

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

### Instructions to Applicants

#### 2025 Night Time Creative Economy Grant

This form is for applicants submitting an application for the Night Time Creative Economy Grant.

**For the purpose of this grant, Night Time is defined as AFTER six pm.**

This grant category supports community organisations, businesses, and collectives across the Parramatta LGA in programming and producing night time cultural and creative events and projects. These initiatives contribute to Parramatta's vibrant night time creative environment. The grants aims to enable opportunities for musicians and artists to develop new work, as well as encourage participation from all ages in our community to engage in night time cultural events and projects

The proposed project must meet one of the following objectives:

**OBJECTIVE 1:** Develop skills and provide professional development opportunities for the local cultural and creative community in night time programs,

**OBJECTIVE 2:** Increase participation in night-time arts, live music, and creative programming and events.

**OBJECTIVE 3:** Stimulate community connection through the development of works and activities that explore Parramatta's regional identity.

**OBJECTIVE 4:** Encourage growth and enhance the value of the creative sector to Parramatta's community, culture and night time economy.

**OBJECTIVE 5:** Foster innovative and unique programming, such as events taking place late in the evening, after 11pm.

General eligibility criteria and information and requirements specific to each of the above categories may be found in the Community Grants Guidelines located on Council's website [here](#).

**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.

**Need support** If you have questions about the grant application, reach out to the Community grants team via email [grants@cityofparramatta.nsw.gov.au](mailto:grants@cityofparramatta.nsw.gov.au) and quote your application number. For access reasons, 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 Aileen Robalino at [arobalino@cityofparramatta.nsw.gov.au](mailto:arobalino@cityofparramatta.nsw.gov.au) to discuss options.

### Applicant Details

\* indicates a required field

# 2025 Cultural Grants - Night Time Creative Economy

Form Preview

## 2025 Night Time Creative Economy Grants

Please read the [program guidelines](#) thoroughly before completing this form.

### Applicant's Details - The applicant

**Name \***

Full legal name (organisation, business, sole trader)

**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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

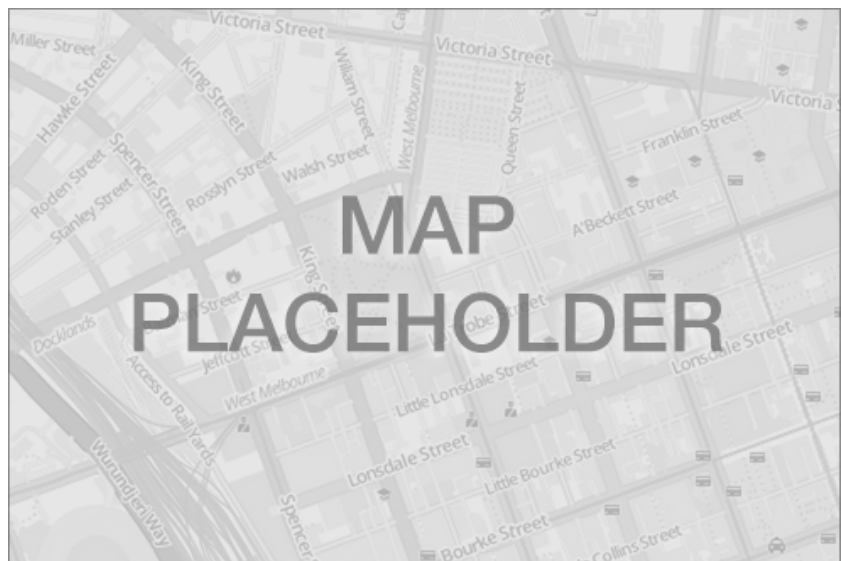
The applicant must have an ABN to apply.

**Applicant Postal Address**

Address

# 2025 Cultural Grants - Night Time Creative Economy

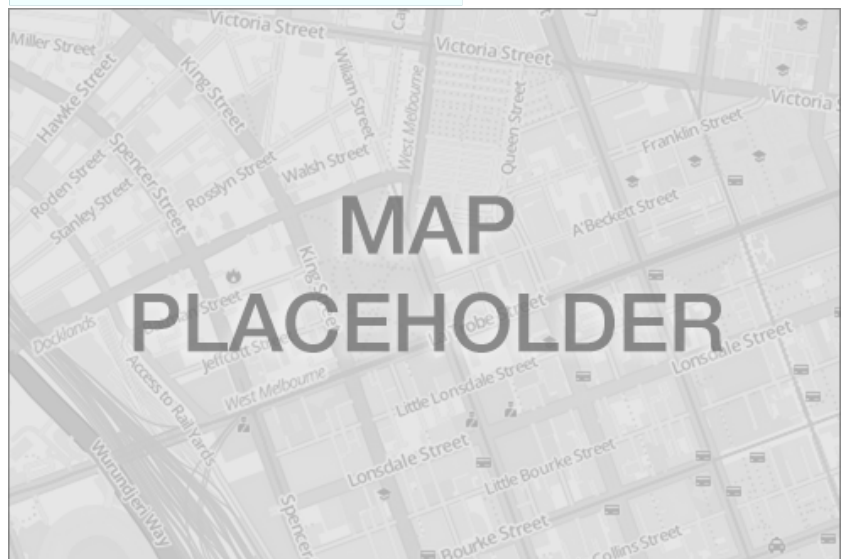
## Form Preview



Any, but at least one field is required.

