

2026-27 Createability Host Organisation Application Form

Form Preview

Eligibility

* indicates a required field

Instructions for Applicants

Before completing this application form, you should have read the program guidelines.

Application Number

This field is read only.

Eligibility Questions

To check if your organisation/LGA is eligible to be a **2026-27 Createability Host Organisation** complete the questions below:

Are you applying as: *

- ☐ Local Government Authority located in NSW
- ☐ Arts/Cultural Organisation
- ☐ Creative Industry Organisation
- ☐ Screen Industry Organisation
- ☐ Sound Industry Organisation
- ☐ None of the above

Are you an arts, cultural, screen, sound or creative industry organisation and/or a Local Government Authority located in NSW? *

- ☐ Yes
- ☐ No

Unable to continue

Based on your response to the above eligibility question, you are unable to continue. Refer to the guidelines for more details.

Create NSW staff are here to help you and can be contacted between 9am and 5pm Monday to Friday (excluding public holidays) via:

- Telephone: (02) 9228 4578
- Email: arts.funding@create.nsw.gov.au

Eligibility Confirmation

Please declare this application meets the Program eligibility criteria:

I confirm that I have read the guidelines and that all eligibility information provided is accurate. *

- ☐ Yes

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Organisation Contact Details

* indicates a required field

Local Government Authority located in NSW

As you are applying on behalf of a Local Government Authority (LGA) please ensure that the Organisation Name must be the legal name of the relevant Council/LGA.

The Organisation Name provided must exactly match the entity name registered with the Australian Business Register (ABR) for the corresponding ABN you will be supplying below.

The business unit name and details, (such as a gallery, museum, festival team or arts and culture team), will be collected below.

Organisation Details

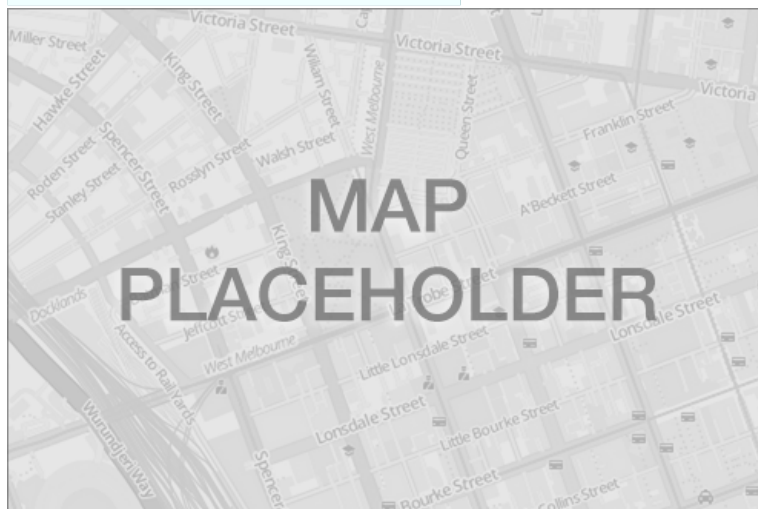
Organisation Name *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary Address *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Coordinates Required. Country must be Australia

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Postal Address

Address

Primary Phone Number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Email Address *

Must be an email address.

Website

Must be a URL.

Primary Contact Details

Primary Contact *

Title First Name Last Name

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

Primary Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Primary Contact Phone Number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Email *

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Must be an email address.

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

Head of Organisation

Must be the **Chair, President** (Organisation), **General Manager** or equivalent (Local Council).

Name *

Title

First Name

Last Name

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Head of Organisation Position *

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Head of Organisation Primary Phone Number *

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Must be an Australian phone number.

Head of Organisation Primary Email *

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Must be an email address.

Business Unit Contact Information

Complete these details for the LGA business unit. This may be a local gallery, museum, festival team, or arts and culture team.

Enter the LGA legal name, followed by the business unit name in brackets, for example: Example Council (Example Regional Gallery).

Name of Business Unit *

Organisation Name

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Business Unit Primary Address *

Address

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

Business Unit Postal Address *

Address

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

Business Unit Primary Phone Number *

Must be an Australian phone number.

Business Unit Primary Email *

Must be an email address.

Business Unit Primary Website *

Must be a URL.

Business Unit Contact Person

Business Unit Admin Contact *

Title First Name Last Name

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Business Unit Admin Contact Position *

Business Unit Admin Contact Primary Phone Number *

Must be an Australian phone number.

Business Unit Admin Contact Primary Email *

Must be an email address.

Australian Business Number (ABN) Details

Organisations who are successfully matched with an intern will require the following:

- a valid ABN (Australian Business Number) with the same entity name as the applicant.
- a bank account with the same name as your ABN entity name.

Does the applicant have an Australian Business Number (ABN)? *

☐ Yes

☐ No

ABN *

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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	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Unable to continue

Based on your response to the above ABN question, you are unable to continue. Refer to the guidelines for more details.

