

## Preparing an Application

Please read the [Arts and Culture Grants Program's General Guidelines](#) prior to preparing an application and download the [How to Apply Guide](#).

Read also the [Market Development](#) page on our website for information particular to this grant. Note the "Who can apply", "Who is eligible" and "You can apply for" sections.

To successfully complete the application form, you must prepare/obtain the following elements of a grant application:

- A 300 word Summary of the activity you aim to undertake
- A 1000 word Rationale detailing the merits, qualities of your project and why it should be funded
- CV of artistic leads and short biographies of key creatives and artists
- Project plan and timeline
- Letters of support
- Letters of confirmation
- Relevant support material (including samples of your work)
- Detailed budget
- Where applicable, confirmation of an auspice arrangement
- If applicable, evidence of consultation with Aboriginal and Torres Strait Islander communities if your project includes content or IP relevant to First Nations culture
- If relevant to your project, how you will mitigate risk in your project delivery
- A brief summary as to how you will measure the success of your project

### Contact

For more details, support or clarification regarding this grant, contact CreateSA on (08) 8363 8670.

## Accessibility

Please prepare the various elements of the application in the format that is easiest for you. You can submit elements of the application in text boxes, by uploading documents, and/or by providing URLs to (written and audiovisual) documents saved online.

To discuss requirements, including access arrangements, contact CreateSA on (08) 8363 8670.

### Applicants who are Deaf or identify as a person with disability

Disability-led organisation, Access2Arts, can assist individual applicants in writing an application. For more information, contact [hello@access2arts.org.au](mailto:hello@access2arts.org.au).

### Auslan interpreters

Auslan interpreters can be arranged for meetings and to translate applications which are submitted in Auslan (in digital format).

### Culturally and linguistically diverse artists

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We can organise interpreters for meetings as well as for the translation of applications.

### **Deaf and hearing-impaired artists**

When contacting us, TTY users should phone 133 677 and then ask for (08) 8363 8670.

### **Speak to Listen (speech-to-speech relay)**

Speak and Listen users should phone 1300 555 727 and then ask for (08) 8363 8670.

This round closes on 28 September 2026

The round closes precisely at **5pm ACDT**. Late submissions will not be accepted. Support material and budget documents will not be accepted after the closing date.

## Eligibility

\* indicates a required field

Individuals applying for any South Australian Government grant must be an Australian citizen or permanent resident. Where the applicant is a South Australia-based arts or cultural organisation, this question may not apply.

### **Are you an Australian citizen/permanent resident? \***

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Answer NA if applying as an organisation

To apply for this grant as an individual, you must be a South Australian resident. If you are applying on behalf of an organisation, the organisation must be based in South Australia.

### **Is the applicant, organisation or group based in South Australia for at least six months per year? \***

- ☐ Yes
- ☐ No

### **Has the proposed project already commenced or taken place? \***

- ☐ Yes
- ☐ No

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**Has the proposed specific activity already received funding from CreateSA or Arts South Australia (excluding previous project phases or iterations)? \***

- ☐ Yes
- ☐ No

**Is the applicant requesting funding for a screen-based project related to cinema, film festivals or television and/or a project related to media or gaming with a purely commercial outcome? \***

- ☐ Yes
- ☐ No

**Is the applicant requesting funding for costs related to tertiary education, academic research or publication of research, or any project relating to a course of higher education? \***

- ☐ Yes
- ☐ No

If you need clarification regarding eligibility for projects involving university resources or collections, please contact a Grants Officer.

**Is the applicant requesting funding for a contemporary music project? \***

- ☐ Yes
- ☐ No

**Is the proposed project a design project with purely commercial outcomes? \***

- ☐ Yes
- ☐ No

**Is the applicant requesting funding for start-up business costs? \***

- ☐ Yes
- ☐ No

**Does the applicant intend to use all or part of the funds for the purchase of equipment or software licences that could be considered a capital expense? \***

- ☐ Yes
- ☐ No

History of CreateSA or Arts South Australia Funding

**Is this the applicant's first application to CreateSA or Arts South Australia? \***

- ☐ Yes
- ☐ No

**Has the applicant received Create SA or Arts South Australia funding in the past? \***

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- ☐ Yes
- ☐ No

### Under what name?

## Auspice Arrangement

Under an auspice arrangement, a third party would receive payment of and administer an eventual grant on your behalf. This third party must be an organisation.

Some auspicings organisations charge a fee for offering this service. This fee can be included in the application budget.

Prior to nominating an auspicings organisation in this form, please ensure you have received written confirmation of the auspice arrangement from an authorised representative of the auspicings organisation.

### Will the applicant's grant be auspicied? \*

- ☐ Yes
- ☐ No

## Ineligible Application

One or more of your answers on the previous page indicate that your application is ineligible. Your application will not be assessed if submitted.

Please see the explanation below and go back a page to amend your answers (if incorrectly entered). Contact CreateSA if you are unsure.

Refer to CreateSA's [General Guidelines](#) for additional clarity.

