What's in the application form

Arts OutWest Cultural Fund Microgrants 2026

NOTE – please use the actual online application form when making your application – this PDF is solely so you can preview all questions at once.

If you have any questions as you work through your application please contact Arts OutWest

Phone: 02 6338 4657

Email: artsoutwest@csu.edu.au

Applications close 5pm Monday 20 April 2026.

Which Local Government Area are you, the applicant, based in?

- ☐ Bathurst
- ☐ Blayney
- ☐ Cabonne
- ☐ Cowra
- ☐ Forbes
- ☐ Lachlan
- ☐ Lithgow
- ☐ Mid-Western
- ☐ Oberon
- ☐ Orange
- ☐ Parkes
- ☐ Weddin

Who, What & How Much

- Individual artists may apply for up to $1000.
- Groups can apply for up to $2500. Groups include not-for profit community groups (Incorporated Associations), cooperatives, partnerships, Council entities, arts based businesses

If you are applying as a Local Government Authority or Council committee or facility (museum, gallery etc), put both your group's name PLUS the Council's name in the Applicant Organisation box.

Are you applying as

- ☐ Council authority
- ☐ Not For Profit Incorporated Association
- ☐ Unincorporated group, collective or band
- ☐ Business (with ABN)
- ☐ Individual
- ☐ Cooperative
- ☐ Partnership

- ☐ Other

Remember to contact us.

All projects must be discussed with the staff at Arts OutWest. We recommend you do this before you proceed too far with the application.

Please call 026338 4657 or email artsoutwest@csu.edu.au

Applicant details

Name of applicant or representative

Position

Name of Organisation or Business

Address

Email

Phone number

Other phone number or email address, if need be.

About yourself or your organisation.

Individual's or Organisation's ABN. If no ABN, please write No ABN.

Please upload a copy of your Certificate of Public Liability Insurance, if you have one.

Have you previously applied for CASP funding or Micro Grant from Arts OutWest?

- ☐ Yes, CASP funding
- ☐ Yes, Micro Grant
- ☐ No

In what year did you apply?

About your proposed activity

Project title

Brief description of the activity [Max 50 words. Please provide a short, one or two sentence description of your project. Be sure to include the 'Who', 'What', 'Where' and 'When'.]

In what town/locality will the activity take place?

Activity start date

Activity end date

What is the main artform for your activity? [eg Craft, Dance, Design, First Nations culture, Heritage/history, Immersive (experimental, or light art), Multi-artform, Music, Performance, Screen or podcasting, Sculpture, Visual art, Writing]

Select a secondary artform that helps describe what your activity is about.

Aboriginal elements: does your acticity involve Aboriginal cultural elements, community or heritage

- ☐ Yes
- ☐ No

If Yes, you are required to provide referees from the relevant communities and/or organisations who are prepared to speak to your experience and/or your proposal. Refer to NSW Aboriginal Arts and Cultural Proto

If you answered yes to the above, please add written letter(s)of support or reference here.

If a written letter of support is not available, please list the name and phone number of an Elder, Aboriginal culture and knowledge holder that we can contact regarding your project:

In more detail now...

Describe your proposed activity in more detail (do not refer to attachments). Outline below what you plan to do and why.

What consultation has occurred with your community/communities (If applicable)?

What is the history/experience of the group in relation to managing this activity?

How will the activity be managed? Please include a brief project plan and timeline.

Describe the short-term and long-term benefits of this activity for you and/or the community/communities involved.

Activity details - other groups and artists

Are any other groups or organisations involved in the activity?

Yes

No

List any other partners, groups or organisations involved and briefly state the nature of their involvement.

Artists involved

How many PAID artists will be involved with the activity?

How many UNPAID artists will be involved?

Does your activity involve working with children under the age of 18 years?

Yes

No

If YES then you will be required to provide the Date Of Birth and Working With Children Check number of all participants who will be interacting with children before the grant can be provided.

Provide the name of each artist involved, plus details of their role and an outline of their relevant experience.

Budget for your activity

See also the excel available on the website to assist you. You can complete and upload this as a supporting documentation for the project. (optional)

https://artsoutwest.org.au/wp-content/uploads/2026/03/Budget-Template-Microgrant.xlsx

Income

Total amount requested from this grant (excl GST).

Other income (ie excluding this grant and in-kind)

CASH VALUE OF ACTIVITY (AUTO-FILLED)

Expenses

Fees and allowances: artists and artworkers $

Artist/artworker fees and allowances: details [Can also include travel, accommodation expenses and living allowances]

Production costs $

Production costs – details [Can include materials, venue hire, equipment hire, costumes, fees for production staff ETC]

Administration – Amount $

Admin expense – Details [Can include general printing and stationery, insurance, telephone, fees for administrator / coordinator ETC]

Marketing – Amount $

Marketing – Details [Can include costs of printing promotional material, media advertising, video production, fees for marketing or promotional officer]

Other Expenses – Amount $

Other Expenses – Details [Can include costs ineligible for the microgrant (see guidelines). May include costs eligible for mircroggrants but not covered by the grant, if that's how you wish to organise your budget.]

Outline how you arrived at the figures

TOTAL CASH COST OF PROJECT (AUTO-FILLED)

Budget - In Kind Support

A chart to add up Goods and services provided free

Total value of Goods and services provided free (Local Gov't + Local Business + Other community groups)

TOTAL IN-KIND SUPPORT (AUTO-FILLED)

TOTAL VALUE OF PROJECT INCL IN-KIND SUPPORT (AUTO-FILLED)

Supporting material

Please provide evidence of

- letters of support / partnership intentions
- samples of work

Assessors take into account the viability and experience of applicants, and the quality of work to be delivered.

Samples of work may include images, testimonials, links to videos or websites, anything that helps us understand the sort of outcome that can be expected from your activity.

Please attach any budgets or other financial docs to support your application (max 2)

Letters Of Support. You must supply at least one. Letters of Support can be from other groups, from people speaking to the need for this activity in your community, or if applicable from First Nations groups.

Samples of Work (REQUIRED)

Samples: Links to websites/social media which show your work

Other supporting evidence (optional) - for example, detailed budget, marketing materials, etc.

Remember to contact Arts OutWest

The assessment panel will not review your grant application if you have not discussed your project with a member of staff.

Have you discussed your project with a member of staff at Arts OutWest?

Yes

No

Declaration

Before you can complete and submit an application you must accept the following conditions by declaring:

I certify that:

Authority: If the applicant is a group, I have the authority to complete and submit this application on the group's behalf.
Valid information: All information supplied as part of this application will be true and accurate to the best of my knowledge.
Legislative requirements: All activities proposed by this application will be conducted in accordance with current legislation, including but not limited to, complying with Working with Children legislation.

I acknowledge that:

Deadline: Application and any additional materials cannot be submitted after 5pm on the advertised closing date.
Investigation: Arts OutWest has the right to investigate any information provided in this application and/or to request additional information
Errors and Omissions: It is solely my responsibility to ensure my application is correct and complete before submitting. Applications cannot be modified after being submitted.
Support: Arts OutWest staff are available 9am-5pm Monday to Friday during the grant round to provide technical and general guideline advice. Staff are not able to provide advice on content or choices required within my application.
False declarations: Arts OutWest has the right to withdraw any offer of funding or demand the return of funds already paid if my declaration is found to be incorrect or misleading.

I agree that:

if successful, images relating to this project can be reproduced by Arts OutWest for the purpose of promoting this grant, acquittals and Annual reports.

Do you understand and acknowledge these conditions?

Yes

No

Full name

Title/position

Date