

Venue Upgrade Grants - Program 1 24/25

Form Preview

About the grant

* indicates a required field

Program Details

This grant is funded and administered by **Sound NSW**.

The 2024-25 Venue Upgrade Grants - Program 1 ('the Program') a Venues Unlocked initiative, is an open, competitive round.

This series of funding programs is designed to support NSW contemporary live music venues with varied experience in live music programming. It aims to increase the number of fit-for-purpose live music venues across the state, uplift sector knowledge and expertise, improve audience experience and generate greater live music diversity and vibrancy in communities.

Venues who demonstrate a commitment to increasing live music programming may apply for grants to support advice from consultants and experts to create fit-for-purpose venues. Advice may include:

- assessment reports to support infrastructure development (e.g. soundproofing, ventilation, accessibility)
- development application and planning expenses
- legal services and licensing consultants
- energy efficiency audits

Program 1 - Key information

- **Grant Type:** Open, competitive
- **Grant amount:** Up to \$20,000 (ex GST) per grant application
- **Applications open:** Monday 13 January 2025
- **Applications close:** Monday 17 March 2025, 3pm

Applicants must co-contribute at least 30% of the overall project budget (this can include cash and in-kind contributions). In kind contributions can include any donated goods, services or volunteer work to support a project.

Information sessions

Sound NSW team members will host online information sessions covering an overview of the 2024-25 Venue Upgrade Grants (Program 1), how to apply, resources to support applications and a Q&A.

While not mandatory, Sound NSW strongly recommends attending an information session before applying for this program.

Information sessions will be held on:

- Thursday, 30 January 2025 at 11:30am - 12:30pm
- Register [here](#)

Instructions for applicants

Before applying, please carefully read the [Program Guidelines](#) and [FAQs](#).

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Incomplete applications and/or applications received after the closing date may not be considered.

Sound NSW support

Sound NSW team members are here to help you and can be contacted between 9am and 5pm Monday to Friday (excluding public holidays) via:

- Telephone: Venue Support Coordinator, Rosie Saul, +61 2 9228 3603
- Email: rosie.saul@sound.nsw.gov.au

Sound NSW Updates

Do you wish to receive updates about other grant opportunities, initiatives or events from Sound NSW? *

- ☐ Yes ☐ No

Eligibility

* indicates a required field

Is your venue located in New South Wales? *

- ☐ Yes ☐ No

Is your venue an incorporated entity or trust (including a trust with a corporate or individual trustee) holding an Australian Business Number (ABN), or an Australian Company Number (ACN) or is registered with NSW Fair Trading under the Associations Incorporation Act 2009 or the Co-operatives National Law (NSW) set out in the appendix to the Co-operatives (Adoption of National Law) Act 2012? *

- ☐ Yes ☐ No

Are you able to provide a co-contribution of 30% of the government investment grant amount in the form of cash and in-kind services? *

- ☐ Yes ☐ No

Is the venue owned by you? *

- ☐ Yes ☐ No

Crown leased properties are eligible where operated by an otherwise eligible entity.

You have indicated that you do not own the premises (building) the venue operates from. Are you able to provide a copy of your current lease or occupancy agreement showing at least 2 years remaining of the original term from the application close date? *

- ☐ Yes ☐ No

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Are you able to provide a letter of support from the building / premises owner supporting your application to this program? *

☐ Yes ☐ No

Unable to continue

Based on your response to the above Eligibility questions, you are unable to continue to apply. Refer to the [Program Guidelines](#) for more details.

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Further Eligibility

* indicates a required field

Further Eligibility

Does your venue have a room or space dedicated to live music performances that is a significant part of the venue and contains appropriate infrastructure to support regular live music performances? *

☐ Yes ☐ No

i.e. separate auditorium, lighting, sound desk etc?

Does your venue have formal arrangements in place establishing payments for artist performances? *

☐ Yes ☐ No

Does your venue have ongoing performance programming identifying live music as a defining feature of the business? *

☐ Yes ☐ No

Does your venue program artists and acts performing new and original contemporary music? *

☐ Yes ☐ No

Does your venue hold a OneMusic licence? *

☐ Yes ☐ No

Does your venue operate on a member-only basis and primarily host private invite-only functions that are not generally accessible by the public? *

☐ Yes ☐ No

Does your venue operate more than 10 gaming machines? *

☐ Yes ☐ No

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Does your venue have Producer/Wholesale, Limited, Pop-up or Packaged Liquor Licences? *

☐ Yes ☐ No

Is your venue operated by Government (Federal, State or Local), or an education provider? *

☐ Yes ☐ No

Note: Crown leased properties are eligible where operated by an otherwise eligible entity.

Is your venue owned and/or operated by a religious institution? *

☐ Yes ☐ No

Is your venue a vessel (a boat on water) or a mobile venue of no fixed address? *

☐ Yes ☐ No

Please contact Sound NSW

Based on your response to the above Eligibility questions, you **may** be unable to continue to apply. Refer to the [Program Guidelines](#) for more details.

