

## Eligibility

\* indicates a required field

### Capacity Building

This field is read only.

### Applicants: please note

Before completing this application form, you should have read the program guidelines:

[CAPACITY BUILDING GUIDELINES](#).

Check out [Applicant Frequently Asked Questions](#).

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is important that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact Funding Programs Manager [jbyrne@carclew.org.au](mailto:jbyrne@carclew.org.au).

### Application Number

This field is read only.

## Confirmation of Eligibility

### Before proceeding, please confirm the following:

Your organisation:

- is small-to-medium not-for-profit organisation
- - **small organisations** are those with annual revenue under \$500,000
  - **medium organisations** are those with annual revenue of \$500,000 or more, but under \$3 million
- is based in South Australia
- primarily works **for, with or by children and young people**
- can demonstrate **meaningful youth participation** in leadership, design, delivery or decision-making
- can demonstrate appropriate **Child Safe Environment policies and procedures**
- can demonstrate a track record (or emerging practice) in delivering youth arts activity
- is able to demonstrate financial viability
- is an Aboriginal-controlled organisation, youth-focused organisation, or unincorporated groups with an eligible auspice

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- is NOT proposing activity focused solely on one-off projects or events without long-term organisational benefit
- is NOT proposing activity that has already taken place
- is applying for funding that builds additional capacity rather than replacing existing secured funding
- does NOT have any outstanding Carclew Funding acquittals

**You must confirm that all statements above are true and correct. \***

Yes

## Commonwealth Child Safe Framework

**Does your activity provide services directly to children, or involve contact with children as a usual part of these activities?**

Yes

The Commonwealth Child Safe Framework is a whole-of-government policy that sets minimum standards for child safe practices within Commonwealth entities. Carclew must ensure that the child safety requirements set out in the Framework are met by the individuals and organisations we fund.

At a minimum, all successful applicants are required to comply with all Australian law relating to employing or engaging people who work or volunteer with children. This includes working with children checks and mandatory reporting.

## Financials

**Please upload your organisation's most recent financial statements.**

Attach a file:

Including annual income, major funding sources and annual expenditure.

## Contact Details

\* indicates a required field

## Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, click [here](#)

## Applicant Details

**Organisation Name \***

Organisation Name

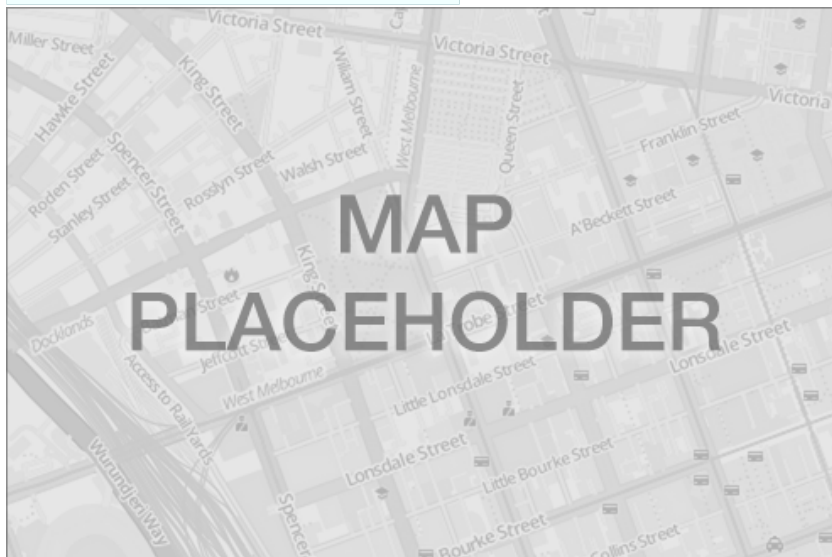
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Make sure you provide the same name that is listed in official documentation.

### Organisation Address

Address

### Primary Contact \*

First Name

Last Name

### Pronoun

He/him/his

She/her/hers

They/them/theirs

Ze/xem/xyr

### Primary Contact Position \*

### Primary Contact phone Number \*

Must be an Australian phone number.

### Primary contact email address \*

Must be an email address.

### Organisation website

Must be a URL.

**Please provide a brief overview, describing what your organisation does, who it serves and its main activities. \***

Word count:

Must be no more than 150 words.

## Auspice Information

\* indicates a required field

**Is your organisation auspiced by another organisation for the purpose of this grant? \***

Yes  No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you are an unincorporated organisation without an auspice arrangement, you are not eligible to apply.

