

First Nations Fashion and Textiles Accelerator Fund Application 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](#).

Before You Start

Please read the General Guidelines and fund-specific [guidelines](#) before making an application. If you need any help with completing or submitting your application, or if you are unsure about your eligibility for funding please call Arts Queensland on 07 3034 4016 or 1800 175 531.

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

Please note: Save your work as you go by regularly clicking the SAVE button.

Eligibility check

Please select the option that best describes you as the applicant: *

- ☐ I am applying as an artist or arts worker that is a sole trader
- ☐ I am applying as the owner of a fashion and/or textiles business
- ☐ I am applying on behalf of an arts and cultural business or organisation

I confirm that I am of Aboriginal or Torres Strait Islander descent and identify as an Aboriginal person or Torres Strait Islander, and am accepted as such by the community in which I live, or formerly lived. *

☐ Yes

☐ No

I am applying on behalf of a First Nations organisation or business *

☐ Yes

☐ No

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For the purposes of The Fund, a First Nations organisation is one that is at least 50% owned and led by Aboriginal and/or Torres Strait Islander peoples, who have formal authority to make decisions in operations and governance of the organisation.

You are not eligible to apply to this fund. Please refer to the fund guidelines.

Applicant details

* indicates a required field

Applicant name *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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

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Primary contact email *

Must be an email address.

State Electorate and Local Government Area (LGA)

Use the [Electoral Commission Queensland website](#) to find your State Electorate and LGA.

Please enter your Street address provided above in the search field.

Use the Drop-down below to enter your State Electorate and LGA.

Select your State Electorate *

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

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	

You can also check your ABN at <https://abr.business.gov.au/>

GST Registered *

☐ Yes

☐ No

Operating entity *

☐ For profit

☐ Not for profit

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Trading name or professional name (if different)?

Month and Year you started trading *

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

Your work in fashion and textiles

* indicates a required field

Businesses

Briefly describe your business and its work in fashion and/or textiles including:

- What you produce
- Your track record of delivery
- Your business structure and staffing
- Who you collaborate or partner with in the design, production, marketing or selling of your work
- How you sell your work
- What the current market and demand is for your work
- Your annual turnover and your annual income from fashion and/or textiles work (if a stream within your business or practice)

I would like to supply this information through: *

- ☐ A written response (up to 300 words)
- ☐ Uploading a business capability statement
- ☐ Uploading a 2-3 minute video or audio recording

Provide your written response here

Word count:

Must be no more than 300 words.

Upload your video or audio recording, or your business capability statement here

Attach a file:

Compulsory support material

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1. Up to three examples of previous fashion and textiles work that demonstrates the quality of what you design or create *

Attach a file:

A maximum of 3 files may be attached.
or provide a link below

2. Project Evaluation Plan *

Attach a file:

Link 1

Must be a URL.

Description of Link 1 content

Link 2

Must be a URL.

Description of Link 2 content

Link 3

Must be a URL.

Description of Link 3 content

Project details

* indicates a required field

Activity Summary

Project Title *

Short project description *

Word count:

Must be no more than 50 words.

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Sum up your project in a sentence or two (max. 50 words)

AQ Funding Request *

Must be a whole dollar amount and no more than \$60,000. This field is calculated based on your Budget on Page 7.

Activity start date *

Must be no earlier than 03/02/2025

Activity end date *

Art form *

☐ Visual arts, craft and design

Select the eligible activity(ies) from the guidelines that best match what you are seeking funding for (select all that apply): *

- ☐ Equipment purchase
- ☐ Small scale infrastructure improvements
- ☐ Business collaboration to increase production
- ☐ Residencies
- ☐ Use of new digital technologies
- ☐ Collaborations to increase knowledge and skills
- ☐ New collection development
- ☐ National or international market development activities

Tick all that apply

The information you provide in the following sections and in the supporting material, will be used by Assessors to assess your application against Fund objectives and criteria stated in the General and fund-specific [guidelines](#).