Create NSW staff are here to help you and can be contacted between 9am and 5pm Monday to Friday (excluding public holidays) via:

- Telephone: (02) 9228 4578
- Email: arts.funding@create.nsw.gov.au

About your Organisation

Are you a First Nations Organisation or Aboriginal Land Council? *

☐ Yes ☐ No

For a definition of this please see the [glossary](#).

Where will the majority of your activities take place? *

☐ Sydney Metro ☐ Western Sydney ☐ Regional NSW

At least 1 choice and no more than 1 choice may be selected.

Application Details

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Organisations can apply for either:

- 4 weeks (Total 160 hours, 20 days) internships - \$6,080
- 8 weeks (Total 320 hours, 40 days) internships - \$12,160

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What internship opportunities are you offering? *

- ☐ 1 intern for 4 weeks/20 days/160 hours
- ☐ 2 interns for 4 weeks/20 days/160 hours each
- ☐ 1 intern for 8 weeks/40 days/320 hours
- ☐ Either 2 interns for 4 weeks each or 1 intern for 8 weeks, subject to the matching process

Total Amount Requested

*

\$

Title *

2026-27 Createability Internship Host Organisation

Word count:

Must be no more than 25 words.

Please enter '2026-7 Createability Internship Host Organisation'.

Brief description *

This program is funding and support for arts, culture and creative industry organisations to host internships for Deaf and Disabled artists and arts and cultural workers.

Word count:

Must be no more than 50 words.

Please enter 'This program is funding and support for arts, culture and creative industry organisations to host internships for Deaf and Disabled artists and arts and cultural workers.'

Anticipated start date *

Must be a date and between 1/4/2027 and 31/12/2027.

Final dates for internships will be negotiated between host organisations and the intern.

Anticipated end date *

Must be a date and between 1/4/2027 and 31/12/2027.

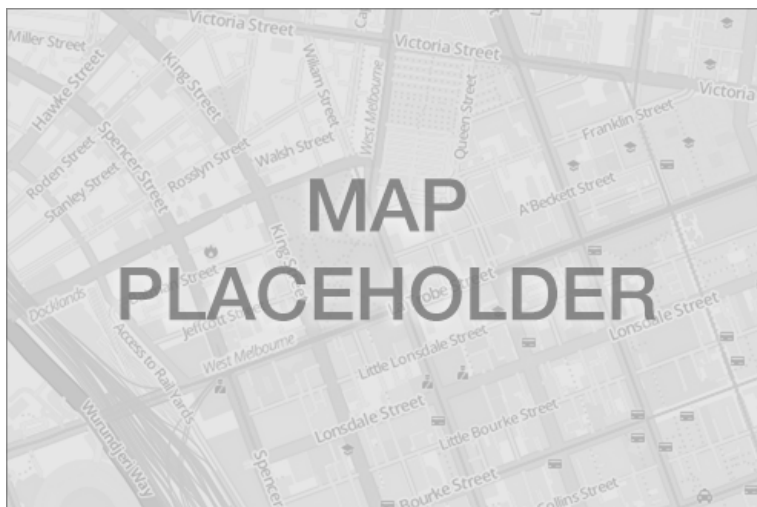
Final dates for internships will be negotiated between host organisations and the intern.

Primary location of your initiative *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Coordinates Required. Country must be Australia
Please enter the location where the interns will be participating in their internship.

Assessment Criteria

* indicates a required field

Criterion 1. Idea

In this section, tell us about your organisation's interest in the Createability Internship Program and the opportunity it could provide.

Why are you applying to Createability and what do you hope to get out of the program? *

Word count:

Must be no more than 300 words.

What can your organisation offer an intern? *

Word count:

Must be no more than 300 words.

Criterion 2. Experience

In this section, tell us about your organisation's relevant experience with access, inclusion and internships.

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What level of experience does your organisation have in relation to access and inclusion, and in hosting interns? *

Word count:

Must be no more than 300 words.

Criterion 3. Sustainability

In this section, tell us how your organisation would support a safe, accessible and sustainable internship placement.

What level and type of support do you anticipate being able to provide to a Createability intern? What sort of support may you need from Create NSW, Sound NSW, Screen NSW or Accessible Arts? *

Word count:

Must be no more than 300 words.

This may include information about staff and their capacity to support an intern.

Please describe your organisation's ability to provide supervision, workplace support, safe work practices and an accessible environment. *

Word count:

Must be no more than 300 words.

This may include information about staff and their capacity to support an intern, physical access to the workplace (e.g. parking, public transport, wheelchair accessibility), technical adjustments to technology or equipment, low sensory environments etc.

Criterion 4. Alignment

In this section, tell us what skills and experience would make an intern a good match for your workplace.

Describe the proposed workplace opportunity and the skills and experience that would make an intern a suitable match. *

Word count:

Must be no more than 300 words.

