

2026-27 Arts Development Fund | Small Grants (Round 2) | Application Form

Form Preview

Applicant Information

* indicates a required field

Applicant Details

I am applying as an: *

- ☐ Individual
☐ Organisation or group

Applicant Contact

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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If you are applying as a group, select 'Organisation or group' above and enter the organisation or groups name.

Applicant - Phone number *

Mobile number is preferred

Applicant - Email address *

Must be an email address.

Applicant - Residential address *

Address

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

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

Attach a file:

Required: 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. Applications without acceptable proof of residence will be ineligible for funding.

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.

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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 Council, confirm the suburb your business is located in. *

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

Applicant - Bank Account *

Account Name

BSB Number

Account Number

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

Upload - Applicant - 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 to apply.

Upload - Insurance certificate currency *

Attach a file:

Required: Provide a current insurance certificate. If you cannot provide this information, you are not eligible to apply.

Do you identify as: *

- | | |
|---|---|
| ☐ Person with disability | ☐ d/Deaf |
| ☐ Aboriginal | ☐ LGBTQIA+ |
| ☐ Torres Strait Islander | ☐ Older person (55 years+) |
| ☐ South Sea Islander | ☐ Young person (16-25 years) |
| ☐ Born overseas | ☐ Prefer not to say |

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- ☐ Use a language other than English at home ☐ None of the above

This question refers to how you identify yourself as the applicant

For Organisations

Organisation - Contact *

Title First Name Last Name

Main contact person for official correspondence within the organisation. This person must be authorised to act on behalf of the organisation.

Position in organisation *

Organisation - Contact phone number *

Organisation - Contact email address

Must be an email address.
If different from above.

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 a Gold Coast resident? *

- ☐ Yes
☐ No (you are not eligible to apply)

Are you an Australian citizen or permanent resident? (individuals only) *

- ☐ Yes
☐ No (you are not eligible to apply)
☐ N/A
For organisations, select 'N/A'.

Do you have an Australian Business Number (ABN) in the name of the applicant? *

- ☐ Yes
☐ No (you are not eligible to apply)
You must have an active ABN to apply. If your organisation has an ABN, use that ABN. Otherwise, one person must apply using their own ABN and take legal responsibility for the grant. If you select 'No', you are not eligible to apply.

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How is your project engaging with practicing artists or arts professionals? *

- ☐ I am the practicing artist or arts professional (Complete Artist or arts professional)
- ☐ I am working with an artist or arts professionals (Complete Letters of Confirmation and Biographies/CV)
- ☐ I am not (you are not eligible to apply)

Do you have an active City of Gold Coast grant? *

- ☐ Yes (you are not eligible to apply)
- ☐ No

You can only apply if you have finished all your past City of Gold Coast grants.

Do you have an outstanding City of Gold Coast project or funding acquittal? *

- ☐ Yes (you are not eligible to apply)
- ☐ No

To be eligible, you must have acquitted all previous City of Gold Coast projects and grants.

Do you have outstanding debts owing to council including fees and charges? *

- ☐ Yes (you are not eligible to apply)
- ☐ No

Are you a City of Gold Coast Council employee? *

- ☐ Yes (you are not eligible to apply)
- ☐ No

Are you a City of Gold Coast contractor? *

- ☐ Yes (Complete Contractor Letter)
- ☐ No

Are you a City of Gold Coast volunteer? *

- ☐ Yes (Complete Volunteer Letter)
- ☐ No

Are you a current City of Gold Coast Arts Development Program participant? *

- ☐ Yes (Complete Participant Letter)
- ☐ No

Are you a government or semi-government entity including City of Gold Coast, council-controlled entities? *

- ☐ Yes (you are not eligible to apply)
- ☐ No

City of Gold Coast Council-controlled entities include: Experience Gold Coast, Invest Gold Coast and Brand Gold Coast.

Are you employed by a government or semi-government organisation, 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.

Are you a private or public educational institution (including Parent and Citizen

- ☐ Yes (you are not eligible to apply)
- ☐ No

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Associations or similar)?

*

Artist or arts professional

You told us that you are a practicing artist or arts professional.

To be eligible, please provide:

1. Your artist or arts professional biography/CV
2. Weblink to your work
3. Social media
4. Work samples

1. Upload - biography/CV *

Attach a file:

Required: Include relevant, recent experience. (max. 3 pages total).

