**Initial COVID information required**

**Organisation Details**

**Organisation details**

Name

ABN

Street Address

Postal Address

Phone number

Email

Website

**Applicant Contact Details**

**Applicant details**

Name

Phone Number

Position

Email

**Current funding status**

Are you currently receiving annual or multiyear funding from Create NSW?

If no, please attach your latest program or documents to support your application

**Page 2 of 4**

**Estimate COVID-19 funding requirements**

Please provide an estimate of the funding support you are seeking as a result of COVID-19.

If you expect to run out of cash this year, please provide the month you estimate this will occur.

**Income**

**Financial information**

Please provide a summary of your income for 2019 (or 18/19 if financial year) and a forecast for 2020 (or 19/20 if financial year) based on your best estimate of the impact of COVID-19.

|  |  |
| --- | --- |
|  | |
| **2019**  All 2019 government funding  All other 2019 income (including ticket sales, donations, interest, commercial income, workshops, fees etc | **2020**  All 2020 government funding (exclude COVID-19 subsidy)  All other 2020 income (including ticket sales, donations, interest, commercial income, workshops, fees, etc)    COVID-19 subsidy (e.g. JobKeeper allowance) |
|  | |

Please provide a summary of your expenses for 2019 (or 18/19 if financial year) and a forecast for 2020 (or 19/20 if financial year) based on your best estimate of the impact of COVID-19.

|  |  |
| --- | --- |
|  | |
| **2019**  All 2019 employee related costs (include wages, superannuation, workers compensation etc. Exclude anyone paid on invoice)  All 2019 other costs | **2020**  All 2020 employee related costs (include wages, superannuation, workers compensation etc. Exclude anyone paid on invoice)  All 2020 other costs |

Please provide a summary of your estimated monthly results considering:

* January 2020 to April 2020: Actual results.
* May 2020 to December 2020: Forecast results.

This information is for all organisations, including those on financial year reporting.

|  |
| --- |
|  |

Please attach your audited / draft 2019 (or 18/19 if financial year) financial statements

**Employees and Contractors**

**Employee information**

Please provide the number of employees and contractors engaged by your company pre COVID-19.

Complete the worksheet available through the portal and add the calculated FTE as calculated

**Current Employee information**

Please provide the number of employees and contractors currently engaged by your company

|  |  |
| --- | --- |
|  | |
| Currently Employed Headcount  FTE Currently Employed | Currently Stood Down Headcount  FTE Currently Stood Down |

**Solvency information**

What are your current assets as of 31 March 2020 broken into the following categories?

* Cash and cash equivalent
* Receivables and payables
* Short term investments
* All other current assets

**Liabilities**

What are your current liabilities as of 31 March 2020 broken into the following categories?

* Employee entitlements (i.e. annual leave, long service leave, superannuation)
* Trade creditors (i.e. amounts you owe other businesses and people)
* Income in advance excluding all Government Grants
* Amounts owing to ATO (include PAYG, BAS, etc)
* All Government Grants
* All other current liabilities