

How To Apply Guide

**Before You Apply, Grant Preparation Checklist and
What Happens After You Submit**



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Before You Apply

- Talk to a Grants Officer
- Confirm the right grant for you
- Check eligibility
- Understand what you are applying for

Talk to a grants officer if you need support

Speaking with a Grants Officer is encouraged and may result in a stronger application, but it is not compulsory and will not affect your eligibility.

Our team are here to help. Call us on 8363 8670 or email CreateSAGrants@sa.gov.au during office hours.

Please note: Due to the volume of requests, limited support is available in the week leading up to grant deadlines.

Confirm the right grant for you

Are you applying for professional development in your practice? Seeking to expand your market profile? Developing or presenting a new work? Each of our grants fund specific outcomes, and a strong application makes a clear case for how your project aligns with these objectives.

We recommend reading the category guidelines carefully. Speak with a Grants Officer if you are unsure about anything.

Read about CreateSA's Arts and Culture grants on our website:

[Grants for Individuals, Groups, Organisations](#)

[Aboriginal and Torres Strait Islander Grants](#)

[Richard Llewellyn Deaf and Disability Grants](#)



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Check eligibility

Eligibility varies across categories. The best way to understand this is to speak with a Grants Officer.

Eligibility information can be found on both the category-specific grants pages as well as the [general guidelines](#) to ensure you, your project, and your funded items and activities are eligible for funding.

To receive a grant from CreateSA you must provide your ABN or be auspiced.

To be eligible for CreateSA grants you must:

- Be a professional practicing artist or arts/cultural worker
- Be an Australian citizen or have permanent resident status
- Live in South Australia at least six months out of the year

You are ineligible if:

- You have an overdue CreateSA grants acquittal
- Your organisation is insolvent or under administration
- Funded activity has commenced or taken place before the funded activity commencement date
- Your project does not have a clear arts component

Understand what you are applying for

The strongest applications clearly respond to the assessment criteria and link these criteria to the purpose of the grant (e.g. professional development). All applications are assessed against **Artistic Merit** and **Viability**, with consideration also given to **Engagement** and **Development**.

For more information on Assessment Criteria see [General Guidelines: Criteria](#).

Consider access needs

You can contact us to discuss your access requirements, including submitting your application in an alternative format.

Individual artists who are d/Deaf or disabled can contact [Access2Arts](#) for assistance with an application.

- Culturally and linguistically diverse artists: We can organise interpreters for meetings as well as for the translation of applications.
- Deaf and hearing-impaired artists: if you'd like to call us, TTY users should phone 133 677 then ask for (08) 8363 8670.
- Speak and Listen (speech-to-speech relay): users should phone 1300 555 727 then ask for (08) 8363 8670.
- Auslan interpreters: can be arranged for meetings and to translate applications which are submitted in Auslan (in digital format).



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Prepare and Submit Your Grant

- Draft Core Application Information
- Gather Supporting Documents
- Review, Upload and Submit

Draft Core Application Information

Project Summary (up to 300 words)

What is your project? What will you do? How will you do it? Be clear and specific, ensuring those who know nothing about your project understand the concept.

Project Detail and Rationale (1000-2000 words, grant dependant)

Address the assessment criteria while providing detail regarding the objectives of your activity and professional benefits.

CVs

Provide CVs from the lead artist/s. Make sure CVs are relevant to the project and include artistic achievements such as performances/exhibitions/publications, awards, grants and residencies.

Bios (up to 300 words)

Provide concise biographical detail of key participating artists and creatives.

Project Plan/Timeline

What is happening in your project? When it is happening, and who is involved in each stage? See [SmartyGrants](#) for a timeline template.

Your timeline should include:

- dates/stages of your activity (highlighting the period of funded activity);
- how and where you will undertake or deliver the activity;
- who will be involved in each stage;
- expected outcomes at each stage.

Budget/Budget Attachments

The budget shows what your project will cost, and that the requested funding is reasonable and accountable.

The budget must balance and should clearly demonstrate how the grant money will be spent.

This means you need to outline your income, your expenses and provide notes to the budget which explain how you arrived at your figures (e.g. quotes, industry rates). Cross check that your budget meets all eligibility criteria.