2. Weblink to artist 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 (for example, Dropbox or Google Drive links).

Letters of Confirmation & Biographies/CVs

You told us your project includes practising artists or arts professionals.

To be eligible, you must provide:

1. their full name and role
2. letter(s) of confirmation
3. a short biographies/CVs for each person.

Please complete the following:

1. List of artists or arts professionals *

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Required: List the full name and role of each person involved in your project. If you cannot provide this information, you are not eligible and should not continue with this application.

2. Upload - Letters of confirmation *

Attach a file:

Required: Upload letters from each artist or arts professional confirming their involvement. A dated letter or email that clearly confirms their engagement, and include their full name and contact details (such as phone number and/or email address). If you cannot provide this information, you are not eligible and should not continue with this application.

3. Upload - Biographies or CVs *

Attach a file:

Required: Upload a short biography or CV for each artist or arts professional. If you cannot provide this information, you are not eligible and should not continue with this application.

Contractor Letter

You told us you are a City of Gold Coast contractor.

To be eligible, you must provide a dated and signed letter or email from your contract manager confirming your project is not part of your current role or your organisations program.

Upload - Contractor Letter *

Attach a file:

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

Volunteer Letter

You told us you are a City of Gold Coast volunteer.

To be eligible, you must provide a dated and signed letter or email from your supervisor, confirming that your proposed Arts Development Fund project is not associated with your volunteer role and/or the organisations program.

Upload - Volunteer Letter *

Attach a file:

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

Participant Letter

You told us you are a current City of Gold Coast Arts Development Program participant.

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To be eligible, you must provide a dated and signed letter or email by the Program Manager/ Facilitator/ Supervisor stating that your proposed Arts Development Fund project is not associated with your participation in the City of Gold Coast Arts Development Program.

Upload - Participant Letter *

Attach a file:

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

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 Details

* indicates a required field

Amount requested

This number/amount is calculated.

Application title *

Must be no more than 25 words.

Description *

Word count:

Must be no more than 80 words.

This may be used for public promotion if successful.

CHECK YOUR PROJECT DATES!

Milestone

Date

Applications open

12 October 2026

Applications close

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16 March 2027

Notification date*

12 May 2027

Earliest start date**

11 June 2027

Latest completion date

11 June 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 application activities start.

Start date *

Must be a date and no earlier than 11/6/2027.

A project starts when you have spent money on items in your grant request, not when an activity begins.

Completion date *

Must be a date and no later than 11/6/2028.

Do you have any partnerships confirmed for the delivery of your project? *

☐ Yes (Complete Confirmed Partner Support)

☐ No

If you are not a first-time applicant, it is strongly recommended that you secure support for your project—either in-kind or financial—from a delivery partner.

Where will your project take place? *

What is the primary art form for your project? *

☐ 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

☐ Urban art mural on private property (Complete Urban art mural on private property)

☐ Other:

Is your project for a specific target group? *

☐ Yes (Complete Engagement)

☐ No

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Only select "Yes" if your project will specifically engage with targeted groups. Do not select if your project broadly engages all groups.

About the Funded Activity

Your application will be assessed against the assessment criteria: Capacity, Merit, Reach and Benefit.

Where applicable, identify how your project aligns with:

- [Arts and Culture Action Plan 2025-27 – Creative Gold](#)
- [Council Plan 2022-27](#)
- [Gold Coast 2032](#).

Overview (Merit)

Briefly state what you plan to do, why it matters, and why now. *

Must be no more than 150 words.

Your capacity (Capacity)

Briefly state your skills, who you'll work with, and why you can deliver this well. *

Word count:
Must be no more than 150 words.

Reach and audience (Reach)

Tell us who will participate, how they'll take part (e.g. self, local, sector, community). *

Word count:
Must be no more than 150 words.

Outcomes and impact (Benefit)

Tell us what you, artists, and attendees will gain, and how the wider community may benefit *

Word count:
Must be no more than 150 words.

Delivery outline

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**Key dates/ milestones.
Key activities. Simple
delivery plan ***

Word count:

Must be no more than 150 words.

**Does your project
involve health or
therapeutic work (for
example: mental health
or arts therapy)? ***

- ☐ Yes (Complete Engagement and Expertise)
☐ No

**Optional support
material**

Attach a file:

Only submit material that is relevant, high-quality, and recent. This may include confirmed itineraries, feedback from peers, audiences or partners, marketing plans, evidence of success from previous work, and any relevant qualifications.

