

# Creative grant - 2025-26 - Summer round - application form

## Form Preview

### Before you start

\* indicates a required field

#### Eligibility

**Check you're eligible. It's essential you read the [creative grants website and grants and sponsorship guidelines](#) for eligibility requirements, funding priorities, assessment criteria and other important information. An [Easy Read version](#) of the guidelines is available.**

**I have read the guidelines for the creative grants program \***

Yes

**I understand the eligibility requirements for this program \***

Yes

If you have any questions, please contact the grants team on 02 9265 9333 or [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au).

### Introduction

\* indicates a required field

#### Creative grants

Supports projects that contribute to Sydney's cultural life, provide opportunities for creative participation, enliven public spaces and strengthen the sustainability and capacity of our cultural and creative industries.

#### We're here to help

If you need support or have questions, please contact the grants team on **02 9265 9333** or [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au)

Further support is available for Aboriginal and/or Torres Strait Islander peoples, people with disability and people from culturally and linguistically diverse backgrounds.

For technical help with the SmartyGrants online form, please read the [help guide for applicants](#) and [applicant Frequently Asked Questions \(FAQ's\)](#).

#### Checklist to prepare your application

- Review the available resources at [Grants & Sponsorship website](#)

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- Arrange documents, such as quotes, letters from community and partners, venue confirmation and anything else that supports your application
- Prepare a project plan / timeline of activities
- Prepare a budget and ensure it's balanced and detailed
- Prepare risk management details if applying for more than 1 year or over \$20,000 in cash per year
- Confirm your venues (if applicable)
- Arrange a quote for value-in-kind (if applicable)

**We don't accept duplicate applications.** Applications for the same project that are submitted more than once in a round will only be considered in one program.

## Hiring our spaces or street banner poles

You can also apply to hire one of our [indoor venue spaces](#) or [street banner poles](#) at a reduced rate. We can provide the rate based on the fee quoted in your application.

- To book Sydney Town Hall, Paddington Town Hall or Customs House, please submit a [venue booking request](#). Contact [thm@cityofsydney.nsw.gov.au](mailto:thm@cityofsydney.nsw.gov.au) for support
- To book a community venue, please contact [communityvenues@cityofsydney.nsw.gov.au](mailto:communityvenues@cityofsydney.nsw.gov.au) for a quote
- To hire street banner poles, please contact [banners@cityofsydney.nsw.gov.au](mailto:banners@cityofsydney.nsw.gov.au) to discuss hiring costs. Please note that your organisation will be responsible for the cost of the design, production, installation and dismantling of the banners, as we are unable to waive these fees.

When requesting a quote, please **notify our team you're applying for this grant.**

### **Outdoor venues aren't available for venue hire fee waiver**

**(value-in-kind) requests.** For outdoor events, please contact

[openspacebookings@cityofsydney.nsw.gov.au](mailto:openspacebookings@cityofsydney.nsw.gov.au) to find out if the space is available.

**All requests for quotes should be submitted no later than 2 weeks before the closing date of this grant round. Any requests received after this date may not be processed.**

### **I understand the advice on this page \***

Yes

## Application contact

\* indicates a required field

### Contact for application

This is the person we will primarily correspond with about this grant.

#### **Contact name \***

First Name

Last Name

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**Position \***

**Phone number \***

Must be an Australian phone number

**Email address \***

Must be an email address

**Do you identify as a person with disability?**

NSW Disability Inclusion Act 2014 defines disability as "A long-term physical, mental, intellectual or sensory impairment, that in interaction with various barriers, may hinder [a] person's full and effective participation in society on an equal basis with others".

**Do you identify as a person from a culturally and linguistically diverse background?**

[Diversity Council Australia](#) defines cultural diversity as: "Having a mix of people from different cultural backgrounds - it can include differences in cultural/ethnic identity (how we identify ourselves and how others identify us), language, country of birth, religion, heritage/ancestry, national origin, and/or race, colour...CALD people see themselves (or their parents) or are seen by others as being from a non-English speaking background, and/or being from a non-Anglo-Celtic cultural background".

## Project proposal

\* indicates a required field

**The following information is assessable as part of your application.**

**Project name \***

Word count:

Must be no more than 10 words.

We may use this description in presenting your application to Council and public announcements if successful.

