

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Before you start

* indicates a required field

Privacy statement

By completing this application you understand and agree to the way in which Arts Queensland and its third party service providers collect and manage your personal information. For further Arts Queensland privacy information go to <https://artsqueensland.smartygrants.com.au/>. For information about [OurCommunity's privacy policy and terms of use](#).

Help

Please read the following to help in completing this form:

- [Program Guidelines](#)
- [Program FAQs](#)
- [Industry Briefing](#)

For general advice on funding applications visit our [Arts Acumen](#) page.

Eligibility

To be eligible for the Organisations Fund Festivals Stream, applicants must satisfy all of the eligibility criteria in the guidelines.

Applicants and applications that don't meet the criteria below will not be assessed.

Applicants

Your organisation must meet the following criteria to be eligible:

- deliver an annual arts and cultural festival(s) in Queensland that includes live music as a key component of the program
- have a registered Queensland business address and staff permanently based in Queensland
- be an incorporated legal business entity, with an active Australian Business Number (ABN) in the exact name of the applicant
- have a bank account in the same exact name as the applicant
- have completed any Arts Queensland reporting that is due
- not owe Arts Queensland any money
- have at least three years of:
 - Festival activity and attendance data
 - audited or certified financial statements relating to the Festival
 - economic impact reporting.

You **cannot** apply if you are:

- an individual or sole trader, a family trust, or an individual applying on behalf of a trust

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

- any entity owned or controlled by Local Government, State or Federal Governments
- an educational institution
- an Arts Statutory Body or Arts Owned Company
- a Festival receiving multi-year funding from Arts Queensland's Backing Indigenous Arts initiative
- an organisation that operates on a for profit basis
- applying for a Festival that is primarily focussed on comedy, film, television or games.
- under notice that you are to be placed under external administration, petitioning for bankruptcy, or winding up/ deregistering an organisation/business.

Applications

To be eligible your **application** must:

- be complete and include all the compulsory support material
- be for activity that starts after the published 'activity start date' for this fund
- be submitted by the published closing time and date of the Fund
- be submitted via SmartyGrants, unless given written permission by Arts Queensland to submit the application in another way
- **not** be auspiced.

Do you satisfy all the eligibility criteria as outlined above and in the guidelines? *

☐ Yes

☐ No

☐ Not sure

Your application is not saved until you click on the Save Button. Please ensure that you regularly save your application.

Contact Arts Queensland

Arts Queensland will consider a waiver, on a case-by-case basis. A waiver must be requested and additional support material may be required.

To request a waiver please email organisationsfund@arts.qld.gov.au no later than 3 February 2025.

We strongly recommend that you submit your waiver request as soon as possible so that you do not waste effort on your application if you are not eligible for funding.

Applicant details

* indicates a required field

Organisation name *

Organisation Name

Street address *

Address

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

If your address is not found, click on - Can't find my address - and fill out the address in the space provided.

Postal address *

Address

If your address is not found, click on - Can't find my address - and fill out the address in the space provided.

Daytime contact number *

Please enter area code

Mobile phone number

Must be an Australian phone number.

Applicant website

Must be a URL

Primary contact email *

Must be an email address.

Legal status (e.g. Incorp. assoc.) *

Contact person for this application *

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

Position in the organisation *

Contact number *

Must be an Australian phone number.

Contact email *

Must be an email address.

State Electorate and Local Government Area (LGA)

Select your State Electorate. *

Search your address on the [Electoral Commission Queensland website](#) to find your electorate.

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Select your Local Government Area (LGA). *

Search your location using the [Queensland place names search website](#) to find your Local Government Area (LGA).

Australian Business Number (ABN) details

ABN must be registered in the same name as the applicant name - funding cannot be provided through auspicing arrangements.

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
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

GST Registered *

☐ Yes

☐ No

Trading name (if different)?

Has your organisation received any type of Arts Queensland funding before? *

☐ Yes

☐ No

If yes, under what name? *

Your application is not saved until you click on the Save Progress Button. Please ensure that you regularly save your application.

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Festival summary

* indicates a required field

Funding program (do not edit this field)

Organisations Fund 2026-2029 - Festivals Stream

This question is read only.

Festival name *

Brief summary of your festival

Provide a short description (100 words recommended)

Are you applying as? *

- ☐ An organisation whose primary purpose is to deliver a festival
☐ An organisation that delivers a festival as a strategic, core part of a broader program of activities

Refer to the Guidelines under 'Who can apply?'

What is your festival's primary art form? (please select one only) *

- ☐ Classical Music ☐ Dance ☐ Writing
☐ Contemporary Music ☐ Theatre ☐ Multi-arts
☐ Community Engagement ☐ Visual arts, craft and design ☐ Circus and Physical Theatre

What are the approximate dates proposed for your festival?

Year	Start date	End date
This question is read only.	Must be a date.	Must be a date.
2026		
2027		
2028		
2029		

Tell us about your festival. What happens and where? How long has it been running? Who is the festival for, and how does it make a distinctive contribution to the cultural life of the community and the State. What role does it play for Queensland artists and arts workers? *

Word count:

Must be no more than 500 words.

