

2026 Creative & Cultural Development Fund Application Form

Form Preview

Eligibility

* indicates a required field

Applicants: confirmation of eligibility

Before completing this application form, please ensure that you read the guidelines [Creative and Cultural Development Fund | City of Casey](#)

Applications close at 5.00 pm on Friday 9 October 2026.

Ineligible applications, incomplete applications and/or applications received after the closing date will not be considered.

Pre-application checklist

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's important that you consider these questions before proceeding to ensure you do not waste your time applying for a grant you are not eligible for.

If you have any questions about the eligibility criteria, please email the City of Casey Grants team communitygrants@casey.vic.gov.au.

I confirm that the applicant:

- is an organisation that has the provision of arts activities as a primary focus
- or is a sole trader and a professional artist/arts practitioner and meets the following definition
 - has specialist training in their field (not necessarily in academic institutions)
 - is recognised by their peers (professional practitioners working in the art form area)
 - is committed to devoting significant time to artistic activity
 - has a history of professional public presentation
- provides or intends to provide arts activities in Casey for the Casey community
- is a legally constituted entity (for example: sole trader, co-operative, incorporated association) or has an auspice agreement with a legal entity
- can provide the appropriate type and level of insurance (i.e. public liability and/or professional indemnity) for the activities that are the subject of this grant (minimum public liability is \$20million)
- is NOT a government agency, for-profit business, school or political party, or seeking capital funding.

Eligibility - I confirm that the above statements are true and correct. *

☐ Yes

IF NO, YOU ARE NOT ELIGIBLE TO APPLY FOR THIS FUNDING AND SHOULD NOT PROCEED WITH THE APPLICATION FORM.

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Contact Details

* indicates a required field

Privacy Statement

Privacy Statement

City of Casey ('Council') is committed to protecting your privacy. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014*. All personal information collected by the Council will only be used for the purposes outlined within our Collection Statement. City of Casey's Privacy Policy is available online [Privacy Policy | City of Casey](#) and at all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website [Leave your feedback form | City of Casey](#) or by calling on (03) 9705 5200.

Collection Statement

Collection statement:

I understand and agree as the applicant, the personal information I have provided in this application is being collected for the purpose of administering and assessing grant applications, including determining eligibility, for grant assessment panels, communicating with the applicant and managing grant funding. The information being collected is through a third-party platform Our Community Pty Ltd (SmartyGrants) which is a secure portal used by the City of Casey Council ('Council'). Information collected through this platform will be assessed and used only by authorised personnel and service providers who require access to perform their duties in connection with the grant program. Information will be managed in accordance with the *Privacy and Data Protection Act 2014*. Council uses automated technologies including artificial intelligence (AI) to assist with administrative functions such as validating information and determining eligibility against pre-defined criteria. AI is not used to assess the merit of applications, make funding recommendations, or make final funding decisions. All funding assessment and decision-making processes involve human review. General information (excluding personal information) may be used for publication such as the applicant's name, project title and summary of activities and funded amount on the City of Casey website and in Council reports such as evaluation reports and social and economic impact assessments to inform program improvements and policy decisions. If you wish to gain access to the information provided or amend any of the personal information you have supplied to Council, please contact Council via telephone on (03) 9705 5200 or via email communitygrants@casey.vic.gov.au

I understand and agree to Council's collection statement *

☐ Yes

Applicant Details

Individual or Organisation name *

☐ Individual ☐ Organisation

Organisation Name

Title

First Name

Last Name

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Complete Organisation or Individual Name

Address *

Address

Suburb State Postcode

Applicant website

Must be a URL

Main Contact Person

Who is the main contact person for this project? *

Title First Name Last Name

This is the person we will contact about this grant. The contact person may be the same or different to the applicant listed above.

Position or role *

For example: Manager, Artistic Director, Administrator, Director, Committee/Board Member

Contact person's email address *

This is the address we will use to correspond with you about this grant.

