

# \*2024\_Arts\_Arts Project\_Application

## Form Preview

### Introduction

#### Overview

Welcome to the application form for Inner West Council's **Arts project grants stream**. Grant funding of up to \$10,000 is available to support the production and presentation of new work, creative partnerships and significant multi-artform projects that benefit the Inner West community.

#### Grant Guidelines

Before completing this application, please refer to [Council's Grant Guidelines](#) to check your project is eligible and meets the objectives of the grant program you are applying for. Applicants are encouraged to familiarise themselves with [Council's Plans, Policies and Strategies](#).

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

#### Other Council grant streams

Council offers a number of grant programs to support a culturally diverse, progressive and sustainable Inner West.

Applicants may only submit one application each round. Please check that your application is submitted to the most relevant grant stream. Once submitted it is not possible to transfer applications to another stream.

For more information, please visit our [website](#).

#### For more information

It is recommended all applicants speak with a Council officer on 02 9335 2249 (Monday - Thursday) to clarify your project ideas, eligibility and to ensure you are applying to the correct grant stream.

#### Instructions

- Please provide a response to all relevant questions
- When you have completed all of the questions click on **Next Page** to view the next page of the form
- Click **Save Progress** regularly to make sure your changes are saved
- You can jump pages by clicking on the **Application Form Navigation** area on the right-hand side of the form
- Once you have completed all pages the last page will ask you to **Review** your application - if you are happy with your responses you can click **Submit**. If your submission was received you will be sent a **confirmation message** saying your application has been submitted.

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### Project Details

\* indicates a required field

Please specify how your project will benefit the Inner West. To be eligible for funding, projects must be located in the Inner West Council area or offer a project that primarily benefits Inner West residents. A [detailed Inner West Council ward map](#) is available to download.

#### Project title \*

Must be no more than 15 words.  
Hint: Provide a name for your project/program/initiative, your title should be short but descriptive.

#### Artform \*

- |   |                                     |                                  |
|---|-------------------------------------|----------------------------------|
| <input type="radio"/> Dance             | <input type="radio"/> Literary Arts | <input type="radio"/> Theatre    |
| <input type="radio"/> Installation      | <input type="radio"/> Multimedia    | <input type="radio"/> Visual Art |
| <input type="radio"/> Interdisciplinary | <input type="radio"/> Music         | <input type="radio"/> Other:     |
- ☐ Festival / Event   ☐ Performance Art

#### Project purpose

#### Brief project description. This will be used to describe your project to Council \*

Must be no more than 100 words.  
Provide a short description (100 words recommended) of your project - what are you out to do?

#### How will your project benefit local residents, workers and/or visitors to the Inner West \*

Word count:  
Must be no more than 100 words.  
Hint: to be eligible for funding projects must be primarily located in the Inner West or offer a project that benefits Inner west residents. Include a brief summary of your target group (who it benefits)

#### Project date

#### Start Date \*

Must be a date and no earlier than 1/10/2024.

#### End Date \*

Must be a date.

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### Project plan

Please provide a timeline outlining the key activities of your project.

Key activity	Due date	Details
Hint: What are the key activities in your project?	When do these need to happen?	Hint: Provide further details as necessary

### Project location suburb/s

Please select the suburb/s your project will cover. **Only select a maximum of four target suburbs.** If your project does not target a particular suburb, but does target the Inner West Council area, simply select *Inner West LGA (all)*.

#### Which suburbs will the project benefit? \*

- |                                     |                                       |                                       |  |
|-------------------------------------|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Annandale  | <input type="checkbox"/> Croydon      | <input type="checkbox"/> Lilyfield    | <input type="checkbox"/> St Peters                   |
| <input type="checkbox"/> Ashfield   | <input type="checkbox"/> Dobroyd      | <input type="checkbox"/> Marrickville | <input type="checkbox"/> Summer                      |
| <input type="checkbox"/> Balmain    | <input type="checkbox"/> Dulwich Hill | <input type="checkbox"/> Newtown      | <input type="checkbox"/> Sydenham                    |
| <input type="checkbox"/> Balmain    | <input type="checkbox"/> Enmore       | <input type="checkbox"/> Petersham    | <input type="checkbox"/> Tempe                       |
| <input type="checkbox"/> East       |                                       |                                       |  |
| <input type="checkbox"/> Birchgrove | <input type="checkbox"/> Haberfield   | <input type="checkbox"/> Rozelle      | <input type="checkbox"/> Inner West                  |
|                                     |                                       |                                       | LGA (all)  |
| <input type="checkbox"/> Camperdown | <input type="checkbox"/> Leichhardt   | <input type="checkbox"/> Stanmore     | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Croydon    | <input type="checkbox"/> Lewisham     |                                       |  |

No more than 4 choices may be selected.  
Hint: You may select up to four locations.

