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MESSAGE FROM THE MINISTER FOR THE ARTS

Create NSW acknowledges the Aboriginal people across the State and their continued connection to their lands, waters and culture.

We respect elders past and present and the role that Aboriginal artists play in contributing to their culture.

Creativity, arts and cultural activities enrich our lives profoundly. Australia’s history reaches back more than 60,000 years with its roots in First Peoples’ culture and traditions, and today, our stories are informed by our profound diversity. Expressions of our culture, the stories of a multicultural population from across the globe, shape our experiences and our aspirations and reflect who we are to the world.

I invite and encourage NSW artists, practitioners and organisations to apply for support through the Arts and Cultural Funding Program. This year we have streamlined the process to make it easier for applicants and we have created new Artform Advisory Boards with leading arts and cultural practitioners to assist in decision making.

The Program supports arts and cultural organisations, and the creative talent that makes this State great. This year we have increased the opportunity for a broader range of projects and activities to apply for support.

Through funding for core programs, individual projects and professional development, the arts will thrive and deliver creative excellence that reflects our diverse communities.

In addition, we will continue to offer targeted support for the development of the NSW Aboriginal arts and cultural sector. Based on the principles of self-determination, and supporting the cultural aspirations of Aboriginal communities in NSW, this will drive forward our strong sense of national identity.

The NSW Government wants the people of NSW to experience how creativity makes a vital contribution to the liveability of their communities and the enjoyment of their everyday lives. Participating in creativity has benefits for everyone. It develops critical thinking skills through arts education, improves our mental health, accelerates recovery and rehabilitation in hospitals, connects diverse audiences from across the State and enhances the wellbeing of our communities.

We are committed to increasing access to creativity, arts and culture that enables us to reflect and celebrate who we are, express our identity and activate gathering places across NSW for everyone's benefit.
ARTS AND CULTURAL FUNDING PROGRAM OBJECTIVES

The Arts and Cultural Funding Program is guided by three key objectives:

**Grow creative leadership and programming excellence in NSW**
- We foster world-class arts and cultural ambition by investing in creative leadership and programming excellence – including contemporary, innovative and daring practices, the delivery of new works and support for plans that bring works to new audiences.
- We support organisations, artists and arts and cultural workers that facilitate an understanding of different cultures and opportunities for creative encounters that help build a cohesive and open society.

**Strengthen NSW arts and cultural activity that drives community and social benefits**
- First Peoples’ arts and culture is acknowledged as a key pillar of arts and culture in Australia, and we promote new opportunities for their professional development, self-determination and leadership.
- We support arts and cultural activity that benefits the many in NSW, inclusive of the wide variety of communities and the diverse creative ecology across the State.
- Our activity delivers accessible creative experiences that nurture creative skills, improve wellbeing and enable a widely-engaged and diverse community of artists in NSW.
- We are committed to increasing equity in accessing resources and opportunities amongst underrepresented groups across the State.

**Showcase NSW as a leader for strategic arts and cultural governance and strong financial management**
- We support projects and programs that exemplify financial resilience backed by best-practice governance, budgeting, marketing and strong strategic planning that demonstrates increased creative production, sustainability and activation in NSW.
- We support the continual improvement of the sector through activity that delivers opportunities for professional development to foster strong leadership and delivery.
- Successful projects demonstrate their economic viability through the use of strategic partnerships, diversified income streams and innovative approaches that build organisations’ capacity to secure funding from alternative sources.
Trish Daliwan, Form Dance Company. Photo: Dom O'Donnell
OVERVIEW OF INDEPENDENT ORGANISATION FUNDING

Independent Organisation funding supports Independent Arts and Cultural Organisations to deliver, develop and present multiple arts and cultural activities over a 2+2 year period. Funding will commence from 2020/21 and can contribute to any aspect of an organisation’s program.

Funding is available for a wide range of arts and cultural activity, including:

- creation of new work, practice-based research or experimentation and professional development
- production, exhibition, presenting, publishing or recording, touring and festivals
- promotion and marketing, market and/or audience development activity
- conservation and/or development of collections and archives (including Aboriginal Keeping Places and the digitisation of collections)
- purchase of capital infrastructure and equipment
- partnerships, capacity building and sustainability.