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Summarise how live music fits into your festival programming *

Word count:

Must be no more than 300 words.

This question applies to applicants who do not select Classical Music or Contemporary Music as the primary artform above.

Provide a brief summary of your organisation and its broader program of activities, and how your festival fits into your strategic objectives. *

This question applies to organisations that deliver a festival as a strategic, core part of a broader program of activities.

Please show your attendance figures for the last three times your festival was held and indicate the year in which it took place.

Visitation	Year 1	Year 2	Year 3 (recent)
Year of Festival	*	*	*
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Attendances	*	*	*
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be a number.	Must be a number.	Must be a number.

Unique Attendees	Year 1	Year 2	Year 3 (recent)
Local	*	*	*
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be a number.	Must be a number.	Must be a number.

Intrastate	*	*	*
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be a number.	Must be a number.	Must be a number.

Interstate	*	*	*
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be a number.	Must be a number.	Must be a number.

International	*	*	*
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be a number.	Must be a number.	Must be a number.

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Total Unique Attendees

*

This number/amount is calculated.

*

This number/amount is calculated.

*

This number/amount is calculated.

Please attach relevant economic impact reporting from the previous three festivals. *

Attach a file:

A maximum of 3 files may be attached.

Does your festival benefit specific communities through its activities? Do not select a target group if your programming is not directed at that group, or does not have dedicated programming of artists from those communities

- | | |
|--|--|
| <input type="checkbox"/> Aboriginal peoples | <input type="checkbox"/> People from culturally and linguistically diverse backgrounds |
| <input type="checkbox"/> Torres Strait Islander peoples | <input type="checkbox"/> Older people (over 55 years of age) |
| <input type="checkbox"/> Australian South Sea Islander peoples | <input type="checkbox"/> Youth (12 - 25 years of age) |
| <input type="checkbox"/> Regional Queenslanders | <input type="checkbox"/> Children (0-11 years) |
| <input type="checkbox"/> People with disability | <input type="checkbox"/> LGBTIQ+ |

Strategic Planning

If your organisation's primary purpose is to deliver a Festival, please upload your whole-of-organisation Strategic Plan.

If you are an organisation that delivers a festival as part of a broader program of activity you can upload a festival-specific Strategic Plan, or your whole-of-organisation Strategic Plan if the Festival is discussed in detail as part of that document.

Please upload your Strategic Plan (must cover at least 3 years of the funding period) *

Attach a file:

A maximum of 1 file may be attached.

Annual funding request

The minimum funding amount you can request from the Fund is \$100,000 per annum (for four years).

Annual funding request

*

\$

Must be whole dollars

What are you planning to allocate Arts

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Queensland's funding to? *

Your organisation's people

* indicates a required field

Staff

Upload a copy of your staffing structure or organisation's chart *

Attach a file:

This should show the job title and current FTE of the role and any reporting lines

List all the HR and Occupational Health and Safety policies you have for your organisation. *

You may be asked to provide copies of these if you are successful in your application

Upload short bios of your management team *

Attach a file:

You may be asked to provide copies of these if you are successful in your application

Total paid employees for last full financial year

Full-time equivalent, or FTE, measures the total amount of full-time employees working at any one organisation. It is a way of adding up the hours of full-time, part-time and various other types of employees into measurable 'full-time' units. For example if your full time staff hours are 40 hours per week, then two staff working 20 hours a week each would equal 1 FTE.

Total Headcount in each column should be the sum of Fulltime + Part Time + Casual + Project-based employees.

If you have no employees in a category, please enter "0".

FTE *

Must be a number.

All Employees

Total Headcount *

Must be a number.

Full time *

Must be a number.

Part-time *

Queensland Employees

Total Headcount *

Must be a number.

Full time *

Must be a number.

Part-time *

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Must be a number.

Must be a number.

Casual *

Must be a number.

Count people who have regular and ongoing paid employment with your organisation in a casual capacity. For example regular workshop tutors or front of house staff.

Casual *

Must be a number.

Count people who have regular and ongoing paid employment with your organisation in a casual capacity. For example regular workshop tutors or front of house staff.

Project based/Contractors *

Must be a number.

Count here people whose employment is related to specific projects and is not ongoing.

Project based/Contractors *

Must be a number.

Count here people whose employment is related to specific projects and is not ongoing.

Staff composition

Arts Queensland is keen to understand to what extent the workforce of the arts and cultural sector is reflective of the diversity of Queenslanders.

Where your organisation has some or all of this aggregated data please share it. These questions are not compulsory.

Of the total of your Full time, part time and casual staff, how many are:

Number of Staff members who are...

Female

Must be a number.

Gender diverse/ Non binary

Must be a number.

Aboriginal

Must be a number.

Torres Strait Islander

Must be a number.

Both Aboriginal and Torres Strait Islander

Must be a number.

From Culturally and Linguistically Diverse backgrounds

% of Staff members (autocalculated)

% Female

This number/amount is calculated.

% Gender diverse/ Non binary

This number/amount is calculated.

% Aboriginal

This number/amount is calculated.

