2026-27 Western Sydney Community Festivals Program Application Form

Form Preview

Eligibility

* indicates a required field

To contact Create NSW staff, please email **westernsydney@create.nsw.gov.au** and quote this application number.

Application Number

This field is read only.

Eligibility Questions

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

What are you applying as? *

- ○ Local Government Authority (must be a distinct business unit)
- ○ Organisation (has legal status and ABN)
- ○ Partnership (has legal status and partnership ABN)
- ○ None of the above

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

○ Yes ○ No

Is your organisation registered for GST? *

○ Yes ○ No

Does your organisation have a business account with an Australian financial institution? *

○ Yes ○ No

Has your organisation delivered arts and/or cultural festivals in Western Sydney LGAs at least twice within the last four years (since 1 December 2022)? *

○ Yes ○ No

Festivals delivered in non-consecutive years are eligible, including biennial festivals. For the list of Western Sydney LGAs please refer to the glossary.

You are not eligible to apply if you are:

- insolvent
- an individual
- an unincorporated association
- a state or federal government department or body, including state cultural institutions
- school or educational institutions (including preschools, primary and secondary schools, tertiary education institutions)
- State Significant Organisations & National Performing Arts Partnership Organisations

- a festival with a primary focus on contemporary music (please refer to the glossary for this definition). For more information on this, please contact Sound NSW.
- a screen production company or film festival (funding programs for these areas are managed by Screen NSW).

Are you one of the above? *

○ 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:

- Email: **westernsydney@create.nsw.gov.au**
- Booking a meeting: **Microsoft Booking.**
-

Eligibility Confirmation

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

○ Yes

Applicant Details

* indicates a required field

Applying on behalf of a Local Government Authority (LGA)

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 on the next page.

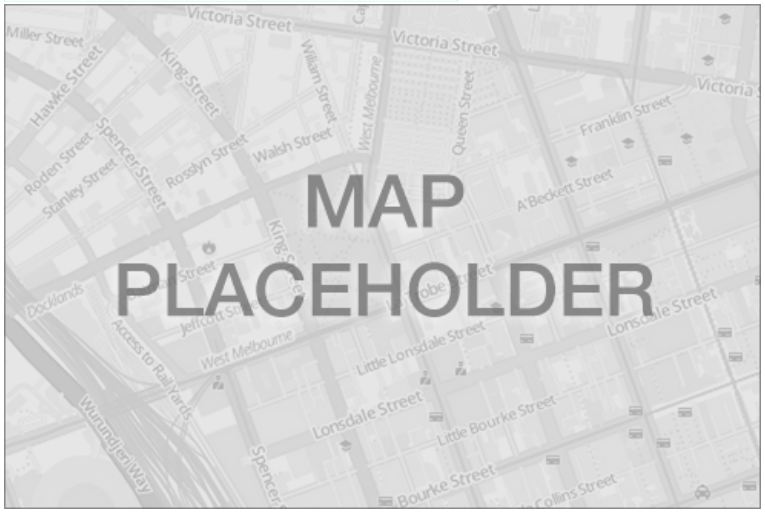
Organisation Details

Organisation Name *

Organisation Name

For organisations: please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Applicant Primary Address *
Address



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

Applicant Postal Address
Address

Applicant Primary 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.

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 *

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

Head of Organisation

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

Name *
Title First Name Last Name

Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

About Your Organisation

Are you an Aboriginal organisation or Land Council? *

○ Yes ○ No

For a definition of this please see the glossary.

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Local Government Authority (LGA) Details

* indicates a required field

Business Unit Contact Information

The LGA Business Unit can be a local gallery or museum or team with a focus on arts and culture.

Name of Business Unit * Organisation Name

Business Unit Address * Address

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

Business Unit Postal Address * Address

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

Business Unit Phone Number *

Must be an Australian phone number.

Business Unit Email *

Must be an email address.

Business Unit Website

Must be a URL.

Business Unit Contact Person

Name *

Title | First Name | Last Name

Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Application Information

* indicates a required field

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.

