

# 2025 DEVELOP: Artist and Creatives Grant Application form

## Form Preview

### Surf Coast Shire Council's 2025 DEVELOP Artists and Creatives Grants

\* indicates a required field

#### Introduction

**Thank you for your interest in Surf Coast Shire Council's 2025 Artist and Creatives Grants DEVELOP program.**

*Before you begin, please note if you need an interpreter, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone the Surf Coast Shire on 03 5261 0600. Our business hours are 8.30am-5.00pm*

Surf Coast Shire Council is committed to fostering an environment where people with clever and creative ideas can make a difference. We want the Surf Coast Shire to be a place that nurtures, acknowledges, and promotes innovation, the creative arts, and industries.

This Artist and Creatives DEVELOP Grant program aligns with Surf Coast Shire Council's [Creative Places Strategy 2023-2031](#) and aims to:

- Encourage deep research and experimentation to support creative practitioners in achieving innovation and career advancement.
- Allow practitioners to take creative risks and opportunities.
- Support creative practitioners to broaden, deepen or diversify their creative practice.
- Promote original and expansive thinking.
- Encourage cross-disciplinary and cross-industry collaborations.
- Engage with independent artists, creatives and collectives that reflect the diversity of the Surf Coast community and beyond.

Online applications will close on **Monday 3 March at 3pm (AEST)**. Incomplete applications or those received after the closing date will not be considered.

#### Before applying

1. Read the **2025 Artists and Creatives Grant Guidelines** and check your eligibility.
2. Call the Arts Development Officer on 5261 0600 to discuss your idea and ask any questions.
3. Attend a DEVELOP Grants information session. While not mandatory, attending a session may provide information to help you complete the application.

Bridget to add info here about information sessions

#### Before you commence your application

**Please ensure you have read the 2025 Artists and Creatives Grant Guidelines and have contacted the Surf Coast Shire Council's Arts Development Officer before completing this application.**

By submitting this application, you confirm that you understand the eligibility criteria outlined in the guidelines.

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**I confirm I have read and can comply with all of the eligibility requirements listed above \***

- ☐ Yes
- ☐ No - Please do not proceed.

**Name Council Officer you have discussed the proposal with:**

Type of Application

**Please indicate the type of application you are applying for:**

- ☐ Individual (up to \$3,000)
- ☐ Individual, using an Auspice (up to \$3,000)
- ☐ Incorporated Group (up to \$5,000)
- ☐ Unincorporated Group, using an Auspice (Up to \$5,000)

## SECTION A: Applicant Details

\* indicates a required field

Applicant contact details

**Contact details \***

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Postal Address \***

Address

  

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be Address Line 1, Suburb/Town, State/Province, and Postcode are required..

**Phone Number \***

**Email \***

**Do you have an ABN?**

- ☐ Yes
- ☐ No

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Australian Business Number. For more information [www.abr.gov.au/business-super-funds-charities/applying-abn](http://www.abr.gov.au/business-super-funds-charities/applying-abn)

### Name of organisation, collective or business \*

Organisation Name

	Total number of Female people	Male	Gender diverse/ unspecified
This question is read only.	Must be a number.	Must be a number.	Must be a number.
Provide the gender profile of your organisation, collective, or business.			

### Gender identity

- ☐ Woman
- ☐ Man
- ☐ Non-binary
- ☐ Prefer not to say
- ☐ I use a different term (please specify below)

### Do you identify as a First Nations or Torres Strait Islander?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

### Do any members of your group identify as First Nations or Torres Strait Islander?

- ☐ Yes
- ☐ No

Please note, that if you do not have an ABN as an individual, you will need to complete a Statement by Supplier form if successful.

More information on Statement of Supplier forms and process can be found [www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn](http://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn)

## ABN Details

### Enter your organisation's ABN

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Organisation Type

- ☐ Commercial business or agency
- ☐ Not-for-profit organisation
- ☐ Trust
- ☐ Social enterprise
- ☐ Other

**If other, please specify:**

### Attach Incorporation Certificate

Attach a file:

### Attach current copy of Annual Financial Statement

Attach a file:

If successful in receiving a grant, organisations that do not have an ABN will be required to complete a Statement by Supplier form. If you don't have an ABN and don't provide this form, Council may be obliged to withhold 46.5% of your grant payment.

