where your studio space is, the location of workshops you attend or where you are based. For example, if you are developing a work in your studio in regional NSW you would enter '1' in the

regional NSW KPI. If you do not have an activity taking place in one area just put '0.'

Reporting on the number of activities/services could include the number of:

- Performances for each production
- Exhibitions held by your organisation in a year. Do not include display of permanent collections unless presented/curated as an exhibition within the program
- Editions/issues of publications in print, regardless of how many short works are included within each. For serial publications, count each issue as one publication. Exclude reports, theatre programs and membership newsletters. (For digital publications, see Digital and Broadcast.)
- Workshops, Classes, Courses, Public Lectures, Conferences and Seminars (excl. those for students/teachers) which may include:
  - professional development activities for teachers
  - Workshops, classes, seminars and performances conducted specifically for students.
- Creative Developments and Commissions which may include:
  - Development workshops
  - Creation of new work
  - Compositions
  - Showings
  - Research activities.
- Professional and Sector Development activities and services which may include:
  - Business skills development events
  - Sector and audience development events
  - Research projects
  - Formal Advice meetings
  - Mentoring
  - Information requests – the number of responses (written and verbal) to requests for information
  - Meetings with government departments/agencies.
- Reporting on Digital and Broadcast events and activities which may include:
  - Works presented as a radio broadcast
  - Works presented as a TV broadcast
  - Screenings and films
  - Audio/Visual works and recordings presented on digital media, such as CDs, DVDs, podcasts and online videos
  - Editions/issues of published electronic/digital publications, such as blogs and ebooks, regardless of how many short works are included in each. In the case of serial publications, each is counted as one publication. (Exclude reports and membership newsletters.)

- Live-streamed or interactive events/activities, such as webinars and workshops
- Websites and Apps used for presenting your work/content – Count each platform/channel as one activity
- Digitisation programs – Count each program as one activity, do not count the number of items digitised
- Social media networks used for online marketing and research – Count each channel/platform, such as Facebook, Twitter, YouTube, as one activity.

Do not include or count internal organisational/operational activities, such as planning and bump-ins.

### Attendance and participation

If your project does not have an audience or include participation by others, then include a '1' in reference to your own participation or '0'.

Counting attendance and participation could include:

- Audience attendance to ticketed and non-ticketed events
- for publications, the number of hard copies and copies sold or distributed for free and, where relevant, readership
- non-staff members taking part in an activity or event or its delivery, such as consultants, contractors and others paid by commission. (This may include workshop presenters, community members engaged in project development, number of writers contributing to a journal, number of artists involved in a group exhibition.)
- people supported or represented by the service of your organisation and the number of members (for Service Organisations)

### Digital and broadcasting attendance and participation

Do not count the number of friends or followers on your social media channels; however, plays or views of content delivered to promote your work/program via these channels may be included.

Counting digital attendance figures could include:

- listeners for radio broadcasts
- viewers for TV broadcasts
- attendees at screenings
- for Apps, CDs, DVDs and digital/electronic audio/visual recordings, number of copies sold, distributed or downloaded for free
- number of video/audio plays (YouTube, Vimeo, podcasts and other players)
- for digital/electronic publications, the number of copies sold, distributed or downloaded for free
- attendance at live-streamed and interactive events (as relevant)

- an organisation's website/s sessions (as per Google Analytics) – Create NSW consider this digital measurement to be the closest to onsite visitation.

**Definition of a website session:**

A **website session** is a group of interactions that take place on your website within a given time frame (typically, within 30 minutes) by a user. For example, a single session can contain multiple screen or page views, events, social interactions, and ecommerce transactions. If a user is inactive on your site for 30 minutes or more, any future activity is attributed to a new session. Users that leave your site and return within 30 minutes are counted as part of the original session.

**The location breakdown of Digital and Broadcast Attendance and Participation may also be provided such as:**

- The location of Session users as per google analytics.
- The location of listeners and viewers as reported by analytics from other channels and platforms (e.g. YouTube, radio, TV, Amazon).

**Number of NSW artists**

KPIs on the number of NSW artists your project or program engages must identify as professional. A professional artist is defined as having a commitment to arts/cultural work as a major aspect of their working life, even if this work is not the main source of their income. The term professional is intended to indicate a degree of training, experience or manner of working that allows the work to be assessed against the highest practiced standards in the relevant artform/discipline.

If your project does not include the participation of other professional artists, then this section can just be completed with a '1' in reference to your own participation or '0'.

