

GC Live Music Fund - Professional Musicians and Independent Promoters 2024/25

Form Preview

Completing your application

Before you start your application

- Read the [Gold Coast Live Music Fund Guidelines](#)
- Read the City of Gold Coast [Music Action Plan 2021](#)

It is also recommended that you contact the City of Gold Coast **Invest Gold Coast Music Office** to discuss your application.

Email: music@goldcoast.qld.gov.au

Help with your application

Welcome to the City of Gold Coast online grant application system - SmartyGrants.

You may begin anywhere in this application form. Please ensure you **save** as you go.

For queries about the guidelines, deadlines or the application, contact the **Invest Gold Coast Music Office**.

If you need technical help using the Smartygrants system, download the Smartygrants [Help Guide for Applicants](#) or the [Applicant Frequently Asked Questions](#) (FAQ's).

Navigating (moving through) the application form

At the top left of every screen there is a Navigation Panel with links to each page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' at the top or bottom of the screen to move forward or backwards through the application.

Saving your draft application

If you wish to leave a partially completed application, click the 'Save and Close' button at the top or bottom of the screen and log out. 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 documents you have started or submitted. You can then reopen your draft application and start from where you left off.

Submitting your application

You will find a 'Review' button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your application until all the required questions are completed.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

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If you do not receive a confirmation of submission email then your submission has NOT been received. Check that you have hit the submit button.

Attachments and supporting documents

You will 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 zip drive, or similar.

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 recommend keeping files to a maximum of 5MB – the larger the file, the longer the upload time.

If you are not able to upload a document, please contact the [Invest Gold Coast Music Office](#) for support.

Completing an application in a group

A number of people can work on an application using the same login as long as only one person is working on the application at the one time. Ensure you save as you go.

Spell check

Most Internet browsers have a spell check function built in – you can switch this function on or off by adjusting your browser settings.

YOUR APPLICATION IS NOT SAVED UNTIL YOU CLICK ON THE SAVE BUTTON. MAKE SURE YOU SAVE YOUR WORK REGULARLY.

Application Stream

* indicates a required field

Application stream

Which stream are you applying for? *

- ☐ Independent Promoter
- ☐ Professional Musician

Independent Promoters

* indicates a required field

Independent promoters - Do you meet all of the following requirements? (please select all that apply): *

- ☐ No more than three (3) employees, including the owner
- ☐ Documentation demonstrating the applicant has curated and promoted live shows featuring solo musicians and bands for at least two (2) years
- ☐ Are not contractually tied to one venue
- ☐ Do not meet all three of the above criteria (You are NOT eligible - do not proceed further)

Professional Musician

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* indicates a required field

Professional Musicians - Do you meet at least one of the following requirements? (please select all that apply) *

- ☐ At least two (2) years of documentation showing the applicant has regularly performed as a professional musician - solo or as part of a band - in live performances to public audiences
- ☐ Six (6) released recordings (singles)
- ☐ Six (6) promotionally released music videos
- ☐ None of the above (You are NOT eligible - do not proceed further)

Eligibility

* indicates a required field

To be eligible to submit an application, you must satisfy ALL of the eligibility criteria below - refer to the [Guidelines](#).

If you are unsure if you are eligible to submit this application email music@goldcoast.qld.gov.au

Do you live, or at least 51% of performers live, within the City of Gold Coast local government boundary? *

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

Have you submitted another application this financial year as an independent promoter?

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

Have you submitted another application this financial year as a Professional Musician?

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

Are you at least 18 years of age?

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

Do you have an Australian Business Number (ABN)? *

- ☐ Yes
 - ☐ No (You are NOT eligible - do not proceed further)
- Individuals, groups and organisations must have a ABN. If you selected No - you cannot apply for this grant.

Do you have valid quotes or evidence of activity to attach to your application? *

- ☐ Yes (Please attach these in section 4 of the application)
- ☐ No (You are required to submit valid quotes with your application to be eligible)

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Are the activities and costs you are applying for eligible? *

- ☐ Yes
☐ No (You are NOT eligible - do not proceed further)
See the list of activities that are not eligible in the Guidelines. If you selected No - you cannot apply

Does the business / individual have outstanding debts including fees and charges to Council? *

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

Does the business / individual have outstanding compliance issues with Council? *

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

Are you a council or council entity employee, an employee or elected representative of the City of Gold Coast? *

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

Applicant Information

* indicates a required field

Applicant Details

Provide details of the main contact person for this application. For Businesses, this is the person that is authorised on behalf of the entity to sign the contract and the declaration at the end of this application form and be the primary contact for the funded activity if successful.

