

making an application help guide



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Version Changes

V 2.0 – last updated 14 December 2020

- Updated definitions to align with *Common Reporting Metrics Definitions*:
 - Education activities
 - Regional NSW
 - Western Sydney
- Inclusion of definition for non-project staff
- Inclusion of LGA information

Overview

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

To write a competitive grant application make sure:

- You have the right fit: where the objectives of the category you are applying to align with the aims of your project/program
- Read the relevant [Arts & Cultural Funding Program \(ACFP\) Guidelines](#) and make sure you are eligible
- Ensure your project/program speaks to the assessment criteria
- Write in clear plain English (subheadings/dot points)
- Clear and relevant support material that illustrates your practice/organisation
- Support letters that champion you and your project/program
- Having the appropriate people to lead, develop and deliver your project/program
- A budget that includes income (cash and in-kind) from other sources. The Budget needs to have realistic expenditure items incl details on artist fees and budget line items.

Contacting Create NSW

[Create NSW staff](#) can provide information to potential applicants on the interpretation of the guidelines, application form questions 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.

Enquiries can be directed to:

Phone: 02 8289 6520

Email: arts.funding@create.nsw.gov.au

Or you may contact the Arts Funding and Development team [directly](#).

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 information in another language, you can contact us on the details above between 9am and 5pm Monday to Friday (excluding Public Holidays).

The Arts Funding and Development team is trained on disability awareness and equity. If any of our information or communication needs to be more accessible, please feel free to let us know.

If you require assistance completing and/or submitting your application, please contact staff at Create NSW:

[National Relay Service](#) (NRS):

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 the [NRS](#) then ask for 02 8289 6520

Support for Regional NSW Applicants

If you live and/or work in regional NSW, and are applying for arts and cultural funding, you can contact [Regional Arts NSW](#).

Regional Arts 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.

RADOs are there to support you with your application and can provide letters of support or administer your grant.

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

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

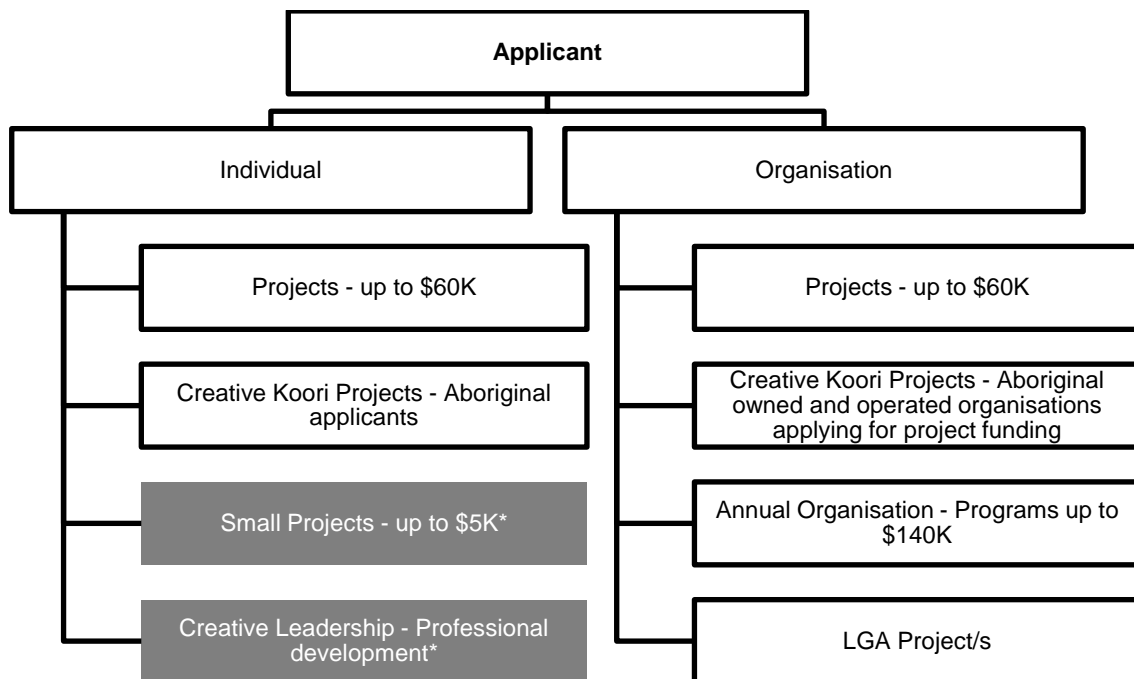
Other information

The following further information can be found on our website www.create.nsw.gov.au

