

Creative to Go Application Form

Form Preview

Privacy and Eligibility

* 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](#).

Eligibility

Please read the following to help in completing this form:

- [Program Guidelines](#)
- [Creative to Go FAQs](#)
- [Terms of Funding](#)
- [Important Information for Applicants](#)
- Data Dictionary
- Arts and Cultural Investment Framework found on the [AQ website funding page](#)

For general advice on funding applications visit our [Arts Acumen](#) page or download the [Funding Application Toolkit](#).

To be eligible for Creative to Go funding applicants must satisfy a number of eligibility criteria. If you are unsure if you are eligible for funding you can contact Arts Queensland on 07 3034 4016 and ask to speak to the Creative to Go fund manager.

Please refer to the Creative to Go Program guidelines for the full list of eligibility criteria.

Are you or your organisation based in Queensland? *

- Yes No

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

- Yes No

Are you over 18 years of age or if not has your application been co-signed by your legal guardian? *

- Yes No

Have you or your organisation received Arts Queensland funding before? *

- Yes No

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Under what name? *

Have you or your organisation satisfied the reporting requirements of any previous Arts Queensland funding? *

- Yes No N/A

You or your organisation holds current public liability insurance?

- Yes No

Have you ever been employed by Arts Queensland? *

- Yes No

Employees of Arts Statutory Bodies and the Department of Environment and Science should consult the 'Important Information for Applicants' document before applying.

If yes, did your employment cease more than six months before applying? *

- Yes No

Will your project begin after 3 August 2020 and before 31 January 2021 and at least 4 weeks from the date of submission of this application? *

- Yes No

Have you satisfied the additional eligibility criteria as outlined in the guidelines? *

- Yes No

[Link to the Guidelines](#)

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

Applicant Details

* indicates a required field

Applicant contact details

Are you applying as an *

If you are applying as a Group/Collective/Artist Run Initiative and have an ABN registered in your Group/Collective/Arts Run Initiative name, select Organisation in the check box below.

If you do NOT have an ABN registered in your Group/Collective/Artist Run Initiative name, select Individual in the check box below and enter the contact details of the person with a registered ABN.

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Applicant Name *

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

What is the name of your Group/Collective/ Artist Run Initiative

Organisation Name

Street address *

Address

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

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

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.

For Organisations or Groups/Collectives/Artist Run Initiatives

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

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Contact person for this application *

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

Position in the organisation *

Office contact number *

Must be an Australian phone number.
Please enter area code

Contact email

Must be an email address.

State Electorate and Local Government Area (LGA)

Select your State Electorate. To scroll quickly you can start typing the State Electorate name. *

Search your address on the Electoral Commission Queensland website to find your electorate.

Select your Local Government Area (LGA). To scroll quickly you can start typing the LGA name. *

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	

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Must be an ABN.

GST Registered *

- Yes No

Operating entity

- For profit Not for profit

Trading name or professional name (if different)?

Statistical information

Information in this section is not used to assess your application. Information you provide will be aggregated and used to review access to Arts Queensland funding programs.

If you are an individual applicant, do you personally identify as belonging to any of the groups below? If you are a group or applying as an organisation, does your group/organisation primarily exist for any of the groups below? (Tick only those that apply)

Do you or your group/organisation identify with any of the groups below?

- | | |
|--|--|
| <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+ |

Gender *

- Male Gender diverse
 Female Prefer not to disclose

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

Project/Program Summary

* indicates a required field

What is the main art form area of your project / program for assessment purposes? (please select one only)

Art form *

- | | |
|--|---|
| <input type="radio"/> Classical Music | <input type="radio"/> Theatre |
| <input type="radio"/> Contemporary Music | <input type="radio"/> Visual arts, craft and design |
| <input type="radio"/> Community Engagement | <input type="radio"/> Writing |
| <input type="radio"/> Dance | <input type="radio"/> Other |

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Other art form (please specify)

Project/Program summary

Title of project/program

*

Brief project description

*

Word count:

Provide a short description of your project (Maximum 50 words)

AQ funding request *

\$

This field will populate once you have completed your budget.

Project start date *

Must be a date and between 3/8/2020 and 31/1/2021.

