2026-27 Arts Development Fund | Professional Development | Application Form

Form Preview

Applicant Details

* indicates a required field

Applicant Details

Applicant *

Title | First Name | Last Name

Phone Number *

Mobile number is preferred

Email Address *

Must be an email address.

Residential address *

Address

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

Upload - Proof of residency within the boundaries of the City of Gold Coast *

Attach a file:

Required: Acceptable documents include a recent utility bill (e.g. gas, electricity or phone), rent or lease agreement, rates notice, or vehicle or driver licence renewal notice. If you do not have a fixed address, you can provide a signed reference letter confirming that you are currently based on the Gold Coast (for example, from a support service, community organisation, employer, or similar). Applications must include appropriate evidence to be considered eligible. If you cannot provide this information, you are not eligible and should not continue with this application.

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

The ABN must be in the same name as the applicant.

If the postcode for the ABN is not within the boundaries of the City of Gold Coast, confirm the suburb you are located in. *

If postcode is within Gold Coast write 'N/A' as this question does not apply.

Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format. Bank details must be in the applicant's name.

Upload - bank account verification *

Attach a file:

Required: Bank Account Verification (must be a bank statement) must include your financial institutions logo, your account name, BSB number and account number. The account must be in the name of the applicant. If you cannot provide this information, you are not eligible and should not continue with this application.

Do you (the applicant) identify as: *

- ☐ Person with a disability
- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ South Sea Islander
- ☐ Born overseas
- ☐ Use a language other than English at home
- ☐ d/Deaf
- ☐ LGBTQIA+
- ☐ Older person (55 years +)
- ☐ Young person (16-25 years)
- ☐ Prefer not to say
- ☐ None of the above

This question refers to the way you self-identify as the applicant.

Eligibility

* indicates a required field

If you are unsure of your eligibility, contact a **Senior Arts Officer**.

Have you discussed your application with a City of Gold Coast Senior Arts Officer? *

○ Yes

○ No (this is recommended before applying)

Are you the recipient of the professional development opportunity? *
○ Yes
○ No (you are not eligible to apply)
Applications must be submitted by the intended recipient of the professional development opportunity.

Eligibility confirmation (all are required): *
☐ I am a Gold Coast resident
☐ I am an Australian citizen or permanent resident
☐ I hold an ABN in my name
☐ I am a practising artist or arts professional
☐ I have been selected, accepted or invited to participate in a professional development opportunity delivered by a recognised arts peak body
If you cannot select all 5 options, you are not eligible to apply.

You must provide evidence that you are a practicing artist or arts professional:

1. Upload - Your biography/CV *
Attach a file:
Required: (max. 3 pages total).

2. Weblink to your work *
Include any passwords if needed. If you do not have a link, write 'N/A'.

3. Social media *
Provide your social media handles (e.g. Instagram, LinkedIn). If none, write 'N/A'.

4. Upload - Work samples *
Attach a file:
Required: Upload only recent, high-quality material that is relevant to your application. If you cannot upload the original files, upload a document containing links to your work (e.g., Dropbox or Google Drive links).

Please confirm the following (all are required): *
☐ I do not have an outstanding City of Gold Coast project or funding acquittal
☐ I do not have outstanding debts owing to City of Gold Coast including fees and charges
☐ I am not a City of Gold Coast employee
☐ I am not a City of Gold Coast contractor
☐ I am not a City of Gold Coast volunteer
☐ I am not a current City of Gold Coast Arts Development Program participant
☐ I am not an employee of a government or semi-government entity applying for opportunities related to your employment
☐ I do not represent a government or semi-government entity
☐ I do not represent a private or public educational institution (including Parent and Citizen Associations or similar)

If you cannot select all 9 options, you are not eligible and should not continue with this application.

Are you employed by a government or semi-government organisation (other than City of Gold Coast), or a City of Gold Coast council-controlled entity? *
☐ Yes (Complete Employer Letter)
☐ No
City of Gold Coast Council-controlled entities include: Experience Gold Coast, Invest Gold Coast and Brand Gold Coast.

Employer Letter

You told us you are employed by a government or semi-government organisation (other than City of Gold Coast), or a City of Gold Coast council-controlled entity.

