

FUNDING FOR ORGANISATIONS

CREATIVE CAPITAL FUNDING GUIDELINES 2021



Create NSW **acknowledges** the Aboriginal people across the State and their continued connection to their lands, waters and culture.

We respect Elders past and present and the role that Aboriginal artists play in contributing to their culture.

goiwan guuridjau buuranlin (shark people dreaming), Luke Russell and Nicole Monks, The Lock-Up. **Image: Fourth Street Studio**



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CONTACT CREATE INFRASTRUCTURE

The Creative Capital grant program will be administered by Create Infrastructure in connection with its work in the planning and delivery of infrastructure for the cultural sector.

 0477 213 434

 creative.capital@create.nsw.gov.au

 create.nsw.gov.au/create-infrastructure/creativecapital/

ACCESSIBILITY, INCLUSION AND SUPPORT

Create Infrastructure is committed to ensuring better practice and ease of access to the **Creative Capital Funding Program**.

If you are an applicant with disability or who is d/Deaf, and you require this information in a format which is accessible to you, or if you require this information in another language, you can contact us on (02) 8289 6520 between 9am and 5pm Monday to Friday.

The National Relay service numbers are:

■ **TTY users:** Phone 133 677 then ask for (02) 8289 6520

■ **Speak and Listen users:** Phone 1300 555 727 then ask for (02) 8289 6520

■ **Internet Relay users:** Connect to NES then ask for (02) 8289 6520

ARABIC

إذا كنت تحتاج إلى هذه المعلومات بصيغه اسهل للقراءة او بلغتك الام، او إذا كنت تحتاج إلى مساعدة في تقديم طلبك، يرجى الاتصال بنا بين الساعة 9 صباحاً و5 مساءً من الإثنين إلى الجمعة

TRADITIONAL CHINESE

如果您需要我們以更容易獲取的格式或您的母語提供這些資訊，或者您在申請中需要任何幫助，您可以在週一至週五上午9時至下午5時之間同我們聯絡

SIMPLIFIED CHINESE

如果您需要我们以更容易获取的格式或您的母语提供这些信息，或者您在申请中需要任何帮助，您可以在周一至周五上午9时至下午5时之间同我们联系

FILIPINO

Kung kailangan mo ang impormasyong ito sa madaling ma-access na format o sa iyong unang wika, o kung kailangan mo ng anumang tulong sa iyong aplikasyon, maaari kang makipag-ugnay sa amin sa pagitan ng ika-9 ng umaga at ika-5 ng hapon Lunes hanggang Biyernes

GREEK

Εάν χρειάζεστε αυτές τις πληροφορίες σε πιο προσιτή μορφή ή στην πρώτη σας γλώσσα, ή αν χρειάζεστε βοήθεια με την αίτησή σας, μπορείτε να επικοινωνήσετε μαζί μας από 9πμ έως 5μμ, Δευτέρα έως Παρασκευή

HINDI

यदि आपको यह जानकारी अधिक सुलभ प्रारूप (फॉर्मेट) में या अपनी पहली भाषा में चाहिए, या यदि आपको अपने आवेदन के साथ किसी भी सहायता की आवश्यकता है, तो आप सोमवार से शुक्रवार सुबह 9 बजे से शाम 5 बजे के बीच हमसे संपर्क कर सकते हैं।

ITALIAN

Se hai bisogno di queste informazioni in un formato più accessibile o nella tua prima lingua, o se ti serve assistenza con la domanda, puoi contattarci dal lunedì al venerdì tra le 9 e le 17

KOREAN

열어 보기 쉬운 포맷이나 본인의 모국어로 이 정보를 보고 싶거나, 신청 과정에 무슨 도움이라도 필요하시면 월요일부터 금요일 오전 9시부터 오후 5시 사이에 연락하시면 됩니다

MACEDONIAN

Ако оваа информација ви треба во подостапен формат или на вашиот прв јазик, или ви треба помош околу вашата апликација, може да не контактираме меѓу 9 наутро и 5 попладне од понеделник до петок.

PORTUGUESE

Se necessitar desta informação num formato mais acessível ou na sua língua materna, ou se necessitar de qualquer assistência com o seu pedido, pode contactar-nos entre as 9:00 e as 17:00 horas, de segunda a sexta-feira.

SPANISH

Si necesita que esta información esté en un formato más accesible o en español, o si necesita asistencia con su solicitud, puede ponerse en contacto con nosotros de lunes a viernes entre las 9 y las 17 hrs.

THAI

หากคุณต้องการข้อมูลในรูปแบบที่สามารถเข้าถึงได้ง่ายขึ้นหรือเป็นข้อมูลในภาษาแรกของคุณ หรือหากคุณต้องการความช่วยเหลือเกี่ยวกับใบสมัครของคุณ คุณสามารถติดต่อเราได้ วันจันทร์ถึงวันศุกร์ ระหว่างเวลา 9.00 น. ถึง 17.00 น.