[ATO Statement by Supplier form](#)

### Public Liability Certificate

A certificate of Public Liability Insurance worth (proportionate to the risk associated with the activity being undertaken) must be provided. Generally if your project is auspiced, public

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liability insurance is the responsibility of the applicant, not the auspice organisation. Please check with your auspice organisation.

### Upload current certificate of Public Liability

Attach a file:

## Auspice Details

Auspicings allows not-for-profit, incorporated organisations to accept grant funding on behalf of individuals or groups who are not incorporated. They will have financial responsibility for the project.

If you or your organisation is being auspicied, please provide the details of the auspice organisation below.

### Auspice Contact

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Auspice Contact ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Auspice Contact Primary Address

Address

<input type="text"/>
<input type="text"/>

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### Auspice Contact Primary Phone Number

Must be an Australian phone number.

### Auspice Contact Primary Email

Must be an email address.

### Auspice Contact Primary Website

Must be a URL.

### Auspice Public Liability Certificate

Attach a file:

## SECTION B: Applicant experience

### Applicant experience and capacity

In this section, we want to learn about you and your experience to ensure you can deliver the proposal.

Please use the fields provided to share relevant information about you or your group (where applicable) so we can assess your capacity to deliver the proposal successfully.

N.B.: Do not upload your portfolio, CV, or additional materials related to your creative career.

**Please select from the drop-down list how you would describe yourself or your group:**

### Indicate the specific art forms or cultural activity to describe your practice

- |                                      |                                      |  |  |
|--------------------------------------|--------------------------------------|--|--|
| <input type="checkbox"/> Comedy      | <input type="checkbox"/> Literature  | <input type="checkbox"/> New media/<br>interactive media   | <input type="checkbox"/> Screen writing              |
| <input type="checkbox"/> Dance       | <input type="checkbox"/> Live music  | <input type="checkbox"/> Original<br>development of work/s | <input type="checkbox"/> Theatre                     |
| <input type="checkbox"/> Digital art | <input type="checkbox"/> Mixed media | <input type="checkbox"/> Participatory or<br>community art | <input type="checkbox"/> Visual Art                  |
| <input type="checkbox"/> Historical  | <input type="checkbox"/> Music       | <input type="checkbox"/> Public art                        | <input type="checkbox"/> Other: <input type="text"/> |

### Organisation, Collective or Business Creative mission

**Provide your creative mission statement to understand your work and vision for the future**

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Word count:  
Must be no more than 200 words.  
Ensure it aligns wiht your

### Applicant's creative statement

**Provide your artistic or creative statement to help us understand your work and vision for your career.**

Word count:  
Must be no more than 200 words.

Please use the table below to describe the applicant/s experience in the arts and creative industry.

Relevant experience	Describe the experience	Start date	End date	Relevant links	Relevant documentatio
The experience should relate to the proposal.	This could include location, type of experience, training, industry partnerships developed, grant received and delivered etc. Must be no more than 100 words.	Approximately Must be a date.	Approximately Must be a date.	Applicable web links, such as website, social media, etc.	Applicable flyers, reviews etc.

## SECTION C: Proposal details

\* indicates a required field

### About the proposal

**Proposal name: \***

**Total cost of the proposal**

\$

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This number/amount is calculated.

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

### Total funds requested from Surf Coast Shire

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

### Please provide a summary of your proposal. \*

Word count:

Must be no more than 100 words.

Please consider the "what, where, when, and why" aspects when addressing this question.

### Explain what the DEVELOP funding will be used for? \*

Word count:

Must be no more than 50 words.

### Does your proposal involve attendance at an event? \*

☐ Yes

☐ No

For example, attendance at a festival, conference, training, creative retreat, etc?

## About the event

Please provide detailed information about the event you plan to attend, including its name, date, and location. Additionally, describe your specific role at the event and how this role relates to your request for funds.

### Event name

### Type of event

For example, conference, training, etc)

### Location

Please provide the full address

### Event start date

Must be a date and no earlier than 1/6/2025.



