

24/25 Southern Tablelands CASP

Form Preview

Making an Application

Objective

The aim of the [Southern Tablelands Arts Country Arts Support Program \(CASP\)](#) is to support community arts and cultural development in regional NSW through small grants.

Overview

CASP is an annual small grants program and is guided by the Southern Tablelands Arts strategic plan and priority areas

- **First Nations arts and culture**
- **Children and Young people**

The fund is delivered in partnership with the 15 Regional Arts Development Organisations.

Closing date

Applications close: **Monday 20 January 2025 11:59PM AEST.**

Funding Amount

Grants of up to \$3,000

Timing

Projects are to take place between **15 February - 31 Dec 2025**

Contact and Support

Refer to [CASP 24/25 Funding Guidelines](#) for more details or contact a staff member if you need any advice between 9am and 4:30pm Monday to Friday:

Telephone: 0427938110 Email: pco@southerntablelandsarts.com.au

Accessibility

If you are an applicant with disability and you require assistance you can check our [guidelines](#) page for some support organisations or contact us between 9am and 4:30pm Monday to Friday.

Telephone: **0427 938 110**

Email: pco@southerntablelandsarts.com.au

Eligibility

* indicates a required field

Local Government Areas covered by [Southern Tablelands Arts](#): Goulburn Mulwaree Council, Hilltops Council, Queanbeyan-Palerang Regional Council, Upper Lachlan Shire Council, Wingecarribee Shire Council, Wollondilly Shire Council, Yass Valley Council

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Applicant LGA *

- ☐ Goulburn Mulwaree Council
- ☐ Hilltops Council
- ☐ Queanbeyan-Palerang Regional Council
- ☐ Upper Lachlan Shire Council
- ☐ Wingecarribee Shire Council
- ☐ Wollondilly Shire Council
- ☐ Yass Valley Council
- ☐ Other

Please select your LGA based on your street address i.e. principal place of residence/business. If the LGA is not in this list, your area is not eligible to apply for CASP funding through Southern Tablelands Arts.

Unable to continue

Based on your response to the Eligibility *Applicant LGA*: you are ineligible to apply. [For more information visit our Local Government page.](#)

Refer to [CASP 24/25 Funding Guidelines](#) for more details or contact a staff member if you need any advice between 9am and 4:30pm Monday to Friday:

Telephone: 0427938110

Email: pco@southerntablelandsarts.com.au

Are you applying as:

- | | | |
|--|--|------------------------------------|
| <input type="radio"/> First Nations Group | <input type="radio"/> Individual | <input type="radio"/> Organisation |
| <input type="radio"/> First Nations Individual | <input type="radio"/> Not for profit incorporated body | <input type="radio"/> Other |
| <input type="radio"/> Group | | |

Unable to continue

Based on your response to the Eligibility *Are you applying as*: you are ineligible to apply.

Refer to [CASP 24/25 Funding Guidelines](#) for more details or contact a staff member if you need any advice between 9am and 4:30pm Monday to Friday:

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Is your activity any of the following ineligible activities: *

- ☐ Competitions and Prizes
- ☐ Overseas travel
- ☐ Fundraising event
- ☐ General operating expenses or ongoing costs of long-term continuous project
- ☐ Projects that has commenced or is completed
- ☐ Activities which could be considered part of the curriculum for schools or tertiary institutions
- ☐ Non-arts related activities

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☐ No

At least 1 choice must be selected.

Unable to continue

Based on your response to the Eligibility *Is your activity*: you are ineligible to apply.

Refer to [CASP 24/25 Funding Guidelines](#) for more details or contact a staff member if you need any advice between 9am and 4:30pm Monday to Friday:

Telephone: 0427938110

Email: pco@southerntablelandsarts.com.au

Do you have a current ABN? *

☐ Yes

☐ No

Unable to Continue

To be Eligible to apply for a Southern Tablelands Arts CASP Grant you must have an ABN.

You can apply for an ABN at the Australian Business Registry

You can apply for an ABN for free at the [Australian Business Registry](#).

If you have a group that will complete a single project, and do not think you will need an ongoing ABN contact us to talk through your project options.

Telephone: 0427938110

Email: pco@southerntablelandsarts.com.au

Able to continue

Based on your responses to the above Eligibility Criteria you can now proceed and complete your application. Confirmation of eligibility will be determined upon submission of your application.

Would you like to proceed to complete your application?

☐ Yes

☐ No

Unable to continue

Based on your response to *Would you like to proceed to complete your application?* you are unable to continue and apply.

Refer to [CASP 24/25 Funding Guidelines](#) for more details or contact a staff member if you need any advice between 9am and 4:30 Monday to Friday:

Telephone: 0427938110

Email: pco@southerntablelandsarts.com.au

Applicant Details

* indicates a required field

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

You have indicated that you are applying as a **Group, First Nations Group, Not for Profit incorporated body, Organisation**. Please select Organisation and 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'.