% Torres Strait Islander

This number/amount is calculated.

% Both Aboriginal and Torres Strait Islander

This number/amount is calculated.

% From Culturally and Linguistically Diverse backgrounds

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Must be a number.

People with disability or d/Deaf

Must be a number.

LGBTIQA+

Must be a number.

This number/amount is calculated.

% People with disability or d/Deaf

This number/amount is calculated.

% LGBTIQA+

This number/amount is calculated.

Tell us about any measures you are taking or commitments you have to include artists and/or arts workers from diverse backgrounds in your festival. This could include any of the groups listed in the question above. *

Word count:

Must be no more than 200 words.

If the answer to this question is contained in any of your document uploads please write "Contained in [document name] on page X" or "Contained in [document name] on pages X to Y"

Base location of artists and arts workers

In your most recent festivals, how many of your artists and arts workers were based in the following locations?

By 'based in', we mean that this is where they live for most of the year or where they would consider their home location.

Artists are people performing any creative role. For example: artistic directors; directors; musical directors; choreographers; designers of lighting, set or costumes; curators; visual artists; authors; illustrators; writers; composers; conductors; librettists; circus performers; dancers; actors; and musicians.

Arts workers includes: producers; sound, AV and lighting technicians; stage and production managers; installation and bump in/out labour; recording engineers; mechanists, and production managers; as well as arts administrators, editors, dramaturgs, youth arts and community arts workers and tutors.

Don't include security, janitorial or retail workers in these figures.

Please enter zero in a box if you don't have artists or arts workers from that location.

Enter the number of artists or artsworkers that you don't know the home location of in the *Unknown* box.

2024

Artists

Local (from your LGA) *

Must be a number.

Qld based *

Arts workers

Local (from your LGA) *

Must be a number.

Qld based *

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Must be a number.

Interstate *

Must be a number.

Overseas *

Must be a number.

Unknown *

Must be a number.

Must be a number.

Interstate *

Must be a number.

Overseas *

Must be a number.

Unknown *

Must be a number.

2023

Artists

Local (from your LGA) *

Must be a number.

Qld based *

Must be a number.

Interstate *

Must be a number.

Overseas *

Must be a number.

Unknown *

Must be a number.

Arts workers

Local (from your LGA) *

Must be a number.

Qld based *

Must be a number.

Interstate *

Must be a number.

Overseas *

Must be a number.

Unknown *

Must be a number.

2022

Artists

Local (from your LGA) *

Must be a number.

Qld based *

Must be a number.

Interstate *

Arts workers

Local (from your LGA) *

Must be a number.

Qld based *

Must be a number.

Interstate *

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Must be a number.

Must be a number.

Overseas *

Must be a number.

Overseas *

Must be a number.

Unknown *

Must be a number.

Unknown *

Must be a number.

Do you have a Board or management committee? *

☐ Yes

☐ No

Give an outline of how your organisation makes strategic decisions, and the processes or structure it uses to govern itself. *

Board or Management Committee

How many people are on your Board or Management Committee? *

Must be a number.

Upload short bios of all your Board or Management Committee members *

Attach a file:

Describe any key features of your Board. For example sub committees or compulsory giving etc. *

Arts Queensland is keen to understand to what extent the leadership of arts and cultural organisations is reflective of the diversity of Queenslanders.

Where your organisation has some or all of this aggregated data please share it. These questions are not compulsory.

Number of Board members who are... % of Board members (autocalculated)

Female

Must be a number.

% Female

This number/amount is calculated.

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Gender diverse / Non binary

Must be a number.

% Gender diverse / Non binary

This number/amount is calculated.

Aboriginal

Must be a number.

% Aboriginal

This number/amount is calculated.

Torres Strait Islander

Must be a number.

% Torres Strait Islander

This number/amount is calculated.

Both Aboriginal and Torres Strait Islander

Must be a number.

% Both Aboriginal and Torres Strait Islander

This number/amount is calculated.

From Culturally and Linguistically Diverse backgrounds

Must be a number.

% From Culturally and Linguistically Diverse backgrounds

This number/amount is calculated.

People with disability or d/Deaf

Must be a number.

% People with disability or d/Deaf

This number/amount is calculated.

LGBTIQA+

Must be a number.

% LGBTIQA+

This number/amount is calculated.

Volunteers

How many volunteers do you engage to help deliver your festival?

Must be a number.

Enter zero if you festival does not use volunteers.

What key roles do volunteers fulfil in delivering your festival?

- ☐ Administration
- ☐ Programming & Production
- ☐ Ticketing & Information
- ☐ Media and PR
- ☐ Operations & Logistics
- ☐ Other:

☐ Not applicable (no volunteers)

Please describe if Other.

Festival program

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

* indicates a required field

Activities

Please note: Maximum 50MB of support material allowed.

Note: It is recommended that you save your progress if uploading multiple files.

Upload the Festival programs from the last three Festivals. *

Attach a file:

Upload a summary of achievements for the previous three Festivals, including any highlights and key collaborations and partnerships. If you have Festival reports then you can use these as your uploads. *

Attach a file:

Upload your planned activity including program plan/overview for the first year of the funding period (2026). *

Attach a file:

A maximum of 1 file may be attached.
No more than four pages.

