

Cultural Grants Guidelines

Eligibility Criteria - QPRC Cultural Grants

1. OVERVIEW

The aim of Council's Cultural Grants Program is to assist local arts, artists, musicians, performers, writers and arts/cultural organisations to start and develop their own projects, and to improve the Queanbeyan-Palerang community's opportunities for involvement in arts and cultural activities.

Council's grants and donations are administered in compliance with the Queanbeyan-Palerang Regional Council (QPRC) *Donations Policy*, available [here](#).

2. SELECTION CRITERIA

Grants will be considered if the project meets **one or more** of the following criteria:

- Employs a professional artist
- Demonstrates an economic benefit to the Queanbeyan-Palerang local government area's creative economy
- Attracts matched funding from another source (including in-kind), other than QPRC grant funds
- Works in partnership with other community groups/government bodies
- A festival, event or project that will engage the broader Queanbeyan-Palerang community
- Advances the cultural and / or creative experiences of the Queanbeyan-Palerang local government area's community
- Demonstrates educational components that seek to advance the creative skills and knowledge of the Queanbeyan-Palerang local government area's community.

3. ELIGIBILITY

3.1 Eligible Individuals

Applicants must be residents of the Queanbeyan-Palerang local government area and be:

- Emerging, mid-career or established artists, performers or writers for creative projects or performances that take place in the Queanbeyan-Palerang local government area.
- Able to demonstrate a matching dollar amount either financial, or in-kind through voluntary contributions (for example number of unpaid work hours dedicated to the project/event).

3.2 Eligible organisations and groups

Applicant organisations and groups must be:

- Community based not-for-profit organisations, incorporated or unincorporated
- Working in or with the community of the Queanbeyan-Palerang region
- Non-government organisations (for example P & Cs, visual or performing arts organisations, festival management committees, literary groups, music enterprises etc).
- Able to demonstrate a matching dollar amount either financial, or in-kind through voluntary contributions [or example, number of unpaid work hours dedicated to the project/event, arts materials or free use of venues).

3.3 Eligible Projects

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Projects can be of a capital nature or activity based. Projects must be able to:

- demonstrate that it is of benefit to the Queanbeyan-Palerang community through its cultural or artistic outcomes.
- complete the project (or stage) within 12 months from receipt of funds.

NOTE: Staged projects that have self-contained components, one of which you may be applying for will be considered. Applications for 'seed funding' of projects or new organisations will be considered.

3.4 Ineligible Projects

- Projects for retrospective funding or running costs of organisations
- Projects for solely commercial ventures and do not engage the QPRC community
- Applications will not be considered from previous recipients who have not completed or acquitted their projects or events.

4. FUNDING

- **Up to \$500** - individual artists, performers, writers, for creative projects or performances that take place in the Queanbeyan-Palerang local government area.
- **Up to \$1000** - groups of artists, performers, writers, for creative projects or performances that take place in the Queanbeyan-Palerang local government area.

Project examples for the above two categories include, but are not limited to: space hire fees; printing costs of catalogues/publication; promotional material such as flyers/invitations; material costs for project development, equipment hire etc.

- **Up to \$1500** - not-for-profit unincorporated community groups for creative projects or cultural events that enhance arts opportunities in the Queanbeyan-Palerang local government area.
- **Up to \$3000** - not-for-profit incorporated community groups for creative projects or cultural events that enhance arts and cultural opportunities in the Queanbeyan-Palerang local government area, and employ a local artist or number of artists as part of the project.

Project examples for the above two categories include, but are not limited to: a performance, festival or event; artists' fees; group exhibitions; publications; special web-based activations, cultural engagements etc.

5. APPLICATION AND ASSESSMENT

Applications may be submitted at any time of the year, or until funds are exhausted. Applicants should allow at least two months from submission of their application until notification of the results of their application.

Applications will be assessed by Council staff to ensure that they meet all the required criteria for Cultural Grants.