Main phone number *

Back-up phone number

Applicant endorsement and second contact

Please list the name of one other organisation or project member who has knowledge of this application and supports the application being made and agrees to being a second contact for this application and project. (this person cannot be a City of Casey staff member).

Endorser *

Title First Name Last Name

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Position or role *

Phone number *

Must be an Australian phone number.

Email *

Must be an email address.

Legal Structure

* indicates a required field

Legal Status

What is your legal structure? *

☐ Incorporated association

☐ Company limited by guarantee

☐ Sole Trader

☐ Other:

☐ Cooperative

☐ Trust

☐ Unincorporated with an auspice

If the applicant is not a legal entity, you must have an auspice organisation.

Incorporation number (if you have one)

Incorporated Association or Australian Corporation Number. If you are unsure of your incorporation number go to: <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association>

Do you have an ABN (Australian Business Number)? *

☐ Yes

☐ No

Applicant 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	

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Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

[More information](#)

Must be an ABN.

Insurance

To apply for this grant, you must have Public Liability Insurance for a minimum \$20 million.

What is the amount of your Public Liability Insurance coverage? *

When does your Public Liability Insurance expire? *

Must be a date.

Please attach a current copy of your Public Liability Certificate of Currency *

Attach a file:

Note: a tax invoice for insurance or expired public liability insurance certificate will not be accepted.

Auspice Information

If your group is unincorporated, you will need to negotiate an auspice agreement with an incorporated organisation to receive and hold the funding for you and to support you to deliver this project. You **MUST** obtain permission from an organisation to nominate them to act as an auspice for this application before providing their details below.

Auspice Contact

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Auspice Contact Mobile Phone Number

Must be an Australian phone number.

Auspice Contact Primary Email

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Must be an email address.

Letter of support from Auspice

Attach a file:

Please attach a letter or email confirming the auspice organisation has agreed to auspice the grant if the application is successful

Auspice incorporation number *

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	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Please attach a copy of the auspice organisation's Certificate of Currency for public liability insurance (minimum \$20,000,000)

Attach a file:

Arts Experience

* indicates a required field

Organisation (or group) details

Name of organisation *

Organisation name

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When was your group/organisation established? *

Please put the year of establishment

How many people are actively involved in your group/organisation? *

How many members of your group/organisation live in the City of Casey? *

What is your organisation's purpose and objectives? *

Word count:

Must be no more than 100 words.

What sort of arts activities do you currently provide? *

Word count:

Must be no more than 100 words.

Briefly describe the structure of your project/group/organisation, including committee roles, volunteers and paid staff (if any). *

Individual (sole trader) professional details

To be eligible to apply, you must be a professional artist/arts practitioner and provide evidence that you meet this definition (source [Glossary Creative Victoria](#))

- has specialist training in their field (not necessarily in academic institutions)
- is recognised by their peers (professional practitioners working in the art form area)
- is committed to devoting significant time to artistic activity
- has a history of professional public presentation

Name of individual applicant *

Briefly describe your professional creative practice. *

Word count:

Must be no more than 100 words.

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Upload your artist profile, biography or resume here *

Attach a file:

Project details

* indicates a required field

Project & Activity Description

Project Name *

Must be no more than 10 words.

This will be the application title. Your title should be short but describe what you will do with the funding you request.

Which grant category does your project best fit? *

- ☐ Community Participation: to support community-led creative activity that builds connection, belonging and wellbeing through active participation.
- ☐ New Work: to enable the creation, development and presentation of new creative work.
- ☐ Creative Learning and Arts Development: tailored arts and creative development opportunities to build the skills and capacity of artists, creatives, arts organisations and community.

Project description: provide a summary of the project including activities, expected participants, how often activities will run and any planned public outcomes such as performances/exhibitions. *

Who are the key artists and creative staff and/or facilitators involved, noting local artists where relevant. *

Where will activities take place? Please include meeting places, rehearsal venues, studios, theatres and exhibition spaces as relevant. (NOTE: this application is not a booking, you must book the required facility/venue/park/sports ground for this project). *

Name and address of venue or facility for public performances, exhibitions, shows or displays. *

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Please include name of facility and suburb and if there are no public outcomes, please note that above.