**Financial KPIs – (for organisations only)**

To calculate the percentage of non-Create NSW Income Budgeted you can follow the below formula:

$$\frac{(\text{Total Income} - \text{Create NSW grant/s})}{\text{Total Income}} \times 100 = \%$$

To calculate your Reserves Ratio you can follow the below formula:

$$\frac{\text{Net assets}}{\text{Total expenditure}} \times 100 = \%$$

As a guide, it is recommended that organisations work towards achieving a minimum Reserves Ratio of 20 per cent. Achieving reserves of 10 per cent is considered to be acceptable, and achieving 20 per cent reserves is considered to be very good. If your organisation has a Reserves Ratio in excess of 20 per cent, you may consider implementing a policy for investing those reserves.

### **Employment figures**

If your project does not include employment of others, then this section can just be completed with a '1' in reference to your own participation.

When providing employment figures, you should provide numbers based on head count (not simply full time equivalent) such as:

- Number of full time and part time employees – Staff members who are paid an annual salary with leave entitlements
- Number of casuals – Staff members who do not receive any form of leave entitlement and,
- Volunteers – Include volunteer board/committee members, fundraiser committees, front desk, assistants and others involved in organisational and other operational activities on a voluntary basis.

Non-salaried consultants, contractors and people paid solely by commission (without a retainer) should not be included in employment numbers, but may be included, as relevant, in counts for Attendance and Participation and/or number of NSW Artists.

### **Priority area KPIs**

When filling out the KPI section of the application or reporting form, if you do not have an activity that will engage with these groups just put '0.'

### **Activities and events engaging with priority areas in NSW**

If your activity is not targeted towards a particular priority area, then it is reasonable to put '0'.

As a guide, Create NSW considers that an activity/event meets the priority areas if:

- its core purpose/focus is engaging with or servicing one of the priority groups
- it targets attendance and participation of members of these priority groups (i.e. an 'open door' policy is not sufficient)
- it is led by artists and/or art workers from a priority group.

**Attendance and participation in priority areas**

If your activity is not targeted towards audiences in a particular priority area, then it is reasonable to put '0'.

- Count targeted engagement of non-staff members taking part in an activity/event or its delivery – such as artists or workshop leaders – who identify as belonging to ACDP priority groups.
- Include attendances where collected and identified, such as through survey or questionnaire.
- Include attendances for targeted activities, such as a workshop for young people.

**KPIs: Breakdown of NSW activities and events**

As a general guide, Create NSW's considers that an activity/event meets the geographic priority areas if it is:

- based in regional NSW or Western Sydney and is delivering activity or services in those locations
- targets Western Sydney and/or regional NSW attendees and participants (i.e. it is not sufficient to have an 'open door' policy where activities are available to anyone regardless of where they live).

Activity is understood as being in Western Sydney or regional NSW if you are living and/or working in these LGAs:

- Western Sydney: Blacktown, Blue Mountains, Camden, Campbelltown, Canterbury-Bankstown, Cumberland, Fairfield, Hawkesbury, Liverpool, Parramatta, Penrith, The Hills, Wollondilly.
- Regional NSW is defined as the areas or regions outside of Sydney and Western Sydney. Regional NSW includes the Central Coast, Hunter and Illawarra.

## GLOSSARY

Aboriginal or Torres Strait Islander person	For the purpose of these funding guidelines, an Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent, who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which they live or have lived.
Acquittal, Acquittal report	A report by a funding recipient on how grant funding was expended and the outcomes achieved. This must be submitted within three months of completion of the funded project or by 30 April of the following year for Program funding.
Administering body	An optional nominated third party (for example a manager, agent or producing organisation) responsible for the financial administration of grant funds on behalf of an individual or group.
Approved Auditor	A person registered as a company auditor under the <i>Corporations Act 2001 (Cth)</i> , or a member of the Institute of Chartered Accountants in Australia, or CPA Australia or the National Institute of Accountants; and who is not a principal, member, shareholder, officer or employee of the organisation being audited or of a related body corporate.
Artists with disability	<p>Arts NSW adopts the Social Model of disability that distinguishes between the impairment of the person (the condition, illness or loss/lack of function) and disability (the barriers present in society). These barriers are seen as being the disabling factors that prevent or limit opportunities. Disability may be permanent or temporary, and is often not visible. Mental health is included in this definition.</p> <p>While deaf artists and arts/cultural workers may identify as culturally and linguistically diverse due to the use of Auslan (Australian Sign Language), deaf and hard of hearing people are eligible to apply for the Disability Fellowship.</p>