To be eligible, you must provide a dated and signed letter or email from your employer (CEO, senior manager, or Chair). This must confirm that your proposed activity is separate from your employment role and not part of your organisation's program.

Upload - Employer Letter *
Attach a file:

Required: If you cannot provide this information, you are not eligible to apply.

Application Information

* indicates a required field

Amount requested

This number/amount is calculated.

Application Title *

Must be no more than 25 words.

Description *

Must be no more than 80 words.
This may be used for public promotion if successful.

CHECK YOUR DATES!

Applications accepted from

Closing date

Notification date

Opportunity start date

Completion date

1 July 2026

15 March 2027 (or earlier if all funding is allocated)

14 business days after submitting your application*

No earlier than 14 business days after date of submission

(After you sign the Funding Agreement**)

15 March 2028

*The notification date is not your start date.

**If your application is successful you need to allow time to sign your agreement and receive funding before project activities commence.

When do you plan to start your project? *

Must be a date.
To be eligible, your application must NOT be for a project that has started. This is the date that the professional development opportunity commences.

Does the opportunity commence at least 14 business days after the date you submit this application? *

○ Yes
○ No (You are NOT eligible - do not proceed further)

Applications are assessed within 14 business days submission. Your project must start at least 14 business days after you submit your application. If you select 'No', you will not be eligible to apply for this grant. Applications that do not meet this timeline will not be considered for funding.

Project end date *

Must be a date.
Projects must be completed by 15 March 2028.

Where will your project take place?

Address

This can include national and international invitations to showcase your practice in any artform.

What is your primary art form? *

☐ Visual Arts (Including craft, design, photography)
☐ Theatre
☐ Circus / Physical theatre
☐ Music (including opera / musical theatre)
☐ Dance
☐ Collections and Cultural Heritage
☐ Community Engagement
☐ Multi-Art Form
☐ Writing / Literature
☐ Digital / Media
☐ Film
☐ Public Art
☐ Other:

No more than 1 choice may be selected.

Project Details

Your application will be assessed against:

- **Merit** (quality and relevance)
- **Capacity** (your ability to deliver)
- **Benefit** (outcomes and impact).

The Opportunity (Merit)

Describe: What the professional development activity is. Who is delivering it. Why it is considered high quality or competitive. Why it is relevant to your practice. *

Word count:
Must be no more than 200 words.

Your Capacity (Capacity)

Describe: Your experience and achievements relevant to this opportunity. Why you are well placed to undertake it. Any support or resources that will enable your participation. *

Word count:
Must be no more than 200 words.

Outcomes and Impact (Benefit)

Describe: What you will gain (skills, networks, development). How you will apply what you learn. Any longer-term impact on your career or practice. *

Word count:
Must be no more than 200 words.

Opportunity Details

Name of organisation or expert delivering the opportunity *

Link to the opportunity (or organisation website) *

Must be a URL.

Upload - Confirmation of your acceptance *

Attach a file:

Required: If you cannot provide this information, you are not eligible and should not continue with this application.

Upload - Additional support material (optional)
Attach a file:

A maximum of 2 files may be attached.

Budget

* indicates a required field

Budget Information

- List all income for your project in the **Income** column. This includes cash, in-kind support, and your Arts Development Fund request. You must show other sources of income. This grant cannot fund 100% of your project.
- List all project costs in the **Expenditure** column. This includes in-kind contributions.
- Your grant request cannot be more than $2,000.
- Your total income must equal your total expenditure.
- You must also provide a breakdown of how you will spend your Arts Development Fund grant in the section below called '**Arts Development Fund Expenditure'.**
- To add more lines, click the **Add More** button at the bottom right of the budget.

Budget

Income	**$**	**Expenditure**	**$**

Budget Totals

Total Income Amount

Total Expenditure Amount

Income - Expenditure

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Arts Development Fund Expenditure

- List what you will spend your Arts Development Fund grant on and how much each item will cost.
- Your total must match the amount you requested. For example, if you asked for $2,000, the total in this table must equal $2,000.
- Only include costs that will be paid for with your Arts Development Fund grant.
- You must upload a quote for each item listed.
- To add more items, click the **Add More** button at the bottom right of the table.