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### Event end date

Must be a date and no later than 31/5/2026.

### Event website

Must be a URL.

### Upload evidence of attending the event

Attach a file:

For example, letter of acceptance, registration, fees

## SECTION D: Assessment criteria

\* indicates a required field

Please answer the following questions thoroughly. Your responses on this page will be key to assessing your application.

Your application will be assessed against three main criteria as stated in the Artists and Creatives Grants DEVELOP guidelines and are weighted equally:

- 1.Merit (33.3%)
- 2.Impact (33.3%)
- 3.Viability (33.3%)

Applications are reviewed by a panel of Council Officers based on the criteria. Projects with the highest scores will be prioritised for total funding, while projects with moderate scores may receive partial funding.

### Assessment Criteria 1 (33.3%) - Merit of proposal

In this context, 'Merit' relates to the strength and timeliness of the proposal and:

- The originality and quality of the ideas and concepts to be explored.
- Whether the proposal is evidence-based and measurable. For example:
  - benchmarked via a creative industry initiative
  - Demonstrates a clear evolution of practice that can be validated by the sector, including galleries, publishers, record labels, producers, etc.

**1. About your proposal** Explain what inspired your proposal, and why it is critical for advancing your creative practice or mission.

#### 1.1 Describe what has inspired the proposal \*

Word count:

Must be no more than 250 words.

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### 1.2 Describe why this is an important step to progress your creative practice/mission. \*

Word count:

Must be no more than 150 words.

### 2. Connection to existing initiatives and evidence of support

Explain how your proposal links to existing initiatives, share supporting examples or data and describe how you will measure success.

#### 2.1 How does your proposal connect with or build upon existing initiatives in the industry within Surf Coast? \*

Word count:

Must be no more than 150 words.

Consider reading the 2023-2031 Creative Places Strategy to align and connect it with your proposal.

#### 2.2 Can you share any existing examples, data, or research to justify or support your proposal? \*

Word count:

Must be no more than 250 words.

#### 2.2.1 Please submit any documentation that supports your response to question 2.2.

Attach a file:

#### 2.3 How will you measure the success of your proposal? \*

Word count:

Must be no more than 150 words.

## Assessment Criteria 2 (33%) - Impact of proposal

In assessing 'Impact', the panel will consider how the proposed activity impacts:

- The involved creative practice and/or career enable deeper understanding, refined technique or skill, drafting or completion, publication of works, promotion of works to key industries, etc.
- The potential "reach" of the proposed activity. For example, how it is likely to be engaged with or received, measured by opportunities arising, potential reception/new audiences, critical reception
- How it fosters high-profile creative output from the Surf Coast Creative Sector.

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- Opportunities to increase the reputation/Profile of the Shire's Creative sector beyond the Shire

**3. Impact on your creative practice and career opportunities** Describe how this proposal will immediately affect your creative practice or career and what opportunities it may create, such as new skills, networks or collaborations.

**3.1 How do you envision the proposal will immediately impact your creative practice/career? For example, will it provide you with new skills, techniques, networks, etc \***

Word count:

Must be no more than 200 words.

**3.2 What future opportunities do you think this project could create for your career? For example, could it lead to collaborations, exhibitions, or other professional connections? \***

Word count:

Must be no more than 200 words.

**4. Fostering and enhancing the creative sector and community** Explain how your project will promote local creatives, foster collaboration within the Surf Coast Creative Sector and increase visibility in the broader arts and cultural landscape, including your plans for showcasing and promoting the project.

**4.1 How will this project enhance the profile of local artists or foster collaboration within the Surf Coast Creative Sector? \***

Word count:

Must be no more than 200 words.

**4.2 Can you describe any plans for showcasing or promoting the proposal within the Surf Coast community to ensure its high-profile impact? \***

Word count:

Must be no more than 200 words.

**5. Target audiences and outreach strategies** Identify the project's intended audience and describe your strategies to reach them, such as partnerships or social media campaigns.

**5.1 Who is your intended audiences for this proposal and how do you propose you to reach them? \***

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Word count:  
Must be no more than 200 words.  
Think about how the outcomes will be shared and with whom, or how they contribute to the creative community in other ways.