Applicant detail

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Relationship to business

i.e. Owner, Manager, Employee.

Contact Email *

Must be an email address.

Phone Number *

Mobile number is preferred

Website

Must be a URL.

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Business Details

Business Name

Organisation Name

ABN *

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

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

Must be an ABN.

Business Address

Address

Phone Number

Must be an Australian phone number.
If different from above.

Funding Request

* indicates a required field

1. Narrative (not scored)

Please clearly describe and explain how the investment of any awarded grant funds will improve and grow your business. *

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Word count:

Must be no more than 2000 words.

2. Limited Access to Services - Scored (20 points)

Are languages other than English spoken in your household? *

- ☐ No
☐ Yes

If yes, please list the languages spoken in your household

How long have you been banking with a traditional bank or credit union? *

When did you last secure a commercial loan, line-of-credit, or other type of commercial lending for your business? *

What percentage of your current income is derived from professional music activities? *

Must be a number.

Must be between 0 and 100.

3. Local Economic Impact - Scored (30 points)

What best describes how your past activities have supported the Gold Coasts economy, including creatives, tourism and local businesses? *

Please be prepared to upload documentation of your partnerships or collaborations that best supports your answer.

4. Programming and Outreach - Scored (20 points)

What best describes how your past activities have expanded audiences and amplified the Gold Coast's diverse arts and culture sector? *

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5. Accessibility - Scored (15 points)

Have your past activities provided accessibility features for participating audiences with disabilities? *

Please explain how your past activities have provided accessibility features for people with disabilities to participate

Please be prepared to upload supporting materials of past activities that best support your answer.

Have your past activities provided programming for non-English speaking communities? *

Please explain how your past activities have provided programming for non-English speaking communities

Please be prepared to upload supporting materials of past programming that best supports your answer.

What best describes how your past activities have been open to the public and easily accessible? *

6. Previous City of Gold Coast Funding - Scored (15 points)

Have you previously received grant funding from government based music industry programs over the past 3 years? *

Please outline any funding received.

If yes, please outline

Please outline amounts of funding and where they are from

Budget Information

* indicates a required field

What is the total grant amount you are requesting? *

- ☐ \$5,000
- ☐ \$10,000

Is this the total cost of your application activity? *

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- ☐ Yes
- ☐ No

If No, what is the total cost?

Have you secured / confirmed the additional funds to undertake the proposal? *

- ☐ Yes (Please provide details below).
- ☐ No
- ☐ N/A

If yes, please provide details

Do you have any further comments to add?

Budget Totals

Total Expenditure Amount *

Must be a dollar amount.

Grant Award Total Budget: must show how the grant award will be used to pay for eligible expenses. Your budget total must equal the grant award amount previously selected (\$5,000 or \$10,000).

Grant Award Total Budget: at least 51% of expenses must be spent within the City of Gold Coast

Please attach document detailing eligible expense category, description of proposed expenses and amount paid by grant.

Eligible Expense Categories

Commercial Rent - Live Music Venues

Compensation - Contractors

Compensation - Employee Salaries

Insurance - Live Music Venues General Liability

Insurance - Musicians & Promoters Event Insurance

Accommodation & Travel for Visiting Artists

Performance Fees / Guarantees

Stage, Lighting, and Sound Rental

Studio and Video Production Rental, excluding Capital Expenditures (see "Ineligible Expenses")

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Supplies

Telephone / Internet

Marketing (amount must equal the " Marketing Plan" total)

Venue Rental (Public Events Only)

TOTAL \$

Grant Award Total Budget *

Attach a file:

Please attached information shown in table above. Grant Award Total Budget: at least 51% of expenses must be spent within the City of Gold Coast

Marketing Plan

Marketing Plan: should include paid and unpaid strategies for how the applicant will market and promote the grant-funded activities, if awarded, to local audiences, tourists, and conference delegates.

Your total marketing budget should be the same in both the marketing table and the budget table.