TURKISH

Bu bilgilere daha erişilebilir bir formatta veya ana dilinizde ihtiyacınız varsa veya başvurunuzla ilgili herhangi bir yardıma ihtiyacınız varsa, Pazartesi-Cuma günleri 09:00-17:00 saatleri arasında bizimle iletişime geçebilirsiniz.

VIETNAMESE

Nếu quý vị cần thông tin này ở dạng dễ đọc hơn hoặc bằng tiếng mẹ đẻ của mình, hoặc nếu cần được trợ giúp về bất cứ điều gì với đơn xin của mình, quý vị có thể liên hệ với chúng tôi trong khoảng thời gian từ 9 giờ sáng đến 5 giờ chiều, từ Thứ Hai đến Thứ Sáu

We recommend that you sign up to the Create NSW [e-newsletter](#) to stay informed of updates.

Regional applicants can also contact their local **Regional Arts Development Organisation** for assistance with applications.

Create Infrastructure staff can provide general support on the interpretation of these guidelines, including types of projects eligible for funding, and technical support with the online application process.

Create Infrastructure staff cannot help directly with the content of your application. To maintain a fair and equitable process, staff cannot edit or correct any applications or provide advice on the content to address the questions asked.

Requests for late submissions will only be considered if the applicant contacts Create Infrastructure by 5pm on the day the round closes and provides evidence of a technical issue or major disruption such as a health emergency that precluded the applicant from submitting the application by the deadline. The decision whether to accept a late submission on this basis – including being satisfied that accepting the late application does not present a fairness or probity risk – will be at the discretion of Create NSW.

This does not prevent an applicant from contacting Create NSW before the round closes for applications at 12pm midday if they have a concern that a disruption might delay their application. Applicants are encouraged to contact Create NSW at the earliest opportunity should a problem arise.

IMPORTANT DATES

There are **two** categories in Creative Capital:

 **Minor Works and Equipment Projects – two rounds, each one stage**

 **Medium to Large Projects – one round in two stages**

Assistance Videos

Week commencing Monday 20 September 2021

Will be posted on the website in the week of

Minor Works and Equipment – two rounds

Grants from \$5,000 up to and including \$250,000

Minor Works and Equipment Round One	Open Monday 20 September 2021
	Close Tuesday 26 October 2021
	Announcements December 2021

Minor Works and Equipment Round Two	Open Monday 11 July 2022
	Close Monday 8 August 2022
	Announcements October 2022

Medium to Large Projects – one round, two stages

Grants from \$250,000 up to and including \$5,000,000

Stage One - Expressions of Interest	Open Tuesday 5 October 2021
	Close Wednesday 3 November 2021

Stage Two - Invited Applications	Open Friday 26 November 2021
	Close Monday 28 March 2022

Announcements	May 2022
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MESSAGE FROM THE MINISTER FOR THE ARTS

The NSW Government is committed to supporting a vibrant and sustainable arts and cultural sector. It is clearer than ever that arts and culture is essential for both our economy and our wellbeing, and therefore investment in the arts is an investment in our State's future.

I am delighted that the Creative Capital program has been introduced to provide funding to invest in the cultural infrastructure needed to support quality cultural experiences across NSW. Cultural equity is at the heart of the new Creative Capital program and will ensure that more people have access to and can participate in the arts.

No matter where people live, we want them to be able to see, make and participate in exciting arts and cultural experiences in excellent creative spaces. We also want to ensure these experiences are presented at state of the art, fit-for-purpose venues right across NSW, ranging from regional museums, galleries and cultural spaces, to the cultural places in the heart of the cities and every town hall across the State. Grants will be available to fund new infrastructure or to upgrade existing cultural infrastructure and for smaller projects such as the purchase of specialised equipment.

The investment will be strategic and targeted at filling gaps to ensure increased access and participation to quality local spaces for local communities who need more or better cultural facilities – the people of NSW deserve a rich and diverse cultural offering.

I invite and encourage all NSW organisations with a commitment to providing the community with excellent arts and culture venues to apply for support through the Creative Capital program – and continue to contribute to our world-class arts and cultural sector.

Hon. Don Harwin MLC, **Minister for the Arts**



CREATIVE CAPITAL OBJECTIVES

Creative Capital has been introduced to meet the demand for the infrastructure needed to support the creative economy and ensure people can enjoy quality cultural experiences across NSW.

Funded projects will include new cultural infrastructure, upgrades to existing cultural infrastructure and purchases of essential equipment to ensure cultural spaces are fit-for-purpose and able to accommodate quality programming such as touring exhibitions and productions. Creative Capital will fund museums, theatres, performance venues, galleries, libraries and Aboriginal Cultural Centres, Keeping Places and language centres across NSW.

