

Creative Capital Minor Works and Equipment Round Two application

Form Preview

Application Guide and Eligibility

* indicates a required field

This application form is for projects seeking funding from Creative Capital from \$5,000 up to and including \$250,000.

Before you complete this application, please read the [Creative Capital Guidelines](#) and the [Application Guide](#).

Make sure you have enough time to complete this application form, upload supporting documents and **submit before closing at 12 noon on Monday 8 August 2022.**

I / We have read and understood the Creative Capital Guidelines and Application Guide *

Yes

Contact Us

If you require further information or wish to discuss the eligibility of your project please contact us during business hours at the details below:

Phone: 02 8289 6582 Email: creative.capital@create.nsw.gov.au

Additional resources are available on the website: <https://www.create.nsw.gov.au/create-infrastructure/creativecapital/>

Eligibility check

Is the project location in NSW? *

Yes

No

Are you an organisation with Australian Business Number (ABN), Australian Company Number (ACN) or registered with NSW Fair Trading under the Associations Incorporation Act 2009 or other Act?

Yes

No

Organisation type *

Council

Joint organisation of Councils

Not-for-profit organisation

Conservatoria

Local Aboriginal Land Councils

Aboriginal Corporation / Aboriginal Organisation

Is the project primarily for arts or cultural purposes? *

Yes

No

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Is your organisation providing cash and/or in-kind co-contribution to the project?

*

Yes

No

Based on the Creative Capital Guidelines and Application Guide, I / we confirm that this project meets all eligibility requirements *

Yes

If you are not sure if your project meets the eligibility criteria, please contact the Creative Capital team to discuss.

If you submit an application that is not eligible, you will be notified within 21 days after the grant round has closed and your application will not proceed to assessment.

UNABLE TO CONTINUE

Based on your responses above, your project may not be eligible for funding under Creative Capital.

DO NOT SUBMIT THIS FORM WITHOUT COMPLETING THE OTHER PAGES/SECTIONS OF THIS APPLICATION FORM.

If you are unable to see the succeeding pages of this form, please check your responses and refer to the [Creative Capital Guidelines](#) for more details on eligibility.

If you wish to discuss the eligibility of your project, please contact us during business hours at the details below:

Phone: 02 8289 6582 Email: creative.capital@create.nsw.gov.au

Project Summary

* indicates a required field

Project Title *

Must be no more than 10 words. The title should clearly articulate the project activities.

Brief project description *

*

Word count:

Must be no more than 50 words.

Information provided may be used for publication if the application is successful. This project description should be appropriate for a general public audience.

Project type *

Entirely new build

Purchase and/or installation of equipment

Upgrade to existing building (increasing footprint)

Digital data management system / digital infrastructure

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Refurbishment of existing building (within existing footprint) Other:

At least 1 choice must be selected.

What is the primary artform of this project? *

- Arts Centre
 Performing Arts (Music, Theatre, Dance, Circus)
 Museum/Gallery
 Library/Archive
- Cinema/Screen
 Live Music
 Aboriginal Cultural Centres, Keeping Places, language centres and other Aboriginal cultural infrastructure

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

- Yes No

If your project is an Aboriginal Cultural Centre, Keeping Place, or language centre or other Aboriginal cultural infrastructure, or if your project involve Aboriginal cultural elements, communities or heritage, you are required to provide letters of confirmation/support from the relevant communities and/or organisations. Provide this and additional information in the "Aboriginal Cultural Elements" section under **Criterion 5: Community support and reach of public benefit**. Refer to [NSW Aboriginal Arts and Cultural Protocol](#).

Project location

Address where project will take place/be built *

Address

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

Is the property heritage listed? *

- National Heritage
 State Heritage
 Local Heritage
 No

At least 1 choice must be selected.

The applicant organisation: *

- Owns the land & premises or facility
 Is the trustee, having care, control and management of the land & premises or facility

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- Possesses an instrument of tenure (e.g. lease or user agreement) for the premises or facility and has the approval of the owner to undertake construction, extension or improvement of premises

Remember to attach proof of ownership or long-term access to the land & premises or facility (Examples of documents that you should include are: land title, lease agreement, memorandum of agreement, etc.). Include a [landowner consent form](#) signed by the owner of the property if you do not directly own the property. Refer to the [Application Guide](#) for guidance on how to prepare your documents for upload.

