

Creative City Grant Application Form - 2026/27 - Round 1

Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the **Greater Shepparton City Council Creative City Grants Program Guidelines**: [click here to read](#).

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact the **Riverlinks Administration Team on (03) 5832 9865**.

Confirmation of Eligibility

I confirm that the applicant ...

- has read and understands the program guidelines
- is able to demonstrate alignment between their project and the aims of this program
- is an arts or cultural group OR community organisation located in City of Greater Shepparton OR an individual creative or cultural practitioner living, working or studying in the City of Greater Shepparton
- has an ABN OR is auspiced by an incorporated organisation for the purposes of this application
- is located in (and/or supplies services to) the **City of Greater Shepparton**
- is able to demonstrate financial viability
- does not owe any reports or money to **Greater Shepparton City Council** as a result of previous funding or grants
- has the appropriate type and level of insurance for the activities that are the subject of this grant

I agree that all statements above are true and correct. *

☐ Yes

☐ No

Note: We strongly recommend you talk to the Riverlinks Administration Team on (03) 5832 9865 or via email (admin@riverlinksvenues.com.au) before submitting your application as we find this leads to much better outcomes for applicants.

Have you discussed your proposal with the Riverlinks Administration Team or another Council Officer? *

☐ Yes

☐ No

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So we can keep your application consistent, who was it that you spoke to from Riverlinks?

Things you need to complete this application

To complete this application you will need:

- Individual, group or organisation details including ABN*;
- Public Liability Insurance Certificate of Currency (minimum \$20 million)*;
- Auspice details (if applicable) including a letter from your auspice confirming auspice arrangement;
- Project details*;
- Budget including quotes for all items over \$1,000*;
- Letters of support for the project; and
- Project risk assessment*

* All items listed with an asterisks are required as part of the application process. Failure to provide all necessary information and documentation may impact your application.

Contact Details

* indicates a required field

Privacy Notice

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the Privacy and Data Protection Act 2014 (Vic). Your personal information is collected to communicate with you regarding your grant application. It is disclosed to council officers for review of your application and may be disclosed to other areas of Council to administer your grant application. If you do not provide the requested information we may be unable to process your application and keep you informed of the outcome of the application. Council may also use your personal information to contact you regarding future grant rounds. To opt out of future notification, gain access to or update your personal information please contact Council's Grants Coordinator on (03) 5832 9700.

Applicant Details

I am applying as: *

- ☐ An individual artist, creative or cultural practitioner
- ☐ An arts or cultural group, collective or organisation
- ☐ A community organisation or incorporated association working with artists, creatives or cultural practitioners

No more than 1 choice may be selected.

Name of applicant *

Organisation Name

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Primary (physical) address *

Address

Suburb State Postcode

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

Address

Suburb State Postcode

Applicant website

Must be a URL

Primary contact person *

Title First Name Last Name

This is the person we will correspond with about this grant

Position held (if applying on behalf of a group or organisation)

Phone number *

Must be an Australian phone number.

Back-up phone number

Must be an Australian phone number.

Contact person's email address *

This is the address we will use to correspond with you about this grant.

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About You or Your Organisation

* indicates a required field

Artform practice or creative discipline (please select all that apply to your project): *

- ☐ Literature
- ☐ Visual arts
- ☐ Performing arts
- ☐ Music
- ☐ Cross-artform
- ☐ Craft
- ☐ Fashion
- ☐ Design
- ☐ Community arts
- ☐ Traditional cultural practice
- ☐ Film, television, radio, podcast, photography
- ☐ Game design
- ☐ Digital arts
- ☐ Architecture, interior design, landscape architecture
- ☐ Museums, galleries, libraries
- ☐ Other:

At least 1 choice must be selected.

Stage and type of creative or cultural practice (please select up to 2 options that apply to you): *

- ☐ emerging (up to 5 years of practice)
- ☐ established (more than 5 years of practice)
- ☐ professional
- ☐ hobby/ amateur

Tell us about what you do? Please describe your arts, creative or cultural practice and activities as well as details of any previous work. *

Word count:

Must be no more than 200 words.