Upload a summary of your planned activities for Years 2 to 4 of the funding period *

Attach a file:

A maximum of 1 file may be attached.
No more than three pages.

Audiences and partners

Please upload the following documents if you have them.

- Audience Development Strategy
- Marketing and PR Strategy
- Sponsorship and Philanthropy strategy

If you do not have these, please answer the question below.

Attach a file:

Tell us about who your Festival engages with at the moment and your strategy for future engagement. Include attendees/audiences, donors and sponsors, philanthropic and/or community and government partners. *

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Word count:

Must be no more than 800 words.

If the answer to any of these questions is contained in any of your document uploads please write "Contained in [document name] " or "Contained in [document name] on pages X to Y"

Please provide your projected unique attendees by location for the 2026, 2027, 2028 and 2029 Festivals

i.e. local, intrastate, interstate and international

Upload examples of critical, audience or participant responses to your past Festivals and activities. This could also include impact studies or external evaluations. *

Attach a file:

A maximum of 3 files may be attached.

Do not include economic impact studies here, they should be attached at the relevant question in the Festival Summary section.

Upload any other supporting or explanatory information in support of your application.

Attach a file:

A maximum of 2 files may be attached.

Please label documents clearly.

Links to support material:

Link 1

Must be a URL.

Link 2

Must be a URL.

Link 3

Must be a URL.

How your organisation and festival is run

* indicates a required field

Describe your programming or artistic decision-making framework - i.e. how activities are decided on, and what are the consultation, cultural engagement or data analysis processes you use to inform your decision-making *

Word count:

Must be no more than 400 words.

If the answer to any of these questions is contained in any of your document uploads please write "Contained in [document name] on page X" or "Contained in [document name] on pages X to Y"

Provide a brief overview of your organisation's top strategic priorities for your festival in 2026-2029 *

Word count:

Must be no more than 300 words.

If the answer to any of these questions is contained in any of your document uploads please write "Contained in [document name] on page X" or "Contained in [document name] on pages X to Y"

Measuring success - please outline your festival's Key Performance Indicators (KPIs) *

Word count:

Must be no more than 200 words.

If the answer to any of these questions is contained in any of your document uploads please write "Contained in [document name] on page X" or "Contained in [document name] on pages X to Y"

Demonstrate how your festival is performing against the key performance indicators listed *

Word count:

Must be no more than 300 words.

If the answer to any of these questions is contained in any of your document uploads please write "Contained in [document name] on page X" or "Contained in [document name] on pages X to Y"

What are the top three opportunities you can see to strengthen your festival and how will you achieve them? *

Word count:

Must be no more than 500 words.

If the answer to any of these questions is contained in any of your document uploads please write "Contained in [document name] on page X" or "Contained in [document name] on pages X to Y"

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Describe how your festival and organisation applies the principles of the Cultural Engagement Framework to your business operations. *

Word count:

Must be no more than 400 words.

You can find Arts Queensland's Cultural Engagement Framework here <https://www.arts.qld.gov.au/projects-and-initiatives/first-nations-arts-and-cultures-panel/cef>

Risk

Upload your Risk Framework *

Attach a file:

A maximum of 1 file may be attached.

What are the festival's top three risks and how are you mitigating them? *

How would you mitigate the risk that you don't receive Organisations Fund Festivals Stream funding at the level you requested? *

Word count:

Must be no more than 200 words.

Organisation financial overview

*** indicates a required field**

This section asks for historic and predicted/ forecast information about your organisation as a whole.

Both organisations whose primary purpose is to deliver a Festival and organisations that deliver a festival as a strategic, core part of a broader program of activities should provide information for their **organisation as a whole**

Historic information should align with the audited/certified accounts that you upload.

Does your Organisation report on a Calendar or Financial Year basis? *

☐ Calendar - January to December

☐ Financial - July to June

Overall Organisation Financial Performance Information - Calendar Year

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Description **2021 - Actual** **2022 - Actual** **2023 - Actual** **2024 - Actual or predicted** **2025 - Predicted** **2026 - Predicted** **2027 - Predicted** **2028 - Predicted** **2029 - Predicted**

This question is read only.	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
Current Assets									
Current Liabilities									
Unrestricted Board Designated Reserve Funds									
Income total									
Expenditure total									

Financial statements - Calendar Year

You should provide historical and forward financial information for your **organisation as a whole**.

Financial statements provided should be signed.

If you are required under legislation to audit/review/verify your financial statements, you must upload financial statements that comply with your regulator's obligations.

If not, you must upload financials that have been signed by your Chair/CEO as being true and correct.

Attach forecast profit and loss for 2024, or audited/verified financial statements if available *

Attach a file:

A maximum of 3 files may be attached.

Attach 2022 and 2023 signed financial statements (or equivalent). *

Attach a file:

A maximum of 6 files may be attached.

Attach 2020 and 2021 signed financial statements or equivalent. *

Attach a file:

A maximum of 6 files may be attached.

Historic Festival Income Summary - Calendar Year

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

In this section we are asking for financial information that relates to your **festival**.