The investment will be efficient, effective and strategic. It will be targeted to meet identified gaps and align with Create NSW funding strategies and policies in order to maximise the impact of the investment. In addition, decisions, operations, and activities in the Creative Capital fund reflect the Department of Premier and Cabinet and NSW public sector's core values of:

- Integrity
- Trust
- Service
- Accountability
- Respect

These values ensure that the structures governing this funding program and opportunities are fair, ethical and transparent.

Griffith Regional Theatre, entrance. Image: ©Griffith City Council



NSW ABORIGINAL ARTS & CULTURAL PROTOCOLS

Create Infrastructure and Create NSW play an important role in supporting the NSW Aboriginal cultural sector through providing direct investment through funding programs, developing strategies and policies for cultural development and advice and guidance to Aboriginal artists, arts workers and organisations. Aboriginal Arts & Cultural Protocols can be found [here](#).

Create Infrastructure and Create NSW acknowledge that a strong and vibrant Aboriginal cultural sector starts with supporting self-determination for the Aboriginal sector to manage, maintain and preserve Aboriginal cultures and ensure that the right way to do cultural business is supported, understood and acted on.

With the Aboriginal Arts & Cultural protocols, Create Infrastructure and Create NSW seek to work with the Aboriginal cultural sector to champion a new **body of practice** that has Aboriginal self-determination and Aboriginal cultural authority and agency at its foundation.

Just as Aboriginal culture is living and continues to evolve, these Protocols have been developed to be a living document. Create Infrastructure and Create NSW will continue to work with the NSW Aboriginal cultural sector to update the Protocols annually to ensure that the continued growth and new and emerging areas are covered.

Additional resources in planning and design of infrastructure projects issued by the Department of Planning, Industry, and Environment can be found [here](#) and include:

- **Connecting with Country** – A draft framework for understanding the value of Aboriginal knowledge in the design and planning of places.
- **Designing with Country** – A discussion paper that encourages all stakeholders to respond to Aboriginal cultural connections to Country when they are designing and planning new projects.

Cover of the *Create NSW Aboriginal Arts & Culture Protocols* featuring *Warruwl* by Lucy Simpson.



WHO CAN APPLY FOR FUNDING

Eligible Locations

All of NSW. The organisation must have an NSW address or operate in NSW, and the location of the proposed facilities must be in NSW.

Eligible Organisations

Applicants must hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or other Act. An applicant must be one of the following entities:

- Local Councils
- Joint Organisation of Councils
- Not-for-profit organisations, including business chambers, industry associations and charities
- Research or academic organisations including conservatoria
- Local Aboriginal Land Councils

A public/private partnership may only seek funding where the lead applicant is an eligible entity. Section 355 committees of local councils are eligible to apply for funding, but the council will be required to execute the funding agreement should the project be successful.

There is no limit on the amount of applications that an organisation can make.

Applications can be submitted for projects that will be delivered and provide benefit across multiple LGAs. If the LGAs fall in different Tiers (as described below) contact the Creative Capital Team.

Eligible Projects

To be eligible, projects must meet the following conditions:

- The infrastructure must be based in NSW and be primarily for arts and culture use
- The application must demonstrate a co-contribution. This may be in the form of cash or in-kind support and to a proportion of the estimated total project cost (ETC) determined the location of the project as per the Tiers (see below)
- The application must show evidence of community consultation and how the project will improve arts, culture or heritage outcomes for communities
- Priority will be given to projects that can realise benefits efficiently and effectively in the near term
- Equipment and Minor Works projects must commence within three months of executed funding agreement and be completed within two years
- Medium to Large Projects must commence within three months of executed funding agreement, unless subject to planning approval, in which case construction must commence within nine months of executed funding agreement.

There is no limit on the amount of applications an organisation can make.

Examples of Types of Projects that Creative Capital Will Fund

- New builds, refurbishments (including repurposing of existing spaces for arts and cultural use) and acquisition of specialised equipment to address a cultural infrastructure gap for a local area
- Capital works or specialised equipment to enable a museum, gallery, theatre, performance venue, library, Aboriginal Cultural Centre, Keeping Place or language centre to receive touring programs
- Refurbishment or specialised equipment, including major musical instruments to provide regional conservatoria and other performing arts venues with functional performance spaces
- Investment to enable a museum, gallery, theatre, performance venue, library, Aboriginal Cultural Centre, Keeping Place or language centre, to provide a cultural precinct or hub for a local or regional area and support smaller venues in that area
- Establishment of collections digitisation hub in a regional area that doesn't currently have one, in line with the guidelines for previous Government investment in collections digitisation. Further information can be found [here](#)
- Data management systems and other digital infrastructure including collection management systems and recording, broadcasting and livestreaming equipment
- Development, including master-planning of Aboriginal Cultural Centres, Keeping Places, language centres and other Aboriginal cultural infrastructure
- Investment to assist in building new libraries in locations that currently don't have a library.