Provide evidence that you have looked into and/or discussed the cost and availability of the facility you have proposed above for any public outcomes. *

Attach a file:

Evidence can be a quote for hire or email from the venue with details of cost and availability

Expected start date for year 1 *

Must be a date and no earlier than 1/1/2027.

This is for the first year of the project

Expected finish date for year 1 *

Must be a date and no later than 31/12/2027.

This is for the first year of the project

Which art form(s) does your project focus on *

- | | | |
|---|--|--|
| ☐ Aboriginal & Torres Strait
Islander Cultural Practice | ☐ Emerging & experimental
arts | ☐ Theatre & performing arts |
| ☐ Community arts & cultural
development | ☐ Literature | ☐ Visual art |
| ☐ Dance | ☐ Multi-art form | ☐ Screen & film |
| ☐ Digital arts | ☐ Music | ☐ Other: <input type="text"/> |

No more than 3 choices may be selected.

How will you promote the project/activity and encourage people to attend or participate. *

- | | | |
|---|---------------------------------------|--|
| ☐ City of Casey Event
Calendar | ☐ Newsletter | ☐ Website |
| ☐ City of Casey Volunteer
Matcher | ☐ Newspaper Ad | ☐ Word of mouth/networks |
| ☐ Facebook | ☐ Radio | ☐ Other: <input type="text"/> |
| ☐ Flyer | ☐ Social Media | |

For information on City of Casey's event calendar see www.casey.vic.gov.au/support-we-provide-your-event and to promote volunteer opportunities see <https://www.volunteermatcher.com.au/>

Benefit to the Casey Community

* indicates a required field

Who is the main target group of community members you expect to participate in your project/activities? *

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Which group/s and individuals will benefit the most? Include age, gender, culture, geographic location etc.

How many people do you expect to actively participate in your activities? *

Active participation could be attendance at workshops, rehearsals or being part of development of the project.

How many people do you expect to attend planned public performances or exhibitions? *

Why is the project needed in Casey and how will the project strengthen feelings of connection, belonging and community wellbeing? *

Examples may be how community members are brought together to participate and share their stories or by creating a sense of belonging through shared interests or strengthening intercultural understanding and by being inclusive.

How much will it cost community members to engage with your project as a participant? *

Participation may be free or if not, please provide an estimated range of participation costs (for example: \$5.00 to \$30.00 per session).

How much will it cost community members to engage with your project as an audience member?

Provide an estimated range of ticket prices (for example: free or \$5.00 - \$30.00 per ticket depending on full price, concession etc).

Does this project/activity have community support and how do you know this? *

- | | | |
|--|--|---|
| ☐ Consultation with members | ☐ Previous attendance | ☐ Survey feedback |
| ☐ Feedback from members or participants | ☐ Requests from community members | ☐ Waiting list for people to join your group |
| ☐ Letters/emails of support | ☐ Social media interest | ☐ Other: <input type="text"/> |
| ☐ Partner organisation support | ☐ Successful delivery of similar programs in the past | |

At least 1 choice and no more than 4 choices may be selected.

A letter of support is required if you are an individual artist or an organisation that is working with community members and groups other than your own members. Please tick the relevant box. *

- ☐ We are working with our own members and do not need to provide a letter of support.
☐ I will supply a letter of support if our application is successful.
☐ I have attached a letter of support below.

Please tick the relevant box

Please upload a letter of support (if applicable).

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Attach a file:

Benefit to the Applicant

* indicates a required field

How will this funding help you to create, develop, present new work or offer arts opportunities and activities? Focus on what the project will deliver. Describe the activities, programs, performances, exhibitions, workshops or creative opportunities that will be made possible through this funding. Explain what will happen as a result of the project and who will benefit. *

Examples are creating new work, developing a creative idea, presenting an exhibition or performance, delivering workshops, providing opportunities for community participation, or increasing access to arts and cultural activities.