Applicant *

☐ Individual ☐ Organisation
Organisation Name

Title First Name Last Name

IF YOU ARE APPLYING AS A GROUP: Select 'Organisation' and in 'organisation name' enter your group name (if you have one) or the names of the 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**.

You have selected that you are applying as a **Group, First Nations Group, Not for Profit incorporated body, 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 Group (if you have one) or the name of **your key** group members.

Professional name (if applicable)

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Street Address *

Address

Suburb

State

Postcode

Postal Address *

Address

Suburb

State

Postcode

Phone ***Email *****Website**

Legal status of your organisation OR GROUP?

What is your organisation's legal status? *

☐ Not for profit incorporated body ☐ Collective

Other

Please select one

About Your Organisation/Group

Please provide a short description and history of your group / organisation, including examples of similar projects you have managed (if applicable). *

Word count:

Must be no more than 500 words

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	

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

If the ABN you're providing is for a Local Government Authority that Council should be shown as the Applicant, and Council's address and contact details provided above. Where applicable, other application contact details can be entered below.

Do you have a Public Liability Insurance Certificate of Currency (minimum \$10 million) *

☐ Yes

☐ No

Please upload Public Liability Insurance Certificate of Currency (minimum \$10 million) *

Attach a file:

Public Liability Insurance: No

You have selected that you do not have Public Liability Insurance.

Please note you MUST show evidence of Public Liability Insurance if you are successful in the CASP 24/25 round.

Check our [CASP 24/25 Guidelines](#) for some insurance options.

Applicant Contact Person

Contact Name *

Title

First Name

Last Name

Position *

Phone Number (BH) *

Mobile Number

Email *

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Has you previously applied for the Country Arts Support Program (CASP)? *

☐ Yes ☐ No

About your Project

* indicates a required field

Project Title *

Must be no more than 10 words.

Brief description of the Project *

Word count:

Must be no more than 50 words.

Please provide a short, one or two sentence description of your project. Be sure to include the 'Who', 'What', 'Where' and 'When'. This may be used for publication.

Have you discussed your project with Southern Tablelands Arts? *

☐ Yes ☐ No

In what town/locality will the project take place? *

Enter one or more towns/localities

Project Start Date *

Must be a date and between 15/2/2025 and 31/12/2025.

Project End Date *

Must be a date and between 15/2/2025 and 31/12/2025.

Select the primary artform of your program:

Select the secondary artform that better reflects the subcategory of your primary artform:

Is your project involving First Nations cultural elements, community or heritage?

☐ Yes ☐ No

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If Yes, you are 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](#)

About your project

Describe your project's in more detail (do not refer to attachments). Outline what you plan to do and why. *

Word count:

Must be no more than 300 words.

What consultation has occurred with your community/communities (If applicable)?

Word count:

Must be no more than 300 words.

How will the project be managed? Please include a brief project plan and timeline. *

Word count:

Must be no more than 300 words.

Project Details - Other Groups and Artists

*** indicates a required field**

Other Groups or Organisations involved in the Project

Are any other groups or organisations involved in the project? *

☐ Yes

☐ No

List the other groups or organisations involved in the project and briefly state the nature of their involvement. *

Word count:

Must be no more than 300 words.

Attach letters of support from these groups. *

Attach a file:

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Number of Artists

How many PAID artists will be employed on the project? *

How many UNPAID artists will be involved in the project? *

Does your project involve working with children under the age of 18 years? *

☐ Yes

☐ No

Details can be found on the Office of the Children's Guardian website: <https://ocg.nsw.gov.au/>

Details of Artists involved (Complete where the project does not involve working with children under the age of 18 years)

Provide details for each artist involved in the project, paid and unpaid - do not refer to attachments. To add another artist click on ADD MORE.

Artist Name *

Brief Role Description *

Word count:

Must be no more than 50 words

Relevant Experience *

Word count:

CV extract outlining their relevant experience. Must be no more than 100 words

Details of Artists involved (Complete where the project involves working with children under the age of 18 years)

Provide details for each artist involved in the project, paid and unpaid - do not refer to attachments. To add another artist click on ADD MORE.

Artist Name *

Name of artist involved in the project

**Working with Children
Check Number ***

Details can be found on the Office of the Children's Guardian website: <https://ocg.nsw.gov.au/>

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Brief Role Description *

Word count:

Must be no more than 50 words

Relevant Experience *

Word count:

Budget for your Project

* indicates a required field

Budget

Your Income should equal your Expenditure.

Total Cost of the Project (total expenditure including both CASH and IN KIND) *

\$

Must be a whole dollar amount

Total Amount Requested from CASP (excl GST). *

\$

Must be a whole dollar amount and not exceed the limit for your Region.

Income

Income (excluding the CASP requested amount)

\$

Must be a dollar amount.