What Creative Capital Will Not Fund

- Public art
- Ongoing operational expenditure such as rent, utility bills or the leasing of equipment
- Plaques, monuments or memorials
- Operational funding
- Artistic or other programming including festivals, prizes and events
- Marketing, advertising or product promotion
- Projects with exclusively or mostly private benefits
- Engaging or paying existing permanent employees
- Costs that are normally the responsibility of business, state or territory agencies or local council
- Projects that would proceed without NSW Government financial assistance
- Projects that require ongoing funding from the NSW Government or Australian Government that has not been budgeted
- Upgrades to existing libraries
- Minor musical instruments.

HOW TO APPLY

In your application you will need to describe your project activities, why you are doing it, who is involved in delivery, who it benefits, and the outcomes you hope to achieve.

You will also need to set out the budget for the scope of works and in the case of Medium to Large Projects, the details and budget for each part or separable portion of the works.

Applicants for Medium to Large Projects grants will be required to provide:

- A completed electronic Expression of Interest form in SmartyGrants and if invited
- A completed electronic application form in SmartyGrants
- Supporting documents as required in the SmartyGrants application form
- Completed, approved and uploaded Simplified Business Case template which can be downloaded from SmartyGrants

Applicants for Equipment and Minor Works Projects will be required to provide:

- Completed electronic application form in SmartyGrants
- Supporting documents as required in the Smarty Grants application form

HOW MUCH CREATIVE CAPITAL FUNDING CAN YOU APPLY FOR

There are **three** opportunities to apply for Creative Capital and an organisation may apply across multiple rounds. The level of detail expected in your application will increase according to the requested funding amount.

Purpose	Grant minimum and maximum
Medium to Large Projects	From \$250,000 up to and including \$5,000,000
Equipment and Minor Works – round one	From \$5,000 up to and including \$250,000
Equipment and Minor Works – round two	From \$5,000 up to and including \$250,000

Every application must demonstrate a co-contribution. The level of co-contribution required has been calibrated to reflect the expectation for different areas to leverage other funding sources (see Tiers below for what proportion of the estimated total project cost). Cash contributions must not solely be from other government agencies.

Tier 1	Regional NSW and Aboriginal Cultural Centres, Keeping Places and language centres	Co-contribution in cash and/or in kind based on ability to pay
Tier 2	Western Sydney, Blacktown, Newcastle and Wollongong	Co-contribution in cash of minimum 33% of estimated total project cost
Tier 3	Sydney: Central (except Blacktown) & Eastern City, North & South Districts	Co-contribution in cash of a minimum 50% of estimated total project cost

- **IMPORTANT** – for Medium to Large Projects it is mandatory that the project budget must include adequate dedicated funds for project management and adequate contingencies or reserves. Where a Medium to Large Project application has been submitted without a project management budget Create Infrastructure reserves the right to deem the application as being non-conforming and set it aside from further consideration.

A condition of funding for Medium to Large Projects will be the establishment of a formal Project Control Group.

A listing of LGAs by Tier can be found on [pages 21 - 25](#).

CREATIVE CAPITAL PRIORITY ACTIVITIES

Creative Capital aims to support:

- Increasing access and participation to quality local spaces for local communities who need more or improved cultural facilities
- Touring programs enablement
- Strategic investment to strengthen a cultural venue ('hub') that can then support smaller organisations ('spokes') in the local area
- Digital enablement such as collections digitisation and recording, broadcasting capability for performing arts
- Aboriginal Cultural Centres, Keeping Places, language centres and other Aboriginal cultural infrastructure

ASSESSMENT CRITERIA

The assessment of your application will take into consideration your responses to the following assessment criteria. All applications should demonstrate how they address all of the assessment criteria below.

- **Address Priority Activity**
- **Service Need**
- **Value for Money**
- **Capacity to Deliver**
- **Community Support and Reach of Public Benefit**

Criteria	Criteria seeks to determine	Applicants must show
Address Priority Activity	That the project enables better quality experiences by delivering Priority Activities as listed in these guidelines	<p>How the application meets one of the Priority Activities and the objectives of the Creative Capital program</p> <p>How the project contributes to the improvement of NSW arts and cultural facilities by presenting, displaying, storing and managing cultural collections including touring and the facilitation of touring productions at industry standards</p> <p>That the project addresses a gap in artform or facility type in the local area or district</p>
Service Need	<p>The need for the investment</p> <p>That the proposed project on completion will achieve the Creative Capital objectives and fulfill the identified needs</p>	<p>Why the current facilities / equipment don't meet requirements</p> <p>What new or improved activity the investment will enable</p> <p>An immediate and continuing need for the proposed deliverables</p>

