



Arts North West Microgrant Guidelines

1. About Arts North West's Microgrants Program

Arts North West's Annual Micro Grants provide grants of up to **\$1,000** to support independent professional practising artists, community groups, arts organisations and creative businesses across the New England North West.

The program supports small-scale arts projects that strengthen creative practice, build professional skills, encourage community participation and contribute to a vibrant regional arts sector.

2. Key Dates

Activity	Date
Applications Open	Monday, 28 September 2026
Applications Close	Monday, 9 November 2026 (5.00 pm AEDT)
Assessment	Wednesday, 11 November 2026
Applicants Notified	Monday, 16 November 2026
Funding Agreement Due	Thursday, 10 December 2026
Tax Invoice Due	Thursday, 10 December 2026
Project Start	Thursday, 10 December 2026
Project Completion	Friday, 10 December 2027
Acquittal Due	Friday, 28 January 2028

3. Who Can Apply?

Applicants must:

- be based within the Arts North West service region

The eligible local government areas include:

- Armidale Regional
- Glen Innes Severn
- Gunnedah Shire
- Gwydir Shire
- Liverpool Plains Shire

- Moree Plains Shire
- Narrabri Shire
- Tamworth Regional
- Tenterfield Shire
- Uralla Shire
- Walcha Council
- be an independent professional practising artist, incorporated community group, arts organisation or creative business
- hold an ABN or provide a Statement by Supplier
- have no outstanding acquittals with Arts North West
- complete the project within the funding period.

Applicants may submit **one application per funding round**.

4. What Can Be Funded?

Examples include:

- Professional development
- Artist fees
- Workshops
- Mentoring
- Exhibitions
- Creative development
- Equipment and materials
- Marketing and audience development
- Creative business development
- Community arts projects

5. What Won't Be Funded?

Funding will not support:

- Projects already underway
- Ongoing operational costs
- Capital works
- Competitions and prize money
- Fundraising activities
- School curriculum activities
- Non-arts projects
- Retrospective funding

- Debt repayment

6. Completing Your Application

Applicant Details

You will be asked to provide:

- Applicant name
- Contact details
- Address
- ABN
- GST status

If applying as an organisation, the contact person should be authorised to submit the application.

7. Application Questions

Question 1

Tell us about yourself or your organisation.

This question helps the assessment panel understand your experience.

Include:

- your artistic practice
- relevant experience
- previous projects
- exhibitions or performances
- website or social media links

The panel is looking for evidence that you have the skills and experience to deliver your proposed project.

Question 2

What are you seeking funding for?

Describe your project.

Your response should include:

- What will you do?
- Where will it happen?
- When will it happen?
- Who is involved?
- What funding are you requesting?

The strongest applications clearly explain the project from beginning to end.

Question 3

What are the benefits of your project and why is this important?

Tell us:

- Why is this project needed?
- Who benefits?
- How will it strengthen your arts practice?
- How will it benefit your community?
- What difference will Arts North West funding make?

This is your opportunity to explain why your project deserves funding.

8. Budget

Applicants should provide a balanced budget.

Your total income must equal your total expenditure.

Include:

- Arts North West funding requested
- Other funding
- Your own contribution (if applicable)

Expenditure should list each item separately.

For example:

Item	Cost
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Artist fees	\$400
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Materials	\$300
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Venue Hire	\$150
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Marketing	\$150
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9. Supporting Information

Applicants should include supporting information where relevant.

This may include:

- Quotes for purchases
- Letters of support
- Venue confirmation
- Artist confirmation
- First Nations support letters

- Images of previous work
- Website links

Where a project includes First Nations artists, cultural knowledge or community engagement, applicants should provide evidence of appropriate consultation and cultural support.

Where projects involve children or young people, applicants must hold the appropriate Working With Children Check.

10. Referee

You will be asked to nominate one referee.

Your referee should be someone familiar with your artistic practice or organisational work.

Do not nominate a family member.

Include:

- Name
- Position
- Organisation
- Phone
- Email

11. Assessment

Applications will be assessed against the following criteria:

Assessment Criteria	Weighting
Quality of the project	35%
Benefit to the artist and community	35%
Planning and feasibility	20%
Budget and value for money	10%

Funding is competitive, and meeting the eligibility requirements does not guarantee funding.

12. Funding Conditions

Successful applicants must:

- sign a Funding Agreement
- submit a tax invoice
- acknowledge Arts North West support
- complete the project by **10 December 2027**
- submit an acquittal by **28 January 2028**

13. Governance

Successful applicants are responsible for delivering their project in accordance with the approved application, Funding Agreement and all applicable legislation. Applicants should ensure they understand the following requirements before submitting an application.

Conflict of Interest

Applicants must declare any actual, perceived or potential conflict of interest that may influence, or be perceived to influence, their application or the delivery of their project.

Arts North West Board members, staff, contractors and assessment panel members involved in the assessment process are also required to declare conflicts of interest and will not participate in the assessment or decision-making process where a conflict exists.

Child Safe Standards

Projects involving children or young people under 18 years of age must comply with the NSW Child Safe Standards and all relevant child protection legislation.

Applicants are responsible for ensuring that all artists, facilitators, staff and volunteers hold a valid Working With Children Check (WWCC) where required by law.

Arts North West may request evidence of compliance prior to releasing grant funds or during project delivery.

First Nations Cultural Protocols

Arts North West is committed to supporting culturally safe and respectful engagement with Aboriginal and Torres Strait Islander peoples.