Please Note: If your application is successful the information you provide here will be the 'Funded Activities' to which you are bound in your funding agreement with Arts Queensland.

Describe your project – what it will achieve, why it matters and how it will be delivered.

I wish to provide: *

- ☐ Written proposal
- ☐ Audio/Video submission
- ☐ Written proposal and Audio/Video submission

In this section you should describe not only what you want to do, but how the activity will grow your business and contribute to your longer-term market development plans

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Describe your project - what it will achieve, why it matters and how it will be delivered. *

Word count:

Must be no more than 600 words.

Tip: Read *Creative Together* and the Funding guidelines for guidance on how your project can meet Arts Queensland objectives.

Attach a market development strategy if you have one

Attach a file:

Describe Your project - what it will achieve, why it matters and how it will be delivered:

- In this section you should describe not only what you want to do, but how the activity will grow your business and contribute to your longer-term market development plans
- *Read Creative Together and the Funding guidelines for guidance on how your project can meet Arts Queensland objectives.*

Upload your video/audio using Arts Queensland's online file document file sharing system Digital Pigeon using the following link [upload file](#) or attach a file below. If attaching a file below, the maximum file attachment size is 2mb.

Or upload video or audio response

Attach a file:

Upload limit 2mb per file

Once you have uploaded and sent your video/audio to Arts Queensland our Grants Officers will add it to your application.

Please note: Depending on the file size and your internet connection files, some files may take longer then others to finish uploading.

Compulsory support material

Please note: Maximum 50MB of support material allowed.

If you are uploading multiple files it is recommended that you save your progress after attaching three (3) files.

Up to three letters/videos from individuals or organisations in support of your application. Note: Letters of support must include an original signature and contact details of the author. Video must include who is speaking and a way to contact them. *

Attach a file:

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

If relevant to your project, provide evidence of proper consultation, consent, and permission.

Attach a file:

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

It is important that you include all the Compulsory Support Material relevant to your application and the fund that you are applying to. If you do not include the Compulsory Support Material, your application may be deemed ineligible.

Any other support material relevant to your project

Other support material - Upload 1

Attach a file:

Description of support material - Upload 1

Other support material - Upload 2

Attach a file:

Description of support material - Upload 2

Project plan

Projected timeline and activity plan

How to complete the Project Plan table

- Enter all your key project activities on separate lines with their start date and end date and the location the activity will take place in.
- Choose your location from the dropdown list of common locations. The list is in Alphabetical order. If you don't see your location choose 'Other' and enter the location name.
- If the location is interstate or overseas, please give the State and or Country
- If using the list or entering a name and the location is a town without any suburbs, give the town name, otherwise, give the suburb name.
- You can also select "digital" for online public activities or "No location" for admin tasks etc

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Click on the Maximise button (to the right) to view the table below in full view.

Activity description	Start date	End date	Location
	Must be no earlier than 03/02/2025	Must be a date.	

Networking and engagement plan

If you are seeking funding to participate in significant national or international market development activities, tell us how you will use the opportunity by giving us details of who you are seeking to connect with and why.

- **Target Contact Name and/or Organisation** - the contact may be an individual, an individual within an organisation or an organisation without a named contact at present
- **Objective in contacting** - what do you hope to achieve through meeting with this contact and could they contribute to your market development plans? e.g. potential sales, suppliers or manufacturers, artistic collaboration, insights
- **Notes** - further details to support an assessment of the strength and viability of your plan, for example if you have already made contact or arranged an introduction or if it will be a 'cold' approach; whether they will be at the event or you will meet with them outside of the key activity.

An update on the outcome of these contacts will form part of your Outcome Report.

Target Contact Name and/ or Organisation	Objective in contacting	Notes
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Who is involved

* indicates a required field

I wish to provide: *

- ☐ Written proposal
☐ Audio/Video submission
☐ Written proposal and Audio/Video submission

Who is involved in delivery?

Tell us about the professionals, communities and partners who will be involved in the project - what are their roles, capabilities and contributions?

