

# Creative Sparks Application 2024-25

## Form Preview

### Eligibility

\* indicates a required field

**If you answer NO to any of the following questions you are ineligible for a Creative Sparks Grant.** If you are unsure if you are eligible for funding you can contact Brisbane City Council on (07) 3403 8888 and ask to speak to a Creative Sector Development Officer.

Please refer to the [Creative Sparks Grant Program guidelines](#) for the full list of eligibility criteria.

**1. Are you an individual residing in the Brisbane Local Government Area (LGA)? OR for not-for-profit organisations is your business based in the Brisbane LGA? \***

Yes  No

If you are unsure of which Ward you live in, please enter your address into the [Electoral Commission of Queensland website](#) search tool or contact ECQ on 1300 881 665.

**2. Are you a permanent resident or Australian Citizen? \***

Yes  No

**3. Are you over the age of 17 years at the time of submitting your application? \***

Yes  No

**4. If you are an organisation, is the project going to employ Brisbane independent artists and arts workers to deliver new work? \***

Yes  No  N/A

**5. If you are an organisation is your funding request for a new service, program or activity? \***

Yes  No  N/A

This grant does not support any existing services or programs.

**6. Do you or your organisation have an active Australian Business Number (ABN) in the applicant's name or can nominate an incorporated auspice/sponsor body that does? \***

Yes  No

**7. Is your ABN and bank account in the same name as the applicant's name? Not required if auspiced \***

Yes  No

**8. Are you a Brisbane-based artist, arts worker, cultural worker, creative producer OR not-for-profit community arts, historical or cultural organisation? \***

Yes  No

**9. Will your project operate within the Brisbane LGA or be able to demonstrate benefits for our residents of Brisbane? \***

Yes  No

# Creative Sparks Application 2024-25

## Form Preview

**10. Does your project have a clearly defined arts component? \***

- Yes  No

**11. Will your project have a public outcome? \***

- Yes  No

**12. Will your project start after 28 April 2025? \***

- Yes  No

This is the intended grant notification date.

**13. Have you applied for only one creative grant in the 2024-25 round with Brisbane City Council? \***

- Yes  No

You may apply for either Creative Sparks OR Lord Mayor's Creative Fellowships. Applicants cannot apply for both grants.

**14. Can you demonstrate financial and/or in-kind support from sources other than Brisbane City Council for the proposed project? \***

- Yes  No

You cannot apply for 100% of project costs.

## Introduction - Creative Sparks Grants Program

\* indicates a required field

### Before you apply

Please read the [Guidelines](#) of this grant before completing your application. The Guidelines will govern the grant if your application is successful.

Please note that most fields in this form are mandatory and if not completed your form will not be able to be submitted. An error message will highlight which fields require completion.

**Have you read the Creative Sparks guidelines, and does your application proposal comply with the application requirements, conditions and eligibility? \***

- Yes  No

### Grants Information Session

For an overview of the grant application process, it is recommended you attend a Grant Information Session.

For further information about session dates and times, visit the Creative and History Grants page on [Council's website](#).

**Did you attend the Grants Information Session? \***

- Yes  No

**If yes, which information session did you attend?**

- In-person information session at Brisbane Square Library  
 In-person information session at Chermside Library

# Creative Sparks Application 2024-25

## Form Preview

- In-person information session at Our Meeting Place Inala Wangarra

## Assessment Criteria

Eligible applications will be assessed against the following criteria:

### Criteria Number

#### Criteria

#### Percentage weighting

1

**Creative Excellence** (what is the quality of the project?)

- Artistic and creative vision and strength of the outcome.
- Level of boldness and experimentation.
- Experience/calibre of artists arts professionals involved.
- Evidence of creative collaborations and partnerships.

30%

2

**Impact** (Is the creative outcome available to all?)

- Provide access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.
- Appeal to new or underrepresented audiences.
- Low cost or free to the public.
- Occur in new or unexpected places or at different times of the day or night.
- Provide different ways in which people can participate in and experience the arts through strategies that increase access, social inclusion and cultural diversity.
- Measures being applied to ensure the proposed activity is accessible.

40%

3

**Viability** (Can you deliver it?)

- Achievable objectives and timeline.
- Realistic budget with quotes (including artists fees) demonstrating value for money.
- Evidence of additional resources and support, including other sources of income and in-kind contributions.
- History in delivering similar projects.
- Key artists are identified.
- Relevant high-quality support material including required compulsory support material.
- Evidence of appropriate cultural permissions for the use of Aboriginal and Torres Strait Islander stories or content that is not your own.
- A clear, well considered evaluation process.

30%

### Applicant Details

\* indicates a required field

Are you applying with the support of an auspice?

If you do not have an ABN, you will need an Auspice (sponsor) Organisation - an incorporated organisation which will accept legal and financial responsibility for your grant.

