

Brisbane City Council

Creative Grants



Dedicated to a better Brisbane

Applicant Guide 2026–27

Creative Sparks Grants Program | Lord Mayor's Creative Fellowships

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Before you apply

Use this guide in combination with the relevant program guidelines. Start by choosing the program that best fits your idea, then check the key dates and eligibility requirements before you apply. If you are unsure which program is right for you, contact Council early.

Key dates at a glance

Milestone	Date
Applications open	28 September 2026
Creative Sparks closes	9 November 2026 at 3pm
Lord Mayor's Creative Fellowships close	16 November 2026 at 3pm
Notification expected	Mid-to-late March 2027

See Section 6 for full activity and acquittal dates.

Which program is right for you?

If your main goal is...	Apply for
Developing your skills, career, training, mentoring or residency	Lord Mayor's Creative Fellowships
Creating or presenting new public creative work in Brisbane	Creative Sparks Grants Program

How the grants process works

1. Choose the right program.
2. Check eligibility and key requirements.
3. Prepare your budget, timeline and support material.
4. Write clear answers that address the assessment criteria.
5. Ask someone else to read your application and check it is clear.
6. Submit your application through SmartyGrants before the closing time.
7. Council will then check eligibility, assess the applications and notify applicants.
8. If you're funded, sign the agreement, deliver the activity and submit the final report.

BEFORE YOU START

- Check that you are eligible and that your activity fits the program requirements.
- Read the guidelines carefully.
- Start gathering quotes, support material and confirmations early.
- Make sure your activity can be delivered within the eligible activity dates.

1. Check your eligibility and program fit

Program	Funding	What it supports
Lord Mayor's Creative Fellowships	Up to \$10,000	Structured professional development for individual emerging or early career artists and creative workers who live in Brisbane. Examples include training, mentoring, residencies, and industry programs.
Creative Sparks Grants Program	Up to \$15,000	New creative work by Brisbane professional artists, creative workers, and eligible not-for-profit community organisations for public presentation in Brisbane. Examples include exhibitions, performances, recordings, publications, workshops, and events.

Eligibility

Some requirements differ depending on the grant program. Check the program-specific requirements before applying.

In general, you must:

- be an artist, creative worker or eligible not-for-profit organisation (Creative Sparks only)
- live in Brisbane, or be a Brisbane-based organisation
- be an Australian citizen or permanent resident aged 17 or over
- have an ABN linked to a Brisbane postcode or be supported by an eligible Brisbane-based auspice organisation. Your ABN and address postcodes must match
- submit one application per round
- have no outstanding acquittals with Council
- not be currently in receipt of creative funding from Council to the value of \$10,000 or more in the same financial year that the grant round is open

Council cannot accept applications from government bodies, educational institutions, Council staff, Arts Queensland staff (if applying for Creative Sparks), organisations that are for-profit businesses or applicants with ABNs registered outside Brisbane.

Priority may be given to applicants who did not receive Council creative grant funding in the previous financial year.

KEY RULES AT A GLANCE

- Submit one application per round.
- Apply for one program only per round.
- Do not request 100% of project costs.
- Provide quotes for all grant-funded items over \$500.
- Submit all required material before closing date.
- Activity must start after funding approval and be completed within the program timeframe.

What the grants cannot fund

The following project and cost exclusions apply across both programs unless a program-specific rule says otherwise.

Generally, ineligible projects include those that:

- start before funding is approved
- request full project funding (no applicant contribution)
- have not supplied the required supporting material
- cannot be completed within the timeframe
- do not pay industry rates
- duplicate an existing service or ongoing program, including Council initiatives
- are unclear or do not explain exactly what the project will deliver
- do not involve or benefit Brisbane-based artists or creative workers
- are competitions, awards, fundraising, charities, political activity, public artworks or mural production

Generally ineligible costs include:

- ongoing operational costs (e.g., salaries, ongoing programs)
- equipment or capital purchases
- contingency or general consumables
- insurance
- repayment of debts or loans
- food or alcohol

You can include ineligible costs in your total project budget, but you cannot ask the grant to pay for them.

2. Build your application evidence

Use this section to gather the evidence, documents and confirmations you need before you write or submit your application.

Council uses the information in your application to assess and administer the grant program in line with privacy requirements.