Audience development	Activities aimed at building potential audiences and/or deepening engagement with current audiences over time. Audience development activities may target a particular segment (for example, culturally and linguistically diverse people, people within a specific geographic location or young people), artform, genre or event. Development activities may include aspects of marketing, commissioning, programming, education, community outreach, customer service and distribution.
Audited financial statement	An organisation's accounts audited by an Approved Auditor in compliance with the Australian Auditing Standards, maintained by the Australian Accounting Standards Board and created by Section 226 of the <i>Australian Securities and Investments Commission Act 2001</i> (Cth).
Award rates	Rates of pay prescribed by legally binding industrial awards and agreements. These are the rates organisations should be paying artists and creatives.
Capital development	Construction, alteration, renovation, completion or fitting-out of buildings and other facilities for arts and cultural use.
Capital expenditure	Money spent on the purchase, improvement, restoration, construction or creation of an asset, including expenses or costs that are directly attributable to delivering a capital project.
Capital item	Items that are usually listed as assets on a balance sheet and depreciate over a period of time. Capital items include furniture, machinery and technical equipment.
Community arts and cultural development (CACD)	Engagement with, and participation in, arts and culture at the local and community level, with a significant degree of community empowerment, decision-making and input. CACD projects focus on collaboration between arts and non-arts practitioners to deliver strong community and arts outcomes particularly for sectors of the community that may be disadvantaged.

Community engagement costs	The costs of activities that improve community access and deepen the target audience's connection to arts and culture, including the cost of workshops, professional development programs, seminars and educational materials.
Constitution	A document containing the defining principles, policies and goals of an organisation.
Contractors/consultants	People engaged to do a particular job or task, or to provide expert or professional advice.
Cross-artform	Works that are a fusion of two or more artforms.
Cultural infrastructure	The range and network of facilities, organisations and individuals that comprise a particular cultural area, region, environment or landscape.
Culturally and linguistically diverse (CaLD)	CaLD people include those who speak a language other than English (LOTE) – also referred to as people from non-English speaking backgrounds (NESB) and people with culturally and linguistically diverse ancestries.
Devolved funding	A grant provided by, or received from, a funding program delivered and managed by another organisation on behalf of Arts NSW. Now called NSW Small Grants Scheme.
Education programs (curriculum based)	Programs directed at schoolchildren that are based on one or more components of the school curriculum.
Funding agreement	A contract setting out the terms and conditions of Arts NSW funding, including the obligations and responsibilities of the person or organisation receiving the funding.
General eligibility requirements	Conditions all applicants to the ACDP must fulfil to be eligible for funding. (See Part Three for further information.)
Governance, Corporate governance	The rules, processes or laws by which the governing board of directors or management committee operates and controls an organisation.
GST (Goods and Services Tax)	Value-added tax of 10% on most goods and services in Australia.

In-kind support or contribution	Non-cash assistance such as services, voluntary labour, donated materials and equipment or products.
Incorporated association	An incorporated association has its own legal identity separate from its members, providing protection to members in legal transactions.
Key Festivals	Leading, nationally recognised arts and cultural festivals of scale that are required to meet specific criteria to receive negotiated Program funding. The Key Festivals are Sydney Festival, Biennale of Sydney and Sydney Writers’ Festival.
Key performance indicator (KPI)	Measurable targets that are used to evaluate the progress and success of a program or project. KPIs are established at the time of application and are acquitted against at the end of the program or project.
Literary works	Works of fiction, literary non-fiction, children’s and young adult literature, poetry, writing for performance, graphic novels, and literary digital and new media work.
Major Performing Arts (MPA) companies	<p>Australia’s 28 MPA companies are funded under a national funding framework agreed to by the Cultural Ministers Council. Funding under the framework is administered jointly by the relevant state funding agency and the Australia Council. The 11 NSW funded MPA companies are:</p> <ul style="list-style-type: none"> <li>Australian Brandenburg Orchestra</li> <li>Australian Chamber Orchestra</li> <li>Bangarra Dance Theatre</li> <li>Bell Shakespeare Company</li> <li>Belvoir</li> <li>Musica Viva</li> <li>Opera Australia</li> <li>Sydney Dance Company</li> <li>Sydney Symphony Orchestra</li> <li>Sydney Theatre Company</li> <li>The Australian Ballet.</li> </ul>
Multi-artform	A grouping of two or more artforms, or a work or practice which spans two or more artforms.