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*

Word count:

Must be no more than 500 words.

Who is involved in delivery?

- Tell us about the professionals, communities and partners who will be involved in the project – what are their roles, capabilities and contributions?

Upload your video/audio using Arts Queensland's online file document file sharing system Digital Pigeon using the following link [upload file](#) or attach a file below. If attaching a file below the maximum file attachment size is 2mb.

Upload video or audio response

Attach a file:

Upload limit 2mb per file

Once you have uploaded and sent your video/audio to Arts Queensland our Grants Officers will add it to your application.

Please note: Depending on the file size and your internet connection files, some files may take longer then others to finish uploading.

How many Queensland artists/arts workers will be employed by the project? *

Tip: Count only those Queensland artists/arts workers who are employed for the project. Do not count existing or core staff helping deliver the project.

How many Queensland based First Nations artists or arts workers will be employed by the project?

Must be a number.
This is a subset of the total number of Queensland artists/arts workers.

How many Queensland based artists/arts workers with disability will be employed by the project?

Must be a number.
This is a subset of the total number of Queensland artists/arts workers.

Compulsory support material

Letters of confirmation and brief CVs/biographies from key professionals working in the project. *

Attach a file:

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A maximum of 3 files may be attached.

If you have project partners - Letters of confirmation from project partners including nature of support or participation.

Attach a file:

A maximum of 3 files may be attached.

It is important that you include all the Compulsory Support Material relevant to your application and the fund that you are applying to. If you do not include the Compulsory Support Material, your application may be deemed ineligible.

Budget

* indicates a required field

Please complete your project budget following the steps below.

Use whole dollar amounts, do not use commas.

If you are applying for multi-year funding then complete both income and expenditure sections for the project/program. All other applicants should only fill out the Year 1 sections of the budget.

Step 1 - Complete the Item, Category, Amount and columns in the Expenditure section for your project/program costs.

Step 2 - Enter the income you will receive for your project/program, completing information in **all** the columns for each item line.

Step 3 - If you have any in-kind, enter the items in the in-kind section, completing the information in all the columns for each item line. The form will add this total to both your Income and expenditure totals.

The form will calculate the difference between income and expenditure. This is the **AQ funding request**.

Step 4 - Return to the Expenditure section and indicate how much of the Arts Queensland funding request will be used for each expenditure item in the **AQ contribution amount column**. You can only allocate AQ funding to eligible costs. Please check the [General Guidelines and Fund guidelines](#) for eligible and ineligible costs.

Step 5 - Check the budget total sections to make sure:

- You have allocated the exact amount of the AQ funding request in the AQ contribution amount column. These two totals must be equal.
- You have not requested more than the allowed percentage of funding.

Budget tips:

- Budget information should be realistic and we recommend you provide current quotes for significant expenditure items in the supporting materials at the end of this section.
- Your application will be ineligible if the Arts Queensland funding request is 100% of the total project costs.

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- For general advice on developing a budget, download the [Arts Acumen Budget Preparation Toolkit](#).

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

Expenditure

Expenditure instructions

Enter the expenses or costs required to do your project items on separate lines.

DO NOT enter in-kind expenses here, enter in the in-kind section of the budget.

Choose the category from the list that best suits the type of expenditure in your item description. More detail about what the categories mean can be found in the [Online Glossary](#).

You should give sufficient information in the Item Description so that the assessors can see how the Amount has been calculated:

- Example: hire at \$50 dollars a week for 6 weeks, or 100 items at \$200 each
- Example: how many people involved in the project, the nature of their work/role and the length of their engagement.
- Example: royalty payments to artists based on percentage of projected sales

Click on the + button to add more budget lines.

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**.

Click on the Maximise button (to the right) to view the table below in full view.

Expenditure Year 1

Item description	Expenditure category	Amount (\$)	AQ contribution amount (\$)
Please enter item description		Must be a dollar amount.	Must be a dollar amount.

Total expenditure year 1

Total expenditure (\$)

Total AQ contribution amount (\$)

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This number/amount is calculated.