Organisations whose primary purpose is to deliver a Festival: Enter information for your organisation as a whole.

Organisations that deliver a festival as a strategic, core part of a broader program of activities: Enter financial information that relates only to the planning and delivery of your festival. Please include any income apportioned to the Festival from whole of organisation sources (i.e. an operational grant that supports core costs).

Income Category Definitions:

- **AQ Operational Funding:** your Organisations Fund, NPAPF or First Nations Pathways grant, or core funding received under an Arts Sector Initiative grant
- **AQ Project:** include one-off grants towards specific projects or programs, include funding that is for multiple years of a project or program
- **Other Government Income:** include all operational/base funding and all grant or project funding or sponsorship from Federal, State and Local Government entities.
- **Ticket Sales:** Includes single entry, multi-day passes, group bookings and entry fees for the festival
- **Retail and merchandise:** include income sale of food, drink and merchandise, or fees from concessions that sell any of the above at the Festival
- **Other Earned Income:** include performance/co-producer fees and box office splits; artwork sales or loan fees; fees for service; workshop income; commission on sales; royalties, income from the use of your physical assets such as hire fees or rental income
- **Cash Sponsorship:** Cash received through corporate and private sponsorship. Do not Include State Government sponsorship. This is included in Other Government Income
- **Philanthropic grant funding:** grants provided by community-based organisations, and private trusts and foundations
- **Other Private Sector Income:** include all donations, bequests and fundraising
- **Other Income:** include interest, dividends and other sundry income such as sale of assets
- **In Kind:** include government in-kind such as rent subsidies
- **COVID-19 Government Stimulus:** include Arts Queensland funding through *Sustain: Organisations Fund 2017- 2020 Recovery Support* or *Sustain: Recovery Support for Independent Arts Organisations*, or federal government programs such as Cash Flow Boost program, JobKeeper payments or other stimulus payments

Enter whole numbers only.

You must have at least three years of historical financial information about your Festival to be eligible. Enter '0' in any boxes for which you don't have data to input.

Income type	2022	2023	2024
	(\$)	(\$)	(\$)
AQ Operational funding			
AQ Project			
Other Government			
Ticket Sales			
Retail and Merchandise			
Other Earned Income			
Cash Sponsorship			

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Philanthropic Grant Funding			
Other Private Sector Income			
Other Income			
In Kind Income			
COVID-19 Government Stimulus			

Historic Festival Expenditure Summary - Calendar Year

In this section we are asking for financial information that relates to your **festival**.

Organisations whose primary purpose is to deliver a Festival: Enter information for your organisation as a whole.

Organisations that deliver a festival as a strategic, core part of a broader program of activities: Enter financial information that relates only to the planning and delivery of your festival. Please include any expenditure apportioned to the Festival from whole of organisation sources (i.e. core staff, governance and legal expenses, admin and office costs).

Expenditure Category Definitions:

- **Core Staff (employees):** include wages, on costs such as superannuation and workers compensation, and travel allowances related to employees who are engaged throughout the year, not just for the festival delivery period, whose work is primarily dedicated to the Festival.
- **Contractors:** include wages or fees as well as on costs such as superannuation and workers compensation, and travel allowances for people engaged just to deliver work on the Festival, not related to performing, exhibiting or presenting.
- **Artists/Presenters/Performers:** include wages or fees as well as on costs such as superannuation and workers compensation, and allowances for people engaged to perform, present or participate artistically in the festival program.
- **Festival Production Costs:** Production and exhibition costs; freight; equipment, stage or plant hire; accommodation costs; venue or exhibition space hire and other costs; cleaning, sanitation and security costs; community engagement or workshop costs; cost of sales; royalties and licensing; evaluation and research
- **Marketing and Business Development:** include design and printing; advertising; PR; website costs; fundraising expenses; documentation; ticketing fees; business development and research costs
- **Infrastructure and Administration:** include rent and running costs; utilities; phone and internet; admin and office costs; insurance; governance, accountancy and legal costs
- **Other Expenses:** Include depreciation and amortisation; capital project costs; other minor and incidental costs which can't be classified elsewhere.
- **Corporate Overheads:** Include here any whole-of-organisation expenses that are apportioned to the Festival if delivering a festival is not the primary purpose of your organisation. For example, the share of office overheads or the proportion of a Finance Manager's time that is spent overseeing the Festival.
- **In Kind:** include government in-kind such as rent subsidies, in-kind income must equal the expenditure. Net off to zero/nil.

Enter whole numbers only.

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

You must have at least three years of historical financial information to be eligible.

Expenditure type	2022	2023	2024
This question is read only.	(\$)	(\$)	(\$)
Core Staff (employees)			
Contractors			
Artists/ Presenters/ Performers			
Festival Production Costs			
Marketing and Business Development			
Infrastructure and Administration			
Other Expenses			
Corporate Overheads			
In Kind Expenditure			

Overall Organisation Financial Performance Information - Financial Year

This section asks for historic and predicted/ forecast information about your organisation as a whole.