Not-for-profit	An organisation that does not operate for the profit or gain of individual members. The organisation can still make a surplus but this surplus must be used to carry out its purposes and is not distributed to owners, members or other private individuals.
NSW resident	A person residing in NSW for at least 12 months prior to making an application.
Partnership	<p>1) An association of persons carrying on a business as partners or in receipt of income jointly.</p> <p>2) A collaboration between two or more organisations or an organisation and an individual that utilises the unique expertise and resources provided by each partner to develop and/or deliver a program or project.</p>
Peer/s	Peers are people with arts and cultural related expertise who have the knowledge and/or experience to make a fair and informed assessment of a funding application.
Priority contribution	The requirement to address a minimum of one ACDP Priority Area to ensure growth in the quality and quantity of activities in Priority Areas. The ACDP Priority Areas are: regional NSW, Western Sydney, Aboriginal people, CaLD people, people with disability and young people.
Professional artist, arts and cultural worker	A professional artist or arts and cultural worker must have a commitment to arts/cultural work as a major aspect of their working life, even if this work is not the main source of their income. The term professional is intended to indicate a degree of training, experience or manner of working that allows their work to be assessed against the highest practiced standards in their relevant artform or discipline.
Professional development	Skills and knowledge attained for both personal development and career advancement, encompassing all types of facilitated formal and informal learning opportunities.
Program	A series of activities delivered by professional artists and arts practitioners, defined by a strong artistic rationale or curatorial premise. It includes an organisation's principal artistic program to be

	delivered over the term of the funding agreement.
Project	A one-off or time-limited activity, or events with specific goals and conditions, defined responsibilities, a budget, planning, information about the parties involved and a specific start date and end date.
Regional arts development organisations (RADOs)	Arts and cultural development in regional NSW is supported through a network of RADOs, which are independent, not-for-profit associations funded by Arts NSW and local governments, and networked and supported by Regional Arts NSW.
Regional NSW	For the purposes of the ACDP, regional NSW includes the Central Coast, Hunter and Illawarra, and is defined as the areas or regions outside of Sydney and Western Sydney.
Repair versus Renovation	While repair is triggered by failure of a component or a system, renovation is triggered by change of use of space or to improve the condition of the space. However, an organisation may decide to renovate in response to the need for repair.
Special eligibility requirements	Specific requirements outlined in particular funding categories, which must be fulfilled to receive funding. See Part Two for more information.
State Significant Organisation	The State Significant Organisations are leading organisations with significant strategic importance within the NSW arts and cultural sector. They are required to meet specific criteria to receive negotiated Program funding. The State Significant Organisations are Carriageworks and Museum of Contemporary Art Australia.
Strategic plan	<p>An outline of what your organisation is looking to achieve over a specific (three year) timeframe, including the specific strategies the organisation will use to achieve its goals over that timeframe.</p> <p>Arts NSW endorses the Australia Council’s Strategic Plan Framework, which can be found on the Create NSW website.</p>

Time-sensitive	<p>For the purposes of this category, time-sensitive is considered to be:</p> <ul style="list-style-type: none"> <li>- An opportunity that is only applicable for a short period of time, or</li> <li>- Confirmation has been provided to undertake an activity or opportunity at short notice or in a short turnaround/deadline.</li> </ul>
Touring travel costs	Freight, bump in/out costs, transportation costs, packing and crating costs, installation costs, demounting costs and accommodation and travel allowances.
Visual Arts and Craft Strategy (VACS)	A strategy, launched in 2004, designed to increase the viability and vitality of Australia's contemporary visual arts sector. VACS is delivered jointly by the Australian Government and all state and territory governments..
Young people	For the purposes of the ACDP, young people are people under 25 years of age, except for the Young Regional Artist Scholarships, which are open to people aged 18–25 (inclusive).

## ADVISORY SOURCES AND RESOURCES

The following organisations provide support and advice to the arts and cultural sector.

### SERVICE ORGANISATIONS

#### **Accessible Arts**

Ph: (02) 9251 6499

[www.aarts.net.au](http://www.aarts.net.au)

Accessible Arts is the peak arts and disability organisation in NSW. It promotes and provides opportunities for people with disability to participate in arts and cultural activities.

#### **Arts Law Centre of Australia**

Ph: (02) 9356 2566

Free call: 1800 221 457 (within Australia)

[www.artslaw.com.au](http://www.artslaw.com.au)

Arts Law Centre of Australia is an independent national legal centre for the arts. It provides legal and business advice, professional development resources, and advocacy and education for artists and arts organisations across all artforms.

#### **Arts on Tour**

Ph: (02) 9699 7133

[www.artsontour.com.au](http://www.artsontour.com.au)

Arts on Tour is a key service organisation for performing arts touring in NSW. It is a primary support option for performing arts touring, and also an advocate for the NSW touring sector, providing information, advice, resources and industry analysis, and facilitating forums.