## Auspice Organisation Details

**Auspice organisation name \***

Organisation Name

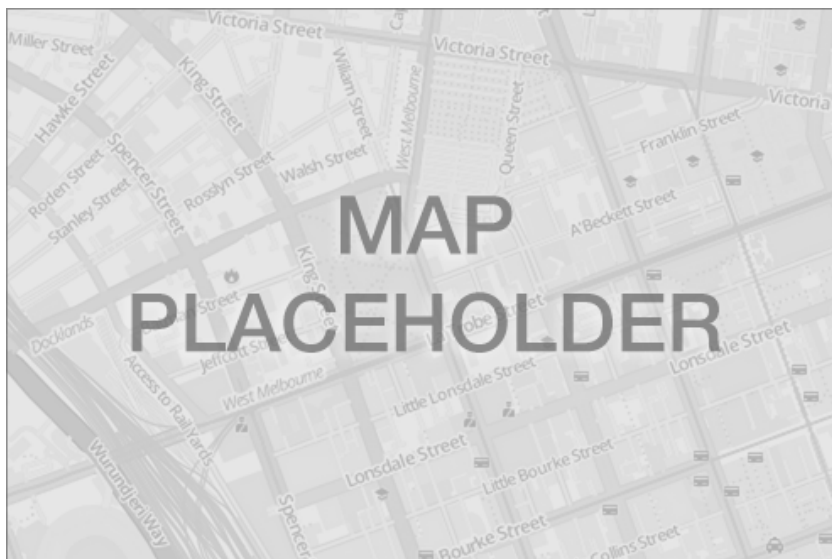
Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

**Auspice primary address**

Address

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### Auspice postal address

Address

### Auspice primary phone number \*

Must be an Australian phone number.

### Auspice email address \*

Must be an email address.

### Auspice website

Must be a URL.

### Primary contact person at auspice organisation \*

Title      First Name      Last Name

We may contact this person to verify that the auspice arrangement is valid and current.

### Position held in organisation \*

e.g., Manager, Board Member or Fundraising Coordinator.

### Auspice primary contact primary phone number \*

Must be an Australian phone number.

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### Auspice primary contact office phone number

Must be an Australian phone number.

### Auspice primary contact email address \*

Must be an email address

### Please attach a letter from the auspice organisation confirming that the auspice arrangement is valid and current. \*

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

### Does the auspice organisation have an ABN? \*

Yes  No

### 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.

As the auspice organisation does not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO website](#).

### Please upload completed Statement of Supplier Form: \*

Attach a file:

Max 25mb per file uploaded

### Activity Details

\* indicates a required field

**Activity title \***

Word count:

Must be no more than 25 words.

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

**Anticipated start date \***

Must be a date and no earlier than 1/7/2026.

**Anticipated end date \***

Must be a date and no later than 1/7/2027.

Activity must be completed within 12 months

**Please provide a short summary of your activity \***

Word count:

Must be no more than 100 words.

Briefly describe your activity, including who it is for (beneficiaries), what you will do (key activities), and the outcomes you expect to achieve. Keep your response clear and concise.

**Activity Description \***

Word count:

Must be no more than 300 words.

Long Description. Provide a detailed description of your project, including its artistic intent, youth involvement, and how the activity will be delivered.

### Timeline

What are the major steps / stages (i.e. milestones) involved in delivering your initiative?

Milestone	Start Date	End Date	Notes
One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.	Leave blank if date is unknown or not relevant. Must be a date.	Leave blank if date is unknown or not relevant. Must be a date.	Add notes if you need to provide more context.

### Outcomes

**What is the artform category that best describes your organistaions main area of activity?**

- Music
- Film / Television
- Theatre
- Arts Admin
- Dance
- Visual Arts
- Other:

### Activity Outcomes

How will this grant contribute to organisational sustainability, sector contribution, and outcomes for young people? Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Your outcomes	Timeframe	Explanatory notes
What changes do you expect will occur as a result of your activity (e.g. increase in skills or confidence, improved governance, planning or decision-making processes, engaging specialist consultation, website development)? Please be brief. One per row.	When do you expect this outcome to emerge?	Add notes if you need to provide more context.

### Outputs

#### Quantitative evidence

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring.

You may add your own metrics here.

Metric	Target	Collection method	Explanatory notes
One per row. Add more rows if you want to list additional metrics.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g.	Add notes if you need to provide more context.

		case management data), observation/estimation, government or public dataset (e.g. Census), other datasets.	

### Qualitative evidence

Qualitative evidence is a descriptive rather than numeric form of evidence designed to indicate whether or not progress towards an outcome is occurring.

