

2024-25 ARTS FUND | PROJECTS SMALL GRANTS | APPLICATION FORM

Form Preview

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, contact the **Grants Officer** by email cultural@goldcoast.qld.gov.au.

Are you a Gold Coast resident? *

- Yes (You must complete the Proof of Gold Coast residency section below)
- No (You must complete the 'Non-Gold Coast resident applicant outcomes and community benefit' section below)

Individuals must live on the Gold Coast, organisations must be based on the Gold Coast. See FAQs & Important Information for definition of 'resident' and 'Gold Coast based'. If you selected No - you may still be eligible. You must complete the local outcomes and community benefits section below.

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

- 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.

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

- Yes
- No (You are NOT eligible - do not proceed further)
- N/A

If you selected No - you cannot apply for this grant.
Organisations and groups - select N/A.

Did you receive a Regional Arts Development Fund Activate Small Grant in 2023-24? *

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

If you selected Yes - you cannot apply for this grant.

Do you have a current 'project' funded by the City of Gold Coast Council that is not yet finished and/or is not yet acquitted? *

- Yes (You are NOT eligible - do not proceed further. Excluding* partnerships grants)
- No

You must have completed your previous Council funded project AND submitted your Outcome Report. If you selected YES - you cannot apply for this grant. Note*: multi-year funding including Community Partnerships Fund and Arts Partnerships organisations are eligible to apply to the Arts Projects Small Grants & Major Grants providing they meet eligibility criteria.

Are you currently funded through Community Partnerships Fund, Community

- Yes (You must complete the New Project section below)
- No

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Projects Fund, or Arts Partnerships? *

See FAQs & Important information for definition of 'New Project'. If you selected Yes - you may still be eligible.

Are you a City of Gold Coast Council employee? *

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

Are you an employee of Experience Gold Coast, a Community Partnerships Fund organisation, or an Arts Development Fund Arts Partnerships organisation? *

- Yes (You must complete the Employer Letter section below)
- No

Will your project commence a minimum of 8 weeks from submission of this application? *

- Yes
- No (You are NOT eligible - do not proceed further)
Your project MUST start at least 8 weeks after the date you click the submit button. If you selected No - you cannot apply for this grant.

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 and costs that the Arts Development Fund will not support in the Guidelines. If you selected No - you cannot apply for this grant.

Proof of Gold Coast residency

Based on the information provided above, you have confirmed that you are a permanent Gold Coast resident (individuals and collectives).

To be eligible to submit an application you must upload proof of residency within the boundaries of the City of Gold Coast Council. For example:

- recent utility account - such as gas, electricity, phone
- rent or lease agreement
- rates notice or
- registration or drivers licence renewal notice.

If you do not provide this documentation, your application will be deemed ineligible and will not be assessed.

Residency proof *

Attach a file:

Employer Letter

Based on the information provided above, you have confirmed that you are an employee of:

- Experience Gold Coast

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- a Community Partnerships Fund organisation or
- an Arts Development Fund Arts Partnerships organisation.

To be eligible to submit an application you must upload a signed letter from your employer (CEO or Senior Management) stating that your proposed Arts Development Fund project is not associated with the duties of your role and/or programming of the organisation.

If you do not provide this letter, your application will be deemed ineligible and will not be assessed.

Employer letter *

Attach a file:

New Project - to be eligible to submit an application your project must be new, and distinctly separate from your other City of Gold Coast Council funding.

Based on the information provided above, you have confirmed that your organisation receives funding through:

- Community Partnerships Fund
- Community Projects Program or
- Arts Partnerships

If you are unable to demonstrate that the project is new, your application will be deemed ineligible and will not be assessed.

Provide details on how the project in this application differs from your existing funded project/s. *

Word count:

Must be no more than 100 words.

Non-Gold Coast resident applicant outcomes and community benefit

Based on the information provided above, you have confirmed that you are not a Gold Coast resident or based on the Gold Coast.

To be eligible to submit an application your project must:

- have significant outcomes on the Gold Coast AND
- benefit the Gold Coast community.

If you are unable to demonstrate the required outcomes and benefit, your application will be deemed ineligible and will not be assessed.

Gold Coast based outcomes *

- My project will be presented/performed on the Gold Coast
- My project will have a showing on the Gold Coast
- The key activities of my project will occur on the Gold Coast
- Other:

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Select all relevant

Provide further detail on the outcomes your project will have on the Gold Coast? *

Word count:

Must be no more than 1000 words.

For example: How will your project engage with specific Gold Coast sites and audiences? What activities will occur on the Gold Coast? Where and when will they occur?

