

# Creative Grant Application Form Tier 2.0

## Form Preview

## Introduction and instructions

### Introduction

Welcome to the application form for North Sydney Council's Creative Grant.

North Sydney Council's Creative Grants Program offers funding to local artists, creative practitioners, groups of artists or arts organisations. Funding may support activities or projects that deliver:

- Production and presentation of new creative work.
- Professional arts development and skill building for local arts practitioners across all arts disciplines.
- Opportunities for communities and audiences to participate in arts and cultural activities including arts and cultural exhibitions, performances, events, programs and collaborations.
- Strengthened capacity and sustainability for the North Sydney regions creative industries.

### **FUNDING AVAILABLE**

In 2025 Creative Grants program has been expanded to include two grant categories.

*Applicants can only apply for one grant in this round.*

### **Tier 2 Creative Grants (Projects)**

- grants of up to \$5,000 each are available to individual arts practitioners, groups or organisations
- for the production and presentation of creative projects that benefit the North Sydney Community

Support is available across a range of arts disciplines.

The creative project must be completed between 1 September 2025 and 30 September 2026.

Council may provide fee waivers for hire of Council facilities to undertake projects that receive grant funding. Please contact an Arts & Culture Officer before submitting your application to discuss Council venue suitability.

### **APPLICATION SUPPORT**

Applicants are encouraged to discuss their proposal with a Council officer and appointments can be made.

### **FUNDING AGREEMENTS**

Successful applicants will be offered a funding agreement confirming the conditions of the grant.

The funding agreement will include:

- A brief description of the project for which funding is being provided
- The amount of cash funding to be received
- Performance measures for each project
- The deadline for final submission of the acquittal report.

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Please read the [Community Grants and Subsidies Policy](#) for further information.

Note that the supporting documents, budget requirements and venue requests are listed towards the end of the application form so please familiarise yourself before beginning.

## Instructions

\* indicates a required field

### Applicants: please note

Before completing this application form, you should have read the [Community Grants and Subsidies Policy](#)

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is important that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact **Community Capacity Building Officer at 02 9936 8355**

If you do contact us throughout the application process, please quote the application number below.

### Application Number

This field is read only.

## Confirmation of Eligibility

### Before proceeding, please check that you fit into the eligibility criteria:

- **Tier 2 : Creative Grants (Projects)**

This category is open to individual art practitioners, arts groups collectives or organisations from the Greater Sydney Region, however the creative project must show a tangible benefit to the North Sydney community.

- **Ineligible applicants include:**

Schools State or local government organisations Political parties or political activities Applicants that have outstanding acquittals for previous grants from North Sydney Council Current employees of North Sydney Council Applicants employed by North Sydney Council within the last 6 months

### General applicant and funding exclusions:

- Activities that have already occurred (no retrospective funding)
- Recovery of costs of items and materials already purchased

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- Projects already funded by North Sydney Council's Grants Programs
- Fundraising, awards, competitions or prize money
- Infrastructure projects that require development consent
- Capital works, maintenance or improvements
- Multiple applicants submitting applications for the same project
- Day to day office supplies, insurance, rent, utilities or ongoing wages unrelated to the project or activity
- Funding for normal operation of regular activations such as gatherings, markets, or sport

**You must confirm that all statements above are true and correct. \***

Yes

## Contact Details

\* indicates a required field

## Privacy Statement

North Sydney Council is collecting your personal information for the purposes of processing an application. The supply of personal information is entirely voluntary. If you select not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of *Privacy and Personal Information Protection Act 1998*, *Government Information (Public Access) Act 2009* and *North Sydney Council's Privacy Management Plan*.

### Application Conditions

Yes

I have read and understood the Privacy Statement. By ticking this box, I acknowledge New South Wales State Laws will accept this communication as containing my signature within the meaning of the Electronic Transactions (NSW) Act 2000.

## Applicant Details

### Organisation/ Individual / Art group name \*

Organisation Name

Make sure you provide the same name that is listed in official documentation.

### Applicant primary address

Address

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### **Applicant primary phone number \***

Must be an Australian phone number.

### **Applicant email address \***

Must be an email address.

### **Applicant website**

Must be a URL.

## Primary Contact Details

### **Primary contact \***

First Name

Last Name

This is the person we will correspond with about this grant.

### **Position held in organisation \***

e.g., Manager, Director or Fundraising Coordinator.

### **Primary contact primary phone number \***

Must be an Australian phone number.

### **Primary contact office phone number**

Must be an Australian phone number.

### **Primary contact email address \***

This is the address we will use to correspond with you about this grant.

### **Do you identify as a person with disability?**

NSW Disability Inclusion Act 2014 defines disability as "A long-term physical, mental, intellectual or sensory impairment, that in interaction with various barriers, may hinder [a] person's full and effective participation in society on an equal basis with others."