**If your application is successful in obtaining funding, the Auspice (sponsor) Organisation will become the grantee on your behalf. Your Auspice must have an office in and provide goods and services to residents of the Brisbane Local Government Area (LGA).**

Your **Auspice (sponsor) Organisation** must supply a letter, signed by either the Chair, President or Chief Executive of the organisation, agreeing to auspice (sponsor) your grant. You will also need to provide the financial (banking) details of your **Auspice (sponsor) Organisation**, so a transfer of payment (electronic funds transfer) can be made, if your grant is successful.

Click [here](#) for ATO information regarding auspice and sponsor arrangements.

**Will you be nominating an auspice for this application? \***

- No auspice required
- I will be nominating an auspice for this application

### Applicant Details

**Applicant name \***

Organisation Name

If you are applying as an individual, please enter your name. For not-for-profit organisations, enter the official entity, group or organisation name (no acronyms). Please ensure this name is the same as the name on your ABN Lookup below and the same name of the bank account the grant funding will be paid into.

**Applicant type \***

- Individual
- Organisation

**Contact person \***

Title      First Name      Last Name

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

Note: Title is optional. Please leave 'Title' field blank if you do not wish to nominate a salutation.

**Preferred pronouns (optional):**

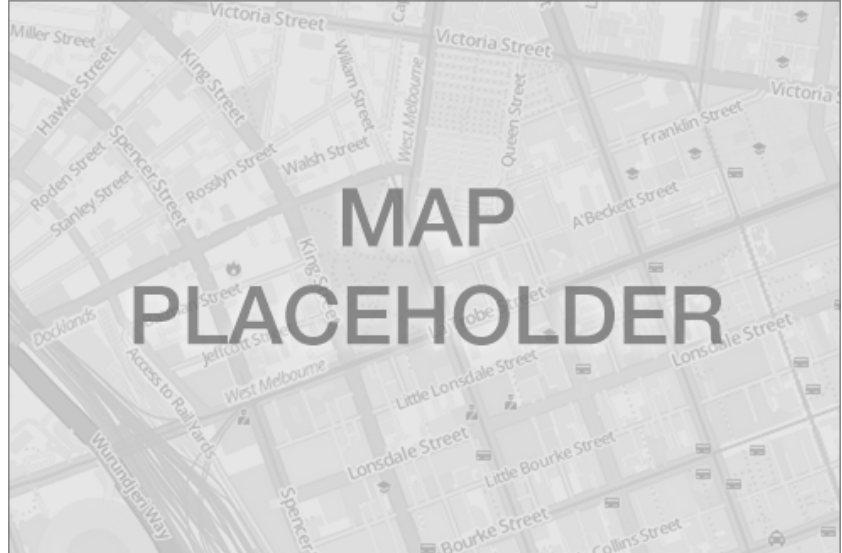
**Contact's position**

# Creative Sparks Application 2024-25

## Form Preview

**Street address of your primary location \***

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
This should match the address registered on your ABN.

**In which Council ward are you based? \***

For individual applicants, please provide the ward in which you reside. If you are not a resident of the Brisbane Local Government Area (LGA), you are not eligible to apply. Visit [Electoral Commission of Queensland](#) to find out your ward

**Mailing address \***

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

**Phone number \***

Please use standard format, e.g. (07) 3403 8888

**Alternate or mobile number \***

Please use standard format e.g. 0400 000 000

**Email address \***

**Are you an employee of Brisbane City Council or Arts Queensland? \***

- No
- Yes - you may be ineligible for this grant

# Creative Sparks Application 2024-25

## Form Preview

### Previous Brisbane City Council Grants/Support

Preference will be given to applicants who did not receive funding from either a Creative Sparks Grant or Lord Mayors Creative Fellowship Grant Program in the previous financial year.

**Have you received any previous Brisbane City Council grants? \***

- Yes  No

**Please provide details of previous Brisbane City Council grants:**

Please include name of grant program and the year of funding (e.g. Creative Sparks Grant, 2023-2024).

**Do you have any overdue Brisbane City Council grants? \***

- Yes - you may be ineligible for this grant  
 No

If you are unsure if you have an overdue acquittal, please email the Community Grants Team at: [communitygrants@brisbane.qld.gov.au](mailto:communitygrants@brisbane.qld.gov.au).

**Do you have any overdue Arts Queensland Grants? \***

- Yes - you may be ineligible for this grant  
 No

Overdue means you have not met the due date of your acquittal report and it is now overdue.

**Have you received any Council financial support between 1 July 2024 and 30 June 2025? \***

- Yes  No

**If 'yes', please provide value of Council financial support received:**

\$

Must be a dollar amount.

Applicants in receipt of funding for creative purposes from Council to the value of \$10,000 or more in the same financial year (2024-25) that the grant round is open are ineligible.

### Auspice Organisation Details

\* indicates a required field

An auspice is a not-for-profit incorporated organisation that is agreeing to manage the legal and financial responsibility of the grant on behalf of the applicant. Their agreement letter (attached below) needs to clearly document the auspice's acceptance of these responsibilities. This is not simply a letter of support for the project.

