

2025 Cultural Grants - Creative Projects

Form Preview

Instructions to Applicants

2025 Creative Projects Fund

This form is for applicants submitting an application to the annual round of the Creative Projects Fund.

The **Creative Projects Fund** aims to support professional groups and organisations offering opportunities for the development of professional creative projects in the Parramatta region. This category is open to those working in all art forms, including but not limited to, music, sculpture, dance, painting, writing/literature, theatre, design, film/video, web-based projects and apps.

The proposed project must meet at least one of the following objectives:

- **OBJECTIVE 1:** Develop the skills of our local creative talent (i.e. must be based in the Parramatta Local Government Area).
- **OBJECTIVE 2:** Increase participation in arts and creative sectors.
- **OBJECTIVE 3:** Stimulate connection to community, through the development of works and/or activities that explore the identity of the Parramatta region.
- **OBJECTIVE 4:** Encourage growth and increase the value of the creative sector to the Parramatta community, culture and economy.
- **OBJECTIVE 5:** Foster innovation and contribute to the growth of the arts and creative sectors.

'**Professional groups or organisations**' are those employing qualified staff at the appropriate award rate. They would usually have an appropriately qualified administrator or director.

General eligibility criteria and information and requirements specific to each of the above categories may be found in the [Community Grants Guidelines](#). **All applicants are strongly encouraged to read these guidelines before proceeding.**

Applications close 12 AM, Tuesday, March 4 2025. Funded projects will be completed between 1 July 2025 and 30 June 2026.

Getting Support Contact us on 9806 5110 during business hours or email grants@cityofparramatta.nsw.gov.au and quote your application number.

Accessibility

If you'd like to submit the application by email or require assistance filling it out over the phone or in person, reach out to Nithya Nagarajan on the number above or nnagarajan@cityofparramatta.nsw.gov.au to discuss Council's options.

Applicant Details

* indicates a required field

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Please read the [Funding Guidelines](#) thoroughly before completing this form.

Incorporated Organisation's details: The Applicant

Organisation's Name *

Applicant's ABN

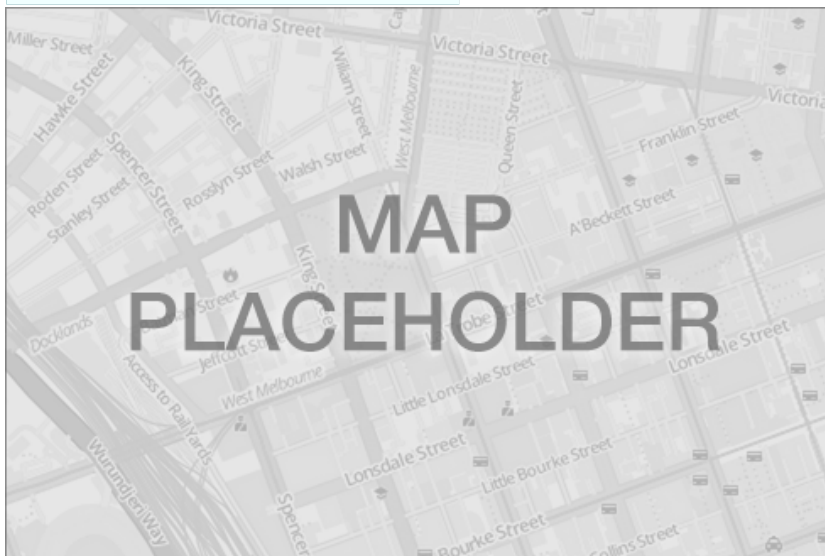
The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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 applicant must be incorporated and have an ABN. If you do not have an ABN, you may need to have an incorporated organisation act as your Auspice.

