

# 2022/23 Small Project Grants Glossary

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### **Aboriginal or Torres Strait Islander person**

For the purpose of these funding guidelines, an Aboriginal or Torres Strait Islander person is a person of Aboriginal or Torres Strait Islander descent, who identifies as an Aboriginal or Torres Strait Islander person 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 the grant funding was expended, and the outcomes achieved. This must be submitted within three/four months of completion of the funded project or by 30 April of the following year for Annual Organisation funding.

### **Administering body**

An optional nominated third party (for example an agent, a producer, a manager, or a service organisation) to take responsibility for the financial administration of grant funds on behalf of an individual or group.

### **Artists living with disability**

Create 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 may not be visible. Mental health is included in this definition.

While deaf artists and arts/cultural workers may identify as culturally and linguistically diverse due to the use of Auslan (Australian Sign Language), however for the purposes of these funding guidelines, deaf and hard of hearing people are eligible to apply as artists living with disability and are encouraged to identify in the Diversity Data Collection as belonging to 'People with disability or who are d/Deaf'.

### **Arts and Cultural Activity**

An activity that engages any artform, for example:

- Workshops
- Performances
- Events
- Exhibitions
- Festivals
- Tours

### **Arts and Cultural Workers**

People involved in the arts and culture sector, including the production, distribution, and interpretation of cultural and creative works, as well as management. These are some examples of Arts and Cultural Workers:

- Artistic Director
- Curator
- General Manager
- Administrator
- Production Manager
- Producer
- Public Programmer
- Set designer
- Lighting designer
- Technicians
- Audio Engineer
- Agent
- Promoter
- Editor
- Publisher
- Designer

### **Biography**

A description/summary of past achievement, work and life experiences that have contributed to the current state of one's practice.

### **CV**

A detailed timeline of career, qualifications, education, and achievements that demonstrate attributes and necessary experience for delivering the proposed project.

### **Budget**

A plan that demonstrates the income and expenditure of your project.

**Capital works**

Activities to do with construction, infrastructure, and structural improvements.

**Collective**

A group of entities that share or are motivated by a common interest to work together to achieve a common objective.

**Culturally and linguistically diverse**

A term used to describe people including those who speak or sign a language other than English (LOTE) – also referred to as people from non-English speaking backgrounds (NESB), spanning diverse languages, nationalities, traditions, societal structures, and religions.

**d/Deaf (lowercase d and uppercase D)**

The 'uppercase D' Deaf is used to describe people who identify as culturally Deaf and are actively engaged with the Deaf community. Deaf with a capital D indicates a cultural identity for people with hearing loss who share a common culture and who usually have a shared sign language.

The 'lowercase d' deaf refers to the physical condition of having hearing loss. People who identify as deaf with a lowercase 'd' don't always have a strong connection to the Deaf community and don't always use sign language. They may prefer to communicate with speech.

**Development**

In terms of making new artistic work, development can mean research, a stage in a devising or making process, drafting a play or a novel, undertaking training or mentorship. It is any stage of an arts or culture project prior to public presentation.

**Education activities**

Activities carried out by the arts and cultural organisation with the primary objective of facilitating learning and knowledge among audiences.

**Funding agreement**

A contract setting out the terms and conditions of Create NSW funding, including the obligations and responsibilities of the person or organisation receiving the funding.

**General eligibility requirements**

Conditions all applicants to Create NSW must fulfil to be eligible for funding.

**Group**

Two or more individuals working together on a project or program. Groups may be legally constituted or an informal working association. They may be an entity that exists long-term, or a project specific association. Both kinds of group are eligible to apply for Project Funding. It is recommended that a group have a formal agreement between members.

**Impact**

The contribution to arts and culture that you provide currently along with what changes may occur for either audiences, communities or artform if your proposed activity/ies went ahead. This is about what you contribute to the sector and how realising your proposed activity/ies may have a beneficial impact on your career and practice.

**In-kind support or contribution**

Non-cash assistance such as services, voluntary labour, donated materials and equipment or products.

**Individual**

An individual is defined as a single person applying for funding for a project or program. See definition for *Professional artist, arts, and cultural worker*.

**Industry rates**

Rates of pay prescribed by legally binding industrial awards and agreements. These are the rates organisations should be paying artists and creatives.

**Key Activities and Dates**

The main activities and individual actions that contribute to the project as a whole and when those actions will be carried out.

**Letter of Invitation**

A letter confirming that you have been offered an opportunity or been invited to participate in something. When provided as support material a letter of invitation provides evidence to claims made in the body of your application.

**Letters of support/confirmation**

You are required to submit relevant and current letters of support and/or confirmation letters from partners, supporters and/or collaborators as part of your application. These letters should champion you as an artist/group/organisation and/or the project/program.

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

If your project/program engages/collaborates/partners with Aboriginal individuals/communities and/or organisations, you will be expected provide letters of support/confirmation from the relevant communities and/or organisations that are prepared to speak to your experience and/or your proposal.