Criteria	Criteria seeks to determine	Applicants must show
Value for Money	<p>If the proposal is the best value for money proposition for meeting the service need</p> <p>If there are sufficient and appropriate resources allocated to deliver the project</p> <p>If funding for the proposal builds on existing cultural investment i.e from the Create NSW Arts and Cultural Funding Program or the Create Infrastructure Regional Cultural Fund</p>	<p>All costs throughout the life of the project have been identified, quantified (where possible), validated and included in the analysis</p> <p>Other options have been considered and the proposal is the best value for money</p> <p>Assumptions underlying the analysis are clearly articulated and costed or provided for</p> <p>Budget for Medium to Large Projects includes clear allocation for project management costs and appropriate project reserves</p> <p>Project budget demonstrates co-contribution as required by the Tier guidelines</p> <p>The ongoing feasibility of the project once operational has been considered and shown to be viable</p>
Capacity to Deliver	<p>That, given its scope, the project is deliverable within the budget and within the near term, to quality industry standards</p> <p>That key management activities required to ensure a successful project (resourcing, time management, risk management and project management) have been identified and addressed to the appropriate degree</p>	<p>The objectives and scope of the project are clearly articulated and understood by all stakeholders</p> <p>The proposed project schedule and milestones are achievable and reserve allowances are appropriate and justifiable</p> <p>Major risks have been identified, assessed and actions to avoid or mitigate risks have been documented</p> <p>Roles, responsibilities, and accountabilities have been allocated to project team members</p> <p>Key personnel and partners have appropriate skills and experience and roles are clearly defined</p> <p>The organisation has the ability to manage cash flows and/or take responsibility for unexpected issues</p>


Criteria	Criteria seeks to determine	Applicants must show
Community Support and Reach of Public Benefit	<p>That community support for the project has been demonstrated and documented</p> <p>That there are clear ongoing community benefits of the project</p>	<p>Cultural protocols and sensitivities (in the case of First Nations people and other groups) have been considered where appropriate</p> <p>That the applicant has undertaken extensive consultation with the community and incorporated this into the design of the project</p>

SUBMISSION PROCESS

Submit

Organisations can submit EOIs and applications up to the Key Dates as published in these guidelines, depending on which grant/round you are applying for.

Do not leave this until the last minute. To submit an application the organisation needs all the information and approvals in place well before time. Note that uploads can take longer than expected.

 **Important** – applications to all three rounds **close at Noon (12pm)** on the closing day.

Confirmation

You will receive a confirmation email via Smarty Grants.

Eligibility check

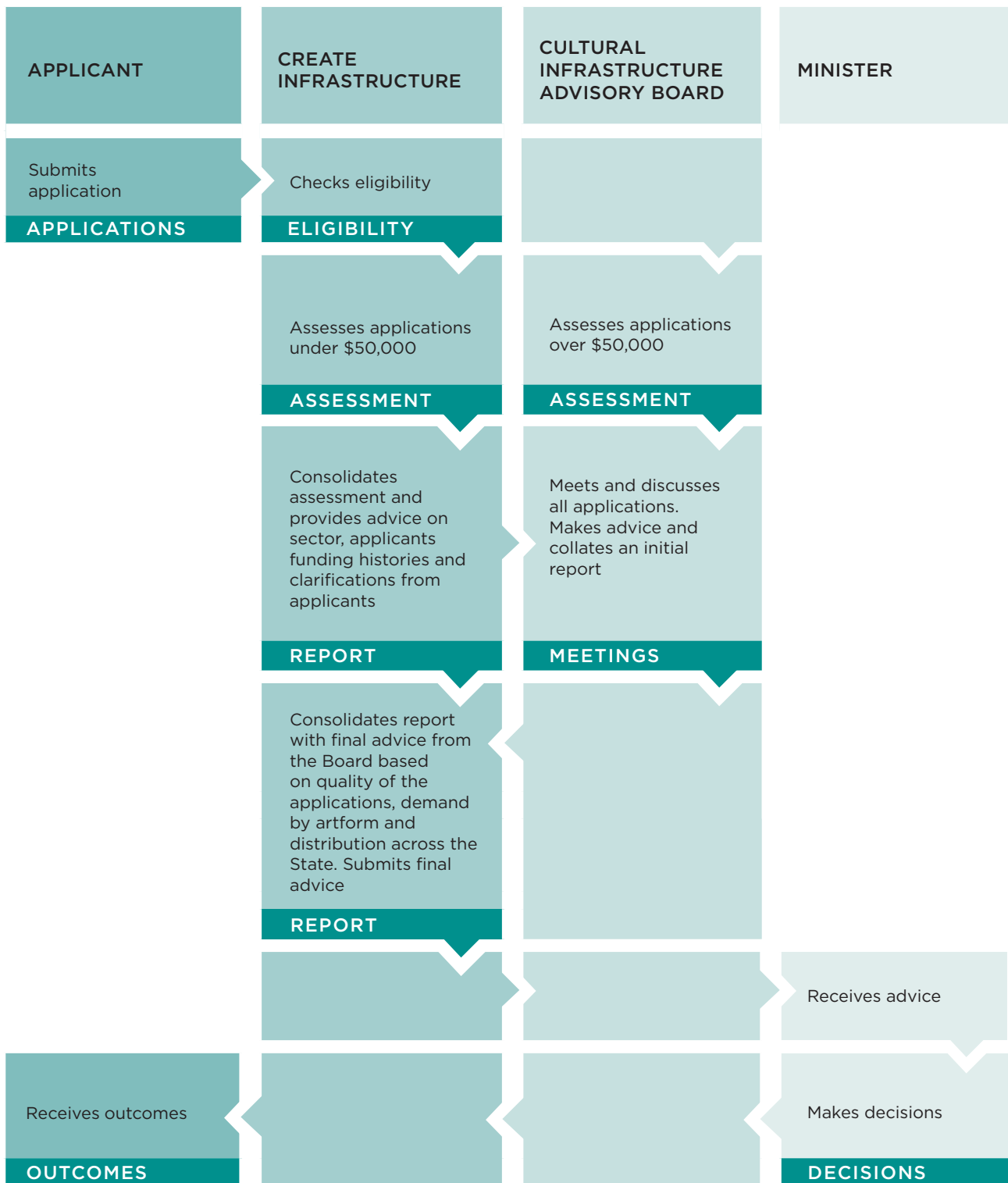
Applications will be checked for eligibility by the Department.

