

## Creative Steps for Organisations Proposal Guidance

Please complete this form and upload it to your application on the Attachments page, along with your budget.

NAME – Tell us the name of your organisation

PROJECT PROPOSAL – This should be a summary of what you are applying for and why. What, specifically, are you using the funding for and how would it help your organisation's professional and business development?

BACKGROUND AND BARRIERS – Tell us about your organisation's background, and a bit about your story and your experiences in the arts to date. This is also a good opportunity to tell us the barriers that you and your organisation have faced in your journey so far. What has prevented you from reaching your goals? Why is now the right time for you to receive this funding? How can this funding help you to reach your goals?

PROJECT DETAILS – This is your opportunity to tell us more information about the things that you are applying for. Try to be as detailed as possible in this section so we can understand exactly what you will be doing with the funding. Try to be as clear as possible about your intention and your desired outcomes.

If you are applying for **Second-Stage or Third-Stage** funding, this is also a good opportunity to tell us about your learning from previous funding, and how this has informed your application. We want to know how you aim to apply the learning from previous funding to develop your organisation further.

PLANS FOR SUSTAINABILITY – If you are applying for **Second-Stage or Third-Stage** funding, we would expect to see your ideas and plans for making your organisation more sustainable. Have you identified ways to generate income or identified other funding opportunities? We recognise that things can change but we would like to see organisations plan for the long-term.

This is also a good opportunity to include any plans for long-term partnerships or any plans for scaling up your organisation in a way that is appropriate to you.

EVIDENCE OF DEMAND – If you are applying for **Second-Stage or Third-Stage** funding, we would expect to see evidence of the demand for your work. For example, this could be case studies or testimonies from the communities or audiences that you work with, critical acclaim for your work, or examples of your work that have had a lasting impact. We want to ensure that we are supporting organisations that are serving their community and their sector.

TIMETABLE/TIMELINE – Please include a timetable/timeline of activities. Please be as detailed as possible. Give specific dates and names of people or organisations that you'll be working with. We understand that things change during a project but the more information you can provide at this stage the better.

HOW WILL I KNOW IF I'VE ACHIEVED MY GOALS? – This section gives you the opportunity to demonstrate how a successful project will help you to achieve your goals. What are the specific indicators, based on your proposal, that will show that you've reached your goals or developed your organisation further? Again, try to be as specific as possible. We understand that not all growth is easy to measure, but it is useful for you, and for us, that you are clear about what success looks like for you.