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Culture Up Late

WESTERN SYDNEY



create.nsw.gov.au

ALWAYS, BY JACOB NASH, SYDNEY FESTIVAL 2019. PHOTO VICTOR FRANKOWSKI




Create NSW acknowledges and respects the Traditional Owners & Custodians of the Lands in which we live & work.

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ACCESSIBILITY

If you are an applicant with disability, 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 the details below between 9am and 5pm Monday to Friday.

 (02) 9228 4578

 sector.support@create.nsw.gov.au

Contact the **Arts Funding** team directly.

Create NSW staff are available to provide information to potential applicants on interpretation of these Guidelines, including types of projects eligible for funding and advice on the online application process. Staff cannot help directly with your application. To maintain a fair and equitable process, staff are unable to edit or correct any applications.

The National Relay service numbers are:

TTY users: Phone 133 677 then ask for (02) 9228 4578

Speak and Listen users: Phone 1300 555 727 then ask for (02) 9228 4578

Internet Relay users: Connect to NES then ask for (02) 9228 4578

Arabic

إذا كنت تحتاج إلى هذه المعلومات بصيغته أسهل للقراءة أو بلغتك الأم، أو 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

如果您需要我們以更容易獲取的格式或您的母語提供這些信息，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

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

หากคุณต้องการข้อมูลนี้ในรูปแบบที่สามารถเข้าถึงได้ง่ายขึ้นหรือเป็นข้อมูลในภาษาแรกของคุณ 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

You can find resources to assist you with applying on the Create NSW website under [Funding & Support](#), including the [Making an Application Help Guide](#) and Artform Advisory Board videos. We recommend that you sign up to the Create NSW e-newsletter to stay informed of updates.

Create NSW staff can provide technical and general advice on the interpretation of these guidelines, including types of projects eligible for funding, and support with on the [online application](#) process.

Create NSW staff cannot help directly with your application. To maintain a fair and equitable process, staff cannot edit or correct any applications or provide advice on the content or choices required against the assessment criteria. Please contact staff well before the closing dates.

Late submissions will not be accepted.

NSW ABORIGINAL ARTS & CULTURAL PROTOCOLS

Create NSW plays 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.

Create NSW acknowledges 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 NSW seeks 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 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.

The Protocols can be found [here](#).



GUIDELINES

Culture Up Late (Western Sydney) is an after-hours program developed to drive visitation to the various Western Sydney CBDs and increase audience engagement at eligible organisations.

The program aims to:

- continue to provide cultural night-time offerings to support the 24-hour economy, build Western Sydney's creative capacity and resources and position NSW as a vibrant global cultural destination;
- increase access to NSW's cultural infrastructure following a period of significant investment in renewal and expansion;
- capitalise on the success of the previous iterations of Culture Up Late (Western Sydney) and continue to create employment opportunities for artists and workers;
- support the night-time economy by providing opportunities to experience arts and cultural activities after 5pm during the delivery period; and
- encourage cultural organisations to partner with private sector sponsors and extend their programming after hours on a regular basis, with the goal of achieving self-sustaining operating models.

KEY DATES

- Funding round opens 27 April 2023
- Funding round closes 29 May, 2023, 2pm AEST
- Funding announced June 2023
- Program delivery Between 1 September 2023 and 29 February 2024

Key dates and timeline may be changed at the discretion of Create NSW.

ELIGIBILITY

Eligibility requirements

To be eligible for funding, applicants must be located in the following LGAs:

- Auburn Council
- Camden Council
- City of Blacktown
- City of Blue Mountains
- City of Campbelltown
- City of Canterbury Bankstown
- City of Fairfield
- City of Hawkesbury
- City of Liverpool
- City of Parramatta
- City of Penrith
- Cumberland City Council
- Wollondilly Shire Council

Eligible applicants

Create NSW is committed to supporting organisations that are essential to a contemporary, innovative, and daring arts and cultural ecology in NSW.

This includes not-for-profit and Local Government arts and cultural organisations delivering activities in artforms including:

- Aboriginal Arts and Culture
- Contemporary Music
- Museums and History, including Volunteer-Run Museums
- Dance and Physical Theatre
- Festivals
- Classical Music and Choral
- Literature
- Visual Arts
- Multi-Arts
- Theatre and Musical Theatre

Applicants must be a local government entity, an incorporated entity or trust (including a trust with a corporate or individual trustee) and hold an Australian Business Number (ABN).

Ineligible applicants

Ineligible applicants include:

- Any business or organisation that does not satisfy eligibility requirements
- Any business or organisation located outside the LGAs listed above
- Unincorporated organisations
- Individuals or sole traders

Eligible programs

To be eligible, programs must meet the following requirements:

- be presented to the public in the eligible LGA areas from 5pm and after on a regular basis during the activity period (1 September 2023 to 29 February 2024).

Ineligible programs

Ineligible programs include:

- activities that are delivered prior to 5pm
- activities that have already been announced
- activities that could be classified as normal operational activities
- opening nights, awards nights and fundraising events
- projects requiring ongoing funding from the NSW Government
- activities not open to the public

APPLICATION AND ASSESSMENT PROCESS

Submission details

Applications should be submitted through SmartyGrants.

Once you submit your application, you will not be able to reopen or resubmit your application.

There is no limit to how many applications each applicant can submit; however, applicants are advised to prioritise and put forward their most well-developed projects as 2023 Culture Up Late (Western Sydney) is a competitive program.

The deadline for applications is 29 May 2023, 2pm AEST.