Online Campaigns

ONLINE CAMPAIGNS (list by type, eg. paid ads) \$

Online Campaigns Totals

Total Expenditure Amount

This number/amount is calculated.

Print Ads

PRINT ADS (list by target publication) **Estimated Total Budget \$**

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Print Ads Totals

Total Expenditure Amount

This number/amount is calculated.

Radio Ads

RADIO ADS (list by target station)	Estimated Total Production \$

Radio Ads

Total Expenditure Amount

This number/amount is calculated.

Marketing Production

MARKETING PRODUCTION	Estimated Total Budget \$

Marketing Production

Total Expenditure Amount

This number/amount is calculated.

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In-Kind Promotion / Outreach

IN-KIND PROMOTION / OUTREACH (list by Estimated Total Budget \$ potential partner)

In-Kind promotion / outreach Totals

Total Expenditure Amount

This number/amount is calculated.

Support Material

* indicates a required field

The following is **required** support material:

- **A letter of consent from the property owner** - If the application is for superficial improvements to a physical property and the applicant is not the property owner, the applicant must have the property owner's written consent.
- **Appropriate quotes** for the work/ improvements to be funded. The quote/s should show the breakdown of the estimated costs of labour, equipment and materials.
- **A copy of your public liability Insurance** (Certificate of Currency).

Attachments

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 recommend keeping files to a maximum of 5MB each. The larger the file, the longer the upload time.

If you encounter difficulties uploading a document, contact our Music Industry Development officer on music@goldcoast.qld.gov.au.

Suitable formats to upload include JPEG, MP3, MP4, MPEG Video, PDF, Word files. You can also insert weblinks to your material.

Proof of eligible activity

*

Attach a file:

Quotes for the goods services to be funded *

Attach a file:

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This is required support material. Max. 5 pages total. The quote/s should show the breakdown of the estimated costs of labour, equipment and materials.

Public liability Insurance (Certificate of Currency).

*

Attach a file:

This is required support material. Max. 3 letters of support.

Optional support material

Attach a file:

For example: venue confirmations, key partner confirmations, itineraries, quotes, marketing plan. Max. 5 pages.

Weblink 1

Include any passwords required

Weblink 2

Include any passwords required

Weblink 3

Include any passwords required

Certification

* indicates a required field

I certify that:

- I have read and I will abide by the Gold Coast Live Music Fund Guidelines.
- The statements in this application are true and correct to the best of my knowledge, information and belief.
- I will obtain all approvals, permits and other authorisations necessary to undertake the Project.
- I acknowledge that, if I am successful, information in this application will form part of my funding agreement with the City of Gold Coast.
- I consent to information provided in this application being used for training, systems testing or process improvement purposes by the City of Gold Coast.
- I give permission for City of Gold Coast to verify funding requested from other funding agencies in support of this project, and to provide information in this application to those funding agencies for this purpose.
- I give permission for City of Gold Coast to forward my application to the most appropriate industry experts.
- If this application is approved, I consent to the media, and City of Gold Coast Councillors being given information about the funded project and I understand I may be contacted directly by them.

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- If this application is approved, I consent to information about the funded project and the amount of funding received being published on City of Gold Coast's website.

I agree *

☐ Yes

Name *

Title

First Name

Last Name

For Organisations or Collectives this person warrants they have the authority to sign on behalf of the organisation

Position

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 eNewsletter
- ☐ Community venue
- ☐ City of Gold Coast's Twitter
- ☐ City of Gold Coast's Facebook
- ☐ City of Gold Coast's Instagram
- ☐ City of Gold Coast's website
- ☐ Word of mouth
- ☐ Radio advertising
- ☐ Newspaper article
- ☐ Newspaper advertisement
- ☐ Direct mail/email to your group
- ☐ Arts Queensland
- ☐ Street press
- ☐ Club, pub, cafe, gallery, venue
- ☐ Other:

Did you experience any difficulties in completing this application? If so, please let us know what they were.

Word count:

Must be no more than 200 words. Your feedback is valuable and helps us improve the program.

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

- ☐ Contacted a City of Gold Coast Music Industry Development Officer
- ☐ City of Gold Coast website
- ☐ Online via the Smartygrants website help section
- ☐ N/A

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Contact Us

Invest Gold Coast Music Office

Email: music@goldcoast.qld.gov.au

Web: [City of Gold Coast Live Music](#)