Organisation's Postal Address

Address



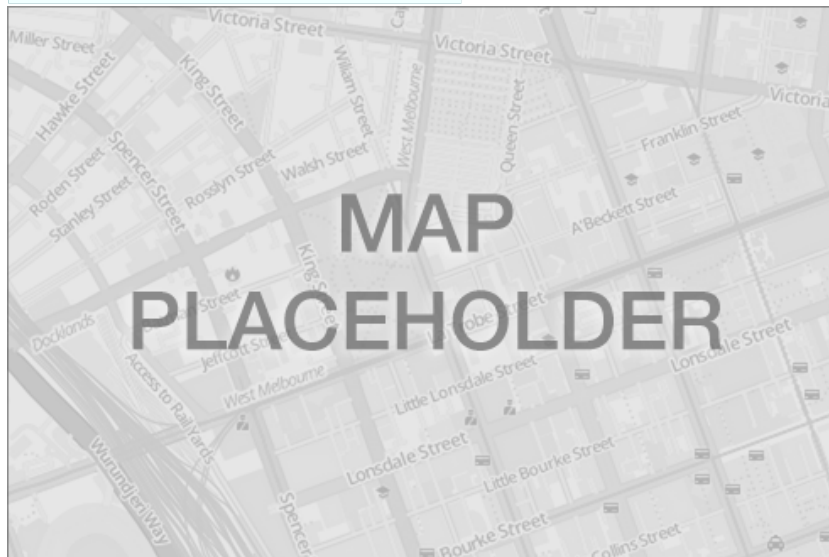
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Any, but at least one field is required.

Organisation's Office Address

Address



Must be an Australian postcode.

Status

Is your organisation a non-profit organisation or a social enterprise? *

☐ Yes

☐ No

Is your organisation incorporated? *

☐ Yes

☐ No

If yes, please indicate which form of incorporation.

- ☐ Australian Public Company
- ☐ Company Limited by Guarantee
- ☐ Co-Operative
- ☐ Not-for-profit Incorporated Association
- ☐ Registered Australian Body

If Co-operative or Incorporated Association, please supply your incorporation number.

This is often a number beginning with a Y that is found on your Certificate of Incorporation.

If Registered Australian Body, please supply your Australian Registered Body Number.

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Organisation CEO or Equivalent

CEO / Chairperson / or other authorised Public Officer's Name *

Title

First Name

Last Name

Position

Phone number

E-mail address

Auspice Arrangement

With an auspiced project, Council's primary funding relationship is with the incorporated organisation providing auspice (The Auspice Body).

We recommend an Auspice Agreement be established between the two organisations. Council can provide advice on what should be included in this agreement. Call 9806 5110 for more information.

Council allows an Auspice Fee to be in the project budget, at a maximum of 15% of the total grant.

Is this an auspiced project? *

☐ Yes

☐ No

Auspiced group's details

If this project is an auspiced project, the organisation or group being auspiced should fill out this section.

Auspiced group's name

Postal address

Address

Suburb State Postcode

E-mail address

Information About Your Organisation

Please tell us a bit about your organisation.

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Please write a brief description of your organisation's key activities *

Must be no more than 200 words.

Who are the primary beneficiaries of this project/program? *

Please choose the 3 most relevant groups that will benefit from this project.

General Eligibility

* indicates a required field

Bank account details

The applicant organisation must have a bank account with a minimum of two signatories.

Account name *

Account BSB *

Account number *

Remittance e-mail *

GST Registration

If you are successful in your application, you will be required to sign a funding agreement to provide the funded service/project. If you are formerly registered with the ATO for the Goods and Services Tax, Council will pay 10% GST on top of your grant amount.

Is the applicant organisation registered for GST? *

☐ Yes

☐ No

Financial information

As the custodian of public funds, Council administers Community Grants with a focus on financial accountability. We need to ensure that recipients can manage funds responsibly.

For funding requests between \$5,000 and \$10,000, applicants must provide:

- The organisation's most recent signed audited financial statements.

If your organisation is not required by the Australian Charities and not-for-profit Commission (ACNC) to have audited financial statements, or if your organisation has registered within the last 12 months and an audited financial statement is unavailable, please submit:

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- A Profit and Loss Statement (certified by an accredited accountant).
- Organisational Balance Sheet (covering the last 10 months).