LGA *

Indicate the LGA where your project is located. For guidance, refer to <https://roll.elections.nsw.gov.au/areafinder/lga>

Region *

Electorate (State) *

For guidance, refer to <https://roll.elections.nsw.gov.au/areafinder/district>

Electorate (Federal) *

For guidance, refer to <https://electorate.aec.gov.au/>

Project start and end dates

Project start date *

Must be a date.

Project end date *

Must be a date and no later than 31/3/2025.

Estimated total project cost and funding amount request

- If your organisation is GST registered - exclude GST
- If your organisation is not GST registered - include GST

Estimated Total Project Cost *

\$

Funding amount requested from Creative Capital *

\$

The Estimated Total Project Cost is the expected total budget needed to successfully deliver the project.

Only funding amount requests between \$5,000 up to and including \$250,000 are eligible for this round.

Co-contribution

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The total project budget must include cash or in-kind co-contribution from other sources aside from this funding request from Creative Capital. Cash contributions must not be solely from other NSW government agencies.

The required co-contribution depends on the estimated total project cost, the location of the project, and if the project is an Aboriginal Cultural Centre, Keeping Place, language centres and other Aboriginal cultural infrastructure.

Refer to the [Creative Capital Guidelines](#) for information on the different Tiers and details on the required co-contribution.

Based on your responses, your project falls under **Tier 1 - Regional NSW or Aboriginal Cultural Centres and Keeping Places and language centres.**

Requirement: Co-contribution in cash and/or in kind based on ability to pay.

Based on your responses, your project falls under **Tier 2 - Western Sydney, Blacktown, Newcastle and Wollongong.**

Requirement: Co-contribution in cash of minimum 33% of estimated total project cost

Tier 2 minimum cash co-contribution

This number/amount is calculated.

Based on your responses, your project falls under **Tier 3 - Sydney: Central (except Blacktown) & Eastern City, North & South Districts.**

Requirement: Co-contribution in cash of a minimum 50% of estimated total project cost

Tier 3 minimum cash co-contribution

This number/amount is calculated.

How much cash are you contributing to this project (from your own funds and other funding sources) *

\$

Must be a whole dollar amount (no cents).

Percent (%) cash co-contribution

This number/amount is calculated.

How much value are you contributing to this project in-kind (including in-kind contributions from other sources) *

\$

Must be a whole dollar amount (no cents).

Percent (%) in-kind co-contribution

This number/amount is calculated.

Total Co-contribution (cash and in-kind)

\$

This number/amount is calculated.

Percent (%) total contribution

This number/amount is calculated.

Project cost and funding check

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The calculated fields below should show that the total of the funding requested from Creative Capital and your co-contribution/s (both cash and in-kind) should equal the estimated total project cost.

Estimated Total Project Cost

\$

This number/amount is calculated.

Total Project Funding (funding requested from Creative Capital plus co-contribution/s)

\$

This number/amount is calculated.

Difference *

\$

This number/amount is calculated.
This should be zero.

Project Details

* indicates a required field

Project Aims and Objectives

Project Aim - What does the project intend to achieve and for whom? What is the overarching reason for the project? *

Word count:

Must be no more than 50 words.

Project Objectives - What are the outcomes expected from this project? What will the project deliver? *

Word count:

Must be no more than 50 words.

Make your objectives 'SMART' - specific, measurable, achievable, realistic and time-bound.

You will be able to expand on these specific to Priority Activities and individual criteria in the next pages of this application form.

Project Description

Project description - What does the project intend to purchase, build, create or establish. Describe if this is a new build, an upgrade or refurbishment to existing facilities or purchase of essential equipment. Describe if the project can be delivered in distinct phases or stages. *

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Word count:

Must be no more than 500 words.

Project Exclusions - If relevant, what elements are outside the scope of the project? (optional)

Word count:

Must be no more than 100 words.

Related Projects - If relevant, explain if the project is related to another project or is dependent on another project proceeding. (optional)

Word count:

Must be no more than 100 words.

Have you already obtained required planning approvals for this project? *

- Yes
- No, but already submitted application for planning approvals
- No, have yet to submit application for planning approvals
- Not applicable / Planning approvals not required

Have you obtained heritage assessment and/or approval for this project? *

Word count:

Must be no more than 100 words.