Examples of qualitative data sources include interviews, testimonials, focus group transcripts/summaries, social media posts, media appearances/mentions, and artistic or multimedia depictions such as photographs, videos and audio/podcasts.

Qualitative evidence	Explanatory notes
Select the type of qualitative evidence you will use to help track your progress. One per row. Add more rows if you want to list additional types of qualitative evidence.	Add notes if you need to provide more context.

### Assessment Criteria

\* indicates a required field

#### Criterion 1 — Youth Arts Practice & Sector Development

**How does your proposal strengthen, innovate, or advance youth arts practice in South Australia \***

Word count:

Must be no more than 150 words.

Describe the way the proposal builds lasting capability, leadership, or sector knowledge beyond the life of the project.

#### Criterion 2 — Equity, Access & Participation

**How does your proposal increase equitable access to meaningful arts and cultural experiences for children and young people across South Australia? \***

Word count:

Must be no more than 150 words.

Describe how your approach supports agency, inclusion, and access to high-quality youth arts experiences.

#### Criterion 3 — Learning, Skills & Pathways

**How does your proposal support learning, skills development, or sustainable creative pathways for young artists and creative practitioners? \***

Word count:

Must be no more than 150 words.

Describe how the grant will strengthen their ability to progress, adapt, or lead beyond this funding period.

### Criterion 4 — Sustainability & Ways of Working

**How does your proposal demonstrate sustainable or future-focused ways of working that strengthen the long-term resilience of your organisation or the youth arts ecosystem? \***

Word count:

Must be no more than 150 words.

Include key delivery details such as budget realism and value for money, partner commitments, risk and safety and access considerations (where relevant).

### New Section

**Please upload a copy of your most recent Annual Report. \***

Attach a file:

## Budget

\* indicates a required field

**Total Amount Requested \***

\$

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

**Total Project/Program Cost \***

\$

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

### Activity Budget (Income)

Please outline your project income in the budget table below, including details of other income or funding that you have applied for, whether it has been confirmed or not.

Your budget MUST balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT)

Income description	Income type	Is this funding confirmed?	Income amount (budgeted)	Notes
			\$	

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Provide a clear description for each budget item. Examples of income could include 'other grant income', 'sponsorship and fundraising', 'matched funding'.	Please select the type of income		Enter the total amount expected to be received. Must be a dollar amount.	Add notes if you need to provide more context
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### Activity Budget (Expenditure)

Please outline your project expenses in the expenditure table below.

Expenditure description	Expenditure type	Expenditure amount (budgeted)	Notes
	Other:	\$	
Provide clear descriptions for each budget item. Examples of expenses could include 'Salaries', 'course/workshop fees', 'professional development costs'.	Please select the type of expenditure.	Enter the total amount to be expended on this budget item. Must be a dollar amount.	Add notes if you need to provide more context.

### Budget Totals

**Total Income Amount**  
\$   
This number/amount is calculated.

**Total Expenditure Amount**  
\$   
This number/amount is calculated.

**Income - Expenditure**  
  
This number/amount is calculated.

### Please attach quotes for expenditure items

Attach a file:

### Support Material

**General support material (e.g. CV/Bio's, Schedules, Timelines, Confirmations, Relevant Correspondence) \* 5mb max file size**

Attach a file:

A maximum of 3 files can be attached

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### **Artistic support material (e.g. Examples of Work, Artist Statement, Film Treatments or Synopsis) \* 5mb max file size**

Attach a file:

### **Please upload letters of support (if available/relevant)**

Attach a file:

A maximum of 3 files can be attached

## Statistical Information

\* indicates a required field

### New Section

#### **Does your activity involve people with a disability? \***

- Yes
- No
- Other:

#### **Does your activity involve people from culturally and linguistically diverse backgrounds? \***

- Yes
- No
- Other:

#### **Does your activity involve Aboriginal and/or Torres Strait islanders? \***

- Yes
- No
- Other:

#### **Does your activity involve people living in regional or remote communities? \***

- Yes
- No
- Other:

#### **Please provide an estimation of audience numbers (if applicable)**

Must be a number.

### Certification and Feedback

\* indicates a required field

#### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree \***

Yes

**Name of authorised person \***

First Name

Last Name

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

**Pronoun**

Other:

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

**Email \***

Must be an email address.

#### Applicant Feedback

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

**Please indicate how you found the online application process.**

Very easy

Easy

Neutral

Difficult

Very difficult

**How many minutes in total did it take you to complete this application?**

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Estimate in minutes i.e. 1 hour = 60

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