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Creative Sparks Grants Program Guidelines

The Creative Sparks Grants Program is an initiative of Brisbane City Council (**Council**) in partnership with the Queensland Government through Arts Queensland to support local arts and culture in Brisbane.

Introduction

The Creative Sparks Grants Program Guidelines (the **guidelines**) establish the rules which govern the administration of the Creative Sparks Grants Program (the **program**) including the application, eligibility and selection process to be followed and the assessment criteria that will be used to select grantees.

These guidelines must be read in conjunction with Council's *Creative Brisbane Creative Economy strategy* and *A City for Everyone: Inclusive Brisbane Plan 2019-2029*.

About the program

The program is a partnership between Council and the Queensland Government through Arts Queensland to foster opportunities for a creative and prosperous Brisbane.

Objectives

The program aims to:

- assist artists, arts workers, cultural workers, creative producers and Brisbane not-for-profit community arts, historical and cultural organisations to test, develop and realise ideas for local products, markets, partnerships, and new work to build the city's creative capacity
- support a range of diverse and accessible arts experiences to grow arts audiences and participation
- foster opportunities for the creation and promotion of Aboriginal and Torres Strait Islander artistic endeavours
- contribute to the creative invigoration of Brisbane.

Intended outcome

The purpose of the program is to create jobs, aid economic growth, attract tourism and improve social cohesion by supporting the creative and cultural sector in Brisbane. Through strategic investments, the program aims to build capacity and resilience of the sector to contribute to the liveability and vibrancy of Brisbane.

The program uses funds to invest in creative outcomes that align with the *Creative Brisbane Creative Economy strategy* to cultivate Brisbane's identity as a global city for creativity.



The program assists artists and not-for-profit community arts and cultural organisations to create and present work. Applications are open to artists from all backgrounds and career stages working across all artforms and practices to test, develop and realise ideas that result in a creative public outcome.

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Council strongly encourages Aboriginal and Torres Strait Islander artists, artists who identify as having a disability, identify as being culturally and linguistically diverse, who are LGBTIQA+, and/or who are under 25 to apply.

Grant amount and key dates

Grants of up to \$15,000 per application for the creation and presentation of creative projects that are shared with the public (either online or at a venue/location within the Brisbane local government area (**Brisbane LGA**)).

Applications for this program are closed. Applicants will be notified of the outcome of their application by late-April 2025.

Eligibility and grant requirements

Number of applications

Council will only accept one application per individual or organisation. This includes applications which fundamentally have the same proposed activity or project regardless of any variations in the named applicant/s.

An applicant must not apply for a grant under this program if they have also applied for a grant under the Lord Mayor's Creative Fellowship program (regardless of whether or not the applicant is successful).

Preference will be given to applicants who did not receive funding from either a Creative Sparks or Lord Mayor's Creative Fellowship grant program in the previous financial year. This does not apply where the organisation is acting as an auspice.

Who is eligible to apply?

Applicants must:

- be:
 - artists, arts workers, cultural workers or creative producers
(individuals) OR
 - not-for-profit community arts, historical or cultural organisations
(organisations)
- have a demonstrated history of professional arts or creative practice with a track record of public outcomes for their creative practice.



Applicants applying as an individual must:

- be 17 years of age or over at the time of submitting an application
- if under 18 years of age, have their application co-signed by their legal guardian, confirming they will take responsibility for managing any funding that may be offered to the applicant
- be a resident of the Brisbane LGA
- be a permanent resident or Australian citizen
- have an active Australian Business Number (**ABN**) that is registered under the applicant's name and location or be auspiced by an incorporated Auspice Organisation.

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Applicants applying as an organisation must:

- employ Brisbane independent artists and arts workers to deliver new projects
- have offices located within the Brisbane LGA
- provide goods and services to residents within the Brisbane LGA
- have an active ABN that is registered under the organisation's name and location or be auspiced by an incorporated Auspice Organisation.

An incorporated Auspice organisations can only support a maximum of 2 applications per grant round. The incorporated Auspice Organisation must have an office in and provide goods or services to the residents of the Brisbane LGA.

What activities or projects are eligible to apply?

Council will accept applications for proposed activities or projects that have a creative outcome and:

- will be presented to the public between 29 April 2025 and 24 February 2026
- can demonstrate the artistic, cultural, social and/or economic impacts that align with the objectives and intended outcomes of the program
- occur within the Brisbane LGA OR be able to demonstrate significant benefit to the residents of Brisbane.

