

Placemaking Grants Application Form 2024-2025

Form Preview

Introduction and Eligibility

* indicates a required field

Welcome to the Placemaking Grants Application Form

Congratulations on your successful Pitch application. We now invite you to apply for a Placemaking Grant for the grant category and proposed program outlined in your Pitch.

The primary objective of Placemaking Grants is *“to develop and support the vitality of Civic, Braddon and Acton through creative and engaging place-making initiatives that strengthen our community’s connection to public spaces and encourage habitual visitation.”* This grants program supports projects that foster community engagement and enhance people’s experience with public spaces through various categories.

Before proceeding please closely review the Placemaking Grants Program Guidelines. And we highly recommend attending the ‘Grant application workshop’. To access this document and details about the workshop visit the [Placemaking Grants](#) page.

Please also note, some of the responses provided in your 'Pitch' have been included herein. These have been included to refresh your memory and helps to ensure this application is consistent with the project you already proposed. This application is seeking more detailed project information so we can assess you for a Placemaking Grant.

Please save as you go to ensure you don't lose any information, as incomplete forms and/or forms received after the closing time will not be considered. The closing date is 28 May 2024.

If you have any questions email cityrenewal@act.gov.au

If a technical error occurs with this application, please contact the SmartyGrants Help Desk on (03) 9320 6888.

Terms and Conditions

The City Renewal Authority is collecting information in this application form to assess whether you are eligible for a grant under the Placemaking Grants program. The City Renewal Authority may give some or all this information to other ACT Government agencies administering grant programs. Applications will be read by relevant ACT Government officers and external assessors.

Information related, but not limited, to your application may be used when assessing whether you will be entitled to future grants for which you might apply. If you receive a grant, your performance and acquittal of that grant may also be considered by ACT Government agencies in relation to applications for future grants.

The City Renewal Authority will only use and/or disclose personal information in accordance with relevant legislation, including the [Information Privacy Act 2014](#).

Applicants should be aware that the provisions of the [Freedom of Information Act 2016](#) apply to documents in the City Renewal Authority's possession.

By submitting this application, you acknowledge the above and that everyone referred to in your form is aware that information related to the organisation may be disclosed and used for these purposes, and/or publication, and consents to that disclosure and use.

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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*.

Eligibility

To be eligible to apply an applicant must meet all the requirements listed below:

- I have read and understand the Placemaking Grant Guidelines
- I am able to demonstrate alignment between my project and the aims of this program
- I do not owe any reports or money to the City Renewal Authority or other ACT Government departments as a result of previous funding or grants
- I have an Australian Business Number (ABN) or I am willing to complete the Australian Tax Office's 'Statement by a supplier' form, or be auspiced by an entity with an ABN or that is willing to complete the 'Statement by a supplier' form
- I either have current, or will attain, Public Liability Insurance coverage to a minimum level of \$10,000,000, or will engage a Auspice entity to do so on my behalf
- I am an Australian citizen, have permanent resident status in Australia, or, if not a permanent resident, I am on a temporary Australian visa which expires no less than two years from the date of this application.

If multiple entities are planning to deliver the project in partnership, one entity must be listed as the applicant. If successful the applicant must take on the legal and financial responsibilities of any funding received. **On the 'Project Details' page, you are asked to provide partnership details, if applicable.**

Declaration

I agree to the above terms and conditions and eligibility requirements *

☐ Yes

Applicant Details

* indicates a required field

Applicant Type

What type of applicant do you represent? *

- ☐ Incorporated organisation
- ☐ Business with legal status
- ☐ Unincorporated Community Group
- ☐ Individual

Applicant Details

If you are applying as an incorporated organisation, business or unincorporated community group please select 'organisation' in the button below. Please provide the full name of the entity or group.

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If you are an individual please select 'individual' and provide your full name.

Applicant *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

Applicant Primary Address *

Address

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

Applicant Postal Address *

Address

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

Applicant Primary Website

Must be a URL.

Do you have an Australian Business Number (ABN)? *

☐ Yes

☐ No

If you not have an ABN you must be auspiced by another organisation.

Applicant 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	More information

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ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Applicant Contact Person

This is the person we will correspond with about the grant. It may be the person who will manage the proposed project, the person nominated by the community group, artist, CEO, Board member or others.