#### **Ausdance NSW**

Ph: (02) 9256 4800

[www.ausdancensw.com.au](http://www.ausdancensw.com.au)

Ausdance NSW is part of the national Ausdance network. It is a key advocacy and support body for the creation, presentation and practice of dance in NSW. Its mission is to create, support and promote opportunities for dance in NSW and invest in its ongoing development. Ausdance NSW advocates for innovation, creativity and diversity in dance through professional development, regional and community involvement, education and social inclusion.

**Band Association of NSW**

Ph: (02) 8501 2526

[www.bandnsw.com](http://www.bandnsw.com)

Band Association of NSW is the peak organising body for community and school brass and wind bands in NSW. It coordinates the state, solo and party band championships, as well as providing access to a library service, workshops, band development tools and networking opportunities through its regional subcommittees and branches.

**Museums & Galleries NSW**

Ph: (02) 9252 8300

Free call: 1800 114 311 (Regional NSW only)

[www.mgnsw.org.au](http://www.mgnsw.org.au)

Museums & Galleries NSW (M&GNSW) develops, supports and promotes regional, community and public museums and galleries across NSW. It presents strategic programs, advocacy, funding and other services to the sector.

**MusicNSW**

Ph: (02) 9953 5279

[www.musicnsw.com](http://www.musicnsw.com)

MusicNSW is the peak body for contemporary music in NSW. It represents, promotes and develops the contemporary music industry in NSW through advocacy and representation.

**National Association for the Visual Arts**

Ph: (02) 9368 1900

[www.visualarts.net.au](http://www.visualarts.net.au)

National Association for the Visual Arts (NAVA) is the national peak body protecting and promoting the professional interests of the Australian visual and media arts, craft and design sector. NAVA offers a range of grants, resources and professional development training to support the work of visual arts, craft and design practitioners.

**NSW Writers' Centre**

Ph: (02) 9555 9757

[www.nswwc.org.au](http://www.nswwc.org.au)

The NSW Writers' Centre supports and provides services to writers across all genres and at all stages of their careers. It runs a program of professional development for writers in NSW, as well as festivals and events, a grants program, and support and advocacy for writers and writing organisations.



**Octapod Association**

Ph: (02) 4021 1605

[www.octapod.org](http://www.octapod.org)

Octapod is a regional arts and cultural organisation based in Newcastle that facilitates, fosters and produces arts and cultural activities. Octapod delivers a program of workshops, provides regional sector and professional development opportunities, and produces the annual multi-arts festival This is Not Art (TINA).

**Regional Arts NSW**

Ph: (02) 9270 2500

[www.regionalartsnsw.com.au](http://www.regionalartsnsw.com.au)

Regional Arts NSW is the peak body and support agency for arts and cultural development in regional NSW. Based in Sydney, it provides a range of services and representation for the statewide network of regional arts development organisations. It administers devolved grants programs for regional applicants and group insurance for members.

**Royal Australian Historical Society**

Ph: (02) 9247 8001

[www.rahs.org.au](http://www.rahs.org.au)

Royal Australian Historical Society (RAHS) promotes interest in and advances the study of Australian history, and works to broaden opportunities for participation in historical research. In addition to running lectures, workshops, regional seminars across NSW and an annual conference, it maintains a research library and administers grants for the promotion of heritage and the writing and publication of local history.

**Sydney Arts Management Advisory Group**

Ph: 0420 700 280

[www.samag.org](http://www.samag.org)

Sydney Arts Management Advisory Group (SAMAG) delivers an annual program of seminars, which are presented by sector leaders, addressing topics and issues of interest to arts and cultural workers. SAMAG plays a role in providing professional development opportunities, raising awareness and building networks within in the arts and culture sector.

**Theatre Network NSW**

Ph: 0409 814 067

[www.tnn.org.au](http://www.tnn.org.au)

Theatre Network NSW (TNN) is the peak agency for theatre in NSW, dedicated to strengthening and enriching the theatre sector. TNN works in partnership with associate and peer organisations to lead, strengthen and support the professional theatre industry by building capacity in the small-to-medium and independent sectors, and connecting and working with the major companies.

**Wild Rumpus Incorporated**

Ph: 0433 177 785

[www.wildrumpus.com.au](http://www.wildrumpus.com.au)

Wild Rumpus is a not-for-profit social enterprise located in the Illawarra region of NSW. Its aim is to stimulate economic development in creative industry and promote the region as a place of creative and cultural excellence so as to generate local employment and training opportunities, and to strengthen the creative sector.

