

Next Steps - Professional Development Application Form

Form Preview

Eligibility

* indicates a required field

Eligibility Questions

To check if you are eligible to apply for this funding round, complete the questions below:

What are you applying as? *

- Individual located in NSW over the last 12 months
 None of the above

Are you 18 years old or above? *

- Yes No
This is at the time of application.

Is your project a clearly defined arts and cultural activity? *

- Yes No

The term "project" refers to your professional development activity/ies.

Will your project take place between 07/04/2025 to 30/06/2026? *

- Yes No

Have you received Create NSW or Sound NSW funding for the same stage/phase of this project? *

- Yes No

Are you submitting an application to the other project funding rounds? *

- Yes No

Project funding rounds include Create NSW Next Steps, Creative Steps, Cultural Access and Creative Nations Projects.

Is your project for contemporary music, filmmaking, screen production, mainstream animation, digital games, or film festivals? *

- Yes No

The definition of contemporary music can be found [here](#). For filmmaking opportunities, please click [here](#).

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
- Scheduling an online meeting to speak to Create NSW staff using the link to [Microsoft Bookings](#)
- Email: arts.funding@create.nsw.gov.au

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Eligibility Confirmation

Please declare that this application meets the eligibility criteria:

I confirm that I have read the guidelines and that the information supporting my eligibility is accurate. *

Yes

Applicant Contact Details

* indicates a required field

Applicant Details

Applicant *

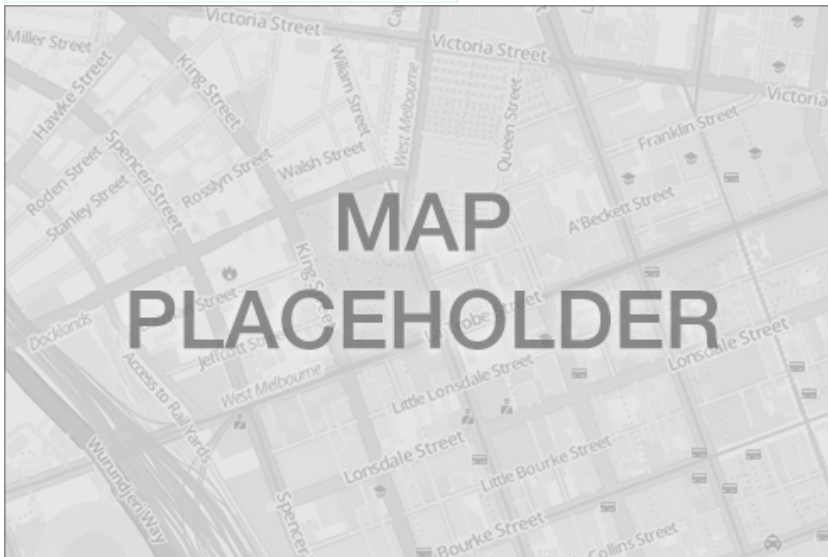
Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Applicant Primary Address

Address

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



<input type="text"/>	<input type="text"/>
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Applicant Postal Address

Address

<input type="text"/>

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Applicant Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Applicant Other Phone Number

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Applicant Email Address *

Must be an email address.

Applicant Website

Must be a URL.

Australian Business Number (ABN) Details

For individuals who are successful, you will need the following:

- An active ABN (that's your Australian Business Number) of either an Individual/Sole Trader or private company (only if you're the sole director)
- A bank account that has the same name as your ABN.

Or

- a Funds Administrator to help you out

Do you have a sole trader or private company Australian Business Number (ABN)?

*

Yes

No

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

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Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Application Details

* indicates a required field

Funding Period

Please note the following regarding project dates:

- **Project start date must be after:** 07/04/2025
- **Project end date must be before:** 30/06/2026

Title *

Word count:

Must be no more than 25 words.

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

Brief description *

Word count:

Must be no more than 50 words.

Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date *

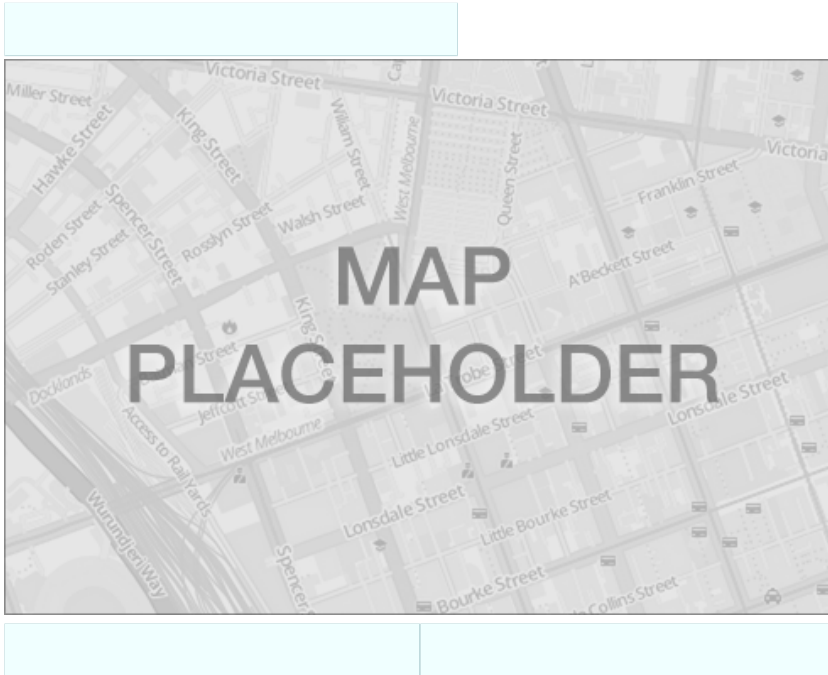
Anticipated end date *

Primary location of your initiative

Address

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Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

Ineligible Start/End Dates

The project start date must be after 07/04/2025 and the project end date must be before 30/06/2026.

Please update the details above to ensure your dates fit within these timeframes or your application will be deemed **ineligible**.

Artform

For definitions of the below artforms please refer to the [glossary](#).

More information about the Artform Boards can be located [here](#).

What Artform Board would you like the application to be assessed under? *

- | | |
|---|---|
| <input type="radio"/> First Nations Arts & Culture | <input type="radio"/> Festivals |
| <input type="radio"/> Classical Music/Opera/Choral/Ensemble | <input type="radio"/> Literature/Writing |
| <input type="radio"/> Community Arts & Cultural Development | <input type="radio"/> Museums & History |
| <input type="radio"/> Dance & Physical Theatre | <input type="radio"/> Theatre & Musical Theatre |
| <input type="radio"/> Digital & Experimental, Immersive and Light Art | <input type="radio"/> Visual Arts |

What is your primary artform? *

First Nations Engagement

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* indicates a required field

First Nations Engagement

On which First Nations Country/Countries is the majority of your project taking place on? *

Please select all that apply. If your activities do not take place within Australia, select the First Nations Country that you are located on.

Disclaimer and Respectful Notice:

This list serves as a general guide, indicating the locations of larger communities, which may encompass smaller subsets such as groups, dialects, or individual languages. The list of Nations and boundaries provided are not intended to be precise or definitive.

If you're uncertain about the First Nations community or Nation, explore the [AIATSIS map](#) of Indigenous Australia to find the First Nations region.

For more information please see the [glossary](#).

First Nations Cultural Elements

Does your project engage with First Nations arts and culture? *

- Yes No

If successful, you may need to provide evidence of this at the contracting stage. This may include: letters of support from communities, evidence of ICIP policies and procedures and acknowledgement of [NSW Aboriginal Arts & Culture protocols](#). For more information, please click on this link to read about the Indigenous Cultural and Intellectual Property (ICIP).

Are you adhering to the NSW Aboriginal Arts & Culture Protocols? *

- Yes No

Refer to the [NSW Aboriginal Arts & Culture Protocols here](#).

Provide a rationale for why you are not referring to the principles of the NSW Aboriginal Arts & Culture Protocols *

Word count:

Must be no more than 250 words.

Assessment Criteria - Page One

* indicates a required field

How would you like to submit your responses to the below questions? *

- I would like to submit text responses
 I would like to submit video responses by uploading a short video

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- I would like to submit video responses by providing a URL

1. Idea (40%)

A vision for your project that clearly summarises the ideas, its aims and purpose.

Question: What do you want to do?