Gold Coast community benefits *

- Gold Coast residents will be audiences
- Gold Coast residents will participate in the project
- My project will employ Gold Coast artists, creatives and/or arts workers
- My project will engage Gold Coast partners
- Other:

Select all relevant

Provide further detail on how your project benefits the Gold Coast community? *

Word count:

Must be no more than 1000 words.

For example: How will the Gold Coast community engage with your project? How does your project align with the City's Culture Strategy 2023? Are there benefits beyond access to arts and culture e.g. social, educational, health and well being etc. How many and who are the Gold Coast based artists, creatives and arts workers employed? Who are your Gold Coast based partners?

APPLICANT INFORMATION

* indicates a required field

Applicant Details

Provide details of the main contact person for the grant. For Organisations/ Collectives, 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.

Applicant *

Individual

Organisation

Organisation Name

Title

First Name

Last Name

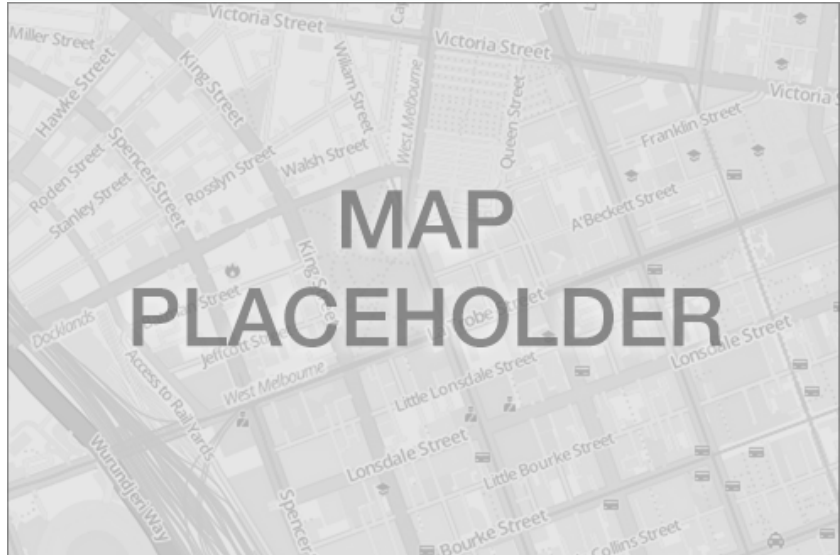
If you are applying as a collective - select organisation above and enter the collective's name in the organisation field.

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Street address *

Address



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

Phone number *

Mobile number is preferred

Email address *

Must be an email address.

Applicant ABN *

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

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

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

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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 you/your business is not based on the Gold Coast, you must answer No to the eligibility question in the checklist above and complete the 'Non-Gold Coast resident applicant outcomes and community benefit' section of the application form.

Bank Account

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Please attach your bank account verification

Attach a file:

Note: Bank Account Verification (must be a bank statement) must include your financial institutions logo, your account name, BSB number and account number.

Have you applied to the Arts Development Fund before? *

Yes

No

If you have applied to the Arts Development Fund before, when and under what name?

You must have completed your previous Council project AND submitted your Outcome Report to be eligible to apply. You can only have one successful grant application per stream per program year.

For Organisations / Collectives

Application contact

Title

First Name

Last Name

Main contact in the organisation/collective for official correspondence. This person should be authorised to act on behalf of the organisation/collective.

Position in organisation/collective

Phone number

If different from above.

Contact email

Must be an email address.

If different from above.

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Do you (the applicant) identify as: *

- | | |
|--|---|
| <input type="checkbox"/> Aboriginal | <input type="checkbox"/> Person with disability |
| <input type="checkbox"/> Torres Strait Islander | <input type="checkbox"/> Older person (55 years+) |
| <input type="checkbox"/> Australian South Sea Islander | <input type="checkbox"/> Young person (12-24 years) |
| <input type="checkbox"/> Deaf/deaf | <input type="checkbox"/> LGBTQI+ |
| <input type="checkbox"/> Born overseas | <input type="checkbox"/> Career stage - Emerging |
| <input type="checkbox"/> Use a language other than English at home | <input type="checkbox"/> Career stage - Established |
| <input type="checkbox"/> Culturally and linguistically diverse | <input type="checkbox"/> None of the above |

This question is about self-identifying as the applicant. If your project targets one of these groups - you will confirm this in the Project Statistics.

PROJECT SUMMARY

* indicates a required field

Project title *

Must be no more than 25 words.

Project description *

Word count:

Must be no more than 100 words.

This short project description will be used by Council when publicising the list of approved applicants.

Project start date *

Your project MUST start at least EIGHT weeks after the date you click the submit button.