**Merit**

Vision of project/program, demonstrating demonstrate how it displays excellence. Excellence speaks to the rigour of thinking behind a project/program including its timeliness, originality and artform contribution. These questions and prompts may help you respond to Merit in your application.

**NSW resident**

A person residing in New South Wales, Australia.

**Organisation**

A legally constituted establishment with an ABN.

**Partnership**

- 1) An association of persons carrying on a business as partners or in receipt of income jointly.
- 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.

**Presentation**

A presentation can be a project or program that is intended to be delivered or presented publicly – to an audience, a market or to consumers.

**Priority contribution**

This is how the application addresses one or more of Create NSW's Priority Areas to ensure growth in the quality and quantity of activities in these areas. The Create NSW Priority Areas are NSW Aboriginal people, people from culturally and linguistically diverse (CaLD) backgrounds, people with disability or who are d/Deaf, young people, people living and/ or working in Regional NSW , and people living and/or working in Western Sydney.

**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 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 series of events with specific goals and conditions, defined responsibilities, a budget, planning, information about the parties involved and a specific start date and end date.

**Project Plan**

Articulates the steps and resources involved in the delivery of a project. It is a practical description of the steps to be taken to achieve the proposed outcomes. It should include primary activities, a timeline, key personnel and locations, and other Key Milestones relating to the project/program.

## **Promotion, Marketing and Distribution**

How an activity or project outcomes will reach an audience

## **Regional NSW**

Regional NSW includes all local government areas outside of Sydney, Newcastle, and Wollongong. These areas must be within NSW.

## **Start and end dates**

When the proposed activity begins and concluded. This can include the entire project or the beginning and end of a particular stage of a project being focussed on in an application.

## **Touring travel costs**

Freight, bump in/out costs, transportation costs, packing and crating costs, installation costs, demounting costs and accommodation and travel allowances.

## **Time-sensitive opportunities**

Activities or opportunities that must be carried out with demonstratable urgency.

## **Western Sydney**

Areas within the following councils:

- Auburn Council
- Camden Council
- City of Blacktown
- City of Blue Mountains
- City of Campbelltown
- City of Canterbury Bankstown
- City of Fairfield
- City of Hawkesbury
- City of Liverpool
- City of Parramatta
- City of Penrith
- Cumberland City Council
- Wollondilly Shire Council

## **Young people**

For the purposes of Create NSW, young people are people under 25 years of age.

# **Artform Definitions**

## **Aboriginal Arts and Culture**

Aboriginal Arts and Culture can be demonstrated through the continuance of traditional cultural practices and knowledge sharing and/or development of contemporary approaches within performing arts, visual arts, and multi-arts.

Arts and cultural expression are fundamental to the social, cultural, and economic well-being of Aboriginal people in NSW. Support for and investment in arts and cultural

development will greatly assist in building community resilience and cohesion within NSW Aboriginal communities.

### **Classical Music, Opera and Choral Board**

**Classical Music:** a form of music developed from the European tradition of the 18th and 19th centuries.

**Opera:** a staged drama set to music, made up of vocal pieces with instrumental or orchestral accompaniment.

**Choral:** a group of people who sing together.

### **Contemporary Music**

Original music that is being written, recorded, or performed currently, including new work and reinterpretation of existing work. Its genres would include (but would not be limited to) blues, country, electronic/dance, experimental, folk, funk, hip-hop, jazz, metal, pop, rock, roots, and world.

### **Dance and Physical Theatre**

**Dance:** All forms of dance from ballet to contemporary dance.

**Physical Theatre:** All forms of physical theatre from circus, acrobatics to storytelling through physical movement.

### **Festivals**

An event that celebrates a program of a specific artform or various artforms through live performances, workshops, and exhibitions, often across multiple locations.

### **Literature**

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.

### **Multi-artform / Multi-arts**

A grouping of two or more artforms, or a work or practice which spans two or more artforms, using experimental approaches.

### **Museums and History**

**Museums:** A museum is a non-profit, permanent institution in the service of society and its development, open to the public, which acquires, conserves, research, communicates and exhibits the tangible and intangible heritage of humanity and its environment for the purposes of education, study, and enjoyment.

**History** is the analysis and interpretation of the human past enabling us to study continuity and changes that are taking place over time. It is an act of both investigation and imagination that seeks to explain how people have changed over time. Historians use all forms of evidence to examine, interpret, revisit, and reinterpret the past. These include not just written documents, but also oral communication and objects such as buildings, artifacts, photographs, and paintings.



**Theatre and Musical Theatre**

Theatre: is a collaborative form of performing art that uses live performers, usually actors or actresses, to present the experience of a real or imagined event before a live audience in a specific place, often a stage.

**Musical Theatre:** is a form of theatrical performance that combines songs, spoken dialogue, acting and dance. The story and emotional content of a musical are communicated through words, music, movement, and technical aspects of the entertainment as an integrated whole.

**Visual Arts**

Includes design and craft. Applications submitted to the Visual Arts Board often include but are not limited to elements of sculpture, performance, painting, installation, ceramics, video, and printmaking. Visual arts activity can be multi-disciplinary incorporating elements of other artforms and can be collaborative.