General eligibility requirements

All applicants must:

- not have any outstanding reporting or acquittals with Council or Arts Queensland
- provide their own \$20 million public liability insurance (in their name) and other appropriate insurances(including Workers Compensation, Volunteers Insurance and others) to cover artists and their work for the duration of the funded activity
- ensure that their project is accessible to people with disability, such as people with impaired hearing, vision or mobility, and people with cognitive impairment
- demonstrate financial and in-kind support from their own or other sources for the proposed activity or project.



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The program will not support 100% of the proposed activity or project costs. Applicants must show income from sources other than the Creative Sparks grant in the application budget. Sources may include cash or in-kind support, other government funding, earned income (e.g., ticket and product sales), or income from fundraising, sponsors or philanthropic entities.

Aboriginal and Torres Strait Islander cultural content and communities

Any proposed activity or project reflecting or working with Aboriginal and Torres Strait Islander peoples and cultures must be endorsed by the relevant authority from that community. Applicants must show how they will acknowledge Aboriginal and Torres Strait Islander cultural knowledge and intellectual property.

Aboriginal or Torres Strait Islander applicants must provide appropriate letters of support from the community who will benefit from the proposed activities or project if the proposed activity or project will be delivered outside the applicant's community.

For proposed activities or projects that contain cultural material or activity where the applicant is not an Aboriginal or Torres Strait Islander, the applicant must demonstrate that the applicant is working in partnership with the benefited community and provide appropriate letters of support with the application.

Applications which fail to provide appropriate letters of support will be deemed ineligible.

Further details on the protocols and appropriate acknowledgements of Aboriginal and Torres Strait Islander peoples and cultures are available from Creative Australia's [Protocols for using First Nations Cultural and Intellectual Property in the Arts](#).

Ineligible applications

The program will not fund proposed activities or projects that are:

- prizes, awards or competitions
- fundraising ventures, including charitable events
- school arts activities, including eisteddfods
- conducted by a political organisation or have a political purpose
- for purchase of capital items including computers, buildings, vehicles, art making equipment and musical instruments, however, hire of equipment and purchase of art-making consumables directly related to delivery of the project may be eligible
- for projects that are seeking the majority of funding for publishing and/or printing
- costs for activities that have or are proposed to commence before 29 April 2025.
- administrative and other core organisational costs not directly associated with the project
- for the development, making or installation of public artwork or art murals
- for the purposes of repayment of debt or loans



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- activities that are part of a certificate, degree or other study/training at university, government or private institutions
- for activities that are for *individual* professional development (including attendance or speaking at conferences), mentorship, classes and workshops
- entertainment for events without a specific developmental outcome for artists
- for business start-up costs

Further, the program will not fund and grant funds must not be used for:

- costs associated with food and alcohol for proposed activities or projects
- contingency costs
- projects that do not pay recommended industry award rates for artists, arts workers and creative producers (in-kind rates must be calculated at industry standard)
- costs associated with travel of any kind, living expenses (per diems), accommodation or touring
- general public liability or insurance costs for the applicant or proposed activity or project
- infrastructure costs including building or fitting out permanent structures
- staff wages for permanent staff or for project staff positions that are planned to continue after the end of the proposed activity or project.

Applications will be deemed ineligible if:

- the submission is incomplete
- it does not comply with eligibility criteria
- it is requesting 100% of project costs
- duplicates an existing service or program, including being an organisation's core business or existing program
- it is a Council community program, activity or event e.g., Library programs, Aboriginal and Torres Strait Islander programs, Seniors events and programs
- it does not have a clearly defined arts component
- compulsory support material is not provided
- the proposed activity or project cannot be completed within 10 months from the Notification Date
- submitted after the closing date and time
- the applicant is:
 - a Queensland or Australian Government department (including education institutions) or agencies, foundations or grant making bodies or projects which fall under the responsibility of another tier of government
 - an employee of Council or Arts Queensland
 - a for-profit organisation, company, enterprise or a business with a commercial approach
 - an organisation that does not employ Brisbane independent artists and arts workers to deliver new projects

- 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.



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Application process

Making an application

All applications are submitted via the online application system SmartyGrants. Please note that once the grant round has closed, changes to submitted applications cannot be made.

Preparing an application

The online application system will allow applicants to save, develop and print out an application before submitting it. Support material can also be attached to the online application. [Creative Grant Application Tips](#) are available to assist.