You may want to consider the following:

- What is your idea for this project?
- What do you want to achieve?
- What is interesting about it?
- What will you communicate to other artists, communities and/or audiences?

What do you want to do? *

Word count:

Must be no more than 300 words.

Tell us **what you want to do** by uploading a short video of **no more than 5 minutes**.

Attach your answer to criteria 1 here *

Attach a file:

Tell us **what you want to do** by uploading a URL to a short video of **no more than 5 minutes**.

Paste your URL for criteria 1 here *

Must be a URL.

2. Diversity and Participation (30%)

Strategic Priority Areas:

The NSW Government is committed to ensuring fair access by all communities and individuals across the state.

The definitions for the strategic priority areas can be located [here](#).

Are you engaging with any people from the priority areas?

Note: it is not compulsory that your project engages with people from the following strategic priority areas.

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First Nations stories and communities *

Yes No

Western Sydney *

Yes No

Broad and inclusive communities and content *

Yes No

Accessibility and equity *

Yes No

Regional NSW *

Yes No

Next generation of creatives and audiences *

Yes No

Demonstrate how your project is relevant to/or will benefit you.

Question: Why do you want to do it?

You may want to consider the following:

- Why is the project relevant to you?
- How will it benefit you and potentially other artists, communities and/or audiences?
- How does the project reflect the diversity of people in NSW?
- What are the results you want to see at the completion of your project?

If your project targets any people from the above strategic priority areas, please reference these in your response below.

Why do you want to do it? *

Word count:

Must be no more than 300 words.

Tell us **why you want to do it** by uploading a short video of **no more than 5 minutes**.

Attach your answer to criteria 2 here *

Attach a file:

Tell us **why you want to do it** by uploading a URL to a short video of **no more than 5 minutes**.

Paste your URL for criteria 2 here *

Must be a URL.

3. Experience (20%)

List the artistic experience of those involved in the project.

Question: Who is involved and why are they the right people for this activity?

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You may want to consider the following:

- What experience do you bring to this project?
- What skills and expertise do the artists, arts and cultural workers or organisations involved have that will ensure your project is a success?
- How will those involved help build your career and professional skills?

Note: This table can be maximised and minimised in the top right corner of the grid.

Name:	What is their role?	Describe their experience relevant to this project	
<input type="radio"/> Individual <input type="radio"/> Organisation Organisation Name First Name Last Name			
	Must be no more than 60 characters.	Must be no more than 100 words.	

Assessment Criteria - Page Two

* indicates a required field

4. Sustainability (10%)

Detail how your budget will support and sustain your project.

Question: How will the funding be spent?

You may want to consider the following:

- How your budget reflects efficient use of funds to achieve the project's goals?
- What other sources of funding are there for your project?

Sustainability Information

Create NSW **does not** fund 100% of your project. You must contribute at least 5% of the total project income through other cash or in-kind support. The definition of in-kind can be seen in the [glossary](#).

Applicants can request funding for between \$2,000 to \$10,000.

If successful, you may be required to provide a more detailed budget prior to contracting.

Total Amount Requested

*

\$

What is the total financial support you are requesting under this grant?

Please update the amount requested

The amount requested does not fit between the \$2,000 - \$10,000 funding range.

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Please update the total amount requested to ensure that you are requesting the correct amount.

Income

Project income can be estimated and can include potential/unconfirmed support. **Add \$0 (zero) for any that are not relevant.**

Create NSW (this application) *

This number/amount is calculated.

This is the "total amount requested" you have indicated above.

Other NSW Government funding *

Other non-NSW Government funding *

This includes Commonwealth/Local Government funding (not NSW Government).

Earned Income (Box Office/Entrance Fees/Sales). *

This includes workshop fees, royalties, merchandise, sell-off fees and door deals.

Donations and Sponsorship *

This includes philanthropic support and fundraising.

In-kind *

This can include venue, materials and equipment. It should not include artist fees.

All other income *

Total Income *

This number/amount is calculated.

Expenditure

Add \$0 (zero) for any that are not relevant.

Wages and fees *

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This is for artists, arts and cultural workers. It can include remount costs.

Venue and Production Costs *

This includes costs directly related to your project such as administration, materials, equipment and lighting hire, freight and insurance.