If eligible, the application will proceed to the next stage of assessment.

Create NSW reserves the right to seek further information from applicants, at its absolute discretion, regarding any of the eligibility requirements for the round.

If ineligible, the applicant will be advised in writing within 21 days of the round closing date that the application will not proceed to assessment and feedback will be provided.

ASSESSMENT PROCESS



ASSESSMENT PROCESS

Cultural Infrastructure Advisory Board

All applications over \$50,000 will be assessed by a Cultural Infrastructure Advisory Board appointed by the Minister for the Arts. The Board will include subject matter experts in arts management, artform expertise, building and technical infrastructure needs of cultural venues. Where specific expertise for a particular category is required, for example libraries, digital enablement projects or projects with Aboriginal cultural sensitivities or protocols, the Board may request advice from an independent subject matter expert or other subgroup.

Medium to Large Projects

(From \$250,000 up to and including \$5,000,000)

The assessment for Medium to Large Projects applications will be in two stages:

- **Stage One** – the Expression of Interest (EOI) stage and,
- **Stage Two** – if the EOI is successful, a full application including a Simplified Business Case will be invited
- **Both stages** will be assessed against the same assessment criteria detailed above

Stage One

EOIs will be appraised by the Cultural Infrastructure Advisory Board

- The members of the Board individually assess the EOI applications against the assessment criteria
- Create Infrastructure will then consolidate a report on the outcomes based on quality of the applications as assessed by the Boards, demand by artform and distribution across the State
- This report will be submitted for the consideration of the Minister for the Arts who will make final decisions on successful EOIs
- If an EOI is successful, the applicant will be invited to submit a full application - Stage Two.

Stage Two

The full application will consist of a more detailed application form in SmartyGrants and will also require completion of a Simplified Business Case template.

Stage Two applications will be appraised by the Cultural Infrastructure Advisory Board

- The members of the Board individually assess all applications against the assessment criteria
- The Department then consolidates individual assessments and reports to the Board
- The Board then meets to review all the applications and consider their final advice for the Minister. The Board will consider how well the applications meet the assessment criteria, demand by artform and distribution across the State. This may include prioritising projects to ensure equity across the State and the best outcomes for NSW Government investment
- Create Infrastructure will then consolidate a report on the outcomes of the Board meeting
- This report will be submitted for consideration by the Minister for the Arts who will make final decisions.

Minor Works and Equipment

(From \$5,000 up to and including \$250,000 – both rounds)

The assessment for Minor Works and Equipment applications will be made in one stage and will be assessed by the Department or the Cultural Infrastructure Advisory Board depending on the amount requested. In all cases the applications will be assessed against the assessment criteria detailed above.

- Applications up to and including \$50,000 will be assessed by the Department against the assessment criteria
- Applications above \$50,000 will be assessed by the Board who will individually assess all applications against the assessment criteria
- The Board will then meet to determine final advice on all applications for the Minister for the Arts. The Board will consider how well the applications meet the assessment criteria, demand by artform and distribution across the State. This may include prioritising projects to ensure equity across the State and the best outcomes for NSW Government investment
- Create Infrastructure will then consolidate a report on all applications following the Board meeting
- This report will be submitted for consideration by the Minister for the Arts who will make final decisions.