- [Complaints process](#)
- [Privacy Policy](#)
- [Government Information \(Public Access\) Act 2009](#)
- [Fact sheets](#)
- [Toolkit for Creating New Income](#)

Before you apply

Choose the most relevant funding for your application.



*Available all year.

Preparing to write your application

Read the guidelines

Carefully read all of Create NSW funding guidelines, please check that you meet the eligibility requirements before applying. Make sure you articulate the narrative of your project/program, with a clear timeline and expenditure breakdown, with the additional of relevant support material evidenced. Keep in mind that your application will be assessed on Merit, Impact and Viability.

Review the resources

In addition to this guide, there are a range of [fact sheets](#) available to help you write your application, which include:

- [Fact Sheet: Working with Children](#)
- [Fact Sheet: Engaging with Aboriginal Artists and Communities](#)
- [NSW Aboriginal Arts and Cultural Protocols](#)
- [Fact Sheet: Applicants with Disability](#)
- [Fact Sheet: Budget](#)
- [Process for Requests above the Cap](#)

Grant applications require timely planning

Overall, you need to make sure your narrative is well articulated throughout your application. Supporting documents take time to source, so give yourself and the individuals or organisations you contact enough time to prepare and supply them.

Your application will be more competitive if you spend time at the beginning to prepare:

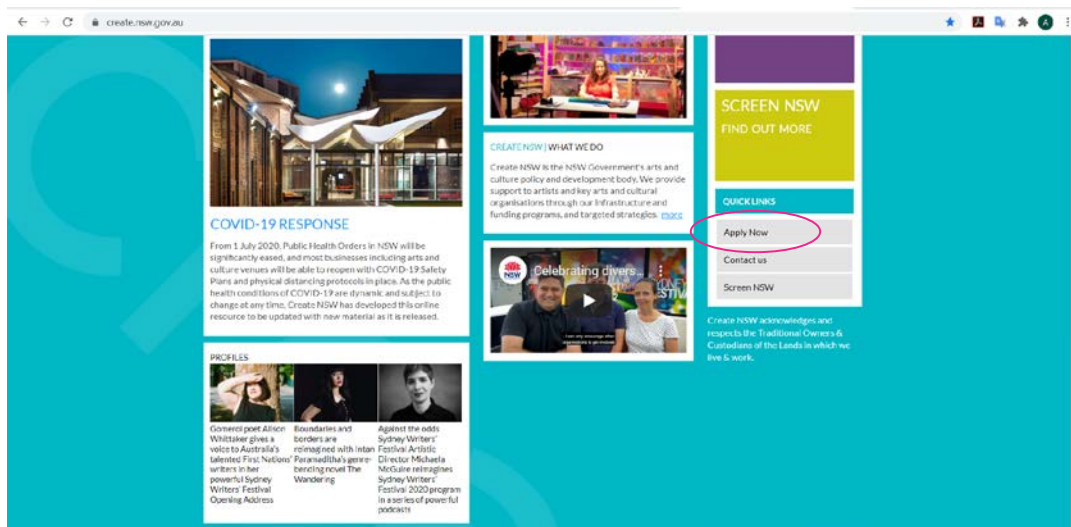
- Your project plan and a realistic timeline of activities.
- You should source high quality support material that is relevant to the project/program.
- You should ensure that line items in your budget are accurate and that you evidence these with supplier quotes or notes to explain how you arrived at the amount.
- Reading the [NSW Aboriginal Arts and Cultural Protocols](#) and the [Fact Sheet: Engaging with Aboriginal Artists and Communities](#) if your project/program involves engaging with NSW Aboriginal artists, organisations and communities.
- Relevant confirmation letters or support letters should confirm financial or in-kind contributions to your project/program to substantiate your budget.

