

# 2025 Cultural Grants - PAS Creative Fellowship

## Form Preview

### Instructions to Applicants

#### 2025 Parramatta Artists Studios Creative Fellowship

This form is for applicants to the 2025 annual round of the Parramatta Artists Studios Creative Fellowship.

The Parramatta Artists Studios Creative Fellowship aims to support the development of new work and/or the professional development of Parramatta artists and creative workers. This category is open to those working in any art forms, including but not limited to, visual art, music, dance, theatre, writing/literature, design, film/video and digital media, as well as artists with interdisciplinary practices.

The objectives of the Fellowship are:

- **Objective 1:** Provide an opportunity for a professional artist or creative worker at a transformative stage of their career to develop their practice in the Parramatta region
- **Objective 2:** Facilitate connection to the local community and/or explore the identity of Parramatta through the development and presentation of new works and/or ideas
- **Objective 3:** Foster research and experimentation, and contribute to the development of Western Sydney's dynamic arts ecology

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 at 11:59 pm on Tuesday, March 4 2025. Funded project will be completed between 1 July 2025 and 30 June 2026.

**Getting Support** Contact Nithya Nagarajan on 02 9806 5110 during business hours or email [nnagarajan@cityofparramatta.nsw.gov.au](mailto:nnagarajan@cityofparramatta.nsw.gov.au) and quote your application number.

#### Accessibility

If you would 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](mailto:nnagarajan@cityofparramatta.nsw.gov.au) to discuss Council's options.

#### Funding Category

**Skills Development Grants of \$10,000 may also be awarded via this application round. Would you like to be considered for this grant?**

- ☐ Yes  
☐ No

NB: Grant objectives and timelines are the same as the PAS Creative Fellowship

### Applicant Details

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\* indicates a required field

### Applicant information for the Parramatta Artists' Studios Creative Fellowship Fund

This is the only funding category where individuals are eligible. Please refer to the [Funding Guidelines](#) for more information.

#### Name

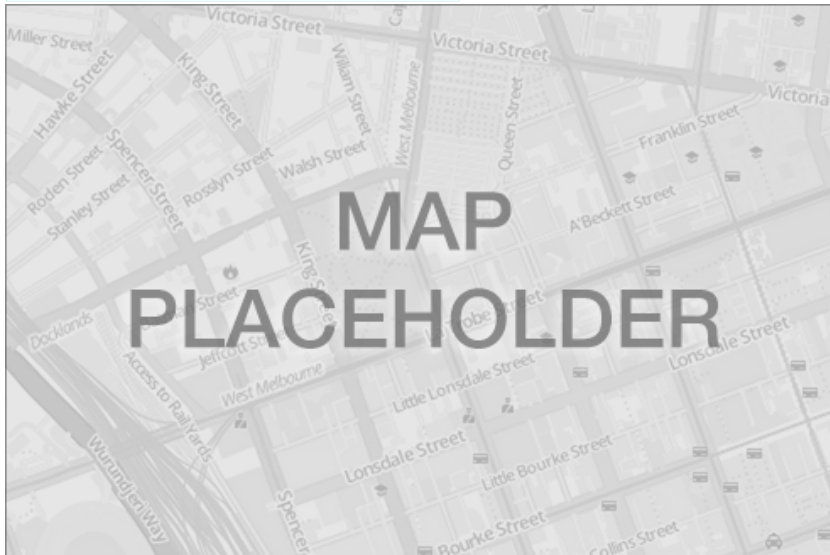
Title

First Name

Last Name

#### Home Address

Address

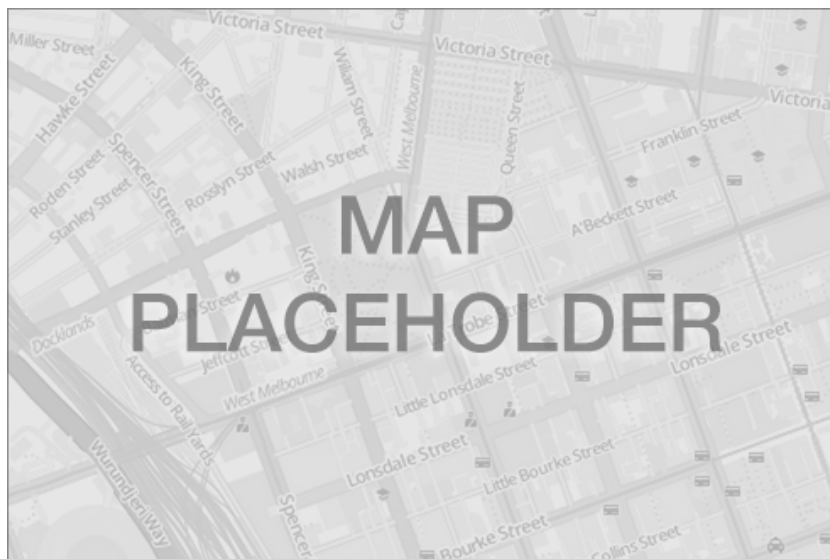
Must be an Australian postcode.