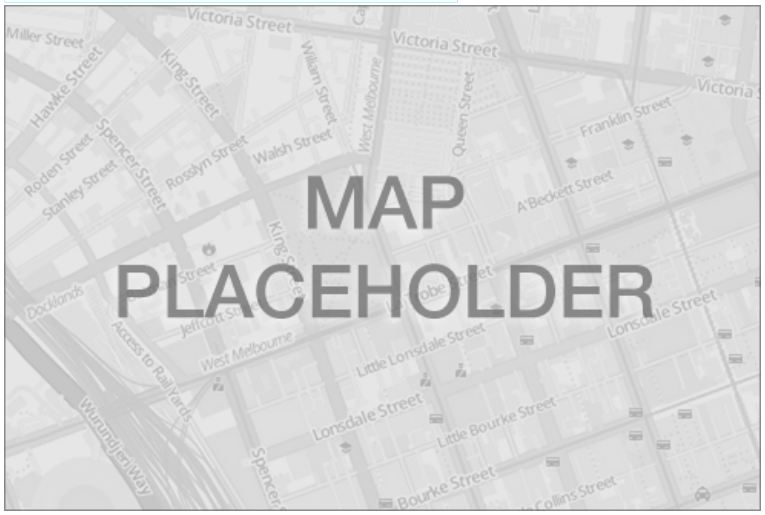
Anticipated start date *

Must be a date and between 1/12/2026 and 15/12/2027.

Anticipated end date *

Must be a date and between 1/12/2026 and 15/12/2027.

Primary location of your initiative *
Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Coordinates Required. Country must be Australia
Primary location does not need to be a specific address, and can be postcode, suburb, state (NSW), etc
If delivered online, please specify the area of focus for delivery.

First Nations Acknowledgement and Guidance

Create NSW respectfully acknowledges the Traditional Owners of the lands and waters of Western Sydney, including the Dharug (Burramattagal and Cabrogal Clans), Bidjigal, Darkinjung, Gundungurra, and Dharawal peoples. We recognise their enduring connection to Country and the cultural practices that continue today.

Which First Nations Country/Countries will your festival primarily take place on? *

Please select all that apply.

Disclaimer and Respectful Notice:

This list is a general guide to larger communities. It may not include smaller First Nations groups, dialects, or languages.

Please explore the **AIATSIS map** of Indigenous Australia to find First Nations countries. For more information please see the **glossary**.

Creative and Cultural Impact (30%)

* indicates a required field

In this section, you will be required to provide information about your organisation, festival experience and proposed program, including:

- An outline of the new, expanded or enhanced program, including the artists, creatives and/or cultural practitioners involved.
- Uploading examples of previous programming as supporting material.

Describe your organisation and your most recent Western Sydney arts and cultural festival. *

Word count:
Must be no more than 500 words.

Examples of previous programming

How would you like to provide examples of your previous programing? *

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

Link/URL Upload

Website	Description
Must be a URL.	

File Upload

Provide evidence of your most recent festival. *
Attach a file:

A maximum of 2 files may be attached.

Describe the new, expanded or enhanced arts, cultural or creative industries program you will deliver through this funding. *

Word count:
Must be no more than 500 words.

Upload an outline of new/enhanced program including artists, creatives or cultural practitioners to be involved (optional)
Attach a file:

A maximum of 1 file may be attached.

How will the new/enhanced program create opportunities for Western Sydney artists and creative workers, including showcasing their work and reaching new audiences? *

Word count:
Must be no more than 300 words.

Place, Community and Activation (20%)

* indicates a required field

In this section, you will be asked to demonstrate how your proposed program:

- Reflects and celebrates Western Sydney communities, cultures and stories.
- Has been informed by community consultation and engagement.
- Activates places and precincts and contributes to Western Sydney as a vibrant cultural destination.

If your program involves First Nations communities, cultural content, artists or knowledge, you must describe how engagement is relevant, appropriate and culturally respectful. Where applicable, provide evidence that First Nations Protocols and Indigenous Cultural and Intellectual Property (ICIP) principles have been followed.

How will the new/enhanced program reflect and celebrate Western Sydney communities, cultures and stories? *

Word count:
Must be no more than 500 words.

How has consultation and engagement informed your proposed program? *

Word count:
Must be no more than 300 words.

How will the new/enhanced program activate places and precincts and strengthen Western Sydney as a vibrant cultural destination? *

Word count:
Must be no more than 300 words.

Strategic Priority Areas

Which of the below Strategic Priority Areas does your project relate to? Please note that these relate to the **Creative Communities Policy.**

First Nations stories and communities *
○ Yes ○ No

Regional NSW *
○ Yes ○ No

Broad and inclusive communities and content *
○ Yes ○ No

Accessibility and equity *
○ Yes ○ No

Western Sydney *
○ Yes ○ No

Next generation of creatives and audiences *
○ Yes ○ No

First Nations Cultural Elements

Describe how your program is relevant, connected and appropriately engaging with First Nations communities and/or content *

Word count:
Must be no more than 200 words.