Letters of Support

You must provide at least one letter of support for your project. You may attach more letters of support if you wish.

This letter must:

- explain the relationship with the applicant (letters cannot come from people not directly involved in the project)
- clearly explain how they support your project
- be dated (letters must be current and specific to this project)
- include the person's full name and contact details (phone and/or email)

Upload - Letter of Support *

Attach a file:

A minimum of 1 file must be attached.

Application Information

*** indicates a required field**

Confirmed Partner Support

You told us your project will be supported by a confirmed partner.

You must provide:

- a support letter for your project partner
- the letter must:
 - clearly explain how the partner will support the project

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- confirm their contribution
- be dated (letters must be current and specific to this project)
- include the partner's full name and contact details (phone and/or email)

Upload - Partnership confirmation *

Attach a file:

Developing urban art mural on private property

You told us your project is developing a mural on private property, you must:

- Follow the City's [Public Art Policy](#)
- Follow the City's [Graffiti Management Policy](#)
- Upload written consent from the property owner

Before starting your application, it is a requirement to contact the City's [Public Art team](#).

Have you contacted the City's Public Art team? *

- ☐ Yes (this is required before applying)
- ☐ No (you are not eligible to apply)

Explain how your project follows both the City's Public Art Policy and the Graffiti Management Policy. Describe how it meets the principles, goals, and guidelines. *

Word count:

Must be no more than 100 words.

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

Upload - Property owner consent *

Attach a file:

Required: A letter or email that clearly confirms the property owner's consent. This must include the property owner's full name and contact details (such as phone number and/or email address) and be dated. If you cannot provide this information, you are not eligible to apply.

Engagement and Expertise

You told us that your project involves health or therapeutic work.

To be eligible, you must show that you have:

- qualifications, or
- partnered with qualified professionals or organisations

In your answer, include:

- the skills, experience, or qualifications of you or your team
- any qualified professionals or partners involved (and their role)
- how you will keep participants safe and support their wellbeing

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- any risks you have identified and how you will manage them
- any guidelines, policies, or standards you will follow (if relevant)

How will you make sure your project is safe, appropriate, and delivered by people with the right skills or experience? *

Word count:

Must be no more than 200 words.

Upload - Qualifications *

Attach a file:

Engagement

Does your project specifically target or engage with any of the following groups? *

- | | |
|---|---|
| ☐ First Nations peoples | ☐ Older people (55 years+) |
| ☐ d/Deaf | ☐ Young people (12-18 years) |
| ☐ Culturally and linguistically diverse people | ☐ Children (0-11 years) |
| ☐ People with disability | ☐ LGBTQIA+ |

Only select this option if your project will specifically engage with the identified target group. Do not select it if your project broadly engages all groups. If your project involves working with First Nations peoples, culturally and linguistically diverse people, d/Deaf, people with disability, children and young people, you must complete Engagement Support.

Engagement Support - First Nations Peoples

You told us your project will work First Nations peoples.

To apply, you must upload evidence that you have:

- Contacted the relevant communities or organisations, and
- Gained their support and agreement to be involved

You can provide evidence such as letters of support from:

- Project partners (showing their role and contribution)
- Relevant peers or industry representatives

You must show that you have followed the correct cultural protocols.

You can refer to:

- Australia Council [Protocols for Using First Nations Cultural and Intellectual Property in the Arts](#)
- Arts Queensland [Cultural Engagement Framework - Working with Aboriginal and Torres Strait Islander arts and cultures in Queensland](#)

Describe how your project engages with the identified group. Include: how engagement is designed, who is involved, how benefit is shared *

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Word count:

Must be no more than 200 words.

Upload - Engagement support *

Attach a file:

Required: Support letters should be specific to the project, be dated, and - where applicable - clearly state any contribution or commitment. If you cannot provide this information, you are not eligible to apply.

Engagement Support - Culturally and Linguistically Diverse People

You told us your project will work with culturally and linguistically diverse people.

To apply, you must upload evidence that you have:

- Contacted the relevant communities or organisations, and
- Gained their support and agreement to be involved

You can provide evidence such as letters of support from:

- Project partners (showing their role and contribution)
- Relevant peers or industry representatives

Describe how your project engages with the identified group. Include: how engagement is designed, who is involved, how benefit is shared

Word count:

Must be no more than 200 words.

Upload - Engagement support

Attach a file:

Required: If your letter of support is not from a relevant community member, please upload here. Support letters should be specific to the project, be dated, and - where applicable - clearly state any contribution or commitment. If you cannot provide this information, you are not eligible to apply.