Project contact person *

First Name

Last Name

Contact person's position or title *

Phone number *

Must be an Australian phone number.

Alternative phone number

Must be an Australian phone number.

Email address *

Must be an email address.

Auspice Details

*** indicates a required field**

If you or your group does not have an Australian Business Number (ABN) you are required to have an auspicing organisation to support your grant application. More details about auspicing arrangements can be found in the Placemaking Grant Guidelines.

Auspice organisation name *

Organisation Name

Auspice ABN *

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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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice primary address *

Address

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

Auspice postal address *

Address

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

Auspice organisation's website

Must be a URL.

Auspice contact person *

First Name

Last Name

Position *

Phone number *

Must be an Australian phone number.

Mobile number

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Must be an Australian phone number.

Email address *

Must be an email address.

Project Details

* indicates a required field

- ☐ Art Grant
- ☐ Event Grant
- ☐ Marketing Grant
- ☐ Place Grant
- ☐ Space Grant

This question is read only.

Aspects of this section include your responses to your successful 'Pitch' application. They are provided as a reminder and benefit while you progress through this full application. Please note, responses provided in the 'Pitch' are read-only and cannot be modified.

Project title

Word count:

The name of your project as provided in your 'Pitch' application form.

Project summary

This question is read only.

This is the project summary provided in your 'Pitch' application. You cannot amend this description.

Project Location

Project start date *

Must be a date.

Projects must commence on or after 5 July 2024

Project end date *

Must be a date.

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Projects must be completed by 25 June 2025

Partnerships

A partnership is a formal arrangement between the applicant organisation and another person or organisation that will assist in the delivery of the project. It may be an arrangement with one or more parties.

Will you work in partnership with another entity to deliver this project? *

- ☐ Yes
☐ No

Partnership Details

Please identify any project partner/s and how these would contribute to the delivery of this project.

Partner involvement information *

Word count:

Must be no more than 150 words.

Please provide evidence of partnership/s *

Attach a file:

A minimum of 1 file must be attached.

It is a requirement that any project involving a partnership arrangement must be proven through documentation (e.g. letter of support, formal correspondence from the project partner, Memorandum of Understanding, or others).

Art Grant Criterion 1: Project Description and Objectives (25%)

*** indicates a required field**

This 'Arts Grant' criterion seeks to learn more about your proposed project and how it will engage with the community. We are also interested in learning more about your artistic and/or arts project management skills and experience.

Please note, some of your responses to the 'Pitch' application have been included for your benefit. However, these are read-only and cannot be modified.

Project Description and Benefit

What type of artform will your project cover? *

- ☐ Performance

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- ☐ Exhibition
- ☐ Mural
- ☐ Installation
- ☐ Inter-disciplinary
- ☐ Other:

How will this project enhance the cultural vibrancy of our community? *

Word count:

Must be no more than 150 words.

Consider how the project will be engaging, appealing and accessible for a diverse audience.

Community Engagement and Public Appeal

How will your project involve collaboration with members of the community in the creative process? *

Word count:

Must be no more than 150 words.

Describe ways you will engage with members of the community and how their involvement will benefit all parties.

What audience segments will this project connect with and why? *

Word count:

Must be no more than 75 words.

A full breakdown of key visitor segments is [available here](#). In addition, we encourage applicants to consider diverse and marginalised communities.

Artistic Support Material

Please attach no more than five pieces of material demonstrating your artistic and/or artistic project management merit. *

Attach a file:

Event Grant Criterion 1: Description and Objectives (25%)

* indicates a required field

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This 'Event Grant' criterion seeks to learn more about your proposed project and how it will enthuse the public to visit public spaces and events. We are also keen to learn about partners you will work with during the project, and the marketing plan that will guide activity.

Connection, Culture and Identity

How will your project contribute to the connection, culture and/or identity of the CCMIL precinct? *

Word count:

Must be no more than 100 words.

Consider linking to our [CCMIL Action Plan](#)

How will this project activate public space and enhance the cultural vibrancy and identity of our local community? *

Word count:

Must be no more than 100 words.

Consider how the project will be engaging, appealing and accessible for a diverse audience.