If the grant application is successful the grant payment will be made to the auspice organisation, not the applicant. You will need to provide the financial (banking) details of your auspice organisation, so a transfer of payment (electronic funds transfer) can be made, if your grant application is successful.

# Creative Sparks Application 2024-25

## Form Preview

**Attach letter from your  
auspice organisation  
agreeing to accept this  
responsibility: \***

Attach a file:

**Auspice organisation \***

Organisation Name

**Auspice organisation  
contact \***

Title

First Name

Last Name

Note: Title is optional. Please leave 'Title' field blank if you do not wish to nominate a salutation.

**Auspice organisation  
contact position \***

**Auspice organisation  
mailing address \***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Address must be in the Brisbane LGA.

**Phone number \***

Please use standard format, e.g. (07) 3403 8888.

**Email address \***

Please use a generic email address (e.g.

[enquiries@example.com](mailto:enquiries@example.com)).

## Financial and Banking Details

\* indicates a required field

### Financial details

**If you have nominated an auspice/sponsor, please complete this page with their details.** Please provide company status and ABN. The ABN must be in the applicant's or auspice's name and address location as listed in this application.

**What is the legal entity  
status of the applicant?  
\***

- Company limited by guarantee
- Incorporated Association
- Individual

If an organisation is applying it must be not-for-profit.

# Creative Sparks Application 2024-25

## Form Preview

**Attach Certificate of Incorporation (if applicable):**

Attach a file:

This is not applicable for an individual applicant applying without an auspice.

**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.

**Does the 'Main business location' listed above match the postcode in your primary address provided? \***

Yes

No

**Is the above ABN registered for GST? \***

Yes

No

### Bank Account Information

All grant payments are made by electronic funds transfer (EFT) to your nominated bank account. If your grant is approved you will receive a confirmation letter and an invoice template to request the grant payment. **The bank account needs to be in the same name as the applicant's name.**

**Which bank account details are you providing? \***

My organisation's account details

My auspice's account details

Individual account

**Name of bank \***

**Account name \***



# Creative Sparks Application 2024-25

## Form Preview

**BSB number \***

BSB Number (must be six digits).

**Account number \***

**Email address (for payment remittance advice) \***

Please provide an organisational email address (e.g. [accountspayable@yourclub.org.au](mailto:accountspayable@yourclub.org.au)) rather than a specific personal address.

## Project Information

\* indicates a required field

### Project Details

**Project title \***

**Word count:**

Must be no more than 10 words.

This is the name your activity will be given in promotional materials and funding announcements if successful.

**What is your project summary/pitch? \***

**Word count:**

Must be no more than 40 words.

Must be suitable for publication. What do you want to do? Clear, brief wording will support your application. This is just a quick summary so someone who has not heard of your project will understand what it is. See the examples below for reference.

#### **Creative Sparks pitch examples:**

- o The project will develop a short film called xxxx that will depict the story of xxxx. It will employ Brisbane cast and crew and will help promote Brisbane. The screening for the public will be on xx*
- o The project will support the creative development for a new dance work called xxxx. It will explore the stories of xxxx and will be presented at the xxxx hall in Brisbane.*
- o The project will present a new season of xxxx at the xxxx theatre in Brisbane. The live performance show is about the story of xxxx and will engage the audience as part of the performance.*

# Creative Sparks Application 2024-25

## Form Preview

**Project start date \***

Must be a date and no earlier than 29/4/2025.  
This is the date that you can start your project and cannot be before.

**Project end date \***

Must be a date and between 29/4/2025 and 24/2/2026.  
This is the date that the final activity of your project is completed. Your acquittal will be due 8 weeks after this date.

**When will your project be presented to the public?**

**Start date for when the project will be presented to the public \***

Must be a date and between 29/4/2025 and 24/2/2026.

**End date for when the project will be presented to the public \***

Must be a date and between 29/4/2025 and 24/2/2026.

**How many days will your project outcome be available to the public? \***

Must be a number.

**Which Council priority is addressed through your project? (select only one) \***

- Investing in new creative products, work, markets, or partnerships to build Brisbane's creative capacity
- Growing arts audience and participation by supporting diverse and accessible arts experiences
- Fostering opportunities for the creation and promotion of Aboriginal and Torres Strait Islander/s artistic endeavours
- Supporting creative public outcomes to create employment opportunities for local artists and arts workers
- Not applicable (you may be ineligible for this grant)  
Please note, if your application is successful, you will be asked to describe how well you have achieved these outcomes in your acquittal report.

## Project Location Details

Please enter where the actual project will take place within the Brisbane LGA, i.e. **not** the address of the organiser/s.

