

# 2026-27 Creative Seed Grants - Application Form

## Form Preview

### Creative Seed Grants

\* indicates a required field

### Translation and Interpreting Service

#### Other Languages - Translation & Interpreting Service

[Free phone interpreting service](#)

If you need an interpreter, please call the Translating and Interpreting Service (TIS National) on **131 450** and ask them to telephone the City of Greater Geelong on 03 5272 5272. Our business hours are 8.30am-5.00pm.

### National Relay Service (NRS)

If you are deaf or have a hearing or speech impairment and you wish to call a staff member, you can do so through the National Relay Service (NRS) and ask for 03 5272 5272 who can connect you with the grants team.

- TTY users can phone 13 36 77
- Speak & Listen (speech-to-speech) users can phone 1300 555 727
- SMS relay users can message 0423 677 767

Note: Area code must be included for each call.

For a full list of NRS call numbers, visit [National Relay Service call numbers](#).

### How to complete this form

1. Read the [grant guidelines](#) to understand the objectives of this grant.
2. Ensure that all required supporting documentation is available to upload where needed. See the list below for specific items.
3. We recommend saving your progress every 10-15 minutes. If your computer is inactive for 20 minutes, your session will time out.
4. Questions often come with helpful tips or explanations, so make sure to read them.
5. Use the word count, where applicable, to help determine how much detail to include.

### Document Checklist

Before starting your application, refer to the checklist below to gather any necessary document you may need. Not all items will be relevant to every application.

- Certificate of incorporation, if incorporated
- Auspice agreement letter (if your organisation is not incorporated)

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- Australian Business Number (ABN)
- [Statement by Supplier form](#) (if you don't have an ABN)
- Bank account details (account name, BSB and account number) which must match the applicant's name and ABN details (if you have an ABN)
- Redacted bank statement (see bank details section for further information on requirements of a redacted bank statement)
- Letters of support from project partners and/or stakeholders
- Copies of required permits or approvals
- Evidence of venue availability
- A budget showing all income, expense and how the grant funds will be used.
- Evidence for expenses to be funded by the grant. Evidence we will accept includes:
  - supplier or contractor quotes with the supplier's business name, ABN/ACN and contact details, including NAVA Payment Standards for Artists: <https://code.visualarts.net.au>.
  - screenshots from online stores with the item description, price and supplier's business name.
- A letter explaining any staff wage costs. The letter must outline the role, the additional work required to deliver the project, and why this work cannot be delivered using existing resources.

## Discussing your project

You must discuss your project/activity idea prior to completing this form with a City Officer, by phone 5272 5560 or email [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au)

### Name of Grants Officer you have spoken to? \*

- Andrea Baranski (Creative City)
- Ana Didulica (Grants)
- Simone Budd (Grants)
- Other:

Select which City Officer you discussed your project with.

## Are you eligible to apply?

\* indicates a required field

**The following questions ensure that you are eligible to apply for this grant. If you are uncertain please contact the Grants Team on 5272 5560.**

When we say "you," we are referring to the organisation you are applying on behalf of—not you as an individual (unless you are an individual/sole trader with an active ABN).

**You meet the applicant eligibility requirements outlined in the 'Who is eligible to apply' section of the guidelines \***

- Yes
- No

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Other:

**You meet the eligibility requirements outlined in the 'What you can apply for' section of the guidelines \***

- Yes  
 No  
 Other:

**You have met the acquittal conditions of any previous funding from the City? \***

- Yes  
 No (a funded activity is still in progress)  
 Not applicable (no previous funding)  
 Other:

**Do you have an outstanding debt or arrears to the City of Greater Geelong? \***

- Yes  
 No

**If yes, please provide detail**

**Are you involved in legal proceedings relating to winding up its operations, or experiencing insolvency or bankruptcy (this includes any legal bankruptcy-related actions against the organisation's directors or officers) \***

- Yes  
 No

## Applicant & Contact Details

\* indicates a required field

### Applicant Details

**Name of applicant (resident or operator/organisation/business/sole trader) \***

Organisation Name

**Primary (Physical) address \***

Address

  

Must be an Australian post code

**Postal address (if different from above)**

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Address

  

Must be an Australian post code

## Wards

Please select the electoral ward where your organisation is located (not the project/activity location). We collect this information to keep your local Councillor informed about community activity in their area.