Both organisations whose primary purpose is to deliver a Festival and organisations that deliver a festival as a strategic, core part of a broader program of activities should provide information for their **organisation as a whole**.

Historic information should align with the audited/certified accounts that you upload.

Descriptor	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2028-2029	2029-2030
	- Actual	- Actual	- Actual	- Actual	- Predicted	- Predicted	- Predicted	- Predicted	- Predicted

This question is read only.	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
Current Assets									
Current Liabilities									
Unrestricted Board Designated Reserve Funds									
Income total									
Expenditure total									

Financial statements - Financial Year

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

You should provide historical and forward financial information for your **organisation as a whole**.

Financial statements provided should be signed.

If you are required under legislation to audit/review/verify your financial statements, you must upload financial statements that comply with your regulator's obligations.

If not, you must upload financials that have been signed by your Chair/CEO as being true and correct.

Attach forecast profit and loss for 2024-2025 *

Attach a file:

A maximum of 1 file may be attached.

Attach 2023-24 Financial statements or, if end of year finalisation has not yet been completed, attach a profit and loss and a balance sheet for 2023-2024 as at 30 June 2024. *

Attach a file:

A maximum of 4 files may be attached.

Attach 2022-2023 signed financial statements (or equivalent). *

Attach a file:

A maximum of 4 files may be attached.

Attach 2021-2022 financial statements. This is compulsory if your 2023-2024 statements have not yet been verified/audited/finalised.

Attach a file:

A maximum of 4 files may be attached.

Attach 2020-2021 signed financial statements if you wish.

Attach a file:

A maximum of 4 files may be attached.

Historic Festival Income Summary - Financial Year

In this section we are asking for financial information that relates to your **festival**.

Organisations whose primary purpose is to deliver a Festival: Enter information for your organisation as a whole.

Organisations that deliver a festival as a strategic, core part of a broader program of activities: Enter financial information that relates only to the planning and delivery of your festival. Please include any income apportioned to the Festival from whole of organisation sources (i.e. an operational grant that supports core costs).

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Income Category Definitions:

- **AQ Operational Funding:** your Organisations Fund, NPAPF or First Nations Pathways grant, or core funding received under an Arts Sector Initiative grant
- **AQ project:** include one-off grants towards specific projects or programs, include funding that is for multiple years of a project or program
- **Other Government Income:** include all operational/base funding and all grant or project funding or sponsorship from Federal, State and Local Government entities.
- **Ticket Sales:** Includes single entry, multi-day passes, group bookings and entry fees for the festival
- **Retail and merchandise:** include income sale of food, drink and merchandise, or fees from concessions that sell any of the above at the Festival
- **Other Earned Income:** include performance/co-producer fees and box office splits; artwork sales or loan fees; fees for service; workshop income; commission on sales; royalties, income from the use of your physical assets such as hire fees or rental income
- **Cash Sponsorship:** Cash received through corporate and private sponsorship. Do not include State Government sponsorship. This is included in Other Government Income
- **Philanthropic grant funding:** grants provided by community-based organisations, and private trusts and foundations.
- **Other Private Sector Income:** include all donations, bequests and fundraising
- **Other Income:** include interest, dividends and other sundry income such as sale of assets
- **In Kind:** include government in-kind such as rent subsidies
- **COVID-19 Government Stimulus:** include Arts Queensland funding through *Sustain: Organisations Fund 2017- 2020 Recovery Support* or *Sustain: Recovery Support for Independent Arts Organisations*, or federal government programs such as Cash Flow Boost program, JobKeeper payments or other stimulus payments

Enter whole numbers only.

You must have at least three years of historical financial information about your Festival to be eligible. Enter '0' in any boxes for which you don't have data to input.

Income type	2021-2022	2022-2023	2023-2024
	(\$)	(\$)	(\$)
AQ Operational funding			
AQ Project			
Other Government			
Ticket Sales			
Retail and Merchandise			
Other Earned Income			
Cash Sponsorship			
Philanthropic Grant Funding			
Other Private Sector Income			
Other Income			
In Kind Income			
COVID-19 Government Stimulus			

Historic Expenditure Summary - Financial Year

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

In this section we are asking for financial information that relates to your **festival**.

Organisations whose primary purpose is to deliver a Festival: Enter information for your organisation as a whole.

Organisations that deliver a festival as a strategic, core part of a broader program of activities: Enter financial information that relates only to the planning and delivery of your festival. Please include any expenditure apportioned to the Festival from whole of organisation sources (i.e. core staff, governance and legal expenses, admin and office costs costs).