#### Project location address \*

Must be no more than 200 characters.  
Include address and other relevant information for the project location/s.

### Target audience

Please state which Inner West community members will benefit from this project in the questions below. Is your project targeting the Inner West community or do you address specific groups in the local area?

#### Primary audience \*

- |  |   |
|--|---|
| <input type="checkbox"/> Aboriginal and Torres Strait Islander peoples | <input type="checkbox"/> Youth  |
| <input type="checkbox"/> All residents                                 | <input type="checkbox"/> People with a disability                               |
| <input type="checkbox"/> Women   | <input type="checkbox"/> Refugees and asylum seekers                            |
| <input type="checkbox"/> Children and families                         | <input type="checkbox"/> Lesbian, gay, bisexual, transgender, queer communities |

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☐ Older people (over 55 years old)

☐ People who are homeless (including residents of boarding houses)

☐ People from culturally and linguistically diverse communities

☐ Other:

No more than 2 choices may be selected.

Hint: Select who the primary beneficiaries / contributors are

### Applicant capacity

**What skills and experience do the people in the project team bring to the project? (maximum 100 words) \***

Word count:

Must be no more than 100 words.

Hint: Council wants to understand the skills and experience of those involved in project delivery.

Supporting material can be attached at the end of this section..

### Project partners

**Please provide details of any individual/s and/or organisation/s you plan to partner with to deliver this project.**

An acknowledgement letter from these partners confirming their involvement in the project must be attached to the supporting material section that follows.

Name of organisation	Role in project	Contact email	Upload letter of support
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Marketing and promotion

**How you intend to market and promote your project to the Inner West community \***

Word count:

Must be no more than 75 words.

### Supporting material

Please provide recent examples of your and/or your organisations work relevant to the project. You can either provide uploads or weblinks/ urls as outlined below.

- Visual Art: 5 images maximum (.jpg) with caption information (title of work, size, material and date.)
- Theatre / Performing Arts: 5 minutes maximum video or weblinks / urls with caption information (title of work, performers, location and date)

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- Music / Audio: 5 minutes maximum either attached as mp3 or weblinks/ urls.
- Writing 5 pages maximum of poetry, prose, scripts or plays, or weblinks/ urls
- Film/ Video: 5 minutes maximum as weblinks / urls (include title of work and date)
- Multimedia: 5 minutes maximum as weblinks / urls (include title of work and date)

**Please don't attach password protected samples of work.**

•

### **Attach recent examples here**

Attach a file:

A maximum of 5 files may be attached.

### **Weblinks or urls**

Must be a URL.

: <https://www....>

### **Weblinks or urls**

Must be a URL.

: <https://www....>

**Please attach an example of your/your organisations past project experience (e.g. previous project reporting) \***

Attach a file:

**Please attach resume/s demonstrating the professional experience of key people involved in the project \***

Attach a file:

A minimum of 1 file must be attached.

**If your project is taking place on land you do not own/manage, attach land managers approval (eg letter from School Principal)**

Attach a file:

## Budget

\* indicates a required field

### Preparing your budget

Please include all the money you will **need** for this project - this can be the money you are asking for from Council, any other grants you are applying for or already have, any of your

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own money or others (in-kind) you will use to contribute to the project. These expenses need to be listed under the heading **Income**.

Include all the items you will **spend** money on for the professional development - e.g. training, course materials like books, tickets to shows, mentoring fees and so on. These expenses need to be listed under the heading **Expenditure Description**.

Your budget contributes to your overall assessment score - the more accurate and detailed you can be the better.