**Where will your project take place? \***

Address

# Creative Sparks Application 2024-25

## Form Preview

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**What is the main venue name where the public presentation will take place? \***

**We require tentative confirmation of the main venue hire. \***

Attach a file:

please attach email booking quote or evidence of communication from the venue manager or relevant staff about using the space for your project presentation.

If you are unsure what Council Ward your organisation is in, please visit [Electoral Commission of Queensland](#) to find out your ward.

**In which Council Ward is your project located? \***

Visit [Electoral Commission Queensland](#) to find out your ward. If your project will be delivered across multiple Council Wards, please select 'Citywide'.

**If project is in multiple locations, please list other addresses:**

Please include venue/ location name, street name, suburb and postcode.

**Will project outcomes include any non-Brisbane locations? \***

- Within Brisbane LGA only
- Elsewhere in Queensland
- Regional interstate
- Metropolitan interstate
- International

It is expected your project outcomes will benefit Brisbane, please indicate if your proposed activity will include outcomes in additional areas.

**Is the venue accessible for people with disabilities? \***

- Yes  No

**If the venue is not accessible, describe how you might extend the audience reach:**

What could you do to make the outcome more accessible to people of all abilities? For example, can the project be viewed/ experienced in another way? Refer to [Councils Accessibility Guidelines](#)

# Creative Sparks Application 2024-25

## Form Preview

**Will the project outcome have a digital audience?**

\*

Yes

No

**If 'yes', please provide further detail:**

## How the Project Meets the Assessment Criteria

The bullet points under each criteria indicate what assessors may consider when assessing your application. You do not need to respond to every bullet point listed.

**CREATIVE EXCELLENCE :**  
**Describe your project idea, what will be presented to the public and how it will be achieved. Applicants are to consider assessment criteria 1. \***

**Word count:**

Must be between 50 and 300 words.

Describe the quality of what you plan to do, the artistic and creative vision and strength of outcome and the level of experimentation, and further creative opportunities this project could enable through partnerships and collaborations

**IMPACT: What are the expected outcome of the project; tell us how your project will embrace access, inclusion and equity in the arts. Applicants are to consider assessment criteria 2. \***

**Word count:**

Must be between 50 and 250 words.

Describe how your project provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences. Include proposed communication and marketing plans and outline any accessibility considerations to make the project inclusive of diverse audiences/participants and communities.

**VIABILITY: Provide evidence that you can resource, manage and deliver the project. Applicants are to consider assessment criteria 3. \***

**Word count:**

Must be between 50 and 250 words.

Describe how you will do it. Provide evidence that the project is viable and you can deliver it. Explain previous projects and/or training you have completed that are relevant to your successful completion of this project.

**If applicable, what consideration has been taken to address WHS, public liability insurance, copyright and licenses?**

**Word count:**

Must be between 50 and 250 words.

If you are successful Public Liability insurance is mandatory for any project where the public attend and must be a minimum of \$20 million for any one occurrence for the duration of the funded activity and in the applicant's name.

# Creative Sparks Application 2024-25

## Form Preview

**EVALUATION: How will you document and evaluate your project? How will you know if your project has been successful? Public feedback surveys are mandatory for activities receiving \$10,000 or more in Creative Sparks funds \***

Word count:

Must be between 50 and 100 words.

Explain how you will gather evidence to demonstrate successful outcomes (ie. participant/audience surveys to show increased social cohesion/skills development, financial reports to show revenue generation, etc). If your application is successful, you will be required to submit evidence of your performance indicators and measures of your success as part of your Acquittal Report, including survey results.

**ACKNOWLEDGEMENT: How will you acknowledge both funding partners Brisbane City Council and Arts Queensland? \***

Word count:

Must be between 50 and 150 words.

Describe how you will acknowledge both funding partners. If your application is successful, you will be required to submit images and evidence of acknowledging funding partners Council and Arts Queensland as part of your Acquittal Report.

## Key Artists

Who are the artists, arts workers, cultural workers, creative producers or other creative professionals engaged in the project? Fees paid to people involved must appear in the budget (ex GST) including breakdown of in-kind and cash support.

Name	Project role or description	Total fee	Confirmed?
		\$	

## Key Artists CV's

Please upload for each key artist their summary artistic CV's (combine into the one file where possible) or provide a direct URL link to the summary CV. Max 4 Page CV per applicant. Please ensure file format is either .doc or pdf.

Artist Name	Upload CV summary document	Or provide direct URL link to CV	

**Total number of artists involved: \***

Must be a number.

**Age of the artists involved: \***

- up to 25 years
- 26-54 years
- 55+ years

# Creative Sparks Application 2024-25

## Form Preview

**To the best of your knowledge, will the project involve artists from any of the following groups? \***

- Emerging
- Aboriginal & Torres Strait Islander (You will need to provide evidence of Cultural capability training and awareness of cultural protocols with your acquittal)
- LGBTIQ+
- Culturally and linguistically diverse (CALD) backgrounds
- Deaf and Disabled
- Young people (under 25)
- None of the above

### Proposed Partners

**List sectors you intend to partner with (if relevant)**

- Arts
- Health
- Education
- Business
- Tourism
- Other:

If partnerships will be developed as part of intended delivery of activities, select the types of sectors partnered with.