Please upload your financial documents here. *

Attach a file:

If you do not have an electronic copy of your statements, create a Word Document that simply states that you will be mailing the report and upload that Word file.

Insurance coverage

We require that you have an appropriate level of insurance for any funded project that has the potential to cause harm or loss to those involved.

Do you already have insurance coverage for the type of project you are seeking funds for? *

☐ Yes

☐ No

If yes, please upload a copy of your existing Certificate of Currency from your insurance provider. *

Attach a file:

If no, please explain what risk management strategies you will have in place by 1 July 2025, including insurance coverage. *

Must be no more than 100 words. Your response to this question does not affect eligibility. However, if you are successful in your application, evidence will need to be provided that you have planned appropriate coverage.

Contacting a Council Officer

We encourage all applicants to have discussed their application with Nithya Nagarajan, Curator and Artist Development, Parramatta Artists Studios on 02 9806 5110 or nnagarajan@cityofparramatta.nsw.gov.au.

Council Officer name

Date of contact

<input type="text"/>	<input type="text"/>
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Project Details

*** indicates a required field**

Details on your proposed project.

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Project Name *

Amount applied for *

No more than \$20,000; must be a dollar amount

Project Commencement Date *

Must be a date and no earlier than 1/1/2024.

Project Completion Date *

Must be a date and no later than 31/12/2024.

Brief Project Description *

Briefly describe your project. Please keep this section short as you will be able to expand on your project throughout the application.

Project Contact Details

* indicates a required field

Main project contact

Which organisation is the main project contact from? *

☐ Applicant Organisation ☐ Auspiced Organisation

Project contact person from Applicant Organisation

Project contact person *

Title First Name Last Name

Position *

Phone number *

E-mail address *

Project contact person from Auspiced Organisation

Project Contact *

Title First Name Last Name

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Position *

Phone number *

Business hours preferred

Email address *

Must be an email address.

Strategic Alignment

* indicates a required field

City of Parramatta Strategic Priorities

City of Parramatta Community Grants are designed to help achieve our vision of Parramatta: 'Sydney's central city, sustainable, liveable, and productive - inspired by our communities'

We are keen to know which aspects of City of Parramatta's priorities your project could make a contribution to.

For more information on City of Parramatta's vision and priorities [click here to find it on our website.](#)

Please indicate which of Council's 6 Strategic Objectives your project best contributes to:

- | | |
|---|---|
| <input type="checkbox"/> Fair - we can all benefit from the opportunities our city offers | <input type="checkbox"/> Welcoming - we celebrate culture and diversity - past, present and future |
| <input type="checkbox"/> Accessible - we can all get to where we want to go | <input type="checkbox"/> Thriving - we benefit from having a thriving CBD and local centres |
| <input type="checkbox"/> Green - we care for and enjoy our environment | <input type="checkbox"/> Innovative - we collaborate and champion new ideas to create a better future |

No more than 1 choice may be selected. If your project contributes to more than one priority, you can detail this in the text box below.

How does your project meet the Council priority selected above? *

Must be no more than 150 words. You will have more opportunity in the questions that follow to tell us about your project.

Geographic location

Which ward will your project be delivered?

- ☐ Parramatta CBD
- ☐ Dundas Ward (comprising whole and parts of the suburbs of Dundas, Ermington, Oatlands and Telopea)
- ☐ Epping Ward (comprising whole and parts of the suburbs of Beecroft, Eastwood, Epping and Dundas Valley)
- ☐ North Rocks Ward (comprising whole and parts of the suburbs of Carlingford, North Parramatta, North Rocks and Winston Hills)

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- ☐ Parramatta Ward (comprising whole and parts of the suburbs of Constitution Hill, Old Toongabbie, Parramatta, Pendle Hill, Seven Hills, Toongabbie, Northmead, Wentworthville and Westmead)
- ☐ Rosehill Ward (comprising whole and parts of the suburbs of Camellia, Clyde, Harris Park, Granville, Lidcombe, Mays Hill, Melrose Park, Merrylands, Newington, Rosehill, Rydalmere, Silverwater, Sydney Olympic Park and Wentworth Point)

If the location is not listed above, please include here the location of where your project will be delivered.