See [Budget Template](#) [here](#).



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Risks (up to 300 words)

What are the risks associated with delivering this project? How will these risks be addressed?

Peer assessors may consider the challenges you will face in delivering your funded activity and how these will be mitigated. Risks may be logistical, financial, time, or health and safety related.

Some projects present very minimal or no risk, while some carry high risk. How you identify and respond to any or all risks impacts the viability of your application.

Evaluation (up to 300 words)

How will you know your project has been successful and how will you measure and record that success?

Success may be measured by tangible outcomes, such as box office results, artwork sales, audience attendance, participant feedback, expanded networks and media coverage. Outcomes may be more intangible, such as personal growth or skills development.

Protocols

Consider protocols only where relevant.

- Cultural protocols for Aboriginal and/or Torres Strait Islander content
- Working with children in art protocols
- Respectful behaviours
- COVID-19 protocols
- Copyright and intellectual property
- Confidentiality and privacy

For further information on protocols see the [General Guidelines](#).

To see the full application, you can download a preview of each category's SmartyGrants form when rounds are open.

Support Material

Support material will not be accepted after the closing date. Confirmation letters may be submitted after the closing date if you speak with a Grants Officer.

Where possible, combine support material into one document for ease of reading.

Letters of Support

A support letter is a third-party testimonial in support of a person, cause or idea. The letter should back up your request for funding and your ability to achieve the proposed outcomes. Include up to five letters of support.

Letters of Confirmation

Include letters of confirmation from key creative collaborators, venues and partners to verify their participation. Evidence of email correspondence can suffice.

Artistic Support Material

Support material assists assessors in their understanding of your application and should be relevant to your proposal and best demonstrate the quality of your current and recent past work.

Diversity and Employment

This information in this section is collected for reporting purposes only and is not assessed as part of your application.

There are additional questions about estimated employment and volunteer hours.

Employment hours refer to the total number of hours contributed to the project by everyone involved. If you are unsure of the exact hours, provide your best estimate.



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Review and Upload

Review your application carefully and upload to SmartyGrants. Consider:

- Have I talked to a Grants Officer?
- Has someone unfamiliar with my project read through it and provided feedback?
- Am I applying for the correct grant?
- Does my budget balance?
- Have I met the grant-specific eligibility criteria, including what I can/cannot apply for, how much I can apply for, and whether a budget co-contribution is required?
- Have I attached all necessary documents and are they labelled clearly?
- Have I saved a copy of my grant?

Submit

Please submit with enough time to troubleshoot any technical issues with SmartyGrants. If you spend too long inactive on a page you may be timed out.

If your grant has been successfully submitted, you will receive an automated email acknowledging submission of your application.

Late grant submissions will not be accepted.



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After Submitting

- Eligibility Check
- Peer Assessment
- Notification and Feedback

Eligibility Check

CreateSA Grants Officers check all submitted grants for eligibility. Eligibility criteria is provided in the General Guidelines as well as category-specific criteria. Eligibility considerations include funded activity dates, budgeted items and activity, and category-specific clauses such as whether a contribution needs to be made by the applicant.

If your application is deemed ineligible, you will be notified via SmartyGrants.

Peer Assessment

Your application will be assessed by a group of arts and culture peers, who make recommendations for approval by the appropriate delegate.

Assessors consider each application against our criteria of Artistic Merit, Viability, Engagement and Development. They meet to discuss and finalise their recommendations.

Funding recommendations are based on how well the application meets the assessment criteria and the funding available.

All assessors must declare any conflicts of interest and not assess applications where an actual or perceived conflict exists. They are required to maintain strict confidentiality around the assessment process.

Notification and Feedback

After your application is assessed, you will be notified of the outcome by email in advance of the funded activity commencement date for the round. Grant decisions are not subject to appeal. Unsuccessful applicants are encouraged to contact us for feedback to assist with future applications.

An unsuccessful application does not necessarily reflect the merit of a project. It may indicate that the application could have more strongly demonstrated its alignment with the assessment and eligibility criteria or there were insufficient funds available. Speaking with a Grants Officer may assist you to interpret the feedback and identify opportunities to enhance future applications.



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