Provide supporting documents to demonstrate what the project intend to purchase, build, create or establish such as detailed plans, equipment specifications, and/or photos of site or project area. Refer to the [Application Guide](#) for guidance on how to prepare your documents for upload.

Criterion 1: Addressing Priority Activity

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* indicates a required field

What Priority Activity is your project primarily seeking to address? *

- Increasing access and participation to quality local spaces for local communities who need more or improved cultural facilities
- Touring programs enablement
- Strategic investment to strengthen a cultural venue ('hub') that can then support smaller organisations ('spokes') in the local area
- Digital enablement
- Aboriginal Cultural Centres, Keeping Places, language centres and other Aboriginal cultural infrastructure

What other Priority Activities will your project address?

- Increasing access and participation to quality local spaces for local communities who need more or improved cultural facilities
- Touring programs enablement
- Strategic investment to strengthen a cultural venue ('hub') that can then support smaller organisations ('spokes') in the local area
- Digital enablement
- Aboriginal Cultural Centres, Keeping Places, language centres and other Aboriginal cultural infrastructure

Explain how your project addresses the Priority Activity - Increasing access and participation to quality local spaces for local communities who need more or improved cultural facilities *

Word count:

Must be no more than 100 words.

Explain how your project addresses the Priority Activity - Touring programs enablement *

Word count:

Must be no more than 100 words.

Explain how your project addresses the Priority Activity - Strategic investment to strengthen a cultural venue ('hub') that can then support smaller organisations ('spokes') in the local area *

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Word count:

Must be no more than 100 words.

Explain how your project addresses the Priority Activity - Digital enablement *

Word count:

Must be no more than 100 words.

Explain how your project addresses the Priority Activity - Aboriginal Cultural Centres, Keeping Places, language centres and other Aboriginal cultural infrastructure *

Word count:

Must be no more than 100 words.

Criterion 2: Service Need

* indicates a required field

Service Need

Addressing service needs - Why is this project needed or necessary? Why are the current facilities / equipment not meeting the requirements of the organisation or community? What new or improved activity will this project enable? What is the immediate and continuing need for the project and its intended outcomes? How will this project address these needs? *

Word count:

Must be no more than 300 words.

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Alternative Approaches

Alternative Approaches - Have you considered other options to address these needs? Why were these other options rejected in favour of this project? Include the cost of other options considered and a comparison to the cost for the proposed project if possible. *

Word count:

Must be no more than 300 words.

Criterion 3: Value for money

* indicates a required field

Project Budget and Forecast Operating Budget

Prepare a Project Budget and Forecast Operating Budget using this [template](#). Refer to the [Application Guide](#) and to the first tab in the template for a guide on how to complete the budget spreadsheet.

If you have a three-year forecast operational budget already prepared, you can upload this instead of completing the Forecast Operational Budget template.

Upload Project budget and forecast operating budget *

Attach a file:

A minimum of 1 file and a maximum of 2 files may be attached.

Upload your file in Excel (.xlsx) format. Use the following template ([link](#)).

Project Budget assumptions - What assumptions have you considered in the Project Budget? What is the expected timing of availability of cash and in-kind contributions?

Word count:

Must be no more than 100 words.

How much contingency have you allowed for in the project budget and why? *

Word count:

Must be no more than 100 words.

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Forecast Operating Budget assumptions - What assumptions have you considered in the Forecast Operating Budget? *

Word count:
Must be no more than 100 words.

Additional explanation about your budget (optional)

Word count:
Must be no more than 100 words.

Provide additional supporting financial documentation as part of your 'Other supporting documents / attachments'. Refer to the [Application Guide](#) for examples of supporting financial documents you can provide and guidance on how to prepare your documents for upload.

Criterion 4: Capacity to deliver

* indicates a required field

Project schedule / milestones

What are the key activities needed to successfully complete the project? List these from the start to the end of the project, in the order which they will be delivered. Provide the estimate start and end date for each activity.

Activities to consider: Planning and detailed design, approvals, procurement/ordering, development/construction, installation, commissioning, training

Milestone	Estimated start date	Estimated completion date
Activities, product, services needed to deliver the project.	Must be a date.	Must be a date.

What assumptions have been considered in the Project Schedule / Milestones above? (e.g. lead times, approval durations, programming schedule, etc.) *

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Word count:
Must be no more than 100 words.