**STATE CULTURAL INSTITUTIONS**

State Cultural Institutions manage significant cultural heritage collections and provide services and programs across the state. *Create in NSW* encourages partnerships between the State Cultural Institutions and organisations across NSW.

**Art Gallery of NSW**

Ph: (02) 9225 1700

Free call: 1800 679 278 (within Australia)

[www.artgallery.nsw.gov.au](http://www.artgallery.nsw.gov.au)

The Art Gallery of NSW presents international and Australian art in one of the most popular art museums in Australia. In addition to permanent collections, it offers regularly changing exhibitions, events, and education, access and research programs.

**Australian Museum**

Ph: (02) 9320 6000

[www.australianmuseum.net.au](http://www.australianmuseum.net.au)

Australian Museum is a dynamic source of scientific information, inspiring the exploration of nature and culture. It houses an irreplaceable collection of more than 18 million objects representing a timeline of the environmental and cultural histories of the Australian and Pacific regions. In addition to a broad range of exhibitions, the museum offers education and research programs, and community outreach initiatives.

**Museum of Applied Arts and Sciences**

Ph: (02) 9217 0111

[www.maas.museum](http://www.maas.museum)

Museum of Applied Arts and Sciences incorporates the Powerhouse Museum, the Museums Discovery Centre in Castle Hill and the Sydney Observatory. Its collection is unique and diverse, spanning history, science, technology, design, industry, decorative arts, music, transport, space exploration, material heritage and stories of Australian culture.

**State Library of NSW**

Ph: (02) 9273 1414

[www.sl.nsw.gov.au](http://www.sl.nsw.gov.au)

State Library of NSW is internationally renowned and is one of Australia's leading libraries. With an extensive collection of close to 6 million items, it aims to collect, preserve and make accessible the documentary heritage of NSW. It also offers access to information and resources both onsite and online, and hosts a dynamic range of public programs through exhibitions, talks and tours. It provides specialist advice and support to all local councils providing public library services to the people of NSW, and administers an annual public library grants and subsidies program.

**Sydney Living Museums**

Ph: (02) 8239 2288

[www.sydneylivingmuseums.com.au](http://www.sydneylivingmuseums.com.au)

Sydney Living Museums cares for a group of 12 of the most important historic houses, gardens and museums on behalf of the people of NSW. Its purpose is to enrich and revitalise people's lives with Sydney's living history and to hand the precious places and their collections in its care on to future generations to enjoy. It has a dynamic and diverse program of exhibitions, research and events such as festivals, talks and tours

**Sydney Opera House**

Ph: (02) 9250 7111

[www.sydneyoperahouse.com](http://www.sydneyoperahouse.com)

Sydney Opera House is a national cultural centre that has gained widespread recognition and respect as a performing arts venue. It includes a concert hall, opera and drama theatres, a playhouse and a studio. Sydney Opera House is the country's number one tourist destination and its busiest performing arts centre, welcoming more than 8.2 million visitors a year on site and hosting more than 2,000 performances attended by more than 1.5 million people.

## OTHER RESOURCES

These organisations play an important part in the sector and may provide additional information and support.

### 107

Ph: (02) 9690 1007

[www.107.org](http://www.107.org)

107 is a multidisciplinary creative space located in Redfern, cultivated by a team of artists, musicians, poets and creatives. The space is home to a diverse range of arts, cultural and community organisations, and it delivers a varied creative program including music, visual arts, performance and film.

### Asialink Arts

Ph: (03) 8344 4800

[www.asialink.unimelb.edu.au/arts](http://www.asialink.unimelb.edu.au/arts)

The role of Asialink Arts is to develop opportunities for cultural exchange between Australia and Asia. It is a key provider of information, training and professional networks, and its programs aim to improve the knowledge, skills and networks of the cultural sector based on partnerships, collaboration and reciprocity. Each year the Asialink Arts Residency Program sends Australian writers, performers, artists and arts managers to undertake arts residencies in Asia.

### Australasian Performing Right Association, Australasian Mechanical Copyright Owners Society

Ph: (02) 9935 7900

[www.apraamcos.com.au](http://www.apraamcos.com.au)

The Australasian Performing Right Association, Australasian Mechanical Copyright Owners Society (APRA AMCOS) is a key business partner to Australian music creators and has more than 90,000 members, who are songwriters, composers and music publishers. It licenses organisations to play, perform, copy or record members' music, and distributes the royalties to members. APRA AMCOS also supports Sounds Australia and the Live Music Office, and advocates for the Australasian music industry.