Council supports fair wages for creatives, consider using peak body guidelines to set fees: [NAVA Code of Practice \(visualarts.net.au\)](https://visualarts.net.au) \*select the menu button on the top left for a list of Fees. [MEAA](#) (film and entertainment). [ASA](#) (writers and illustrators)

- Please discuss your budget with your grant stream officer if you need help to understand the budget requirements.
- Include indicative quotes for any items over \$500 - this shows you have looked into the actual cost and not made a guessed fee.
- Please do not add commas to figures - "\$1000" (correct) - "\$1,000" (incorrect) this means your budget will add sums correctly.

### Total grant amount requested

Arts project grants funding of up to \$10,000 is available for projects delivered from October 2024.

**Total amount requested**

\$

\*

Must be a dollar amount and no more than 10000.

### Community facility hire for projects

Council may provide fee waivers for hire of Council facilities to undertake projects that receive grant funding. Please discuss your needs for a project venue (including parks and open spaces) with the relevant grant stream officer.

**Does your project require a Council facility, hall or space?**

☐ Yes

☐ Maybe

☐ No

☐ Other:

### Ticketed event

**Is your project a ticketed event \***

☐ Yes

☐ No

Will you be charging people to attend your project?

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If you answered Yes  
please provide proposed  
ticket price

\$

Must be a dollar amount.

Budget: Income

Please list all sources of income for the project including the Inner West Council Arts grant amount applied for.

Income Description	Funding Source	Income Amount	In-Kind (\$) (ex. GST)
E.g. Council Grant, in-kind contribution, other grant Must be no more than 10 words.	E.g. Inner West Council, Create NSW, Creative Australia, name of person or organisation providing the in kind contribution Must be no more than 10 words.		
		\$	
		\$	
		\$	
		\$	

Budget: Expenditure

Please list all budget expenditure (costs) items for the project.

Expenditure Description	Funding Source	Expenditure Amount	In-Kind (\$) (ex. GST)
List the items you will spend money on Must be no more than 10 words.	E.g. Inner West Council, Create NSW, Creative Australia, name of person or organisation providing the in kind contribution Must be no more than 10 words.		
		\$	
		\$	
		\$	
		\$	

Budget Totals (read only - this area is calculated by the form)

Please ensure your budget balances so that Total Income Amount = Total Expenditure Amount.

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

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### Supporting material

**Please attach quotes for expenses (costs) over \$500**

Attach a file:

Hint: Quotes can include evidence of competitive pricing from a supplier website e.g. screenshots, written quotes

**If you or your organisation received a grant from Council in the last 1-2 years, have you acquitted it? \***

☐ Yes

☐ No

☐ Didn't receive funding in the last 2 years

Acquittals are what Council uses to see how funds were spent and what outcomes were achieved from groups or people who have been funded.

**Have you or your organisation received or are currently receiving any other forms of support from Inner West Council? \***

☐ Yes

☐ No

**If yes, please specify the other types of support you are currently receiving from Council \***

Word count:

Must be no more than 75 words.

**Have you or your organisation applied to other funding sources for this project? \***

☐ Yes

☐ No

**If you have applied for other funding, is the funding confirmed**

☐ Yes

☐ No

If it is confirmed please add the total confirmed amount in the 'other' field

**If you have applied for other funding, please list the additional funding sources you have applied to and the total amount requested \***

Word count:

Must be no more than 75 words.



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### Contact for application

\* indicates a required field

#### Applicant contact details

##### What are your pronouns

- ☐ She / her / hers  
☐ They / them / their

- ☐ He / Him / his  
☐ Other:

##### Do you identify as any of the following

- |  |  |
|--|--|
| <input type="checkbox"/> Aboriginal                            | <input type="checkbox"/> Culturally and Linguistically Diverse |
| <input type="checkbox"/> Torres Strait Islander                | <input type="checkbox"/> Person with a disability              |
| <input type="checkbox"/> Aboriginal and Torres Strait Islander | <input type="checkbox"/> Refugee and asylum seeker             |
| <input type="checkbox"/> Woman                                 | <input type="checkbox"/> LGBTIQ                                |
| <input type="checkbox"/> Older person (over 55 years old)      | <input type="checkbox"/> Other: <input type="text"/>           |
| <input type="checkbox"/> Person of Colour                      |  |

##### Contact name \*

First Name

Last Name

Hint: This is the primary person Council will communicate with about this grant application

##### Contact number \*

Must be an Australian phone number.