What you need to submit

- applicant details, including ABN or auspice information
- a clear project description
- a timeline that falls within the eligible activity period for the program
- a realistic GST-exclusive budget in Australian dollars
- evidence for all grant-funded costs (quotes required over \$500)
- required support material listed below

Supporting documents

Only include material that is relevant to your proposal. Keep it focused and easy to review.

Use clear file names, check upload limits in the online form and allow enough time to upload attachments before the deadline.

Documents you might need to include:

- brief biographies or curriculum vitae (CV) summaries for the key people involved
- confirmation of cash or in-kind support from other sources
- a peer or creative industry support letter
- evidence of consultation and consent if your proposal involves Aboriginal or Torres Strait Islander arts, cultures or communities, where relevant
- an auspice letter of support and consent, where relevant

Applications that are incomplete or do not include required documents will not be assessed.

Additional requirements by program

Lord Mayor's Creative Fellowships

Your application should show:

- ✓ status as an individual emerging or early career artist or creative worker
- ✓ 50% or less of the Council grant request for combined travel, touring, accommodation and living costs
- ✓ budget has currency conversions where needed
- ✓ the professional development opportunity is structured and delivered by a recognised provider, organisation or industry professional
- ✓ what you will learn, who is delivering it, and how it will develop your practice
- ✓ learning opportunity confirmation if successful, such as acceptance, invitation or provider confirmation
- ✓ activities can take place nationally, internationally, online or as a hybrid activity

In addition to the general ineligible costs, Fellowships cannot fund:

- ☒ payment for your own time to undertake the activity
- ☒ unstructured, self-directed or informal learning activities
- ☒ formal study leading to qualifications such as university degrees, certificates or accredited courses
- ☒ creating or presenting work, such as exhibitions, performances, recordings or publications

Creative Sparks

Your application should show:

- ✓ status as a professional artist, creative worker or eligible not-for-profit organisation
- ✓ intended delivery of a new accessible public creative outcome in Brisbane within the eligible project dates
- ✓ evidence of venue, site or key project arrangements
- ✓ combined publishing or printing costs are no more than 50% of the Council grant request
- ✓ if successful must hold \$20 million public liability insurance for the life of the project

In addition to the general ineligible costs, Creative Sparks cannot fund:

- ☒ ongoing core business operational costs
- ☒ research, study or childcare costs
- ☒ individual professional development
- ☒ course, training or degree activities
- ☒ business start-up costs
- ☒ travel and accommodation

3. Understand how your application is assessed

How decisions are made

Council checks applications first. Eligible applications are assessed against the published criteria. Ineligible applications are not assessed. Recommendations are reviewed before Council makes the final decision. Funding decisions are final and cannot be appealed. Not every eligible application will be funded.

Lord Mayor's Creative Fellowships criteria

Criteria	Description	Weighting
Quality	Evidence of artistic potential and why the opportunity is relevant and of high quality	40%
Benefit	Clear impact to the applicant's future career or creative practice	40%
Viability	A clear, realistic plan, budget and timeline showing you can deliver.	20%

Creative Sparks criteria

Criteria	Description	Weighting
Creative Excellence	A clear, original project with a strong creative vision, supported by the applicant's experience and past work.	30%
Impact	Provides meaningful opportunities for people to participate in and benefit from arts and culture	40%
Viability	A clear, realistic plan, budget and timeline showing you can deliver the project.	30%

What assessors are looking for

Assessors look for clear, well-planned applications that directly address the criteria. Use clear language to explain your project as assessors need to quickly understand what you are proposing, why it matters, who will benefit and how you will deliver it with a realistic budget and timeline.

How to structure your application

Your application should be clear, logical and easy to follow. Think of it as a short pitch that shows what you will do, why it matters and how you will deliver it.

What	Prompt
What	What is your project or activity? What will you create, present or do?
Why	Why is this important? What need does it respond to? What difference will it make?
Who	Who is involved? Who will benefit or take part?
Where	Where will the activity happen?
When	When will each stage happen?
How	How will you deliver the project? What resources, skills or partners support this? How will you measure success?

4. Build a realistic budget

Assessors use your budget to check whether your project is realistic and well planned. Keep it specific, accurate and easy to follow. Include all costs, even those not funded by the grant. Your budget must be:

- GST exclusive
- in Australian dollars
- balanced (Total Income = Total Expenses)

A balanced budget shows how all project costs will be covered, how you will use the grant money and helps demonstrate that your project is financially achievable.