### Australia Council for the Arts

Ph: (02) 9215 9000

Free call: 1800 226 912 (within Australia)

NRS: 1800 555 677

[www.australiacouncil.gov.au](http://www.australiacouncil.gov.au)

Australia Council for the Arts is the Government's arts funding and advisory body. It supports Australians to make and experience art, and advocates for the development of the Australian arts sector nationally and overseas.

### **Australian Music Centre**

Ph: (02) 9935 7805

Local rate number: 1300 651 834

[www.australianmusiccentre.com.au](http://www.australianmusiccentre.com.au)

Australian Music Centre (AMC) represents Australian art music through online services, enabling universal access to extensive resources while advancing the interests of Australian creators and their music.

### **Australian Poetry**

Ph: (03) 9094 7829

[www.australianpoetry.org](http://www.australianpoetry.org)

Australian Poetry is the national representative body for Australian poetry, and promotes and presents Australian poets and poetry nationally and internationally.

### **Australian Society of Authors**

Ph: (02) 9211 1004

Free call: 1800 257 121 (outside Sydney)

[www.asauthors.org](http://www.asauthors.org)

Australian Society of Authors (ASA) is a professional association for Australia's literary creators. It promotes and protects the rights of Australia's writers and illustrators.

### **Australian Writers' Guild**

Ph: (02) 9319 0339

Local rate number: 1300 552 228

[www.awg.com.au](http://www.awg.com.au)

Australian Writers' Guild (AWG) is the professional association for Australian performance writers, including those in film, television, theatre, radio and digital media. It works to improve professional standards, conditions and remuneration for Australian performance writers.

### **Brand X**

Ph: 0419 825 895

<http://www.brandx.org.au>

Brand X is a non-profit arts organisation that works with property developers, landlords and local councils to repurpose underutilised properties as spaces for artists. Brand X works with a variety of spaces from small pop-up rehearsal studios to large-scale multi-art facilities.

**British Council**

Ph: (02) 9326 2022

<http://www.britishcouncil.org.au/programmes/arts>

British Council is the UK's international organisation for cultural relations and educational opportunities. It delivers initiatives and secures relationships with international creative partners to support the arts and creative industries from theatre, dance, visual arts and design.

**Children's Book Council of Australia**

Ph: (07) 3842 9120

Local rate number: 1300 365 922

[www.cbca.org.au](http://www.cbca.org.au)

Children's Book Council of Australia (CBCA) promotes quality literature to young Australians, supports writers and illustrators of children's books and promotes the role of library and literature professionals in bringing children and books together. It manages the annual CBCA Book of the Year Awards and promotes greater equity of access to reading through community projects.

**Communitybuilders NSW**

[www.communitybuilders.nsw.gov.au](http://www.communitybuilders.nsw.gov.au)

Communitybuilders NSW is an online resource that provides information and support to community groups from government and other sources. The website aims to promote best practice in engaging, building and strengthening NSW communities.

**Copyright Agency Limited**

Ph: (02) 9394 7600

Free call: 1800 066 844 (within Australia)

[www.copyright.com.au](http://www.copyright.com.au)

The Copyright Agency is a not-for-profit organisation that provides easy licensing solutions to allow the use of copyright-protected words and images. Fees from licences are paid to creator members. The Agency's Cultural Fund provides grants for a variety of projects to Australian creators.

**Creative Partnerships Australia**

Ph: (03) 9616 0300

[www.creativepartnershipsaustralia.org.au](http://www.creativepartnershipsaustralia.org.au)

Creative Partnerships Australia is a federal government agency charged with fostering a culture of private giving to the arts. It helps artists and arts organisations build fundraising capacity and diversify their funding sources, and aims to grow donations, philanthropy, investment, partnerships and volunteering, bringing donors, businesses, artists and arts organisations together to create a sustainable and vibrant arts sector for all Australians.

**Destination NSW**

Ph: (02) 9931 1111

[www.destinationnsw.com.au](http://www.destinationnsw.com.au)

Destination NSW is a statutory authority established by the NSW Government to devise and implement strategies to grow the visitor economy, with particular focus on tourism and events. Its role includes marketing NSW and Sydney as one of the world's premier tourism and major events destinations, securing major sporting and cultural events, and driving visitor growth throughout the state to achieve the government's goal of doubling overnight visitor expenditure within the state's visitor economy by 2020.

**First Nations Australia Writers' Network**<http://www.fnawn.com.au/>

First Nations Australia Writers' Network (FNAWN) is the peak body for Aboriginal and Torres Strait Islander writers, poets and storytellers. It provides advocacy and skill development opportunities to support and sustain First Nations Australians writing and storytelling.