Travel and Accommodation *

This includes per diems and other allowances.

Promotion and Marketing *

This must be directly related to the project.

Aboriginal Protocols Expenses *

This includes Indigenous Cultural and Intellectual Property (ICIP), Welcome to Country and Elders fees.

Accessibility Expenses *

This is to enable increased accessibility and inclusion to a project.

Regional Freight and Transport Expenses *

This includes freighting and transport costs for proposals including regional activity

In-kind Expenses *

This must equal the in-kind income indicated above.

All Other Expenses *

This includes environmental impact reduction and wellbeing support.

Total Expenditure *

This number/amount is calculated.
This is the total budgeted project cost.

Co-Contribution

Percentage of income from sources other than Create NSW, including in-kind contributions *

This number/amount is calculated.

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This figure cannot be less than 5%.

Budget Comments

Surplus/Deficit *

This number/amount is calculated.

Please provide information or comments related to your project budget. You may want to tell us: • How have you calculated larger amounts? • Details of fees to artists, arts and cultural workers. • What your First Nations protocols costs will cover? • What your accessibility costs will be used to cover? • How have you calculated increased costs of transport, materials, energy etc? • How any surplus will be managed?

Please provide information or comments related to your project budget *

Word count:

Must be no more than 250 words.

Supporting Documentation

* indicates a required field

Support Material

Assessors will only be able to spend a limited time looking through support material, so please ensure you choose the most relevant and strongest works.

Provide samples of work as links or uploaded documents. All attachments must be provided at the time your application is submitted.

Samples can be submitted as:

- Written material - limit: 10 pages (provided as one document)
- Still images - limit: 10 images (provided as one document)
- Audio/visual - limit: maximum 5 minutes in one file, in electronic format

Restrictions on Attachments

- Each file uploaded must not exceed 25MB
- Please provide attachments in .pdf format where possible
- Zip files cannot be accepted

How would you like to submit your samples of work? *

- Links/URLs
- Uploading files
- Both of the above

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Link/URL Upload

Provide links and passwords to any externally hosted work samples that best reflect your experience and the proposed project.

Note: Make sure the link/URL works and passwords are correct and they remain accessible for the next 6 months during the assessment period.

Link/URL	Password	Description
Must be a URL.		

File Upload

Attach your samples of work here *

Attach a file:

A maximum of 2 files may be attached.

Letters of invitation/collaboration or partnership where applicable

This may include letters/emails of invitation/collaboration or partnership from:

- Artist/s
- Organisations and/or
- Communities

Attach letters/emails here

Attach a file:

A maximum of 3 files may be attached.

Outcomes

* indicates a required field

Outcomes Instructions

This information will help us to understand and advocate for the arts and cultural sector.

Your responses to the following questions will not affect your application.

To see definitions and examples of the terms below, please refer to the [glossary here](#).

Enter 0 (zero) for any that are not applicable.

Breakdown of Activities

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Estimate the number of activities in regions below.

Activity is defined as the creative outcome that the applicant is seeking funding for in a specific location, suburb or postcode. (This means there is only one activity per postcode). If the outcomes are over several days and are in same location (exhibition, performance, workshop) it is counted as one activity.

Estimated number of activities in Sydney (excluding Western Sydney) *

Estimated number of activities in Western Sydney *

Estimated number of activities in Regional NSW *

Estimated number of national activities (excluding NSW) *

Estimated number of international activities *

Estimated total number of activities *

This number/amount is calculated.

Estimated number of new works created as part of this project *

Only count works that have not been previously made or presented.

Estimated number of paid audiences *

People who pay money to access content or experiences.

Estimated number of unpaid audiences *

People who access content or experiences for free.

Estimated number of digital audiences *

This is the number of people who log into standalone digital activities which may include online presentations, workshops, live streaming events for NSW artists/audiences.

Estimated number of participants *

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People who actively engage in workshops/forums/seminars/artist talks (paid and unpaid). This does not include audiences (above) or artists and arts and cultural workers employed in this project.

Estimated number of permanent artists, arts and cultural workers employed (headcount) - includes permanent full-time and part-time *

Artists, arts and cultural workers must have a commitment to arts/cultural work as a major aspect of their working life, even if this work is not the main source of their income.