Please consider:

- Making early contact with the collaborators, partner organisations, supporters, contractors etc. you would like to work with.
 - What support can they offer your application? Can they offer financial support and/or in-kind support?
 - Are you engaging the appropriate people to lead, develop and deliver your project?
 - Include this detail in support letters.

Online Grants System

Applications must be received through our [secure online grants system](#) called SmartyGrants. You can create an account using the '[Apply Now](#)' quick link located at the bottom right hand side of the Create NSW homepage. Setting up an account is free.



Applications can be submitted up to 5:00PM (AEST/AEDT) on the closing date. Create NSW staff are available until 5:00 PM Monday-Friday (AEST/AEDT), see Create NSW website for specific office hours across the year to assist you in your submission.

It is strongly recommended that you save your application regularly to avoid losing any information.

You will have an opportunity to review your application prior to submitting. You should allow time to correct any issues that prevent you from submitting.

It is advised that you aim to have your application submitted well before **4:59PM AEST**. As please note that the online system locks all active applications at 5:00PM sharp on the closing date.

Once the application form has locked, you will not be able to re-open it. Late applications will **not** be accepted.

We recommend that you consider working offline in a word processor that you are familiar with – such as Word or Google Docs – and cut and paste the questions from the online form into this document. It is suggested that you save this locally on your computer, so that you can use this as a working document. Then once you have written up your answers in this document, you can then transfer (copy and paste) them into the online form. This may reduce any technical issues with online access through the writing process.

Each question has a word limit, so make sure you note this in your working document. It is not a requirement to meet the word limit of each question, it is better to be succinct than to include verbose prose to make up the character count.

A SmartyGrants Help Guide for Applicants is available [here](#).

Eligibility

Individual Funding

Individuals applying must be professional artists or arts and cultural workers. This means that they 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 standards in their relevant artform or discipline.

Groups of individuals (including bands) may apply. Please note that, if successful, contracts will be made out to the Applicant name provided on the application form. It is recommended that a group have a formal agreement between members.

Organisation Funding

Organisations applying must be deemed an arts and cultural organisation. That means the organisation delivers arts and cultural outcomes as its primary role.

Organisations may be formally registered as:

- a body corporate (company or incorporated association)
- a trust
- a not-for-profit society, association, co-operative or club
- an unincorporated body established for a public purpose by the Commonwealth, and/or a state or a territory.

LGA Funding

Organisations applying must be a Local Government Entity.

Creative Koori Funding

For the purpose of these guidelines, an Aboriginal person is a person of Aboriginal descent, who identifies as an Aboriginal person and is accepted as such by the community in which they live or have lived.

An Aboriginal organisation is an organisation that provides holistic and culturally appropriate services to their local Aboriginal community. Its core values revolve around cultural integrity, and the aspirations of acknowledgement and engagement within the broader community.

Trading names

On the form, the type of information required will depend on if you are applying as an individual, a group or an organisation.

You will be asked to provide Name (Individual or Organisation/Group), your Professional Name (if applicable), and/or your Trading Name (if applicable).

For **Individuals**, your Professional Name is the name you use in your professional practice, if different from your legal name.

For **Organisations**, the Applicant Organisation (Legal Name) is the name under which it trades as a legal entity. You're Business/Trading Name is the name your organisation uses for public purposes.

For **Groups**, you will be asked if your Group has or will be registered with an Australian Business Number (ABN).

If your Group has or will have an ABN, you should select 'Organisation' as your Applicant Type. Your applicant name should be the name of your Group. You will be asked to list individual group members details later in the application.

If your Group does not have an ABN, you should select 'Organisation' as the Applicant type. But you will need to provide either the Group Name (if applicable) or the names of the group members.

ABN

Individual applicants do not need an ABN at the time of applying. However, if your application for funding is successful you will need to get an ABN or nominate an organisation to administer the funds on your behalf as per below.