This number/amount is calculated.

Expenditure Year 2

Item description	Expenditure category	Amount (\$)	AQ contribution amount (\$)
Please enter item description		Must be a dollar amount.	Must be a dollar amount.

Total expenditure year 2

Total expenditure (\$)

This number/amount is calculated.

Total AQ contribution amount (\$)

This number/amount is calculated.

Total expenditure year 1 and 2

Total expenditure (\$)

This number/amount is calculated.

Total AQ contribution amount (\$)

This number/amount is calculated.

Income

Income instructions

Identify all the cash **income** sources (confirmed or unconfirmed) you will receive in order to do your project, including any cash money you will be contributing yourself and record them on separate lines.

DO NOT enter in-kind income here, enter in the in-kind section of the budget.

Choose the category from the list that best suits the type of income in your item description. More detail about what the categories mean can be found in the [Online Glossary](#).

You should give sufficient information that the assessors can see how earned income predictions have been calculated and the details of grants, sponsorships, and other financial partnerships.

Tell us whether the income is confirmed (i.e. a contracted fee or approved grant) or unconfirmed (sales not yet made or grant applications you don't know the outcome of)

Click on the + button to add more budget lines.

Click on the Maximise button (to the right) to view the table below in full view.

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Income Year 1

Item	Category	Confirmed funding?	Amount (\$)
Please enter item description			Must be a dollar amount.

Income Year 2

Item	Category	Confirmed funding?	Amount (\$)
Please enter item description			Must be a dollar amount.

Total income

Income year 1 (\$)

This number/amount is calculated.

Income year 2 (\$)

This number/amount is calculated.

Total income (\$)

This number/amount is calculated.

In-kind income year 1

In Kind Instructions

In-kind income refers to the dollar value of any goods and services you receive but do not pay for. For example free or discounted equipment, materials, venue space, professional services (e.g., legal, financial) and the labour of volunteers.

Record in this section the value of discount you were given or the value of the item or service you were given for free. Both your income and your expenditure totals below will automatically be increased by the amount of in-kind support you record here.

Item	Category	Amount (\$)
Please enter item description		Must be a dollar amount.

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In-kind income year 2

Item	Category	Amount (\$)
Please enter item description		Must be a dollar amount.

Total in-kind

Amount year 1 (\$)

This number/amount is calculated.

Amount year 2 (\$)

This number/amount is calculated.

Total amount (\$)

This number/amount is calculated.

Totals

Total expenditure amount (includes in-kind)

This number/amount is calculated.

Total income (includes in-kind)

This number/amount is calculated.

AQ funding request (expenditure minus income)

This number/amount is calculated.

AQ contribution amount check

This number/amount is calculated.

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

This number/amount is calculated.
Calculated difference between the above fields.

AQ funding request as a % of total expenditure

This number/amount is calculated.
Arts Queensland will not fund 100% of any project

Notes to budget

Please outline any information that will assist to clarify or justify the costs calculated in your budget. If you have applied for another Arts Qld funding program or funding from any other source and these funds are included in your budget as unconfirmed, then include the name of the funding program and

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notification date. Provide details of how you calculate and pay royalties if working with other artists' Intellectual Property.

Upload quote or quotes

You have selected that you are purchasing equipment or undertaking small scale infrastructure upgrades you must supply a quote.

Supplier quote or quotes must:

- include supplier details – Name, ABN, contact details and website URL; and
- give details of the activity, a description of service and proposed delivery date; and
- be issued on the supplier's business letterhead: or
- a screenshot showing the item costs and supplier's name (where a formal quote is not applicable)

If you are uploading multiple files it is recommended that you save your progress after attaching 3 files.

File upload *

Attach a file:

Recommended support material

Any other information to support income or expense estimations.

Attach a file:

Upload limit 2mb per file

Please Note

- Applications will be checked to ensure there is no duplication of costs with funding from other Arts Queensland programs and with Federal funding programs, or with procured services.
- Peer assessors will recommend the final amount of funding, which may be less than the amount requested in the application.