How will the project provide opportunities to develop your creative practice in your artform/field of creativity? Focus on how the project will help you, your organisation, artists, facilitators or participants build creative skills, knowledge, experience or artistic practice. Consider professional development, mentoring, collaboration, experimentation, leadership development, creative learning or developing new work. Avoid repeating project activities already described above. Developing creative practice can be explained as professional development for you as an individual artist or for your organisation.

Examples are developing new skills, exploring new techniques, working with mentors, collaborating with other artists, creating new work, engaging new audiences, or building professional experience in your chosen artform.

How will your project reach and grow new audiences? Focus on who you want to reach and how you will engage them. Describe any new audiences, communities, age groups or participants you hope to attract, and the promotion, partnerships, outreach activities or accessible participation opportunities you will use to encourage involvement. Avoid describing the project activities themselves unless they directly relate to audience growth.

Examples are engaging people who are new to your artform, reaching different age groups or communities, partnering with other organisations, offering accessible or low-cost participation opportunities, or using new ways to promote and share your work.

How does this project align with your artistic purpose or mission and creative goals? *

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Benefit to Arts and Culture in Casey

* indicates a required field

What is the one thing that sets your project apart and encourages local residents to participate or attend? *

What is unique about the project and how will the project encourage people to engage with arts and cultural opportunities in Casey.

How will you ensure access and inclusion for Casey residents, including those who may face barriers to participation (please see examples below)? *

Consider accessibility, affordability, reach, and whether the opportunity is genuinely available to a broad cross-section of the community

Some examples of ways to make a program/event more accessible are to consider:

- **Accessible venues** – Choose venues with wheelchair access or firm, level surfaces.
- **Communication support** – Ask participants about any access or communication needs and try to accommodate them.
- **Dietary requirements** – Provide catering options for different dietary needs.
- **Family-friendly participation** – Consider how caregiving responsibilities may affect attendance and participation.
- **Gender inclusion** – Create a welcoming and safe environment for people of all genders.
- **Inclusive information** – Use Easy English, clear fonts and accessible colours in promotional materials.
- **Interpreter services** – Provide interpreters where needed to support people who speak languages other than English.
- **Seating and space** – Provide adequate seating and allocate space for wheelchairs and prams.
- **Visual and audio accessibility** – Consider audio and alternative formats to support people with disability.

How will your activities and/or public outcomes reflect Casey's unique identity? *

- | | |
|--|---|
| ☐ Celebrating local cultural traditions, stories or heritage. | ☐ Involving community members in designing and delivering activities. |
| ☐ Showcasing local artists, performers, musicians or makers. | ☐ Preserving and sharing First Nations culture and stories in partnership with Traditional Owners. |
| ☐ Sharing stories of local people, places and histories. | ☐ Highlighting industries, skills or traditions that are important to the local area. |

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- ☐ Creating public art inspired by the community's identity or character.
- ☐ Holding festivals that reflect the cultural diversity of local residents.
- ☐ Exploring local landmarks, natural environments or significant community spaces.

- ☐ Developing activities that respond to local interests, values or community needs.

☐ Other:

If you ticked Other above - you can add information here to explain how your activities and/or public outcomes will reflect Casey's unique identity.

Consider the cultural, social and geographic characteristics of Casey's communities.

Viability: Capacity of Applicant to deliver activities and manage funds

* indicates a required field

What is your previous experience in planning and delivering similar projects? *

Who are the key people involved in delivering the project? Please include their roles and consider committee members, paid staff and volunteers if relevant. *

Do you have any key partners for this project, and what role will each play? Please describe how these relationships will support project delivery.

Please attach a brief project plan for year 1 including key activities, timing and who will deliver each stage of the project. Include major milestones from planning through to delivery of activities and any public outcomes.