Creative Sparks grants require a co-funding contribution.

Additional funding sources for the grant activity must be included in the income budget section of the application.

A budget table is required to support an application. This is a critical aspect of the submission and all applications for funding must include realistic budgets and represent value for money. The budget must have a net zero balance. Before applying, it is highly recommended that the applicant reviews a [budget table example](#) to assist with developing a budget.

Grants can be used to cover costs such as:

- artist fees (at industry rates)
- administration costs (e.g., auspice fee, non-artist salaries)
- production costs (e.g., venue hire, materials, technical, equipment hire, disability access costs, permit fees, installation, freight, project management)
- marketing and promotion costs (e.g., design, printing, publicity, advertising, documentation)
- superannuation.

Applicants are required to submit compulsory support material including biographies and CVs for key artists, personnel or other collaborators involved in the activity, venue hire including a tentative email booking quote or communication from the venue manager, peer/industry support letter, confirmation of cash or in-kind support, quotes of expenditure and accessibility mitigation. If auspiced, an auspice letter of support and consent is required, and if the proposal involves Aboriginal or Torres Strait Islander arts, cultures and communities permission from appropriate community representatives is required.



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Once an applicant has submitted an application:

- the applicant will receive an email confirming receipt of the application
- submitted applications will be kept confidential and the contents will not be disclosed to any person outside the application and assessment process
- the applicant will receive notification advising whether the application was successful or unsuccessful
- the list of successful applicants will be published on Council's website.

Assessment process

What is the assessment process?

Council will review all applications against the eligibility criteria.

Council may determine whether an application meets the eligibility requirements in these guidelines at any stage during the assessment of the application.

If an application is ineligible, the application will not be progressed through the assessment process.

The assessment process

Provided the eligibility criteria for making a grant application under these guidelines are satisfied, the project will be assessed against the following assessment criteria. The bullet points under each criteria indicate what assessors may consider when assessing an application. Applicants do not need to respond to every bullet point listed.

Criterion number	Criteria	Percentage weighting
1	Creative Excellence (What is the quality of the project?) <ul style="list-style-type: none">• Artistic and creative vision and strength of the outcome.• Level of boldness and experimentation.• Experience / calibre of artists/arts professionals involved.• Evidence of creative collaborations and partnerships.	30%
2	Impact (Is the creative outcome available to all?) <ul style="list-style-type: none">• Provide access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.• Appeal to new or underrepresented audiences.• Low cost or free to the public.• Occur in new or unexpected places or at different times of the day or night.• Provide different ways in which people can participate in and experience the arts through strategies that increase access, social inclusion and cultural diversity.	40%



Criterion number	Criteria	Percentage weighting	
	<ul style="list-style-type: none">Measures being applied to ensure the proposed activity is accessible.		<i>sbane</i>
3	Viability (Can you deliver it?) <ul style="list-style-type: none">Achievable objectives and timeline.Realistic budget with quotes (including artists fees) demonstrating value for money.Evidence of additional resources and support, including other sources of income and in-kind contributions.History in delivering similar projects.Key artists are identified.Relevant high-quality support material including required compulsory support material.Evidence of appropriate cultural permissions for the use of Aboriginal and Torres Strait Islander stories or content that is not your own.A clear, well considered evaluation process.	30%	

Funding the initial assessment by Council officers, recommendations will be provided to the Comparative Assessment Committee for review before presentation to Council's delegate. Council's delegate makes the final decision regarding funding allocation. All decisions are final and there will be no review or appeal process.

Eligible applications are considered on merit against the assessment criteria so not all eligible applications will be awarded funding.

Successful applicants

The Funding Agreement

Successful applicants must enter into a legally binding grant agreement with Council (the **Funding Agreement**). Council will not release any funds from the grant to a successful applicant unless and until the Funding Agreement is executed.

The applicant must:

- ensure that they continue to comply with these guidelines
- deliver the approved project in accordance with the contents of the submitted application approved by Council for the provision of a grant
- comply with the Funding Agreement (including any applicable special conditions and appropriate acknowledgement of both Council and the Queensland Government's contribution to the Approved Purpose)
- submit a variation to Council if there are any changes to the project for approval prior to proceeding with the project amendment
- fully acquit the grant to Council in accordance with the Funding Agreement.

Any decision by Council to grant funding under this program does not amount to Council's consent or approval for the carrying out of the approved activities or project.