**Brief project description \***

Word count:

Must be no more than 30 words.

Briefly explain what your project is about and where it will take place. We may use this description in presenting your application to Council and public announcements if successful.

**How many years of funding support are you applying for? \***

1 Year

2 Years

3 Years

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### How much cash funding support per year are you applying for? \*

- \$20,000 or less
- Between \$20,001 and \$50,000

### Project start and end dates

City of Sydney grant funds can only support activities that occur within the funding timeframe. We can't support costs for projects that have already started.

When you start work on this project.

**Project start date \***

Must be a date and no earlier than 1/7/2025.

When you finish work and report on this project.

**Project end date \***

Latest end dates per years of funding requested are: year 1 = 30/6/2026, year 2 = 30/6/2027, year 3 = 30/6/2028.

### Event / activities start and end dates

**Event start date \***

Must be a date and no earlier than 1/7/2025.

**Event end date \***

Latest end dates per years of funding requested are: year 1 = 30/6/2026, year 2 = 30/6/2027, year 3 = 30/6/2028.

**How often will your event(s) / activities run? \***

For example, weekly on Mondays, 4 to 11 September 2025, 1st Tuesday of every month or a one day event on 20 September.

## What is your project

\* indicates a required field

### What are you going to do? \*

Word count:

Must be no more than 350 words.

### Location

### Where will the project take place? \*

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E.g. an address, street, suburb or area that is appropriate to your project. You must operate within the [City of Sydney's local area](#) or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

## City of Sydney villages

Our local area is divided into **10 village groups**. Each village is unique and dynamic in its own right with its own set of cultural, social, economic and environmental characteristics.

Please locate which **village** your project will take place in. You may also wish to view this [map](#) of the City of Sydney area.

### What village(s) is your project located in? \*

- CBD and Harbour
- Chinatown and CBD South
- Crown and Baptist Streets
- Glebe Point Road
- Green Square and City South
- Harris Street
- King Street
- Macleay Street and Woolloomooloo
- Oxford Street
- Redfern Street
- Across the City of Sydney local area
- None of the above

### Use the details below to help you:

**CBD and Harbour - Sydney City** - The Rocks, Dawes Point, Millers Point, Walsh Bay Barangaroo **Chinatown and CBD South** - Haymarket, Southern CBD Chinatown **Crown and Baptist Streets** - Surry Hills, Moore Park East Redfern **Glebe Point Road** - Glebe, Forest Lodge parts of Ultimo, Annandale Camperdown **Green Square and City South** - Beaconsfield, Rosebery, Zetland parts of Alexandria, Waterloo St Peters **Harris Street** - Pyrmont, Broadway parts of Ultimo **King Street** - Newtown, Erskineville parts of Camperdown Alexandria **Macleay Street and Woolloomooloo** - Woolloomooloo, Potts Point, Elizabeth Bay, Rushcutters Bay Kings Cross **Oxford Street** - Paddington, Darlinghurst, East Sydney, Centennial Park **Redfern Street** - West Redfern, Chippendale, Darlington, Eveleigh, Golden Grove parts of Waterloo Alexandria

## Community members

### Which City of Sydney community will benefit from this project the most? \*

### If relevant, which other City of Sydney community will benefit?

## Describe the cultural significance and community benefit of the project

Demonstrate in the question below how your project meaningfully supports, respects, and empowers Aboriginal and Torres Strait Islander communities through culturally responsive and community-driven initiatives.

Key areas to address include:

- Cultural context and significance
- Community involvement and leadership
- Specific cultural benefits
- Long-term cultural impacts
- Approach to cultural respect and engagement

**How does your project benefit the selected community members in the local area?**

\*

Word count:

Must be no more than 250 words.

### Diversity, inclusion and equity

**Describe how have you included the local diverse community and how will they be engaged? \***

Word count:

Must be no more than 200 words.

You're encouraged to hire Aboriginal and Torres Strait Islander businesses in all aspects of your project. Visit [Supply Nation](#) to view businesses and opportunities. Find more information about our diverse communities on our [website](#).

### Letters of support from community

We encourage you to source letters of support from community members that demonstrates your project is important for the local community and is supported by the local community.

The City of Sydney can't provide letters of support.