Arts Development Fund Expenditure

Expenditure	**$**

Arts Development Fund Total Expenditure Amount

Total Expenditure Amount

This number/amount is calculated.

Budget Notes

Provide a brief explanation of your budget

May include: key costs, confirmed income (if any), how you calculated your costs, any in-kind contributions (e.g. goods, services or volunteer time). Applicant artist fees are not eligible. Do not upload a separate budget. You must complete the table in this form.

Upload - Quotes for every item paid for by this fund. *
Attach a file:

Required: You must upload a quote for every item paid for by this fund. A complete quote must include the supplier's details, an itemised breakdown of costs, GST (if applicable), and a date. If you cannot provide this information, you are not eligible and should not continue with this application.

Certification

* indicates a required field

I certify that:

- The information provided in this application is true and correct to the best of my knowledge, information and belief
- I have not received funding from the Council of the City of Gold Coast for this project
- I have read and I will abide by the Council of the City of Gold Coast Arts Development Fund Guidelines and the Arts Development Fund Important Information
- All supporting material included in this application is either my own work or the work of the artists named in this application
- I will obtain all necessary approvals, permits and other authorisations required to undertake the project, and I will provide these upon request
- I acknowledge that, if successful, the information provided in this application will form part of my funding agreement with the Council of the City of Gold Coast
- I consent to information in this application being used by the Council of the City of Gold Coast for training, systems testing or process improvement purposes
- I authorise the Council of the City of Gold Coast to verify application details with individuals or organisations named in this application, and to forward the application to appropriate industry experts for assessment
- If this application is approved, I consent to the media being provided with information about the funded project and understand I may be contacted directly
- I consent to details of the funded project and the amount of funding received being published on Council of the City of Gold Coast's website

I agree *

○ Yes
If you do not agree, your application will not be assessed.

Name *

Title | First Name | Last Name

Date *

Must be a date.

Feedback to us

Your feedback is valuable and helps us to improve the program.

Where did you hear about the program?

☐ City of Gold Coast's Arts & Culture eNewsletter
☐ City of Gold Coast's website
☐ City of Gold Coast's Arts & Culture Facebook
☐ Word of mouth
☐ City of Gold Coast's Arts & Culture Instagram
☐ Other:

Did you experience any issues completing this application?

Word count:
Must be no more than 100 words.
Your feedback is valuable and helps us improve the program.

If you needed assistance with your application, where did you find it?

☐ Artificial Intelligence (AI)
☐ Contacted a City of Gold Coast Senior Arts Officer
☐ City of Gold Coast website
☐ Online via SmartyGrants website help section
☐ Other:

Communication

You may like to subscribe to our Arts & Culture mailing list for events, opportunities, announcements, funding programs and issues of interest to the arts, cultural and creative community.

Privacy

Council of the City of Gold Coast collects personal information directly from you in order to conduct business and meet its statutory and regulatory obligations.

For further information, please read the City's Information Management Policy and Information Privacy Policy.

Contact Us

City of Gold Coast Council Senior Arts Officer

- E: ArtsDevFund@goldcoast.qld.gov.au
- W: www.goldcoast.qld.gov.au

Important Information - 2026-27 Arts Projects – Professional Development

Arts Projects – Professional Development

Welcome to the City of Gold Coast (City) online Arts Development Fund grant application service, powered bySmartyGrants.

Before starting your application, please read this information carefully.

Talk to us first

We recommend you speak with a Senior Arts Officer to discuss the opportunity before you apply.

You can:

- attend a Creative Conversations session where you can discuss your grant
- email the Arts Development Fund team at artsdevfund@goldcoast.qld.gov.au

Completing the application

It is strongly recommended that you have a clear plan and all required information, supporting documentations, quotes, partners confirmations and letter of support ready before starting. See Applicant guide.

Once you have prepared your project information and supporting documents, most applicants can complete this online form in around 60–90 minutes.

Helpful information

The following documents may help you prepare your application:

- City of Gold Coast Arts Development Fund Guidelines
- City of Gold Coast Arts and Culture Action Plan 2025-27 - Creative Gold
- City of Gold Coast Council Plan 2022-27
- City of Gold Coast Gold Coast 2032.