**Number of partnerships \***

Must be a number.

**List your proposed partners \***

List the name of each partner, sponsor or in-kind support. This needs to be shown in your budget income. Please provide one letter of support from each strategic partner, refer to support materials.

### Proposed Project Timeline to achieve the Public Outcome

Give details of each stage of your proposed project from start to finish to demonstrate how you will achieve your objective/goal for the funding. Please provide a time frame for each stage. Add more rows as needed.

**Proposed milestone/Expected start date Expected end date Funded by this task grant?**

Proposed milestone/Expected start date	Expected end date	Funded by this task	grant?
e.g. - Prepare script, Workshop, Rehearsals, Performance etc.	If funded by this grant, it must not start prior to 29 April 2025.	If funded by this grant, the public outcome must not end after 24 February 2026.	Indicate if this milestone will be funded by this grant.

### Estimate of Proposed Project Outcomes

# Creative Sparks Application 2024-25

## Form Preview

### REACH/ ENGAGEMENT

Estimate number of attendees (live) \*

Number of people who attend live activities as audience members - e.g. to see an exhibition, watch a performance, listen to a talk, etc.

Estimate number of participants (live) \*

Number of people who actively participate in activities - e.g. attend a class to make something, sing in a choir, participate in a training workshop

Estimate number of attendees (digital) \*

Number of people who will experience your project in digital format. If none, enter '0'

Estimate number of participants (digital) \*

Number of people who will participate in your project in digital format. If none, enter '0'

### EMPLOYMENT

Estimate total number of artists/cultural workers employed/paid. \*

Must be a number.  
Total number of people employed (on contract or permanent basis) as artists or arts and cultural workers over duration of activity

Number of Aboriginal and Torres Strait Islander artists/cultural workers employed \*

Must be a number.  
Total number employed as artists or arts and cultural workers over the duration of the activity. Cultural capability training and awareness of cultural protocols is required with your Acquittal if your project engages Aboriginal and Torres Strait Islander artists/creatives.

Estimate number of people employed in other paid positions \*

Must be a number.  
Total number of people employed over duration of activity (on contract or permanent basis) engaged in a role other than an artistic/cultural role one

Calculated total number of employment opportunities created by this project

This number/amount is calculated.

### VOLUNTEERS

Estimate number of volunteers \*

Total number of people engaged as volunteers to support delivery of activity

## Budget

\* indicates a required field

### Budget

Your detailed budget should show the total funding requirements and anticipated sources (confirmed and unconfirmed) A [sample budget table](#) might assist you with development of your budget. Applicants are advised to double-check their budget figures before submitting.

- **All budget figures provided must be [GST exclusive](#).**
- If the applicant or sponsor is **not** GST registered the 10% GST will be added to your grant, but will not be itemised as GST.
- If the applicant or sponsor is registered for GST, 10% GST will be added to your grant as an itemised GST gross-up.

# Creative Sparks Application 2024-25

## Form Preview

YOU WILL NEED TO UPLOAD A QUOTE FOR EACH ITEM YOU ARE REQUESTING FUNDING FOR.

- Ensure that income and expenditure columns balance/equal. (**TOTAL PROJECT COST = TOTAL PROJECT INCOME**).
- Indicate whether your income from other sources is confirmed by ticking the confirmed box in the income budget table.
- Indicate how much of the Creative Sparks funding will be used for each expense item noted.
- Volunteer staff can be costed at \$35.00/hour for non-skilled labour and at relevant rates for professional services.
- Use round figures e.g. \$3,450 not \$3,450.45
- Refer to the [grant's guidelines](#) for what the program will not fund.

### THE PROGRAM WILL NOT SUPPORT 100% OF THE PROPOSED ACTIVITY OR PROJECT COST.

You must show income from sources other than the Creative Sparks grant in your application budget.

#### Expected Income may include:

- **Other grants** - state or federal government, Foundations, Australia Council for the Arts
- **Earned income** - product sales, ticket sales, workshop fees, partner contribution
- **Your own contribution** - cash, equipment, materials, in-kind support artists fees
- **Sponsorships, fundraising and donations** - crowd funding, organisational support, other cash or in-kind support.

#### In-kind contribution or in-kind support:

- This is the dollar value of non-cash contributions to a project e.g. office space, staff time or voluntary labour that would otherwise have needed to be paid for. It includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and must be included in the proposed budget
- To ensure your budget table balances the in-kind income line item must match the in-kind expense line item. View the [sample budget](#) for more information.