Independent Organisation funding is not available for:

- any period of the 2+2 year program already covered by pre-existing Create NSW Annual or Multi-Year funding arrangements
- filmmaking, screen production, mainstream animation or film festivals (see screen.nsw.gov.au for funding opportunities in this area)
- Local Government run programs and facilities.

OTHER FUNDING SUPPORT

Annual Organisation Project funding guidelines are also available – visit the Create NSW website for more information: create.nsw.gov.au
WHEN CAN I APPLY FOR FUNDING?

There are two stages to applying for Independent Organisation funding:

**STAGE 1: EXPRESSION OF INTEREST (EOI)**
- **EOI application open:** Thursday 24 October 2019
- **EOI application close:** Monday 25 November 2019 at 5pm AEST

**STAGE 2: APPLICATION**
Successful EOI applicants will submit an Independent Organisation funding application.
- **Applications open:** Thursday 30 January 2020
- **Applications close:** Thursday 12 March 2020 at 5pm AEST

**IMPORTANT**
- EOI and applications must be received through our secure online grants system. You can access the online application form using the Apply Now button on the Create NSW website: [create.nsw.gov.au](http://create.nsw.gov.au)
- You can submit only one application
- Late submissions will not be accepted
- Technical and administration support will be available until 5pm on the closing date
- See page 19 if you require this information in a format which is accessible to you
- Please contact us before the closing date with any technical or administration questions:
  - (02) 8289 6520
  - [arts.funding@create.nsw.gov.au](mailto:arts.funding@create.nsw.gov.au)
WHO CAN APPLY FOR FUNDING?

To be eligible for Independent Organisation funding you need to meet the following four criteria:

1. **Applicant type**
   You must be an independent organisation located in NSW*.

2. **Annual turn-over**
   This must be greater than $100,000
   This can include your Create NSW grant.

3. **Program focus**
   Your program must have clearly defined arts and cultural activities at its core.

4. **Benefit**
   - employing NSW artists or arts and cultural workers; and/or
   - providing arts and cultural experiences to the people of NSW.

You are ineligible to apply for Independent Organisation funding if:

- you are a Major Performing Arts company or a Create NSW designated State Significant Organisation or Key Festival
- you are a local, state or federal government department or agency, or State Cultural Institution
- you are an educational institution (including preschools, primary and secondary schools)
- you are applying for filmmaking, screen production, mainstream animation or film festivals
  (see screen.nsw.gov.au for funding opportunities in this area).

*If you are an organisation based outside NSW and can demonstrate that your program fills a gap in the NSW arts and culture ecology, pre-approval to apply to this round must be sought no later than two weeks prior to the round closing. Contact Create NSW on (02) 8289 6520 or arts.funding@create.nsw.gov.au.
HOW MUCH FUNDING IS AVAILABLE?

There is no upper limit to the amount of funding you may request.

However, to be competitive, you must provide detail in your written application, supporting evidence and budget appropriate to the level of your funding request (see Assessment Criteria).

This expectation will vary according to the following levels of your funding request:

- applying for less than $140,000 per year
- applying for $140,000 per year or more.

You must not request funding for the total cost of your program. You must include an independent financial contribution (cash and/or in kind) from other sources. This amount varies according to the level of your funding request:

<table>
<thead>
<tr>
<th>FUNDING REQUEST</th>
<th>INDEPENDENT FINANCIAL CONTRIBUTION (cash and/or in kind) from other sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $140,000 per year</td>
<td>At least 30% of total budget</td>
</tr>
<tr>
<td>$140,000 per year or more</td>
<td>At least 50% of total budget</td>
</tr>
</tbody>
</table>

HOW LONG IS THE FUNDING FOR?

Funding is approved for a 2+2 year period. Programs may start either 1 July 2020 and be completed by 30 June 2024 or start 1 January 2021 and be completed by 31 December 2024 depending on whether your organisation operates on a financial or calendar year.

If any part of your 2+2 year program is already covered by pre-existing Create NSW Annual or Multi-Year funding arrangements, you must not seek funds for this part of your program in this application.

For example: if you are funded for the 2020 calendar year but are seeking Independent Organisation funding for the financial year starting in July 2020, your funding request cannot include the months of July – December 2020.
### HOW WILL MY EXPRESSION OF INTEREST BE ASSESSED?

**Assessment Criteria**

Your EOI must address the following three assessment criteria.