Privacy

Council of the City of Gold Coast collects personal information from you to assess and manage your application and meet its legal obligations.

For further information, please read the City'sInformation Management Policy andInformation Privacy Policy.

FAQs and Important Information for Applicants

Arts Development Fund – Program Purpose

The Arts Development Fund is a competitive grants program. It supports artists and arts workers on the Gold Coast.

Applications are reviewed by industry peers. (*Professional Development applications are assessed differently and may not use peer panels.*)

The program helps:

- build skills and careers
- create new professional opportunities
- support a strong and diverse local arts sector
- deliver benefits to the Gold Coast community

Funding is provided by the City of Gold Coast to support projects and activities that align with the City Vision and cultural priorities.

About this grant – Professional Development (2026-27)

Professional Development supports individuals to take part in high-quality professional development opportunities

Professional development opportunities must clearly extend your practice and support your career progression. Eligible opportunities must be offered by recognised arts and cultural

peak bodies. This includes national and international invitations to showcase your practice in any artform. Applicants must provide evidence of acceptance or an official invitation from the host organisation.

This grant stream is designed to be responsive to short-notice, high-impact arts and cultural opportunities that deliver clearly defined arts and cultural development outcomes for you.

The goal is to help you:

- access high-impact opportunities that expand your practice
- attend opportunities delivered by a recognised arts peak body
- grow your practice
- build skills, knowledge, or networks
- support your career development and progression

This may include:

- conferences
- workshops
- festival line-ups
- international tours
- curated exhibitions
- panellist invitations
- selection in prestigious awards
- structured mentorships and residencies.

You can apply for up to **$2,000**.

Important dates

- Your application will be assessed, and you will receive a decision within 4 weeks of submitting your application.
- Do not start your project before the eligible project start date.

Milestone

Date

Applications accepted from

1 July 2026

Applications close

15 March 2027 (or earlier if all funding is allocated)

Notification date*

Within 4 weeks of submitting your application

Earliest start date**

After you sign the Funding Agreement

Latest completion date

15 March 2028

*The notification date is not your start date.

**If your application is successful you need to allow time to sign your agreement and receive funding before project activities commence.

How it works:

This is a rolling grant program. Applications remain open until:

- funds are fully allocated, or
- the closing date: 15 March 2027

Eligibility

Who Can Apply?

This grant supports artists and arts professionals to take part in professional development opportunities. Please note:

- This grant is for individuals only

You may be eligible to apply if:

- You are a Gold Coast resident - you must have a Gold Coast residential address
- You are an Australian citizen or permanent resident
- You have a registered Australian Business Number (ABN) in the name of the applicant
- You are a practicing artist or arts professional.
- You have been selected, accepted or invited to participate in a professional development opportunity delivered by a recognised arts peak body.

Who cannot apply?

You are not eligible to apply if you:

- have an overdue City of Gold Coast acquittal or outcome report
- have outstanding debts owing to City of Gold Coast including fees and charges
- are a City of Gold Coast employee
- are a City of Gold Coast contractor
- are a City of Gold Coast volunteer
- are a current City of Gold Coast Arts Development Program participant
- are a government or semi-government entity including City of Gold Coast council-controlled entity
- are an employee of a government or semi-government entity including City of Gold Coast council-controlled entity applying for opportunities related to your employment
- are a private or public education institution, including a Parents and Citizens Association or similar group

What can be funded?

Expenses that are directly related to your participation in the opportunity may include:

- travel
- accommodation
- freight
- insurance
- meals (per diems)

Applicant artist fees are not eligible.

What cannot be funded?

