

SMALL PROJECT GRANTS (QUICK RESPONSE) APPLICATION HELP GUIDE

INDIVIDUAL ARTISTS or GROUPS

Small Project Grants (Quick Response) Help Guide

This guide is designed to assist you in preparing an application for Create NSW's Small Project Grants (Quick Response).

[Small Project Grants \(Quick Response\) Guidelines](#) [Small Project Grants \(Quick Response\)](#) support the creation, development and presentation of new work and professional development opportunities for NSW-based professional artists, groups and arts and cultural workers (including museum workers).

Small Project Grants (Quick Response) program aims to:

- Enable artists, groups, and arts/cultural workers (including museum workers) to participate in outstanding and relevant time-sensitive opportunities
- Contribute to the creation, development and/or presentation of new work
- Improve the capacity of professionals working in NSW to become arts and cultural leaders.

You can apply for funding from **\$500 up to \$5000**.

What type of projects can I deliver?

You can apply for the development and/or the presentation of works as well as professional development opportunities.

Examples may include (but not limited to):

- Residency and/or travel to take up an extraordinary opportunity
- Exhibitions
- Performances
- Touring
- Publishing and/or distribution
- Recording and/or distribution
- Promotion and Marketing
- Playwriting or play development
- Archival or collection research
- Writing towards a fiction/creative non-fiction draft
- Curatorial research
- Material practice research
- A first stage choreographic process

- Composition development
- The creation of a series of paintings/sculptures or a body of work
- Devising a new performance work
- Non-Tertiary Education forms of training and skills development
- Mentorships

Before you make an Application

Make sure you:

- Read the relevant [Small Project Grants \(Quick Response\) Guidelines](#)
- Check that you meet the eligibility requirements
- Ensure this grant round is the right fit for you by reviewing whether the grant objectives align with the aims of your project
- Review the [support resources available](#) to help you with your application
- Allow enough time to complete your application thoroughly and accurately, and source support material.

Application Form

Eligibility

In the Eligibility section of your application form we will ask various questions that are required to check if you are eligible for the Small Project Grants (Quick Response). Please read carefully to check your eligibility.

You will be asked if:

- You are applying as an Individual or Group based in NSW
- You are an Australian Citizen or Permanent Resident
- You have been residing in NSW over the last 12 months
- You have applied for the 22/23 Small Project Grants round more than 3 times
- You have been successful more than 2 times for the 22/23 Small Project Grants round
- You are a professional artist, or an arts/cultural work (including museum worker)
- Your project is a clearly defined arts and cultural activity
- You have received funding for the same stage/phase of this project or for additional funding to deliver this project (top up)
- Your project is filmmaking, screen production, mainstream animation, or film festival
- Your project status has commenced, already taken place, or starting more than 3 months from application submission date
- You are a Create NSW staff member
- You have been employed by Create NSW within the last 6 months
- You have any outstanding acquittals for previous grants from Create NSW.
- You are applying with the correct ABN (although you do not need an ABN to apply for funding)

If you have passed the eligibility requirements, then you can continue filling out your application.

If you are unsure of your eligibility or have questions about the guidelines for the Small Project Grants (Quick Response) round and would like to check with staff, please contact us between 9am and 5pm Monday to Friday (excluding Public Holidays).

- Telephone: (02) 8289 6520
- Email: arts.funding@create.nsw.gov.au
- You can also schedule an online enquiry and/or a Lab session with a Create staff member by clicking this [link](#).

About your Project

In this section of your application form we will ask about your project, this includes:

- The project title (10 words max.)
- A brief description of your project (50 words max.)
- Respond to application criteria for merit and impact (video or text)
- Start/End dates
- The artform of your project – primary and subcategory.

Project Title and Brief Description

Your project title and description should be brief and factual. This short description should give the assessors a quick insight into what your project idea involves. You will have the opportunity to describe your project in more detail when addressing the Merit criteria.

Please note: *If your application is successful, this information may be used publicly for promotional purposes.*

Project descriptions should be appropriate for a general public audience. This may also be used for media purposes.

Start and end dates

Your start and end dates must fall within the eligible dates:

- Your project must commence three weeks after the date you submit your application
- Your project must be delivered within a 3-month period from the project start date.

Artform (Primary and Subcategory)

You will be asked to choose your primary and subcategory artform of your project.

Primary artforms include:

- Aboriginal Arts and Culture
- Classical Music, Opera and Choral
- Contemporary Music
- Dance and Physical Theatre
- Festivals
- Literature
- Multi-arts
- Museums and History
- Theatre and Musical Theatre
- Visual Arts

Responding to the Criteria

In the first two criteria sections of your application, you have three ways to answer the criteria, this includes video submission and text responses.

You can choose:

- Text (no more than 300 words),
- Video File (must not exceed 25MB), or
- Video URL (no more than 3 minutes).