### Project Venue Address

Address

Must be an Australian postcode.

Location where the project will take place.

### Website

Does your organisation use:

- ☐ Twitter    ☐ LinkedIn    ☐ Instagram    ☐ TikTok  
☐ Facebook

Status

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

**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.**

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

☐ Yes

☐ No

Authorised person

**Authorised person of organisation \***

Title

First Name

Last Name

**Position**

**Phone number**

**E-mail address**

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:

- A Profit and Loss Statement (certified by an accredited accountant).

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

- 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.

### Auspiced group's details

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

#### Auspiced Group

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Auspiced Group 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

#### Auspiced Group Primary Address

Address

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

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

### Auspiced Group Primary Email

Must be an email address.

### Auspiced Group Primary Website

Must be a URL.

## 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

Your response to this question does not affect your eligibility. However, if you respond YES, your budget should include GST exclusive amounts. If you answer NO and are not registered, your budget should reflect GST inclusive amounts.

### 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, such as **Public Liability Insurance**.

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

☐ Yes

☐ No

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

**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 1st 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 the Grants Program Team prior to lodging an application. This ensures you are able to ask any questions and access any support available.

The Grants Program Team can be contacted via **[grants@cityofparramatta.nsw.gov.au](mailto:grants@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 the particular project being applied for

**Project Name \***

**Amount applied for \***

\$

Must be a dollar amount. At least 50% of the funding requested must be matched by the applicant if successful. Funding is capped at \$10,000.

**Total Project cost \***

\$

Must be a dollar amount.  
Council will only contribute up to \$10,000 regardless of the total cost of the project. The applicant is responsible for supplying further funds if necessary.

**Project Commencement Date \***

Must be a date and between 1/7/2025 and 30/6/2026.

**Project Completion Date \***

Must be a date and between 1/7/2025 and 30/6/2026.

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

### Property/Building Ownership- Only fill in if applicable

If your project is planned to take place inside or on the grounds of a building, we ask you:

- **own the property** you intend to conduct an activity;
- **be authorised by the owner to conduct the activity** or lodge an application or be authorised to conduct such activity under the terms of your **Commercial Tenancy Agreement, or;**
- have a **licence or permit** to conduct the activity on the land.

#### **Proof of property ownership, Commercial Tenancy Agreement or License/Permit**

Attach a file:

Proof of ownership such as mortgage documents or a copy of a Commercial Tenancy Agreement - you must have a minimum of twelve months remaining on the lease from the time the grant application has been lodged.

#### **If you are not the property owner, please provide a letter of permission from the owner.**

Attach a file:

Letter must include property owner's contact details and proof of ownership.

## 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 \***

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### **Position \***

#### **Phone Number \***

Must be an Australian phone number.

#### **Email \***

Must be an email address.



# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

### Project Contact person from Auspiced organisation if applicable

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

### Position

### Phone Number

Must be an Australian phone number.

### Email

Must be an email address.

## Strategic Alignment

\* indicates a required field

### City of Parramatta's vision for a 24-hour global city

Projects funded by the Night Time Creative Economy Grants should align with the City of Parramatta's 2050 vision of how our night city supports Parramatta's development as a global City.

#### Our global city vision:

*The Parramatta CBD is poised to transform into a 24-hour cultural and entertainment district. Across the Parramatta LGA this commitment to enabling and supporting a thriving Night Time Economy with live music, and cultural and creative activations and programming for all ages of our community is seen in planning, grants and capacity building programs.*

*Parramatta is recognised as a thriving and well-coordinated night city that champions late night business, good universal design and accessibility, diverse and safe places, has creativity and culture at its core and is a leader in urban governance and policy.*

#### How will your project support our vision of a 24-hour global City?

No more than 100 words

#### Please indicate which of Council's 6 strategic objectives your project best contributes to: \*

- ☐ Fair- We can all benefit from the opportunities our City offers
- ☐ Accessible - we can all get to where we want to go
- ☐ Green - we care for and enjoy our environment
- ☐ Welcoming - we celebrate culture and diversity - past, present and future
- ☐ Thriving - we benefit from having a thriving CBD and local centres
- ☐ Innovative - we collaborate and champion new ideas to create a better future

Please choose 1 objective only .

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

### Project Questions- Tell us more

\* indicates a required field

#### Night Time Creative Economy grant objectives

This grant category supports community organisations, businesses, and collectives across the Parramatta LGA in programming and producing night time cultural and creative events and projects. These initiatives contribute to Parramatta's vibrant night time creative environment. The grants aims to enable opportunities for musicians and artists to develop new work, as well as encourage participation from all ages in our community to engage in night time cultural events and projects

For this grant night-time is defined as after six pm.

