

FUNDING FOR ORGANISATIONS

CREATIVE CAPITAL FUNDING GUIDELINES 2022



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 NSW

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

 (02) 8289 6582

 creative.capital@create.nsw.gov.au

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

ACCESSIBILITY, INCLUSION AND SUPPORT


Create NSW is committed to improving accessibility to the **Creative Capital 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 6582 between 9am and 5pm Monday to Friday.

The National Relay service numbers are:

 **TTY users:** Phone 133 677 then ask for (02) 8289 6582

 **Speak and Listen users:** Phone 1300 555 727 then ask for (02) 8289 6582

 **Internet Relay users:** Connect to NES then ask for (02) 8289 6582

ARABIC

إذا كنت تحتاج إلى هذه المعلومات بصيغته 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

Ako ovaа 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

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 in rare circumstances if the applicant contacts Create Infrastructure prior to the round closing. In such circumstances the applicant will be required to provide evidence of technical issues, or other major disruption such as a health emergency. Evidenced requests for late submissions will only be considered under strict probity guidelines.

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

Are posted on the Create NSW website

Minor Works and Equipment - two rounds

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

| | |
|-------------------------------------|---|
| Minor Works and Equipment Round One | Open Tuesday 21 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 |

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.

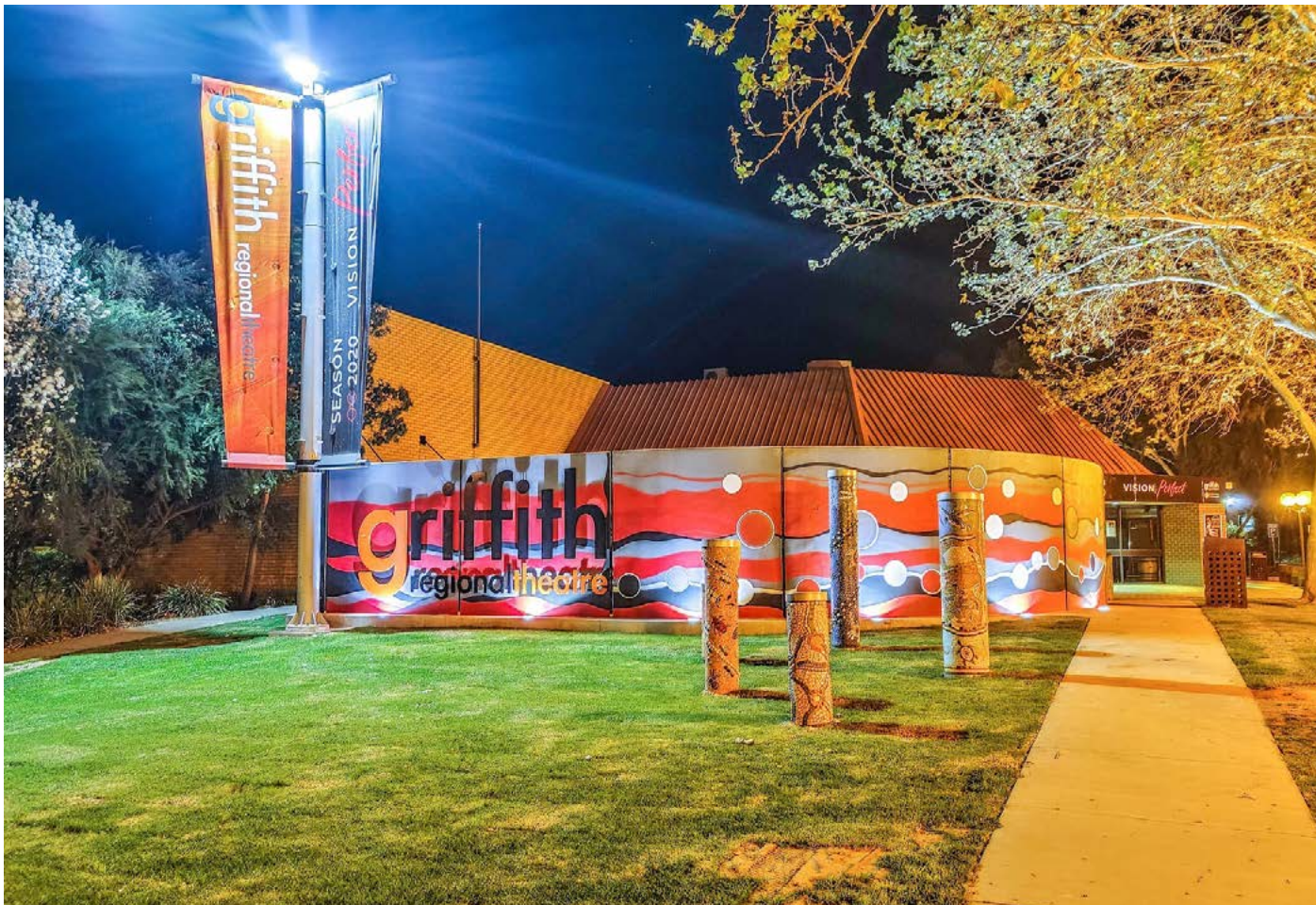
Funded projects will include new cultural infrastructure, upgrades to existing cultural infrastructure and purchases of essential equipment to ensure cultural spaces are fit-for-purpose and able to accommodate quality programming such as touring exhibitions and productions. Creative Capital will fund 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
- 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.

