

Introduction and Eligibility

* indicates a required field

Introduction

The City of Stonnington's Triennial Grant Program reflects our Creative Stonnington Plan's vision to be "A vibrant imaginative and inclusive city of culture, where people are inspired, informed and connected through creative expression and shared community." Spanning a broad range of art forms and practices, this grant supports inclusive, innovative, engaging, empowering, resilient and environmentally friendly projects. Collectively, these place value on the importance of our creativity and cultural identity, and strengthens the social, community and economic development of the City of Stonnington.

An applicant must be an incorporated not-for-profit organisation.

Are you eligible?

I confirm that the applicant ...

- has read and understands the program guidelines
- is able to demonstrate alignment between their project and the aims of this program
- is a not-for-profit organisation or group
- is incorporated
- will deliver the project within the City of Stonnington
- is able to demonstrate financial viability
- does not owe any reports or money to the City of Stonnington as a result of previous funding or grants
- has the appropriate type and level of insurance for the activities that are the subject of this grant

I declare that I have read and understand the Grant Guidelines and other relevant City of Stonnington Plans and confirm that I am eligible to apply for this grant. *

☐ Yes

Applicant - Incorporated not-for-profit organisation

* indicates a required field

Applicant *

Organisation Name

Applicant Primary Address *

Address

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

Applicant Primary Website *

Must be a URL.

Tell us about your organisation *

Word count:
No more than 100 words. What do you do? What is your purpose?

Attach a recent copy of your Annual Report *

Attach a file:

Attach a copy of your organisation's operating budget *

Attach a file:

Attach minutes from your organisation's last Annual General Meeting

Attach a file:

ABN

Company Name *

Organisation Name

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)

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

You can check your ABN number at <https://abr.business.gov.au/>

Company Address

Address

Company Website *

Must be a URL.

Project Contact

This is the person who will be the key point of contact for the project.

Project Contact *

Title

First Name

Last Name

Pronouns *

Position *

Phone Number *

Must be an Australian phone number.

Mobile *

Must be an Australian phone number.

Email *

Must be an email address.

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Project Summary

* indicates a required field

Project

Project Title *

Provide a name for your project/program/initiative. Your title should be short but descriptive.

Provide a short summary of your project *

Word count:

Must be no more than 150 words.

Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). Go to the Funding Centre's Answers Bank at <https://explore.fundingcentre.com.au/help-sheets/answersbank#Qu1> if you need some ideas about how to frame your response.

In 50 words or less, give us a snapshot of your project *

Word count:

We use this for marketing and promotional purposes.

What art form does your project cover? *

- | | |
|---|---|
| <input type="checkbox"/> Dance | <input type="checkbox"/> Cabaret |
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Inter-disciplinary/ hybrid |
| <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Festivals |
| <input type="checkbox"/> Circus/ Physical Theatre | <input type="checkbox"/> Music |
| <input type="checkbox"/> Live Art | <input type="checkbox"/> Digital media/ Film |

No more than 1 choice may be selected.

Project Start Date *

Projects cannot commence prior to 1 July 2025

Project End Date *

Projects must end before 30 June 2028

Key Project Dates

Performance/exhibition/workshop dates

Venue or location of project *

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Please provide the name and address of venue/location

Criterion 1: Artistic Merit

* indicates a required field

Project In Detail

This criterion has a score weighting of 30%.

Please describe why does this project need to be done? Why Stonnington, why now?

Word count:

Must be no more than 150 words. How will the Stonnington community benefit from your project?

Please describe how your project will include and/or celebrate local or specific communities within the City of Stonnington? *

Word count:

Must be no more than 200 words.

Please describe what sets your project apart from others (e.g. responsive to contemporary culture, innovation, originality, accessibility, social differences, equity)? *

Word count:

Must be no more than 200 words. Demonstrate how your project is innovative.

Number of project collaborators *

Must be a number.

New or Existing Project

Is this a new or existing project?

- ☐ New
- ☐ Existing

Is this project new to Stonnington or previously supported by Stonnington? *

- ☐ New to Stonnington
- ☐ Previously supported by Stonnington

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What lessons have you or your organisation learned, and what changes have you made to ensure the project continues to be innovative? *

Word count:
no more than 150 words

What lessons and knowledge, and community benefit, do you hope to gain by delivering a new project? *

Word count:
Must be no more than 75 words.

Outcomes and Evaluation

Please describe what the expected outcomes of this project are. *

Word count:
Must be no more than 200 words.
Describe three things you want the project to achieve in terms of benefits for attendees, participants and/or others (200 words recommended)

Please describe how you will know if these outcomes have been achieved *

Word count:
Must be no more than 200 words.
Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

Please outline how will you measure whether outcomes have been achieved (e.g. surveys, research, attendance levels, participant engagement). *

Word count:
Must be no more than 150 words.

Gender Equality

The following required information is used in the assessment process and will also be used for research and evaluation purposes of the Arts and Cultural Grants Program.

