

Privacy, eligibility and help

* 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, 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:

- Be a small to medium business with a primary or strategic focus on the delivery of arts and cultural products or services in Queensland
- Have a registered Queensland business address and staff based full-time 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 two years of activity and two years of audited or certified financial statements to be able to provide compulsory support material

You **cannot** apply to the Small to Medium Organisations stream if you are:

- An individual or sole trader or an individual applying on behalf of a trust
- A government entity, or any entities owned or controlled by local, state or federal governments
- An educational institution seeking funding for core business**

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- An Arts Statutory Body or Arts Owned Company
- Funded under the National Performing Arts Partnership Framework
- An organisation with a focus on screen, streaming or television content development activities, games, or film making or presentation activities.
- 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 funding round
- Be submitted via SmartyGrants, unless given written permission by Arts Queensland to submit the application in another way
- **Not** be auspiced.

**Arts Queensland will consider a waiver, on a case-by-case basis, on applications from arts and cultural organisations that are directly supported or owned by an academic and/ or training institution. A waiver must be requested and additional support material may be required. See guidelines for details.

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

Yes

No

Not sure

[Guidelines](#)

If your organisation is a tertiary, academic or training institution or is owned by an LGA, have you contacted Arts Queensland to check if you are eligible or need to submit a waiver? *

Yes

No

N/A

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

Contact Arts Queensland

Email organisationsfund@arts.qld.gov.au as soon as possible for advice on your eligibility.

It may be possible to request a waiver. Waiver requests must be submitted at least 4 weeks before the Fund closing date.

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

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Organisation name *

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

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

General contact number *

Please enter area code

Mobile phone number

Must be an Australian phone number.

Organisation 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

Position in the organisation *

Contact Office Phone Number *

Must be an Australian phone number.

Contact Mobile Phone Number

Must be an Australian phone number.

Contact email *

Must be an email address.

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State Electorate and Local Government Area (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	

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? *

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Is your organisation at least 50% owned or led by First Nations people? *

- Yes No

Do you wish to be assessed by a 100% First Nations panel of assessors? *

- Yes No

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

Your organisation summary

* indicates a required field

Funding program (do not edit this field)

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This question is read only.

What is your organisation'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

Provide a brief summary of your organisation, including an outline of your core activity and the role you play in the Queensland arts sector. *

Must be no more than 300 words.

Does your organisation benefit specific communities through its activities? Do not select a target group if your activities are generally available to all members of the community.

- | | |
|--|--|
| <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 Plan

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Upload your Strategic Plan. 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).

The maximum amount of funding is \$660,000 per annum for not-for-profit companies and \$200,000 per annum for all other company types (for four years).

Annual funding request

*

Must be whole dollars

What are you planning to allocate Arts 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

Upload short bios of your management team *

Attach a file:

Do you have an ensemble as part of your core operations? *

Yes

No

For the purposes of this Fund an ensemble is a group of musicians, dancers, or actors who perform together, and are engaged by the organisation in an ongoing way rather than being brought together for individual projects.

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

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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.

	All Employees	Queensland Employees
FTE * <input type="text"/> Must be a number.	Total Headcount * <input type="text"/> Must be a number.	Total Headcount * <input type="text"/> Must be a number.
	Full time * <input type="text"/> Must be a number.	Full time * <input type="text"/> Must be a number.
	Part-time * <input type="text"/> Must be a number.	Part-time * <input type="text"/> Must be a number.
	Casual * <input type="text"/> 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 * <input type="text"/> 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 * <input type="text"/> Must be a number. Count here people whose employment is related to specific projects and is not ongoing.	Project based * <input type="text"/> Must be a number. Count here people whose employment is related to specific projects and is not ongoing.

How many people are in your ensemble? *

Must be a number.

What are the terms of their engagement? *

For example full time, 0.6 FTE or 30 weeks a year

Upload short bios of your ensemble, including their home town or city *

Attach a file:

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

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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

Must be a number.

People with disability or d/Deaf

Must be a number.

LGBTIQA+

Must be a number.

% 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

This number/amount is calculated.

% People with disability or d/Deaf

This number/amount is calculated.

% LGBTIQA+

This number/amount is calculated.

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.

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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. *

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

Female

Must be a number.

% Female

This number/amount is calculated.

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.

First Nations Owned and Led Organisations

What percentage of your Board or managing committee is:

Aboriginal

Torres Strait Islander

**Both Aboriginal and Torres Strait
Islander**

**Neither Aboriginal or Torres Strait
Islander**

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Must be a number.

Must be a number.

Must be a number.

Must be a number.

The numbers above must total 100 percent

This number/amount is calculated.

The total of Aboriginal, Torres Strait Islander and Both Aboriginal and Torres Strait Island must be at least 50% *

Must be a number and at least 50.

Volunteers

How many volunteers does your organisation engage in a year to help deliver your activities?

Must be a number.

Describe the key roles your volunteers fulfil in your organisation

If you do not have any volunteers please write N/A in the text box

Your program

* indicates a required field

Activities and Services

Please note: Maximum 50MB of support material allowed.

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

Upload a summary of key activity and achievements for the previous two years, including any highlights and key collaborations and partnerships *

Attach a file:

A maximum of 1 file may be attached.