**5.2 Will you use any strategies, such as partnerships, social media campaigns, or events, to broaden the reach of your work? \***

Word count:  
Must be no more than 150 words.

### Assessment Criteria 3 (33%) - Viability of proposal

- The applicant's experience and capacity to undertake the activity
- The budget is viable and realistic, including providing appropriate creative practitioner(s) fee(s).
- Including an available project plan and timeline with appropriate level of planning.
- Where proposals involve working with diverse communities, the panel will consider if the applicant demonstrated best practices and appropriate cultural competencies.

**6. Project plan overview** Please outline your project plan, including timeframes, tasks and stakeholders to engage.

Milestone	Start date of task	End day of task	Stakeholders involved in delivery
Tasks to be completed to deliver your proposal	Must be a date and between 1/4/2025 and 31/3/2026.	Must be a date and between 1/4/2025 and 31/3/2026.	Who do you need to involve to achieve this task, and how will you keep them updated.

### Proposal financial summary

The Proposal finance summary helps the assessment panel evaluate the program's viability, ensuring it is financially sound and aligned with your proposal.

It is divided into three sections:

- Expenditure items requested from the DEVELOP grants
- Additional expenditure items to support your proposed project
- Income to support your project

Please note that providing quotes to support your expenditure will be viewed favourably. It is recommended that you upload these as supporting documentation.

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### 7.1 Please provide details of the funding request you seek from the Surf Coast Shire Council ONLY.

Hint: The items listed here should directly relate to your proposal and explain how they will help achieve your funding request's Merit, Impact, and Viability.

Expenditure item	Item description	Item amount (excl. GST)	Attach quote
Separately list each item you're requesting for your application.	Provide details of the item you are asking for funds to cover.	Must be a dollar amount.	If you're buying an item from a supplier, please upload a quote. If it's a wage, no quote is needed, but please describe the fee structure and upload the supporting documentation.

### Total expenditure requested from Surf Coast Shire Council (excl. GST)

This number/amount is calculated.

### 7.2 Additional Expenditure Items to Support Your Project.

Please include other expenses to support the project to understand if the proposal is feasible.

You do not need to provide quotes for this section. The assessment panel will review this information to ensure you have planned for other income and expenses to deliver the proposed project successfully.

Expenditure item	Item description	Item amount (excl. GST)
Separately list each item	Provide details of the item you are asking for funds to cover.	Must be a dollar amount.

### Total Additional Expenditure to Support the Proposal

This number/amount is calculated.

### 8. Please describe the income to support your project.

In this section, please describe the total income you will seek to support your project.

This can include self-funding, in-kind support, sponsorship, or other grants.

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Please also indicate if there is confirmed support from these funding sources to ensure the project's viability.

### ***N.B.: In-kind support for your project***

If you receive in-kind support for someone's time and do not have a cost, you can calculate the value based on the volunteer wage, which is \$43.27 in 2025 ([as documented by the Funding Centre](#)). To calculate, multiply the hours worked by this wage. If you use this method, please include the calculation details in the "Notes for Item Descriptions" section of the table below.

Source of income	Type of income	Income amount (excl. GST)	Notes for items description	Confirmed (Y/N)
Provide names of the funding source		Must be a dollar amount.	Describe the item or provide relevant details to support your application, including timeframes for when funds will be available or if volunteer hours are involved.	

### **Total project income**

This number/amount is calculated.

### **9.1 Could you still deliver the proposed project if you do not receive full funding from Surf Coast Shire Council? \***

- ☐ Yes  
☐ No

### **9.2 Could you still deliver the proposed project if you do not receive other income to support the proposed project? \***

- ☐ Yes  
☐ No

### **9.1 Could you still deliver the proposed project if you do not receive full funding from Surf Coast Shire Council? \***

- ☐ Yes  
☐ No

### **9.2 Could you still deliver the proposed project if you do not receive other income to support the proposed project? \***

- ☐ Yes

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☐ No

**9.1 Could you still deliver the proposed project if you do not receive full funding from Surf Coast Shire Council? \***

☐ Yes

☐ No

**9.2 Could you still deliver the proposed project if you do not receive other income to support the proposed project? \***

☐ Yes

☐ No

**9.3 Explain what changes are needed to make the project happen, how much they will cost, and what adjustments you would make if you aren't successful in getting funding.**

**What changes would you need to make to your proposal**

**What cost is associated with this change.**

	Must be a dollar amount.