## Citizenship/Residency

For the question "**Are you an Australian citizen/permanent resident?**", you answered "No" or left the question blank.

This question must be answered and you must be a permanent resident or citizen of Australia to be eligible for a grant from CreateSA.

If you are unsure how to answer this question, please contact a Grants Officer at CreateSA on (08) 8363 8670 or email [CreateSAGrants@sa.gov.au](mailto:CreateSAGrants@sa.gov.au) to discuss your situation.

## South Australian Residency

For the question "**Is the applicant based in South Australia for at least six months per year?**", you answered "No" or left the question blank.

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This question must be answered and you must reside in South Australia at least six months of every year to be eligible for a grant from CreateSA.

If you are unsure how to answer this question, please contact a Grants Officer at CreateSA on (08) 8363 8670 or email [CreateSAGrants@sa.gov.au](mailto:CreateSAGrants@sa.gov.au) to discuss your situation.

### Project Already Commenced

For the question "**Has the proposed project already commenced or taken place?**", you answered "Yes" or left the question blank.

This question is compulsory to be eligible for funding. Furthermore, CreateSA does not provide retrospective funding for completed projects or projects that have commenced delivery.

Please note: projects that have undergone previous developments or iterations are eligible - for example, remounts, second or third developments or presentations following funded development.

If you are unsure how to answer this question, please contact a Grants Officer at CreateSA on (08) 8363 8670 or email [CreateSAGrants@sa.gov.au](mailto:CreateSAGrants@sa.gov.au) to discuss your situation.

### Project Previously Funded

For the question, "**Has the proposed specific activity already received funding from CreateSA or Arts South Australia (excluding previous project phases or iterations)?**", you answered "Yes" or left the question blank.

This question is compulsory to be eligible for funding. It pertains to the activity you plan to undertake in relation to this application for funding, not completed components, phases or iteration that sit outside the timeline of this application.

If you are unsure how to answer this question, please contact a Grants Officer at CreateSA on (08) 8363 8670 or email [CreateSAGrants@sa.gov.au](mailto:CreateSAGrants@sa.gov.au) to discuss your situation.

### Screen-Based Project

For the question, "**Is the applicant requesting funding for a screen-based project related to cinema, film festivals or television and/or a project related to media or gaming with a purely commercial outcome?**", you have answered "Yes" or left the question blank.

This question is compulsory to be eligible for funding. CreateSA does not fund projects aimed at cinema, film festivals or television.

Screen based or moving image projects aimed for gallery presentation, or work to be incorporated into other artform areas can be deemed eligible.

If you are unsure how to answer this question, please contact a Grants Officer at CreateSA on (08) 8363 8670 or email [CreateSAGrants@sa.gov.au](mailto:CreateSAGrants@sa.gov.au) to discuss your situation.

### Tertiary or Academic Project

For the question, "**Is the applicant requesting funding for costs related to tertiary education, academic research or publication of research, or any project relating to a course of higher education?**", you answered "Yes" or left the question blank.

This question is compulsory to be eligible for funding. CreateSA does not support costs related to tertiary education, academic research or publication of research, or any project relating to a course of higher education.

If you are unsure how to answer this question, please contact a Grants Officer at CreateSA on (08) 8363 8670 or email [CreateSAGrants@sa.gov.au](mailto:CreateSAGrants@sa.gov.au) to discuss your situation.

### Contemporary Music Project

For the question, "**Is the applicant requesting funding for a contemporary music project?**", you answered "Yes" or left the question blank.

This question is compulsory to be eligible for funding. CreateSA's Arts and Culture Grants Program does not support contemporary music projects, though funding is available through the [Music Development Office](#).

Contemporary music that is aimed to be incorporated into other artform areas can be deemed eligible.

If you are unsure how to answer this question, please contact a Grants Officer at CreateSA on (08) 8363 8670 or email [CreateSAGrants@sa.gov.au](mailto:CreateSAGrants@sa.gov.au) to discuss your situation.

### Commercial Design

For the question, "**Is the proposed project a design project with purely commercial outcomes?**" you answered "Yes" or left the question blank.

This question is compulsory to be eligible for funding. Under the CreateSA guidelines, design projects with a purely commercial outcome are ineligible for funding.

If you are unsure how to answer this question, please contact a Grants Officer at CreateSA on (08) 8363 8670 or email [CreateSAGrants@sa.gov.au](mailto:CreateSAGrants@sa.gov.au) to discuss your situation.

### Start-up Business Costs

For the question, "**Is the applicant requesting funding for start-up business costs?**", you answered "Yes" or left the question blank.

This question is compulsory to be eligible for funding. Under CreateSA guidelines, any costs associated with the start up of a business are ineligible for support.

If you are unsure how to answer this question, please contact a Grants Officer at CreateSA on (08) 8363 8670 or email [CreateSAGrants@sa.gov.au](mailto:CreateSAGrants@sa.gov.au) to discuss your situation.

### Purchase of equipment

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## Form Preview

For the question, "**Does the applicant intend to use all or part of the funds for the purchase of equipment or software licences that could be considered a capital expense?**", you answered "Yes" or left the question blank.