Non-financial assumptions

What non-financial assumptions have been considered in the planning and delivery of this project? Non-financial assumptions may include things like permission to build, ownership rights, other grants, council / board decisions, heritage considerations, etc. *

Word count:
Must be no more than 300 words.

Please include the non-financial assumptions you have identified in the risk section below if appropriate.

Risk Register

What are the risks that could impact on this project?

Using the [Risk Framework](#) as a guide:

- indicate the appropriate rating for Likelihood and Impact, and the corresponding Risk Rating.
- describe the actions that will be used to manage these risks or describe how these could be prevented or dealt with if they do occur.

Consider risks that can affect cost, schedule/timeframes, regulatory requirements, public relations, safety, technical, and environmental. Include risks that may impact the project as well as your organisation's ongoing viability.

Examples: managing hazardous waste, time and requirements to secure development approvals, environmental risks to the project, community objections.

Identified risk	Risk owner	Likelihood	Consequence	Risk rating	Risk Treatment Actions
What might happen?	Who is responsible for managing this risk?	What is the likelihood that this will happen?	What would the impact be if it came true?	Refer to risk matrix	What action will be taken to prevent this risk from occurring and/or reduce its impact on the project?

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Provide other explanatory notes about the risk matrix you have provided above (optional)

Word count:

Must be no more than 100 words.

Project Governance

What arrangements are in place to ensure that your organisation is able to successfully deliver this project? Who is in charge of leading or coordinating this project and what are their capabilities? Is there a separate project team? Are you engaging an external Project Manager? What are the arrangements for any project-related approvals? *

Word count:

Must be no more than 200 words.

You should consider the level of your Project Governance based on the complexity of your project.

Criterion 5: Community support and reach of public benefit

* indicates a required field

Community reach

Will the project outcomes directly affect or benefit any of these groups?

- Aboriginal People
- People from culturally and linguistically diverse (CALD) backgrounds
- People living and/or working in Regional NSW
- People living and/or working in Western Sydney
- People with disability and/or who are d/Deaf
- Young people

It is not compulsory that your project engages with these groups. Select only the ones that are appropriate for your project. Assessors will be looking for genuine and focused engagement.

You should be able to support your selection/s (if any) in your responses to the questions below.

Community benefits

What benefits for the community will be achieved as a result of the project? Who will benefit and when will the benefits be realised? Can the benefit be quantified? Key benefits may include cultural outcomes, social benefits, economic benefits, etc. *

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Word count:

Must be no more than 200 words.

Community support and consultation

Explain how the project is supported by the community. What measures have been taken to consult the community and consider their feedback in developing the project? How will the community be kept informed about the project? *

Word count:

Must be no more than 300 words.

Provide evidence of support from as many relevant stakeholder groups for your project as part of your 'Other supporting documents / attachments'. Refer to the [Application Guide](#) for examples of supporting documents you can provide and guidance on how to prepare your documents for upload.

Aboriginal Cultural Elements

For Aboriginal Cultural Centres, Keeping Places, language centres and other Aboriginal cultural infrastructure projects and other projects that involve Aboriginal cultural elements, communities or heritage, please provide responses below.

[CreateNSW Aboriginal Arts and Culture Protocols](#) should be taken into consideration in planning your project.

Additional resources in planning and design of infrastructure projects issued by the Department of Planning, Industry, and Environment include:

- [Connecting with Country](#) - A draft framework for understanding the value of Aboriginal knowledge in the design and planning of places.
- [Designing with Country](#) - A discussion paper that encourages all stakeholders to respond to Aboriginal cultural

How have Aboriginal communities been consulted, engaged, and involved in the planning and implementation of this project? *

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Word count:

Must be no more than 200 words.

How have you considered Create NSW Arts & Culture Aboriginal Protocols, Connecting with Country and Designing with Country in planning this project? (optional)

Word count:

Must be no more than 100 words.

Upload letters of support demonstrating Aboriginal community engagement and support

Attach a file:

Combine your letters of support into one PDF file. File must be in PDF format and must not exceed 25MB. Zip files will not be accepted.

Lead Applicant

* indicates a required field

If this application is for a Business Unit of a local council (e.g. gallery/theatre) that does not have its own ABN, an application must be submitted by the local council on behalf of the Business Unit.

