

COVID Development Grants

Form Preview

Making an Application

Objective

COVID Development Grants will provide targeted support to individuals, groups and the 'small-to-medium' arts and cultural sector in NSW in recognition of their role as important generators of cultural and artistic activity and crucial employers of artists across the state.

COVID Development Grants invest in the creation, development and/or presentation of new works, the employment of artists or arts/culture workers and new development and new opportunities that mitigate the impact of disruption on artists and organisations across NSW.

Round dates

Applications open 19 August 2021 and will remain open until funding is depleted.

Funding Amount

Individuals and Groups can apply for up to \$5,000. Small to Medium Organisations can apply for up to \$10,000.

Contact and Support

Refer to **COVID Development Grants** for more details or contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

- Monday to Wednesday: Kartika Suharto, E: kartika.suharto-martin@create.nsw.gov.au | P: 02 8229 2963
- Wednesday to Friday: Nick Santoro, E: nick.santoro@create.nsw.gov.au | P: 02 9383 2145

Alternatively you can contact us on:

Telephone: (02) 8289 6520 Email: arts.funding@create.nsw.gov.au

You may also wish to refer to the **[Making an Application Help Guide](#)** for some guidance on the forms and requirements.

Eligibility

* indicates a required field

Definitions

A Professional Artist/Art Worker has

- 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).
- 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.

A group is two or more professional artists collaborating on project/s or program with an arts/cultural outcome. Groups may be legally constituted or an informal working association.

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They may be an entity that exists long-term, or a project specific association. Both kinds of group are eligible to apply for this funding.

An Arts and Cultural Organisation is an organisation that delivers arts and cultural outcomes as its primary role.

Community groups legislated under Section 355 of the Local Government Act are eligible but must not receive core program or operational funding from their local council.

For-profit organisations may be eligible to apply provided the activities being applied for are delivered on a break-even (non-profit) basis and if they are seeking funds to pay for artists to participate.

Eligibility

To check your eligibility for [COVID Development Grants](#) complete the following questions:

Are you applying as: *

- Individual located in NSW
- Group located in NSW
- Organisation located in NSW
- Other

Are you an Australian citizen or a permanent resident of NSW? *

- Yes
- No

In case you are applying as a group at least one member has to be an Australian citizen or a permanent resident of NSW.

Are you a professional artist or arts/cultural worker (including museum workers)? *

- Yes
- No

In case you are applying as a group at least one member has to be a professional artist or arts/cultural worker (including museum workers).

Are you: *

- a local, state or federal government department or agency
- an eligible client for the \$75 million Performing Arts COVID-19 Support Package
- already receiving funding from Create NSW for the same project
- receiving Multi-year Program funding from Create NSW for the same activities
- none of the above

State Cultural Institutions are eligible to apply, select "none of the above" if that is the case.

The focus of your project is: *

- My project is a clearly defined arts and cultural activity
- Other

Has your project commenced or already taken place?: *

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- My project has commenced
- My project has already taken place
- My project takes place within the three weeks following the date of your submission
- None of the above

COVID-19 Restrictions Eligibility and Public Health Orders

As a condition of this [COVID Development Grants](#), it is required that the activities relating to this application comply with Public Health Orders related to COVID-19 at the time of submission. Applications that propose activities that contravene current Public Health Orders will not be accepted or assessed. Please refer to NSW Government [Public Health Orders here](#).

I have reviewed the Public Health Orders and confirm that my application complies. *

- Yes No

Unable to continue

Based on your response to the Eligibility *Applicant Type* you are ineligible to apply. Refer to [COVID Development Grants](#) for more details or contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

- Monday to Wednesday: Kartika Suharto, E: kartika.suharto-martin@create.nsw.gov.au | P: 02 8229 2963
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Unable to continue

Based on your response to the Eligibility *Are you an Australian citizen or a permanent resident of NSW* you are ineligible to apply. Refer to [COVID Development Grants](#) for more details or contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

- Monday to Wednesday: Kartika Suharto, E: kartika.suharto-martin@create.nsw.gov.au | P: 02 8229 2963
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Unable to continue

Based on your response to the Eligibility *Are you a professional artist or arts/cultural worker* you are ineligible to apply. Refer to [COVID Development Grants](#) for more details or

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contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

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Unable to continue

Based on your response to the Eligibility *Are You?* you are ineligible to apply. Refer to [COVID Development Grants](#) for more details or contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