Co-contribution

You must show support from other sources as applications requesting 100% of project costs will be deemed ineligible. Support can include your own cash contribution, ticket income, partner support, sponsorship, other grants or in-kind support. You do not need confirmed funding from every source, but you must show realistic contributions beyond the grant funding. In your budget, show whether the income is confirmed or pending. For pending income, include when you expect to receive the outcome.

Quotes

All grant-funded costs require supporting evidence. Quotes are required for any single grant-funded request over \$500. A valid quote can be an itemised email, written quote or clear website screenshot. It must show the supplier, item, price and date and it must not be an invoice or receipt. Supplier evidence must be current and no more than six months old.

In-kind support

In-kind means support you receive that is not cash money. It has value but you do not pay for it with money. Assign any in-kind support a dollar value, explain how you calculated it, and show it as both income and expenditure so your budget balances correctly. Volunteer staff can be costed from \$46 per hour for non-skilled labour and at relevant industry rates for professionals.

GST

All budgets must be prepared **excluding GST** i.e.; deduct GST from quotes and invoices. Council assesses grant applications using GST-exclusive amounts so that all applications can be compared fairly on the same basis, regardless of your GST registration status. This means you should only include the actual project costs in your budget and not add GST to any income or expenditure figures.

Example: You obtain a quote for an item.

The quote breaks down the cost of the item as follows:

\$5,000	–	Cost of item, exclusive of GST
\$ 500	–	GST element
\$5,500	–	Figure to pay, inclusive of GST

In your budget table, you list the cost of the item as \$5,000 (i.e., the GST-exclusive figure).

If your application is successful, Council will confirm the GST treatment in your funding agreement. This will depend on whether you, or your auspice organisation, are registered for GST. Applicants that are **not** registered for GST have 10% added to the funding proposed by Council to cover GST expenditure.

Example: Your project budget total = \$10,000 (GST exclusive)

If approved and you are **not** GST registered → you receive \$11,000 (GST included)

You should still prepare and acquit your budget based on the \$10,000 GST exclusive amount.

Using the funded by this grant column

The “Funded by this grant” column (below) should show exactly how much of each expense you want Council to fund. Clearly itemise each cost and indicate the portion that would be paid by the grant.

Example: Lord Mayor’s Creative Fellowships budget

INCOME – excluding GST				
Income Source	Cash (\$)	In-kind (\$)	Status	Description / Calculation
BCC Grant request	\$9,000	\$0	Applied	<i>The total amount you are requesting in this grant</i>
Applicant contribution	\$1,500	\$0	Confirmed	<i>Money or in-kind you are putting into the project yourself</i>
Accommodation In-kind	\$0	\$500	Projected	<i>Accommodation estimated at \$500 value</i>
TOTAL INCOME	\$10,500	\$500	\$11,000	<i>Total all income sources</i>

EXPENSES – excluding GST					
Expense Item	Cash (\$)	In-kind (\$)	Funded by this grant (max \$10,000)	Description / Calculation	Attach quotes (for each grant-funded item)
Mentor Fees	\$1,500	\$0	\$1,500	<i>Payment to your mentor or advisor (e.g., 19 hours @ \$80/hour). If they are working for free, put amount in In-Kind column and also include it in In-Kind income</i>	<i>Upload Quote for \$1500</i>
Applicant contribution	\$1,500	\$0	No	<i>Money or in-kind you are putting into the project yourself</i>	
Travel	\$2,000	\$500	\$2,000	<i>What it costs for transport, accommodation, meals</i>	<i>Upload Quote for \$2000 or each component worth more than \$500</i>
Tuition Fees	\$5,500	\$0	\$5,500	<i>What it costs to attend the workshop, course, or training program</i>	<i>Upload Quote for \$5,500</i>
Total Expenses	\$10,500	\$500	\$11,000	<i>This must exactly match your Total Income (\$0 difference = balanced budget)</i>	
Total expenses to be funded by Council	\$9,000			<i>This must match the BCC Grant Request amount you entered in Income Table (Row 1)</i>	

In this example:

- The grant income (\$9,000) matches the total expenses to be funded by the grant (\$9,000).
- The grant-funded travel and accommodation amount is \$2,000, which is less than 50% of the total BCC Grant Request amount of \$9,000.
- The in-kind amounts are shown in both the income and expenditure tables.
- All figures are exclusive of GST

Example: Creative Sparks project budget

INCOME – excluding GST					
Income Source	Cash (\$)	In-kind (\$)	Status	Description / Calculation	
BCC Grant request	\$15,000	\$0	Applied	The total amount you are requesting in this grant	
Applicant contribution	\$1,000	\$0	Confirmed	Money or in-kind you are putting into the project yourself	
Other Grants	\$4,000	\$0	Applied	Funding from other sources (e.g., Arts Qld, Creative Australia, Australia Council)	
Ticket Sales	\$1,500	\$0	Projected	Income from ticket sales for performances, exhibitions, screenings, or presentations	
Venue In-Kind	\$0	\$2,000	Confirmed	Venue fee waiver from a non-Council venue (get written confirmation from the venue)	
TOTAL INCOME	\$21,500	\$2,000	\$23,500	Total all income sources	
EXPENSES – excluding GST					
Expense Item	Cash (\$)	In-kind (\$)	Funded by this grant (max \$15,000)	Description / Calculation	Attach quotes (for each grant-funded item)
Artist fees	\$15,000	\$	\$14,500	Payment for your own time and labor, plus fees for other artists involved in the project (e.g., 3 performers @ \$500/day each = \$1,500). Use fair industry rates (see useful resources)	Upload Quote for \$14,500 or each component worth more than \$500
Applicant contribution	\$1,000	\$	No	Money or in-kind you are putting into the project yourself	
Marketing and promotion	\$2,000	\$	\$500	Promoting your work and building an audience (e.g., social media advertising, print advertising, posters, flyers, promotional materials, PR services)	Upload Quote for \$500 or each component worth more than \$500
Public Liability Insurance	\$200	\$	No	Not Eligible for Council Funding. Minimum \$20 million coverage required by Council. You can include the full annual policy cost or check coverage with Duck for Cover	
Venue hire	\$3,300	\$2000	No	Hiring a space for rehearsals, performances, exhibitions, or presentations (includes venue hire, cleaning fees, front of house staff, catering, equipment hire from venue)	
Total Expenses	\$21,500	\$2,000	\$23,500	This must exactly match your Total Income (\$0 difference = balanced budget)	
Total expenses to be funded by Council	\$15,000			This must match the BCC Grant Request amount you entered in Income Table (Row 1).	

In this example:

- Public liability insurance is shown in the total project budget but is not included in the grant-funded column because it is an ineligible item.
- The in-kind amounts are shown in both income and expenditure.
- All figures are exclusive of GST

Common mistakes to avoid

Avoid these common issues that may make your application ineligible or less competitive:

Budget issues

- income and expenditure do not balance, they must be exactly equal
- grant request not included as income
- incorrect amounts in the grant-funded column
- GST included in figures (show amounts GST exclusive)
- missing quotes for items over \$500
- artist fees below minimum wage or industry rates
- including ineligible costs as grant-funded
- vague descriptions like 'workshop' or 'materials' - be specific
- calculations not shown e.g. '50 hours @ \$30/hour = \$1,500' is clearer than just '\$1,500'
- in-kind support not shown as both income and expenditure
- budget does not include all costs; you need to include costs not funded by the grant.

Application issues

- project description is unclear or too brief
- missing key details such as partners, venue or timeline
- claims are not supported by evidence

5. Plan a realistic timeline

Your timeline shows assessors what you will do, when it will occur and how the activity will progress from start to finish. It should be realistic, chronological, and detailed enough to show that your proposal is well planned.

What to include

List your main activities, milestones, or stages in date order. Include preparation, delivery, follow-up, and final reporting. Each step should briefly explain what will happen and who is involved.