Are you adhering to the NSW Aboriginal Arts & Culture Protocols? *
○ Yes ○ No
Refer to the NSW Aboriginal Arts & Culture protocols here.

For more information, please click on this link to read about the **Indigenous Cultural and Intellectual Property (ICIP)**.

Outline how you plan to adhere to the NSW Aboriginal Arts and Culture protocols *

Word count:
Must be no more than 200 words.
If successful, you may be required to provide this evidence as a Special Condition 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.

Provide evidence that Aboriginal Arts and Culture Protocols and ICIP have been adhered to (optional)
Attach a file:

A maximum of 1 file may be attached.

Provide a rationale for why you are not adhering to the principles of the NSW Aboriginal Arts and Culture protocols *

Word count:
Must be no more than 200 words.
If successful, you may be required to provide this evidence as a Special Condition 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.

Reach and Partnerships (30%)

* indicates a required field

In this section, you will be asked to demonstrate how your proposed program will grow and diversify audiences and how partnerships and collaborations will support its delivery and impact.

Provide:

- Audience projections, including demographic targets.
- Letters of support, partnership agreements or confirmation of partnerships (optional).

How will this new or enhanced program grow and diversify your target audiences, and what strategies will you use to achieve this? *

Word count:
Must be no more than 300 words.
In your answer, be clear who are your target audiences.

Upload engagement plan here (optional)
Attach a file:

A maximum of 1 file may be attached.

Arts and Cultural Partnerships and Collaborations

Describe any new arts and cultural partnerships and collaborations and how they will support the delivery of your new or enhanced program (e.g. program curation, program support, reach, attendance, community outcomes).

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

- Artist/s
- Organisations
- Businesses and/or
- Communities.

Restrictions on Attachments

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

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

Name	How will they support the delivery of your program?	Partnerships status	Letters of support or partnership agreements/confirmations (optional)
	This can include but not limited to program curation, program support, reach, attendance and community outcomes. Must be no more than 100 words.	Confirmed, In negotiation, Not yet commenced.	A maximum of 1 file may be attached.
❍ Individual❍ Organisation Organisation Name Title First Name Last Name			

Audience Data

Previous festivals attendance (for base level) *

Must be a number

New/enhanced projected festival attendance *

Must be a number.

Capacity and Sustainability (20%)

* indicates a required field

In this section, you will be asked to demonstrate your organisation's capacity to deliver the proposed program, including the project team, delivery planning and financial viability.

Provide:

- Key staff biographies and/or CVs.
- Key milestones for festival delivery.
- Total income and expenditure for your most recent festival.
- Projected income and expenditure for the entire festival.
- A detailed, break-even budget for the proposed new or enhanced program detailing how the $250,000 will be used.

Key Project Personnel

Tell us about your project team and how you will successfully deliver the program.

Name	Position	What experience/skills do they have to successfully deliver this program?	Attach bios/CVs here
	Must be no more than 10 words.	Must be no more than 100 words.	A maximum of 1 file may be attached.

Key milestones for festival delivery

Provide an outline of the key milestones and/or activities expected to be completed as part of the festival delivery.

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

Milestone	Outline how the milestone will be delivered	Expected start date	Expected end date
One per row. Add more rows if you want to list additional milestones. Must be no more than 50 words.	Include detail of all deliverables that are part of the Milestone. Must be no more than 100 words.	Must be a date and between 1/12/2026 and 15/12/2027.	Must be a date and between 1/12/2026 and 15/12/2027.

Project Plan

Attach your anticipated Festival Project Plan here (optional)
Attach a file:

A maximum of 1 file may be attached.

Most recent festival information

Please provide the total income and total expenditure for your most recent delivered festival. This information is used to understand the scale of your previous festival and does not need to show a break-even result.

Total Income *

Enter the Total Income for the most recent festival your organisation delivered.

Total Expenditure *

Enter the Total Expenditure for the most recent festival your organisation delivered.

Planned festival budget

Please provide the anticipated income and expenditure for the whole planned festival, including all festival income and costs, not only the new/enhanced program funded through this grant.

Total Income *

Enter the Total Income for the entire festival budget. Including the new/enhanced program.

Total Expenditure *

Enter the Total Expenditure for the entire festival budget. Including the new/enhanced program.

Attach budget template for the entire festival here (optional)

Attach a file:

A maximum of 1 file may be attached.
Attach a detailed budget template to support and substantiate the income and expenditure figures provided above.

