

Application Guide

Overview

Creative Capital has been introduced to meet the demand for the infrastructure needed to support the creative economy and ensure people can enjoy quality cultural experiences across NSW.

Funded projects will include new cultural infrastructure, upgrades to existing cultural infrastructure and purchases of essential equipment to ensure cultural spaces are fit-for-purpose and able to accommodate quality programming such as touring exhibitions and productions. Creative Capital will fund museums, theatres, performance venues, galleries, libraries and Aboriginal Cultural Centres, Keeping Places and language centres across NSW.

The investment will be efficient, effective and strategic. It will be targeted to meet identified gaps and align with Create NSW funding strategies and policies in order to maximise the impact of the investment.

Eligibility Requirements

Eligible Organisations

Applicants must hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or other Act. An applicant must be one of the following entities:

- Local Councils
- Joint Organisation of Councils
- Not-for-profit organisations, including business chambers, industry associations and charities
- Conservatoria,
- Local Aboriginal Land Councils

A public/private partnership may only seek funding where the lead applicant is an eligible entity. Section 355 committees of local councils are eligible to apply for funding, but the council will be required to execute the funding agreement should the project be successful.

There is no limit on the amount of applications that an organisation can make.

Applications can be submitted for projects that will be delivered and provide benefit across multiple Local Government Areas (LGA). If the LGAs fall in different Tiers (as specified in the [Creative Capital Guidelines](#)) contact the Creative Capital Team.

You are ineligible to apply for Creative Capital funding if:

- you are a local, state or federal government department/agency, including State Cultural Institutions
- you are an educational institution, including preschools, primary and secondary schools, University or TAFE (but not including conservatoria)

Eligible Projects

To be eligible, projects must meet the following conditions:

- The infrastructure must be based in NSW and be primarily for arts and culture use
- The application must demonstrate a co contribution. This may be in the form of cash or in-kind support and to a proportion of the estimated total project cost (ETC) determined the location of the project as per the Tiers (as specified in the [Creative Capital Guidelines](#))
- The application must show evidence of community consultation and how the project will improve arts, culture or heritage outcomes for communities
- Priority will be given to projects that can realise benefits efficiently and effectively in the near term
- Your project must not have already taken place or be due for completion before the funding period starts
- Equipment and Minor Works projects must commence within three months of executed funding agreement and be completed within two years

Types of Projects that Creative Capital will fund

- New builds, refurbishments (including repurposing of existing spaces for arts and cultural use) and acquisition of specialised equipment to address a cultural infrastructure gap for a local area
- Capital works or specialised equipment to enable a museum, gallery, theatre, performance venue, library, Aboriginal Cultural Centre, Keeping Place or language centre to receive touring programs
- Refurbishment or specialised equipment, including major instruments to provide regional conservatoria and other performing arts venues with functional performance spaces
- Investment to enable a museum, gallery, theatre, performance venue, library Aboriginal Cultural Centre, Keeping Place or language centre to provide a cultural precinct or hub for a local or regional area and support smaller venues in that area
- Establishment of collections digitisation hub in a regional area that doesn't currently have one, in line with the guidelines for previous Government investment in collections digitisation. Further information can be found [here](#)
- Data management systems and other digital infrastructure including collection management systems and recording, broadcasting and livestreaming equipment
- Development, including master-planning of Aboriginal Cultural Centres, Keeping Places, language centres and other Aboriginal cultural infrastructure
- Investment to assist in building new libraries in locations that currently don't have a library

Filling in the application form on SmartyGrants

Completing the online application form will take time. Large file attachments can take a long time to upload. Remember to give yourself adequate time to complete the application form and upload supporting documents before the deadline.

When filling in the application, remember to:

- Save the application form regularly as you progress.
- Ensure all mandatory questions are completed. Provide responses to all required fields (marked by a red *).
- Fill out all relevant sections of the application form.

- Provide responses that are consistent, concise and to the point.
- Ensure that you have all required supporting documentation ready to upload.
- Specify filenames for your supporting documents in a way that they are easily identifiable.
- Have the application and associated supporting documents approved by the head of your organisation before submitting.
- Notify Create NSW if you encounter any issues as soon as possible.

The amount of detail you provide in your application should be at a level where the assessors can clearly ascertain the benefits and practicality of your project, that all relevant risks have been considered, that there is good project management structure appropriate to the project's complexity, and that the organisation is capable of delivering the project successfully.

After completing the application form, the last page allows you to review your responses. If any required questions or fields have been missed or filled incorrectly, you will be unable to submit the application until all highlighted areas are addressed. You can fix this by clicking **Go to Page**. Once you have correctly filled all required questions or fields, you can return to the Review and Submit page and click **Submit Application**.

When your application is submitted you will receive an email confirmation that the application has been received.