Project end date *

How many Queensland artists/arts workers are involved in the project/program? *

Only complete the section below if your project **specifically and directly** targets people from one or more of these groups.

Is your project aimed at specific communities as participants and/or audiences?

- | | |
|--|--|
| <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+ |

COVID Safe plan

All businesses, including arts businesses, should have an up to date Work Health and Safety (WHS) plan in place, including strategies to manage COVID-19. You may also choose to operate in line with an approved COVID Safe Industry Plan and your host venues may be operating under their own plans, approved industry plans or approved site specific plans.

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Are you operating under:

- your own WHS plan which includes strategies to manage COVID-19
- an approved COVID Safe industry plan
- a combination of your own WHS plan and the plans of your host venues

Please attach your certificate of compliance *

Attach a file:

Locations

* indicates a required field

Locations

Select the number of locations where your project will be delivered. If more than 10 locations please contact the Creative to Go Program Manager on 07 3034 4016.

Please note: If you enter data for a location and then want to remove the location you MUST delete the data entered for that location.

Number of Locations *

Location 1

Select the first location from the dropdown list. If your location is **not listed select Other** then type in the name of the town. Then select the **activity types** at this location.

For definitions of the activity types, please refer to the [Data Dictionary](#).

Location 1 *

Other:

Activity types *

- Performances
- Exhibitions
- Workshops

No. of activities

No. of participants

No. of attendees

Performances

Exhibitions

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Workshops

Location 1 - Totals

<input type="text"/>	<input type="text"/>	<input type="text"/>
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Location 2

Select the second location from the dropdown list. If your location is **not listed select Other** then type in the name of the town. Then select the **activity types** at this location.

Location 2 *

Other:

Activity types *

- Performances
- Exhibitions
- Workshops

No. of activities

No. of participants

No. of attendees

Performances

Exhibitions

Workshops

Location 2 - Totals

<input type="text"/>	<input type="text"/>	<input type="text"/>
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Location 3

Location 3 *

Other:

Activity types *

- Performances
- Exhibitions
- Workshops

No. of activities

No. of participants

No. of attendees

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Performances

Exhibitions

Workshops

Location 3 - Totals
 This number/amount is calculated. This number/amount is calculated. This number/amount is calculated.

Location 4

Location 4 *

 Other:

- Activity types ***
- Performances
 - Exhibitions
 - Workshops

No. of activities No. of participants No. of attendees

Performances

Exhibitions

Workshops

Location 4 - Totals
 This number/amount is calculated. This number/amount is calculated. This number/amount is calculated.

Location 5

Location 5 *

 Other:

- Activity types ***
- Performances
 - Exhibitions
 - Workshops

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No. of activities No. of participants No. of attendees

Performances

Exhibitions

Workshops

Location 5 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 6

Location 6 *

Other:

Activity types *

- Performances
- Exhibitions
- Workshops

No. of activities No. of participants No. of attendees

Performances

Exhibitions

Workshops

Location 6 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 7

Location 7 *

Activity types *

- Performances

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Other:

- Exhibitions
- Workshops

No. of activities No. of participants No. of attendees

Performances

Exhibitions

Workshops

Location 7 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 8

Location 8 *

Other:

- Activity types ***
- Performances
 - Exhibitions
 - Workshops

No. of activities No. of participants No. of attendees

Performances

Exhibitions

Workshops

Location 8 - Totals

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This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 9

Location 9 *

Other:

Activity types *

- Performances
- Exhibitions
- Workshops

No. of activities

No. of participants

No. of attendees

Performances

Exhibitions

Workshops

Location 9 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 10

Location 10 *

Other:

Activity types *

- Performances
- Exhibitions
- Workshops

No. of activities

No. of participants

No. of attendees

Performances

Exhibitions

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Workshops

Location 10 - Totals

<input type="text"/>	<input type="text"/>	<input type="text"/>
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Overall Totals

Total number of activities (performances, workshops, exhibitions, etc)?	Total number of participants	Total Number of attendees
<input type="text"/>	<input type="text"/>	<input type="text"/>
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Project / Program Proposal Details

* indicates a required field

Project / Program Proposal

Please provide a concise outline of your project/program by completing the sections below to address the assessment criteria and the objectives of the **Creative to Go Program**. Use a **maximum of 1500 words** in total for the two sections below.