CHECK YOUR PROJECT START DATE! If your project start date is less than EIGHT weeks from the date you submit this application it will NOT be eligible. An ineligible application will not be assessed.

Project end date *

Must be a date.

Total cost of your project *

What is the total budgeted cost of your project? For ease, the 'Total Expenditure Amount' in the Budget section will autofill this response.

Total Arts Development Fund funding requested *

Your total grant request (max. \$5,000). Applications with a diversity of income will be stronger against assessment criteria. For ease, the 'Total Arts Development Fund Expenditure Amount' in the Budget section will autofill this response.

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Where will your project take place? *

Applicants that are not based on the Gold Coast MUST have outcomes on the Gold Coast.

What is the primary art form for your project? *

- | | |
|--|--|
| <input type="radio"/> Visual Arts (including craft, design, photography) | <input type="radio"/> Community Engagement |
| <input type="radio"/> Theatre | <input type="radio"/> Multi-Art Form |
| <input type="radio"/> Circus / Physical Theatre | <input type="radio"/> Writing / Literature |
| <input type="radio"/> Music (including opera / musical theatre) | <input type="radio"/> Digital / Media |
| <input type="radio"/> Dance | <input type="radio"/> Film |
| <input type="radio"/> Collections and Cultural Heritage | <input type="radio"/> Other: |

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

- | | |
|---|---|
| <input type="checkbox"/> Aboriginal | <input type="checkbox"/> Young people (12-24 years) |
| <input type="checkbox"/> Torres Strait Islander | <input type="checkbox"/> Children (0-11 years) |
| <input type="checkbox"/> Australian South Sea Islander people | <input type="checkbox"/> LGBTQI+ |
| <input type="checkbox"/> Deaf/deaf | <input type="checkbox"/> Emerging artists |
| <input type="checkbox"/> Culturally and linguistically diverse people | <input type="checkbox"/> Established artists |
| <input type="checkbox"/> People with disability | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Older people (55 years+) | |

Only select if the project will SPECIFICALLY engage with the target group. Do not select if your project broadly engages all groups. If you will be working with First Nations people, culturally and linguistically diverse people, people with disability, or children and young people, you MUST complete the section below.

Engagement Support

Based on the information provided above, you have confirmed that your project specifically targets or engages with one or more of the following groups:

- First Nations people
- culturally and linguistically diverse people
- people with disability
- children (0-11 years)
- young people (12-24 years)

To be eligible to submit an application you must upload evidence that you have followed the required protocols to obtain support and confirmation of involvement from relevant communities and organisations.

If you do not provide this documentation, your application will be deemed ineligible and will not be assessed.

Refer to [FAQs & Important Information](#) for details.

Please outline how your project specifically engages with one of the groups above. *

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Word count:

Must be no more than 600 words.

For example, see FAQs & Important Information for 'What support material is required if my project engages with a First Nation's community' and other support material.

Engagement support *

Attach a file:

You are required to attach evidence that you have followed the required protocols to obtain support and confirmation of involvement from relevant communities and organisations.

PROJECT DETAILS

* indicates a required field

About the project

The intention of this grant is to encourage creative risk taking and experimentation.

Your answers to the questions in this section should consider the assessment criteria capacity, artistic merit, reach and community benefit.

Refer to:

- [Arts Development Fund Guidelines](#)
- [Arts Development Fund FAQs & Important Information](#)

Where applicable, identify if your project aligns to:

- [Culture Strategy 2023](#)
- [Council Plan 2022-27](#)
- [Gold Coast 2032](#).

When answering the question below tell us about your project including:

- what you are intending to do and why
- who is the project for
- the process and steps involved
- your arts sector experience and role in the project
- other artists, key people and/ or partners involved in your project, and what are their roles and experience
- your project location/s
- key dates, milestones and how they will be achieved
- what outcomes are you looking to achieve from your project
- how will you measure their success or evidence they have been achieved.

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Describe the project. *

Must be no more than 2000 words.

BUDGET

Project Budget

List ALL of your project income (cash and in-kind), and your Arts Development Fund funding request in the left hand Income column. You must show other income in your budget (cash or in-kind).

Income might include ticket sales, merchandise, bar sales, grants, sponsorship, donations, fundraising, your own contribution or product sales.

List ALL of your project costs in the right hand Expenditure column (including in-kind).

Expenditure might include salaries, wages, fees, allowances, production costs, venue, promotion, documentation, marketing and administration costs.

Your total request cannot exceed \$5,000.

Your Total Income and Total Expenditure *must* balance.

You will provide a further breakdown of how you will specifically allocate your requested Arts Development Fund funding in the section below: *Arts Development Fund Funding Expenditure*.