### **Do you identify as a person from a culturally and linguistically diverse background?**

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Diversity Council Australia defines cultural diversity as: "Having a mix of people from different cultural backgrounds - it can include differences in cultural/ethnic identity (how we identify ourselves and how others identify us), language, country of birth, religion, heritage/ancestry, national origin, and/or race, colour...CALD people see themselves (or their parents) or are seen by others as being from a non-English speaking background, and/or being from a non-Anglo-Celtic cultural background."

## Organisation Details

\* indicates a required field

### What type of not-for-profit organisation are you? \*

- Educational institution (includes pre-schools, schools, universities & higher education providers)
- Religious or faith-based institution
- Philanthropic organisation
- Peak body
- Social enterprise
- International NGO
- Professional association
- Healthcare not-for-profit
- Community group
- Research body
- General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

### What is your organisation's legal structure? \*

- Unincorporated association
- Incorporated association
- Cooperative
- Company limited by guarantee
- Indigenous corporation, association or cooperative
- Organisation established through specific legislation
- Trust
- Unknown

If your organisation is unincorporated, it must have an auspice organisation.

### Does your organisation have an ABN? \*

- Yes
- No

### Applicant ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name

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ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO website](#).

### **Please upload completed Statement of Supplier Form. \***

Attach a file:

Max 25mb per file uploaded

### **What is your incorporation number? \***

Incorporated Association or Australian Company Number

### **Has your organisation received funding from North Sydney Council before? \***

### **If yes, has your organisation submitted an acquittal report to North Sydney Council for previous funding?**

## About your project

\* indicates a required field

### **Project title \***

Word count:

Must be no more than 10 words.

Provide a name for your project/program/initiative. Your title should be short but descriptive

### **Anticipated start date \***

Must be a date not earlier than 01/09/2025

### **Anticipated end date \***

Must be a date before 30/09/2026

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### The location of your project

**Where specifically is your project or event taking place? \***

E.g. an address, Acme Art Gallery, street, suburb or Council venue

**Do you have a confirmed venue? \***

### Vision & Purpose

**Provide a clear description of the project. \***

Word count:

Clearly describe your idea, what you want to achieve. Why it is interesting or needed to the North Sydney community (300 words)

**What will be the outcomes? \***

In your answer outline what you are doing and, where possible, what the “end result” will look like

### Community benefit and impact

**Primary beneficiaries / contributors**

People from culturally & linguistically diverse background  Artist  Children (0-17 years old)  Older People (over 55 years old)  People experiencing homelessness  People of diverse sexualities and genders and intersex people  People with disability  Women  Young people (18-24 years old)

**How many people do you expect to benefit in your project? \***

Must be a number

**What creative or cultural needs does this project address in the North Sydney community? \***

Word count:

200 words

**How will the project engage the North Sydney community and deliver social or creative benefits? \***

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150 words

**Describe the audience or participants who will benefit from this project and how they will be involved, and how you will promote your project to this audience. \***

150 words

**What specific outcomes will indicate that your project has achieved its goals \***

150 words

**How will you measure and report on the impact of your project on the North Sydney community? \***

Word count:

150 words

**Will your project be delivered by an Aboriginal-led organisation, team or individual? \***

- No
- Yes

**If yes, provide details on Aboriginal ownership and governance**

**Does your project contain Aboriginal Cultural themes?**

**Detail how you will work with local Aboriginal community members to develop and deliver your project.**

150 words

Capacity

**Tell us about your experience delivering similar projects. \***



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150 words recommended

**Please attach any supporting documents, such as your CV, images, or examples of past work.**

Attach a file:

**If you have a website, please provide the link**

**Does this initiative have community support, collaborators or partners? \***

Yes  No  Don't know  Not Applicable

Evidence of community support, collaborators or partners is generally highly regarded as projects with community buy-in tend to be more successful.

**What evidence do you have that this project/program has community support? \***

**Please upload letters of support (if available/relevant)**

Attach a file:

A maximum of 5 files can be attached

## Project Budget

\* indicates a required field

**What is the total cash amount (ex GST) requested from North Sydney Council? \***

\$

Must be a dollar amount and no more than 5000.  
What is the total financial support you are requesting in this application?

**Total Project/Program Cost \***

\$

What is the total budgeted cost (dollars) of your project?

## Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'council community grant', 'company X sponsorship'.

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Examples of expenses could include Artist or arts worker fees, Venue or rehearsal room hire, additional marketing, cost to support aboriginal protocols.

Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly.

Income Description	Income Type	Confirmed Funding?	Income Amount	Notes
			\$	
			\$	
			\$	

Expenditure Description	Expenditure Type	Expenditure Amount	Notes
		\$	
		\$	
		\$	

### Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

**Please attach quotes for those expenditure (cost) over \$500**

Attach a file:

## Certification and Feedback

\* indicates a required field

### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

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**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree \***

Yes

**Name of authorised person \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be a senior staff member, trustee or appropriately authorised volunteer

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

**Email \***

Must be an email address.

## Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the online application process. \***

Very easy       Easy       Neutral       Difficult       Very difficult

**How many minutes in total did it take you to complete this application? \***

Estimate in minutes i.e. 1 hour = 60

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider. \***