If you are unsure, please click [here](#)

\*

- Barrabool Hills
- Charlemont
- Cheetham
- Connewaree
- Corio
- Deakin
- Hamlyn Heights
- Kardinia
- Leopold
- Murradoc
- You Yangs
- Other:

## Applicant Contact Person

**Note:** This is the person that the City will contact, if required, in regards to this application.

**Name \***

Title      First Name      Last Name

            

**Position held in organisation \***

**Preferred contact number \***

Must be an Australian phone number.

**Email address \***

Must be an email address.

## Alternate Contact Person

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### Name

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Position held in organisation

### Preferred contact number

Must be an Australian phone number.

### Email address

Must be an email address.

## Organisation Type

Applicants must be: • a resident of Greater Geelong, or • embedded in the creative community in Geelong and deliver projects here

### and one of the following:

#### What type of organisation are you? \*

- Incorporated Association (not-for-profit)
- Unincorporated group with an auspice
- Registered charitable organisation
- Business
- Individuals operating as sole traders (with an active ABN).
- Other:

## Incorporation Number

### What is your incorporation number, or if using an Auspice their incorporation number? \*

Incorporated Association or Australian Corporation Number. If you are not a legal entity, you must be sponsored (Auspiced) by an organisation who holds a relevant legal status (as per the grant guidelines)

### Attach your certificate of incorporation or other evidence of your legal status \*

Attach a file:

## ABN details

### Does your organisation have an ABN? \*

- Yes

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- No (we will submit a statement by supplier form)
- No (we are using an eligible 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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

### If you do not have an ABN

Please submit a completed ATO Statement by a Supplier Form with your application, otherwise 46.5% of any approved grant may be withheld. Download the form from: [Statement by a supplier \(ato.gov.au\)](https://ato.gov.au/Statement-by-a-supplier)

### **Please upload completed Statement by a Supplier Form \***

Attach a file:

### Insurance

If your application is successful, you must arrange public liability insurance (PLI) to cover the activity detailed in your application and submit your PLI certificate of currency with your funding agreement.

Applicants using an auspice will need to provide a PLI certificate from the auspice organisation.

**I agree that if our application is successful, we must hold the appropriate insurance to cover the approved activity. \***

- Yes

### Payment Information

If your application is successful, grant funding will be paid by EFT to the bank account you provide.

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If you are applying through an auspice organisation, the grant will be paid directly to the auspice.

To receive payment, the following details must match:

- Applicant name listed in this application
- ABN registration name (if applicable)
- Bank account name

We cannot process grant payments where these details are inconsistent.

Bank account details are requested for the purpose of prompt payment to successful grant recipients.

### Bank Account \*

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

### Redacted Bank Statement

Please upload the first page of your bank statement showing your account name, BSB and account number.

Your account name must match the applicant name and ABN registration name (if applicable).

You **do not** need to show transaction details or account balances. This information may be hidden before submission.

To view a sample redacted bank statement [click here](#)

### Attach redacted bank statement \*

Attach a file:

### Are you applying with an Auspice?

An auspice is an eligible organisation that receives the grant on your behalf. They are responsible for managing the funds and completing reporting requirements.

Examples include not-for-profit Incorporated Associations and Registered Charitable Organisations.

The auspice must provide a signed certification letter confirming their agreement to act on behalf of the applicant.

**Is your application being  
auspiced? \***  Yes  
 No

## Auspice

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\* indicates a required field

### Auspice Details

**Auspice Organisation Name \***

Organisation Name

**Auspice Primary Address \***

Address

  

Must be an Australian post code

**Auspice Postal Address (if different from above)**

Address

  

Must be an Australian post code

**Auspice Contact Person \***

Title      First Name      Last Name

            

**Auspice Contact Position \***

**Auspice Contact Primary Phone Number \***

Must be an Australian phone number

**Auspice Contact Primary Email \***

Must be an email address

**Auspice Incorporation Number \***

Incorporated Association or Australian Corporation Number.

**Does the Auspice Organisation have an ABN?**

- Yes
- No (please complete a statement by a supplier form below)

### Auspice ABN

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### 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.

### If Auspice organisation does not have an ABN

If the Auspice does not have an ABN, it will need to submit a completed ATO Statement by a Supplier Form with your application, otherwise 46.5% of any approved grant may be withheld. Download the form via this link : [Statement by a supplier \(ato.gov.au\)](#) then complete, scan and upload below.