Please Note: If your application is successful the information you provide here will become the Funded Activities for the purposes of the Funding Agreement with Arts Queensland. You will only be permitted to use the Funding to perform Funded Activities, so you must list all relevant activities here.

Assessment criteria

Your application will be assessed on how well it meets the following assessment criteria - Quality, Reach, Impact and Viability (**see guidelines for descriptions**).

For general advice on responding to assessment criteria, download the [Arts Acumen Selection Criteria Toolkit](#).

Proposal details *

Word count:

List the key dates *

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Word count:

Budget - Income and Expenses

* indicates a required field

Budget Details

Do you wish to : * attach your own budget as an excel or csv file
 use the Smarty Grants budget template

Please attach a copy of your project budget showing income and expenditure. Your budget must be attached as an excel document or csv file.

Your budget should:

- Itemise the different sources of income
- Indicate whether income from philanthropy, sponsorship or other government sources is confirmed or unconfirmed
- Show the rationale underpinning any estimates of income from earned income such as ticket sales, merchandising or retail
- Include in-kind as well as cash contributions
- Itemise expenditure at a sufficiently detailed level that assessors can see the number of people involved in the project, the nature of their work and the length of their engagement
- Indicate where expenditure is an in-kind cost and who is providing it.
- In the **Totals** below please enter your total income amount excluding the amount of AQ Funding you are requesting

Attach your budget *

Attach a file:

Your budget must be attached as an excel document or csv.

Totals

Expenditure *

\$

Income *

\$

Income not including AQ
requested amount

**AQ funding request (expenditure minus
income)**

\$

Please complete the budget using the template below to account for all project costs.

Step 1 - complete the **expenditure** required to do your project

Step 2 - identify all **income** sources (cash and in-kind, confirmed or unconfirmed)

Step 3 - the difference is the **AQ funding request**

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Step 4 - indicate how much of the Arts Queensland funding will be used for each expenditure item in the **AQ breakdown column**.

Budget tips:

- The budget **must** balance (**total income = total expenditure**)
- Ensure that your budget estimates are as accurate as possible.
- Use whole dollar amounts, do not use commas.
- For income and expenditure definitions please refer to the [data dictionary](#).
- For general advice on developing a budget, download the [Arts Acumen Budget Preparation Toolkit](#).
- **GST:**

If you **are not GST registered**: amounts should **include GST** as this is part of the cost of the project.

If you **are GST registered**: Arts Queensland will pay the funds plus GST; amounts should therefore be **exclusive of GST**.

Your application is not saved until you click the save button; please regularly save your application.

Expenditure

Enter expenditure items below and indicate if they are cash or in-kind.

A. Salaries, fees and allowances

Wages or fees for people involved in the project e.g. performers, artists, collaborators, workshop leaders, technical crew. Include superannuation and work-cover costs here. Individuals should include fees paid to themselves.

Salaries, fees and allowances items	Cash / In-kind / Both	Amount (\$)	AQ breakdown amount (\$)
		\$	\$

A. Salaries, Fees and allowances total

\$

This number/amount is calculated.

A. AQ total amount

\$

This number/amount is calculated.

B. Activity costs

Activity costs including venue hire, equipment hire, freight, materials, costumes/set, exhibition costs, cleaning or security, travel costs for project staff. Cost of sales for retail or food and /drink or producing recordings or publications. Evaluation costs. Insurance or licences costs related to the project.

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Activity cost items Cash / In-kind / Both Amount (\$)

AQ breakdown amount (\$)

		\$	\$

B. Activity costs total

\$

This number/amount is calculated.

B. AQ total amount

\$

This number/amount is calculated.

C. Marketing Promotion and documentation costs

E.g. Advertising; design and printing of posters, flyers, programs, signage; project related website costs; photography and filming; costs associated with fundraising or sponsorship

Marketing Promotion and documentation cost items Cash / In-kind / Both Amount (\$)

AQ breakdown amount (\$)

		\$	\$

C. Promotion, documentation & marketing total

\$

This number/amount is calculated.

