

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

### Your Application

\* indicates a required field

#### Privacy Notice

By submitting this application form, the applicant acknowledges and agrees that:

- the Department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the tour will be handled in accordance with the Privacy Act and its privacy policy (available [here](#));
- the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

#### Create NSW updates

These updates will be about other grant opportunities, initiatives or events. Your response will not affect your application.

**Do you wish to receive updates from Create NSW? \***

- Yes  No

### Eligibility

\* indicates a required field

#### Eligibility Questions

To check if you/your group are eligible to apply for this tour, complete the questions below:

**What are you applying as? \***

- Individual applying on behalf of a group located in NSW over the last 12 months  
 Individual located in NSW over the last 12 months  
 None of the above

To see the definition of a group, please [click here](#). If applying as an Organisation, please refer to the [Regional Arts Touring for Organisations application form](#).

**Are you/members of the group 18 years old and above? \***

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

Yes  No

This is at the time of application.

**Are you or nominated members of your group submitting another application in this round? \***

Yes  No

**Has your tour started or already taken place? \***

Yes  No

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

Yes  No

**Does your tour include Regional NSW destinations? \***

Yes  No

If you are a Regional NSW based applicant then you are also eligible to include a Sydney and Western Sydney component in your tour. For Regional NSW definition, please [click here](#).

**Is your tour for contemporary music, filmmaking, screen productions or film festivals? \***

Yes  No

For a definition of contemporary music, 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](mailto:arts.funding@create.nsw.gov.au)

## Eligibility Confirmation

Please declare that this application meets the eligibility criteria:

**I confirm that I've read the guidelines and the information supporting my/our eligibility is accurate. \***

Yes

## Applicant Contact Details

\* indicates a required field

Applying as an Individual

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

You have indicated that you are applying as an **Individual**. Please fill out the questions below.

### Applying on behalf of a Group

You have indicated that you are applying on behalf of a **Group**.

You will need to provide your **Group Name** and nominate a person in your group who will be the main applicant/contact.

**Group Name \***

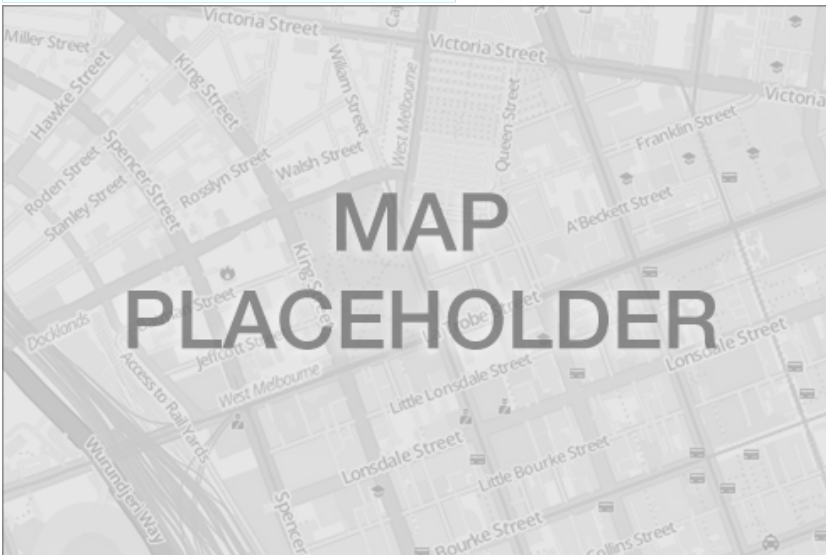
### Applicant Details

**Applicant \***

Title      First Name      Last Name

**Applicant Primary Address**

Address

**Applicant Postal Address**

Address

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

### 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.

## Group Member Details

This is to include the names of all individuals in the group, **except the individual applying on behalf of the group.**

Title	First Name	Last Name
Title	First Name	Last Name
Title	First Name	Last Name

## Australian Business Number (ABN) Details

You can only apply with the following ABN types:

- Individual/Sole Trader ABN **OR**
- The ABN for a private company, **but only if you're the sole director**