### Attach Statement by a Supplier Form here: \*

Attach a file:

### Auspice Certification

**Please attach signed certification letter by office bearer of Auspice Organisation to demonstrate that it has agreed to act in that role on your behalf \***

Attach a file:

Office Bearer could be: President, Secretary, Treasurer, Chief Executive etc. Letter must include the name, position, signature and date. Max 25mb

### Auspice Public Liability Insurance

If this application is successful, the Auspice must arrange public liability insurance (PLI) to cover the activity detailed in this application and submit the PLI certificate of currency the your funding agreement.

**I understand that if this application is successful, the Auspice organisation must provide public liability insurance to cover the approved activity. \***

Yes

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### Application Detail and Assessment

\* indicates a required field

**Project Title \***

**Brief project description (25 words or less) \***

Must be no more than 25 words.

Provide a short description of your project. This will be used for reporting and promotional purposes.

**Detailed project description (200 words or less) \***

Word count:

Must be no more than 200 words.

**Activity start date. Activities that commence prior to notification of outcome (16 September 2026) are ineligible for funding. \***

Must be a date and no earlier than 16/9/2026.

Activities that commence prior to notification of outcomes are ineligible for funding.

**Anticipated end date \***

Must be a date and no later than 16/9/2027.

Please note that if successful, your acquittal will be due one month after the completion of your project.

**Please select the artform/s that your project focuses on (select multiple if applicable): \***

- Visual Arts & Craft
- Music
- Performing Arts
- Literature & Writing
- Design
- Screen & Media
- Digital Media & Creative Tech
- Cultural Heritage & Collections
- Community Arts & Cultural Development
- Festivals & Events
- Education & Training

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- Dance
- Fashion
- Video/Film
- Gaming
- Other:

### Venue

#### Venue Suggestions

Click [here](#) to see a list of venues available for booking within the City of Greater Geelong compiled by Creative City team.

You can also look at the [Community Halls](#) webpage on the City of Greater Geelong website.

You do not need to deliver your project in one of these venues, this is intended to provide some ideas.

#### Have you booked your venue? \*

- Yes
- No
- Not applicable (venue not required eg: online)

#### Where will your project take place? Must be a physical address within the City of Greater Geelong municipality

Address

  

#### Venue Name/s (if applicable)

#### Please attach a copy of your venue booking confirmation or enquiry

Attach a file:

### ASSESSMENT CRITERIA

To assist in answering the following questions, please refer to the assessment criteria in the [Creative Seed Grant Guidelines](#).

Applications are encouraged to align with the [Arts & Cultural Strategy 2021-31](#).

### ARTISTIC QUALITY AND IMPACT 50%

#### How does the project demonstrate originality, quality, and creativity? \*

**How does the project show potential to grow, influence, or create meaningful impact beyond immediate delivery? (e.g. cultural, community, economic, or environmental impact). \***

WELL PLANNED PROJECT 50%

**Outline your project plan, including your approach to communications and engagement (if relevant), and how you will evaluate the project.**

**Optional - Attach your project proposal, if you have not provided it above**

Attach a file:

**What is the next stage of this project after your grant funded activity? \***

## Permits and Approvals

It is your responsibility to secure any permits or approvals that your project or event may need.

**I understand that it is the applicant's responsibility to secure any permits and/or approvals to deliver my project. \***

Yes

**Do you need a City of Greater Geelong event permit? \***

Yes  
 No

**If yes, what is the status of that application?**

Approved  
 In process

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- Not commenced
- Other:

**Please attach a copy of your event permit, if applicable**

Attach a file:

### For more information:

Please refer to our event planning information [guide](#).

If you are staging an event on public land, you need to apply to the City of Greater Geelong for permission. If so, please click [here](#)

## Budget & Funding Request

**It is mandatory to complete the budget income and expenditure tables as this section forms part of the 'Well Planned' assessment criteria outlined in the grant guidelines.**

- Outline your project budget including the grant amount requested and what (if any) additional funding sources will assist to deliver your project.
- Requests for projects, events or activities can be for amounts of up to \$2,500.

**Total project cost \***

What is the total budgeted cost of your project? Must be whole dollar amount (no cents)

**Total amount requested \***

What is the total grant amount you are requesting in this application? Must be whole dollar amount (no cents)

## Income

Budget - Income	Insert income amount \$	3. Confirmed?
Grant amount requested	\$ <input type="text"/>	<input type="text"/>
Applicant cash contribution	\$ <input type="text"/>	<input type="text"/>
Other grants/funding	\$ <input type="text"/>	<input type="text"/>
Other income sources (provide details)	\$ <input type="text"/>	<input type="text"/>
In-kind (value of labour, services or goods)	\$ <input type="text"/>	<input type="text"/>

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	\$	
	Must be a whole dollar amount (no cents).	