Cultural Grants recommendations are presented to the next available Queanbeyan-Palerang Regional Council meeting, and Council makes the final decision concerning the funding of projects.

Lodging the Completed Application

Complete the online form at <https://www.qprc.nsw.gov.au/Community/Grants-Donations#section-4>

QPRC Cultural Grants Application Form 2026/27

Form Preview

For further information or assistance with this application, please contact **Council's Grants Officer** on **02 6285 6044** or **0428 354 660**, or **Council's Team Leader - Arts and Heritage** on **02 6285 6170** or **0409 438 953**.

General Guidelines for Approval of Council Donations

Please refer to the QPRC Donations Policy [here](#) when completing your application, and the Cultural Grants Guidelines at <https://www.qprc.nsw.gov.au/Community/Grants-Donations#section-4>

Applicants applying for assistance under the grant program need to ensure that any previous funds received have been acquitted. It is a condition of the program that projects be formally acquitted using an Acquittal Form supplied by Council after completion. This needs to include copies of receipts and all media and Council acknowledgement.

It is a condition of the grant program that formal acknowledgement of Council's support must appear on all publicity, promotion, media and correspondence relating to the assistance provided.

IMPORTANT: Please read the information below to assist you in completing your application online.

BEFORE YOU BEGIN

Welcome to the Queanbeyan-Palerang online grant application service, powered by Smartygrants.

You can begin anywhere in this application form. Make sure you save as you go. For queries about Council's Donations Policy, application deadlines or questions in this form, please contact us on 6285 6044 during business hours or email liz.mirowski@qprc.nsw.gov.au.

If you need help using this form, download the Help Guide for Applicants, and the Frequently Asked Questions (available under the green Help Button at the top of the screen).

NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

On the left hand side of every screen, there is a box which links directly to every page of the application. Use the link to jump directly to the page you want. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

SAVING YOUR DRAFT APPLICATION

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Applications' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

SUBMITTING YOUR APPLICATION

QPRC Cultural Grants Application Form 2026/27

Form Preview

You will find a 'Review' button at the bottom of the Navigation Panel. You will need to review your application before you can submit it. Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the Navigation Panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then your submission has NOT been received.

ATTACHMENTS AND SUPPORT DOCUMENTS

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a zip drive, or similar. You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB - the larger the file, the longer the upload time. If you are not able to upload a document, please contact us for support.

A number of people can work on the application using the same login details as long as only one person is working at a time. Ensure you save as you go.

Application Form

* indicates a required field

Details of Organisation

Name of Organisation/Group (or individual) *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Address of organisation or individual *

Address

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

Primary purpose and activities of the organisation *

QPRC Cultural Grants Application Form 2026/27

Form Preview

Word count:
Must be no more than 500 words.

Number of members

Number of official members of your organisation

Office bearers - Name of President/Chair

Name of Secretary

Name of Treasurer

Primary Contact for this application *

First Name

Last Name

This is the person we will correspond with about this grant

Contact Phone Number *

Must be an Australian phone number.

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Is your organisation not-for-profit?

- ☐ Yes
☐ No

Is your organisation incorporated?

- ☐ Yes
☐ No

FINANCE

Please tell us why you need financial assistance from Council i.e. what financial resources are available to your organisation and why they are not sufficient for your project/event *

QPRC Cultural Grants Application Form 2026/27

Form Preview

Word count:
Must be no more than 500 words.

PROJECT DETAILS

Please provide a full description of your project or activity, indicating community groups or artists involved. If space is insufficient, please upload files *

Word count:
Must be no more than 600 words.

Please upload documents about the project here, if you wish to provide more information.

Attach a file:

A maximum of 5 files may be attached.

Describe how the project/activity will address the aims of the Cultural Grants Program *

Word count:
Must be no more than 500 words.
Example - to improve the Queanbeyan-Palerang community's opportunities for involvement in cultural and arts activities.