EXAMPLE PROJECT PLAN for community arts workshop series and exhibition

Stage

Key Activities

Timing

Responsibility

Planning

Book venue, engage artist, purchase materials

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March 2027

Project Coordinator

Promotion

Create flyer and social media content

April 2027

Project Coordinator

Promotion

Open registrations and confirm participants

April May 2027

Project Coordinator

Delivery

Run 12 weekly community art workshops

May July 2027

Lead Artist

Delivery

Install exhibition of participant artwork

August 2027

Lead Artist and Volunteers

Delivery

Public exhibition open to visitors

Aug Sept 2027

Project Coordinator

Evaluation

Collect feedback, record attendance

Sept 2027

Project Coordinator

Attach a brief project plan here. *

Attach a file:

How will you evaluate the project/activities? *

☐ Case studies

☐ Collection of participant data (number of people and demographics including age, suburb, cultural background)

☐ Comparison of the program outcomes against program/event objectives

☐ Feedback forms, surveys, questionnaires

☐ Interviews, focus groups, round table discussions

☐ Program reviews, evaluation reports, minutes from meetings

☐ Feedback from participants (comment boards, emails, Facebook comments)

☐ Other:

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Other information

Is there anything else you would like to add in support of your capacity to deliver this project?

Budget

* indicates a required field

Amount requested - excluding GST

Amount Requested Year 1 - January to December 2027 *

What is the amount of the total requested funds for 2027? Must be whole dollar amounts (no cents) and no more than \$15000.

Amount Requested Year 2 - January to December 2028 *

What is the amount of the total requested funds for 2028? Must be whole dollar amounts (no cents) and no more than \$15000.

Amount Requested Year 3 - January to December 2029 *

Must be a dollar amount.

What is the amount of the total requested funds for 2029? Must be whole dollar amounts (no cents) and no more than \$15000.

Budget - excluding GST

Please outline your project budget in the income and expenditure tables below. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns.

Examples of income: 'State Government grant - Creative Victoria', 'Trivia night fundraiser', 'Concert ticket sales', 'Participant fees: 30 participants x 10 sessions'.

Examples of expenses could include 'Venue hire for 12 months', 'Art supplies for 25 workshops', 'Dance instructor fees for 10 rehearsals'.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

Do not add commas to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly.

Budget Year 1 - January to December 2027

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Income	\$	Expenditure	\$
Amount requested in this application	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals Year 1 - 2027

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Budget Year 2 - January to December 2028

Income	\$	Expenditure	\$
Amount requested in this application	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals Year 2 - 2028

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Budget Year 3 - January to December 2029

Income	\$	Expenditure	\$

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Budget Totals - Year 3 - 2029

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Partial funding

If you do not receive the full amount requested, could the project/activities still take place?

☐ Yes

☐ No

What is the minimum amount you would require?

With partial funding, what changes would you need to make and/or how would you cover the shortfall? What are your contingency plans?

Declaration

** indicates a required field*

Applicant Declaration

I hereby make this application for a City of Casey Grant and am authorised to do so on behalf of my organisation/group or as an individual professional artist. *

☐ Yes

Declaration

I affirm that all of the details in this application and attachments are true and correct to the best of my knowledge. *

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☐ Yes

I hereby agree to the conditions outlined in the Grants Guidelines and Grants Policy, including that if this application is successful, the acquittal is due within 60 days of completion of the project/activities. *

☐ Yes

Council's Grants Policy can be found [Here](#).

Do you give permission for Council Grants Officers to share your contact details with other Council Officers (who may wish to contact you about other Council or community opportunities)? *

☐ Yes

Name of person completing declaration *

Position *

Contact phone number *

Contact Email *

The City of Casey provides information to community groups about upcoming grant opportunities.

- **GENERAL GRANTS UPDATE-** If you would like to sign up to the Grants Update email newsletter which contains information about a range of funding opportunities from all levels of Government, philanthropic trusts, corporate foundations and City of Casey, please sign up here. You can unsubscribe at any time: <https://www.casey.vic.gov.au/sign-up-grants-update-e-newsletter>