Total Project Cost *

$

What is the total budgeted cost (dollars) of your new/enhanced project? Your new/enhanced total project cost must be at least $250,000.

Total Amount Requested *

$250000

Please enter $250,000.

New/Enhanced Project Expenditure

Please provide a detailed breakdown of how the $250,000 grant will be spent on the new or enhanced arts, cultural or creative program. These costs must be directly related to the new/enhanced program and eligible under the guidelines.

Please note, you must use the full $250,000.

The Expenditure Types listed below in this order are:

- Wages and fees - This is for artists, arts and cultural workers. Paying wages and fees of artists and arts/cultural workers based on industry rates e.g. NAVA
- Travel and accommodation- This includes per diems and other allowances.
- Venue and Production costs- This includes costs directly related to your project such as administration, materials, equipment and lighting hire, freight and insurance.
- Promotion and Marketing- This includes advertising, social media ads, and things like posters and flyers.
- First Nations 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.
- Freight and Transport Expenses- This includes freighting and transport costs for proposals.
- All Other Expenses- Include explanations of all these other expenses in the text box below.

Add $0 (zero) in the amount field for any expenditure types that are not relevant and put N/A (not applicable) in the description field.

Add more rows if you want to list additional expenditure types. Up to 20 rows can be inserted.

Expenditure type	Expenditure Amount	Expenditure description
	Enter 0 (zero) for any expenditure types that are not relevant.	Enter N/A (not applicable) for any expenditure types that are not relevant. Must be no more than 50 words.
Wages and fees Travel and Accommodation First Nations Protocols Expenses Venue and Production costs Promotion and Marketing Accessibility Expenses Freight and Transport Expenses All Other Expenses	$	
Wages and fees Travel and Accommodation First Nations Protocols Expenses Venue and Production costs Promotion and Marketing Accessibility Expenses Freight and Transport Expenses All Other Expenses	$	
Wages and fees Travel and Accommodation First Nations Protocols Expenses Venue and Production costs Promotion and Marketing Accessibility Expenses Freight and Transport Expenses All Other Expenses	$	
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Wages and fees Travel and Accommodation First Nations Protocols Expenses Venue and Production costs	$	

Promotion and Marketing Accessibility Expenses Freight and Transport Expenses All Other Expenses		
Wages and fees Travel and Accommodation First Nations Protocols Expenses Venue and Production costs Promotion and Marketing Accessibility Expenses Freight and Transport Expenses All Other Expenses	$	
Wages and fees Travel and Accommodation First Nations Protocols Expenses Venue and Production costs Promotion and Marketing Accessibility Expenses Freight and Transport Expenses All Other Expenses	$	

New/Enhanced Project Total Expenditure *

This number/amount is calculated.
The New/Enhanced Program Total Expenditure must be $250,000.

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 material.

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

Link/URL Upload

Provide up to 3 links and passwords to any externally hosted support material that best reflects your experience and the proposed program/project.

Note: Make sure the link/URL works and passwords are correct and remain accessible for the next 6 months during the assessment period. Please ensure links are accessible and do not require a login or account to access. For example Instagram, Facebook or Google documents.

Website	Password	Description
Must be a URL.		

File Upload

Upload your support material here *
Attach a file:

A maximum of 3 files may be attached.

Program/Project Evaluation

* indicates a required field

Program/Project Evaluation 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.

Please provide responses for the festival as a whole, not just the new or enhanced arts and/or cultural festival.

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

Estimated number of activities that will be taking place in Western Sydney as part of the festival. *

Activities are the workshops/ performances/ exhibitions that are part of the creative outcome the applicant is seeking funding for in a specific location, suburb or postcode.

Audience and Employment

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 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 *

Estimated number of Volunteers *

First time applicant

Is this the first time your organisation has applied for funding from Create NSW? *

○ Yes ○ No

Your response will not affect your application.

Declaration and Authorisation

* indicates a required field

Disclaimer

You understand and agree that:

- 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 in 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 Western Sydney Community Festivals Program (Program) 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 information@dciths.nsw.gov.au. For more information about how Create NSW complies with its privacy obligations visit its website.

Use of Information

TheNSW 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 amount, 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.

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

○ Yes ○ No

Not agreeing to publication for media and communication purposes does not impact your applications assessment. This does not impact the requirements of the NSW Governments Grants Administration Guide to publish your information.

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.

- 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

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.

GMS-MGO/Locn/2025 v2.0