Consultation

Throughout the assessment process the Department may request additional information from applicants or from any other source. The Department may also seek advice from other NSW Government agencies or other third parties (such as probity advisors) to assist with the assessment of applications.

APPLICATION RESULTS

All applicants will be notified of the outcome of their EOIs or applications under embargo. Under embargo means that applicants are notified but they cannot publicise the outcome until the official announcement has been made by the Minister for the Arts, the Local Member or Create Infrastructure. Please note that the embargo period is taken seriously and failure to comply may impact your current or future funding eligibility.

The NSW Government typically receives far more applications than it can support. Applicants are not guaranteed funding even if the application is of high merit. Even if a project is successful, it may not be funded to the full amount requested.

Once the successful grant has been announced the NSW Government must be acknowledged in any marketing/publicity collateral and at the site where the works occur. More information [here](#).

If successful, the NSW Government reserves the right to use applicant and project information in media. Information may be used in the form of press releases, case studies, promotional material and in response to media enquiries.

FUNDING PAYMENTS

Please note if you have received a grant or administered a grant from Arts NSW/Create NSW or Create Infrastructure in the past and it was not satisfactorily acquitted, payment of new funding may be delayed until the acquittal has been submitted and approved.

Successful applicants will be required to enter into a legally binding funding agreement with the Department of Premier and Cabinet that includes project scope of works and project conditions and agreed payments against project milestones. Model funding agreements for Medium to Large Projects and Minor Works and Equipment grants will be made available on the Create NSW [website](#).

Requests for variations or changes to the project will only be considered by the Department in limited circumstances.

The evaluation of the Program will require applicants to provide evidence of how projects have resulted in a measurable benefit to the community that is consistent with the objectives of the Fund.

TO WITHDRAW AN APPLICATION

Applications can be withdrawn at any time. Please email creative.capital@create.nsw.gov.au with the application number.

GETTING FEEDBACK ON YOUR APPLICATION

When notified of the outcome of an application, applicants will also be provided with feedback.

OTHER INFORMATION

Disclosure of information

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the Government Information (Public Access) Act 2009 (NSW) (the GIPA Act).

The GIPA Act makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure

Before information is released in response to an application under the GIPA Act, there will be an assessment of the public interest considerations in favour of and against disclosure of that information and there may be consultation requirements that apply.

Information may also be made publicly available as a result of an order for papers made by the NSW Legislative Council under Standing Order 52.

The following further information can be found on the website: www.create.nsw.gov.au

- Complaints process
- Privacy Policy
- Government Information (Public Access) Act

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Creative Capital Guidelines updated 20 September 2021.

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LOCAL GOVERNMENT AREA LISTING

TIER 1: REGIONS AND ABORIGINAL CULTURAL CENTRES AND KEEPING PLACES ACROSS NSW

LGA	SUBURB	POST CODE
Albury City Council	Albury	2640
Armidale Regional Council	Armidale	2350
Ballina Shire Council	Ballina	2478
Balranald Shire Council	Balranald	2715
Bathurst Regional Council	Bathurst	2795
Bega Valley Shire Council	Bega	2550
Bellingen Shire Council	Bellingen	2454
Berrigan Shire Council	Berrigan	2712
Bland Shire Council	West Wyalong	2671
Blayney Shire Council	Blayney	2799
Bogan Shire Council	Nyngan	2825
Bourke Shire Council	Bourke	2840
Brewarrina Shire Council	Brewarrina	2839
Broken Hill City Council	Broken Hill	2880
Byron Shire Council	Mullumbimby	2482
Cabonne Council	Molong	2866
Carrathool Shire Council	Goolgowi	2652
Central Coast Council	Gosford	2259
Central Darling Shire Council	Wilcannia	2836
Cessnock City Council	Cessnock	2325
Clarence Valley Council	Grafton	2463
Cobar Shire Council	Cobar	2835
Coffs Harbour City Council	Coffs Harbour	2450
Coolamon Shire Council	Coolamon	2701
Coonamble Shire Council	Coonamble	2829
Cowra Shire Council	Cowra	2794
Dubbo Regional Council	Dubbo	2830
Dungog Shire Council	Dungog	2420
Edward River Council	Deniliquin	2710
Eurobodalla Shire Council	Moruya	2537
Federation Council	Corowa	2646
Forbes Shire Council	Forbes	2871
Gilgandra Shire Council	Gilgandra	2827
Glen Innes Severn Council	Glen Innes	2370
Goulburn Mulwaree Council	Goulburn	2580