Community Engagement and Public Appeal

What partnerships have you established with local businesses and/or event organisers, and how will they benefit from your project? *

Word count:

Must be no more than 100 words.

What audience segments will this project connect with and why? *

Word count:

Must be no more than 75 words.

A full breakdown of key visitor segments is [available here](#). In addition, we encourage applicants to consider diverse and marginalised communities.

How many people do you anticipate attending this event? *

Must be a number.

Marketing and Communications

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Please provide a Marketing and Communications Plan in the table below.

Ensure that marketing timings align with city trader operations and major event operations from Visit Canberra and Events ACT.

Activity	Target market	Location/ platform	Timeframe
Must be no more than 25 words.	Must be no more than 25 words.	Must be no more than 25 words.	

Marketing Grant Criterion 1: Description and Objectives (25%)

* indicates a required field

This 'Marketing Grant' criterion seeks to learn more about your proposed project and how a targeted marketing plan will benefit local businesses and visitors. We are also keen to learn about key stakeholders and why they the strategy will appeal to them.

Precinct Benefit

How will promoting the CCMIL precinct benefit businesses located there, and what types of promotions, initiatives and/or campaigns will assist in achieving this? *

Word count:

Must be no more than 150 words.

Consider ways of establishing a positive 'halo effect' for local businesses in the precinct, in particular ways this could benefit ones of different sizes. Consider how the activities will encourage local community members and ones from interstate to visit the precinct.

Audience Alignment

What visitor segments will this project connect with and why? *

Word count:

Must be no more than 75 words.

A full breakdown of key visitor segments is [available here](#). In addition, we encourage applicants to consider diverse and marginalised communities.

Stakeholder Engagement

Please provide a Stakeholder Engagement Plan in the table below.

You don't have to specify names of stakeholder organisations or businesses, but just types you will engage with over the course of your project and anticipated level of influence.

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Type of stakeholder	Issue/s that matter to them	Level of stakeholder interest	Level of stakeholder influence
Must be no more than 25 words.	Must be no more than 25 words.		

Place Grant Criterion 1: Description and Objectives (25%)

* indicates a required field

This 'Place Grant' criterion seeks to learn more about your proposed placemaking project and how it will benefit visitors, residents and local businesses. We are also interested in the design of your place and ways in which risks will be reduced.

Appeal and Accessibility

How will your placemaking project create a welcoming and accessible place that will attract a range of visitors? *

Word count:

Must be no more than 100 words.

Consider why it will appeal to specific or general audiences, and will they be encouraged to return.

Placemaking Development and Community Engagement

What types of products and materials will be involved in the construction of your placemaking project, and how will you ensure these are safe and maintained? *

Word count:

Must be no more than 150 words.

Consider item types, logistics, environmental sustainability, availability of trained staff, and special permissions required etc.

How will you consult with residents and businesses within the precinct? *

Word count:

Must be no more than 150 words.

It is important to engage with the local community to ensure your proposed project is welcomed, won't cause harm, and will benefit them.

Audience Alignment

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What audience segments will this project connect with and why? *

Word count:

Must be no more than 75 words.

A full breakdown of key visitor segments is [available here](#). In addition, we encourage applicants to consider diverse and marginalised communities.

Project Design

Please upload a visual representation of your proposed design, including location.

Attach a file:

A maximum of 1 file may be attached.

Space Grant Criterion 1: Description and Objectives (25%)

*** indicates a required field**

This 'Space Grant' criterion seeks to learn about your proposed place-based project and the benefits it will deliver. We are also interested in why you selected this particular location and the level of commitment provided by key stakeholders.

Inclusivity and Social Interaction

How will your project lead to creation of a welcoming, inclusive and accessible space that will encourage social interaction? *

Word count:

Must be no more than 150 words.

Consider the efforts that will be involved in creating the environment, and methods you will use to assist visitors to connect with others.

Space Development and Community Engagement

What location will be activated, and why did you select this for your proposed space grant project? *

Word count:

Must be no more than 150 words.

Consider the type of venue (e.g. vacant space, vacant building), whether this will appeal to specific or general audience/s, and formal arrangements.

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How will you consult with property owners/ managers, residents, and/or businesses within the precinct? *

Word count:

Must be no more than 150 words.