Estimated number of non-permanent artists, arts and cultural workers employed (headcount) - includes non-permanent part-time, casual, temporary or contracted. *

Which of the following activities will you undertake through this project? *

- Skills growth
- Develop leadership capacities
- Increase professional networks
- Encourage personal wellbeing and resilience

At least 1 choice must be selected.

Create NSW updates

These updates will be about other grant opportunities, initiatives or events.

Do you wish to receive updates from Create NSW? *

- Yes No

First time applicant

Have you applied for a previous Create NSW grant? *

- Yes No

Stage of development/Career

Which of the following best describes your current stage of career development? *

- Starting out - early career, beginning an arts and/or cultural practice
- Emerging - working towards an on-going arts and/or cultural practice
- Mid-career - have developed an ongoing arts and/or cultural practice
- Established - have achieved a sustainable, ongoing arts and/or cultural practice

Diversity Data

The questions below are voluntary. Create NSW is committed to promoting equity and diversity in the arts industry.

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The data will be used to help us understand the industry and support future diversity initiatives. For more information, please refer to the Create NSW Privacy Notice available [here](#).

Do you identify with one or more of the below diversity areas?

First Nations

Yes No

Live and/or work in Regional NSW

Yes No

LGBTIQA+

Yes No

Live and/or work in Western Sydney

Yes No

Young and emerging practitioner

Yes No

Person with a Disability and/or who is d/Deaf

Yes No

Culturally and linguistically diverse communities

Yes No

Do you identify as:

- Man or male
- Woman or female
- Non-Binary
- Prefer not to disclose

Declaration and Authorisation

* indicates a required field

Disclaimer

The applicant acknowledges and agrees that:

- Changes to the application and any additional materials cannot be submitted after the advertised closing date and time.
- Create NSW has the right to investigate any information provided in this application and/or to request additional information where Create NSW deems it necessary for the purpose of assessing your application or administering the Program.
- Create NSW may re-open an application after the closing date, provided it doesn't give the applicant an advantage over other applicants.
- Create NSW staff are not able to provide advice on content or choices required within an application.

Privacy Notice

Create NSW (part of the Department of Creative Industries, Tourism, Hospitality and Sport (The Department)) is collecting your personal information for the following purposes:

- To assess your application against the eligibility criteria for the - Arts and Cultural Funding Program (Project Funding);
- If your application is deemed eligible, for Create NSW to subsequently administer the Program;
- For Create NSW to publish your personal information in a way it deems necessary in order to publicise your connection to the Program; and

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- For Create NSW to monitor and evaluate the Program.

Create NSW will not use your personal information for any other purposes. Providing your personal information to Create NSW is voluntary, however Create NSW may not be able to assess your suitability for the Program if you choose not to provide it.

Create NSW will not disclose your personal information to anybody else unless you have given your consent, or Create NSW is required or authorised to by law, such as by court order or under the *Government Information Public Access Act 2009* (NSW) (GIPA Act).

You have the right to access your personal information and/or correct your personal information held by Create NSW without excessive delay or expense.

If you would like to know more about how Create NSW meets its regulatory obligations in collecting, using, sharing, and storing personal information, you can read the Department's complete Privacy Policy [here](#).

If you have any questions about this Privacy Notice, or you would like to access or correct your personal information, please contact the Department on the details below:

Legal Officer (Privacy) Department of Creative Industries, Tourism, Hospitality and Sport
GPO Box 5341 Sydney NSW 2000 information@dciths.nsw.gov.au

Use of Information

Do you agree that subject to privacy legislation and if Create NSW assesses your application as successful, the information provided in the application will be used for media and communication purposes by Create NSW and/or the NSW Government? *

- Yes No

Declaration

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

- I have the authority to complete and submit this application on the entity's behalf.
- All information supplied as part of this application will be true and accurate to the best of my knowledge.
- All activities proposed by this application will be conducted in accordance with current legislation, including but not limited to, complying with Working with Children legislation.
- I acknowledge funding will not be released if the entity has outstanding acquittals for this or other projects/programs across Create NSW (including Sound NSW).
- I acknowledge Create NSW 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.

Authorisation

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I agree *

Yes

Name of authorised person *

Title First Name Last Name

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

Position *

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

Phone number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.