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Unable to continue

Based on your response to the Eligibility *Focus of your project* you are ineligible to apply. Refer to [COVID Development Grants](#) for more details or contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

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Unable to continue

Based on your response to the Eligibility *Project Commenced Area* you are ineligible to apply. Refer to [COVID Development Grants](#) for more details or contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

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Alternatively, you can contact us on:

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Telephone: (02) 8289 6520 Email: arts.funding@create.nsw.gov.au

Unable to continue

Based on your response to to the Eligibility *COVID-19 Restrictions* you are ineligible to apply. Refer to [COVID Development Grants](#) for more details or contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

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About your Project

* indicates a required field

Project Title *

Must be no more than 10 words.
Must be no more than 10 words EXAMPLE: Undertake research and development on my new series of artworks.

Brief description of the project *

Word count:
Must be no more than 50 words.
EXAMPLE: Intensive 1 week script development of "This Interesting Play". This project will involve a dramaturgical script development that will build my skills in my writing, acting, voice and movement. The play is intended to be presented at "The Great Festival" in 2021.

IMPORTANT: Your project start date **must be 3 weeks from the date you submit your application or it will be deemed ineligible.**

Project Start date *

Must be a date and no earlier than 7/9/2021.

Project End date *

Must be a date and no earlier than 7/9/2021.

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Artform

* indicates a required field

We ask the following questions to help us report on the overall funding requested and provided to the sector. This information is not used to assess your application.

Select the primary artform of your project *

Select the subcategory of your primary artform *

Application Criteria

* indicates a required field

Refer to [COVID Development Grants](#) for more details or contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

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Merit

Tell us about your project and its rationale *

Word count:

Must be no more than 300 words.

Projects can include research and development activities.

Tell us about the quality and reputation of your previous work *

Word count:

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Must be no more than 300 words.

Aboriginal Cultural Elements

Does your project involve Aboriginal cultural elements, community or heritage? *

- Yes No

If Yes, at application stage you will be required to provide referees from the relevant communities and/or organisations who are prepared to speak to your experience and or your proposal. Refer to [NSW Aboriginal Arts and Cultural Protocol](#).

Letters of Support

Confirmation letters or letters of support related to the project such as letters from venues, partners, key sector contacts or other funding agencies. These letters must be provided as one document.

Attached Letters of Support here *

Attach a file:

A minimum of 1 file must be attached.

Letters of Support - For proposals involving Aboriginal people or communities

You are **required** to provide at least one letter of support from the relevant Aboriginal communities and/or organisations who are prepared to speak to your experience and or your proposal.

Attached Letters of Support here *

Attach a file:

A minimum of 1 file must be attached.

Samples of Work

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

When selecting your supporting evidence, consider that Create NSW will have limited time. A few strong examples are often better received.

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

- Links / URLs
 Uploading files
 Both of the above

Provide links and passwords to any externally hosted work samples that best reflect your practice, experience and your proposed program of activity.

Link / URL

Password

Description

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Must be a URL.		

You can submit samples of your work as:

- written material - limit: 10 pages (provided as one document)
- still images - limit: 10 images (provided as one document)
- audio/visual - limit: 5 minutes each file, in electronic format, max 3 files

Restrictions on Attachments

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

Attach your samples of work/demos here *

Attach a file:

A maximum of 3 files may be attached.

Biography/CV

Provide a brief biography or Curriculum Vitae (CV) for any artists or key collaborators involved in the project. If there is more than one artist, please combine all bios/CVs into one document.

Attach short biographies and CVs here *

Attach a file:

A minimum of 1 file must be attached.

Impact

Tell us how the activity/opportunity will impacts you/the organisation's career/artform? *

Word count:

Must be no more than 300 words.

Tell us how you intend to develop and/or present and promote this project, including details of the potential audience demographics and numbers *

Word count:

Must be no more than 300 words.

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Audience Information

Detail of who will be involved in your project:

Number of audience members *

Must be a whole number (no decimal place).

Number of Participants *

Must be a whole number (no decimal place).

Number of Artists / Cultural Practitioners and/or Museum Workers *

Must be a whole number (no decimal place).

Viability

Outline the key milestones of your project and the dates they have/will be achieved *

Word count:

Must be no more than 300 words.