Expenditure Category Definitions:

- **Core Staff (employees):** include wages, on costs such as superannuation and workers compensation, and travel allowances related to employees who are engaged throughout the year, not just for the festival delivery period, whose work is primarily dedicated to the Festival.
- **Contractors:** include wages or fees as well as on costs such as superannuation and workers compensation, and travel allowances for people engaged just to deliver work on the Festival, not related to performing, exhibiting or presenting.
- **Artists/Presenters/Performers:** include wages or fees as well as on costs such as superannuation and workers compensation, and allowances for people engaged to perform, present or participate artistically in the festival program.
- **Festival Production Costs:** Production and exhibition costs; freight; equipment, stage or plant hire; accommodation costs; venue or exhibition space hire and other costs; cleaning, sanitation and security costs; community engagement or workshop costs; cost of sales; royalties and licensing; evaluation and research
- **Marketing and Business Development:** include design and printing; advertising; PR; website costs; fundraising expenses; documentation; ticketing fees; business development and research costs
- **Infrastructure and Administration:** include rent and running costs; utilities; phone and internet; admin and office costs; insurance; governance, accountancy and legal costs
- **Other Expenses:** Include depreciation and amortisation; capital project costs; other minor and incidental costs which can't be classified elsewhere.
- **Corporate Overheads:** Include here any whole-of-organisation expenses that are apportioned to the Festival if delivering a festival is not the primary purpose of your organisation. For example, the share of office overheads or the proportion of a Finance Manager's time that is spent overseeing the Festival.
- **In Kind:** include government in-kind such as rent subsidies, in-kind income must equal the expenditure. Net off to zero/nil.

Enter whole numbers only.

You must have at least three years of historical financial information to be eligible.

Expenditure type	2021-2022	2022-2023	2023-2024
This question is read only.	(\$)	(\$)	(\$)
Core Staff (employees)			
Contractors			
Artists/ Presenters/ Performers			
Festival Production Costs			

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Marketing and Business Development			
Infrastructure and Administration			
Other Expenses			
Corporate Overheads			
In Kind Expenditure			

Income and expenditure apportioning

Provide details on how any whole-of-organisation income and any corporate overheads are apportioned to the festival. *

Word count:

Must be no more than 200 words.

Income example: If you split Creative Australia core funding across the organisation and the festival.

Expenditure examples For example, the organisation's Finance Manager spends the equivalent of one day a week across the year on festival matters and so 20% of their wage is included. Or, the organisation has 10 staff of which four are dedicated to the festival , therefore 40% of office overheads (phone, electricity, admin costs) are apportioned to the festival.

Context

Is there any context you would like to provide to accompany your financial history that would help assessors to understand your financial information? For example: Were deficits Board approved? Do they relate to a planned specific purpose such as an anniversary celebration, or investment in and returns from activities falling across different years, or an extraordinary expense. Were the changes in assets due to revaluations, or a one-off donations etc? If you are showing consistent surpluses, are you building up reserves for a particular purpose?

Provide a brief context to accompany your financial history. *

Income breakdown

* indicates a required field

Income

In this section we are asking for financial information that relates to your **festival**.

Organisations whose primary purpose is to deliver a Festival: Enter information for your organisation as a whole.

Organisations that deliver a festival as a strategic, core part of a broader program of activities: Enter financial information that relates only to the planning and

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

delivery of your festival. Please include any income apportioned to the Festival from whole of organisation sources (i.e. an operational grant that supports core costs).

Total Festival Income from most recent verified full-year Financial Statements *

\$

Must be a whole dollar amount (no cents).

What is the financial reporting year this covers? *

e.g. 2023 or 2024 (if you report on a calendar year) or 2022-2023 or 2023-2024 (if you report on a financial year basis)

Government income

Enter whole dollars only.

Item	Most recent Financial Year	Percentage of Income
Arts QLD operational funding e.g. Organisations 2022-2025 or First Nations Pathways funding, or other	<p>\$</p> <p>Must be a whole dollar amount (no cents).</p>	<p>This number/amount is calculated.</p>
Arts QLD Project	<p>\$</p> <p>Must be a whole dollar amount (no cents).</p>	<p>This number/amount is calculated.</p>
Other QLD government operational	<p>\$</p> <p>Must be a whole dollar amount (no cents).</p>	<p>This number/amount is calculated.</p>
Other QLD government project	<p>\$</p> <p>Must be a whole dollar amount (no cents).</p>	<p>This number/amount is calculated.</p>
Federal Operational funding	<p>\$</p> <p>Must be a whole dollar amount (no cents).</p>	<p>This number/amount is calculated.</p>
Federal project	<p>\$</p> <p>Must be a whole dollar amount (no cents).</p>	<p>This number/amount is calculated.</p>

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Local Government funding -
Your LGA

\$

Must be a whole dollar amount
(no cents).

This number/amount is
calculated.

Local Government funding - all
other LGAs

\$

Must be a whole dollar amount
(no cents).

This number/amount is
calculated.

Government in-kind

Must be a whole dollar amount
(no cents).

This number/amount is
calculated.

Non Government income

Earned Income

\$

Must be a whole dollar amount
(no cents).

This number/amount is
calculated.

Private Sector Cash

\$

Must be a whole dollar amount
(no cents).

This number/amount is
calculated.

Other In-Kind income

\$

Must be a whole dollar amount
(no cents).

This number/amount is
calculated.

Other Income

\$

Must be a whole dollar amount
(no cents).

This number/amount is
calculated.

Describe any key in-kind you received e.g. free or discounted rent, key pro-bono services or discounts, value of volunteers' time.

Financial plans

* indicates a required field

Financial Management

Tell us about how your organisation manages its finances.