##### Contact email \*

Must be an email address.

Hint: This is the email address Council will use to communicate with you about this grant

#### Applicant type

##### What category are you applying under

- ☐ On behalf of an arts organisation  
☐ On behalf of an individual / group of artists

### Individual artist/Group of artists details{

\* indicates a required field

#### Artist application details

##### Are you applying as

- ☐ Individual artist ☐ Group of artists

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### Individual/Group of artists contact details

**Name \***

First Name

Last Name

Hint: Individual artist legal name or if a group of artists the primary contact person's legal name

**Address \***

Address

  

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

Hint: Individual artist address or if a group of artists the primary contact person's address

**Postal address \***

Address

  

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

Hint: Individual artist postal address or if a group of artists the primary contact person's postal address

**Phone number \***

Must be an Australian phone number.

Hint: Individual artist phone number or if a group of artists the primary contact person's phone number

**Email \***

Must be an email address.

Hint: Individual artist email address or if a group of artists the primary contact persons email

### Individual artist/Group of artists name

Hint: Individual artist - list your professional 'arts' name if it is different from your legal name. Group of artists - list your group name

### Group of artists

If you are applying as a group of artists please include the name/s and contact details of other artists in your group.

Name	Email	Phone
<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"/>

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## Individual/Group of artists ABN status

**Do You have an ABN ? \***

☐ Yes

☐ No

## Individual/Group of artists ABN

**Individual/ Group of artists ABN Lookup \***

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.

## Public Liability Insurance

**Please upload a copy of your certificate of public liability insurance (or quote) \***

Attach a file:

## Proof of identity

Should your application be successful, proof of identity may be required.

## Arts Organisation Details

\* indicates a required field

## Arts Organisation contact details

**Name of Arts Organisation \***

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Organisation Name

Hint: Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO

**Arts Organisation primary contact \***

First Name

Last Name

Hint: Who is responsible for this project from start to finish?

**Position held in organisation \***

Hint: Manager, Board Member, Fundraising Coordinator

**Arts Organisation address \***

Address

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

**Arts Organisation postal address**

Address

**Arts Organisation contact number \***

Must be an Australian phone number.

**Arts Organisation contact email \***

Must be an email address.

**Arts Organisation website**

Must be a URL.

Arts Organisation ABN Status

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

☐ Yes

☐ No

Arts Organisation ABN

**Arts Organisation ABN Lookup \***

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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.

## Supporting material

**Please upload a copy of your organisation's most recent audited statement or statement of income and expenditure \***

Attach a file:

**Please upload a copy of your organisation's certificate of public liability insurance \***

Attach a file:

## Certification

\* indicates a required field

## Supporting documentation

**Please upload any final documents relevant to your application:**

Attach a file:

Hint: Attach any final supporting documentation here, such as letters of support.

## Certification

Before you can complete and submit an application you must accept the following conditions by declaring:

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I certify :

- I have read and understood the Inner West Council Grant Guidelines
- I accept the conditions and have been authorised to make this application
- All information supplied as part of this application is true and accurate to the best of my knowledge
- All activities proposed will be conducted in accordance with current legislation, including but not limited to, complying with Working with Children legislation
- The information provided for the title and description may be used for media and communication purposes

I acknowledge:

- Applications and any additional materials cannot be submitted after the advertised closing date and time
- Inner West Council has the right to investigate any information provided in this application and/or to request for additional information
- It is solely my responsibility to ensure my application is correct and complete before submitting. Inner West Council does not check, amend or update applications. Applications cannot be modified after being submitted
- Inner West Council has the right to withdraw any offer of funding or demand the return of funds already paid if my declaration is found to be incorrect or misleading
- Inner West Council staff are available 9am-5pm Monday to Friday during the grant round to provide technical and general guideline advice. Staff are not able to provide advice on content or choices required within my application.

**Do you understand and acknowledge these conditions?**

**Applicant's endorsement** ☐ Yes

\*

**Name of applicant \***

First Name

Last Name

**Declaration date \***

Hint: Please submit the fully completed application form by no later than the due date. No late applications will be accepted

**Important note for applicants**

**Please keep a record of the SmartyGrants (username and password) details you used to submit this application.**

You will need your SmartyGrants login details for all future communications relating to this project, including funding agreements and evaluation acquittal reports.