Attach a file:

### Why is it important

\* indicates a required field

**Describe why this project is important \***

Word count:

Must be no more than 250 words.

Please describe the value and anticipated impact of your project. This should reflect the needs of your identified partners, stakeholders and broader community of the City of Sydney and note the impact on these groups if your project doesn't go ahead.

**Your project should align with at least one funding priority.**

### Primary funding priority

**Select the funding priority most relevant to your project: \***

**How will your project contribute to this funding priority? \***

Word count:

Must be no more than 200 words.

### Secondary funding priority

**If applicable, select another funding priority that your project will contribute to: \***

**How will your project contribute to this funding priority? How does your project rate against this funding priority? \***

Word count:

Must be no more than 200 words.

### Attendance

**How will you run your project \***

- Free
- Free and ticketed
- Paid and ticketed
- Other

**How many people do you expect to attend in year 1? \***

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Must be a number.

**How many people do you expect to attend in year 2? \***

Must be a number.

**How many people do you expect to attend in year 3? \***

Must be a number.

## Staff and volunteers

**How many paid staff will work on the project? \***

Must be a number

**How many volunteers will work on the project? \***

Must be a number

## How will it happen

\* indicates a required field

Tell us about you/your organisation, your experience and its role in the City of Sydney local area.

**Describe your organisation \***

Word count:

Must be no more than 200 words.

## Partners

Please list any partners, key professionals, specialists or consultants you plan to work with on this project.

We would encourage you to get letters of support from your partners that describe how the partner will contribute to or benefit from this project, and any planned financial contributions or payments they will make to the project.

**Partner name**

**Role**

**Letter of Support**

Partner name	Role	Letter of Support




### Project plan

Projects requesting less than \$20,000 in cash, at minimum will provide a timeline of activities. However, requests for larger grants might follow the project plan example below. The level of detail of your project plan should be in line with the level of funding you are requesting.

You can find project plan guidance and example [here](#).

#### **Please upload your project plan \***

Attach a file:

### Project risk

#### **Describe the specific risks that could impact the outcomes or success of your project \***

Risks could include, but are not limited to workplace health and safety, financial, strategic, reputational, environmental, operational etc.

#### **Describe what you'll do to address your project's risks \***

## Outdoor space

\* indicates a required field

#### **Do you want to hire a City of Sydney outdoor space or park for program activity? \***

Yes  No

#### **Outdoor venues are not available for value-in-kind requests.**

To discuss your outdoor activities, please contact the Outdoor Events and Filming team via email on [openspacebookings@cityofsydney.nsw.gov.au](mailto:openspacebookings@cityofsydney.nsw.gov.au) or on **(02) 9265 9333**.

### Outdoor space or park options

If this grant application is successful and you are planning to run activities in a City of Sydney managed outdoor space, you will need to submit an event application form and supporting documentation to the Outdoor Events and Filming team for approval prior to your

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event occurring. Sufficient lead times for applications are required, as listed within the City's Event Guidelines.

Note, any proposals that require the use of a City park or turfed area must be discussed with our Outdoor Events and Filming Team prior to the grant application being submitted, as certain restrictions and additional requirements apply.

For fees, event application form, event guidelines, the outdoor spaces you can hire (interactive map at the bottom of the webpage) and further information, visit [apply to hold an outdoor event webpage](#).

### Outdoor space(s) you want to hire \*

### Attach an event site plan and your correspondence with our Outdoor Events and Filming team \*

Attach a file:

A site plan can be as simple as a screenshot of Google Maps with your proposed site plan indicated.

## Value-in-kind

\* indicates a required field

### Venue and street banner pole hire

As part of this grant application, you can request value-in-kind for [venue hire](#) and [street banner pole hire](#).