Can I get someone else to administer or 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 service can be provided by service organisations, professional administering services, a manager or agent. You will need to nominate this third party in the space provided on your Application Form.

Create NSW will pay to your nominated third party, however, the funding agreement will be with yourself as the grant applicant, and you are responsible for all reporting requirements.

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 on payment amount 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 reviewed or audited and certified by a qualified accountant in public practice (NB: Organisations with a turnover of more than \$1M must provide audited financial statements).

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 an 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 in order 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.

Primary Arts Business Models

Collective	A group of entities that share or are motivated by a common interest to work together to achieve a common objective.
Festival	An event that celebrates a program of a specific artform or various artforms through live performances, workshops and exhibitions.
Independent Artist Run Initiative	A project or organisation run by a group of artists, who are often collaborative leaders and/or directors.
Local Government Facility	A Local Government run facility can include: <ul style="list-style-type: none"> • Museums and Galleries • Arts and Cultural Centres • Libraries • Parks and Recreation Centres
Service Organisation	Peak organisations that provide specialist advocacy, capacity building, communications and support to their sectors.
Small to Medium Organisation	Organisations that have a turnover of less than \$10 million and/or less than 200 employees.

Legal Status

Organisations can find out what their legal status is through your business registration.

About your program/project

Presentation, Development or Both

Presentation means that your project or program is at a stage intended to be delivered or presented to an audience. How the presentation is defined will depend upon your individual and/or the organisation's purpose and the artform that you have selected. Examples may include:

- Exhibitions
- Performances
- Touring
- Publishing and/or distribution
- Recording and/or distribution
- Promotion and Marketing

Development means that your project or program is at a stage of research and/or development. Examples may include:

- 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

Both means your project/program consists of presentation and development stages.

Program/project title and description

Your project title and description should be brief and factual. This short description should give the Artform Advisory Board a quick insight into what it is that you are applying to do. If successful, this may also be used for media purposes. You will have the opportunity to describe your project in more detail when addressing the Merit criteria. This should be short and sharp.

Start and end dates

Your Start and End dates must fall within the eligible dates.

Programs	Round 1		Round 2	
	Start	End	Start	End
• Projects Funding Individuals and/or Organisations	1 Jan 2021	31 Jan 2022	1 Jul 2021	30 Jun 2022
• Creative Koori Projects	1 Jan 2021	31 Jan 2022	1 Jul 2021	30 Jun 2022
• Annual Organisation Funding	1 Jan 2021	31 Dec 2021	1 Jul 2021	30 Jun 2022
• LGA Arts and Cultural Funding	N/A	N/A	1 Jul 2021	30 Jun 2024*

*for multi-year applications

Funding level request

The Funding Level Request refers to the amount of funding you are requesting. Please refer to the [budget section](#) for more information.

Create NSW does not provide 100 per cent funding for projects/programs. Applicants are required to secure other sources of non-NSW government income (cash and/or in-kind). In-kind support can include non-cash assistance such as administrative services, staff costs, voluntary hours, donated materials or products, and venue and equipment hire.

Check the guidelines specific to each program for further information on the minimum and maximum funding amounts available, and for any specific contribution requirements.

Organisations applying for funding are required to submit a Budget template and to complete the Balance Sheet section of the form. Refer to the [Budget Fact Sheet](#) for more information.

Organisations wishing to apply for more than the default cap, please refer to the [Process for Request above the Cap](#).

Artform Advisory Boards

The purpose of the Artform Advisory Boards is to assess applications made to the Arts and Cultural Funding Program to provide recommendations and advise the Minister on strategic directions for the sector. They are made up of a mix of professionals from small, medium and large organisations, and individual artists.

There are 10 Artform Advisory Boards:

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

The Chair and members of each board are listed on the [Create NSW website](#).

Think about which Artform Advisory Board you will be applying to. Your choice should be based on what project or program you are proposing to deliver. If your project or program involves more than one artform, think about the context in which the project will be taking place, who the audience is, and/or what you are best known for. Look at the members of the artform board, what areas of expertise they have and how your program/project may contribute to that artform.