Greater Hume Shire Council	Holbrook	2644
Griffith City Council	Griffith	2680
Cootamundra-Gundagai Regional Council	Cootamundra	2590
Gunnedah Shire Council	Gunnedah	2380
Gwydir Shire Council	Bingara	2404
Port Macquarie-Hastings Council	Port Macquarie	2444
Hay Shire Council	Hay	2711
Hilltops Council	Young	2594
Inverell Shire Council	Inverell	2360
Junee Shire Council	Junee	2663
Kempsey Shire Council	West Kempsey	2440
The Council of the Municipality of Kiama	Kiama	2533
Kyogle Council	Kyogle	2474
Lachlan Shire Council	Condobolin	2877
Lake Macquarie City Council	Speers Point	2284
Leeton Shire Council	Leeton	2705
Lismore City Council	Goonellabah	2480
City of Lithgow Council	Lithgow	2790
Liverpool Plains Shire Council	Quirindi	2343
Lockhart Shire Council	Lockhart	2656
Maitland City Council	Maitland	2320
Mid-Coast Council	Forster	2428
Mid-Western Regional Council	Mudgee	2850
Moree Plains Shire Council	Moree	2400
Murray River Council	Mathoura	2710
Murrumbidgee Council	Jerilderie	2716
Muswellbrook Shire Council	Muswellbrook	2333
Nambucca Valley Council	Macksville	2447
Narrabri Shire Council	Narrabri	2390
Narrandera Shire Council	Narrandera	2700
Narromine Shire Council	Narromine	2821
Oberon Council	Oberon	2787
Orange City Council	Orange	2800
Parkes Shire Council	Parkes	2870
Port Stephens Council	Raymond Terrace	2324
Queanbeyan-Palerang Regional Council	Queanbeyan	2620
Richmond Valley Council	Casino	2470
Shellharbour	Shell Harbour	2529

Shoalhaven City Council	Nowra	2541
Singleton Council	Singleton	2330
Snowy Monaro Regional Council	Cooma	2630
Snowy Valleys Council	Tumut	2720
Tamworth Regional Council	Tamworth	2340
Temora Shire Council	Temora	2666
Tenterfield Shire Council	Tenterfield	2372
Tweed Shire Council	Murwillumbah	2484
Upper Hunter Shire Council	Scone	2337
Upper Lachlan Shire Council	Crookwell	2583
Uralla Shire Council	Uralla	2358
Wagga Wagga City Council	Wagga Wagga	2650
Walcha Council	Walcha	2354
Walgett Shire Council	Walgett	2832
Warren Shire Council	Warren	2824
Warrumbungle Shire Council	Coonabarabran	2357
Weddin Shire Council	Grenfell	2810
Wentworth Shire Council	Wentworth	2648
Wingecarribee Shire Council	Moss Vale	2577
Yass Valley Council	Yass	2582

TIER 2 - WESTERN CITY, BLACKTOWN, NEWCASTLE & WOLLONGONG

LGA	SUBURB	POST CODE
Blacktown City Council	Blacktown	2148
Blue Mountains	Katoomba	2780
Camden Council	Oran Park	2570
Campbelltown City Council	Campbelltown	2560
Fairfield City Council	Wakeley	2176
Hawkesbury City Council	Windsor	2756
Liverpool City Council	Liverpool	2170
Newcastle City Council	Newcastle	2300
Penrith City Council	Penrith	2750
Wollondilly Shire Council	Picton	2571
Wollongong City Council	Wollongong	2500

**TIER 3 – SYDNEY: CENTRAL CITY, EASTERN CITY, NORTH DISTRICT,
SOUTH DISTRICT**

LGA	SUBURB	POST CODE
Bayside Council	Rockdale	2216
The Hills Shire Council	Norwest	2153
Burwood Council	Burwood	2134
City of Canada Bay Council	Drummoyne	2047
Canterbury Bankstown Council	Bankstown	2200
Cumberland Council	Merrylands	2160
Georges River Council	Hurstville	1481
The Council of the Shire of Hornsby	Hornsby	2077
The Council of the Municipality of Hunters Hill	Hunters Hill	2110
Inner West Council	Ashfield	2131
Ku-ring-gai Council	Gordon	2072
Mosman Municipal Council	Mosman	2088
North Sydney Council	North Sydney	2060
Northern Beaches Council	Dee Why	2099
Council of the City of Parramatta	Parramatta	2150
Randwick City Council	Randwick	2031
Council of the City of Ryde	Ryde	2112
Strathfield Municipal Council	Strathfield	2135
Sutherland Shire Council	Sutherland	2232
Council of the City of Sydney	Sydney	2000
Waverley Council	Bondi Junction	2022
Willoughby City Council	Chatswood	2067
Woollahra Municipal Council	Double Bay	2028