### Are you seeking value-in-kind assistance from the City for this project? \*

Yes  No

### What is the type of value-in-kind assistance you're seeking? \*

Venue hire  Street banner pole hire

### Venue hire options

#### Which community venue(s) have you chosen for your project?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 180 George Street Community Space | <input type="checkbox"/> East Sydney Community and Arts Centre (Ground Floor only)                              | <input type="checkbox"/> Redfern Community Centre         |
| <input type="checkbox"/> Abraham Mott Hall                 | <input type="checkbox"/> Erskineville Town Hall   | <input type="checkbox"/> Redfern Oval Community Room      |
| <input type="checkbox"/> Alexandria Town Hall              | <input type="checkbox"/> Glebe Town Hall  | <input type="checkbox"/> Redfern Town Hall                |
| <input type="checkbox"/> Benledi House                     | <input type="checkbox"/> Green Square Library Anything Room - note: only available during library opening hours | <input type="checkbox"/> Reginald Murphy Community Centre |

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- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Booter Community Centre   | <input type="checkbox"/> Green Square Library Music Room - note: only available during library opening hours | <input type="checkbox"/> Rex Centre                           |
| <input type="checkbox"/> Brown Street Community Hall   | <input type="checkbox"/> Harold Park Community Hall  | <input type="checkbox"/> Robyn Kemmis Reserve Community Space |
| <input type="checkbox"/> Cliff Noble Community Centre  | <input type="checkbox"/> Joseph Sargeant Community Centre  | <input type="checkbox"/> Ron Williams Community Centre        |
| <input type="checkbox"/> Customs House Library Meeting room - note: only available during library opening hours                  | <input type="checkbox"/> Juanita Nielsen Community Centre  | <input type="checkbox"/> St Helen's Community Centre          |
| <input type="checkbox"/> Darlinghurst Community Space  | <input type="checkbox"/> KGV Recreation Centre   | <input type="checkbox"/> Sydney Park Pavilion                 |
| <input type="checkbox"/> Darlington Activity Centre  | <input type="checkbox"/> Mary McDonald Centre  | <input type="checkbox"/> Tote Building                        |
| <input type="checkbox"/> Darling Square Library Idea Space (Full Idea Space) - note: only available during library opening hours | <input type="checkbox"/> Perry Park Recreation Centre  | <input type="checkbox"/> Ultimo Community Centre              |
| <input type="checkbox"/> Darling Square Library Idea Space (Half Idea Space) - note: only available during library opening hours | <input type="checkbox"/> Peter Forsyth Auditorium  |   |

### Which landmark venue(s) have you chosen for your project?

- Barnet Long Room, Customs House  Paddington Town Hall  Sydney Town Hall

## Community venue hire

Before applying for Community Venue hire fee waiver, you must obtain a quote from us. Please request the quote at least 2 weeks prior to the closing date of this grant, by emailing [communityvenues@cityofsydney.nsw.gov.au](mailto:communityvenues@cityofsydney.nsw.gov.au). When requesting a quote please notify staff that you are applying for a grant with us.

### Please list your booking reference number(s) \*

### Value for this booking as quoted by the City including GST? \*

\$

Must be a whole dollar amount (no cents).

### Value for this booking as quoted by the City excluding GST? \*

\$

Must be a whole dollar amount (no cents).

Please note that if you do make a booking you commit to the terms and conditions of any City of Sydney Venue Management booking contract, regardless of the outcome of this grant application.

## Landmark venue hire

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Before applying for Landmark venue hire fee waiver, you must obtain a quote from the City. Please request the quote at least 2 weeks prior to the closing date of this grant, by submitting a venue booking request [here](#).

In case you need additional assistance, you can email [thm@cityofsydney.nsw.gov.au](mailto:thm@cityofsydney.nsw.gov.au). When requesting assistance please notify staff that you are applying for a grant with the City.

**Note:** fees and charges associated with event teams at landmark venues are not eligible for funding from the City of Sydney.

### **Please upload the quote provided \***

Attach a file:

Please ensure the name of your file is clear.

### **Value for this booking as quoted by the City including GST? \***

\$

Must be a whole dollar amount (no cents).

### **Value for this booking as quoted by the City excluding GST? \***

\$

Must be a whole dollar amount (no cents).

Please note that if you do make a booking you commit to the terms and conditions of any City of Sydney Venue Management booking contract, regardless of the outcome of this grant application.

## Street banner pole hire

Hiring street banner poles can be requested as value-in-kind through this grant program.

**Please note that your organisation will be responsible for the cost of the design, production, installation and dismantling of the banners, as we are unable to waive these fees.**

Please see our [banners rate card](#) for information on costs for installation, production and dismantle fees. Bookings can be made if your application is successful. For more information, please visit [City banners](#).