Special consideration may be given to venues who do not meet some of the eligibility criteria. If you can demonstrate significant contribution to the contemporary live music ecosystem, please contact Sound NSW to discuss.

Sound NSW staff are here to help you and can be contacted between 9am and 5pm Monday to Friday (excluding public holidays) via:

- **Telephone:** Venue Support Coordinator - Rosie Saul, +61 2 9228 3603
- **Email:** rosie.saul@sound.nsw.gov.au

Have you spoken to a Sound NSW staff member about your application? *

☐ Yes ☐ No

Unable to continue

Based on your response to the above Eligibility questions, you are unable to continue to apply. Refer to the [Program Guidelines](#) for more details.

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- **Telephone:** Venue Support Coordinator - Rosie Saul, +61 2 9228 3603
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Eligibility Confirmation

Please declare that this application meets the eligibility criteria:

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

☐ Yes

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Contact Details

* indicates a required field

Organisation Details

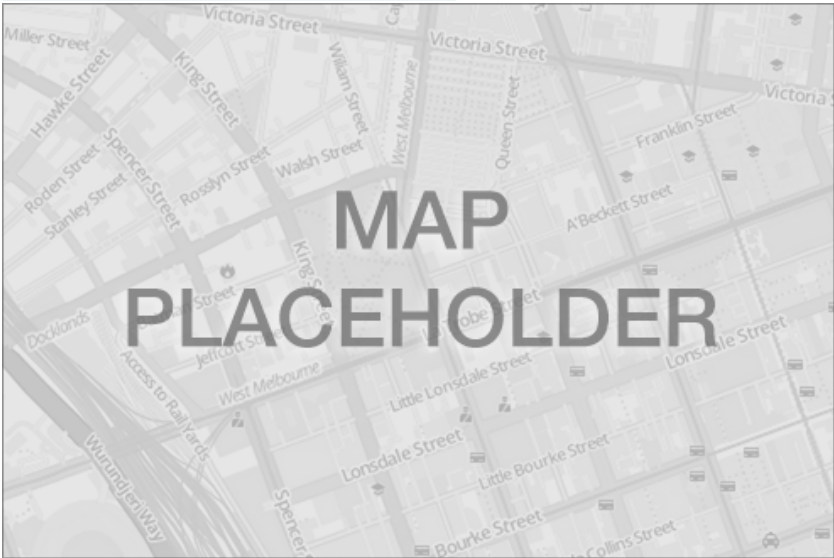
Organisation Name *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary Address

Address



Postal Address

Address

Primary Phone Number *

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

Other Phone Number

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

Email Address *

Must be an email address.

Website

Must be a URL.

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

☐ Yes ☐ No

ABN *

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

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

ACN or AIN

Applicant Organisation ACN or AIN

Only required if you have this information

Primary Venue Contact Person

Primary Venue Contact Person *

Title First Name Last Name

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This is the person we will correspond with about this grant.

Primary Venue Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Primary Venue Contact Phone Number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Venue Contact Email *

Must be an email address.

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

Secondary Venue Contact Person

Secondary Venue Contact Person *

Title	First Name	Last Name
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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This is the secondary person we will correspond with about this grant.

Secondary Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Secondary Contact Phone Number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Secondary Contact Email *

Must be an email address.

Application Details

* indicates a required field

Title *

Word count:

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Must be no more than 25 words.

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

Brief description *

Word count:

Must be no more than 50 words.

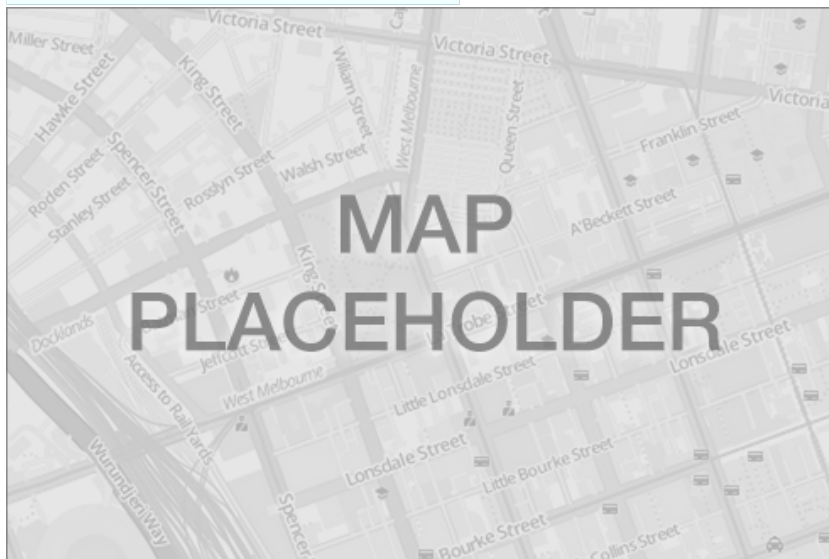
Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date *

Anticipated end date *

Primary location of your initiative

Address



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

Please update anticipated start/end date

The project start date must be after 17/04/2025 and the project end date must be before 30/06/2026.