Example: Lord Mayor's Creative Fellowships timeline

Date or timeline	Activity or milestone	What happens	Who is involved	Funded by this grant?
April 2027	Preparation and booking	Confirm the course, residency or mentorship, gather cost evidence and finalise support material.	Applicant, host organisation, mentor or provider	Yes/No
May to June 2027	Professional development activity	Take part in the course, residency, conference, mentorship or other structured learning activity.	Applicant, tutor, mentor or host organisation	Yes/No
June 2027	Reflection and practice development	Document learning, reflect on outcomes and apply the experience to your practice.	Applicant, mentor or peers	Yes/No
Within 12 months of notification	Acquittal	Prepare and submit the final report with evidence of outcomes and expenditure including grant fund receipts.	Applicant	Yes/No

Example: Creative Sparks timeline

Date or timeline	Activity or milestone	What happens	Who is involved	Funded by this grant?
April 2027	Planning and preparation	Confirm venue, gather cost evidence, finalise partners and prepare support material.	Applicant, venue, and project partners	Yes/No
May to June 2027	Creative development and delivery	Develop and deliver the public project, workshop series, exhibition, or performance activity.	Applicant, artists, collaborators, participants, or audience	Yes/No
June 2027	Documentation and follow-up	Collect images, feedback, and evidence of the public outcome.	Applicant, photographer or videographer, participants	Yes/No
July 2027	Acquittal	Prepare and submit the final report with supporting evidence and grant fund receipts.	Applicant	Yes/No

6. Submit your application

Applications must be submitted online through [SmartyGrants](#) before the closing date.

How to submit your application

1. Read the program guidelines.
2. Check your eligibility and which grant program best fits your project or outcome.
3. Prepare your activity plan, budget, timeline and support material.
4. Draft your application responses.
5. Complete the online form and attach all required documents.
6. Check that each attachment has uploaded correctly and is clearly labelled.
7. Submit before the closing time.

BEFORE YOU SUBMIT

- Do not wait until the final day to submit your application in case something goes wrong. Late applications will not be accepted.
- Check the essentials: your application is complete, your support material is attached, your budget balances and your activity dates are eligible.
- After submitting, check for your confirmation email.
- If you do not receive a confirmation email, your application has not been submitted.

Allow extra time to submit. Late applications caused by technical issues, internet access, file upload delays or incomplete forms will not be accepted.

Final pre-submit checklist

Application answers

- Your activity description clearly explains what will happen, who is involved and who will benefit.
- Your answers address the assessment criteria.
- Ask someone unfamiliar with your project to read your application and check that they can understand it.

Budget and timeline

- Your timeline uses eligible dates and shows preparation, delivery and follow-up steps.
- Your budget is GST exclusive, uses Australian dollars and balances so any income equals the expenditure.
- Every grant-funded item over \$500 has a current quote.
- Your co-contribution is shown clearly as cash, income, partner support or in-kind support.

Support material

- Your support material is relevant, current and labelled clearly.
- Any program-specific evidence is attached, such as venue confirmation, learning opportunity confirmation, support letters or consent evidence.

Submission

- You have saved or downloaded a copy of your application before submitting it.
- You submit before the closing time.
- You receive a confirmation email after submitting.

Key dates

This table includes the full application, activity and acquittal dates for both programs. Check these dates carefully before applying to make sure your activity can be delivered within the eligible activity period timeframe. Failure to acquit properly may affect eligibility for future funding.

Lord Mayor's Creative Fellowships dates

Date item	Date or deadline
Applications open	Monday 28 September 2026, 9am
Applications close	Monday 16 November 2026, 3pm
Notification of funding approval	Anticipated late-March 2027
Eligible activity period	Activities must start from 23 March 2027 and be completed by 21 March 2028
Acquittal reports	Due within 12 months of notification, including receipts for all grant-funded expenses

Creative Sparks dates

Date item	Date or deadline
Applications open	Monday 28 September 2026, 9am
Applications close	Monday 9 November 2026, 3pm
Notification of funding approval	Anticipated mid-March 2027
Eligible activity period	Activities must start from 16 March 2027 and be completed by 18 January 2028
Acquittal reports	Due 8 weeks of the project end date, and no later than 10 months after notification, including receipts for all grant-funded expenses

7. Common questions

What art forms do the Creative Grants support?

The grants support professional artists and creative workers across many art forms. This may include animation, craft, dance, design, ceramics, experimental art, jewellery, moving image, multimedia, music, printmaking, sculpture, theatre and visual arts.

What if my activity fits both programs?

Choose the program that best matches your main activity. Use Creative Sparks if you are creating or presenting public creative work. Use the Lord Mayor's Creative Fellowships if you are doing structured learning to develop your own practice.