**History Council of NSW**

Ph: (02) 9252 8715

[www.historycouncilnsw.org.au](http://www.historycouncilnsw.org.au)

History Council of NSW represents the interests of the history community and ensures that history, in all its forms, is an important part of cultural life in NSW.

**Local Government NSW**

Ph: (02) 9242 4000

[www.lgsa.org.au](http://www.lgsa.org.au)

Local Government NSW (LGNSW) is the peak organisation that represents the interests of NSW general purpose councils, associate members including special purpose councils, and the NSW Aboriginal Land Council. It supports and advocates on behalf of members and delivers a range of services.

**Media, Entertainment and Arts Alliance**

Ph: 1300 656 512

[www.alliance.org.au](http://www.alliance.org.au)

Media, Entertainment and Arts Alliance (MEAA) is the union and professional organisation that covers everyone in the media, entertainment, sports and arts industries.

**Museums Galleries Australia**

Ph: (02) 6230 0346

[www.museumsaustralia.org.au](http://www.museumsaustralia.org.au)

Museums Galleries Australia is the national organisation for the museums sector and is committed to the conservation, continuation and communication of Australia's heritage.

**National Live Music Office**

Ph: (02) 9935 7875

<http://livemusicoffice.com.au>

National Live Music Office was established by the Federal Government in partnership with APRA AMCOS to support the growth of the venue-based live music sector in Australia. It advocates for relevant policy, regulation and strategy to increase opportunities for live music in Australia and provides resources and support for the music sector in NSW.

**New Music Network**

[www.newmusicnetwork.com.au](http://www.newmusicnetwork.com.au)

New Music Network (NMN) is a made up of ensembles, individuals and organisations that aim to provoke a culture of new and experimental living music in Australia.

**Department of Communications and the Arts**

Ph: (02) 6271 1000

[www.arts.gov.au](http://www.arts.gov.au)

The Department of Communications and the Arts is the Australian Government's arts and culture policy and funding body, providing a range of funding and support to arts and cultural organisations and individual artists. It develops and administers programs and policies that encourage excellence in the arts, support for cultural heritage and public access to arts and culture.

**Office of Environment and Heritage**

Ph: (02) 9995 5000

[www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

Office of Environment and Heritage works with communities to help identify their important places and objects, provide guidance on how to look after heritage items, maintain the NSW Heritage Database – an online list of all statutory heritage items in NSW – and support community heritage projects in NSW through funding and advice.

**Philanthropy Australia**

Ph: 1300 511 500

[www.philanthropy.org.au](http://www.philanthropy.org.au)

Philanthropy Australia is the national peak body for philanthropy and is a not-for-profit membership organisation. It serves a community of funders, social investors and social change agents who are working to achieve positive social, cultural, environmental and community change by leveraging their financial assets and influence.



**PlayWriting Australia**

Ph: (02) 8274 0900

[www.pwa.org.au](http://www.pwa.org.au)

PlayWriting Australia is the national new play development organisation. Its mission is to support the development and promotion of great new Australian writing for performance. It works to discover and develop playwrights from all backgrounds, improve the quality of Australian playwriting and advocate for more new work, representative of the diversity of Australia, on stage and in print.

**Regional and Public Galleries Association of NSW**

Ph: (02) 6622 2209

[www.rpg.nsw.gov.au](http://www.rpg.nsw.gov.au)

Regional and Public Galleries Association of NSW represents the interests of more than 40 publicly funded galleries from across regional and metropolitan NSW and the university sector.

**Sounds Australia**

Ph: (02) 9935 7866

[www.soundsaustralia.com.au](http://www.soundsaustralia.com.au)

Sounds Australia is Australia's national music export initiative, established to provide a strategic, branded platform to assist the Australian music industry in accessing international markets.

**Sydney Living Museums**

Ph: (02) 8239 2288

[www.sydneylivingmuseums.com.au](http://www.sydneylivingmuseums.com.au)

Sydney Living Museums is part of the NSW Office of Environment and Heritage within the NSW Department of Planning and Environment and cares for a group of 12 of the most important historic houses, gardens and museums on behalf of the people of NSW. Its purpose is to enrich and revitalise people's lives with Sydney's living history and to hand the precious places and their collections in its care on to future generations to enjoy. It has a dynamic and diverse program of exhibitions, research and events such as festivals, talks and tours.

**Varuna, the Writers' House**

Ph: (02) 4782 5674

[www.varuna.com.au](http://www.varuna.com.au)

Varuna, the Writers' House is a national writers' centre that identifies and develops the best new Australian writing, providing writers with residential space, professional development and pathways to publication.