If you need to add more lines please click the *Add More* button located at the bottom right corner 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)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

Total Expenditure Amount

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\$

This number/amount is calculated.

\$

This number/amount is calculated.

Arts Development Fund funding expenditure

List the items that you will be allocating your Arts Development Fund funding to, and the amount. For example: If you have requested \$5,000 in Arts Development Fund funding, the total of this table will be \$5,000. You are only outlining here what you plan to spend the Arts Development Fund funding component on.

This list should add up to the 'Total Arts Development Fund funding request' in the Project Summary section of this application.

NOTE: There are some items or activities that Arts Development Fund does not support. See the 'What Arts Development Fund will not support' section in the [Guidelines](#).

If you need to add more lines please click the *Add More* button located at the bottom right of the table.

Arts Development Fund Expenditure

\$

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

Add explanations or additional detail as required

Word count:

For example: Include information on whether any of your income is confirmed. Provide more detail on any in-kind income. Note: attached budgets will not be considered, make sure you complete the budget table in this application form. Incomplete applications will not be assessed.

SUPPORT MATERIAL

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* indicates a required field

The following is **required** support material:

- Biography/CV for all key personnel, including yourself (max. half page per person) and written confirmation of their participation / interest.
- Up to three letters of support from your partners, individuals or organisations relevant to your project (not those directly involved in the project).
- Up to five samples of previous work. Samples should be relevant to your project.
- For proposals requesting support towards urban art (mural) projects, you must include a letter of consent for the mural from the property owner.
- Quotes for significant budget items.

For information on other support material to strengthen your application, refer to the [FAQs & Important Information](#). Where applicable to your project this could include:

- written confirmation and evidence of interest from partners (e.g. venues, events, organisations)
- confirmation of significant partnerships
- itinerary of travel or tour arrangements
- evidence of demand for your project
- marketing plan.

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 the **Grants Officer** by email cultural@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.

Biography/CVs and confirmations *

Attach a file:

This is required support material. Max. 5 pages total.

Letters of Support *

Attach a file:

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

Work samples *

Attach a file:

This is required support material. Max. 5 work samples. See also web-links below

Quotes *

Attach a file:

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This is required support material. Upload quotes for Arts Development Fund requested expenses.

Other required support material

Attach a file:

See required support material section above.

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. Provide a link that profiles your work.

Weblink 2

Include any passwords required. Provide a link that profiles your work.

Weblink 3

Include any passwords required. Provide a link that profiles your work.

Project Media

Some of the ways we promote arts and culture on the Gold Coast, and promote the Gold Coast as a creative city is by **announcing successful Arts Development Fund applicants** (for example through Council's website and social media pages, electronic newsletters, media articles etc.).

By including these files with your application, you are helping to promote your own work and the vibrancy of the local arts and culture sector - thank you!

Still image

Attach a file:

A maximum of 3 files may be attached.

Video

Attach a file:

A maximum of 3 files may be attached.

Media Credits

To ensure we have appropriate image credits, please provide further details on EACH image and video file uploaded:

- uploaded file name (e.g. xproject.jpg)
- image description (e.g. Festival X; Shiny Ball by Artist Name)
- photographer credit
- any other credit required.

Credit information

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Provide this information for any image / video files uploaded.

CERTIFICATION

* indicates a required field

I certify that:

- I have read and I / my organisation / my collective will abide by the City of Gold Coast Arts Development Fund [Guidelines](#).
- The statements in this application are true and correct to the best of my knowledge, information and belief.
- The supporting material is my own work or the work of the artists named in this application.
- 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 Council of 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 Council.
- I give permission for City of Gold Coast Council 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 Council 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.
- 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

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

Name *

First Name

Last Name

For organisations/collectives this person warrants they have the authority to sign on behalf of the organisation/collective

Position

Date *

Must be a date.

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BEFORE YOU SUBMIT: CHECK YOUR PROJECT START DATE IN THE PROJECT SUMMARY SECTION OF THIS FORM!

If your project start date is less than 8 weeks from the date you submit this application it will NOT be eligible and will NOT be assessed.

Feedback to us

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

Where did you hear about the Arts Development Fund 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:

How long did it take you to complete this application?

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?

- Artificial Intelligence (AI)
- Contacted the City of Gold Coast Grants Officer
- Contacted a City of Gold Coast Arts & Culture 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.

Do you consent to receive communications in relation to opportunities from the City of Gold Coast Arts and Culture Team?

Yes No

Contact Us

City of Gold Coast Council Grants Officer

Email: cultural@goldcoast.qld.gov.au

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Web: www.goldcoast.qld.gov.au