Can a group of artists apply together?

Yes, for Creative Sparks. A group can apply through one eligible lead applicant. The lead applicant is responsible for the application, project delivery, funding agreement and final report if funded.

What should I confirm before applying?

Confirm key details before you apply, including the venue, main collaborators, activity dates and any other funding. You do not need everything locked in, but stronger evidence will help assessors see that you can deliver the project.

Can I submit my application late or add more material after the closing date?

No. Submit your application and all required attachments before closing time. Late applications, missing material, and extra support material submitted after closing will not be accepted.

What is a professional artist or creative worker?

See the glossary for a full definition. In short, a professional artist or creative worker has developed skills, maintains active practice and has presented work publicly or professionally. Formal qualifications are not required.

What is an emerging artist?

See the glossary for a full definition. An emerging artist is early in their professional creative career. They are building skills, experience, networks, and a public track record. This is usually within 10 years of training or starting professional practice.

What is an eligible not-for-profit organisation?

See the glossary for a full definition. For Creative Sparks, an eligible not-for-profit organisation is a Brisbane-based community arts, history or cultural organisation that does not make a profit. Any surplus must be reinvested in the organisation.

Can I include non-funded costs?

Yes. You can include costs paid for by other income or in-kind support. Only list costs you want Council to fund in the grant-funded column.

What income sources should I list?

List ALL money or support coming into your activity. This includes the grant you're applying for, your own money, other grants, income created by the activity like ticket sales, and in-kind support.

Can I get feedback on my application?

Yes. You can request verbal feedback after outcome notifications are sent.

8. Understand your responsibilities if funded

If your application is funded, you must meet the conditions of the funding agreement and keep evidence of delivery and expenditure.

You must:

- only spend the grant on approved, eligible costs
- sign a funding agreement with Council. Funds will not be released to you until your funding agreement has been finalised.
- acknowledge Brisbane City Council in your promotional material. Creative Sparks recipients must also acknowledge Arts Queensland.
- deliver the project as approved
- seek Council approval before making major changes to your project

Evidence you may need to keep

This evidence may include photos, links, programs, participant feedback, invoices, receipts, payment records and an explanation of any approved changes.

9. Find useful resources

These resources are provided for general guidance only. Check that any information you use is current and relevant to your proposal.

Category	Resource	Use this for
Legal and rights	Arts Law Centre — artslaw.com.au	Arts contracts, copyright, and legal basics
Legal and rights	Copyright Agency — copyright.com.au	Copyright, licensing, and creator payments
Pay, rates and business	ASA — asauthors.org.au	Writing, publishing, and author rates
Pay, rates and business	MEAA — meaa.org/resources	Performers, musicians, and crew pay guidance
Pay, rates and business	NAVA — code.visualarts.net.au	Visual arts pay rates and good practice
Pay, rates and business	Fair Work — fairwork.gov.au	Employment obligations, pay and workplace rules
Pay, rates and business	ATO — ato.gov.au	Tax, ABN and GST guidance
Pay, rates and business	business.gov.au — business.gov.au	Business set-up, planning and obligations
Pay, rates and business	Queensland Business Support — business.qld.gov.au	Queensland business guidance and support
Funding and opportunities	Arts Support — artsupport.com.au	Arts funding and sector opportunities
Funding and opportunities	Australian Cultural Fund — australianculturalfund.org.au	Fundraising and matched support options
Applying and access support	SmartyGrants — brisbane.smartygrants.com.au	Online grant forms and submissions
Applying and access support	National Relay Service — accesshub.gov.au	Phone access support for deaf or hard of hearing applicants