This question is compulsory to be eligible for funding. Under CreateSA guidelines, any capital expenses including sound or studio equipment, laptops or software licences, are ineligible for support.

If you are unsure how to answer this question, please contact a Grants Officer at CreateSA on (08) 8363 8670 or email [CreateSAGrants@sa.gov.au](mailto:CreateSAGrants@sa.gov.au) to discuss your situation.

## Applicant Details

\* indicates a required field

### Applicant Entity Type

#### Entity Type

☐ Individual ☐ Group ☐ Organisation

#### Definitions

**Artist group:** Two or more individuals working collaboratively who do not establish a legally constituted organisation. This may include collectives, such as artist run initiatives. Groups may be formed on a project-by-project or ongoing basis.

**Arts and cultural organisation:** A legally constituted organisation that delivers arts and cultural programs, projects and/or services to artists or the sector.

### Applicant Career Status

#### Select the applicant's career status \*

☐ Emerging ☐ Mid-Career ☐ Established

#### Definitions

##### Artists

**Emerging :** An artist of any age in the first five years of their professional career or who has recently made a substantial shift in their arts practice.

**Mid-career artist:** An artist who has maintained a professional practice for five to ten years.

**Established artist:** An artist who has maintained a professional practice for ten years or more.

#### Organisations and Groups

**Emerging:** An organisation or group in the first ten years of its existence.

**Established:** An organisation or group that has been creating work for ten years or more.

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## Form Preview

### Local Government Area \*

### Electoral District \*

If you are unsure, visit the Electoral Commission South Australia's [Interactive Boundaries Map](#). When the map opens, enter the applicant's address in the search box. When you select a result, the map will zoom directly to your district and its name will be displayed to the left of the map.

## Applicant Contact Details

If you are part of a group, please select "Organisation" under the heading "Applicant" and provide your group's chosen name.

### Applicant \*

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

### Applicant Primary Address \*

Address

|                      |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |

### Applicant Primary Phone Number \*

Must be an Australian phone number.

### Applicant Primary Email \*

Must be an email address.

### Website

Must be a URL.

### Aboriginal and/or Torres Strait Islander Identity

**Does the applicant identify as Aboriginal and/or Torres Strait Islander? \***

☐ Yes ☐ No

Aboriginal or Torres Strait Islander means people who identify as Aboriginal and/or Torres Strait Islander, and are accepted as such by the community in which they live, or have lived.

**With which Aboriginal and/or Torres Strait Islander Group(s) do you identify? (optional)**

### Aboriginal and/or Torres Strait Islander Leadership

**Is the organisation or group Aboriginal and/or Torres Strait Islander led? \***

☐ Yes ☐ No

### Applicant Australian Business Number (ABN)

**Do you, the applicant, have an Australian Business Number (ABN)? \***

☐ Yes ☐ No

You have stated you are not being auspiced for this application and that you do not have an ABN.

You will not be able to submit your application without providing an ABN, either for yourself or for an auspicing body.

To receive money from CreateSA, you must either be auspiced, or provide your own ABN.

**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                                       |                                  |
| ABN Status                                        |                                  |
| Entity Type                                       |                                  |
| Goods & Services Tax (GST)                        |                                  |
| DGR Endorsed                                      |                                  |
| ATO Charity Type                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |

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## Form Preview

Tax Concessions

Main Business Location

Must be an ABN.

### Contact Details - Head of Organisation

#### Head of Organisation \*

Title

First Name

Last Name

Must be an authorised representative of the organisation who can accept agreements on the organisation's behalf.

#### Head of Organisation Position \*

#### Head of Organisation Primary Address \*

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Begin typing the address in the search box and select the relevant result. This address will appear on an eventual grant offer/agreement.

#### Head of Organisation Primary Phone Number \*

Must be an Australian phone number.

#### Head of Organisation Primary Email \*

Must be an email address.

### Contact Details - Group Representative

#### Group Representative \*

Title

First Name

Last Name

#### Group Representative Primary Address \*

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Group Representative Primary Phone Number \*

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Must be an Australian phone number.

### Group Representative Primary Email \*

Must be an email address.

### Additional Contact

#### Is the Head of Organisation the Project Contact for this application?

☐ Yes

☐ No

### Additional Contact

#### Is the Group Representative the Project Contact for this application?

☐ Yes

☐ No

### Contact Details - Group or Organisation Project Contact

#### Project Contact \*

Title

First Name

Last Name

#### Project Contact Position \*

#### Project Contact Primary Phone Number \*

Must be an Australian phone number.

#### Project Contact Primary Email \*

Must be an email address.

## Auspice Arrangement

\* indicates a required field

### Auspice Arrangement Confirmation

#### Upload letter from auspicings organisation confirming auspice arrangement \*

Attach a file:

### Auspicing Organisation Details

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## Form Preview

### Auspecting Organisation \*

Organisation Name

### Auspecting Organisation Primary Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
Begin typing the address in the search box and select the relevant result.

### Auspecting Organisation Primary Phone Number \*

Must be an Australian phone number.