How will the Queanbeyan-Palerang local government area's community participate or be encouraged to participate during the course of the project? *

Word count:
Must be no more than 500 words.

Where will the project/activity be conducted?

QPRC Cultural Grants Application Form 2026/27

Form Preview

Please name the address and/or the name of the venue where the project will take place

Outline the benefits of this project on the development of your organisation/group, and its benefits for the Queanbeyan-Palerang community *

Word count:

Must be no more than 500 words.

If your project is successful, on what date will your project begin?

Must be a date.

What is the date you expect your project to be completed?

Must be a date.

Will your project involve a partnership with other organisations?

☐ Yes

☐ No

For example, will other community groups or government bodies contribute to your project?

If your project involves project partners, please attach a Letter of Support from them.

Attach a file:

A maximum of 3 files may be attached.

Budget Information Required

*** indicates a required field**

Budget totals (GST inclusive)

Please provide a clear description of the budget items of expenditure for the entire project. This could include fees, advertising/promotion costs, administration, venue costs, equipment, costs of materials, artist or performer fees etc. If an item of expenditure is being funded by multiple sources please indicate values in the appropriate columns.

Please only include items requiring cash expenditure. You will be asked to provide details of your organisation's or your project partners' in-kind contribution to the project later in this form.

Item of Expenditure for your project	Amount requested from Council for this expenditure item	\$ Amount being contributed by your organisation, or yourself	\$ Amount contributed by other sources (e.g. other grants, project partners, artists or sponsors)
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QPRC Cultural Grants Application Form 2026/27

Form Preview

	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	Must be a dollar amount.	Must be a dollar amount.	Please add more rows if required Must be a dollar amount.

In-kind contributions towards the project

Please list any in-kind (non-cash) contributions your organisation or your project partners will contribute towards this project. In-kind contributions to the project may include, but are not limited to voluntary work valued at \$35 per hour, free venue use, provision of arts materials etc.

In-kind activity	\$ Value of In-kind activity
	Please add more rows as required

Cultural Grant funds being requested from Council *

Must be a dollar amount.

Total amount requested from Council.

You organisation's or project partner's cash contribution towards the project *

Must be a dollar amount.

\$ value of all in-kind contributions to the project *

Must be a dollar amount.

Can you demonstrate a matching dollar amount either financial or in-kind through voluntary contributions towards the project? *

- ☐ Yes
☐ No

To be eligible, applicants must be able to demonstrate that they are providing at least a matching dollar amount towards the project.

QPRC Cultural Grants Application Form 2026/27

Form Preview

Applicants seeking in excess of \$1000 funding must attach:

1. Copy of the organisation's most up-to-date audited statements of income and expenditure
2. Copy of the organisation's current budget

If you do not produce an Annual Report, please provide us with your most recent financial statements (may include a Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position).

Upload files

Attach a file:

A maximum of 3 files may be attached.

or

Provide web link:

Must be a URL

Certification

* indicates a required field

Certification

This Declaration must be completed by an accountable Executive Officer of the applying organisation. This person may be different to the contact person listed earlier in this application form.

Applicants who are individual persons or groups of individuals must also complete this Certification and Feedback Section. The application should be signed and certified by an applying individual.

I certify that the information given in this document is true and accurate, and that if the organisation receives a donation from Council, the conditions as set out in the Councils *Donations Policy* will be complied with. Queanbeyan-Palerang Regional Council will be acknowledged as a sponsor of the project/activity. I agree to submit an Acquittal Report within 3 months of project completion which includes evidence of expenditure of the grant funds, and evidence that the project was satisfactorily completed.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

QPRC Cultural Grants Application Form 2026/27

Form Preview

Must be a senior staff member, board member or appropriately authorised volunteer

Position

Position held in applicant organisation (e.g. CEO, Treasurer) or 'An Individual applicant'.

Date *

Must be a date