**If you do not have either of these ABNs and you are successful for funding, you will be asked to either:**

- Nominate a Funding Administrator **OR**
- Obtain an appropriate ABN as indicated above

**Please note, applications submitted with the following ABN types cannot use this form and need to apply to using the [Regional Arts Touring for Organisations form](#).**

- Incorporated Entity
- Local Government Authorities
- Companies (**except sole directors of private companies**)

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

- Trust ABNs

**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

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

**If successful, will you be engaging another entity to administer the grant on your behalf? \***

- Yes  No

**Funds Administrator**

**Have you already engaged your grants administrator? \***

- Yes  No, I will confirm details if successful

If your application is successful, you will be required to provide the name, ABN, address and contact details prior to contracting and release of funds.

**Funds Administrator Details**

**Name \***

- Individual  Organisation  
Organisation Name

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Street Address \***

Address

**Postal Address \***

Address

**Phone \***

Must be an Australian phone number.

**Email \***

Must be an email address.

**Website**

Must be a URL.

**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.

### Funds Administrator Contact Person

**Administrator Contact Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

**Position \***

**Phone \***

Must be an Australian phone number.

**Email \***

Must be an email address.

## Application Details

\* indicates a required field

### Instructions

Please note the following regarding tour dates:

- Tour **start date must be after:** 01/12/2024
- Tour **end date must be before:** 01/12/2026

Note: If you are successful and your tour runs over 12 months you will need to provide a progress report at the half-way point in the timeline.

In the field below for the **Primary location of your initiative** (tour). Please add 'NSW' as location.

**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 \***

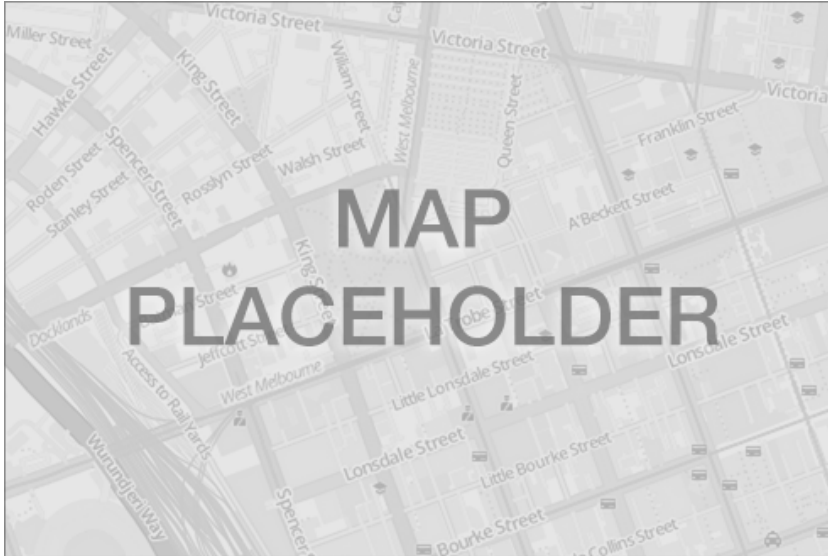
**Anticipated end date \***

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

### Primary location of your initiative

Address

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.

### Please update anticipated start/end date

You have indicated above that your tour either starts before 1 December 2024 or after 1 December 2026.

Please update the details to ensure your dates fit within these timeframes.

### Artform

**What is your primary artform? \***

### First Nations Engagement

\* indicates a required field

First Nations Engagement

**On which First Nations Country/Countries is the majority of your tour taking place on? Please select all that apply \***



# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

### 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 tour engage with First Nations arts and culture? \*

Yes  No

If successful, you may need to provide evidence of this at 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

### Essential Criteria & Weighting

#### 1. Idea (30%)

**Description:** A vision for your tour that clearly summarises the ideas, its aims and purpose. *You may want to consider the following:*

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

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

### What do you want to do? \*

Word count:

Must be no more than 300 words.