### Auspecting Organisation Primary Email \*

Must be an email address.

An email address CreateSA may contact about administrative matters related to the auspice arrangement.

### Auspecting Organisation 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                                       |                                  |
| 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                            |                                  |

Must be an ABN.

## Representative of Auspecting Organisation Contact Details

### Representative \*

Title First Name Last Name

Must be an authorised representative of the auspisor who can accept agreements on the auspicing organisation's behalf.

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## Form Preview

### Representative Position \*

### Representative Primary Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Begin typing the address in the search box and select the relevant result. This address will appear on an eventual grant offer/agreement.

### Representative Primary Phone Number \*

Must be an Australian phone number.

### Representative Primary Email \*

Must be an email address.

## Project Information

\* indicates a required field

### Project Title \*

### Project Start Date \*

Must be a date and no earlier than 18/12/2026.

### Project End Date \*

Must be a date and no earlier than 18/12/2026.

### Requested Amount (ex GST) \*

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Art Form Area \*

☐ Literature ☐ Visual Art, Craft and Design ☐ Performing Arts

### Arts Practice - Literature

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## Form Preview

- |                                           |                                      |                                      |                                                      |
|-------------------------------------------|--------------------------------------|--------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Poetry           | <input type="checkbox"/> Fiction     | <input type="checkbox"/> Children's  | <input type="checkbox"/> Cross Art Form              |
| <input type="checkbox"/> Graphic Novelist | <input type="checkbox"/> Non Fiction | <input type="checkbox"/> Young Adult | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Community Arts   |                                      |                                      |                                                      |

### Arts Practice - Visual Arts

- |                                      |                                        |                                         |                                                              |
|--------------------------------------|----------------------------------------|-----------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Digital Art   | <input type="checkbox"/> Cross Art Form | <input type="checkbox"/> Emerging and Experimental Art Forms |
| <input type="checkbox"/> Craft       | <input type="checkbox"/> Community Art | <input type="checkbox"/> Moving Image   | <input type="checkbox"/> Other: <input type="text"/>         |
| <input type="checkbox"/> Design      |                                        |                                         |                                                              |

### Arts Practice - Performing Arts

- |                                  |                                                      |                                         |                                                      |
|----------------------------------|------------------------------------------------------|-----------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Dance   | <input type="checkbox"/> Music Theatre and Opera     | <input type="checkbox"/> Comedy         | <input type="checkbox"/> Cross Art Form              |
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Circus and Physical Theatre | <input type="checkbox"/> Community Arts | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Music   |                                                      |                                         |                                                      |

## Core Application Information

### Project Summary \*

Word count:  
Must be no more than 300 words.

### Project Detail and Rationale \*

Word count:  
Must be no more than 1000 words.

## C.V.s of Key Artists/Creatives

Please upload a C.V. for the Key Creative or Lead Artist for the project. If there is more than one Lead Artist, upload further C.V.s

### Upload C.V.s of Key Artists/Creatives

Attach a file:

### Bios of Contributing Artists/Creatives

Please upload a 300 word bio for each additional contributing Artist or Creative on the project.

#### **Bio Upload of Key Creatives (300 words per bio)**

Attach a file:

### Project Plan/Timeline

Please upload a timeline of your project activity, providing information on each step of the process.

You may upload your own template, or use the template provided [HERE](#) as a Word document, or [HERE](#) as an Excel document.

#### **Timeline Upload**

Attach a file:

## Budget

\* indicates a required field

### Budget Tips

#### **Balanced budget**

You must provide a balanced revenue and expenditure budget. A balanced budget is a situation in financial planning or the budgeting process where total expected revenues are equal to total planned spending.

#### **Budget notes**

Applicants are encouraged to provide explanatory notes in/about their budget. Notes can include:

- a detailed list of expenditure items for which CreateSA funding is sought
- detail of calculations for items such as box office and artist fees (include professional benchmarks for reference)
- evidence of confirmed financial or in-kind support from other sources
- the timing of notification for unconfirmed funds
- a contingency statement for significant unconfirmed funds
- quotes to support major expenses.

#### **Professional benchmark rates for artists/creatives**

Rates of pay may vary depending on the skills and experience of the artist.

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## Form Preview

Please refer to the organisation links below outlining industry standards and award rates:

- [Australian Writers' Guild](#)
- [Australian Society of Authors](#)
- [Media, Entertainment and Arts Alliance](#)
- [National Association for the Visual Arts.](#)

**Would you like to view definitions of key terms and phrases on this page?**

☐ Yes

☐ No

## Definitions

**In-kind:** income or expenditure in a form other than money, such as goods or services. For instance, you may contribute 20 hours of your time to the project without expecting cash payment. At \$40/hour, this would equal \$800 in-kind income that you are contributing.

Make sure that any in-kind income is matched in expenditure e.g. for a free venue that would normally cost \$1000, include \$1000 as Sponsorship and Fundraising - in-kind and \$1000 as Core Activity/ Exhibition/ Production Costs.

## INCOME

**Other South Australian Government funding:** income received from other South Australian Government bodies, usually in the form of grants.