You cannot apply for funding towards:

- opportunities that have already started
- opportunities that have already finished
- reimbursement for money already spent
- training that does not have arts and culture as its primary focus
- a certificate, degree or other study/training at university or education or institution
- self-identified/ solicited training opportunities including those delivered by private providers,
- fee-for-service training where the only requirement is to pay a fee to be accepted
- opportunities where participation is not competitive or assessed
- exclusive school-based arts activities
- amateur arts activities
- fundraising activities or donations
- the purchase of capital items, including but not limited to, equipment, musical instruments, computers, buildings or vehicles
- business start-up costs
- administrative and other organisational costs not directly associated with the project
- the repayment of debt or loans
- the delivery of competitions, awards, prizes or eisteddfods
- the installation of public art including urban art (murals)

Applicant Guide

We are looking for applications that:

- clearly explain the opportunity
- show how it will benefit your practice
- demonstrate strong outcomes for you and, where relevant, the sector or community

Your application must:

- be submitted by the person taking part in the professional development opportunity (not someone else on their behalf)
- meet all eligibility requirements
- respond to the assessment criteria
- be complete and filled out in full including compulsory support material (the application form will step you through what is required) at the time of submission
- Have a balanced budget

Checklist: what evidence is required to apply?

To be eligible, you must provide all compulsory support material at the time of submission. Make sure you have:

Applicant information

- Current proof of Gold Coast residency
- An active ABN
- Bank statement showing account name, BSB and account number

Application information

- Title
- Description
- Budget
- Quotes for all items you want the Arts Development Fund to pay for
- Details of any cash or in-kind support
- Opportunity Details
- Confirmation of your acceptance evidence
- At least one letter of support

Artist support material

- Biography or CV
- Work samples
- Website links
- Portfolio
- Social media links

Documents (if relevant)

- Employment letter

All required support material must be submitted with your application. Incomplete applications are ineligible.

Assessment Criteria

When preparing your application, you must clearly explain:

- what the opportunity is, and
- how it will support your professional development

Your application will be assessed against the following criteria:

- **Capacity -** Your ability to complete the activity. Show:
- your skills, experience, or track record
- that you are ready to take part in the opportunity
- **Merit -** The quality and relevance of the opportunity. Show:
- why the opportunity is valuable
- how it supports your artistic practice or career
- **Benefit -** The outcomes and impact of the opportunity. Show:
- what you will gain (skills, knowledge, or connections)
- how it will benefit your career, and potentially the sector or community.

Glossary

ABN

An Australian Business Number. This is an 11-digit number that identifies a business or organisation.

Acquittal/ Outcome Report

A report you complete after your project ends. It explains how the funding was spent and what the project achieved.

Access services

Services that support people with disability or access needs to participate in arts and cultural activities. Examples may include Auslan interpreting, captioning, audio description, and accessible formats.

AgentA person or business that represents or manages an artist, creative practitioner, or organisation. Costs related to agent fees or commissions cannot be funded through the Arts Development Fund.

Amateur art

Activities undertaken primarily as a hobby or for personal enjoyment, rather than as part of a professional arts practice or creative business. Projects that are primarily amateur or hobby-based do not meet the program's intent to support professional artistic and creative development.

Applicant

The person, organisation or auspicor applying for the grant. The applicant is legally responsible for the funding agreement.

Application activityA specific task, event, or milestone that forms part of your application project. Activities are the individual actions you will undertake to deliver your project.

Application expense

An application expense is a cost you expect to pay as part of delivering your application project.

Application project The application project is the specific arts or cultural activity, event, or series of events that you are seeking funding for through the Arts Development Fund. The project must have a clear purpose and take place within a defined timeframe.

Application project stageA project stage is a phase of your application project that is made up of one or more related activities. Project stages help show how your project will be delivered from start to finish.

Arts Development Program

Initiatives delivered by the City of Gold Coast’s Arts and Culture Unit.

Assessment criteria

The areas used to assess your application. For Small Grants, these are Capacity, Merit, Reach and Benefit.

Auspice

An arrangement where an incorporated organisation agrees to manage grant funding and administration for an individual or group that is not incorporated.

Auspicor

The incorporated organisation that receives and manages the grant funding. The auspicor is legally responsible for meeting the funding agreement requirements.

Auspicee

The individual or unincorporated group that delivers the project under an auspice arrangement. The auspicee works with the auspicor to meet funding and reporting requirements.

Capacity

Your ability to plan and deliver the project.

Capital items

Items that have long-term value, such as equipment, musical instruments, computers, buildings or vehicles. Capital items are not eligible for funding.

10 Child Safe Standards

Queensland's legally mandated rules—introduced under the Child Safe Organisations Act 2024—that require all child-related arts activities to create safe, respectful and culturally secure environments for children. - Child Safe Standards | QFCC

City Vision

Strategic goals and values outlined by the City of Gold Coast to guide community development.