Your writing style should:

- Be clear, direct and in plain English
- Use dot points, paragraphs and headings when needed
- Ensure that your application speaks directly to the criteria.

When planning the video think about:

- Location and background
- Equipment – computer camera or phone camera
- Creating a script to get your points across
- Style of video – are you answering the questions or is a friend interviewing you?
- The quality of video – is it visually clear and is the sound clear?
- Practicing getting more comfortable and become more natural in front of the camera
- Watching the video and make notes on where you can improve or make more appropriate responses
- If you feel the need to edit, you could use programs like, iMovie or Final Cut.
- Make sure you answer the question and have fun.

As you progress with your application, keep a list of any questions that you have and contact Create NSW staff to clarify them before the due date.

Please note: *Staff are not able to review or contribute to your grant application, but can talk through questions regarding the guidelines, eligibility, criteria and supporting material.*

Tell Us About Your Project (Merit)

In the following questions you be asked to articulate your vision for your project and to demonstrate how it displays the quality and reputation of your artistic practice.

Question 1: Tell us about you/the group's proposed project idea?

This can include:

- Project rationale:
 - How the project idea came about?
 - Why this project?
 - Who is involved? (Other artists/partners)
 - Location of project and dates
 - The outcome/s of the project.

Question 2: Tell us about you/the group's reputation and previous arts and cultural achievements?

This can include:

- Short biographies of artist/s involved
- Highlights of key and relevant achievements that could relate to the project
- Delivering projects like the one proposed
- Working in collaboration with the group or other artist/s before
- Partner support from artist/s, venues, or organisations.

Key Activities and Dates

In this section, you are asked to tell us about the key steps of your project and when you expect them to be completed.

This could include:

- Planning and Preparation dates and activities
- Engagement Strategy for consulting with artists, collaborators, organisation, venue spaces or communities
- Creative Development period dates
- Marketing Strategy, promotional material, and media organisation relations
- Travelling dates
- Rehearsal and Performance Dates
- Bump in / bump out dates for various artform productions
- Exhibition Dates
- Residency Dates

Be sure to add your dates, activities, and a short description

Create NSW has provided a key activity plan template that will assist you in outlining what needs to be delivered in your project. Some of this information may be used to help with the Merit section above. **Using this template is optional.**

Project Support Material

Samples of Work

Think about how you would like to present relevant samples of work that best supports your project. This can include your work and the group's work.

Samples can be submitted as:

- Written material - limit: 10 pages (provided as one document)
- Still images - limit: 10 images (provided as one document)

- Audio/visual - limit: 3 minutes each file, in electronic format, max 3 files.

Restrictions on Attachments

- Files must not exceed 25MB
- Please provide attachments in .pdf format where possible
- Zip files cannot be accepted.

You can submit your samples of work as:

- **Links/URLs**
 - Relevant samples of work from previous projects, or
 - Recordings of video/time-based work or live performances.
- **Uploaded files**
 - Relevant still images of your previous current work or works-in-progress
 - Excerpts from a range of written texts that you feel best demonstrates your practice.
- **Both of the above**
 - For example, you could submit 3 video works/performances in a 6-minute showreel and 2 or 3 still images showing the works installed in a gallery, or a script.

Letter of Invitation

If you /the group have been invited to attend an opportunity (conference, festival, exhibition, residency, other) or to perform or present new work, you can provide a letter from the host confirming your involvement. **Up to 3 files can be attached.**

This can include:

- Letter/email of Invitation with current date (not dated more than 3 months)
- Invitation dates of the event
- Any costings (residencies, venue hire etc)
- In-kind support from the host.

Letters of support/confirmation

You/the Group are required to submit at least one relevant and current letter of support and/or confirmation from partners, supporters and/or collaborators as part of your application. These letters should champion you as an artist/group and/or the project. **Only 1 file can be uploaded in this section.**

Aboriginal Cultural Elements

If your project involves Aboriginal cultural elements, community, or heritage, you will be asked if you have read Create NSW Aboriginal Arts & Culture Protocols and to answer 2 questions pertaining to the protocols.

These questions are:

- Explain how your project aligns with 2 or more of the key principles listed in Create NSW Aboriginal Arts and Culture Protocols?
- What is your process for consultation and/or collaboration with Aboriginal artists, organisations, and community to achieve outcomes that will benefit Aboriginal artists, organisations, and community?

Please read:

- [Create NSW Aboriginal Arts & Culture Protocols](#)

Letters of Support - For proposals engaging Aboriginal people or communities:

If your project engages/collaborates/partners with Aboriginal individuals/communities and/or organisations, you will be expected to provide letters of support/confirmation from the relevant communities and/or organisations that are prepared to speak to your experience and/or your proposal. **Only 1 file can be uploaded in this section.**

Biography/CV

CVs and/or short biographies should briefly detail your artistic/cultural practice and that of your collaborators if applicable. This can include a summarised history and a description of your/the group's work. **Only 1 file can be uploaded in this section.**

Your CV should be a maximum of one A4 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 or publication/platform and date
- **Relevant work experience** as an artist or arts/cultural worker – including the position, organisation, and date
- **Previous awards/grants/residencies** – including the title, location, and year.