You can request up to 150 banner poles for up to two weeks, once a year. Additional requests will be considered for significant events and dependent on availability in the street banner network.

### **How many banner poles do you want to hire each week? \***

Must be a whole number (no decimal place) and no more than 150.

### **How many weeks do you want to hire the banner poles for? \***

1  2

### **Value for this request including GST? \***

\$

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Must be a whole dollar amount (no cents).

### **Value for this request excluding GST? \***

\$

Must be a whole dollar amount (no cents).

### Value-in-kind request - year 1

### **Total of all the value-in-kind amounts you have requested from the City in year 1 \***

\$

This number/amount is calculated.

You will need to add this figure into the income and expenditure tables on the next page.

### Value-in-kind request - year 2

### **What is the total amount of value-in-kind you are requesting in year 2? \***

\$

Must be a whole dollar amount (no cents).

Please provide the total amount you are requesting across all types of value-in-kind.

### **If your value-in-kind request for year 2 differs from the request for year 1, please outline why**

Word count:

Must be no more than 100 words.

### Value-in-kind request - year 3

### **What is the total amount of value-in-kind you are requesting in year 3? \***

\$

Must be a whole dollar amount (no cents).

Please provide the total amount you are requesting across all types of value-in-kind.

### **If your value-in-kind request for year 3 differs from the requests for years 1 and 2, please outline why**

Word count:

Must be no more than 100 words.

## Budget

\* indicates a required field

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To assist you preparing your budget, view our [budget guidance and example](#).  
 Additionally, review other available resources at the [Grants & Sponsorship website](#).

### Cash request - year 1

**Total cash amount (excluding GST) requested from the City for year 1? \***

\$

Must be a whole dollar amount (no cents) and between 10000 and 50000.  
 This should match the cash request from the City in the income table below.

### Income table - year 1

List all the sources of cash and value-in-kind income for your project in the table below.

**You're required to match funding if you don't meet the [guidelines](#) definition of a not-for-profit or incorporated association.**

Value-in-kind sources may include any non-cash items such as volunteer time, donated supplies or venues that have waived their fees.

Income description	Amount cash ex GST	Amount in-kind ex GST
City of Sydney	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Add additional rows for each income source	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).

### Income totals - year 1

These auto-calculated fields tally the above table.

**Total cash income**  
 \$

This number/amount is calculated.

**Total in-kind income**  
 \$

This number/amount is calculated.

**Total cash and in-kind income**  
 \$

This number/amount is calculated.

### Expenditure table - year 1

List all the various expenditure items for your project, including:

- what you have allocated to City of Sydney funding
- what any in-kind sources will go towards

Expenditure description	How will you fund this expense?	Amount cash ex GST	Amount in-kind ex GST
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

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		\$	\$
		\$	\$
Add additional rows for each expenditure source		Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).

### Expenditure totals - year 1

These auto-calculated fields tally the above table.

They should match the auto-calculated income totals to ensure the budget is balanced.

**Total cash expenditure \***

\$

This number/amount is calculated.

**Total in-kind expenditure \***

\$

This number/amount is calculated.

**Total cash and in-kind expenditure \***

\$

This number/amount is calculated.

### Budget totals

If the income amount equals the expenditure amount, the sums below will be zero.

**Total cash income - expenditure \***

\$

This number/amount is calculated.

**Total in-kind income - expenditure \***

\$

This number/amount is calculated.

**Total cash and in-kind income - expenditure \***

\$

This number/amount is calculated.

### Cash request - year 2

**Total cash amount requested from the City for year 2? \***

\$

Must be a whole dollar amount (no cents) and between 10000 and 50000.  
Ex. GST.

**Total cash and value-in-kind contribution from you and third parties for year 2? \***

\$

Must be a whole dollar amount (no cents).  
Ex. GST.

**What is your project's total expenditure for year 2? \***

\$

Must be a whole dollar amount (no cents).  
Please include all cash and in-kind expenditure (excluding GST).

**If your funding request for year 2 differs from the request for year 1, please outline why**

Word count:

Must be no more than 100 words.

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### Cash request - year 3

**Total cash amount requested from the City for year 3? \***

\$

Must be a whole dollar amount (no cents) and between 10000 and 50000.  
Ex GST.