### Income Total

This automatically totals your income

#### Total Income Amount

\$

This number/amount is calculated.

### Budget Expenses

List all expenses for your activity.

Attach evidence for expenses that you are using the City's funding for. Evidence we will accept includes:

- supplier or contractor quotes with the supplier's business name, ABN/ACN and contact details including NAVA Payment Standards for Artists: <https://code.visualarts.net.au>.
- screenshots from online stores with the item description, price and supplier's business name.

**If you do not provide this evidence, you may receive a lower score for this criteria, or the cost may be removed from the grant request.**

Expenditure item description	Insert cost (\$)	Grant funding	Upload quotes/estimates here
	\$		
	Must be a whole dollar amount (no cents).		

### Total Expenses

This automatically totals your expenditure

#### Total Expenses

\$

This number/amount is calculated.

### Does your budget balance

This table automatically totals your income and expenditure.

If column three does not equal \$0 you will need to review your budget to ensure that it balances.

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### Total Income Amount

\$

This number/amount is calculated.

### Total Expenses

\$

This number/amount is calculated.

### Balance (must equal zero)

\$

This number/amount is calculated.

## Other Grants and Funding

If you have placed an amount in the budget income table above, against 'Other grants/funding' please provide details of where any additional funding is from and the date those funds will be available if you are successful.

If there are no other sources of funding you have applied for, do not complete this section.

Name of other grant/funding programs applied to	Amount applied for	Date funds will be available if successful
---	--------------------	--

<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
	Must be a dollar amount.	Must be a date.

## Further Information

### Optional - Is there anything else you would like to say about your application?

### Optional - please attach any documents to support your application

Attach a file:

## Prioritising Applications

\* indicates a required field

If the total request for funding exceeds the grant funds available, we will prioritise

- applicants who did not receive money from this grant in the previous year
- applications from organisations that do not receive money from electronic gaming machines or gambling
- applications which strongly align with the [Arts & Cultural Strategy 2021-31](#).

### Did you receive a Creative Seed grant from the City in 2025/26 grant round? \*

- Yes  
 No  
 Not sure

### Electronic Gaming Machines (EGMs)

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**Do you own or operate EGMs? \***

- Yes  
 No

**Do you receive EGM generated funding or support? \***

- Yes  
 No

**If you answered yes to either question above, please provide details**

## Certification and Privacy Information

\* indicates a required field

### Certification

**I certify that:**

- I am authorised to submit this application on behalf of the applicant.
- I have read the relevant grant guidelines.
- The information provided in this application, and in any attached supporting document, is true, accurate and complete to the best of my knowledge.
- I understand that submitting an application does not guarantee that I will receive funding from the City.
- I understand that applications are assessed competitively against the published assessment criteria and available City budget, and that the City may offer funding in full or in part (if at all).
- I understand that funding decisions made by the City are final.
- If this application is successful, I agree to comply with the terms and conditions of the funding agreement, including any requirements relating to permits, approvals, insurances, acknowledgements, reporting and acquittal.
- I understand that providing false and/or misleading information may affect this application, any future applications, or any funding agreement entered into as a result this application

**I acknowledge that I have read and agree to the above conditions of my application \***

Yes

No

**Organisation name (insert organisation name applying for this grant) \***

Insert organisation name applying for this grant

**Auspice organisation name (only complete if applicable)**

If the application has an auspice - please provide organisation name

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**Name of person authorising: \***

Title

First Name

Last Name

**Position (e.g. secretary or treasurer) \***

**Date \***

Must be a date

## Privacy Collection Statement

We collect the personal information on this form so we can process your application and follow up if needed. We won't share it except to assess your grant or if the law requires it. Our full [privacy policy](#) is available on our website.

If you wish to alter any of the personal information you have supplied to City of Greater Geelong, please contact us by sending an email to [privacy@geelongcity.vic.gov.au](mailto:privacy@geelongcity.vic.gov.au).

## Feedback

\* indicates a required field

### Help us improve

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback.

We would value any feedback you may have regarding our online grants application process.

**Were the questions in this form easy to understand?**

Very easy

Easy

Neutral

Difficult

Very difficult

**Suggestions - What can we do better next time?**

**How did you find out about the grants? \***

Social media

Internet search

Newspaper

Word of mouth

Previous applicant

City of Greater Geelong website - direct to page

Email from City of Greater Geelong

Other:

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