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Successful applicants are responsible for ensuring all other consent and approvals required to conduct the approved activities or project are obtained.

Acquittal

All funds must be acquitted within 8 weeks of the stated project completion date by completing and submitting a project acquittal form online through SmartyGrants.

This document must detail the outcomes of the project and how the funds were spent. It must demonstrate that funding has been used for the purpose for which it was provided, include a report of financial transactions and provide evidence that the project achieved its intended objectives. Public feedback surveys are mandatory for activities receiving \$10,000 or more in Creative Sparks funds.

Successful applicants will receive a link to the Acquittal Form that will be attached to their application in SmartyGrants.

If a successful applicant fails to properly acquit the funds in accordance with the Funding Agreement, the applicant will be ineligible to apply for another grant from Council for a period of 2 years.

Unsuccessful applicants

Failure to receive funding is not necessarily due to a poor application but may be the result of a high volume of applications. Unsuccessful applicants may seek feedback on their application by contacting a Council Grants Officer and may be encouraged to resubmit their application for consideration in a future grant round.

Enquiries

Further information is available by [contacting Council](#) and ask to speak with a Creative Sector Development Coordinator.

Applicants with a hearing impairment or speech impairment can contact Council through the National Relay Service (NRS):

- TTY (Type and Listen or Speak and Read) users can phone 133 677 and then ask for 07 3403 8888
- Voice Relay (Speak and Listen) users can phone 1300 555 727 and then ask for 07 3403 8888
- NRS Chat (instant messaging) users can connect to the [NRS](#) and then ask for 07 3403 8888.

If applicants require this information in other languages, please phone the Translating and Interpreter Service (TIS National) on 131 450 and ask to be connected to Brisbane City Council on 07 3403 8888.

All enquiry services are free.



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Refer to the [SmartyGrants help guide](#) for technical assistance when submitting an application. The SmartyGrants support desk is open 9am to 5pm Monday to Friday on 03 9320 6888 or by [email](#).

Glossary

This glossary contains terms and phrases applicants may need to be familiar with when planning an application.

Aboriginal and Torres Strait Islander Cultural knowledge and Intellectual Property means Aboriginal and Torres Strait Islander Peoples interests in their culture, heritage and knowledge and includes the intangible and tangible aspects of cultural practices, cultural expressions, resources, and knowledge systems that have been, and continue to be, developed, nurtured, and refined by Aboriginal and Torres Strait Islander Peoples as part of expressing their cultural identity. It excludes Intellectual Property Rights and Moral rights.

An **Aboriginal person** is someone who is of Aboriginal descent, identifies as an Aboriginal person and is accepted as such in the community where he or she lives or comes from.

Ensuring **accessibility** means designing a project to make sure it is as easy as possible for a person with a disability to take part, preferably with the same degree of ease and convenience as a person without a disability. [Refer to Councils Accessibility Guidelines](#).

The **Acquittal Form** is due within 8 weeks of the stated project completion date. It explains the outcomes of the project and how the funds were spent. It must demonstrate that the funding has been used for the purpose for which it was provided, including a certified report of financial transactions and provide evidence that the project achieved its intended objectives. Successful applicants will receive a link to the Acquittal Form that will be attached to their application in SmartyGrants.

An **Artist or Cultural Worker** is a creative person who has specialist training in their field (not necessarily in academic institutions), committed to devoting significant time to their creative activity or practice and who creates art or cultural value as identified with their profession.

Artist Fees is financial compensation for expertise, time, services, and provision of equipment.

An **Arts Worker** is a person who manages or facilitates the development of arts and cultural activity.

Assessment Criteria are the specified principles or standards against which the applications will be judged. The criteria are also used to assess the merits of proposals and to determine application rankings.



Assessment process is where applications are assessed against the assessment criteria under these guidelines and a determination is made for recommendation to Council's delegate.

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An **Auspice Organisation** is an incorporated not-for-profit organisation with an ABN that accepts and manages the legal and financial responsibility of the funding on behalf of an individual or an unincorporated group or entity. The organisation must be based within the Brisbane LGA.

An Auspice Organisation is responsible for providing a financial report on the completion of a project. It is not responsible for the artistic direction or quality of the project. If an applicant states in their application that they are being auspiced by an Auspice Organisation, a letter from that Auspice Organisation must be provided, signed by the chair, president or chief executive officer (or equivalent) of the organisation, agreeing to auspice the proposal.