Please indicate whether your project will address gender inequality. *

- ☐ Yes
- ☐ No
- ☐ Don't know

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Please describe how will you address the needs of different genders in the design and management of your project? How will you know if you have considered all genders adequately? *

Word count:

Must be no more than 200 words. We want you to show how you have considered gender differences in designing your project/program and how you will assess your results. Please outline how you will know if you've catered for all genders adequately (presuming your initiative is designed for all genders) and how you will measure the gender split of your beneficiaries. If you are running a gender-specific initiative, please tell us why only one gender is being targeted. For more information on applying a gender lens to your work, visit <https://explore.fundingcentre.com.au/help-sheets/gender-lens>

What is the primary gender type to benefit from the project? *

- ☐ Mainly female
- ☐ Mainly male
- ☐ Diverse Gender Identity (DGI)
- ☐ Involves all genders

Targeted Community Groups or Individuals

What age groups does your project attract? *

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 0-15 years | <input type="checkbox"/> 45-54 years |
| <input type="checkbox"/> 15-24 years | <input type="checkbox"/> 55-64 years |
| <input type="checkbox"/> 25-34 years | <input type="checkbox"/> 65 + years |
| <input type="checkbox"/> 35-44 years | <input type="checkbox"/> All ages |

Do you feel that your organisation will appeal to and/or directly support community members that represent: *

- ☐ First Nations people
- ☐ Culturally and linguistically diverse people
- ☐ People living with disability
- ☐ LGBTIQ+ people
- ☐ Other:

Please outline how you project directly involves or supports these communities

Word count:

Must be no more than 100 words. Please outline any specific activities or services that will include, celebrate or cater to the above communities (e.g. Auslan interpreted events, relaxed performances etc.)

Artistic Support Material

* indicates a required field

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This criterion has a score weighting of 30%

Please provide examples of current, proposed or past work (these may be items that you or your organisation have, but it can also be held by people that will play key roles in delivering the project). The following items are strongly suggested that you provide, however you may not necessarily need to present as your project does not relate to them.

- Images (up to 5)
- Show reels/ moving image excerpts (up to 5 minutes, submitted as direct URLs, including relevant passwords)
- Script excerpts (up to 10 pages)
- Audio tracks (up to 3, submitted as direct URLs, including relevant passwords)
- Direct website links (up to 3)
- Key artist bios (max. 150 words per artist)
- Support letters (up to 3 letters)
- Festival support letter (if the project is proposed as part of a festival)
- Reviews of past projects (up to 3 articles, case studies or other types)

Please submit all artistic support material as one PDF file. There is a maximum file limit of 25MB, however we recommend that you try to keep files under 5MB.

Artistic Support Material *

Attach a file:

Our preference is for all artistic support material to be uploaded as one PDF.

Please outline why these support documents are relevant for your project? And if you had difficulty providing any of these please explain why. *

Word count:

Outline how it demonstrates the potential of the proposed project by demonstrating the strength of the artist or organisation's practice and community engagement.

Criterion 2: Capacity and Viability

* indicates a required field

This criterion has a score weighting of 20%.

Ticketed Events and/or Project Activities

Some projects will include performances or exhibitions that are open to the public or closed. But not all projects will, and instead focus on other types of activities. If your project does involve an event please provide details.

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Will your project involve ticketed events (e.g. performance, exhibition) and/or community project activities (e.g. learning and development, community practice, other): *

- ☐ Ticketed event/s
- ☐ Project activities
- ☐ Both ticketed event/s and community project activities

Dates and Ticketing

What are the performance/ exhibition dates? *

Word count:

if no performance/exhibition select n/a

Please describe your ticketed event and benefits it will deliver for you, your organisation and/or the community? *

Word count:

Must be no more than 200 words.

If you are not having a ticket event, please enter n/a

Ticket Price (Standard/Adult)

Must be a number.

You can provide either Adult or Standard Ticket Price per person

What types of tickets will be available? *

- ☐ Free
- ☐ Purchased
- ☐ Both Types

Please indicate if you will have different ticket types and prices associated with them * *

Will you options for: Child, Concession, Adult, Standard ticket price

What is the total amount of tickets available to be sold during your event? *

Must be a number

Please indicate whether the event will involve key events (e.g. open and closing night, launch): *

- ☐ Yes
- ☐ No

eg: Opening night, Closing night.

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Please describe why you are or aren't offering key events. *

Word count:

Project Activities

This section is for applicants that aren't offering an event or performance, if you are offering other activities please fill out this section. If you are not, please write n/a

Please describe the activities your project will include *

Word count:

Must be no more than 200 words.

How will the project benefit you, your organisation, local community members, community groups and/or others? *

Word count:

Must be no more than 200 words.

Estimated number of participants in your project? *

Must be a number.

Please indicate whether the event will involve key events (e.g. launch, presentations): *

- ☐ Yes
☐ No
☐ Other:

Please describe why your project will or won't include key events. *

if n/a please write n/a

Funding and Project Cost

*** indicates a required field**

This sections falls under Capacity and Viability

This criterion has a score weighting of 20%.

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Helpful points to remember when requesting funding and working out your budget. The grant program can't support:

- projects that rely solely on the City of Stonnington for funding (i.e. applicants cannot apply for 100% of total project costs)
- capital purchase of an asset (e.g. furniture, IT equipment) over the value of \$1,000

Request amount from Council

Total Amount Requested *

\$

Must be a dollar amount.