No more than four pages.

Upload details of your planned activity for the first year of the funding period. *

Attach a file:

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A maximum of 1 file may be attached.

No more than two pages. Applicants that budget on a financial, not calendar year, should include activity from 1 January 2026 to 30 June 2027.

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.

Tell us about who you engage with at the moment and your development strategy for future engagement, including any partnerships. Consider: audiences, participants, members, and/or community as relevant to your organisation *

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 of page X" or "Contained in document name of page X or pages X to Y"

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

Attach a file:

A maximum of 3 files may be attached.

Upload examples of previous work relevant to future planned activities or attach links below

Attach a file:

A maximum of 3 files may be attached.

Links to support material:

Link 1

Must be a URL.

Link 2

Must be a URL.

Link 3

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Must be a URL.

Any other supporting or explanatory information in support of your application.

Attach a file:

A maximum of 2 files may be attached.

How your organisation 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 of page X" or "Contained in document name of page X or pages X to Y"

Provide a brief overview of your organisation's top strategic priorities for 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 of page X" or "Contained in document name of page X or pages X to Y"

List between 3 and 5 key performance indicators (KPIs) that your organisation uses to measure how effective it is at achieving its mission *

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 of page X" or "Contained in document name of page X or pages X to Y"

Demonstrate how your organisation 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 of page X" or "Contained in document name of page X or pages X to Y"

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What are the top three opportunities you can see to strengthen your organisation 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 of page X" or "Contained in document name of page X or pages X to Y"

Describe how your 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 organisation's top three risks and how are you mitigating them? *

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

Word count:

Must be no more than 200 words.

Financial history

* indicates a required field

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

Calendar - January to December

Financial - July to June

Do you receive Organisation Fund 2022-2025 Funding or First Nations Pathways Funding? *

Yes

No

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Summary of Financial Statements - Calendar Year

2024 - Forecast

Income	Expenditure	Current Assets	Net Liabilities
Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

2023

Income	Expenditure	Current Assets	Net Liabilities
Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

2022

Income	Expenditure	Current Assets	Net Liabilities
Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

2021

Income	Expenditure	Current Assets	Net Liabilities
Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

2020

Income	Expenditure	Current Assets	Net Liabilities
Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

Summary of Financial Statements - Financial Year

2024-2025 - predicted

Income	Expenditure	Current Assets	Net Liabilities
Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

2023-2024

Income	Expenditure	Current Assets	Net Liabilities
Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

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2022-2023

Income	Expenditure	Current Assets	Net Liabilities
Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

2021-2022

Income	Expenditure	Current Assets	Net Liabilities
Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

2020-2021

Income	Expenditure	Current Assets	Net Liabilities
Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

Financial statements - Calendar Year

Financial statements provided should be audited and signed.

For applicants that do not currently complete a full independent audit, financial statements must be accompanied by an independent accountant's letter verifying the accuracy and completeness of financial statements.

Attach forecast profit and loss for 2024 *

Attach a file:

A maximum of 1 file may be attached.

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

Attach a file:

A maximum of 4 files may be attached.

Attach 2020 and 2021 financial statements if you wish.

Attach a file:

A maximum of 4 files may be attached.

Financial statements - Financial Year

Financial statements provided should be audited and signed.

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For applicants that do not currently complete a full independent audit, financial statements must be accompanied by an independent accountant's letter verifying the accuracy and completeness of financial statements.

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 not yet audited or independently verified, attach a profit and loss and a balance sheet for 2023-2024 as at 30 June 2024. *

Attach a file:

A maximum of 2 files may be attached.

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

Attach a file:

A maximum of 2 files may be attached.

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

Attach a file:

A maximum of 2 files may be attached.

Attach 2020-2021 financial statements if you wish.

Attach a file:

A maximum of 2 files may be attached.

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

Total Income from most recent audited/reviewed Financial Statements *

\$

Must be a whole dollar amount (no cents).

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	\$ <input type="text"/> Must be a whole dollar amount (no cents).	<input type="text"/> This number/amount is calculated.
Arts QLD Project	\$ <input type="text"/> Must be a whole dollar amount (no cents).	<input type="text"/> This number/amount is calculated.
Other QLD government operational	\$ <input type="text"/> Must be a whole dollar amount (no cents).	<input type="text"/> This number/amount is calculated.
Federal Operational funding	\$ <input type="text"/> Must be a whole dollar amount (no cents).	<input type="text"/> This number/amount is calculated.
Federal project	\$ <input type="text"/> Must be a whole dollar amount (no cents).	<input type="text"/> This number/amount is calculated.
Local Government funding - Your LGA	\$ <input type="text"/> Must be a whole dollar amount (no cents).	<input type="text"/> This number/amount is calculated.

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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

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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? 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 detailed budget for first year of the funding period. Files must be in Excel or other CSV format *

Attach a file:

2026 (for calendar year reporting organisations) and 1 Jan - 30 Jun 2026 and 1 Jul 2026 - 30 Jun 2027 (for financial year reporting organisations)

Upload High level forward budgets for 2nd, 3rd and 4th year of funding. 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.

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

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

Position

Date *

Must be a date

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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

[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)