Australian Business Number (ABN) is a unique 11-digit number that identifies a business to the government and community. The name of the applicant must match the name of the ABN and the name of the bank account Council pays the grant into. There are no exceptions to this rule. If you cannot provide an ABN and bank account that are in the same name as the applicant, you will need to nominate an administrator for your grant.

Paying **Award Rates/Industry Standard** means the applicant must be able to demonstrate that award rates or industry standard are paid to arts and cultural works involved in the proposed activities or project. For further information please refer to the [Media, Entertainment and Arts Alliance](#), [Arts Law](#), [National Association for the Visual Arts](#), [Theatre Network Australia](#), [Ausdance Queensland](#), [Australian Writers' Guild](#), [Australian Society of Authors](#), [Access Arts](#), [BlakDance](#), [Museums and Galleries Queensland](#), [Musicians Union of Australia](#).

A **Community** is any group of people who identify through a common element which may be geographically specific, shared cultural heritage, age group or a community of interest e.g., the community of acapella singers, or a community defined by age, gender, ability, diversity, or language group.

Community benefit describes tangible and intangible benefits and opportunities to members of the public accessing or participating in funded project activity and can include cultural, social, economic, reputational, and environmental outcomes.

A **commercial approach** refers to having a focus on buying and selling arts and cultural goods or activities with a view to making a profit.

The Comparative Assessment Committee is an internal Council group whose role is to undertake the review of assessment process and funding recommendations.

Core business refers to the activities of an entity that incur fixed costs or discretionary costs which cannot be attributed to a specific project. Fixed costs are costs that would be incurred by the entity, even if the entity's projects did not eventuate.



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Creative producer is the term applied to someone who enables the making of a creative product including management of finances, marketing, associated legal and royalty issues. A creative producer may or may not have a technical role in the development of creative product (e.g., a music producer may not necessarily produce the music).

Cultural capability training and awareness of cultural protocols is required with an Acquittal if the project engages Aboriginal and Torres Strait Islander artists/creatives. Cultural Capability Training evidence could be proof of obtaining local expert knowledge, self-driven research, workshop or a certificate of completion for a relevant training course. Cultural protocol evidence might include written confirmation of the cultural protocols followed, such as a letter of support when delivering the project, including a link to any source materials.

Culturally and linguistically diverse people who were born, or whose parents were born in a non-English speaking country and from communities with diverse language, ethnic background, nationality, dress, traditions, food, societal structures, art, and religious characteristics.

Demand can take the form of history of attendance/participation, confirmed interest from project or program partners, data from relevant research, letters of support, and financial investment at a local level.

Eligible means that the applicant or project satisfies the conditions for funding.

An **Enterprise** is a small business or company with a focus on commercial activity, such as selling goods or services and/or a social purpose e.g., service provision to communities.

A **For-Profit Organisation** or business can distribute profit among the members, investors, or shareholders of the organisation, while the organisation is in operation or when it ends.

Funding Agreement is the binding agreement between Council and a successful applicant under this grant program and which contains obligations relating to the grant of funding including any special conditions that may be applicable.

GST stands for Goods and Services Tax. If an applicant or auspicing organisation is GST registered, 10% GST will be added to the grant as an itemised GST gross-up. If an applicant or auspicing organisation is not GST registered, the 10% GST will be added to the grant, but not itemised as GST. For advice on GST, please contact a tax advisor or the Australian Taxation Office on 13 24 78 or visit their [website](#).

Independent artists and arts workers are defined as someone not employed on an ongoing basis by the applicant organisation.

In-kind support is goods and services received but not paid for, including volunteer labour, administrative support, furniture, equipment, materials, venue and office space, professional services (e.g., legal, financial) and technical services. These

contributions should be given a dollar value and must be included in the proposed budget.



Innovation is creating value from new ideas involving the applying of new ideas to create new or significantly improved processes and products.

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Intellectual Property Rights includes all present and future rights in relation to copyright, trademarks, designs, patents, trade, business or company names, trade secret, confidential or other proprietary rights, or any rights to registration of such rights whether created before or after the date of the Funding Agreement, and whether existing in Australia or otherwise, but excludes Moral Rights.

Investment is the provision of value toward something for its growth, development, sustainability and/or maintenance.

Letters of Support from individuals, groups or organisations can write letters in support of the project. A support letter should explain how the project or activity will benefit the applicant, other artists or arts professionals, participants or the broader community. It can also detail the support or involvement of key project partners or evidence of consultation.