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

Total Project Cost *

\$

Must be a dollar amount.

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

Budget

All income and expenditure related to the project needs to appear in the budget, including **cash** and **in-kind**. When you have completed the budget the **Total Income** and **Total Expenditure** must **balance**. Please do not use cents in any of your figures.

[A budget template can be found here](#). Please use this template to complete your budget and attach below.

Budget *

Attach a file:

Please list any further budget notes relevant to your application below

Word count:

No more than 150 words.

Contingency

The purpose of this question is to ascertain how resourceful and adaptable you and/or your organisation are.

Please outline a contingency plan if you are only partially funded for this project or an unexpected situation occurs during the funding period. *

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Word count:
No more than 150 words.

Project Timeline

Developing a Project Timeline is critical to your project's success. A Project Timeline is essentially a timetable of what needs to be done, by whom and when.

It should describe crucial activities and milestones for production and development (e.g. booking performers, venue, holding participant activities, staging and equipment, evaluation methods), marketing (e.g. promotion, marketing design and printing) and administration tasks (e.g. reports, financial management, payments, contracts).

Please attach a Project Timeline *

Attach a file:

Marketing

Please attach a Marketing Plan that outlines the promotional activities you intend to implement for your project.

A basic [marketing plan template can be found here](#). Please use this template to complete your Marketing Plan and attach below.

For further assistance please refer to our [marketing plan Information sheet available here](#).

What is your target audience? *

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Local | <input type="checkbox"/> Interstate |
| <input type="checkbox"/> Wider metro | <input type="checkbox"/> International |
| <input type="checkbox"/> Regional | |

Marketing Plan *

Attach a file:

Venue

Please attach a letter of support from the Venue to confirm the tentative booking.

Attach evidence of your tentative venue booking *

Attach a file:

Your tentative booking document should include the value of the booking in a dollar amount

Public Liability Insurance

Your organisation must hold current Public Liability Insurance of at least \$20 million.

Please attach the Certificate of Currency for your Public Liability Insurance *

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Attach a file:

Date of expiry *

Must be a date.

Certificate of Incorporation (your organisation)

Please upload either your organizations' certificate of *

Attach a file:

Criterion 3: Community Engagement and Reach

** indicates a required field*

Participation and Attendance

Estimated participants in your project (if relevant)? *

Must be a number.

Estimated audience attendance *

Must be a number.

Estimated % of local resident attendees to event *

Must be a number.

Estimated % of visitors to event (total) *

Must be a number.

Local Business Engagement

Please describe how your project will engage with local businesses. *

Word count:

Must be no more than 200 words.

Criterion 4: Benefit and Value

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* indicates a required field

Environment

Please outline how will you ensure your project is environmentally friendly and sustainable. *

Word count:

Must be no more than 150 words.

Community Wellbeing and Inclusion

Do you feel that your project will enhance social cohesion, wellbeing and a sense of inclusion? *

Word count:

Must be no more than 150 words.

Networking and/or Community of Practice

Do you feel that your project will facilitate networking opportunities or Community of Practice engagement? *

Word count:

Must be no more than 150 words.

Personal and Professional Development

Please describe how the proposed project will contribute to the development and/or sustainability of the artists, organisations or participant's career/ practice? *

Word count:

Must be no more than 150 words.

Criterion 5: Alignment to Council

* indicates a required field

This criterion has a score weighting of 10%.

Alignment to Council Plan

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Stonnington's vision is to be a safe, inclusive and creative city; one where we celebrate our people, history and culture, and embrace a healthy and sustainable way of life. The direction that Council commits to pursue should be considered when applying for your grant. Listed below are key objectives in the [Council Plan](#)

Please indicate which Council's Plan objectives your project aligns with. * *

- ☐ Identity and Destination
- ☐ Thriving and desirable businesses
- ☐ Pride of place and character
- ☐ Active transport and connected city

Please outline how your project supports Council strategies, plans and services. *

Word count:

Must be no more than 150 words.

If yes please describe

Declaration

* indicates a required field

Privacy Statement

The personal information requested on this form is being collected by Council for the purposes of assessing eligibility under the Arts and Cultural grant. This information will be used solely by Council for those primary purposes or directly related purposes. The applicant understands that the information provided is for these purposes and that they may apply to Council's Privacy Officer on telephone 8290 1333 for access and/or amendment of the information.

Authorisation of Application

- I certify that all details supplied in this application form and in the attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of the applicant organisation or auspicing organisation.
- I have read the accompanying guidelines.
- I agree to contact the City of Stonnington in the event that any information regarding this application changes or is found to be incorrect.
- I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I declare as an Authorised Officer that the information contained in this form is true and accurate. *

☐ Yes

Pronouns *

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Name *

Title

First Name

Last Name

Position *

Phone Number *

Must include area code

Date *

Must be a date

Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How easy was this online application process?

- ☐ Very easy
- ☐ Easy
- ☐ Okay
- ☐ Difficult
- ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.