Internship Opportunity

* indicates a required field

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Please provide clear information about your organisation and the role for potential interns to fully understand what the opportunity will entail. Describe the type of work you are offering and the type of person you are seeking. This information will be used to promote your organisation's internship opportunity.

Description of your organisation *

Word count:
Must be no more than 100 words.

- Description of business unit/team
- Title of internship role
- Role overview
- Key duties
- Preferred skills, experience or interests relevant to the role
- Work location
- Internship period

A maximum of two internship opportunities are able to be listed for interns to choose from.

Description of business unit/team	Role title	Role overview	Key duties and responsibilities	Relevant skills, experience or interests	Work location and arrangements	Internship period
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Must be no more than 100 words.	Must be no more than 10 words.	Describe the role, its purpose and what the intern will contribute to or learn. Must be no more than 100 words.	Must be no more than 100 words.	Identify essential and desirable requirements. Must be no more than 100 words.		Please select 4 weeks or 8 weeks internship period.

Declaration and Authorisation

* indicates a required field

Disclaimer

You understand and agree that:

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- Create NSW can ask questions about any information in this application and/or ask for more information. This only happens if it is necessary to help assess your application or manage the funding program.
- Create NSW may re-open your application after the closing date. This only happens if it is fair to all other applicants.
- the submission of this application does not guarantee funding will be granted for any application and if you are successful, your application may not be funded to the full amount you requested.
- Create NSW expressly reserves its right to accept or reject this application at its discretion.
- you must bear the costs of preparing and submitting this application and Create NSW does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected.
- you have read the Funding Guidelines for the Program and has fully informed yourself of the relevant program requirements.
- applications and any additional materials cannot be submitted after the advertised closing date and time.
- applications cannot be modified after being submitted.
- Create NSW staff are available 9am-5pm Monday to Friday (excluding public holidays) 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.

Privacy Notice

Create NSW (part of the Department of Creative Industries, Tourism, Hospitality and Sport) is collecting your personal information. Personal information collected is managed in accordance with the *Privacy and Personal Information Protection Act*.

Create NSW collect your personal information for the purpose of:

- Assessing your application against the eligibility criteria for the **2026-27 Createability Host Organisations** and contacting you to discuss your application;
- If your application is deemed eligible, to manage and administer the Program;
- To monitor and evaluate the Program.

Providing us with your personal information is not required by law. However, if you choose not to provide us with the requested information, Create NSW will be unable to assess your eligibility for the Program.

Your personal information may be disclosed by Create NSW:

- In accordance with the requirements of the NSW Government's Grants Administration Guide;
- To comply with our obligations under the *Government Information (Public Access) Act*;
- To comply with an order for the production of documents to Parliament under Standing Order 52.

Otherwise, your personal information will not be provided to a third party without your consent or unless it is authorised by law.

To access or seek amendment of your personal information, or for more information on our privacy obligations, contact the Department's Privacy Officer at

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information@dciths.nsw.gov.au. For more information about how Create NSW complies with its privacy obligations visit its [website](#).

Use of Information

The [NSW Government's Grants Administration Guide](#) requires the publishing of, at minimum, the following information for all successful grant recipients: the project name, the project location, the grant recipient name, and the grant recipient location or contact address, unless an exemption applies.

Media and Communications

If successful, Create NSW and/or the NSW Government would like to publish information for media and communication purposes.

Not agreeing to publication for media and communication purposes does not impact your applications assessment. This does not impact the requirements of the [NSW Government's Grants Administration Guide](#) to publish your information.

Do you agree for Create NSW and or NSW Government and Accessible Arts to publish your organisation name, project title, project summary, location and amount of funding for media and communication purposes? *

☐ Yes ☐ No

Emails from Create NSW

Do you agree to get emails about other grant opportunities, initiatives or events from Create NSW? *

☐ Yes ☐ No

Your response will not affect your application.

Do you agree to get a regular email newsletter from Create NSW? *

☐ Yes ☐ No

Your response will not affect your application.

Declaration

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

- If an entity is the applicant, I have the authority to complete and submit this application on the entity's behalf.
- All information supplied as part of this application is true and accurate to the best of my knowledge.

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- All activities proposed by this application will be conducted in accordance with applicable law, including but not limited to, complying with Working with Children legislation.
- I acknowledge:
 - funding will not be granted or released if the applicant has outstanding acquittals for this or other projects/programs across Create NSW or the Department of Creative Industries, Tourism, Hospitality and Sport (DCITHS);
 - Create NSW may withdraw any offer of funding or demand the return of funds already paid if this declaration is found to be incorrect or misleading; and
 - Create NSW and DCITHS may disclose any information in this application as described in the NSW Government's *Grants Administration Guide*, or according to applicable law.

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title First Name Last Name

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Must be a senior staff member, board member or appropriately authorised volunteer

Position *

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

Phone number *

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Must be an Australian phone number.

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

Email *

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Must be an email address.

GMS-SGO/Locn/2025 v2.0