Projects that include First Nations artists, cultural knowledge, language, storytelling, cultural practices or activities delivered with or for Aboriginal communities must demonstrate appropriate consultation and cultural authority.

Applicants may provide evidence of consultation where applicable, such as:

- an Aboriginal Community Support Letter
- a First Nations Artist Confirmation Letter
- endorsement from the relevant Local Aboriginal Land Council or recognised cultural authority.

Failure to demonstrate appropriate cultural consultation may affect the eligibility or assessment of the application.

Copyright and Intellectual Property

Applicants must ensure they hold the necessary permissions, licences and approvals to use any copyrighted material, images, music, text or other intellectual property associated with the project.

Ownership of intellectual property remains with the creator unless otherwise agreed.

By accepting funding, applicants grant Arts North West permission to use project images, project information and evaluation material for reporting, promotional and advocacy purposes, with appropriate acknowledgement of the artist or organisation.

Privacy

Arts North West collects personal information solely for the purpose of administering the Annual Micro Grants Program.

Information may be used for:

- assessing applications
- administering funding agreements
- reporting to funding bodies
- program evaluation
- auditing requirements
- promoting funded projects where appropriate.

Personal information will be managed in accordance with the Privacy Act 1988 (Cth) and applicable privacy legislation.

Insurance

Applicants are responsible for obtaining and maintaining any insurance required to deliver their project.

Depending on the nature of the activity, this may include:

- Public Liability Insurance
- Professional Indemnity Insurance
- Volunteer Insurance
- Workers Compensation Insurance.

Arts North West accepts no responsibility for any loss, damage or liability arising from funded activities.

Work Health and Safety (WHS)

Applicants are responsible for ensuring their project complies with all relevant Work Health and Safety legislation.

Where required, applicants must:

- identify and manage project risks
- obtain necessary permits and approvals
- provide a safe environment for participants, audiences, artists and volunteers
- comply with venue and event safety requirements.

Projects delivered in public spaces must comply with the relevant local authority requirements.

Financial Management

Successful applicants are responsible for managing grant funds responsibly and in accordance with the approved budget.

Grant funds:

- must only be spent on the approved project
- cannot be used for purposes outside the approved application without prior written approval
- must be supported by appropriate financial records, invoices and receipts.

Applicants are encouraged to maintain accurate financial records throughout the life of the project.

Project Variations

Projects should be delivered as approved.

If circumstances require significant changes to the project, including changes to:

- project scope
- budget
- timeline
- key personnel
- location

the applicant must seek written approval from Arts North West before implementing the change.

Approval is not automatic and will be considered on a case-by-case basis.

Monitoring and Audit

Arts North West reserves the right to monitor funded projects to ensure compliance with the Funding Agreement.

Applicants may be requested to provide:

- financial records
- receipts and invoices
- project documentation
- photographs
- evaluation information
- evidence of project delivery.

Arts North West also reserves the right to audit funded projects for a period of up to seven (7) years following project completion, in accordance with organisational governance and funding obligations.

Funding Acknowledgement

Successful applicants must acknowledge the support of Arts North West in all promotional material, media releases, websites, social media, printed publications and public communications associated with the funded project.

Where applicable, applicants must also acknowledge funding partners and use the approved acknowledgement wording and logos supplied by Arts North West.

Copies of promotional material may be requested as part of the acquittal process.

Funding Agreement

Successful applicants will be required to enter into a Funding Agreement with Arts North West before grant funds are released.

The Funding Agreement outlines:

- payment conditions
- reporting requirements

- project milestones
- acknowledgement requirements
- acquittal obligations
- funding conditions.

Failure to comply with the Funding Agreement may result in grant payments being withheld, repayment of funds, or ineligibility for future Arts North West funding programs.

Arts North West's Rights

Arts North West reserves the right to:

- request further information from applicants;
- verify any information provided in an application;
- seek advice from independent experts where required;
- offer full or partial funding;
- impose additional conditions on successful applications;
- withdraw or amend a funding offer where eligibility requirements or funding conditions are not met;
- suspend or cancel the funding round if circumstances require.

Submission of an application does not guarantee funding.

By submitting an application, applicants acknowledge that they have read and understood these Guidelines and agree to comply with all program requirements and funding conditions if successful.

14. Contact Us

Arts North West encourages applicants to contact our team before submitting an application if they have any questions about the Annual Micro Grants Program. IT IS NOT A REQUIREMENT OF THE GRANT TO CONTACT US PRIOR TO SUBMISSION.

We are happy to assist with:

- determining whether your project is eligible
- discussing your project idea before you apply
- interpreting these guidelines or the application questions
- understanding the assessment criteria
- preparing a realistic project budget
- confirming the eligibility of project expenses
- identifying the supporting documentation you may need
- understanding First Nations cultural protocols and supporting documentation requirements
- Working With Children Check (WWCC) requirements
- accessibility requirements or requesting these guidelines in an alternative format
- technical assistance with the online application form

- any other questions about the funding process.

Applicants are encouraged to contact Arts North West well before the closing date, as assistance may not be available immediately prior to applications closing.

Please note: Arts North West staff can provide advice on eligibility, application requirements and the funding process; however, staff cannot write applications or guarantee the success of any application.

Contact Details

Arts North West

Email: rado@artsnw.com.au or office@artsnw.com.au

Phone (02) 6732 4988 or Executive Director Lauren Mackley: 0493 316 463