## 2. Diversity and Participation (20%)

**Description:** Demonstrate how your tour is relevant to/or will benefit, regional NSW artists, arts and cultural workers, or communities. *You may want to consider the following:*

- *Who is the tour relevant to?*
- *Who will it benefit e.g. artists, communities and/or audiences?*
- *How does the tour reflect the diversity of regional NSW?*
- *What are the results you want to see at the completion of your tour?*

**Strategic Priority Areas:** Please indicate if your tour will be targeted towards any of the strategic priority areas listed below. This can include information about other artists, organisations and communities as partners, collaborators and audiences.

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

**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

If your tour is targeting any of 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.

## 3. Experience (20%)

**Description:** List the artistic experience of those involved in the tour.

*You may want to consider the following:*

- *What experience do the individuals or organisations involved bring to this tour?*
- *What skills and expertise do the artists/arts and cultural workers or organisations involved have that will ensure the tour is a success?*

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

- How will those involved help build sustainable careers and professional skills for regional NSW individuals and communities?

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

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

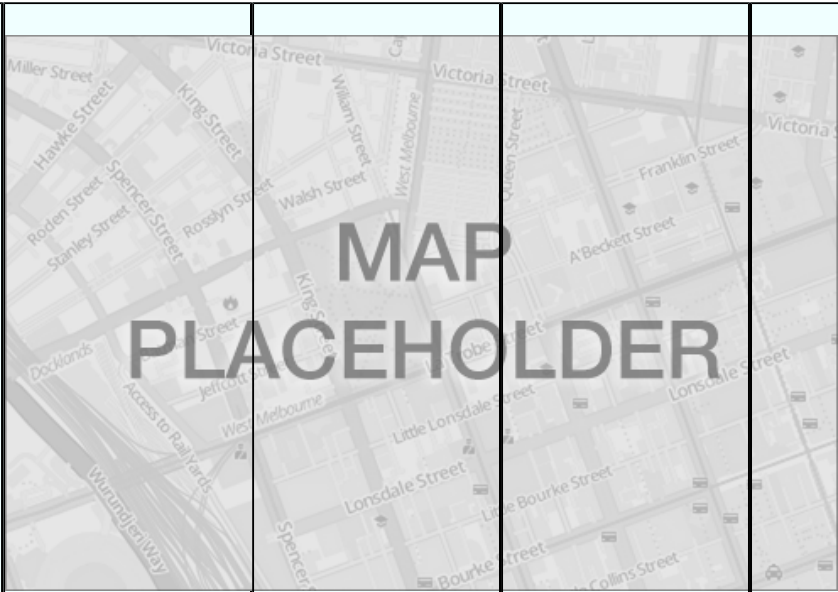
### 4. Connection to Country (10%)

**Description:** Details of the location/s for the proposed tour.

You may want to consider the following:

- Where will the tour activities take place?
- Why are these the most appropriate places for the tour?
- How will the tour create meaningful connection with artists, communities and/or audiences?
- Who is your audience?

**Definition of Activity:** Activity is 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. For examples please refer to the [glossary here](#). **How does the location provide access to the intended audience or benefit the regional NSW communities involved?**

Brief description of Activity	Activity Location	In which Local Government Area does this activity take place?	Start date	End date
				

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

One per row. Add more rows if you want to list additional activities. Must be no more than 50 words.	Where will your activity occur? Can be a address, suburb or postcode.		Must be a date and between 1/12/2024 and 1/12/2026.	Must be a date and between 1/12/2024 and 1/12/2026.
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## Assessment Criteria - Page Two

\* indicates a required field

### 5. Sustainability (20%)

**Description:** Detail how your budget will support and sustain your tour.

You may want to consider the following:

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

### Sustainability Information

Create NSW **does not** fund 100% of your tour. You must contribute at least 5% from other cash or in-kind support towards your tour. The definition of in-kind can be seen in the [glossary](#). Applicants can request the following funding amounts:

- \$5,000 up to \$60,000 for small tours
- \$60,001 up to \$120,000 for large tours

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

### What are you applying for? \*

Small tour  Large tour

These will be assessed separately to ensure equity and fairness.

This amount should be the same as the Tour Income section of the Budget for the "Create NSW funding requested in this application".

### Total Amount Requested

\*

\$

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

Please update the amount requested

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

You have indicated that the total amount requested is not in line with the minimum or maximum amount available for this grant.