Submit the completed application form prior to 12 noon on Monday 8 August 2022.

Project Budget and Forecast Operational Budget

Download a copy of the [Project Budget and Forecast Operational Budget spreadsheet template](#). The first sheet of the template provides a guide on how to complete this template. Fill in the template with the details of your project budget and your operational budget, and upload this in the 'Criterion 3: Value for money' section of the application.

For all amounts in your application and in the spreadsheet, remember:

- If the applicant is GST registered - exclude GST
- If the applicant is not GST registered - include GST

Project Budget

The Project Income section in the Project Budget sheet will require you to provide a list of expected project funding sources for the project. Include the amount you are requesting from Creative Capital as the first line item. Remember to include all internal and external sources, including all cash and in-kind co-contributions.

If available, include supporting documents for each identified funding in your 'Supporting Documents / Attachments'.

Note: Details of your application may be shared with other Commonwealth and State government departments if you have indicated them as one of your other funding sources. By submitting an application you confirm that you agree to this.

Provide details of anticipated costs for the entire project in the Project Expenditure section in the Project Budget sheet.

Avoid combining different costs into one item to make it clearer and easier for the Assessment Panel to understand the costs.

Reflect both cash and in-kind items if they have been reflected in the Project Income section.

Ensure you submit a break even budget (Project Income equals Project Expenditure). There are calculated fields at the bottom of the tables to help check this.

Forecast Operational Budget

The Forecast Operational Budget allows you to demonstrate that the organisation or facility is financially sustainable after project completion.

If you have a three-year forecast operational budget already prepared, you can upload this instead of completing the Forecast Operational Budget template on the spreadsheet.

List all expected annual operational income sources and operational expenditures to demonstrate the estimated annual cost of ongoing operation of your facility/project for the first three years after completion of the project.

Operational income may include revenue from sales and increases to income in later years as a result of the project as well as cash and in-kind contributions from external sources.

Operational expenditures may include administrative costs, salaries and wages, maintenance and utilities, and other costs required to operate the facility.

Note: The Creative Capital Fund does not fund ongoing costs beyond the life of the project.

Uploading Supporting Documents

The Project budget and forecast operating budget need to be prepared and completed using the [template](#) provided, as instructed above.

Combine all other supporting documents and attachments into a single PDF file and ensure that you label each page accordingly and arranged in the order specified below.

Required Attachments (as applicable to your project)

- Proof of ownership or long-term access to the land & premises or facility (Examples of documents that you should include are: land title, lease agreement, memorandum of agreement, etc. Please include a [landowner consent form](#) signed by the owner of the property if you do not directly own the property.)
- Detailed plans drafted by an architect/qualified draftsman
- Details or specifications for equipment or system to be purchased
- Photos of the site or project area
- Development/Planning Approvals (if already available; may include Heritage development approvals)

- Evidence of support from and consultation with the Aboriginal community for this project (if applicable)
- Confirmation of funding contributions from other sources (other than Creative Capital)
- Project cost documents such as quotes/tender bid/other cost certifications
- Financial supporting documentation that demonstrates your organisation's ongoing operational financial viability, including (but not limited to):
 - Copy of most recent audited financial statements (where possible)
 - Statement of Financial Position
 - Statement of Profit and Loss (where applicable)
 - Further document evidence to support the budget particularly for any forecast costs (i.e. expected costs to operate or maintain the proposed project in the future).
- Evidence of support from relevant stakeholder groups, such as:
 - letters of support from key stakeholders (to provide insights from your community why this project needs to be funded)
 - confirmation letters for financial or in-kind support
 - petitions
 - surveys
 - public consultation
 - newspaper articles

Note: Letters of support ideally should be on a letterhead and signed.

Please ensure that you provide support materials that best reflect your practice, experience and demonstrate the strength and viability of the project and of your organisation.

Your combined supporting documents must not exceed 100 pages. Files must not exceed 25MB. Zip files will not be accepted.

Late submissions policy

Note the following updates to the guidelines for considering late submissions:

Requests for late submissions will only be considered if the applicant contacts Create Infrastructure by 5pm on the day the round closes and provides evidence of a technical issue or major disruption such as a health emergency that precluded the applicant from submitting the application by the deadline. The decision whether to accept a late submission on this basis – including being satisfied that accepting the late application does not present a fairness or probity risk - will be at the discretion of Create NSW.

This does not prevent an applicant from contacting Create NSW before the round closes for applications at 12pm midday if they have a concern that a disruption might delay their application. Applicants are encouraged to contact Create NSW at the earliest opportunity should a problem arise.

We strongly recommend that you ensure you have adequate time to complete and submit your application ahead of the deadline.

Contact us

If you require further information or to discuss the eligibility of your project, please contact us during business hours at the details below:

Phone: 02 8289 6582

Email: creative.capital@create.nsw.gov.au