A Board may recommend your application to another Board for advice or assessment. You will be notified if this occurs.

Responding to the Criteria

Assessment Criteria refers to the measures against which your application will be assessed. You must address all three of the criteria: Merit, Impact and Viability.

These criteria are the same across all Funding Programs.

Your writing style should be clear, direct and in plain English. Hyperbolic language is not a useful way to communicate to an Artform Advisory Board. Use dot points, paragraphs and headings when needed. Ensure that your application speaks directly to the criteria. Incorporate some of the key terms within your writing. This will guide the assessor through the application and demonstrate how your project meets the criteria.

As you progress with your application, keep a list of any questions that you have. Please note that staff are not able to review or contribute to a grant application, but you can talk through questions regarding the guidelines, criteria and eligibility.

Merit

This is your opportunity to articulate your vision for your project or program and to demonstrate how it displays excellence. Excellence speaks to the rigour of thinking behind a project/program including its timeliness, uniqueness and artform contribution.

These questions and prompts may help you respond to Merit in your application.

Vision

- Does your project have a clear vision for what the process or the outcome might be?
- Why is this project necessary to realise?
- Does the artistic rationale and creative process align with the vision?

In addition, for Individuals:

- How will the project/program contribute to your development and artform engagement?
- What will be the impact of the program/project be on your career and/or professional development?

Key Objectives

- What is the purpose of your application?

Samples of Work

- Is your work or your activities represented in these materials in the best possible way?

If you create video/time-based work or live performance, you need to provide video files or links for the Artform Advisory Board to consider. You may also submit still images of your work if you think it will help the Artform Advisory Board. 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 being performed.

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 work installed in a gallery and detail shots. Your images should demonstrate links between your application and your previous work.

For written material, you might wish to submit excerpts from a range of texts that you feel best demonstrates your practice. These should be texts that you have written as part of your artistic practice, not media clippings or texts about your practice – these can be submitted separately.

Key Partners/Collaborators

- How relevant and necessary are these partners?
- Do you have their support?
- Does your project involve working with Aboriginal cultural elements? If so,
 - Have you taken the time to consult with relevant key Elders, organisations and community representatives earlier in the process of this application?
 - Can you evidence this with support or confirmation letter/s?

Actions required:

- Have you confirmed your key artists, creatives and organisation partners?

- Have you obtained their CV's or short biographies?
- Have you obtained their letters of support or confirmation letter?
- Have you obtained samples of work to attach to the application?

Biography/CV

Biographies and/or CVs should briefly detail your artistic/cultural practice or that of your collaborators. This can include a summarised history and a description of your work.

The Artform Advisory Board 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. Focus on your achievements that are most significant and relevant to the project or program you are applying for. As a guide, your CV should tell your story succinctly and be a maximum 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

You should also provide an explanation of gaps in your professional practice.

Key Activities/Project Plan

Your Project Plan should illustrate how you propose to deliver the project and/or program for which you are seeking funding. It is a practical description of the steps you will take to achieve the outcomes of your project/program.

- Have you identified all the key activities for your project/program? (e.g. development, production, outcome and any evaluation or post-outcome activities)
- Do they support the project/program's vision?
- How feasible are these?
- What timeline may be required?

Aboriginal cultural elements, community or heritage

If your project or program involves Aboriginal cultural elements, community or heritage, you will be required to provide letters of support from the relevant communities and/or organisations that are prepared to speak to your experience and/or your proposal. See:

- [Fact Sheet: Engaging with Aboriginal Artists and Communities](#)
- [NSW Aboriginal Arts and Cultural protocols](#)

Letters of support

It is mandatory to submit letters of support (particularly if your project involves Aboriginal cultural elements, community or heritage) and/or confirmation letters from partners, supporters and/or collaborators as part of your application. Confirmation of these relationships will be sought if you are successful in your application.

Letters of support and/or confirmations should be current and directly related to the program or project being applied for, rather than generic letters of support. They should champion you as an artist/group/organisation and/or the project.

Formal emails are accepted.