10. Understand key terms

Key term	What it means
Aboriginal and Torres Strait Islander Cultural Knowledge and Intellectual Property	Knowledge, practices and cultural expressions held by Aboriginal and Torres Strait Islander Peoples. This includes cultural heritage, stories, songs, language, symbols, designs, performances, ecological knowledge and other cultural material. Applicants must respect cultural ownership, seek appropriate permissions and follow relevant cultural protocols. See Creative Australia's First Nations protocols.
ABN	An Australian Business Number. To apply for these grants, you will need to have an active ABN in your name and have the ABN registered to a Brisbane address. If you are applying through an auspice, your auspice will need to have their ABN registered to a Brisbane address.
Accessible public outcome	A new or substantially developed creative outcome that is shared with the public and designed so people with disability can take part as easily as possible. New work means the project creates, develops or presents something that has not been publicly shown in the same form before. Examples include an exhibition, performance, workshop, screening, publication, recording, public program or community event. Applicants should consider physical access, communication access, ticketing, venue choice, timing, transport, online access and inclusive participation. Refer to Council's Accessibility Guidelines .
Acquittal	A report submitted after your funded activity is finished. It shows what you delivered, what outcomes were achieved, how the grant was spent and whether the activity was delivered as approved.
Artist fees	Payments to artists or creative workers for their time, labour, skills and creative contribution. Fees should reflect professional rates and be appropriate for the type, scale and duration of work.
Auspice organisation	An eligible Brisbane-based organisation that applies for and manages the grant on behalf of an applicant who cannot apply in their own name. The auspice organisation is responsible for the funding agreement, receiving and managing grant funds, financial records and acquittal requirements.
Co-contribution	Support for the activity from sources other than the Council grant. This can include cash, applicant contribution, ticket income, partner support, sponsorship, other grants or in-kind support. Co-contribution helps show that the project is realistic and not fully dependent on Council funding.
Eligible activity period	The dates when funded activity can start and finish. Activity must happen within the timeframe listed for the relevant program. Costs incurred before the approved activity start date or after the approved end date may not be eligible.
Eligible not-for-profit organisation	A legally registered community arts, historical or cultural organisation based in Brisbane that does not operate to make a profit and reinvests any surplus into the organisation. The organisation must be able to meet the program eligibility requirements and manage grant funds responsibly.
Emerging or early career artist	An artist or creative worker in the early stage of their professional creative career who is building skills, experience, networks and a public track record. This is usually within 10 years of training or starting professional practice, but career breaks, caring responsibilities, disability, cultural obligations or changes in practice may be considered where relevant.

Grant-funded costs	The part of your budget you are asking Council to pay for through the grant. Only eligible costs should be shown as grant funded. Ineligible costs can appear in the total project budget if they are paid for by another source.
GST exclusive	Amounts listed before Goods and Services Tax is added. Budgets should be prepared excluding GST. If your application is successful, Council will confirm the GST treatment in your funding agreement. This will depend on whether you, or your auspice organisation, are registered for GST. Applicants that are not registered for GST have 10% added to the funding proposed by Council to cover GST expenditure but will not be itemised as GST. If your organisation is GST registered 10% GST will be added to your grant as an itemised GST gross-up.
In-kind support	Non-cash support given to the activity, such as donated time, venue use, equipment or services. It should be given a realistic dollar value, explained clearly and shown as both income and expenditure so the budget balances.
Professional artist or creative worker	A person with developed creative skills who maintains an active professional practice and has presented work publicly or professionally. This may be shown through a body of work, public outcomes, peer recognition, professional experience, paid creative work, partnerships or sector involvement. Formal qualifications are not required.
Professional development	A structured learning activity that builds skills, knowledge, networks or professional practice. Examples include training, mentoring, residencies, conferences or industry programs. It should have a clear provider, host, mentor or structure and should explain what the applicant will learn and how it will develop their practice.
Quotes	Evidence of a cost, such as an itemised email, formal quote or clear website screenshot. Quotes must show the supplier, item, price and date. They must be current and no more than six months old. They must not be invoices or receipts.
SmartyGrants	The online grants management system used to complete and submit Council grant applications.
Support material	Documents or evidence that support your application, such as biographies, letters of support, venue confirmation, opportunity confirmation, quotes, examples of past work, images, recordings, links, consent evidence or other material that helps assessors understand your proposal. Only include material that is relevant and easy to review.
Variation	A request to change an approved funded activity. This may include changes to timing, location, key personnel, budget, activity scope or outcomes. Major changes must be approved by Council before they happen. Changes that are not approved may affect payment, acquittal or future eligibility.

NEED HELP?

- Phone 07 3403 8888 and ask to speak with a Creative Sector Development Coordinator.
- Contact Council early if you need help to access or complete the application form.
- For program updates and application forms, search "Creative Grants" on Council's website.
- Interpreter: TIS National 131 450.
- Deaf or hard of hearing: use the National Relay Service before asking for 07 3403 8888.