Community benefit

The positive outcomes your project creates for the Gold Coast community, arts sector or participants.

Contractor

A person or business contracted by the City of Gold Coast to provide services.

Council-Controlled Entities

Organisations that are owned or operated by the City of Gold Coast. These entities are not eligible to apply for funding under this grant program.

Creative Conversations

Monthly events hosted by the City of Gold Coast to support and connect local creatives.

Eligible Activities

Project components that can be funded, such as artist fees, equipment hire, and materials.

Employee

An individual employed by the City of Gold Coast or related government entities.

First Nations Peoples

People who are Aboriginal or Torres Strait Islander — the original people of Australia with deep cultural and spiritual connections to the land. This term acknowledges their unique cultures, histories, and ongoing connection to Country, as well as their rights to self-determination.

Government Entity

A department or agency that is part of the federal, state, or local government. These entities are excluded from applying for Small Grants.

Graffiti Management Policy

City policy regulating urban art to prevent vandalism and ensure community standards.

Industry Rates

Standard payment rates for artists and arts workers, as defined by professional bodies like MEAA or Arts Law.

Ineligible application Ineligible means an applicant, project, activity, or expense does not meet the requirements of the Arts Development Fund and cannot be funded through the program.

Ineligible Activities

Project components that cannot be funded, such as capital purchases, fundraising, or political advocacy.

In-kind support

Support given without money changing hands. This may include donated time, goods, services or venue use.

Installation

The process of placing or setting up artworks, especially public or urban art. Installations on Council assets or infrastructure are not eligible under this grant.

Letters of Support

Written endorsements from individuals or organisations that validate the project’s value and feasibility.

LGBTQIA+

Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, along with the '+' representing all other gender, sexuality, and bodily diverse identities.

Organisations

A legally constituted organisation that is registered or created by law. For example, incorporated associations, companies limited by guarantee or government statutory authorities are all defined as organisations.

Overdue

An acquittal or outcome report that has not been submitted and approved by the City of Gold Coast within 8 weeks of the project or activity completion date.

Peer-assessed

Evaluated by an independent committee of arts professionals, not City staff.

People with Disability

Individuals who have long-term physical, mental, intellectual, or sensory conditions which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others. (As per United Nations Convention on the Rights of Persons with Disabilities).

Practicing artist

We provide funding to practising artists or arts workers. While you may not regularly earn income from your practice, you must be identified and recognised by your peers as a practising artist or arts worker. This may include cultural practitioners, editors, producers, curators and arts managers.

Professional Development grants

A funding stream within the Arts Development Fund offering up to $2,000 for professional development opportunities.

Professional Pathways

Opportunities that help artists advance their careers or professional development.

Proof of residence

Documents that show you currently live on the Gold Coast. Acceptable documents must be dated within the last 3 months and include your name and address. Examples include a utility bill, rent or lease agreement, rates notice, or vehicle or driver licence renewal notice.

If you do not have a fixed address, you can provide a signed letter from a support service, community organisation, employer, or similar organisation confirming that you are currently based on the Gold Coast.

Proof of residence must be provided in the name of the applicant or auspicee (not the auspicor). Applications without acceptable proof of residence will be ineligible for funding.

Public Art Policy

Guidelines governing the creation and installation of public art in the City of Gold Coast.

Public liability insurance

Covers bodily injury or property damage caused by your negligent actions.

Professional indemnity insurance

Covers claims arising from faults in your professional design or advice.

Product liability insurance

Covers injury or damage caused by faults in products you make.

Semi-Government Entity

Organisations partially funded or operated by government bodies, including the City of Gold Coast. These are not eligible for grant funding.

SmartyGrants

The online system used to submit and manage grant applications.

Support material

Documents or links that support your application. This may include CVs, work samples, letters, quotes, project plans or confirmation from partners.

Therapeutic arts practices

The use of creative activities—such as visual arts, music, dance, drama, or writing—to support emotional wellbeing, personal growth, and healing. These practices are guided by trained professionals and can be used in community, health, or social care settings to help individuals express themselves, build confidence, and process experiences.