<table>
<thead>
<tr>
<th>CRITERIA 1: PROGRAM MERIT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address the excellence of your program</td>
<td>The Artform Advisory Board will consider the artistic rationale and vision for your program – you will only be required to write up to 300 words.</td>
</tr>
<tr>
<td>Upload</td>
<td>Your current program of activity for 2019.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRITERIA 2: PROGRAM IMPACT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your EOI must focus on ONE impact from the list below. However, you may also address any of the remaining three impacts in less detail. You will only be required to write up to 500 words:</td>
<td></td>
</tr>
<tr>
<td><strong>Audience Impact</strong></td>
<td>The Artform Advisory Board may consider how your program:</td>
</tr>
<tr>
<td></td>
<td>■ increases or diversifies audiences</td>
</tr>
<tr>
<td></td>
<td>■ satisfies existing audience demand</td>
</tr>
<tr>
<td></td>
<td>■ delivers long-term benefits for audiences</td>
</tr>
<tr>
<td></td>
<td>■ develops markets for NSW work nationally and internationally</td>
</tr>
<tr>
<td></td>
<td>■ meets existing demand for NSW work</td>
</tr>
<tr>
<td></td>
<td>■ engages international audiences with NSW work</td>
</tr>
<tr>
<td></td>
<td>■ develops international partnerships and collaborations</td>
</tr>
<tr>
<td></td>
<td>■ increases the experience by Australians of Aboriginal and Torres Strait Islander arts and culture (where relevant).</td>
</tr>
<tr>
<td><strong>Cultural Impact</strong></td>
<td>The Artform Advisory Board may consider how your program:</td>
</tr>
<tr>
<td></td>
<td>■ develops the artform and/or sector</td>
</tr>
<tr>
<td></td>
<td>■ contributes to the diversity of cultural expression</td>
</tr>
<tr>
<td></td>
<td>■ demonstrates a high level of innovation and experimentation</td>
</tr>
<tr>
<td></td>
<td>■ demonstrates leadership in area of practice</td>
</tr>
<tr>
<td></td>
<td>■ demonstrates creative collaborations across the sector</td>
</tr>
<tr>
<td></td>
<td>■ engages diversity of artists, arts and cultural practitioners.</td>
</tr>
<tr>
<td><strong>Operational Impact</strong></td>
<td>The Artform Advisory Board may consider how your program:</td>
</tr>
<tr>
<td></td>
<td>■ outlines strategies for increasing philanthropic support or capacity building</td>
</tr>
<tr>
<td></td>
<td>■ develops partnerships across and outside the sector to enhance business sustainability</td>
</tr>
<tr>
<td></td>
<td>■ leverages requested funding for support from other sources</td>
</tr>
<tr>
<td></td>
<td>■ demonstrates strategies for increasing self-generated income</td>
</tr>
<tr>
<td></td>
<td>■ offers rationale for seeking matching funding through NSW Government support.</td>
</tr>
</tbody>
</table>
HOW WILL MY EOI BE ASSESSED?

### Social Impact

The Artform Advisory Board may consider how your program:
- engages the NSW community in arts and cultural activities as creators, participants and/or audiences – with reference to NSW Government priorities
- provides social outcomes in identified areas of need in NSW, e.g. education, health and wellness
- demonstrates strategies for social inclusion in identified areas of need in NSW, e.g. education, health and wellness
- demonstrates the value of the program to NSW audiences/target market
- supports volunteer engagement and development
- increases the experience by Australians of Aboriginal and Torres Strait Islander arts and culture.

### CRITERIA 3: PROGRAM VIABILITY

Upload: Your most recent financial audit and/or financial statement.

### IF SUCCESSFUL AT EOI STAGE, HOW WILL MY APPLICATION BE ASSESSED?

**Assessment Criteria**

If your organisation is invited to submit a full application, you will be required to provide additional information on your Program Merit, Program Impact and Program Viability (see below). The level of detail required in addressing each criterion will increase according to the level of funding request.

Service Organisations can self-identify on the application form. This will provide them with an opportunity to make a case for the impact and benefit of their work and the demand for their service.