The proposed project must meet one of the following objectives:

**OBJECTIVE 1:** Develop skills and provide professional development opportunities for the local cultural and creative community in nighttime programs,

**OBJECTIVE 2:** Increase participation in night-time arts, live music, and creative programming and events.

**OBJECTIVE 3:** Stimulate community connection through the development of works and activities that explore Parramatta's regional identity.

**OBJECTIVE 4:** Encourage growth and enhance the value of the creative sector to Parramatta's community, culture and night time economy.

**OBJECTIVE 5:** Foster innovative and unique programming, such as events taking place late in the evening, after 11pm.

#### Objectives and geographic location

**Which of the above objectives does your project meet? \***

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

Must be between 1 and 5 choices selected

**Which ward will your project be delivered? \***

- ☐ 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)
- ☐ Parramatta Ward (comprising whole and parts of the suburbs of Constitution Hill, Old Toongabbie, Parramatta, Pendle Hill, Seven Hills, Toongabbie, Northmead, Wentworthville and Westmead)
- ☐ Parramatta CBD

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

If unsure please choose where you are hoping this project takes place

**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 of the Parramatta Local Government Area and who the target audience is.**

### Project details

**What are the planned project details? \***

200 words max Explain your project idea, and what it includes

**What category does your project best align with? \***

- ☐ Live Music
- ☐ Performance/entertainment
- ☐ Workshop or classes
- ☐ exhibition
- ☐ Panel or talk
- ☐ Other

**What are the outcomes of your proposed project? \***

300 words max. Perhaps include how many people will be paid? Partnerships between people and collectives? Skill building?

**How will your project develop new audiences, and which audiences are you looking to engage with?**

Max 200 words, and different audiences can be locals, young people, First Nations, those with Access needs etc.

### Promotion

Please list up to three ways in which your project will be promoted to the local community. Such as social media accounts, newsletters, local radio etc.

**Method 1**

1. Method of promotion \*

**Method**

2. Method of promotion \*

**Method 3**

3. Method of promotion \*

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

Details *	Details *	Details *

## Supporting Documents

\* indicates a required field

### Project Team

Please list the key personnel involved in the project. Please indicate each person's role. If those involved have CV'S please attach. 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:

## Work Plan and Evaluation

\* indicates a required field

### Project workplan

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?

If you have any questions regarding this work plan, please contact the Community Grants team via [grants@cityofparramatta.nsw.gov.au](mailto:grants@cityofparramatta.nsw.gov.au)

**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 *
Milestone / Stage *	Tasks / Action *	Performance indicator *	Timeframe *

### Evaluation

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

**What does success look like? How will you know if your project is successful? \***

Must be no more than 150 words.

**Documenting the project is important, please list how you are planning on documenting this project? \***

Such as: recording attendance numbers, taking still images and video recordings of performances

## Budget

\* indicates a required field

### Other funding sources

The Night Time Creative Economy Grant is a matched funding grant, this means that this project needs to be supported by other funding or in kind support, such as other grants, partnerships, or donation of services. In addition to the amount you are applying for from Council, we are keen to know the full costs of projects and how the other parts are funded.

**What other funding, or support does this project include? \***

Must be no more than 150 words

### Project Budget

Applicants must provide accurate financial information as part of the submission process. It is important to show 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 GST, costings should **not include GST**
- If you **are not registered** for GST, costings **should be inclusive of GST**.

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
			For items over \$500 a quote is required, for

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

			items over \$1000, please upload two quotes.
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

### Project Budget Totals

#### Total Project Cost

\$

This number/amount is calculated.

#### Total requested from Council

\$

This number/amount is calculated.

#### Total from Other Funding Source

\$

This number/amount is calculated.

## Declaration

### Declaration

#### 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 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 is read and agrees to the 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 evidence of the doubt, by this signature, the Applicant will be bound by, and a part to, the 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**

☐ Agreed

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

**declaration by clicking  
'Agreed'.**

If the Applicant is an Individual

**Full Legal name of the Applicant**

Title First Name Last Name

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**Signatory Name**

--

Print.

**Signature**

--

Print.

**Date of Declaration**

--

Must be a date.

If the Applicant is a Company

**Name of Company**

--

Insert name of company and any ABN, ACN, or ARBN.

**Director's Name**

Title First Name Last Name

--	--	--

Equivalent to a Direction Position.

**Signature**

--

Print.

**Date of Declaration**

--

Must be a date.

**Director/Company Secretary Name**

--

Print

**Signature**

# 2025 Cultural Grants - Night Time Creative Economy

## Form Preview

Print.

### Date of Declaration

Must be a date.

If the Applicant is an Incorporated Association

### 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

### Signature

Print.

### Date of Declaration

Must be a date.

### Committee Member/Secretary Name

### Signature

Print.

### 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



# 2025 Cultural Grants - Night Time Creative Economy

Form Preview

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?**

**How did you find out about the Night Time Creative Economy Grant?**

**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?**