Funding amount

The offered funding amount is up to \$200,000 per organisation excluding GST for delivery during the activity period.

The program will not support 100% of the proposed activity or project costs. A minimum of 25% of the total program cost must be provided from other sources.

Other revenue sources may include cash or in-kind support, including other non-NSW government funding; earned income (e.g., ticket and product sales); or income from fundraising, sponsors or philanthropic entities.

Application requirements

Applications should include:

- Program title, description and location
- Program schedule, including frequency and timing of activities
- Detailed budget breakdown, including projected revenue and identification of co-contribution funding sources
- Marketing plan
- Communications plan, including details of engagement with key industry and relevant stakeholders, e.g. surrounding hospitality businesses, transport providers, etc.
- Projected number of attendees, target audience, ticket revenue
- Program benefits description, including:
 - employment impacts (artists, programming and operational)
 - engagement with other local businesses (i.e. restaurants, bars, transportation) to support the proposed activities
 - any anticipated economic benefits to surrounding night-time economy businesses
- Contact person and contact person details

Assessment criteria

Eligible applications will be assessed against the following assessment criteria:

- **Excellence** delivery of outstanding, innovative experiences that will draw night-time audiences
- **Accessibility** appeal and accessibility to a broad and diverse audience base
- **Value for money** how the proposed program will deliver benefits to the Western Sydney community, including your organisation, local businesses, artists and arts and cultural workers.

Assessment

All applications will initially be assessed for eligibility by Create NSW SmartyGrants team.

Recommendations on all applications will be made by a panel comprising Create NSW staff and other NSW government representatives. The panel will make recommendations for funding based on the published criteria for this Program.

Recommendations will be made to the Group Deputy Secretary, Arts and Tourism, Department of Enterprise, Investment and Trade for approval.

Create NSW may request additional information from applicants or from any other source. Create NSW may also seek advice from other NSW Government agencies or other third parties (such as external probity advisors) to assist and validate the assessment of applications and ensure appropriate oversight and assurance of the entire grants process.

All individuals involved in the assessment process will be required to make a full declaration of their pecuniary interest or any other association, either actual or perceived, which may impinge on their capacity to conduct their duties. Create NSW may seek advice from an external probity advisor to effectively manage any real or perceived conflicts of interest.

If an application is missing information or is incomplete, Create NSW may, in its sole discretion, work with applications to clarify any missing or incomplete information.

OUTCOMES

All applicants will be notified of the outcome of their applications under embargo in June 2023.

Unsuccessful applicants will be provided an opportunity for feedback by Create NSW.

Under Embargo

When applicants are notified under embargo, they are not permitted to publicise the outcome until the official announcement has been made by the Minister for the Arts or by Create NSW. The embargo period is taken seriously and failure to comply may impact your current or future funding eligibility.

Funding Payment

If your application is successful, you will be sent a letter of offer. This outlines the conditions of funding, how you will be paid and your grant reporting requirements.

Payment will not be made until any Create NSW outstanding acquittals have been submitted.

Program reporting requirements

Successful applicants are accountable for the funding they receive and are subject to statistical and financial reporting requirements, including audience attendance and engagement, and economic and social outputs.

Recipients will be expected to report against a series of pre-determined Key Performance Indicators (KPIs) and may also be requested to provide additional reports or information, as required, by Create NSW.

Create NSW will provide reporting metrics to recipients during the service agreement execution phase.

Organisations and their governing boards are expected to ensure the timely delivery, accuracy, and verifiability of the data they supply, and for ensuring that it meets NSW Government standards for data capture and analysis.

Successful applicants must notify Create NSW immediately if they foresee changes to their ability to deliver the program as agreed, or changes to projected program budget.

PRIVACY

We treat your personal information according to the DEIT Privacy Management Plan and the Privacy and Personal Information Protection Act 1998. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to

Your personal information can only be disclosed to someone for the primary purpose for which it was collected unless an exemption applies. DEIT may also use or disclose information about grant applicants and grant recipients under this grant opportunity for reporting purposes.

Government Information (Public Access) Act 2009

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). Information that is deemed to be commercially sensitive will be withheld. The Government Information (Public Access) Act 2009 (NSW) 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

CONFLICTS OF INTEREST

Any conflicts of interest could affect the performance of the Program. There may be a conflict of interest, or perceived conflict of interest, if Create NSW staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial, or personal relationship with a party who is able to influence the application selection process
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation received a grant under the grant program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest. If you later identify an actual, apparent, or perceived conflict of interest, you must inform Create NSW immediately. Create NSW SmartyGrants staff, Creative Economy team members involved in this grants program, panel members and other officials and advisors involved in the assessment process, including the decision maker, will be required to declare any conflicts of interest.

Conflicts of interest for Create NSW will be handled as set out in the Department of Enterprise, Investment and Trade Code of Ethics and Conduct.

CONTACT AND SUPPORT

If you require any clarification, email us at sector.support@create.nsw.gov.au including your name and contact details.

Changes to application process

Create NSW may, at its sole discretion, and at any stage of the application process, do all or any of the following:

- require additional information from an applicant
- change the scope of the requirements of these guidelines
- vary, amend (including by replacement) or terminate the application process
- re-open an application after the closing date, provided it doesn't give the applicant an advantage over other applicants
- consider any non-conforming or late application.

DISCLAIMER

Every effort has been made to ensure that this publication is free from error and/or omission at the date of publication. The authors, publisher and any person involved in the preparation of this publication take no responsibility for loss occasioned to any person acting or refraining from action as a result of information contained herein.