Total Amount Requested *

\$

Must be a whole dollar amount (no cents) and must be no more than up to \$5,000 for individuals and groups and up to \$10,000 for organisations. What is the total financial support you are requesting in this application?

Outline how you will spend the amount you are requesting from Create NSW, including a breakdown of your project costs below.

For "Fees - Artists" or "Fees- Arts Workers", projects that pay artists and arts/cultural workers at industry rates will be deemed more competitive than those which do not.

TOTAL EXPENSES below is the amount you are requesting from Create NSW and must be no more than up to \$5,000 for individuals and groups and up to \$10,000 for organisations.

"Total Amount Requested" in the box above should be the same amount as "TOTAL EXPENSES" in the box below.

Add 0 for any that are not relevant.

Fees - Artists *

\$

Must be a whole dollar amount (no cents).

Fees - Arts Workers *

\$

Must be a whole dollar amount (no cents).

Total Fees *

\$

This number/amount is calculated.

Production Costs (includes Venue Hire) *

\$

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Must be a whole dollar amount
(no cents).

Travel / Accommodation / Transport Costs *

\$

Must be a whole dollar amount
(no cents).

Materials *

\$

Must be a whole dollar amount
(no cents).

Other *

\$

Must be a whole dollar amount
(no cents).

TOTAL EXPENSES *

\$

This number/amount is
calculated.

This is the amount you are
requesting from Create NSW
and must be no more than up
to \$5,000 for individuals and
groups and up to \$10,000 for
organisations.

Outline how you have arrived at those figures

Word count:

Must be no more than 300 words.

Are all those involved in the project being remunerated at the industry standard?

*

Yes

No

This includes payment of yourself if applicable

Outline the reasoning for not paying those involved at the industry rate *

Word count:

Must be no more than 100 words.

Attach any confirmation of artist rates and quotes related to the project.

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Attach any additional budget information here

Attach a file:

A maximum of 5 files may be attached.
Files must not exceed 25MB. Zip files cannot be accepted.

Priority Areas and Breakdown of Activities

* indicates a required field

Priority Areas

Please indicate if your project will be targeted towards any one of the priority areas listed below.

Note: it is not compulsory that your activity engages with the following areas. Assessors will be looking for genuine and focused engagement

Aboriginal people *

Yes

No

People living and/or working in Western Sydney *

Yes

No

People from culturally and linguistically diverse (CaLD) backgrounds *

Yes

No

People with disability or who are d/Deaf *

Yes

No

People living and/or working in regional NSW *

Yes

No

Young people *

Yes

No

How will you work with Aboriginal people to ensure their adequate access to opportunities and/or experiences? *

Word count:

Must be no more than 150 words.

How will you work with people of a CaLD background to ensure their adequate access to opportunities and/or experiences? *

Word count:

Must be no more than 150 words.

How will you work with people living/working in regional NSW to ensure their adequate access to opportunities and/or experiences? *

Word count:

Must be no more than 150 words.

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How will you work with people living/working in Western Sydney to ensure their adequate access to opportunities and/or experiences? *

Word count:

Must be no more than 150 words.

How will you work with people with disability or who are d/Deaf to ensure their adequate access to opportunities and/or experiences? *

Word count:

Must be no more than 150 words.

How will you work with young people to ensure their adequate access to opportunities and/or experiences? *

Word count:

Must be no more than 150 words.

Activity Breakdown

Indicate the % of the activity that is directed towards the regions listed below. This information is provided for internal use by Create NSW only and does not form part of the assessment process or formal reporting.

Only enter whole numbers with no % symbol. Enter 0 (zero) for any that are not applicable. The total must equal 100.

NSW *

Must be a number and no more than 100.

Outside NSW *

Must be a number and no more than 100.

Total % - MUST equal 100

This number/amount is calculated.

Breakdown of NSW Activity

Provide a breakdown of where the **NSW** Activity will take place into the following:

Sydney *

Must be a number and no more than 100.

Western Sydney *

Must be a number and no more than 100.

Regional NSW *

Must be a number and no more than 100.

Total % - MUST equal 100

This number/amount is calculated.

Applicant Details

* indicates a required field

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You have completed the assessment sections of your application. You are now moving to the general data section which assists Create NSW to promote support for the arts funding across Government and to the broader population.

Privacy Notice

Create NSW is subject to the *Privacy and Personal Information Protection Act 1998* in managing your personal information. For the full Create NSW Privacy Notice click [here](#).