Applications can include up to 3 letters of support, with each letter not exceeding one A4 page.

Materials (consumables) refers to items purchased to be used during the project and are used up by the completion of the project.

Moral Rights means the right of integrity of authorship, the right of attribution of authorship and the right not to have authorship falsely attributed, more particularly as conferred by the *Copyright Act 1968* (Cth), and rights of a similar nature anywhere in the world, whether existing before or after the date of the Funding Agreement.

New work is a performance or artwork that has not had a public presentation.

Notification date is the date that Council notifies the applicant in writing of the application outcome.

Not-for-profit organisation is the term applied to organisations where the constitution states that any profits or surpluses must be used to further the objectives of the organisation rather than benefit an individual or group of individuals. They can be structured as an unincorporated association; incorporated association, companies limited by guarantee, Indigenous corporations, a co-operative, or a charity. Unincorporated organisations must be auspiced by an incorporated body that is based in the Brisbane LGA.

Non-government organisation is an organisation that is not subject to the control of the Australian, a State or Territory and/or a local Government.



Partnership is an agreement between the applicant and another entity providing access to resources and opportunities that would otherwise be unavailable to the proposed activity.

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Public Liability Insurance is third-party insurance designed to protect not only members of the public, but visitors, trespassers, sub-contractors and anyone else who may be physically injured and/or whose property may be damaged whilst the project is undertaken. It does not usually cover employees or volunteers. For further information about insurance, visit the [Arts Law Centre of Australia](https://www.artslawcentre.org.au/).

Public Outcome is a sharing of the funded creative activity outcome with the public. In attendance are people other than the artists and arts workers involved in the project. A creative public outcome could be, but is not limited to, a performance, exhibition, installation, artist talk, open studio, publication launch, rehearsed reading, workshop or development showing.

A **Quote** is the estimated price of a job or service. Obtaining quotes are required in the application to substantiate budget expenses.

SmartyGrants is the online application portal used to receive applications. Applicants register creating a username and password to access the relevant application forms and documents.

Support Material helps to build a case for funding and provides evidence that an application meets the funding criteria. The amount of detail and supporting evidence provided in an application should be relative to the size, complexity and grant amount requested.

If applicants don't supply all the support material relevant to the grant, it is unlikely that the application will be recommended for funding.

Compulsory support material that **must** be included:

- artistic CV summaries for key artists, arts professionals, collaborators, or partners involved, and relevance to activity and confirmation of their involvement
- confirmation of cash or in-kind support
- budget showing appropriate payments to participating artists, arts professionals, collaborators, participants or cultural consultants
- tentative booking quote or communication with a venue manager or relevant staff
- peer/industry support letter
- evidence of potential interest from partners/letters of support regarding level of co-contribution (cash and/or in-kind)
- quotes to substantiate budget expenses
- evidence of proper consultation, consent and permission from appropriate community representatives if the proposal involves Aboriginal or Torres Strait Islander arts, cultures and communities. Please read the Cultural Engagement Framework for guidance on working with Aboriginal and Torres Strait Islander arts and cultures.



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- where relevant, evidence that the applicant has considered and addressed any access issues associated with the project
- if auspiced, an auspice letter of support.

Superannuation may be required if you are contracting artists or arts workers, and more than half the dollar value of the contract is for their labour. Please see the [Australian Taxation Office's guidelines on contractors](#) for guidelines around the payment of superannuation.

A **Torres Strait Islander person** is someone who is of Torres Strait Islander descent, identifies as a Torres Strait Islander person, and is accepted as such in the community where he or she lives or comes from.

Variation Approval from Council is required if there are any changes to the project, prior to proceeding with the project amendment. You can request a grant agreement variation to:

- adjust activity milestones
- extend the timeframe for a reasonable period of time to allow completion of the activity
- make minor changes to grant activities (only for unforeseeable events)
- make changes to activity personnel
- change allocations across approved budget line items (if over 10% of the total grant – budget reallocations to approved budget lines under 10% of the total grant do not require formal approval).

To propose changes to the grant agreement, the applicant must complete a Request for Variation form via SmartyGrants.

Do not assume that a variation request will be successful. The request will be considered based on factors such as:

- how it affects the activity outcome
- whether it is consistent with the grant objectives
- whether it's within the grants permitted timeframe.