**Non-South Australian Government funding:** income from local governments, other state Governments, and the Commonwealth, including, for example, from Adelaide City Council or Creative Australia.

**Sponsorship and Fundraising - Cash:** Money received from businesses, individuals or fundraising activities to support the project.

**Sponsorship and Fundraising - In-kind:** The value of goods or services received from businesses or individuals free or charge as support for the project.

**Own Contribution - Cash:** Money that you the applicant are contributing to the project.

**Own Contribution - In kind:** The value of time and/or resources that are being contributed to the project free of charge or at a discounted rate.

**Earned Activity Income:** Money earned directly from the activity, i.e. sales of artwork or tickets, presenting fees, subscriptions etc.

**Other Income:** Any other money received for the project not fitting one of the prior categories.

## EXPENDITURE

**Administration:** Costs associated with running the project, i.e. office use, insurance, printing documents, postage etc.

**Marketing and Promotion:** Costs associated with promoting and publicising the project, i.e. posters, advertising, electronic distribution etc.

**Salaries and Fees:** Money paid to artists, arts workers and other workers.

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## Form Preview

**Core Activity/Exhibition/Production Costs:** Costs involved in creating the work, i.e. materials, freight, equipment hire, venue hire etc.

**Other Expenditure:** Any other costs associated with the project not listed in the prior categories.

### Detailed Budget

It is compulsory to upload a detailed budget.

You may use your own layout or template for the budget, but there is a template available [HERE](#) if you wish to use it.

**Please upload a detailed budget \***

Attach a file:

Can be excel, pdf or word.

### Budget Attachments

Please upload any notes to your budget, evidence of costings or quotes for high value items. If possible, please combine multiple documents into one.

**Upload notes to budget, quotes, etc.**

Attach a file:

### Projected Income and Expenditure

Please note that the amounts below must match those provided in the uploaded detailed budget.

Note: the provided budget template helps you find the totals to enter in the fields below.

**Requested Amount (ex GST)**

\$

This number/amount is calculated.

This amount replicates the amount you entered into p.4 of this form.

### Breakdown of Projected Non-CreateSA Income

**Other SA Government funding**

\$

Must be a dollar amount.

**Non-SA Government Funding**

\$

Must be a dollar amount.

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## Form Preview

### Sponsorship and Fundraising - Cash

\$

Must be a dollar amount.

### Sponsorship and Fundraising - In-Kind

\$

Must be a dollar amount.

### Own Contribution - Cash

\$

Must be a dollar amount.

### Own Contribution - In-Kind

\$

Must be a dollar amount.

### Earned/Activity Income

\$

Must be a dollar amount.

### Other Income

\$

Must be a dollar amount.

### Subtotal of Non-CreateSA Revenue

\$

This number/amount is calculated.

### Total Revenue

\$

This number/amount is calculated.

This figure adds your Non-CreateSA Revenue to your Grant Request from p. 4 of this application.

## Breakdown of Projected Expenditure

In the left hand column, ensure you include your **total** expenditure for each budget line. That is, how much you intend to spend using CreateSA grant revenue, as well as non-grant revenue.

The right hand column is a **component** of the total cost, as listed in the left hand column.

### TOTAL Expenditure (inc. CreateSA component).

#### Administration

\$

Must be a dollar amount.

#### Marketing and Promotion

\$

Must be a dollar amount.

### CreateSA component

#### Administration - CreateSA Funded

\$

Must be a dollar amount.

#### Marketing and Promotion - CreateSA Funded

\$

Must be a dollar amount.

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## Form Preview

**Salaries and Fees**

\$

Must be a dollar amount.

**Salaries and Fees - CreateSA Funded**

\$

Must be a dollar amount.

**Core Activity/Exhibition/Production Costs**

\$

Must be a dollar amount.

**Core Activity/Exhib/Prod Costs - CreateSA Funded**

\$

Must be a dollar amount.

**Other Expenditure**

\$

Must be a dollar amount.

**Other Expenditure - CreateSA Funded**

\$

Must be a dollar amount.

**Total Project Cost**

\$

This number/amount is calculated.  
This figure should equal the Total Revenue figure above.

**Total CreateSA Funding Allocation**

\$

This number/amount is calculated.  
This figure should be equal to your grant request.

**Variance (Total Revenue - Total Project Cost)**

\$

This number/amount is calculated.  
If completed correctly, \$0 will appear in the above field.

**Variance (Grant Request - Total CreateSA Funding Allocation)**

\$

This number/amount is calculated.  
If completed correctly, \$0 will appear in the above field.

## Risk and Evaluation

\* indicates a required field

A key assessment criterion is Viability. Peer assessors may consider the challenges you will face in delivering your funded activity and how these will be mitigated. Risks may be logistical, financial, time, or health and safety related. The risks associated with some activity will be low. In this case, it is acceptable to state this.

**What are the risks associated with delivering this project? How will these risks be addressed? \***

Must be no more than 300 words.