## Support documentation

Please upload any documentation that may support and add value to your application, as noted under 'Application Supporting Material and Documents' and 'Creative Support Material' on page 4. Be sure to note what is and isn't accepted.

[Link to: 2025 DEVELOP Artist and Creatives Grant Guidelines](#)

**Please save files appropriately, using the following convention:**

Type of Document - Applicant name - Date

Example:

Letter of Support - Jane Doe - January 2025

**Upload support documentation, using appropriate naming convention**

Attach a file:

## SECTION E: Feedback

To help the Surf Coast Shire Council continuously improve, please take a moment to provide feedback by answering a few brief questions about the application process.

**How clear was the application process?**

☐ Very clear ☐ Somewhat clear ☐ Somewhat unclear ☐ Unclear

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Think about instructions and process to apply, support and advice provided, etc.

### How clear was the application form to complete?

☐ Very clear ☐ Somewhat clear ☐ Somewhat unclear ☐ Unclear

Consider the flow of the questions and whether they were easy to understand.

### If you have any feedback on the process, we would appreciate it if you could share it with us.

### How did you hear about the Artists and Creatives DEVELOP grant program?

- |   |   |
|---|---|
| <input type="checkbox"/> Anglesea Arts Space e-newsletter | <input type="checkbox"/> Newspaper: Lorne Independent |
| <input type="checkbox"/> Art Matters e-newsletter         | <input type="checkbox"/> Newspaper: Surf Coast Times  |
| <input type="checkbox"/> Facebook                         | <input type="checkbox"/> Newspaper: Winchlesea Star   |
| <input type="checkbox"/> Instagram                        | <input type="checkbox"/> Other: <input type="text"/>  |

## SECTION F: Checklist and Declaration

\* indicates a required field

### Checklist

Please check that you have provided the following information and included all relevant documents to ensure your application meets the eligibility requirements.

#### Please check box to indicate yes

- ☐ You have read and understood the Artists and Creatives Grants Guidelines 2025
- ☐ You have provided all required documents necessary to complete your application (example, incorporation certificate, Public Liability Certificate, etc).
- ☐ All your budget times are EXCLUSIVE of GST (Section D)
- ☐ You have successfully uploaded quotes to your Expenditure budget request (Section D)
- ☐ Application form is completed in full and proof-read
- ☐ The Individual Applicant or an authorised representative from your group has completed the declaration.

### Declaration for group applicant

I confirm that the information provided in this application and the attached documents is true and correct to the best of my knowledge. The application has been submitted with the full knowledge and agreement of the management committee of my organisation/group/collective, and, if applicable, the auspicing organisation is also aware of and in agreement with this application.

I will promptly notify Surf Coast Shire Council of any changes to this information or circumstances that may affect the application.



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### Declaration of individual applicant

I confirm that the information provided in this application and the attached documents is true and correct to the best of my knowledge. The application has been submitted with my full understanding and agreement, and, if applicable, the auspice organisation is aware of and in agreement with this application.

I will promptly notify Surf Coast Shire Council of any changes to this information or circumstances that may affect the application.

#### Tick box to indicate yes \*

☐ Yes

#### Name \*

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

N.B.: If an individual, please place N/A in the organisation name field.

### Privacy Notification

Surf Coast Shire Council is committed to protecting your privacy by collecting, using, disclosing, storing and disposing of information as required by the Information Privacy Principles in the *Privacy and Data Protection Act 2014* (Vic) ('PDP Act'). Council collects the personal information on the Artist and Creatives DEVELOP Grant 2025 for the purpose of the application process. If you do not provide the personal information, your application may be deemed ineligible and will not be considered for funding. We will not disclose your personal information without your consent, except where required or authorised to do so by law. You can read our privacy policy on our website, [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au). To get more information, make a complaint, or request a correction to your information, contact Council by phone at (03) 52610 600 or send an email to [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au)