### CRITERIA 1: PROGRAM MERIT

**Address the excellence of your program**

The Artform Advisory Board may consider:
- the artistic rationale and/or vision for the program
- the articulation of creative process and/or program delivery
- the quality and reputation of previous work
- how the program engages NSW artists, and arts and cultural workers
- how the program provides arts and cultural experiences to the people of NSW
- how the program profiles NSW/Australian stories, voices and practices
- how the program contributes to the creative and cultural profile of NSW
- your adherence to Aboriginal cultural protocols (where relevant).
CRITERIA 2: PROGRAM IMPACT
You must choose, address and focus on ONE impact from the list below (Audience, Cultural, Operational and Social).

You may also address any or all of the remaining three impacts but in less detail as per the answer you provided in the EOI.

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<tr>
<th><strong>Audience</strong> Impact</th>
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<td></td>
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<tr>
<th><strong>Social</strong> Impact</th>
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<td>■ engages the NSW community in arts and cultural activities as creators, participants and/or audiences – with reference to NSW Government priorities</td>
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<td>■ provides social outcomes in identified areas of need in NSW, e.g. education, health and wellness</td>
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<td>■ increases the experience by Australians of Aboriginal and Torres Strait Islander arts and culture.</td>
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</table>
### CRITERIA 3: PROGRAM VIABILITY

Create NSW and the Artform Advisory Board may consider:

<table>
<thead>
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<th>CRITERION</th>
<th>Less than $140,000</th>
<th>$140,000 or more</th>
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</thead>
<tbody>
<tr>
<td>a detailed and comprehensive budget</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>the diversity of revenue generated</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>demonstration that budgeted costs are appropriate (e.g: fees, venue hire)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>the financial health of your group or organisation</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>a detailed four year Strategic/Business Plan*</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>the history, experience and expertise of key staff and creatives delivering the program</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Detail of how your program is, or will be, evaluated by your organisation</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>the scope of partnerships and shared resources</td>
<td>●</td>
<td>✔</td>
</tr>
<tr>
<td>any applicable governance, committee, and project management arrangements</td>
<td>●</td>
<td>✔</td>
</tr>
<tr>
<td>any employment and/or investment in skills development</td>
<td>●</td>
<td>✔</td>
</tr>
<tr>
<td>risk management plans</td>
<td>●</td>
<td>✔</td>
</tr>
</tbody>
</table>

*REQUIRED  ● OPTIONAL

* You are required to submit a detailed Strategic/Business Plan for the next four years which addresses the three assessment criteria, provides detailed financial projections for the next four years, and lists key staff and board members. A guide to writing a Strategic Plan will be provided along with other resources to help you with your application when the round opens on 30 January 2020.
MULTI-YEAR ORGANISATION FUNDING

2019/20

Tanya Rodin and David Jackson in Mighty by Lingua Franca, Local Stages and Bathurst Memorial Entertainment Centre. Photo: Phil Batch Photography
ASSESSMENT PROCESS EOI

You will receive an automated response from our secure online grants system, once your Expression of Interest/application has been submitted. All submissions are assessed as outlined below.

Artform Advisory Boards

All submissions are assessed by Artform Advisory Boards. As part of the EOI and application process, you will be able to choose which Artform Advisory Board you want to assess your application. The Boards consist of representatives from leading NSW arts and cultural organisations, independent organisations and individual artists.

Eligibility check

Once received through the online grants system, all EOIs undergo an eligibility check.

Eligible EOIs proceed to the two-stage assessment process.

If you are deemed ineligible, you will be advised in writing within 14 days of the closing date and your application will not proceed to assessment.

Assessment Stage 1

The Artform Advisory Board members will individually assess and rank all the EOIs against the Program Merit and Program Impact assessment criteria. Boards will also review your current program of activity for 2019 in their assessment of your EOI.

Create NSW will review and provide advice to the Board Chairs on the financial health of the organisation as provided in the uploaded financial audits and/or statements.

Assessment Stage 2

The Artform Advisory Boards will meet to determine their final recommendations with reference to the assessment criteria, demographics and the distribution, range and scale of recommended applicants.
ASSESSMENT PROCESS APPLICATION

You will be advised if you have been invited to submit an independent organisation application.

**Assessment Stage 1**

The Artform Advisory Board members individually assess and rank all applications against all assessment criteria. With additional advice provided by Create NSW on viability and financial performance as demonstrated by previous financial reports.

**Assessment Stage 2**

The Artform Advisory Boards will meet to determine their final recommendations with reference to the assessment criteria, demographics and the distribution, range and scale of recommended applicants. This may include prioritising NSW applicants, as well as programs, individuals and outcomes that address 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, and young people. Prioritisation of recommended applicants ensures equity across the State and the best outcomes for NSW Government investment.