The way you evaluate and record the success of your funded activity may be simple or complex, depending on the activity. Success may be measured by tangible outcomes, such as box office results, artwork sales, audience attendance, participant feedback, expanded networks and media coverage. Outcomes may be more intangible, such as personal growth or skills development.

**How will you know your project has been successful and how will you measure and record that success? \***

Must be no more than 300 words.

### Aboriginal and/or Torres Strait Islander Culture, Languages and/or Intellectual Property

**Does the proposed project include Aboriginal and/or Torres Strait Islander culture, languages and/or intellectual property? \***

☐ Yes

☐ No

For example: Does the project involve an Aboriginal and/or Torres Strait Islander story or an Aboriginal and/or Torres Strait Islander character? Or focus on an Aboriginal and/or Torres Strait Islander person or community? Or use Aboriginal and/or Torres Strait Islander communities or land as locations or settings? Or draw on or refer to Aboriginal and/or Torres Strait Islander culture and heritage in any form? Even if you think the Aboriginal and/or Torres Strait Islander elements are incidental, they should be acknowledged here.

## Cultural Protocols

### Aboriginal and/or Torres Strait Islander Content

CreateSA supports the telling of Aboriginal and/or Torres Strait Islander stories by Aboriginal and/or Torres Strait Islander creatives and storytellers. Where this is not the case, we expect meaningful collaboration and consultation with the Aboriginal and/or Torres Strait Islander communities whose stories they are.

**Whenever there is Aboriginal and/or Torres Strait Islander content, community participation or when there are Aboriginal and/or Torres Strait Islander members of the team who do not have the authority to speak for the people or place being represented in the story, you will need to follow the Creative Australia's [Protocols for Using First Nations Cultural and Intellectual Property in the Arts](#).**

**Please add a statement setting out how you are approaching Aboriginal and/or Torres Strait Islander content and/or participation with regard to appropriate protocols, even if the content is not specific to a particular community or individual.**

**If this project is based on a real person or a true story from an Aboriginal and/or Torres Strait Islander community, do you hold the necessary rights to the story or have you spoken to the relevant people about their roles and responsibilities across the project you are proposing?**

☐ Yes

☐ No

☐ Not Applicable

**If the project involves particular Aboriginal and/or Torres Strait Islander individuals or communities, please provide signed letters of consent confirming their willingness to participate**

Attach a file:

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**If the project involves Aboriginal and/or Torres Strait Islander content or participation, please provide signed evidence of consultation to date.**

Attach a file:

**Do you have an Aboriginal and/or Torres Strait Islander Cultural Consultant attached to this project?**

☐ Yes

☐ No

**Which Aboriginal and/or Torres Strait Islander language(s) are included in the project?**

Please list all that may apply

**Why have you chosen to include Aboriginal and/or Torres Strait Islander themes, characters, stories and/or places in the project?**

### Aboriginal and Torres Strait Islander Story Content

CreateSA supports the telling of Aboriginal and/or Torres Strait Islander stories by Aboriginal and/or Torres Strait Islander creatives and storytellers.

**Whenever there is Aboriginal and/or Torres Strait Islander content and/or Aboriginal and/or Torres Strait Islander community participation in the project or when there are Aboriginal and/or Torres Strait Islander members of the team who do not have the authority to speak for the people or place being represented in the story you will need to follow Creative Australia's [Protocols for Using First Nations Cultural and Intellectual Property in the Arts](#).**

**Please add a statement setting out how you are approaching Aboriginal and/or Torres Strait Islander content and/or participation with regard to appropriate protocols, even if the content is not specific to a particular community or individual.**

**If this project is based on a real person or a true story from the Aboriginal and/or Torres Strait Islander community, do you hold the necessary rights to the story or have you spoken to the relevant people about their roles and responsibilities across the project that you have submitted?**

☐ Yes

☐ No

☐ Not Applicable

**Which Aboriginal and/or Torres Strait Islander language(s) are included in the project?**

## Letters of Support and Confirmation

### Definitions

**Letters of support:** In general terms, a support letter is a third-party testimonial in support of a person, cause or idea. For this application, the testimony should back up the applicant's request for funding and the applicant's ability to achieve the proposed outcomes.

**Letters of confirmation:** Generally, confirmation letters document individuals' and/or organisations' willingness to take part in or give assistance to a person, cause or idea. For this application, confirmation letters should help CreateSA verify information included in the form. Confirmation letters may be obtained from people and organisations linked to the proposed project, such as artists/creatives, venues, donors, other funding bodies, and others.

### Important

All support material must be submitted at the same time as the application.

Refer to [How to Apply](#) for further information about support material requirements.

### Attach letters of support here

Attach a file:

Up to five letters of support will be accepted.

### Attach letters of confirmation here

Attach a file:

Up to five letters of confirmation will be accepted

## Artistic Support Material

Support material assists assessors in their understanding of your application and should be relevant to your proposal and best demonstrate the quality of your current and recent past work.

Support material will not be accepted after the closing date.