C. AQ breakdown amount (\$)

\$

This number/amount is calculated.

D. Administration costs

E.g. Postage, photocopying, internet and telephone, office costs associated with the project. Finance or accounting costs associated with the project. Organisations should include travel costs for core staff here.

Administration cost items Cash / In-kind / Both Amount (\$)

AQ breakdown amount (\$)

		\$	\$

D. Administration total

D. AQ breakdown amount (\$)

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\$
This number/amount is calculated.

\$
This number/amount is calculated.

Total expenditure

Expenditure Total
\$
This number/amount is calculated.

AQ breakdown total
\$
This number/amount is calculated.

Income

E. Earned income

Money you earn from supplying goods or services e.g. ticket sales, workshops fees, income from selling artistic product, merchandise, or food/drink.

Earned income items	Confirmed funding?	Cash/In-kind	Amount (\$)
----------------------------	---------------------------	---------------------	--------------------

			\$

E. Earned income total
\$
This number/amount is calculated.

F. Income from Queensland Government

Income from other Qld Govt sources not including this application e.g. Community Benefit Fund, or Tourism and Events Queensland.

Income from Qld Government items	Confirmed funding?	Cash/In-kind	Amount (\$)
---	---------------------------	---------------------	--------------------

			\$

F. QLD Gov income total
\$
This number/amount is calculated.

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G. Sponsorships / Fundraising / Foundations

Include donations, fundraising income, cash or in-kind sponsorship/ support from businesses or partners, money from non-government grant programs e.g. Tim Fairfax Family Foundation.

Sponsorships / Fundraising / Foundations items **Confirmed funding?** **Cash/In-kind** **Amount (\$)**

Sponsorships / Fundraising / Foundations items	Confirmed funding?	Cash/In-kind	Amount (\$)
			\$

G. Sponsorship / Fundraising / Foundations total

\$

This number/amount is calculated.

H. Other income

Income from Local Government sources (including RADF), Federal funding (including Australia Council) and any other income.

Other income items **Confirmed funding?** **Cash/In-kind** **Amount (\$)**

Other income items	Confirmed funding?	Cash/In-kind	Amount (\$)
			\$
Income from Local Government sources (including RADF), Federal funding (including Australia Council) and any other income			

H. Other income total

\$

This number/amount is calculated.

I. Your contribution

Cash or in-kind contribution from you or your organisation and from artistic collaborators. Include the value of volunteer time in this section.

Your contribution **Confirmed funding?** **Cash/In-kind** **Amount (\$)**

Your contribution	Confirmed funding?	Cash/In-kind	Amount (\$)
			\$

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I. Your contribution total

\$

This number/amount is calculated.

Budget check

Total expenditure (A+B+C+D)

\$

This number/amount is calculated.

Total income (E+F+G+H+I)

\$

This number/amount is calculated.
Income not including AQ requested amount

AQ funding request (expenditure minus income)

\$

Expenditure minus income

AQ breakdown amount

\$

This amount is from your expenditure budget.

The above two fields must be equal. If they are not equal please adjust your budget.

\$

Calculated difference between the above fields.

Totals

Total expenditure

This number/amount is calculated.

Total income

This number/amount is calculated.
Includes AQ funding request

Final AQ funding request

\$

This number/amount is calculated.

AQ funding request as a percentage of total income

If after entering budget data a Requires Valid Format message appears, click on the Save Progress Button to recalculate, this should remove the message.

If applicable, please provide quotes for significant budget items

Attach a file:

A maximum of 5 files may be attached.

Notes to budget

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Please outline any information that will assist to clarify or justify the costs calculated in your budget. Include the name of the funding program and notification date of any funding you have applied for and included in your budget.

Have you applied for Australia Council funding for this project/program? *

Yes

No

If no, please outline your reasons for not applying. *

Support material

* indicates a required field

Mandatory support material

Please note: Maximum 50MB of support material allowed.

- Letters of support must include an original signature or contact details of the author.
- All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.
- Excessive support material will not be read by assessors and as such excluded from assessment.
- For audit purposes, Arts Queensland is required to retain a copy of the support material supplied by applicants.