Impact

Overall Impact

In your response you should:

- Identify the contribution to arts and culture that you or your organisation provides currently
- Identify what changes may occur for either audiences/communities, artform or organisation/s if your proposed activity/ies went ahead. This is about what you contribute to the sector.

Number of Audiences

(Individual Project funding requests <\$20,000 do not need to supply this information)

- This is the estimated number of people who will experience your activity.

Number of Participants

- This is the number of people who will actively engage and/or contribute to the process and/or presentation of the activity.

Number of Artists/Cultural practitioners

- This is the number of artists and/or cultural practitioners who will be employed or actively involved in the delivery of proposed activity

You will not be assessed on the size of the numbers you propose; these are measurements that may be used when evaluating overall Create NSW outcomes. Therefore, you should use realistic and genuine numbers, which may be, for example, a “1” for individuals applying for professional development.

Impact Criteria Selection

The options available will depend on whether you are applying as an Individual or an Organisation and whether your program/project is development, presentation or both. But you must choose one of the Impact criteria either: **Audience**, **Artform**, or **Operational**.

The Impact criteria you select should accurately reflect the outcome of activity you are undertaking. If you think your project/program offers more than one impact, you should select the outcome for assessment that you think is the strongest impact offered by the project/program. All impacts are weighted equally.

Audience Impact

Audience Impact is about how your project or program will reach people, enrich their experience of arts and culture, or engage them. It considers your capacity to create meaningful arts and cultural experiences for new and/or existing audiences in NSW, nationally or internationally. Your strategies to increase, develop and/or diversify your audience should consider what kind of audience you have (their demographics), what appropriate methods and channels you should use to reach or engage them (this may be informed by any previous engagements or reference data). If applicable, this should also include a discussion of how your activities are engaging with the relevant priority areas. Create NSW has defined five priority areas as;

- people living and/or working in regional NSW
- people living and/or working in Western Sydney

- NSW Aboriginal people
- people from culturally and linguistically diverse backgrounds
- people with disability
- young people.

You may wish to identify additional areas that your activities engage with under the 'Other' option. For example, this may include women, the aged and/or the LGBTIQ community. You will need to provide evidence of this engagement in your project/program description.

For further information on describing your audience impact see *audience development* in Glossary at the end of this document

Artform Impact

Artform impact speaks to the contribution of your project or program to your artform or sector, through qualities such as innovation and experimentation, diversity of cultural expression, collaboration, and/or leadership. Artform impact is about enriching, expanding, and diversifying artforms, practices and the sector. In detailing how your project or program impacts the artform, you might like to consider:

- Does your project/program engage a diversity of artists, arts and cultural practitioners?
- Does it develop creative collaborations across the sector?
- Are you providing leadership in your area of practice?
- Do you engage with diverse or specific communities?
- Are you building creative capacity or telling unique stories of NSW through this artform?

Operational Impact

Operational impact is about building a diversity of funding sources, fundraising capacity, developing capacity, partnerships etc. to make your organisation more operationally robust and sustainable. This could include:

- Does your project increase your organisation's capacity to engage philanthropic support, develop partnerships across and outside the sector, or secure matched funding?
- Does it contribute to your ability to leverage funding for support from other sources?
- Have you developed new business models and/or practices that are responsive to the current environment?
- Does it provide further employment and/or investment in skills development?

Viability

Viability is evidence that the project/program can and will be delivered. The more funding you are requesting in your application, the more detailed your evidence of viability will need to be.

Budget template

(Not required for Individual Project funding request <\$20,000)

Budgets are a key part of your application. 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. It is expected that you will provide enough detail in your budget to properly assess the accuracy and viability of the activities you are applying for. Please read the instructions contained within the template and review the [Budget: Fact Sheet](#) to assist you.

Tips:

- Budgets should state whether income is 'confirmed' or 'unconfirmed', as this will affect the viability of your project/program.
- Both income and expenditure items should include an appropriate level of detail in the comments section.

Project and **Creative Koori Project** funding applications are required to present a break-even budget with no surplus or deficit.