You are ineligible to apply for Creative Capital funding if:

- you are a local, state or federal government department/agency, including State Cultural Institutions
- you are an educational institution, including preschools, primary and secondary schools, University or TAFE (but not including conservatoria)

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
- Your project must not have already taken place or be due for completion before the funding period starts
- 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.

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 NSW 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 SmartyGrants.

Eligibility check

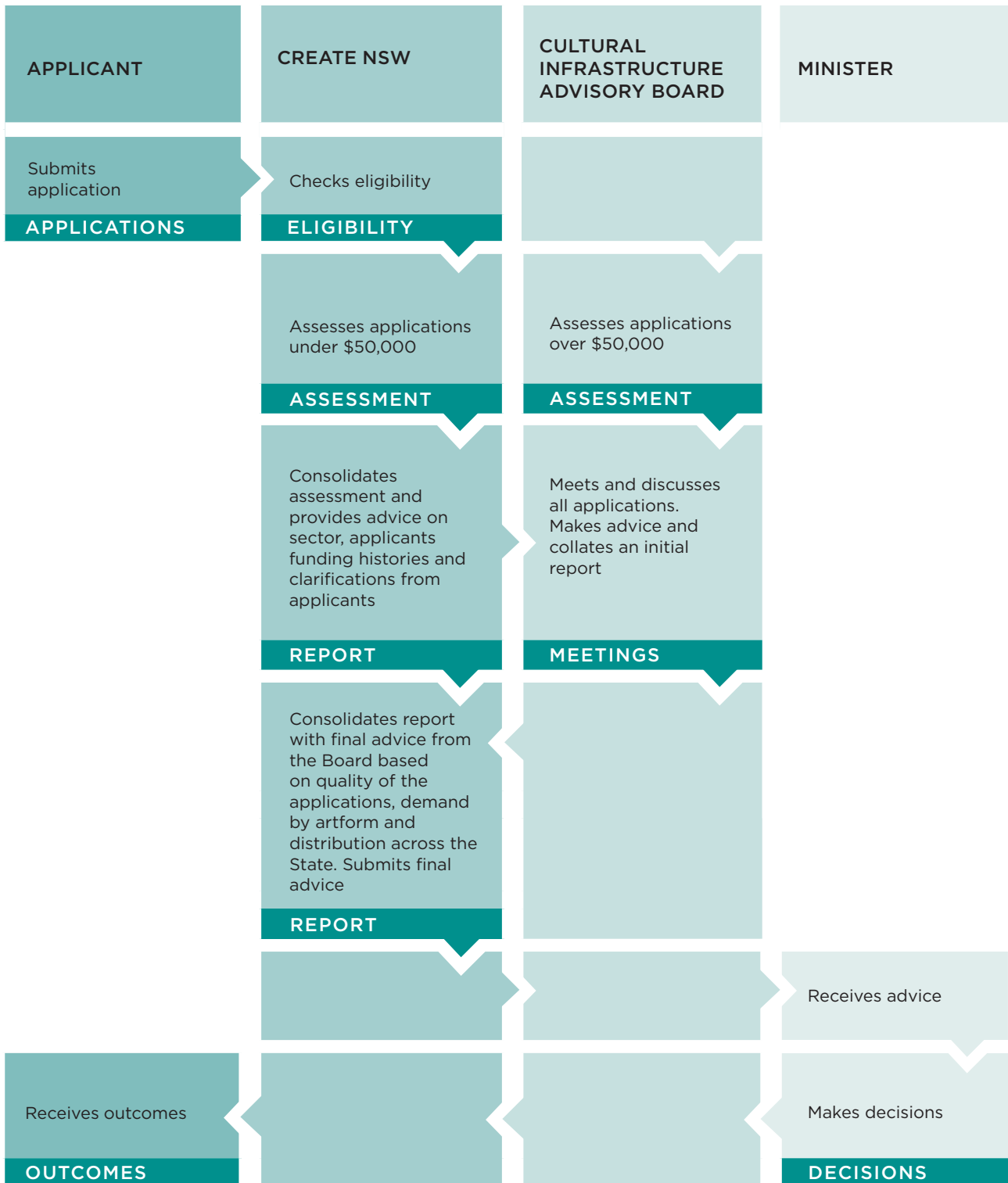
Applications will be checked for eligibility by the Department.

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 Create NSW 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 Enterprise, Investment and Trade 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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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 |

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|--|-----------------|------|
| 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 |