Engagement Support - Children and Young People

You told us your project will work with:

- Children (0-11 years)
- Young people (12-24 years)

To apply, you must upload evidence that you have:

- Contacted the relevant communities or organisations, and
- Gained their support and agreement to be involved

You can provide evidence such as letters of support from:

- Project partners (showing their role and contribution)
- Relevant peers or industry representatives

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Child safety requirements

You must show that you meet child safe standards and follow Queensland's child safeguarding law (Child Safe Organisations Act), where required.

For more information you can refer to:

- Queensland Family and Child Commission [Child Safe Standards | QFCC](#)
- Arts Queensland [Child safe standards guidance](#)

Mandatory Child Safe requirements

- **Copy of Child Safe Policy**
- **Copy of Code of Conduct**
- **Copy of Complaints Procedure**
- **Risk-management plan** specific to the funded activity
- **Training evidence** (certificates, logs, or statements of commitment)
- **Name of external complaints contact**
- **Evidence of Blue Cards** for all personnel

In Queensland, anyone working or volunteering with children needs a [Blue Card](#). You must show that all people involved in your project meet the Blue Card requirements.

Describe how your project engages with the identified group(s). Include: how engagement is designed, who is involved, how benefit is shared *

Word count:

Must be no more than 200 words.

Tell us how you meet the 10 Child Safe Standards required by the Child Safe Organisations Act 2024 (Qld) *

Word count:

Must be no more than 200 words.

Upload - Evidence of compliance with the 10 Child Safe Standards required by the Child Safe Organisations Act 2024 (Qld)

Child Safe Policy *

Attach a file:

Code of Conduct for working with children *

Attach a file:

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Complaints Procedure *

Attach a file:

Risk management plan specific to the funded activity *

Attach a file:

Engagement support *

Attach a file:

Required: Support letters should be specific to the project, be dated, and - where applicable - clearly state any contribution or commitment. If you cannot provide this information, you are not eligible to apply.

Training evidence *

Attach a file:

(certificates, logs, or statements of commitment)

Blue Cards for all personnel *

Attach a file:

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

Name and email address of external complaints contact

nominated external person/organisation to receive complaints about the artist

Engagement support - People with disability

You told us your project will work with:

- d/Deaf
- people with disability

To apply, you must upload evidence that you have:

- Contacted the relevant communities or organisations, and
- Gained their support and agreement to be involved

You can provide evidence such as letters of support from:

- Project partners (showing their role and contribution)
- Relevant peers or industry representatives

You must show that you have followed the correct cultural protocols.

You can refer to:

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- Creative Australia [National Arts and Disability Code of Practice](#)

Describe how your project engages with the identified group(s) in alignment with National Arts Disability Code of Practice. Include: how engagement is designed, who is involved, how benefit is shared *

Word count:
Must be no more than 200 words.

Upload - Engagement support *

Attach a file:

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

Budget

* indicates a required field

Project Budget

- 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 \$5,000.
- 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.

Income	\$	Expenditure	\$
	Must be a whole dollar amount (no cents).		Must be a whole dollar amount (no cents).
Arts Development Fund (this funding request)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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	\$		\$
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Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

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 \$5,000, the total in this table must equal \$5,000.
- 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

\$

	Must be a whole dollar amount (no cents).
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total Arts Development Fund Expenditure Amount

\$

This number/amount is calculated.

Budget Notes

Provide a brief explanation of your budget

Word count:

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May include: key costs, confirmed income (if any), how you calculated your costs, any in-kind contributions (e.g. goods, services or volunteer time). 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
- Where required, I am authorised to act on behalf of the organisation or group submitting this application
- 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 *

First Name

Last Name

The person submitting this application confirms they are duly authorised to act and sign on behalf of the organisation or collective.

Position

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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 the 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

Email: ArtsDevFund@goldcoast.qld.gov.au

Web: www.goldcoast.qld.gov.au

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Important Information - 2026-27 Arts Projects – Small Grants (Round 2)

Arts Projects – Small Grants

Welcome to the City of Gold Coast (City) online Arts Development Fund grant application service, powered by [SmartyGrants](#).

Before starting your application, please read this information carefully.

Talk to us first

We recommend you speak with a Senior Arts Officer 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 Checklist: what evidence is required to apply?