Risk management

* indicates a required field

I wish to provide:

- ☐ Written proposal
- ☐ Audio/Video submission
- ☐ Written proposal and Audio/Video submission

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Risk management

- What and where are the potential risks in the planned activity and how will they be managed?
- What are the things that might go wrong financially or practically and what could you do to help prevent them? What might your 'Plan B' be if they do happen?

You can find help on identifying and managing risks here: [management plan and business impact analysis](#).

*

Word count:

Must be no more than 500 words.

Risk management

- What and where are the potential risks in the planned activity and how will they be managed?
- What are the things that might go wrong financially or practically and what could you do to help prevent them? What might your 'Plan B' be if they do happen?

You can find help on identifying and managing risks here: [management plan and business impact analysis](#).

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Upload video or audio response

Attach a file:

Upload limit 2mb per file

Recommended support material

Copy of Certificate of Insurance

Attach a file:

If you are successful for funding, you will be required to have insurance in place relevant to your project or program. If you don't have insurance at the time of application, or your insurance will expire before the completion of your project, Arts Queensland may ask you to provide evidence of insurance as a condition of receiving funding.

Any other information to demonstrate the appropriate management of any risks associated with delivering your project.

Attach a file:

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Upload limit 2mb per file

Certification support material

The following support material is compulsory for certain applicants. Please speak to Arts Queensland if you are unsure if any of these apply to you.

Applications involving staff of Arts Statutory Bodies, Arts Owned Companies or the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts.

Must include a letter from an authorised officer stating the relevant employee's role and employment details and that the application does not relate to carrying out duties of their role, is not funded by the organisation, and detail how potential conflicts of interest will be addressed.

Upload file

Attach a file:

Upload limit 2mb per file

Applications that are supported by educational institutions

Must provide a letter from an authorised officer of the institution that confirms the activity is outside of core business and detail any financial or in-kind support the project will receive from the institution

Upload file

Attach a file:

Upload limit 2mb per file

Applications from Organisations Fund 2022-2025, First Nations Pathways and IAC Multi-Year Funding organisations

Must provide a letter from an authorised officer demonstrating that the activity is separate from activities already funded through Arts Queensland.

Upload file

Attach a file:

Upload limit 2mb per file

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Applications that have significant involvement from an Arts Queensland shareholder company, Arts Statutory Bodies or Major Performing Arts Organisations

Must provide a letter from an authorised officer confirming that the activity is separate from activities already funded through Arts Queensland.

Upload file

Attach a file:

Upload limit 2mb per file

For Groups/Collective/Artist Run Initiatives

All members of the group must sign a letter to Arts Queensland confirming their involvement and support for the nominated representative.

Upload file

Attach a file:

Upload limit 2mb per file

Statistical information

Information in this section is not used to assess your application. Information you provide will be used by Arts Queensland to evaluate access to its 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)

Groups Identify With

- | | |
|--|--|
| <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

- | | |
|------------------------------|--|
| <input type="radio"/> Male | <input type="radio"/> Gender diverse |
| <input type="radio"/> Female | <input type="radio"/> Prefer not to disclose |

Certification

* indicates a required field

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All applicants

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the First Nations Fashion and Textile Accelerator guidelines.
- I have read, and I/my organisation is able to comply with, all of the requirements of the application and any schedule or attachments.
- I acknowledge that if this application is successful, I/my organisation will be required to enter into a funding agreement with Arts Queensland.
- The statements in this application are true and correct to the best of my knowledge, information and belief.
- 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;

a) The [Guidelines](#) pertaining to the grant fund as specified in the application.

b) The application, Letter of Offer/Funding Agreement and any schedules or attachment.

- 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 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

Name *

Title

First Name

Last Name

Position

Date *

Must be a date

Contact Us

[Arts Queensland](#)

www.arts.qld.gov.au

First Nations Fashion and Textiles Accelerator Fund Application Form Preview

Brisbane Office:

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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)