Are you applying on behalf of a Section 86 Committee of Greater Shepparton City Council? *

- ☐ Yes ☐ No

Are you applying on behalf of a State Government Entity? *

- ☐ Yes ☐ No

Do you or does your group/ organisation have an ABN? *

- ☐ Yes ☐ No

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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	

Must be an ABN

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO](#).

Please upload completed Statement of Supplier Form:

Attach a file:

Max 25mb

Is your organisation incorporated? *

☐ Yes ☐ No

What is your incorporation number?

Incorporated Association or Australian Corporation

Does your organisation have \$20 million Public Liability Insurance? *

- ☐ Yes - please attach a copy
- ☐ No - please note that if your application is successful, you will be required to provide evidence of \$20 Million Public Liability Insurance that is valid for the duration of the project, within 4 weeks of receiving notification.

Must be to the value of \$20 million, and valid for the duration of the project.

Please attach your current Public Liability Insurance certificate of currency:

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Attach a file:

Auspice Information

* indicates a required field

Are you or your group/ organisation being auspiced by another organisation for the purposes of this grant? *

☐ Yes

☐ No

Auspice Organisation Details

Name of auspicing organisation *

Organisation Name

Auspicing organisation's primary (physical) address *

Address

Suburb State Postcode

Auspicing organisation's postal address (if different to above)

Address

Suburb State Postcode

Auspicing organisation's website

Primary contact person at auspicing organisation *

Title First Name Last Name

Position held in organisation

Contact person's primary phone number *

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Contact person's back-up phone number

Contact person's email address *

Please attach a letter from the auspicing organisation confirming this arrangement is valid and current *

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

Does the auspicing organisation have an Australian Business Number (ABN)? *

☐ Yes

☐ No

ABN of auspicing organisation

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	

Must be an ABN

As the auspicing organisation does not have an ABN, please submit a completed ATO Statement by a Supplier form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from: [Statement by a supplier - ATO form](#)

Please upload a completed Statement of Supplier form

Attach a file:

Max 25mb

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Does your Auspice organisation have \$20 million Public Liability insurance that will cover your project? *

- ☐ Yes - please attach a copy
☐ No - please contact the Grants Administrator prior to lodging your application
Must be to the value of \$20 million, and valid for the duration of the project.

Please attach the Public Liability Insurance certificate of currency:

Attach a file:

Your Project

* indicates a required field

Project title: *

Provide a name for your project/program/initiative. Your title should be short but descriptive

Project Anticipated start date

Must be a date and no earlier than 30/9/2026.

Project Anticipated end date *

Must be a date and no later than 30/6/2027.

Please provide a summary of your project outlining what you plan to do, who will be involved, why you want to do it and what you will achieve. *

Word count:

Must be no more than 250 words.

Which of the Creative City Grant program objectives will your project to contribute to: *

- ☐ support local creative talent
☐ the sustainability of your arts, cultural or creative practice
☐ encourage community participation in the arts
☐ contribute to the diversity and vitality of our local creative sector
☐ strengthen our region's identity as a Creative City

At least 1 choice must be selected.

Please tell us about the potential impact and outcomes of your project including how it will contribute to any of Creative City Grant program objectives listed above. *

Word count:

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Must be no more than 250 words.

Please provide short bios of the key artistic, creative or cultural personnel, groups and/or partners involved in the project and what their roles will be (at least 1 and up to 5 bios max. 500 words) *

Word count:

Must be no more than 500 words.

Do you, your group/ organisation or any of the personnel involved with this application identify as: *

- ☐ First Nations
- ☐ People from culturally & linguistically diverse backgrounds
- ☐ People who identify as deaf and/or disabled
- ☐ People who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and/ or queer (LGBTIQ+)
- ☐ Children (0 - 11 years)
- ☐ Young People (12-25 years)
- ☐ Seniors (people aged over 60 years)
- ☐ People who identify as women
- ☐ People who identify as men
- ☐ Rural community
- ☐ Not applicable
- ☐ Other:

Who will benefit from this project? *

- | | | |
|--|--|---|
| ☐ First Nations | ☐ Children (0 - 11 years) | ☐ People who identify as men |
| ☐ People from culturally & linguistically diverse backgrounds | ☐ Young People (12-25 years) | ☐ Rural community |
| ☐ People who identify as deaf and/or disabled | ☐ Seniors (people aged over 60 years) | ☐ Other: |
| ☐ People who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and/ or queer (LGBTIQ+) | ☐ People who identify as women | |

What marketing, advertising and promotional activities have you got planned for your project? *

Word count:

Must be no more than 150 words.