Consider: Who sets and approves budgets? How are these reviewed during the year and at the end of the financial year (i.e. audit or review? What mechanisms do you have to adjust income or expenditure to respond to changing circumstances? Who can approve or make day to day expenditure decisions and at what threshold?

Describe how your organisation manages its finances

If the answer to any of these questions is contained in any of your document uploads please write "Contained in document name of page X" or "Contained in document name of page X or pages X to Y"

What area(s) are you seeking to grow in value or as a percentage of your income mix over the 4 years of the Organisation Fund 2026-2029 - Festival Stream ? How will you achieve that?

If the answer to any of these questions is contained in any of your document uploads please write "Contained in document name of page X" or "Contained in document name of page X or pages X to Y"

Upload any other financial information or process documents that support your application

Attach a file:

Budgets

In this section we are asking for your **festival budget**.

Organisations whose primary purpose is to deliver a Festival: Provide a budget for your organisation as a whole.

Organisations that deliver a festival as a strategic, core part of a broader program of activities: Provide a budget for the festival only. Please include any income or expenditure apportioned to the Festival from whole of organisation sources.

Upload a detailed budget for your 2026 festival. Files must be in Excel or other CSV format *

Attach a file:

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Upload high level forward budgets for Festivals in 2027, 20028 and 2029. Files must be in Excel or other CSV format *

Attach a file:

Upload any supporting evidence for your forward budgets

Attach a file:

A maximum of 3 files may be attached.

Projected Festival Income Summary

Please see the definitions in the *Historic Festival Income Summary* section.

In your projected income, AQ Operational funding would be the value of the Organisations Fund grant you are requesting. This should be the same amount every year as the grant is not indexed. Enter whole numbers only.

Income type	2026	2027	2028	2029
This question is read only.	(\$)	(\$)	(\$)	(\$)
AQ Operational funding				
AQ Project				
Other Government				
Ticket Sales				
Retail and Merchandise				
Other Earned Income				
Cash Sponsorship				
Philanthropic Grant Funding				
Other Private Sector Income				
Other Income				
In Kind Income				

Projected Festival Expense Summary

Please see the definitions in the *Historic Festival Expenditure Summary* section.

Enter whole numbers only.

Expense type	2026	2027	2028	2029
This question is read only.	(\$)	(\$)	(\$)	(\$)
Core Staff (employees)				
Contractors				
Artists/ Presenters/ Performers				

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Festival Production Costs				
Marketing and Business Development				
Infrastructure and Administration				
Other Expenses				
Corporate Overheads				
In Kind Expenditure				

Certification

* indicates a required field

Financial viability certification

I confirm the organisation is a going concern (can continue to operate on a financially viable basis into the foreseeable future) *

- ☐ Yes ☐ No

I confirm the organisation is not under administration *

- ☐ Yes - the organisation is not under administration
☐ No - the organisation is under administration

All applicants

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the [Organisations Fund - Festivals Stream Guidelines](#).
- The statements in this application are true and correct to the best of my knowledge, information and belief.
- The supporting material is my own work or the work of the artists named in this application.
- I acknowledge that, if I am successful, information provided in this application will form part of my funding agreement with Arts Queensland and I will be held accountable to deliverables outlined in this application.
- I understand that if the application for funding is approved my organisation will be required to enter into a funding contract agreement.
- I consent that information provided in this application may be used for training, systems testing or process improvement purposes by Arts Queensland staff.
- I give permission for Arts Queensland to verify funding requested from other funding agencies in support of this project and to provide information in this application to those funding agencies for this purpose.
- I give permission for Arts Queensland to forward my information to the most appropriate industry experts or Government representative.
- If this application is approved, I consent to the media and Queensland's State MPs being given information about the funded project and I understand I may be contacted directly by them.

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

- I consent to information about the funded project and the amount of funding received being published on Arts Queensland's website and/or the Queensland Government Open Data Portal.

I agree *

☐ Yes

☐ No

The person submitting the application is the person who is authorised on behalf of the organisation to sign the contract and the Statutory Declaration and warrants they have authority to sign on behalf of the organisation.

Name *

Title

First Name

Last Name

Position

Date *

Must be a date

You are now coming to the end of your application process and before you **REVIEW** 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

☐ Neither easy or difficult

☐ Difficult

☐ Very difficult

How helpful did you find the recorded Industry Briefing?

☐ Very helpful

☐ A little helpful

☐ Not helpful

Did you contact Arts Queensland before or during the application process?

☐ Yes

☐ No

Please provide us with any improvements and/or additions to the application process/form that you think we need to consider:

No more than 100 words.

Do you have any other feedback to Arts Queensland on the program you are applying to?

Contact Us

Organisations Fund 2026-2029 - Festivals Stream

Form Preview

Arts Queensland

www.arts.qld.gov.au

Street address: Level 24, 111 George Street, Brisbane QLD 4000

Postal Address: GPO Box 1436 Brisbane QLD 4001.

Email: organisationsfund@arts.qld.gov.au

Telephone: +61 7 3034 4016 **Toll-free Telephone:** 1800 175 531 (outside Brisbane metro)