It is important to engage with relevant members of the local community prior to applying for this grant to ensure your proposed project is welcomed, won't cause harm and will benefit them.

Upload any letters of support from key stakeholders (e.g. property managers, building owners, businesses etc)

Attach a file:

A maximum of 2 files may be attached.

Audience Alignment

What audience segments will this project connect with and why? *

Word count:

Must be no more than 75 words.

A full breakdown of key visitor segments is [available here](#). In addition, we encourage applicants to consider diverse and marginalised communities.

Criterion 2: Impact (25%)

*** indicates a required field**

In this criterion we are keen to learn why your project is needed, the features that make it unique, and the outcomes you anticipate it will deliver.

Impact on Target Location and/or Community

Identified impact of your project

This question is read only.

This is the project impact summary provided in your 'Pitch' application. You cannot amend this description.

Project Need and Innovation

Are there any identified issue/s or problem/s the project will address? *

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Word count:

Must be no more than 150 words.

Consider community, economic, social differences, safety, anti-social behaviour and/or equity issues.

What sets your project apart from others? *

Word count:

Must be no more than 150 words.

This may include responsiveness to contemporary culture, innovation and/or originality.

Project Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries of your project. 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)

Measurement collection methods indicate the way in which you collect and verify whether an outcome has occurred. Methods may include, but are not limited to, survey, headcount, ticket sales, observation/estimation, externally verified sources, case studies, interviews, social or traditional media posts/ articles, and, artistic/ multimedia depictions.

Immediate outcomes occur directly following an activity (e.g. within 1 month). Medium-term outcomes fall between the short and long-term outcomes (e.g. 1 month - 2 years). Long-term outcomes are those we expect to see years later (e.g. 2, 5, 10+ years after the activity).

Your intended outcome	Your outcome collection method/s	Outcome timeframe
What changes do you expect will occur as a direct result of your project? Please be brief (only one outcome per row). Must be no more than 25 words.	How will you measure whether the outcome has occurred? Must be no more than 25 words.	When do you expect this outcome to emerge?

Supporting Material

You may want to include letter/s from individuals, businesses, organisations, local owner, strata, event coordinators and/or other stakeholders who see value in your project and/or your experience.

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Please read the [Grant Guidelines](#) for tips on supports aligned with the type of grant you're applying for.

Support materials

Attach a file:

A maximum of 2 files may be attached.

Criterion 3: Project and Financial Plan (20%)

* indicates a required field

In this criterion we are keen to review a reasonable and manageable project budget, including any additional sources of income. We are also interested in any potential risks, and why funding investment represents good value for money.

Refer to the [Grant Guidelines](#) to ensure you are meeting funding eligibility requirements.

Project Cost and Funding Request

This seeks information about the overall cost of your project and the total amount of Placemaking Grant funding that you're requesting.

Total Placemaking Grant amount requested

\$

This is the total amount requested in your 'Pitch' application (up to \$50,000).

Total project cost *

\$

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

Project Income

Provide an itemised list of the project income of (in whole dollars - GST exclusive). Please include:

- the source of income (e.g. name of funding body or type of funder if you cannot disclose personal details)
- the amount of funding you are requesting through Placemaking Grants
- the type and amount of funded provided by income sources.
- whether funding is confirmed or unsure at this stage.

It is worth noting that income type can come in many forms. These may include but are not limited to: applicant contribution (e.g. personal, organisation or partner funding); in-kind support (e.g. free or discounted goods or services); earned income (e.g. ticket sales, food sales); and, other sources ((e.g. other ACT Government assistance, Federal Government assistance, financial loans, sponsorship, donations etc.).

If you select 'other' please explain what this is in the 'notes' section.

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Income source	Income type	Funding confirmation	Income amount	Notes
			Must be a dollar amount.	
			\$	
			\$	

Project Expenditure

Provide an itemised list of the project expenditure items (whole dollars - GST Exclusive).

Refer to the [Grant Guidelines](#) to ensure any items you would use Placemaking Grant funding for does not include costs that will not be funded.

Use the 'notes' section identify which expenditure items: Placemaking Grants funding would be used for; have been provided through in-kind support; or, any other information of relevance.

Expenditure item	Expenditure amount	Notes
	\$	
	\$	

Budget Totals

The amounts below are automatically calculated from the amounts entered into the project income and expenditure tables above.