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

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Diversity, access and inclusion

Please indicate if your venue or live music programming is targeted towards any of these groups:

First Nations People *

☐ Yes

☐ No

People living and/or working in Western Sydney *

☐ Yes

☐ No

People with disability and/or who are d/Deaf *

☐ Yes

☐ No

People living and/or working in Regional NSW *

☐ Yes

☐ No

*** People from culturally and linguistically diverse (CaLD) backgrounds**

☐ Yes

☐ No

People who identify as women and non-binary *

☐ Yes

☐ No

Young People under the age of 25 *

☐ Yes

☐ No

Outline how your project considers these groups in the planning and delivery of the project *

Word count:

Must be no more than 200 words.

Local Government Council

Do you have a relationship with your local government council? *

☐ Yes

☐ No

Local Government Council Details

Please provide the contact details for your council contact.

Name *

Title

First Name

Last Name

Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.

Liquor Licence

Do you hold a liquor licence? *

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☐ Yes

☐ No

Liquor Licence Number

Provide your liquor licence number below *

Where multiple liquor licences are held side by side at a venue, please include details of the liquor licence applying to the live music performance area.

About Your Venue Upgrades

* indicates a required field

Demonstrated impact to the contemporary live music ecosystem

Describe how your venue contributes to the contemporary live music ecosystem in NSW. Tell us in detail about:

- your experience in delivering contemporary live music programming (include examples)
- the diversity of live music programming at your venue.

*

Word count:

Must be no more than 500 words.

Project Plan

As part of your application for this program, you must complete a detailed project plan with proposed scope of work.

Please [download](#) the project plan and complete it.

Once complete upload it here: *

Attach a file:

Detail the Proposed Support/Consultation Advice

Detail the proposed infrastructure upgrades:

- what support advice/consultation are you seeking?
- what improvements you are seeking the grant for and how this will ensure the venue is fit-for-purpose for live music programming
- how will this advice/consultation enhance expertise and establish best practice business operations?

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*

Must be no more than 500 words.

Financial Information

* indicates a required field

Total Amount Requested

*

\$

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

Project Budget Template

You are required to complete a budget template. This provides a detailed project budget, identifies a 30% cash/in kind contribution to overall project budget, confirms a cash contingency fund of minimum 10% of overall budget, and confirms the appropriate planning pathway for any works proposed (exempt, complying, DA)

Please [download](#) the budget template and complete it.

Once complete, upload the budget template here:

Attach a file:

A maximum of 1 file may be attached.

Quotes

Attach copies of 2 quotes for each labour or purchase expense item in your project budget template (for comparison and to show value for money) *

Attach a file:

Supporting Documentation

* indicates a required field

New and original contemporary live music

You are required to provide evidence of new and original contemporary live music programming, established relationships with artist and music businesses, and how your venue's contribution increases the diversity of live music to improve audience experiences

Attach example/s here: *

Attach a file:

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Attach examples of support letters from relevant artists and music businesses, proof of live music events such as photos, website or publicly available program etc.

You have indicated that you do not own the premises (building) the venue operates from

Current Lease/Occupancy Agreement

Please provide a copy of your current lease or occupancy agreement showing at least 2 years remaining of the original term from the application close date *

Attach a file:

A maximum of 2 files may be attached.

Alternatively, please follow Sound NSW advice

Letter of Support

Please provide a letter of support from the building / premises owner supporting your application to this program *

Attach a file:

A maximum of 1 file may be attached.

Alternatively, please follow Sound NSW advice

OneMusic Licence

You are required to provide a copy of your OneMusic licence as part of your application.

Attach copy of OneMusic licence here: *

Attach a file:

A maximum of 1 file may be attached.

Declaration and Authorisation

* indicates a required field

Disclaimer

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The applicant acknowledges and agrees that:

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

Privacy Notice

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

- To assess your application against the eligibility criteria for the Sound NSW Venue Upgrade Grants - Program 1
- If your application is deemed eligible, for Sound NSW to subsequently administer the Program;
- For Sound NSW to publish your personal information in a way it deems necessary in order to publicise your connection to the Program; and
- For Sound NSW to monitor and evaluate the Program.

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

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

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

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

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

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

Use of Information

The applicant acknowledges and agrees that:

-

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Subject to privacy legislation, if Sound NSW assesses your application as successful, the information contained in this application form may be used for media and communication purposes by Sound NSW and/or the NSW Government.

Declaration

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

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

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title First Name Last Name

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.