There may also be cross-Board consultation on applications as determined by the Board members.

Final recommendations are submitted for the consideration of the NSW Minister for the Arts.

Further advice and/or clarification may be requested from applicants by Create NSW during the assessment process.

**NOTE:** The NSW Government typically receives far more applications than it can support and even if your application meets the assessment criteria, you are not guaranteed funding. If you are successful, your application may not be funded to the amount you have requested.

**WHEN WILL I KNOW IF MY EOI IS SUCCESSFUL?**

All applicants will be notified of the outcome of their EOIs publicly or under embargo* no later than 30 January 2020.

**What happens if my EOI is successful?**

All successful EOIs will move to the application stage as outlined on page 13. This round will open on Thursday 30 January 2020.
WHEN WILL I KNOW IF MY APPLICATION IS SUCCESSFUL?

All applicants will be notified of the outcome of their applications publicly or under embargo* no later than 30 May 2020.

All successful applicants can start their programs from 1 July 2020 or 1 January 2021, depending on whether your organisation operates on a financial or calendar year.

What happens if my application is successful?

Successful applicants will be required to sign a funding agreement that covers their obligations, including:

- **Acceptance**: return a signed contract, and any other required documentation, within two weeks of receipt
- **Publicity**: the NSW Government must be acknowledged in any marketing/publicity collateral
- **Timing**: completion of your program must occur four years after the program commences
- **Annual Plan**: you will need to provide a detailed annual plan with a comprehensive budget on 1 June/1 November 2020 for the following year (dependent on whether you report on a financial or calendar year basis).
- **Reporting**: reporting and monitoring requirements will be appropriate to the scale of the funding received
- **Overdue acquittals**: if you have received a grant or administered a grant from Arts NSW/Create NSW in the past and that grant has not been satisfactorily acquitted, payment of new funding may be delayed until acquittal has been submitted and approved.

* Under embargo means that applicants are notified but cannot publicise the outcome until the official announcement has been made by the NSW Minister for the Arts or Create NSW. The embargo period is taken seriously and failure to comply may impact your current or future funding eligibility.

HOW DO I GET FEEDBACK ON MY EOI OR APPLICATION?

When you are notified of the outcome of either your EOI or your application, you will also be provided with information on how to receive feedback.

An Assessment Meeting Report providing an overview of the round and the successful applicants will also be published on the website after the outcome of each round has been publicly announced. The report will contain feedback from the Artform Advisory Board that may assist you with future applications.
**WHAT SUPPORT IS AVAILABLE TO ME?**

Resources will be made available to assist you with your EOI and your funding application. We recommend that you sign up to the Create NSW eNewsletter to stay informed of updates via our website: create.nsw.gov.au

**Create NSW contact details**

Contact a staff member if you need any advice between 9am and 5pm Monday to Friday:

📞 (02) 8289 6520

✉️ arts.funding@create.nsw.gov.au

Create NSW staff are available to provide information to potential applicants on interpretation of these Guidelines, including types of projects eligible for funding, and advice on the online application process. Staff cannot help directly with your application. To maintain a fair and equitable process, staff are unable to edit or correct any applications.

**ACCESSIBILITY**

If you are an applicant with disability, and you require this information in a format which is accessible to you, or if you require this information in another language, you can contact us between 9am and 5pm Monday to Friday:

📞 (02) 8289 6520

✉️ arts.funding@create.nsw.gov.au

The National Relay service numbers are:

**TTY users**

Phone 133 677 then ask for (02) 8289 6520

**Speak** and **Listen users**

Phone 1300 555 727 then ask for (02) 8289 6520

**Internet** Relay users

Connect to NES then ask for (02) 8289 6520

**OTHER INFORMATION**

The following further information can be found on the website: create.nsw.gov.au

- Complaints process
- Privacy Policy
DISCLAIMER

Every effort has been made to ensure this publication is free from error and/or omission at the date of publication (October 2019). The authors, publisher and any person involved in the preparation of this publication take no responsibility for loss occasioned to any person acting or refraining from action as a result of information contained herein.

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Level 5, 323 Castlereagh Street
Sydney NSW 2000
Ph: (02) 8289 6520