Please explain why the location is outside the Parramatta Local Government Area and who the targeted audience is.

Category Questions

* indicates a required field

Creative Projects Fund objectives

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For the purpose of these guidelines, 'professional groups or organisations' are those employing qualified staff at the appropriate award rate. They would usually have an appropriately qualified administrator or director.

Which of the above objectives does your project meet? *

☐ Objective 1 ☐ Objective 2 ☐ Objective 3 ☐ Objective 4 ☐ Objective 5

Activity category

Please indicate which ONE activity category your project is involved in:

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Activity Category

Creative Project details

What are the planned project activities? *

Word count:

Must be no more than 200 words.

Explain your proposal and the nature of the work to be undertaken.

How will your project make a significant contribution to artistic and cultural practices in the City of Parramatta local government area? *

Must be no more than 200 words.

What are the proposed outcomes of the project and how will they be made accessible to the Parramatta community? *

Must be no more than 200 words.

What potential does your project present to the development of new audiences, new forms of practice or the amplification of cultural knowledge and activity?

Must be no more than 200 words.

Promotion

Please list three ways in which your project will be promoted to the Parramatta community:

Method 1

1. Method of promotion *

Why has this been prioritised? *

Method 2

2. Method of promotion *

Why has this been prioritised? *

Method 3

3. Method of promotion *

Why has this been prioritised? *

Supporting Documents

* indicates a required field

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Project Team

Please list the name of each key project personnel, their role, their weekly hours on the project, and upload their CV.

Add a new line for each key team member by clicking 'Add more'.

Name *	Role on project	Hours per week on project	CV of principal team members Attach a file:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Must not exceed 2 A4 pages each in length.

Support material

In this section, you can include examples of past projects/programs in the form of images, video/audio files, or written work samples.

Types of support material accepted You can include any/all of the following support material, but no more than ONE upload of each type each exceeding no more than 20MB:

- Up to 10 images, with credits, formatted into ONE .pdf document. Image credits should include a one sentence description of the work depicted in the image and the year it was produced;
- Audio and/or moving image file of up to 5 minutes, in one of the following file formats: .mov or .mp4 (for moving image); and .wav or .mp3 (for audio);
- For written work, a sample or samples of writing in .pdf or .doc file format. Maximum 4 x A4 pages, with each writing sample exceeding no more than 2 pages;
- Optional letter of support

Contact Nithya Nagarajan at nnagarajan@cityofparramatta.nsw.gov.au if you require assistance.

Type of Support Material

Choose from this list

Upload your file

Attach a file:

Work Plan and Evaluation

* indicates a required field

Project Work Plan

Please complete the below project work plan that includes:

- **Project milestones** - What are the key milestones/stages to be reached in order to achieve your project outcomes?
- **Tasks / Actions** - What are the important tasks that need to be done in order to reach each milestone/stage?
- **Performance indicator** - How will you measure the success of this milestone/stage?
- **Timeframe** - When will it be done by?

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Add a line for each new Milestone / Stage. Please complete a minimum of two Milestones and a maximum of six.

Milestone / Stage	Tasks / Action	Performance indicator	Timeframe

Project Evaluation

How will you know if your project is successful? *

Must be no more than 300 words

Project Sustainability

How will the project make a significant contribution to the sustainability of the arts and cultural sector in the City of Parramatta local government area? *

Must be no more than 200 words.

Budget

*** indicates a required field**

Other funding sources

In this section please provide details of additional funding sources for your project, both cash and in-kind. These can be confirmed or unconfirmed (please include the approximate date of confirmation or notification).

