

## Preparing an Application

\* indicates a required field

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

To complete the application, you should have the following ready:

### Individuals

- CVs and/or short biographies of key creatives
- Project plan and timeline
- Letters of support
- Letters of confirmation
- Useful support material (including samples of your work)
- Budget information
- Where applicable, confirmation of an auspice arrangement.

### Contact

For more details or support, contact CreateSA on (08) 8363 8670

## Accessibility

Please prepare the various parts of your application in the format that is easiest for you. You can submit different parts of the application in:

- text boxes
- by uploading documents
- by providing URLs to (written and audio visual) files saved online.

To discuss any needs, contact CreateSA on 08 8363 8670.

### Applicants who are Deaf or disabled

Access2Arts can assist individual applicants with their applications. 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

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

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## 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 rounds closes on 11 May 2026

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

## Auspice Arrangement

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

- Yes  No

### Would you like to view further information about auspice arrangements?

- View information  Hide information

## Further Information

An auspiced grant means a third party receives the grant money on your behalf. This third party must be an organisation.

Some auspicings organisations charge a fee for offering this service. You can include this fee in the application budget.

Make sure you have written confirmation from your auspicings organisation. You will need to include this in your application.

## Eligibility and Past Funding

\* indicates a required field

### Eligibility

Only Australian citizens or permanent residents can apply for South Australian Government grants. This may not apply to South Australia-based arts or cultural organisations.

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

- Yes  No

To apply for a grant as an individual, you must be a South Australian resident. If you are applying for an organisation, the organisation must be South Australian.

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**Is the applicant based in South Australia for at least six months per year? \***

- Yes  No

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

- Yes  No

**Has the proposed activity already received funding from CreateSA or Arts South Australia (this doesn't include previous project phases or iterations)? \***

- Yes  No

## History of CreateSA Funding

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

- Yes  No

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

- Yes  No

**Under what name?**

## 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 the [General Guidelines](#) for CreateSA grants 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.

This question must be answered and you must be a 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 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.

## Applicant Details

\* indicates a required field

### Applicant Entity Type

#### Entity Type

Individual

Organisation

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**Note:** an Organisation can only apply on behalf of an individual artist who is d/Deaf and/or disabled or if they are auspicng the grant.

## Would you like to view definitions of these entity types?

- View definitions  Hide definitions

### Definitions

**Individual:** A single individual working alone, or working in a group, but the funding supports only the work of one individual.

**Arts and cultural organisation:** A constituted organisation delivering arts and cultural programs. The programs can be projects and/or services to artists or the sector.

## Applicant Career Status

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

- Emerging  Mid-Career  Established

This question does not apply to organisations.

### Would you like to view definitions of these career statuses?

- View definitions  Hide definitions

### Definitions

**Emerging artist:** An artist of any age in the first five years of their professional career or, an artist who has recently made a significant 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.

### Local Government Area \*

### Electoral District \*

If you are unsure, visit the Electoral Commission South Australia's [Interactive Boundaries Map](#). When the map opens, enter your 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

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## Applicant \*

Individual  Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Applicant 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.

## 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

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

## Applicant Australian Business Number (ABN)

### Does 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.

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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.

If you are unsure how to proceed, 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 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.

## Auspice Arrangement

\* indicates a required field

### Auspice Arrangement Confirmation

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

Attach a file:

### Auspicing Organisation Details

#### Auspicing Organisation \*

Organisation Name

#### Auspicing Organisation Primary Address \*

Address

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

## Auspicing Organisation Primary Phone Number \*

Must be an Australian phone number.

A phone number CreateSA may contact about administrative matters related to the auspice arrangement..

## Auspicing Organisation Primary Email \*

Must be an email address.

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

## Auspicing 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 Auspicing Organisation Contact Details

### Representative Organisation \*

Title      First Name      Last Name

            

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

### Representative Position \*

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## 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 15/7/2026.

### Project End Date \*

Must be a date.

### Requested Amount (ex GST) \*

\$

Must be a whole dollar amount (no cents) and no more than 3000.

### Art Form Area \*

Literature  Visual Art, Craft and Design  Performing Arts

### Arts Practice - Literature

- Poetry  Fiction  Children's  Cross Art Form  
 Graphic Novelist  Non Fiction  Young Adult  Other:   
 Community Arts

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## 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 Description

Refer to the [Assessment Criteria](#) and give a description of what you would like to do.

- who is involved?
- when will it happen?
- how long will it take?
- what do you hope to achieve?

You can submit your description in written form OR provide a link to a video of a spoken word submission.

In a written submission, the Project Description is 500 words maximum.