Why is this project important? (Impact)

In the following questions you be asked to articulate the following questions.

Question 1: Why is this project important to you/the group's career and/or practice?

This can include:

- A detailed response to the importance of the project
- The importance of the impacts this project will have on you and your collaborator's practices, career development, artform, audience, and community
- Any impacts the project will have on any NSW's key Priority Areas

Question 2: Tell us why the project is time sensitive and needs to be undertaken urgently?

This can include:

- Speaking to the time sensitivity of the project, including upcoming deadlines and/or career stage.
- Referencing Letters of Support and/or Confirmation that related to the urgency of the dates the project needs to be undertaken

Budget

You are required to provide a detailed budget breakdown, this may include quotes, industry standard rates for artist/s and arts workers, and any other additional income associated (if applicable) with the total project costs of delivering the project.

Please note: *Uploading quotes is optional.*

Create NSW funds can be allocated to the following (but not limited to):

- Artist/s and Arts Worker/s fees:
 - Industry Standard Rates e.g., MEAA, NAVA
- Production costs
 - Venue hire
 - Technical/Equipment hire
 - Publishing/Printing costs
 - Marketing/Promotion costs
- Travel/Accommodation/Transport costs
 - Flights
 - Car hire (petrol)
 - Room hire
 - Residency costs
 - Freight cost
- Material/s costs
 - Artwork supplies (raw materials)
 - Professional Framing
- Other Expenses
 - Per diems
 - Website design/maintenance?

Create NSW funds **cannot** be spent on:

- TAFE or University fees and/or related research and development or other formal qualifications
- Recovering costs of items and materials already purchased
- Purchasing musical instruments, artworks, equipment, or vehicles
- Capital works
- Fundraising, awards, or competition prize money

- Repayment of loans
- Filmmaking, screen production, mainstream animation, or film festivals (please contact Screen NSW at www.screen.nsw.gov.au).

Fees

Payment of fees and salaries to artists, creatives, cultural consultants, and arts workers should be aligned with industry standard rates.

Please note: *If you are not paying artist/s the appropriate industry standard rates in your application budget, an explanation will be required to outline this reason.*

Service Organisations can provide up to date advice on payment rates for artists, creatives, and arts workers.

| Sector | Contact Number | Website |
|---------------------|-----------------------|---|
| Visual Arts | 1800 046 282 | https://visualarts.net.au/ |
| Museums & Galleries | 1800 046 282 | https://visualarts.net.au/ |
| Literature | 1300 656 513 | https://www.meaa.org/ |
| Dance | 1300 656 513 | https://www.meaa.org/ |
| Music | 1300 656 513 | https://www.meaa.org/ |
| Theatre | 1300 656 513 | https://www.meaa.org/ |

Priority Areas

If your project genuinely involves one or more off these priority areas, you will be asked to describe how your chosen priority area/s are respectfully engaged in your project.

The six Priority Areas are:

- NSW Aboriginal people
- People with disability and/or who are d/Deaf
- People from culturally and linguistically diverse backgrounds
- Young People under the age of 25
- People living and/or working in regional NSW
- People living and/or working in Western Sydney

The below descriptions are examples of what you can be include (but not limited to):

- Priority Area/s artist/s, collaborator or partnerships are involved in the project
- Priority Area/s participants have been approached as part of workshop/s
- Priority Area/s community stakeholders/organisations are approached in consultations and/or collaborations
- Cultural Advisor/s and Consultant/s working on the best practice or protocols on your project.

Successful Applicants

If you would like to know more about successful funding recipients and their projects/programs from previous rounds you can find more information [here](#).

Funding Agreements

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 project must take place within two years of the funding commencing.

Reporting: Reporting and monitoring requirements will be appropriate to the scale of the funding received.

Acquittals

Successful applicants will be required to complete and submit an acquittal report at the end of the project/program on how the grant funding was expended and the outcomes achieved. This must be submitted within three-four months of completion of the funded project/program.

If you have nominated your funding to an administering body, you will need to obtain financial information from them to complete the financial requirements of an acquittal report.

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 your previous acquittal has been submitted and approved. Please see [Contracts and Payments](#) for more information.

TAX

Please note that grants paid by Create NSW may be considered part of your income in a financial year and may be subject to tax. You must determine your own taxation liabilities. Create NSW suggests you consult your financial adviser or contact the Australian Taxation Office on 13 28 66. Successful applicants who also receive Government payments such as the Disability Support Pension must also advise the appropriate agency.

Glossary

The glossary can be found [here](#).