**Total cash and value-in-kind contribution from you and third parties for year 3? \***

\$

Must be a whole dollar amount (no cents).  
Ex GST.

**What is your project's total expenditure for year 3? \***

\$

Must be a whole dollar amount (no cents).  
Please include all cash and in-kind expenditure (excluding GST).

**If your funding request for year 3 differs from the requests for years 1 or 2, please outline why**

Word count:

Must be no more than 100 words.

### Financial uploads

Please attach your own budget file (optional if you have one) and/or quotes for capital expenditure items and equipment over \$1,000 to demonstrate good value for money.

**Attach your quotes here**

Attach a file:

**Attach your detailed budget (optional)**

Attach a file:

## Applicant details

\* indicates a required field

Used for eligibility, contact and reporting.

**Are you applying as an eligible organisation or with an auspice organisation? \***

- We are an eligible not-for-profit organisation
- We are an incorporated association



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- We are a corporation
- We are a co-operative
- We are a partnership
- We are a trustee of a trust
- I am an eligible sole trader
- We are a eligible government department or agency
- I am an individual auspiced by an eligible not-for-profit organisation
- We are an unincorporated community group auspiced by an eligible not-for-profit organisation

### Is your organisation a social enterprise or for-purpose business? \*

- Yes
- No

### Does your organisation have any of the following accreditations or certifications? \*

- B Corp
- Co-operative/Mutual
- Employee Ownership Trust
- Social Traders
- Not currently accredited or certified

## Applicant

**Please think carefully about what specific entity is applying. If your application is successful (and no auspice is required) the grant will be contracted and paid to the *entity name* in the ABN section below.**

**You won't be able to change the contract or pay the grant to another entity if details are incorrect or the entity changes its name or owner.**

If you name a trustee, please provide the details below where the trustee is a company.

### Applicant name \*

- Individual
- Organisation

Organisation Name

First Name

Last Name

For organisations, Trading name or any other name you are known by publicly.

### 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

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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.  
(Australian Business Number)

### Applicant address \*

Address

  

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

### Applicant postal address (if different)

Address

  

### Do you or your organisation identify as Aboriginal and/or Torres Strait Islander? \*

Yes  No

Organisations with at least 50% ownership qualify as Aboriginal and/or Torres Strait Islander.

### Applicant website

Must be a URL.

Can include your social media page if you do not have a website.

## Auspice organisation details

As you are an individual or unincorporated community group, your submission requires an auspicing organisation to be eligible.

Auspicing is where an eligible organisation administers funding on behalf of an applicant who is not eligible to apply in their own right.

If your application is successful the grant will be contracted and paid to the **Entity name in the ABN section below**.

**You won't be able to change the contract or pay the grant to another entity if details are incorrect or the entity changes its name or owner.**

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### Auspice organisation name \*

Trading name or any other name you are known by publicly.

### Auspice 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.  
(Australian Business Number)

### Auspice address \*

Address

  

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

### Auspice postal address (if different)

Address

  

### Auspice website

Must be a URL.

### Attach a letter from your auspice organisation stating their willingness to accept and administer the grant \*

Attach a file:

Please ensure the name of your file is clear.

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### **Auspice contact \***

First Name

Last Name

### **Auspice contact position \***

### **Auspice contact number \***

Must be an Australian phone number

### **Auspice contact email \***

Must be an email address

## Organisation documents

### **Please attach your Constitution or Rules which includes your statement of purpose and organisation structure**

Attach a file:

### **Annual report with financial statements or recent BAS (business activity statement) for the applicant or auspice organisation**

Attach a file:

## Additional material

\* indicates a required field

### Environmental sustainability

Any event or activity we fund must be delivered in an environmentally sustainable way. Please read our [sustainable event guidelines](#) and [guidelines for single use items](#).

We encourage organisations to reduce the carbon impact of their project and at a minimum purchase an appropriate amount of [GreenPower](#) to offset electricity consumed.

### **Describe your specific actions to reduce the environmental impact of your project, in particular to eliminate single-use items and offset through GreenPower \***

Word count:

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Must be no more than 100 words.

E.g. Impacts could relate to carbon emissions, waste production, water use or pollution. These could be minimised by purchasing GreenPower to offset, monitoring and managing energy consumption, best practice recycling, a sustainable event management plan or encouraging cycling.