Annual Organisation funding applications may include a deficit or surplus budget however applicants must provide a clear reason for this.

Tip:

- In SmartyGrants, note that when filling out the balance sheet information you need to enter a 'zero' to the fields that are not applicable.

Fees

Payment of fees and salaries to artists, creatives, cultural consultants and arts workers should be consistent within industry standards. Create NSW will be looking for appropriate rates quoted in your application budget or an explanation as to why payments are not within industry standards.

[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/

Risks

(Not required for Individual Project funding request <\$20,000)

This section should include the top risks against achieving your objectives. It should describe what the consequence and likelihood of these risks are and the strategies that your organisation has put in place to eliminate or minimise them.

Governance and Management Arrangements

(Organisations only)

You should describe the role of the project/program board and any relevant sub-committees. Your response should also provide an insight into how the board monitors performance against this plan.

Organisational Structure

(Organisations only)

You will need to provide an attachment of your organisation's structure.

Financial Statements (Organisations only)

You will be required to attach either the most recent audited financial statement, or profit and loss statement and balance sheet as at the end of the last financial year, signed by the head of the organisation (if not required by law to audit).

Priority Areas Assessment

The NSW Government is committed to equity access by all communities and individuals across NSW. Create NSW has current priorities that it seeks to address through its funding program.

You only need to complete this section if your project/program/organisation genuinely involves one or more priority areas.

The priority area impact on the assessment process is detailed in the [Guidelines](#).

We also collect data on diversity to provide us with information on how we could support future initiatives towards greater diversity. However, this is not part of the assessment process.

Measuring Your Success

In this section, you provide a means for your project/program goals to be measured specifically. While it is not used to assess your application, your responses here would enable you, your group or organisation as well as Create NSW to consider how well your project/program did and inform what you may do in the future and how.

Evaluating Project/Program success

In answering this question, you should consider the impact that you chose and your capacity to collect the necessary data.

Mechanism for obtaining qualitative or quantitative data

Survey	Collection of data obtained by asking individuals questions.
Specialist Tools	Resources developed by third parties that uses a method for collecting specific data, which then reflect certain outcomes.
Attendance	Data representing audience or participant numbers, how they are obtained include registration, ticket sales, head counts.
Media/Critical response	An industry assessment of the overall quality of the activity. Includes reviews, social media engagement, industry acclaims.

Artform

You need to choose a Primary Artform (aligned with your selected Artform Advisory Board). The Secondary Artform is a sub-category under the Primary Artform that best describes your project or program.

Successful applications

Successful applicants can find more information [here](#) regarding the process.

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

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.

Please see [Contracts and Payments](#) for more information.

Taxes

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.

Acquittal

Successful applicants will be required to complete and submit an acquittal report at the end of the project 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 in order to complete the financial requirements of an acquittal report.

Please see [Acquittals](#) for more information.

Glossary

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.
Aboriginal Organisation	For the purpose of these funding guidelines, an Aboriginal organisation is an organisation that provides holistic and culturally appropriate services to their local Aboriginal community. Its core values revolve around cultural integrity, and the aspirations of acknowledgement and engagement within the broader community.
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.
Approved Auditor	A person registered as a company auditor under the <i>Corporations Act 2001</i> (Cth), 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 living with disability	<p>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.</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), 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'.</p>
Arts and Cultural Organisation	<p>An organisation that delivers arts and cultural outcomes as its primary role. The following are some examples of organisations:</p> <ul style="list-style-type: none"> • a body corporate (company or incorporated association) • a trust • a not-for-profit society, association, co-operative or club • an unincorporated body established for a public purpose by the Commonwealth, a state or a territory. • a Local Government Authority body
Arts and Cultural Activity	<p>An activity that engages any artform, for example:</p> <ul style="list-style-type: none"> • Workshops • Performances • Events • Exhibitions • Festivals • Tours
Arts and Cultural Workers	<p>People involved in the arts and culture sector on some of the following levels: production, distribution and interpretation of cultural and creative works, and management. These are some examples of Arts and Cultural Workers:</p> <ul style="list-style-type: none"> • Artistic Director • Curator • General Manager • Administrator • Production Manager • Producer • Set designer • Lighting designer • Technicians