### Important - what you can supply

- Individuals: Up to 10 images in PowerPoint or PDF AND/OR no more than 2 Video/Audio/Moving image links/URLs.
- Groups/Organisations: Up to 20 images in PowerPoint AND/OR no more than 3 Video/Audio/Moving image links/URLs.

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- Written material: such as scripts and manuscripts, should be in PDF or Word and include no more than 10 pages of selected material.
- A PowerPoint of images must be accompanied by an image list which includes dates and full descriptions of the works.

If you provide URLs, they must be a direct link to your artistic support material. Use only publicly available sites, NOT membership based sites (**Instagram** or **Spotify**). Include any passwords for protected URLs. URLs may include video, audio and written material. We recommend a maximum total of 10 minutes of video and/or audio recording with edited highlights of 3-5 minutes.

Do not provide links to non-public websites, (**Google Drive, Drop Box**) or other platforms where materials can be edited after submission. Do not provide links to online hosting platforms that require viewers to enter personal identification to gain access.

If you are unable to provide URLs, you can submit material in the following formats:

- video (QuickTime and Windows Media)
- audio (MP3 and Windows Media)

**Please take into consideration the volume and size of files as peer assessors will be required to download each item.**

Provide up to three URLs for samples of your work here

| URL                  | Description          | Password (if required) |
|----------------------|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>   |
| <input type="text"/> | <input type="text"/> | <input type="text"/>   |
| <input type="text"/> | <input type="text"/> | <input type="text"/>   |

Must be a URL.

### Attach samples of your work here

Attach a file:

## Diversity and Employment

\* indicates a required field

### Diversity and Inclusion

**Is the proposed project an Aboriginal and/or Torres Strait Islander led project? \***

- ☐ Yes  
☐ No

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**Does the proposed project involve Aboriginal and/or Torres Strait Islander people as artists or participants \***

- ☐ Yes
- ☐ No

Refer to the Protocols for [Using First Nations Cultural and Intellectual Property in the Arts](#). You must include information in your application about how the applicant will adhere to the protocols.

**Does the proposed project involve initiatives, targeted services or programs intended for the following individuals and/or groups?**

**Youth (Under 26) \***

- ☐ Yes
- ☐ No

**People who are Deaf or disabled \***

- ☐ Yes
- ☐ No

**People from culturally and/or linguistically diverse backgrounds \***

- ☐ Yes
- ☐ No

**People living in regional or remote communities \***

- ☐ Yes
- ☐ No

**Children and young people aged under 18 years \***

- ☐ Yes
- ☐ No

Refer to the [Children in art protocols](#). We recommend you include information in your application about how the applicant will adhere to the protocols.

**Project Location(s)**

**Where will the proposed project take place? [tick all that apply] \***

- ☐ Metropolitan Adelaide
- ☐ Regional South Australia
- ☐ Interstate
- ☐ International

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### Metropolitan Adelaide

- ☐ Adelaide: CBD
- ☐ Adelaide: Northern Suburbs
- ☐ Adelaide: Eastern Suburbs
- ☐ Adelaide: Southern Suburbs
- ☐ Adelaide: Western Suburbs

### South Australian Regions

- ☐ Adelaide Hills
- ☐ Barossa Light and Lower North
- ☐ Eyre Western
- ☐ Far North
- ☐ Fleurieu and Kangaroo Island
- ☐ Limestone Coast
- ☐ Murray and Mallee
- ☐ Yorke and Mid North

### Interstate Locations

- ☐ Australian Capital Territory
- ☐ New South Wales
- ☐ Northern Territory
- ☐ Queensland
- ☐ Tasmania
- ☐ Victoria
- ☐ Western Australia

### Locations International

The country/countries (other than Australia) in which the proposed project will take place.

In the left hand box, please provide your best estimate as to how many **people** will be engaged professionally on your project, and in the right hand box, how many **hours combined** all workers will be engaged.

#### Definitions

**Artists/Creatives:** any individual creating or contributing to the creation of the artistic or creative work.

**Arts Workers:** those engaged to support or facilitate the creation of the work. i.e. producers, technical crew, arts administrators.

**Other Workers:** those engaged to provide a service but have no vested interest in the outcome of the project. i.e. a carpenter or electrician, security staff.

#### Number of Artists/Creatives

Must be a number.

The number of individual artists and/or creatives

#### Artists/Creatives Total Employment Hours

Must be a number.

The combined hours of all artists and creatives

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### Number of Arts Workers

Must be a number.  
The number of individual arts workers

### Arts Workers Total Employment Hours

Must be a number.  
The combined hours of all arts workers

### Number of Other Workers

Must be a number.  
The number of other workers

### Other Workers Total Employment Hours

Must be a number.  
The combined hours of all other workers

**Where 'other workers' will contribute to the proposed project, please provide further information about their roles below.**

## Volunteers

### Number of Volunteers

Must be a number.  
The number of individual volunteers

### Total Volunteer Hours

Must be a number.  
The combined hours contributed by all volunteers

## Other Information

**\* indicates a required field**

**How did you find out about the Arts and Culture Grants Program? \***

Other:

## Assistance

**Did you receive assistance in preparing this application? \***

☐ Yes

☐ No

**Who assisted you? \***

## Terms and Conditions

By submitting a grant application to CreateSA, you declare that:

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- The information in your application is, to the best of your knowledge, complete and accurate
- You have read the relevant grant information and if necessary, discussed your application with a CreateSA grants officer
- You are an eligible applicant
- You have no overdue acquittals for previous CreateSA funding (Note: you can have more than one active grant with CreateSA)
- The activity you are applying for is due to start after the stated commencement date
- The written words, concepts and ideas in your application are your own, unless clearly acknowledged as being from another source
- You understand that anything wrong or missing may disqualify your application
- You understand that peer assessors may decide not to recommend your application
- If successful, you will comply with CreateSA's requirement that grant recipients adopt and implement a Respectful Behaviours policy and procedure
- Where appropriate, current letters of support for relevant Aboriginal or Torres Strait Islander artists or organisations endorsing the cultural merits of the project have been provided.

### Information Privacy

CreateSA collects personal information as reasonably necessary for the purposes and functions of:

- administering our grants and funding program
- keeping you informed about relevant upcoming events, grants funding initiatives and outcomes, our services, special events or client feedback surveys as well as our activities in general
- improving our website and other services.

CreateSA complies with the Government's Information Privacy Principles (Department of the Premier and Cabinet Circular, dated 20 June 2016) when dealing with all personal information.

The information that you provide in your application may be used by CreateSA for:

- processing and assessing your application – CreateSA will provide the information to the peer assessors
- verifying other funding income for your project – CreateSA may provide information to other agencies nominated in your application
- processing, paying and administering your grant
- reviewing and evaluating our funding programs, strategies, plans and services – we may contact you for this purpose
- staff training
- systems testing and process improvement
- compiling statistics and reports.

The information you present to us in your application is treated as confidential, however, CreateSA staff and peer assessors will see it, and it may also be made available to those assessing future grant applications you make. Peer assessors are bound by a Code of Conduct.

If your application is successful, the grant agreement and associated documents for your particular project may be audited, which will mean disclosure of such documents, including your personal information, to auditors for audit purposes only.

If your application is successful, your personal details and the details of your application (including support material, the amount of funding you receive, the information you provide

in your reports, and text and images relating to the funded activity) may be used, with your consent, for marketing and promotion of funding outcomes and South Australian arts and culture. This may include publication on our website and/or other Government websites, notifying your local Member of Parliament, the media, local government, Australia Council and State Government agencies.

### **Assessment Process**

All applications are subject to a competitive process, which includes evaluation by peer assessors. Peer assessors are selected based on industry experience, up to date knowledge and specific areas of expertise.

Peers will:

- assess your application against the assessment criteria
- discuss the relative merits of your application against others under consideration, and
- recommend applications for approval based on the available pool of funding.

### **Important Information for successful applicants**

If your application is successful, CreateSA will provide you with a grant agreement setting out the offer and any special terms and conditions. It is your responsibility to ensure you understand your obligations under the agreement.

You must return a signed grant agreement and a compliant tax invoice to enable payment of your grant.

You should request approval from CreateSA in writing immediately if there are any changes to:

- key personnel
- timelines
- budget
- funding from other sources
- location or venues
- anything else that would alter the outcomes of the agreed activity.

No changes can be made to the activity details without the written approval of CreateSA. The terms and conditions required by CreateSA are set out in the grant agreement.

### **Taxation**

For information about GST and other tax issues go to the Australian Taxation Office website. The grant agreement contains provisions about GST and the issuing of tax invoices.

### **Intellectual Property**

Where a funded activity involves the use of copyright material it is the applicant's responsibility to provide all the necessary information regarding intellectual property associated with the activities and deliverables. The grant agreement contains provisions about vesting of intellectual property.

### **Acknowledgements**

All successful applications need to acknowledge CreateSA support in all published material associated with the activity. The grant agreement details the required acknowledgements.

### **Reporting**

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A standard condition of your grant agreement is that you will acquit the funds and activity following completion. You may be required to provide further information, should your report not be satisfactory.

### Deadline

Applications and any additional material cannot be submitted after 5pm on the advertised closing date.

### Errors and Omissions

It is the applicant's responsibility to make sure all of their application is correct and complete before submitting. CreateSA does not check, amend or update applications. Applications cannot be modified after being submitted.

### Acceptance of Terms and Conditions \*

- ☐ I have read and agree to the Terms and Conditions.
- ☐ I have read and agree to comply with CreateSA's requirement to adopt and implement a Respectful Behaviours policy and procedure.

### Respectful Behaviours

#### Consent

**I consent to CreateSA using the personal information provided for the purpose of managing the grant assessment and approval process, including the collation of statistics. \***

- ☐ Yes ☐ No

**I agree to name(s), suburb(s), grant details and project description being presented in media releases and published on the CreateSA website, if the application is successful. \***

- ☐ Yes ☐ No

**I consent to CreateSA using the personal information provided to advise me/us of CreateSA programs, services, initiatives and events. \***

- ☐ Yes ☐ No