Briefly list (bullet points) Print, Radio, TV, Social Media, Other

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Please tell us how you plan to evaluate the success and/or areas for improvement of your project after it is finished. *

Word count:
Must be no more than 150 words.

Please tell us about any potential risks associated with your project and how you will manage these? *

Word count:
Must be no more than 150 words.

Budget

* indicates a required field

Grant Amount Requested (Excluding GST) *

\$

Must be a dollar amount and between 1000 and 5000.

Total Project/Program Cost (Excluding GST) *

\$

What is the total budgeted cost (dollars) of your project - excluding GST?

Is your organisation registered for GST? *

- ☐ Yes
- ☐ No

Budget

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'council community arts grant', 'ticket sales / admission fees', 'company X sponsorship'. Examples of expenses could include 'artists fees', 'workshop materials', 'security x 4 hours'.

List all expenditure *GST exclusive*

Income	\$	Expenditure	\$
Grant Income must be shown in this column			
	\$		\$
	\$		\$
	\$		\$

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	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Your income and expenditure should be equal, there should not be a loss or a profit for the project.

If you are having difficulty completing your budget, please contact the Riverlinks Administration Team.

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.
Your income and expenditure should be equal, therefore this should be \$0.00.

Expenditure items over \$1,000 must have a quote. Please attach quotes for those expenditure (cost) items over \$1,000 here

Attach a file:

It is a Council requirement that quotes MUST BE PROVIDED for budget lines over \$1000. Failure to provide quotes may impact your application.

In kind contributions

What other inputs will you need in order to successfully carry out this project?

Confirmed?

Non-financial inputs could include staff/volunteers^ time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support. ^If you have volunteers working on the project, include their contribution. \$25 per hour for unskilled labour. \$40 per hour qualified trades person. \$65 per hour machinery hire including driver.	Must be a dollar amount.	
	\$	

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	\$	
	\$	
	\$	
	\$	

Support Material

You may wish to consider submitting written documentation, images, video or audio files to support your application. This may include,

- Information about you or your group/ organisation and/ or examples of previous work (maximum 3 pages).
- A sample of marketing/promotional material (maximum 3 pages).
- Letters of support from participating artists, creatives, community members or partners who are involved in your project (maximum 5 letters compiled as one PDF document).

Notes on submitting supporting documents and material:

- Attached files can be no more than 25MB in size each.
- It may be necessary to combine supporting material into one document in some instances, ie multiple images or letters of support may be compiled into one PDF.
- If you are providing URLs, only use links to publicly available sites. Links must open directly to the material you want to submit. Please provide any passwords to private links.
- Do not provide links to Google Drive, Drop Box or other online hosting platforms.

Please upload any support letters as one combined document

Attach a file:

Please upload any sample marketing/ promotional material

Attach a file:

Please upload any additional information or support material

Attach a file:

Please provide a URL link to any video, audio, images or other files that may support your application

Must be a URL.

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Declaration and Feedback

* indicates a required field

Declaration

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I agree that *

- ☐ I certify that to the best of my knowledge the statements made within this application are true and correct, and that the application has been submitted with the full knowledge and agreement of the management of my organisation.
- ☐ I have read the accompanying guidelines for applicants provided with this application form.
- ☐ I agree that I will contact Greater Shepparton City Council immediately if any information provided in this application changes or is incorrect.
- ☐ I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.
- ☐ I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.
- ☐ I understand that if the application is approved, we will be required to acknowledge Council's support through the Creative City Grants in marketing and promotion of the project.
- ☐ I also understand that a final acquittal report is required.

Name of authorised person *

Title	First Name	Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

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Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process: *

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes (as a number only) i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

How did your organisation find out about this grant? *

☐ Newspaper ☐ Council Website ☐ Council Event ☐ Radio ☐ Brochure ☐ Word of Mouth ☐ Previously Applied ☐ Facebook ☐ Twitter
Other

Select all that apply