- Audio Engineer
- Agent
- Promoter
- Editor
- Publisher
- Designer

Arts Business Models

These are some examples of Arts Business Models:

- Collective
- Festival
- Independent
- Artist Run Initiative
- Local Government Facility
- Service Organisation
- Small to Medium Organisation

Audience development

Activities aimed at building potential audiences and/or deepening engagement with current audiences over time. Audience development activities may target a 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 *Australian Securities and Investments Commission Act 2001* (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.

Business Unit

A strategic business unit that is part of a large organisation such as Local Government Council or a University. For example:

- Museums and Galleries
- Arts and Cultural Centres
- Research and Development
- Libraries

Collective

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

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 cost 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 (also multi-arts)	Works that are a fusion of two or more artforms.
Cultural infrastructure	The range and network of facilities, organisations and individuals that comprise a cultural area, region, environment or landscape.
Culturally and linguistically diverse	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.
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.
Devolved funding	A grant provided by, or received from, a funding program delivered and managed by another organisation on behalf of Create NSW. Now called NSW Small Grants Scheme.
Education activities	Activities carried out by the arts and cultural organisation with the primary objective of facilitating learning and knowledge among audiences.
Festival	An event that celebrates a program of a specific artform or various artforms through live performances, workshops and exhibitions.
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.
Governance, Corporate governance	The rules, processes or laws by which the governing board of directors or management committee operates and controls an organisation.

Group	A group is defined as 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.
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.
Independent Artist Run Initiative	A project run by a group of artists, this may include artform specific artists or multi-artform artists.
Independent financial contribution	Cash and/or in-kind income from sources other than Create NSW. This might be other government grants, corporate or philanthropic sponsorship, revenue generated from activities, matched funding, crowdfunded income, personal contribution, or in-kind support through volunteer hours, venue or equipment hire, for example.
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.
Local Government Run Facility	A Local Government run facility can include: <ul style="list-style-type: none"> • Museums and Galleries • Arts and Cultural Centres • Libraries • Parks and Recreation Centres
Major Performing Arts (MPA) companies	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: <ul style="list-style-type: none"> • Australian Brandenburg Orchestra • Australian Chamber Orchestra • Bangarra Dance Theatre

- Bell Shakespeare Company
- Belvoir
- Musica Viva
- Opera Australia
- Sydney Dance Company
- Sydney Symphony Orchestra
- Sydney Theatre Company
- The Australian Ballet

Multi-artform / Multi-arts	A grouping of two or more artforms, or a work or practice which spans two or more artforms.
Non-project staff	Staff whose principal responsibility is to support the core operations of the organisation.
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.
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.
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.
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 Create NSW Priority Area to ensure growth in the quality and quantity of activities in Priority Areas. The Create NSW Priority Areas: Regional NSW, Western Sydney, Aboriginal people, culturally and linguistically diverse 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 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.
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.
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 Create NSW and local governments and supported by Regional Arts NSW.
Regional NSW	Regional NSW includes all local government areas outside of Sydney and Western Sydney. Regional NSW includes Newcastle and Wollongong. These areas must be within NSW.
Self-Determination	The right to freely pursue one's own economic, social and cultural development.
Service Charter	A document outlining what services an organisation provides and how it does that. Its serves to communicate the organisation's commitment to customer service to both customers and employees. It typically includes: <ul style="list-style-type: none"> • Organisational goals or objectives • Scope of service (including channels of communication and contact) • Service standards • Customer rights and responsibilities • Response plans
Service Organisation	Peak organisations that provide specialist advocacy, capacity building, communications and support to the sector.
Small to Medium Organisation	Organisations that have a turnover of less than \$10 million and/or less than 200 employees.
Special eligibility requirements	Specific requirements outlined in particular funding categories, which must be fulfilled to receive funding.
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 the Museum of Contemporary Art Australia, Carriageworks and the National Arts School.

Strategic plan

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.

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.

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.