IF YOU ARE UPLOADING MULTIPLE FILES IT IS RECOMMENDED THAT YOU SAVE YOUR PROGRESS AFTER ATTACHING 3 FILES.

1. Letters of confirmation and support from presenting partners and evidence of interest from potential clients and other stakeholders (e.g. venues, organisations, events, audiences) This demonstrates demand for your activity *

Attach a file:

A maximum of 3 files may be attached.
Recommended no more than 5mb per attachment.

2. Examples that demonstrate the quality of the proposed activity (examples of the work, or previous work by you or your organisation, reviews or testimonials) *

Attach a file:

A maximum of 3 files may be attached.

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Links to support material for assessors:

Link 1

Must be a URL.

Link 2

Must be a URL.

Link 3

Must be a URL.

3. Certificate of public liability insurance that meets the requirements of the activity and its venues (minimum \$10 million) *

Attach a file:

4. For Collective/Artist Run Initiative all members of the group must sign a letter to Arts Queensland confirming their involvement and support for the nominated representative. *

Attach a file:

A minimum of 1 file must be attached.

If relevant to your proposal the following items are mandatory

5. For applications involving Aboriginal and Torres Strait Islander people please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant people communities and organisations.

Attach a file:

A maximum of 3 files may be attached.

6. For applications involving people from culturally and linguistically diverse backgrounds; people with a disability; children or young people, please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

Attach a file:

A maximum of 3 files may be attached.

Certification

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* indicates a required field

All applicants

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Creative to Go.
- I have read, and I/my organisation is able to comply with, all of the requirements of the following;
 - The Guidelines pertaining to the grant fund as specified in the application
 - The application and any schedules or attachment
 - The terms and Conditions as found at; https://www.hpw.qld.gov.au/_data/assets/pdf_file/0011/3422/shortformtermsconditions.pdf
- 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/ my organisation is successful, and I/my organisation will be held accountable to deliverables outlined in this application, and information provided in this application will form part of the funding agreement with Arts Queensland, along with;
 - The Guidelines pertaining to the grant fund as specified in the application
 - The application and any schedules or attachment
 - The terms and Conditions as found at; https://www.hpw.qld.gov.au/_data/assets/pdf_file/0011/3422/shortformtermsconditions.pdf
- I/my organisation will keep and maintain, for a period of 5 years, the necessary records to substantiate the application outlined in this form and any progress and outcome reporting
- I/my organisation consent that information provided in this application may be used for training, systems testing or process improvement purposes by Arts Queensland staff.
- I/my organisation 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/my organisation give permission for Arts Queensland to forward my information to the most appropriate industry experts or Government representative.
- If this application is approved, I/my organisation 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.

- I/my organisation 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 to the above *

Yes

No

For organisations groups/collectives/artist run initiatives, the person signing 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

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of the organisation group/collective/artist run initiative.

Name *

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

Position

Date *

Must be a date

Arts Queensland ENews

Would you like to receive Arts Queensland email communications? We will add your First Name, Last Name, Postcode and Email and your responses below to our Vision6 email client in accordance with our Terms and Conditions (<https://www.arts.qld.gov.au/privacy#email>).

*

- I wish to receive Arts Queensland eNews
- I do not wish to receive Arts Queensland eNews

I want to receive emails about

- All Arts Queensland enews
- Funding opportunities
- Arts sector news
- New Performing Arts Theatre updates
- Ten Year Roadmap

I am interested in hearing about (select all that apply)

- Arts in schools
- Circus and physical theatre
- Dance
- First Nations Arts
- Film
- Literature
- Music
- Theatre
- Visual art

*

- I consent to Arts Queensland collecting and using my information for communication purposes in accordance with our Terms and Conditions

Terms and Conditions : <https://www.arts.qld.gov.au/privacy#email>

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.

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Please indicate how you found the online application process:

- Very easy Easy Neither Difficult Very difficult

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

[Arts Queensland](#)

www.arts.qld.gov.au

Street address: Level 16, 111 George Street, Brisbane QLD 4000

Postal Address: GPO Box 1436 Brisbane QLD 4001.

Email: investment@arts.qld.gov.au

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