#### Expected Expenses must be substantiated with at least one quote per listed item and may include:

- **Salary, fees and allowances** - participating artists, arts workers, cultural workers or creative producers
- **Production and Development Costs** - hire fees, venue fees, workshops, disability access, technical equipment and materials
- **Administration Costs** - auspice fees, non-artist fees (e.g. audit/tax/accountant fees), permits and superannuation
- **Promotion, documentation and marketing costs** - design, printing, distribution, photographer, publicity, website, advertising fees.

## Income

Expected Income	\$ Amount (ex GST)	Confirmed?
Creative Sparks Grant	\$	
	\$	



# Creative Sparks Application 2024-25

## Form Preview

	\$	
	\$	
How will your project be financed? List where you are sourcing your income from (including cash, other grants, earned income such as ticket sales, or in-kind support).	Must be a whole dollar amount (no cents).	

### Expenses

**One quote per listed expense item is required. Projects cannot seek the majority of Council financial support for publishing and/or printing costs.**

Expected Expenses	\$ Amount (ex GST)	\$ Funded by this grant
	\$	\$
	\$	\$
	\$	\$
	\$	\$
What is the funding being spent on? e.g. rehearsal space, artist fees, materials, production, technical	Must be a whole dollar amount (no cents)	Indicate how much is being funded by this grant

### Calculated totals

Automatically calculated from the budget tables above. Please check all amounts for each column.

<b>Total Income</b>	<b>Total Expenses</b>	<b>Income - Expenses (MUST = \$0)</b>	<b>Creative Sparks funding sought</b>
\$	\$		\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. The balance of income and expenditure should be \$0.00	This number/amount is calculated. The above figure is the total of the amounts you have indicated in the '\$ Funded by this grant' column of the Expenses table. If this figure is not correct please amend the figures you have provided in the Expenses table.

### Percentage of Funding Sought to Total Income

**What is the percentage of Creative Sparks Funding Sought to Total Income Budget?**

This number/amount is calculated.  
The above percent cannot be 100%.

# Creative Sparks Application 2024-25

## Form Preview

### Confirmation of total project costs and grant funding sought

**Confirm total project expenses \***

\$

What is the total budgeted cost (dollars) of your project? This figure should match the total from your Expenses table above.

**Confirm value of non-Creative Sparks financial contribution to activity (excludes in-kind) \***

\$

Total cash contributions from other funds/ grants and sponsorship/ philanthropy. This does NOT include in-kind support.

**Confirm value of in-kind contribution to activity \***

\$

The dollar value of non-cash contributions to a project.

**Confirm the Creative Sparks Grant sought \***

\$

What is the total financial support you are requesting in this application? This figure should match the calculated figure above.

**Is the public outcome: \***

- free
- ticketed (\$20 or less per ticket)
- ticketed (\$21 or more per ticket)

**If the public outcome is ticketed, what is the average ticket price?**

\$

Must be a dollar amount.

Total earned income from ticket sales should be listed in the income table.

**Is the project outcome aimed at a specific target audience? \***

- No, the outcome is for a general audience
- Yes

**If 'yes', which of the following audience groups is the project specifically targeting?**

- Aboriginal
- Torres Strait Islander
- Australian South Sea Islander
- LGBTIQ+
- Culturally and linguistically diverse (CALD) backgrounds
- Deaf and Disabled
- Young people (under 25)
- Older People (55+)
- Women
- Men
- Other

**Is the project proposed as part of a festival? \***

- Yes
- No

**If 'yes', what is the name of the festival?**

Budget Notes and Supporting Documents

# Creative Sparks Application 2024-25

## Form Preview

**Please outline any information that will assist to clarify or justify the costs calculated in your budget. Provide details of other funding for this project. Include name of fund/grant you have applied to, amount requested and expected date of notification:**

**Budget notes:**

Word count:

Maximum 100 words. Include any comments you have regarding your income and expenses.

Example: how mileage was calculated, how fees were calculated, Include information such as currency conversions used, the calculation used to achieve earned ticket income etc.

**Attach all quotes for items / services for your funding request. All expenses are required to be substantiated by relevant quotes. \***

Attach a file:

## Support Materials

\* indicates a required field

### Compulsory Support Documentation

\* indicates a required field.

Applicants are required to submit compulsory support material including biographies and CVs for key artists, personnel or other collaborators involved in the activity, venue hire including a tentative email booking quote or communication from the venue manager, peer/industry support letter, confirmation of cash or in-kind support, quotes of expenditure and accessibility mitigation. If auspiced, an auspice letter of support and consent is required, and if the proposal involves Aboriginal and Torres Strait Islander arts, cultures and communities' permission from appropriate community representatives is required.

**Confirmation of cash or in-kind support** May include letters confirming significant contributing individuals, partners and/or other income.

- Maximum 3 letters of support, 1-2 pages in length. Please ensure file format is either .doc or .pdf.

**Please upload Confirmation of cash or in-kind support: \***

Attach a file:

### Peer / Industry Support Letter

- May include someone from the creative sector who can comment on the merit of your proposal, your ability to undertake the proposal and the benefit of the professional opportunity to your career.