Torres Strait Islander Peoples

The Indigenous peoples of the Torres Strait Islands, located between northern Queensland and Papua New Guinea.

Urban Art

Public-facing visual art projects like murals, which must comply with specific City policies.

Unincorporated group

A group is two or more individuals that work together but is not a legally registered organisation. This can include co-collaborators and collectives.

Vulnerable Community Members

People who might need extra support because of things like low income, poor health, being alone, or facing discrimination.

Smarty Grants Information

If you need help using this form, download the Help Guide for Applicants or check out Applicant FAQ's.

For queries about the guidelines, deadlines, or questions in the form, please **artsdevfund@goldcoast.qld.gov.au** and quote your submission number.

Navigating through the form

If you need help using this form, download the Help Guide for Applicants or check out Applicant FAQ's.

For queries about the guidelines, deadlines, or questions in the form, please **artsdevfund@goldcoast.qld.gov.au** and quote your submission number.

You can move through the application form in any order.

Remember to save your work as you go.

To move through the form, you can:

- use the form navigation menu
- select ‘next page’
- select ‘previous page’

To leave the form and come back later, select ‘save and close’.

When you log back in, go to ‘My Submissions’ to reopen your draft application.

You can also download a PDF copy of your draft or submitted application.

On every page of the form you will see a Form Navigation panel. This links directly to each page of the form, so you can click a page name to jump directly to the page you want.

You can also click 'Next Page' or 'Previous Page' on the top or bottom of each page to move forward or backward through the form.

Please ensure you save your form as you go.

Submitting your application

Before you submit, select ‘Review and Submit’.

You will not be able to submit until:

- all required questions are complete
- all required files are uploaded
- there are no validation errors

Once you submit, you cannot edit your application or upload more support material.

After you submit, you will receive a confirmation email with a copy of your application.

If you do not receive this email, your application may not have been submitted. Check your junk or spam folder.

File uploads

Make sure your files are saved on your computer before you upload them.

Allow each file to finish uploading before you add another file.

Files can be up to 25MB each. Smaller files are easier to upload.

Saving a draft

Your form will save each time you click ‘Next Page’, ‘Previous Page’, or any page name on the Form Navigation panel.

If you wish to leave a partially completed form, click 'Save and Close' and log out.

You can reopen your draft form and continue where you left off. When you log back in and click on the **My Submissions** link at the top of the screen, you will find a list of any submissions you have started or submitted. Click the submission number or the arrow icon to expand the list of associated forms, and click on the form name to continue filling it out.

You can also download any form, whether draft or completed, as a PDF. In the ‘My Submissions’ area of your account click on the submission number, then click the red PDF icon beside the form you want to download or, while filling out the form, click on the ‘Download PDF' button located at the top and bottom of the last page (’Review and Submit').

Submitting your form

You will find a **Review and Submit** page listed at the bottom of the Form Navigation panel. You need to review your form before you can submit it. You will not be able to submit your form until all the required fields are completed and there are no validation errors.

Once you have reviewed your form and corrected any errors you can submit it by clicking on the **Submit** button at the top or bottom of the screen.

Once you have submitted your form no further editing or uploading of supporting documents is possible.

When you have successfully submitted your form you will see a confirmation page, and you will receive a confirmation email with a copy of your submitted form attached. This will be sent to the email address you use to login, or the owner of the submission if you are collaborating on the form.

If you don't see a confirmation page or receive a confirmation email then you should presume that your form has NOT been submitted.

Hint: also check the email hasn't landed in your spam or junk email folder.

You can return to the **My Submissions** page of your account to view the submission status of the form.

Attachments

You may need to upload/submit attachments to support your application. This is very simple but requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

Collaborating on your submission

A number of people can collaborate on a submission as long as

1. you have created a SmartyFile Organisation and
2. only one person is working on the form at a time.

Ensure you save as you go.

Session time-out warning

For security reasons, your login session will expire after 20 minutes of inactivity. Saving your form or navigating to another page resets the timer.

You'll be prompted 90 seconds before your session expires, with the option to extend your session or log out. If you don't respond to the prompt in time, your form will be automatically saved before your session ends.

Even so, we recommend saving your form regularly – especially when working on longer responses – to avoid losing any work.