CASP Expenses

Please provide details of what the CASP funds will be used for. Remember that CASP should mainly go towards Artist/Artsworker fees and expenses.

Refer to the [CASP 24/25 Funding Guidelines](#) for details of expenses that CASP will not fund.

The total of these amounts must be the same as **Total Amount Requested from CASP** and must not exceed **\$3,000**.

Add **0** for any that are not relevant.

Fees and Allowances - Artists *

\$

Must be a dollar amount.

Artist Fees and Allowances - Details (Includes Arts Workers)

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Fees and Allowances - Arts Workers *

\$

Must be a dollar amount.

Can also include travel, accommodation expenses and living allowances

Total Artist Fees and Allowances *

\$

This number/amount is calculated.

Total Production Costs *

\$

Must be a dollar amount.

Production Costs - Details

Can include materials, venue hire, equipment hire, costumes, fees for production staff (eg stage managers, lighting and sound technicians, set construction workers)

Administration - Amount *

\$

Must be a whole dollar amount exclusive of GST

Administration Expenses - Details

Can include general printing and stationery, audit fees, insurance, telephone, fax and other office expenses, travel (other than artists), auspice fee, fees for administrator / coordinator. MUST be no more than 5% of total budget.

Marketing - Amount *

\$

Must be a whole dollar amount exclusive of GST

Marketing Costs - Details

Can include costs of printing promotional material, media advertising, video production, fees for marketing or promotional officer

TOTAL EXPENSES

\$

This number/amount is calculated.

Funds Allocation - this should equal \$0 *

\$

This number/amount is calculated.

Outline how you have arrived at those figures *

Word count:

Must be no more than 300 words.

Budget Information (IN KIND SUPPORT)

In Kind Support

Non cash items donated to your project. You will only be able to provide **estimates** of their value but they are important to include as it shows the 'real cost' of your project.

Estimated number of volunteers

Estimated total number of volunteer hours

(all volunteers combined)

Estimated value of volunteer time

This amount is calculated.

Local Government - goods, services that council provide without a fee

eg venue, rubbish service, admin support, excluding GST

Local Business - goods, services that local business provide without a fee

eg paints, materials, advertising, excluding GST

Other community groups - goods, services that other groups provide without a fee

Total In Kind Support

Attachments and Support Material

* indicates a required field

Letters of Support

If you have any additional letters of support (other than from groups or organisations involved in the project) you may upload them here.

Attached Letters of Support here

Attach a file:

Letters of Support - For proposals involving Aboriginal people or communities

You are **required** to provide contact details for at least one relevant Aboriginal community and/or organisation who are prepared to speak to your experience and or your proposal.

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How to provide *

- ☐ Letter
- ☐ Referee

Attached Letters of Support here *

Attach a file:

Name	Email/phone	Organisation

Samples of Work

You may choose **ONE** of the following support material options to support your application. Please indicate by selecting the relevant TYPE below.

- Up to 5 pages of written material (e.g. excerpts of published writing, press coverage or research), OR
- Up to 5 photographs, OR
- A link to video footage of work, hosted on YouTube/Vimeo/DropBox - Provide URL and passwords to view video on external website.

Type	Relevance to the Project

Please provide support material documents in .pdf format where possible. Zip files cannot be accepted.

Attach written material or photographs here *

Attach a file:

Link/URL *

Password

If the material is not password protected, write "None"

Description *

Declaration

* indicates a required field

Declaration of the Applicant Organisation

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

I certify that:

- **Authority:** If the applicant is a group, I have the authority to complete and submit this application on the group's behalf.
- **Valid information:** All information supplied as part of this application will be true and accurate to the best of my knowledge.
- **Legislative requirements:** 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 that:

- **Deadline:** Application and any additional materials cannot be submitted after midnight on the advertised closing date.
- **Investigation:** Southern Tablelands Arts has the right to investigate any information provided in this application and/or to request for additional information
- **Errors and Omissions:** It is solely my responsibility to ensure my application is correct and complete before submitting. Southern Tablelands Arts does not check, amend or update applications. Applications cannot be modified after being submitted.
- **Support:** Southern Tablelands Arts staff are available 9am-4:30pm Monday to Friday during the grant round to provide technical and general guideline advice.
- **False declarations:** Southern Tablelands Arts 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.

I agree that:

- if successful, images relating to this project can be reproduced by Southern Tablelands Arts for the purpose of promoting this grant, acquittal and annual reporting.

Do you understand and acknowledge these conditions? *

☐ Yes

☐ No

Full Name *

Typing your name will be taken to be as binding as a signature.

Title/Position *

General Manager, Chair, Executive Officer, President etc.

Date *

Please keep a saved copy of your application form and any related material for your records

A PDF of your submitted application form will be emailed to the registered email address of the person submitting this application.

Please keep a copy of the PDF and related material that you attached/uploaded to the application in a common area within your organisation. If your application is successful, you will need to refer to it during your acquittal process when the project is completed.