# Creative Sparks Application 2024-25

## Form Preview

- The letters must be original that are signed and scanned, we do not accept typed names in place of a signature.
- Maximum 3 letters of support, 1page in length. Please ensure file format is either .doc or .pdf.

### **Please upload Peer / Industry Support Letter/s: \***

Attach a file:

## Support Documentation

Applicants should consider quality of support material over quantity and should only include material that is relevant and strengthens the proposal.

**Please do not duplicate files already uploaded in other sections of this application (e.g. CVs, cultural permissions, budget quotes or support letters). Where possible, group similar support material together in the one file (e.g. images).**

- **Previous work examples/evidence**

May include images, music/audio files, links to videos(please do not attach video files where possible due to size restrictions of file upload), online portfolio, website.

Maximum 5 images, 10 minutes of music/audio content, 5 links including websites, videos, online material. Preferred file formats include .jpg, .pdf, .mp3 and .mov or .mp4 (for video if necessary).

- **Evidence of ability to deliver proposed activity**

May include risk assessment, copyright licensing or workplace health and safety documents, marketing and communications plan.

Maximum 5 documents. Please ensure file format is either .doc or .pdf where possible.

Attachments are limited to a maximum of 5MB each.

File names should give an indication of the content. Name your attachment files with your Grant ID number; short document title e.g. CSP2425xxx\_LetterofSupport\_MajorPartner.doc or CSP2425xxx\_WorkExample.mp3

## Upload support material documents:

Please consider maximum limits and file formats as detailed above. Applicant website must be a URL.

Links to videos or online material should include any required passwords to access content e.g. vimeo password for non public video work. Ensure direct link to relevant material is included rather than to the homepage of a particular organisation or project.

<b>Support material</b>	<b>Attach a document</b>	<b>Or a direct link to a URL</b>	<b>Password if applicable</b>
-------------------------	--------------------------	----------------------------------	-------------------------------

		Must be a URL	

## Insurance

# Creative Sparks Application 2024-25

## Form Preview

**Do you have insurance including public liability insurance to cover the activity described in this application for the duration of the funded activity and in the applicant's name.? \***

Yes  No

If your project involves the public in any way as creative participants, workshop participants, or audience members, you are liable for any claims of personal injury or property damage that a third party may make as a result of these activities. In order to protect yourself you must have Public Liability Insurance (PLI) for the duration of the funded activity and in the applicant's name; unless this is this may be covered by the venue or organisation you are working with. If you are successful Public Liability insurance is mandatory for any project where the public attend and must be a minimum of \$20 million for any one occurrence.

**If 'yes', please attach evidence of public liability insurance**

Attach a file:

**If 'no', will you have the appropriate public liability insurance prior to your activity commencement date?**

Yes  No

If successful it will be a condition of your funding agreement to view the necessary public liability insurance.

## Statistics and Certification

\* indicates a required field

### Project Classification

The 2 questions below come from CLASSIE - a set of common terms that describe Australian social sector initiatives and entities.

When used collectively and systematically, the terms help grantmakers (and others) to make better sense of what's being funded and who's benefiting from that funding.

CLASSIE was developed by The Australian Institute of Grants Management, with heavy input from the Foundation Center in the United States. You can read more about the project at [www.ourcommunity.com.au/classie](http://www.ourcommunity.com.au/classie).

**What are the primary areas of focus for this project/program? \***

No more than 3 choices may be selected.  
You can select items from any area of the list - all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees).

**Who are the expected primary beneficiaries of this project/program? \***

No more than 3 choices may be selected.  
Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'.

# Creative Sparks Application 2024-25

## Form Preview

### Statistics

Please complete the following questions to help with the continued improvement and tracking of this program.

**Do you or your organisation personally identify as belonging to one or more of the following groups? \***

- |  |   |
|--|---|
| <input type="checkbox"/> Aboriginal                                      | <input type="checkbox"/> Under 25 years of age, working with younger people |
| <input type="checkbox"/> Torres Strait Islander                          | <input type="checkbox"/> Women  |
| <input type="checkbox"/> Australian South Sea Islander                   | <input type="checkbox"/> LGBTQI+  |
| <input type="checkbox"/> Deaf and Disabled                               | <input type="checkbox"/> Other: <input type="text"/>                        |
| <input type="checkbox"/> Older persons (55+)                             | <input type="checkbox"/> None of the above                                  |
| <input type="checkbox"/> Culturally or linguistically diverse background |   |

For organisations, please indicate if you primarily exist to service any of the above groups.

**Will you be using Aboriginal or Torres Strait Islander stories or cultural material that is not your own? \***

- Yes  No

**If 'yes', please provide evidence of community consultation and cultural permission here:**

Attach a file:

**What Arts Queensland State Priorities are addressed through your activity?**

- Elevating First Nation arts
- Activate Queensland local places and digital spaces
- Drive social change across the state
- Strengthen Queensland communities
- Share our stories and celebrate our storytellers
- Not applicable

Please refer to [Queensland Government's Creative Together](#) - 10 year roadmap for arts, culture and creativity.