A video submission must take no longer than 10 minutes to watch in total. It must be uploaded to a video hosting platform like Youtube, Vimeo or similar.

### In what form will you submit your Project Description?

- Written Form  Video Link

### Project Description

Word count:

Must be no more than 500 words.

## Video Link for Project Description

**URL**

**Password (if required)**

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## Biographies or CVs of Contributing Artists/Creatives

Please include a bio or CV of each artist/creative that is contributing to the proposed project. Bios should be 300 words or less each. C.V.s should be 2 pages maximum.

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

Attach a file:

## Letters of Support and Confirmation

### **Would you like to view definitions of Letters of Support and Letters of Confirmation?**

View definitions

Hide definitions

### **Definitions**

A **Letter of Support** should come from someone who knows you and/or your work. The letter should mention this application and why it is a strong project which will help you achieve your artistic goals.

**Confirmation Letters** come from other individuals or organisations involved in your project. They may be from other artists, organisations, venues, donors or funding bodies. The letters confirm what you have written in your application.

### **Letters of Support**

Attach a file:

Up to five letters of support will be accepted.

### **Letters of Confirmation**

Attach a file:

## Artistic Support Material

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Support material helps assessors understand your application. The material should be relevant to your application and show the quality of your work. It should focus on current and recent examples of your practice.

Support material will not be accepted after the closing date.

## Would you like to view further information about the support material you may supply?

- View information  Hide information

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.
- 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.**

Password (if required)

### Provide URLs for samples of your work here

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

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Must be a URL.

Add a brief description

add if required

**Website**

**Description**

**Password**

Must be a URL.

Add a brief description

add if required

**Website**

**Description**

**Password**

Must be a URL.

Add a brief description

add if required

## Upload Files

### Attach samples of your work here

Attach a file:

## Budget

### Would you like to view budget tips?

View tips

Hide tips

## 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.

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](#)

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- [National Association for the Visual Arts.](#)

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

View definitions

Hide definitions

## 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, enter \$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 the Australia Council.

**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.

**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.

## Budget Attachments

It is advisable to upload a detailed budget or notes to budget, as well as completing the budget summary below.

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

### **Budget Attachments**

Attach a file:

## Projected Revenue and Expenditure

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

### **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 Revenue

### **Other SA Government funding**

\$

Must be a dollar amount.

### **Non-SA Government Funding**

\$

Must be a dollar amount.

### **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**

\$

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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.

## 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.

Enter all expenditure into the fields below

Provide a breakdown of the allocation of CreateSA funding (to expenditure lines in the left-hand column) in the fields below

### Administration

\$

Must be a dollar amount.

### Marketing and Promotion

\$

Must be a dollar amount.

### Salaries and Fees

\$

Must be a dollar amount.

### Core Activity/Exhibition/Production Costs

\$

Must be a dollar amount.

### Other Expenditure

\$

Must be a dollar amount.

### Administration - CreateSA Funded

\$

Must be a dollar amount.

### Marketing and Promotion - CreateSA Funded

\$

Must be a dollar amount.

### Salaries and Fees - CreateSA Funded

\$

Must be a dollar amount.

### Core Activity/Exhibition/Production Costs - CreateSA Funded

\$

Must be a dollar amount.

### Other Expenditure - CreateSA Funded

\$

Must be a dollar amount.

### Total CreateSA Funding Allocation

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## Total Projected Expenditure

\$

This number/amount is calculated.  
What is the total budgeted cost (dollars) of your project?

\$

This number/amount is calculated.

## Variance (Requested Amount minus Total CreateSA Funding Allocation)

\$

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

## Variance (Total Revenue minus Total Project Cost)

\$

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

## Diversity and Inclusion

\* indicates a required field

### Is the proposed project an Aboriginal and Torres Strait Islander-led project? \*

- Yes  No

### 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.

### Aboriginal or Torres Strait Islander people as artists or participants \*

- Yes  No

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Refer to the [Aboriginal and Torres Strait Islander 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

#### 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 Abroad

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

## Other Information

\* indicates a required field

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**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

\* indicates a required field

View Terms and Conditions

Hide Terms and Conditions

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

- You have read the relevant grant information and discussed your application with a CreateSA grants officer
- You are an eligible applicant
- You have no overdue acquittals for previous CreateSA (formerly Arts South Australia) funding
- The activity you are applying for is due to start after the relevant commencement date
- The information in your application is, to the best of your knowledge, complete and accurate
- 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:

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- 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
- 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.

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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**

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

## Consent

# OFFICIAL: Richard Llewellyn Deaf and Disability - First Steps Form Preview

**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