Do you wish to receive updates from Create NSW in relation to funding opportunities, events or initiatives? *

Yes No

Your response will not affect your application.

Applying as Individual

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

NOTE: You can apply with no ABN but if successful will be **required** to either:

- Obtain an Individual/Sole Trader ABN OR
- Engage a Funds Administrator

Applying as Group

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

Select 'Organisation' and in 'Organisation Name' enter your group name (if you have one) or the names of the members.

NOTE: if you have an Individual/Sole Trader ABN and your 'organisation' is your business or trading name you should apply as an individual. You will need to go back to the Eligibility Page and change your choice to 'Individual based in NSW' or 'Individual based outside NSW'.

You can provide a member's Individual/Sole Trader ABN OR:

- a Partnership ABN OR
- an Unincorporated Entity ABN

Does your Group have, or will it be applying for, its own ABN? *

Yes No

If no: you can provide the ABN of an individual member or have your grant administered by a third party.

Applying as Organisation

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

As an **Organisation**, organisations **MUST** provide:

- An Incorporated Association ABN OR
- A Private/Public Company ABN

Applicant Contact Details

Are you a first time applicant? *

Yes No

Your response will not affect your application.

Applicant *

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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IF YOU ARE APPLYING AS A GROUP OR VENUE: Select 'Organisation' and your 'organisation name' should be your group name (if you have one) or the name of all your group members.

You have selected that you are applying as an Individual but you have selected you are applying as an *Organisation*. To continue select **Applicant as Individual** and ensure that the you fill in the **Title, First Name and Last Name**.

Please contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

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Alternatively contact us on:

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You have selected that you are applying as a Group but you have selected you are applying as an *Individual*. To continue select **Applicant as Organisation** and ensure that the **Applicant Name** you provide is the name of your Group (if you have one) or the name of **all** your group members.

Please contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

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You have selected that you are applying as an Organisation but you have selected you are applying as an *Individual*. To continue select **Applicant** as **Organisation** and ensure that the **Applicant Name** you provide is the name of your Organisation.

Please contact a Create NSW staff member if you need any advice between 9am and 5pm Monday to Friday:

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Professional Name (if applicable)

Organisation Contact Details

Business Trading Name (if applicable)

Are you applying on behalf of a Business Unit? *

Yes

No

Name of Business Unit *

Organisation Name

Are you an Aboriginal organisation or Land Council? *

Yes

No

An Aboriginal organisation is defined as being initiated, based in and governed by its local Aboriginal community to deliver holistic and culturally-appropriate services to that community. Its core values revolve around cultural integrity, and the aspirations of acknowledgement and engagement within the broader community.

Street Address *
Address

Postal Address *
Address

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

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

Must be an Australian post code

Phone *

Must be an Australian phone number, include area code, numbers only, no spaces

Email *

Must be an email address

Website

Must be a URL

Group or Organisation Contact Person

Name *

Title

First Name

Last Name

Position *

Phone *

Must be an Australian phone number, include area code, numbers only, no spaces

Email *

Must be an email address.

ABN Details

If applying as an **Individual**:

- You can apply with no ABN but if successful will be **required** to either
 - Obtain an Individual/Sole Trader ABN OR
 - Engage a Funds Administrator

If applying as a **Group**:

- You can provide a member's Individual/Sole Trader ABN OR
 - a Partnership ABN OR
 - an Unincorporated Entity ABN

If applying as an **Organisation**, the organisation **MUST** provide:

- An Incorporated Association ABN OR
- A Private/Public Company ABN

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	

Head of Organisation

Must be the **Chair** or **President** (Arts Organisation) or equivalent.

Name *

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

Position *

Phone *

Must be an Australian phone number, include area code, numbers only, no spaces

Email *

Must be an email address.

Business Unit

Complete these details for the Business Unit.

Street Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
Must be a Street address (not a PO Box) with an Australian postcode

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
Must be an Australian postcode

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Phone *

Must be an Australian phone number, include area code, numbers only, no spaces

Email *

Must be an email address.

Website

Must be a URL.

Business Unit Contact Person

Name *

Title

First Name

Last Name

Position *

Phone *

Must be an Australian phone number, include area code, numbers only, no spaces

Email *

Must be an email address.