**Artform (select one only): \***

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Circus, physical theatre | <input type="checkbox"/> Multi-artform           | <input type="checkbox"/> Film/TV/Radio               |
| <input type="checkbox"/> Dance                    | <input type="checkbox"/> Design                  | <input type="checkbox"/> Visual art, craft           |
| <input type="checkbox"/> Music                    | <input type="checkbox"/> Literature/Writing      | <input type="checkbox"/> Technical production        |
| <input type="checkbox"/> Comedy                   | <input type="checkbox"/> Multimedia/Digital arts | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Theatre, live art        |  |  |

No more than 1 choice may be selected.  
Select the most dominant.

**What is the main type of activity that describes what you seek funding for? \***

- |  |   |
|--|---|
| <input type="checkbox"/> Community consultation/arts research/<br>policy development | <input type="checkbox"/> Performances         |
| <input type="checkbox"/> Creative development of new work                            | <input type="checkbox"/> Placemaking          |
| <input type="checkbox"/> Cultural tourism  | <input type="checkbox"/> Publications         |
| <input type="checkbox"/> Events/festivals  | <input type="checkbox"/> Workshops (creative) |

# Creative Sparks Application 2024-25

## Form Preview

- Exhibitions/collections  Other:
- Heritage protection/promotion
- No more than 1 choice may be selected.

### Where did you hear about the grants program? \*

- Council Website  Council Officer
- Email  Local Councillor
- Direct (Postal) Mail  Arts Hub
- Social Media  LinkedIn
- Living In Brisbane Newsletter  Other:
- Previous applicant

### Which of the following do you identify as? \*

- Female
- Male
- X (indeterminate, intersex, unspecified)
- Other:

### Applicant age: \*

- 17 years
- 18 - 24 years
- 25 - 34 years
- 35 - 44 years
- 45 - 54 years
- 55 - 64 years
- 65+ years

### What career stage do you identify with? \*

- Emerging
- Mid-career
- Established

### Is this the first time you have applied to the Creative Sparks Grants Program? \*

- Yes  No

### Select the types of Contact you made with Council for this application: \*

- Workshop session
- Email correspondence
- Phone call
- I did not make contact with Council regarding this application

### How likely are you to recommend this program to others? \*

**We welcome feedback on any aspect of the Creative Sparks grants program and how we might improve our service to you. Do you have any feedback or suggestions regarding the application process?**

# Creative Sparks Application 2024-25

## Form Preview

Word count:

Must be no more than 50 words.

If you are a previous applicant you may have noticed changes to the application form, your feedback relevant to these changes is greatly appreciated.

**If you would like to stay up to date with Brisbane City Council's Creative Communities opportunities and programs please subscribe to our [Creative Register e-newsletter](#).**

### Certification

The following section confirms your endorsement of this application.

- I certify that, to the best of my knowledge, the statements made in this application are true and correct.
- I understand that if Brisbane City Council approves a grant, I will be required to accept the terms and conditions as set out in the Funding Agreement and I will be required to comply with those terms and conditions including any Brisbane City Council audit requirements.
- I consent to the information contained within this application being disclosed to or by Brisbane City Council for the purposes of assessing, administering and monitoring current and further Brisbane City Council grant applications.
- I acknowledge that Brisbane City Council is or may be collecting my personal information for the purposes of assessing, administering and monitoring my application and, if approved by Council, the grant in accordance with the Funding Agreement. Any personal information collected by Brisbane City Council will be kept in accordance with [Brisbane City Council's privacy statement](#).
- I understand that if Brisbane City Council approves a grant, I will be bound by the contents of this application and the terms and conditions as set out in the Funding Agreement to carry out the project as I have described and as required by Council. I understand that this application and its contents will form part of the Funding Agreement and my contractual relationship with Brisbane City Council.
- I consent to the use of information contained in the application by Brisbane City Council in press releases and other media communications if I am successful.

Authorising person \*

Date of signing \*

**For applicants who are 17 years of age, please attach your legal guardian's confirmation of support for your application:**

Attach a file:

Applicants who are 17 years of age must have their application co-signed by their legal guardian. Please attach confirmation from your legal guardian that they will take responsibility for managing any funding that may be offered to you.

**Before you submit**



# Creative Sparks Application 2024-25

## Form Preview

Once you click **“Submit”** you will not be able to reopen your application form. We advise saving your application form and using the **“Download PDF”** button on the Review and Submit page to preview your application to make sure everything is correct and that you are happy with the content you are about to submit. Once you are ready, hit **“Submit”**

You will receive a confirmation email when your application has been submitted. If you do not receive this email, then your application has NOT been submitted.

**Thankyou for applying for the Creative Sparks grant.**