Are you a local council applying on behalf of a Business Unit? *

Yes

No

Are you a NSW Local Aboriginal Land Council or Aboriginal Organisation? *

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.

Organisation Legal Name *

Organisation Name

Organisation Trading Name (if applicable)

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What is your organisation's legal status? *

For-profit organisations should refer to the section on eligibility in the Creative Capital Guidelines (<https://www.create.nsw.gov.au/create-infrastructure/creativecapital/>)

Organisations Contact Details

Street Address *

Address

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

Postal Address *

Address

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

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.

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	

All applicants must provide an ABN

Head of Organisation

The head of organisation must be the Chairperson or President (non government organisations) or General Manager/Administrator (local government). This person must have financial and legal delegation to enter into a funding agreement should the application be successful.

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Name *

Title

First Name

Last Name

Position *

Phone *

Email *

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

Must be an email address.

Business Unit

Complete these details for the local council Business Unit (for example museum, gallery, theatre) only if it does not have its own ABN, and have provided the local council details above as lead applicant.

Trading Name of Business Unit *

Organisation Name

Street Address *
Address

Postal Address *
Address

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

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

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.

Contact Person

This person is the primary contact from the organisation for everything relating to this project.

Name *

Title

First Name

Last Name

Position *

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Phone *

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

Email *

Must be an email address.

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

Yes

No

Grant administrator

Grant administrator *

Organisation Name

Phone *

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

Email *

Must be an email address.

Website

Street Address *

Address

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

Postal Address *

Address

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

Supporting Documents / Attachments

* indicates a required field

Please refer to the [Application Guide](#) for a list of required and optional supporting documents and instructions on how to prepare and upload them.

Upload supporting documents / attachments *

Attach a file:

File must be in PDF format and must not exceed 25MB. Zip files will not be accepted.

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If you have additional video or images that you wish to provide as support for this application, provide the links below.

Please do not provide supporting documents through an online file sharing site unless they are videos or images that can not be included in the attachments above.

Description	Link	Password (if required)
Add more rows as needed. Must be no more than 10 words.	Must be a URL.	Provide the password if this is required to open the media file or link

Declaration

* indicates a required field

This Declaration must be executed by the head of the organisation (as identified earlier in this application) such as the CEO, Board President, Chair or General Manager who has appropriate financial and legal delegation.

[Creative Capital Guidelines](#)

I have read and understood the Creative Capital Guidelines, including the details on Disclosure of information and the Disclaimer. *

Yes

I certify that, to the best of my knowledge:

- all eligibility requirements have been met
- the information provided in this form and its attachments is correct
- this application has been approved by the governing body or equivalent (if applicable)
- all sections of the application have been completed
- I have the delegated financial and legal authority to sign this application

I acknowledge that Department have the right to withdraw any offer of funding or demand the return of funds already paid, if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the decision to provide me with funding.

I declare the above to be true *

Yes

Please type your name and details below to certify the information. Typing your name will be taken to be as binding as a signature.

Full Name *

Organisation *

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Position *

Date *

Must be a date.

NOTE: Please check you have included all information before submitting. Once you submit your application you will NOT be able to edit it.

Other Information

Disclosure of information

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the Government Information (Public Access) Act 2009 (NSW) (the GIPA Act). The GIPA Act makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure

Before information is released in response to an application under the GIPA Act, there will be an assessment of the public interest considerations in favour of and against disclosure of that information and there may be consultation requirements that apply.

Information may also be made publicly available as a result of an order for papers made by the NSW Legislative Council under Standing Order 52.

The following further information can be found on the website: www.create.nsw.gov.au

- Complaints process
- Privacy Policy
- Government Information (Public Access) Act

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The Guidelines are subject to change at any time at the sole discretion of the Department of Premier and Cabinet.

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End of application form

The following page allows you to review your responses in this application form.

If any required questions or fields have been missed or filled incorrectly, you will be unable to submit this application until all highlighted areas are addressed. You can fix this by clicking **Go to Page**. Once you have correctly filled all required questions or fields, you can return to the Review and Submit page and click **Submit Application**.

When your application is submitted you will receive an email confirmation that the application has been received.

You will also see the application number which you should mention when you contact Create NSW about this application.

If you require further information or need assistance, please contact us during business hours at the details below:

Phone: 02 8289 6582 Email: creative.capital@create.nsw.gov.au