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

### Please update the amount requested

You have indicated that you are applying for a small tour, however your amount requested is not between \$5,000 - \$60,000.

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

### Please update the amount requested

You have indicated that you are applying for a large tour, however your amount requested is not between \$60,001 - \$120,000.

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

## Tour Income

Tour income can be estimated and can include potential/unconfirmed support. **Add \$0 (zero) for any that are not relevant.** If your tour lasts for the full 2 years, then this budget needs to cover the entire tour.

### Create NSW funding requested in this application \*

This amount must be the same as your "total amount requested" above.

### Other NSW Government funding \*

This includes any other NSW Government funding, such as Destination NSW funding or Create NSW multi-year 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.

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

### **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.

## Tour Expenditure

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

### **Wages and fees \***

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

### **Venue and Production Costs \***

This includes administrative costs directly related to your tour, such as freight, equipment hire and insurance.

### **Travel and Accommodation \***

This includes per diems and other allowances.

### **Promotion and Marketing \***

This must be directly related to the tour.

### **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 program.

### **In-kind Expenses \***

This must equal the in-kind income indicated above.

### **All Other Expenses \***

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

This includes environmental impact reduction and wellbeing support.

### Total Expenditure

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

### Percentage of total financial support you are requesting in this application \*

This number/amount is calculated.  
This amount cannot be more than 95%.

### Budget Comments

**Please provide information or comments related to your tour budget, including how any surplus will be managed \***

Word count:

Must be no more than 250 words.

## Supporting Documentation

\* indicates a required field

### Support Material

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

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

**Note:** Assessors will not view or consider support materials that exceed the above limits.

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

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

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

### Link/URL Upload

Provide links and passwords to any externally hosted work samples that best reflect your/ the group's experience and the proposed tour.

**Note:** Make sure the link/URL works and passwords are correct and remain accessible for the next 6 months during the assessment period. Assessors will only be able to spend a limited time looking through links, so please ensure you choose the most relevant and strong works.

Link/URL	Password	Description
Must be a URL.		

### File Upload

**Attach your/the group's samples of work here \***

Attach a file:

A maximum of 1 file may be attached.

### Letters of invitation/collaboration or partnership where applicable

This can be letters/emails of invitation/collaboration or partnership from:

- Artist/s
- Organisations and/or
- Communities

**Attach letters/emails:**

Attach a file:

A maximum of 3 files may be attached.

## Outcomes

\* indicates a required field

### Breakdown of NSW Activity

**Estimate the number of activities in regions below.** Activity is 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. For examples, please refer to the [glossary here](#). **Enter 0 (zero) for any that are not applicable.**

Estimated number of activities in Sydney \*    Estimated number of activities in Western Sydney \*    Estimated number of activities in Regional NSW \*    Estimated total number of NSW Activities \*



# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

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This number/amount is calculated.

### Your Outcomes

This information will help us to understand and advocate for the arts and cultural sector. To see the definitions of the terms above, please refer to the [glossary here](#). **Add 0 (zero) for any that are not relevant.**

#### Estimated number of new works created as part of this tour \*

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

#### 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 \*

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 tour.

#### Estimated number of permanent artists, arts and cultural workers employed (headcount) - includes permanent and permanent 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. The term is intended to indicate a degree of training, experience, or manner of working that allows their work to be assessed against the highest practiced standards in their relevant artform or discipline.

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

### Declaration and Authorisation

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

\* indicates a required field

First time applicant

**Have you applied for a previous Create NSW grant? \***

Yes  No

Your response will not affect your application.

## Diversity Data

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

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

## 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 for additional information.
- 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 my application.

## Use of Information

The applicant acknowledges and agrees that:

# Regional Arts Touring for Individual/Groups 24/25

## Form Preview

- Subject to privacy legislation and **if successful**, the information provided in the application will be used for media and communication purposes by Create NSW and/or the NSW Government.

### 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.
- Funding will not be released if the applicant has outstanding acquittals for this or other projects/programs across Create NSW (including Sound NSW).
- 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

**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 \***

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.