#### Postal Address

Address

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Must be an Australian postcode.

**Phone Number**

**Mobile Number**

**E-mail**

**Are you a resident of the Parramatta LGA? \***

- ☐ Yes  
☐ No

**For Parramatta residents or ratepayers, please provide evidence of residency**

Attach a file:

E.g. Drivers licence, passport, rates notice or rental property lease

**ABN (if you have one)**

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>

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ACNC Registration
Tax Concessions
Main business location

### General Eligibility

\* indicates a required field

#### Bank account details

**Account name \***

**Account BSB \***

**Account number \***

**Remittance e-mail \***

#### 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.

**Please upload a copy of your Certificate of Currency Public for Liability Insurance.**

Attach a file:

#### Contacting a Council Officer

We encourage all applicants to have discussed their application with a Parramatta Artists Studios staff. Contact Nithya Nagarajan on 02 9806 5110 or [nnagarajan@cityofparramatta.nsw.gov.au](mailto:nnagarajan@cityofparramatta.nsw.gov.au) or try [studios@cityofparramatta.nsw.gov.au](mailto:studios@cityofparramatta.nsw.gov.au) and someone will get back to you.

**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 Fellowship

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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 1/7/2025.

**Project Completion Date \***

Must be a date and no later than 30/6/2025.

**Brief Project Description \***

Must be no more than 100 words.

## Geographic location

**What locality is your project primarily happening in or benefiting?**

- ☐ 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)
- ☐ 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 of the Parramatta Local Government Area and who the targeted audience is.**

## Category Questions

\* indicates a required field

Project proposal

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**Describe in detail your proposal for new work, creative inquiry or professional development plan. Please include how this proposal will engage with or is of significance to communities within the Parramatta LGA. \***

Word count:

Must be no more than 300 words.

**Describe the different stages of the fellowship, and how learnings or proposed outputs will be made accessible to the Parramatta community and other interested parties? \***

Must be no more than 200 words.

**Describe how the fellowship is timely for your growth or progression as an artist, and how your proposal contributes to the arts sector more broadly.**

Must be no more than 200 words.

**The Fellowship is coordinated by Parramatta Artists Studios and includes 3 months of studio space at PAS (depending on availability). If applicable, please describe the value of a studio space to your Fellowship proposal.**

Must be no more than 100 words

## Qualifications and experience

**For non-residents, please outline your existing relationship, engagement and/or contribution to the cultural and creative landscape of the City of Parramatta. \***

Must be no more than 100 words.

## Supporting Documents

CV and bio

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### Upload your CV here

Attach a file:

### Enter your bio here

Word count:

Must be no more than 300 words.

## Supporting Documents

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:

- Upto 10 images with credits, formatted into a single PDF document. Each image credit should include a one sentence description of the work and its production year
- One audio or moving image file up to 5 minutes long in mov or mp4 format (for video) and wav or mp3 format (for audio)
- Optional letter of support

The PAS Creative Fellowship does not require the provision of quotes for procurement.

Please contact [nnagarajan@cityofparramatta.nsw.gov.au](mailto:nnagarajan@cityofparramatta.nsw.gov.au) if you need assistance.

Title of work

Description / Type of work

Date produced

Attachment

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?

**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 \*

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

## Budget

### Other funding sources

In addition to the amount you are applying for from City of Parramatta Council, outline how the full costs of the project and the other parts of the project are funded.

#### What are the in-kind or external contributions being made to your project?

Must be no more than 150 words. In-kind costs may include 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.

### 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).

#### All Creative Fellowship Fund applicants should include GST in their 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
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

### 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 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
4. 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

Title First Name Last Name

Insert name of the applicant.

### Signatory Name

Print

### Signature

Print

### Date of Declaration

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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.

**In the past 12 months, have you attended one of Council's online grant information / writing workshops?**

- ☐ Yes
- ☐ No
- ☐ Didn't know you had online information sessions

**Where did you hear about City of Parramatta Community Grants?**

- ☐ City of Parramatta website
- ☐ Community Connective Parramatta e-news
- ☐ Social media (i.e. Instagram)
- ☐ Community networks
- ☐ SmartyGrants email

**How did you find the online application process?**

**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?**