These may include contributions from your organisation as well as external sources.

What additional funding sources have been sought or confirmed?

Must be no more than 150 words

Provide details of in-kind contributions to your project.

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Must be no more than 150 words. This may be a venue that is being donated, or a graphic designer doing your work for free. You may also indicate the volunteer hours that are being contributed to the project or the paid staff time going into the project.

Venue hire information

If your project includes the hire of a venue or facility, provide details of this below.

*

Must be no more than 100 words

Project Budget

Applicants must provide accurate financial information as part of the submission process. It is important to demonstrate that your application is financially viable, and that the project can be successfully delivered within the budget specified. Please prepare your financial information carefully, as errors may jeopardise the success of your application. Please ensure that your budget shows which parts of your project you want City of Parramatta (CoP) to fund and which parts are funded from other sources (including in-kind).

- If you **are registered** for the GST, costings **should not include GST** as GST will be added on to the \$ amount you have requested **at the time of payment**
- If you **are not registered for GST**, please add 10% GST to your costings

Explain the basis for each expenditure item, for example: Facilitator Fees @ \$40ph x 2hpw x10 weeks

Expenditure Item	To be paid for by CoP grant funds	To be paid for by other funding source	Upload quote here
			Quotes must be provided for expenses \$500 or over. For any items costing \$1000 or over, two quotes must be provided. A maximum of 3 files may be attached.
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Project Budget Totals

Total Project Cost
\$

Total Requested from Council
\$

Total from Other Funding Source
\$

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This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Declaration

Declaration made by or on behalf of the applicant

The Applicant:

1. Declares the information submitted in this application is, to the best of the Applicant's knowledge, true and presents fairly, in all material respects, the financial position of the Applicant;
2. Agrees to notify City of Parramatta Council as soon as the Applicant becomes aware of any changes to this information or any circumstances that may affect this application, which includes, but is not limited to, information regarding the financial viability of the Applicant;
3. Acknowledges that City of Parramatta Council may seek further information regarding this application, if required;
4. Acknowledges that this is an application only the application may not necessarily result in a grant of funding being awarded by City of Parramatta Council, to the Applicant; and
5. Understands and agrees that if the Applicant is successful in making this application, which results in City of Parramatta Council awarding a grant of funding to the Applicant, that it has read and agrees to be bound by, and a party to, the Funding Agreement Standard Terms and Conditions, a copy of which you can find [here](#).

Signature of Applicant (also known as the Grantee, for the purposes of the Funding Agreement Standard Terms and Conditions), agreeing to the above Declaration:

Note: For the avoidance of the doubt, by this signature, the Applicant will be bound by, and a part to, the Funding Agreement Standard Terms and Conditions, as the named Grantee in those Funding Agreement Standard Terms and Conditions, if the Applicant's application results in City of Parramatta Council awarding a grant of funding to the applicant.

Please confirm you understand the above declaration by clicking 'Agreed'.

☐ Agreed

Full legal name of the Applicant

Insert name of incorporated association and any ABN or other registration number.

Public Officer's Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature

Print

Committee Member/Secretary Name

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

Date of Declaration

Must be a date.

Please remember to SUBMIT

If you have completed all questions, click **NEXT PAGE** to review your application. Please remember to hit the **SUBMIT** button. SmartyGrants will alert you if there are compulsory questions that you have not completed.

When you hit submit you will receive a confirmation e-mail. If you do not receive this confirmation, you may not have submitted successfully.

Feedback

To help us improve the City of Parramatta Council is keen to hear about your experience in applying for grants with us.

How did you find the online application process?

Where did you hear about City of Parramatta Community Grants?

- ☐ City of Parramatta website
- ☐ Community Connective Parramatta e-newsletter
- ☐ Social media (FB & LinkedIn)
- ☐ Community networks
- ☐ SmartyGrants email

If you accessed the City of Parramatta Council Website, did you find it...

If you spoke to a Council Officer, were they..

Any other feedback or comments?