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's [Information Management Policy](#) and [Information 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

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- 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 - Small Grants (2026-27)

Small Grants support artists, arts workers, arts groups, collectives, companies and organisations to deliver arts and cultural projects.

You can apply for up to **\$5,000**.

The goal is to support one-off projects that:

- support creative risk taking and new ideas
- help emerging artists take the next step in their practice
- create new ways for people to take part in arts and culture
- support diverse communities to share and celebrate culture
- provide benefit to the Gold Coast arts sector or community
- create professional pathways for artists and arts workers

Important dates

- Applications will be assessed after the closing date.
- Application activities cannot start before the earliest start date.

Milestone

Date

Applications open

12 October 2026

Applications close

16 March 2027

Notification date*

12 May 2027

Earliest start date**

11 June 2027

Latest completion date

11 June 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 application activities start.

Eligibility

Who can apply?

You may be eligible to apply if you are:

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- an individual artist or arts worker
- an arts group or collective
- an arts organisation

To be eligible, the applicant or auspicee must:

- be based on the Gold Coast
- be an Australian citizen or permanent resident, if applying as an individual
- have an active Australian Business Number (ABN)
- have an Australian bank account
- have public liability, professional indemnity, and/or product liability insurance, depending on the activity
- be a practising artist or arts professional, or engage practising artists or arts professionals
- provide all required support material with the application

To be eligible, some applicants must (if relevant):

- be qualified to deliver the activity, or engage a qualified practitioner
- have Child safety documents and Blue Cards

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 applying for work related to your contract
- are a City of Gold Coast volunteer applying for work related to your volunteer role
- are a current City of Gold Coast Arts Development Program participant applying for activities related to that program
- are a government or semi-government entity
- are an employee of a government or semi-government entity applying for work 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 the delivery of the activities in your application.

Eligible costs may include:

- artist and arts worker fees*
- equipment hire
- venue hire
- consumable materials used to deliver the project
- marketing or promotion costs
- access services
- project documentation
- auspice fees up to \$250 or 5% of the grant amount awarded, whichever is lower
- other costs that are needed to deliver the project
- have engaged and have support from relevant target communities

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*You must pay artists and arts workers at industry standard rates.

What cannot be funded?

You cannot apply for funding towards::

- activities that have already started
- activities that have already finished
- reimbursement for money already spent
- projects that have already received City of Gold Coast funding for the same activity
- activities that are part of a certificate, degree or formal study
- school-based activities
- amateur arts activities
- fundraising activities or donations
- capital items, such as equipment, computers, vehicles or buildings
- business start-up costs
- agent fees
- general administration costs not directly linked to the project
- debt or loan repayments
- the delivery of competitions, awards, prizes or eisteddfods
- political activities or advocacy
- installation of public art or murals
- activities that will negatively affect the City of Gold Coast's reputation

Eligibility Requirements 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
- Valid insurance certificate of currency

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
- At least one letter of support

Artist support material

- Biography or CV
- Work samples

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- Website links
- Portfolio
- Social media links

Documents (if relevant)

- Artist or arts worker confirmation
- Partnership confirmation
- Engagement support letter confirming consultation (for applications supporting First Nations, d/Deaf, people with disability, children or young people, and culturally and linguistically diverse communities)
- Employment letter
- Evidence of compliance with the 10 Child Safe Standards required by the Child Safe Organisations Act 2024 (Qld)
- Blue Cards
- Therapeutic arts qualifications
- Auspice information

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

Assessment Criteria

Eligible applications are assessed against four criteria.

Each criterion has equal weighting.

- **Capacity** – show that you have the skills, experience, planning and support needed to deliver the activities outlined in your application.
- **Merit** – your application shows quality, purpose and value.
- **Reach** – your application shows who it will reach and how they will take part.
- **Benefit** – your application shows how it will benefit you, the arts sector, or the Gold Coast community.

Budget Considerations

- Application expenses cannot be already paid for before applying.
- The application can be for a project that has different stages, but you cannot spend money on these before submitting your application.
- You may plan your application activity in advance, but you must not spend money on any items included in your grant budget before submitting your application.
- Do not start your project before the earliest start date.
- A project is considered started when you have spent money on items in your grant request, not when an activity begins.

Glossary

ABN

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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 auspisor 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 projectThe 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.

Auspisor

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

Auspicee

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The individual or unincorporated group that delivers the project under an auspice arrangement. The auspicee works with the auspisor 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

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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.

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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. 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.

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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

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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

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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.

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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.