Total income amount	Total expenditure amount	Income - Expenditure
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.
\$	\$	\$

Project Plan

Please describe the key activities that will be undertaken as part of the project. Keep your list to high-level ones, rather than small (micro) activities.

Please consider the timeframe, delivery activities and key internal and/or external people that will play a key role in this project.

Key activities	Persons and/or organisations involved	Activity date/s
Must be no more than 50 words.	Must be no more than 50 words.	Must be no more than 25 words.

Risk Management

Any project faces potential risk, and it is important to be prepared for these. Please identify any potential project risks and how these will be managed, treated and mitigated.

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Risk	Likelihood	Risk rating	Risk management
Must be no more than 50 words.			Must be no more than 50 words.

Value for Money

How does this project represent good value for money? *

Word count:

Must be no more than 75 words.

Please consider any social, health and/or economic benefits that will result from the project.

Support Documents

Please upload the following documents. If you have an auspicing organisation for the purposes of this grant, please provide copies from that entity.

Financial Statement

Attach a file:

This may include a profit and loss statement, a statement of financial performance and balance sheet, or a statement of financial position.

Public Liability Insurance

Attach a file:

Please provide a copy the current public liability insurance certificate - a minimum level of \$10 million - or a quote for such insurance which you will take out if successful.

If you're unable to provide documents at this stage please explain why.

Criterion 4: Capacity and Experience (15%)

* indicates a required field

In this criterion we seek information about your ability to deliver the project, including past experience and the skills held by people and/or organisations involved.

Capability

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Provide details regarding key people that will be involved in the project, including relevant experience and/or qualifications. *

Word count:

Must be no more than 100 words.

This may be yourself, staff, partners and/or collaborators.

How will the project benefit you, your organisation, your group, collaborators, community members and/or others? *

Word count:

Must be no more than 100 words.

Consider how the project will lead to positive changes (e.g. employment, career development, networking, community of practice)

If you have any documents or materials which attest to your capacity and experience please upload these here.

Attach a file:

A maximum of 2 files may be attached.

Criterion 5: Sustainability and Long-term Impact (10%)

*** indicates a required field**

In this criterion we are keen to learn about ways in which your project will have a positive impact on the environment and whether the project may continue into the future.

Outline how you will incorporate sustainable initiatives in your project. *

Word count:

Must be no more than 75 words.

Consider ways of minimising environmental impact.

We encourage grant recipients to consider how they might evolve their projects to continue without future funding through the Placemaking Grants Program. *

Word count:

Must be no more than 75 words.

While you may not be able to confirm this until after the project is delivered, please discuss whether you think the project has the capacity to be scaled and/or continued in the future.

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Criterion 6: Diversity and Inclusion (5%)

* indicates a required field

In this criterion we are keen to learn about ways your project will consider diverse communities and contribute to improved outcomes for all members of the local community.

How your project will include and/or celebrate local or specific communities within the precinct? *

Word count:

Must be no more than 75 words.

You may want to consider First Nations people, culturally and linguistically diverse people, people living with disability, LGBTIQ+ people, age groups

Will your project enhance social cohesion, wellbeing and accessibility within the local community? *

Word count:

Must be no more than 50 words.

Consider ways your project is likely to enhance local community members' overall sense of wellbeing, safety and inclusivity

Declaration and Feedback

* indicates a required field

Declaration

This section must be completed by the person appropriately authorised to submit this application. This could be a staff member, nominated individual representing a group, or the individual applicant.

Authorised Person *

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

Position *

Phone number *

Must be an Australian phone number.

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Email *

Must be an email address.

I declare that to the best of my knowledge the statements made within this application are true and correct. *

☐ Yes

Today's date *

Must be a date.

Feedback

We strive to constantly improve the Placemaking Grants program, and we value applicant feedback about the grants program and the process of applying for a grant in order to do this. Leaving feedback is completely optional.

How easy did you find this application process to follow?

- ☐ Very easy
- ☐ Easy
- ☐ Moderate
- ☐ Hard
- ☐ Very hard

How many hours did it take to complete this application?

Please estimate in hour and minutes (e.g. 4.5 hours).

Please provide us with any suggested improvements or additions we could make to the application process and/or form?