### Child safety

Children's health, safety and wellbeing are important. [Protecting our children and young people from harm is everyone's job.](#)

You must ensure the safety and welfare of children and young people up to 18 years of age that your project has contact with by managing risks to child safety, especially risk of harm.

View a [child protection policy template](#) and a [child safety code of conduct template](#).

**Do you have a child safety / protection policy and procedures? \***

Yes  No

Require if the project involves child-related work.

**How will you ensure the safety of children and young people? \***

Word count:

Must be no more than 100 words.

Sole traders with children as beneficiaries and without child protection policies will need to work with an auspice for this framework.

**Please upload your child safety / protection policy and procedures \***

Attach a file:

### Additional supporting documents (optional)

Please upload any additional document relevant to your application.

Attach a file:

Files can be up to 25MB each. Please label documents clearly with 'Application number - Organisation - Document Name'. For example: CG SR 202526000 - City of Sydney - Communications plan.

### Grants newsletter subscription

**If you would like to subscribe to our grants newsletter, which we use to announce future grant opportunities, please provide an email address here:**

### Declarations

\* indicates a required field

#### Privacy protection notice

**Purpose of collection:** This information is being collected to manage our grant applications. A summary of all grant applications will be reported to Council by way of a Council report available on the City of Sydney's website. The information reported to Council includes the ABN name or the name of an individual when applying under an auspice. Non-identifiable data about grant applications may also be used in public reports and in research to improve the grants program.

**Intended recipients:** City of Sydney employees and authorised external third parties

**Supply:** The supply of this information is voluntary however if you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

**Access/Correction:** Please contact the grants team on 02 9265 9333 or at [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) to access or correct your personal information.

**Storage:** The Grants and Sponsorship Team at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

**Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions. Other uses may include deidentified reporting requirements and contacting successful applicants to participate in case studies.

For further details on how the City of Sydney manages personal information, please refer to our [privacy management plan](#).

**I understand that the information in this application will be used as described \***

Yes

#### Ethics framework

The City of Sydney does not support any activities or entities that unnecessarily:

- pollute land, air or water
- destroy or waste non-renewable resources
- market, promote or advertise products or services in a misleading or deceitful manner
- produce, promote or distribute products or services likely to be harmful to the community
- acquire land or commodities primarily for speculative gain
- create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- entice people into financial over-commitment
- exploit people through the payment of below-award wages or poor working conditions
- unlawfully discriminate, or encourage unlawful discriminatory behaviour, including discrimination based on ability, culture, religion, age, gender and sexual orientation in employment, marketing and / or advertising practices

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- sell or promote any prohibited items or services on Council land, such as fur and exotic animal skin products and feathers, other than where is permitted under traditional first nation cultural practices
- contribute to the inhibition of human rights generally.

For more information refer to the [grants and sponsorship policy](#).

**I confirm that the project and I/my organisation align with the above ethics framework \***

Yes

**I understand that I/my organisation must comply with all applicable laws, including those related to corruption and anti-bribery \***

Yes

### Public liability insurance and reporting measures

If your project is successful, you will be required to provide a copy of your current public liability insurance certificate of currency to the City of Sydney. You will also be required to maintain public liability insurance throughout the duration of this project, including any project extensions.

If your application is successful, we will ask you to report on a set of standard performance measures. This data demonstrates the impact the City of Sydney's investments are having towards achieving its goals. You need to ensure you develop a data collection plan to report on the outcome of your grant against the funding priorities selected.

**I understand that if my application is successful, I must provide and maintain public liability insurance for the duration of this project \***

Yes

**I understand that if my application is successful, I must report on a set of standard performance measures as requested by the City \***

Yes

### Declaration

I certify that all details supplied in this application and in any attached documents are true and correct, and that the application has been submitted with the authority of my organisation / group. I agree that I will contact the City of Sydney immediately if any information provided in this application changes or is incorrect.

**I am authorised to complete this application and have read and understood this declaration. \***

Yes

\*

First Name

Last Name

**Position held \***

**Date of declaration \***

Must be a date

### Submitting your application

You will find a '**Review and Submit**' button at the bottom of the 'Navigation Panel' on the left hand side of each page. 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.

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.

**If you do not receive a confirmation email, your application has not been submitted.**