Funds Administration

Will you be engaging another entity to administer the grant on your behalf? *

Yes

No

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 name, ABN, address and contact details prior to contracting and release of funds.

Funds Administrator Details

Name *

Individual

Organisation

Organisation Name

Title

First Name

Last Name

Street Address *

Address

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

Postal Address *

Address

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

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Funds Administrator Contact

Administrator Contact Name *

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

Position *

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Phone *

Must be an Australian phone number.

Email *

Must be an email address.

Aboriginal Regional Alliances

For data collection purposes, Create NSW is collecting information on where Aboriginal cultural activity is being undertaken across the state and how this fits within the NSW Government's community-focused plan for Aboriginal Affairs in NSW (the *OCHRE* plan – for more information, please visit [here](#)).

Are you or your activities within your project situated in one of the NSW Aboriginal Regional Alliances areas under Aboriginal Affairs Local Decision Making? *

Yes No

More information on the NSW Aboriginal Regional Alliances can be found [here](#).

If Yes, tell us which one *

- Barang Regional Alliance (Central Coast NSW)
- Illawarra Wingecarribee Alliance Aboriginal Corporation (Illawarra Wingecarribee NSW)
- La Perouse Aboriginal Community Alliance (La Perouse NSW)
- Murdi Paaki Regional Assembly (Far Western NSW)
- Northern Region Aboriginal Alliance (New England North West NSW)
- Regional Aboriginal Development Alliance (North Coast NSW)
- Riverina Murray Regional Alliance (Riverina Murray NSW)
- Three Rivers Regional Assembly (Central West NSW)
- Tribal Wave Regional Assembly (Lower North Coast NSW)
- Western Sydney Aboriginal Regional Alliance (Western Sydney NSW)

Diversity Data Collection

The below questions are voluntary. They are being collected for statistical purposes only and do not form part of the assessment of your application.

Create NSW is committed to gender equity and diversity. The collection of this data aims to provide a greater understanding of the NSW arts sector and support future Create NSW diversity initiatives. This method of collection is in accordance with the Department of Premier and Cabinet's policies, the Australian Government Guidelines on the Recognition of Sex and Gender and NSW Privacy Laws. For the full Create NSW Privacy Notice please go [here](#).

Do you identify as belonging to any of the following:

Aboriginal people

Yes

People living and/or working in Western Sydney

Yes

People from culturally and linguistically diverse (CaLD) backgrounds

Yes

People with disability or who are d/Deaf

Yes

People living and/or working in regional NSW

Yes

People under 25 years of age

Yes

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Do you identify as:

- Female Male Gender Diverse Prefer not to disclose Other:

Do you identify as LGBTI?

- Yes No Prefer not to disclose Other:

If you are Aboriginal what is your cultural affiliation? (Language Group, Country)

Creative Kids and Night Time Economy

Are you a registered Creative Kids provider? *

- Yes No

Click [here](#) for information regarding Creative Kids. Your response will not affect your application.

Do you have activities commencing after 6:00pm? *

- Yes No

Click [here](#) for information regarding Create NSW and the NSW Night Time Economy. Your response will not affect your application.

Acceptance of Conditions

* indicates a required field

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

I certify that:

- 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.
- If the applicant is an organisation or group, I have the authority to complete and submit this application on the entity's behalf.

I acknowledge that:

- Applications 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.
- It is solely my responsibility to ensure my application is correct and complete before submitting. Create NSW does not check, amend or update applications. Applications cannot be modified after being submitted.

COVID Development Grants

Form Preview

- 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.
- Create NSW staff are available 9am-5pm Monday to Friday during the grant round to provide technical and general guideline advice. Staff are not able to provide advice on content or choices required within my application.

Do you understand and acknowledge these conditions? *

Yes

Full Name *

Date *

Must be a date.

You have now completed all areas of your application.

The following page allows you to review your application.

If there are any problems, you will be prevented from submitting until any highlighted areas are addressed. You will have the opportunity to correct the problem by clicking **Go to Page**. Once you have made corrections, you can return to the **Review and Submit** page and click **Submit Application**.

When your application is submitted you will receive a confirmation message that the application has been received. If you see this message you can be sure that we have received your application.

You will also see your application number, which you can use should you need to contact Create NSW about your application.

For more details, contact Create NSW if you need any advice between 9am and 5pm Monday to Friday:

Phone: (02) 8289 6520

Email: arts.funding@create.nsw.gov.au