

Regional Arts Development Fund (RADF) APPLICATION FORM



- Please read the *RADF Guidelines Information for Applicants* before completing this Application Form. They are available at www.arts.qld.gov.au
- Please ask your local Council or a member of the RADF Committee if you are unsure about any part of your application
- You will need to keep a copy of the completed application to help you prepare the Outcome Report once your activity has finished if you have been successful in receiving RADF funding
- Return your completed application and support material to your local council
- Faxed applications will not be accepted.

APPLICATION SUMMARY

APPLICANT DETAILS		Council contact details	
Applicant name – name of individual, group or organisation		<i>Please contact your local council for RADF contact details if not indicated below.</i>	
		RADF Liaison officer	
		Victoria Haig	
Contact person's name (where applicant is a group or organisation) <i>This is the person who will be responsible for the project and completing the Outcome Report.</i>		Phone	Mobile
		(07)4655 8421	
		Email	
		victoria.haig@paroo.qld.gov.au	
Postal address		Council Postal address	
Street or PO Box		49 Stockyard Street	
Town / suburb		CUNNAMULLA QLD 4490	
State		Postcode	

RADF CATEGORY

Please tick one category which has the most relevant goals for your application. Check the *RADF Guidelines Information for Applicants* for details. (Only councils are eligible to apply under Category 8)

1 <input type="checkbox"/> Developing Regional Skills	2 <input type="checkbox"/> Building Community Cultural Capacity	3 <input type="checkbox"/> Interest Free Arts Loan	4 <input type="checkbox"/> Contemporary Collections / Stories
5 <input type="checkbox"/> Regional Partnerships	6 <input type="checkbox"/> Concept Development	7 <input type="checkbox"/> Cultural Tourism	8 <input type="checkbox"/> Arts Policy Development and Implementation

BRIEF PROJECT DESCRIPTION

In approximately 20 words, describe the project.
The grant will be used towards the costs of

Project start date from Section 2.2	
Project end date from Section 2.2	
Outcome Report due Section 3.1	
Total cost of project from Section 3.3	\$
Grant requested from Section 3.3	\$

COUNCIL USE ONLY

The RADF grant is approved <input type="checkbox"/> not approved <input type="checkbox"/>	RADF Chairperson's name
Amount requested Whole \$ only \$	RADF Chairperson's signature
Amount approved Whole \$ only \$	Date

1. APPLICANT DETAILS

1.1 Applicant Type

Are you applying as
(please tick **ONLY ONE**):

an individual a group/unincorporated body an organisation

▶ **Go to 1.2**

▶ **Go to 1.3**

▶ **Go to 1.4**

1.2 Individual

Please give your full name.
For example, the name used
on your driver's licence or birth
certificate.

(If you are under 18 years of
age please give your date of
birth)

Date of Birth:

Title: Mr Mrs Ms Other (please specify):

Given names:

Family name:

Do you have Australian citizenship or permanent residency status? Y N

Are you: Male Female

▶ **Go to 1.5**

1.3 Groups

Collectives or cooperatives are
community groups or groups of
artists that are not incorporated
but must be auspiced by an
incorporated organisation
including local government, or
an individual with an ABN.

One person must be
nominated as the accountable
representative of the collective
for management, reporting and
financial matters.

Name of group:

Name of auspicing organisation/individual
Note: this organisation or individual must complete
Section 1.7

Details of accountable person in applicant group

Title: Mr Mrs Ms Other (please specify):

Given names:

Family name:

▶ **Go to 1.5**

1.4 Organisation

Eligible organisations include
arts and cultural not-for-profit
organisations and Australian
companies that are either
based in Queensland or able to
demonstrate how their project
will directly benefit Queensland
arts and culture.

Organisations must be
registered under law as either
incorporated associations or a
company limited by guarantee.

Legal name of organization:

Details of contact person in organisation

Title: Mr Mrs Ms Other (please specify):

Given names:

Family name:

Role of contact
person:

What is your organisation's legal status?
(eg limited by guarantee; incorporated; etc)

▶ **Go to 1.5**

1.5 Applicant Contact Details

Street address:

Suburb/town:

State:

Postcode:

Postal address:

Suburb/Town:

State:

Postcode:

Telephone: Work: ()

Home: ()

Fax: ()

Mobile:

Email:

Website address:

1.6 RADF Grant History

Have you or your group/organisation previously applied for a RADF grant?

Yes

No

If you were successful has that grant been successfully acquitted?

Yes

No

1.7 Australian Business Number (ABN) Details

Will you/your organisation be responsible for the financial management of the grant if this application is successful?	<input type="checkbox"/> Yes – Provide your ABN details below
	<input type="checkbox"/> No – An auspicing body will be administering any grant that I receive on my/our organisation's behalf. Complete section 1.8 below
What is your ABN?:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
In what name is the ABN registered?	
What is your trading name or professional name (if relevant)?	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1.8 Auspiced Application

Please note:

- All individuals who do not have an ABN, groups/collectives or unincorporated organisations must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered.
- Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.

Who is your auspicing arrangement with?	<input type="checkbox"/> an incorporated organisation	<input type="checkbox"/> an individual with an ABN
Name of auspicing organisation or individual:	_____	
Contact person for auspicing organisation:	_____	
Position of contact person (if relevant):	_____	
ABN of auspicing organisation or individual:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Postal address of auspicing organisation or individual:	_____	
Suburb/Town:	State:	Postcode:
Telephone:	Work: () _____	Home: () _____
		Fax: () _____
Mobile:	Email: _____	

Certification of Auspicing Organisation/Individual Details

▶ Go to 6.2

2. ABOUT THE PROJECT

2.1 Project Artform

What is the main artform category of your project? Please select one only.

- | | | | |
|--------------------------------------|------------------------------------|--------------------------------|--|
| <input type="checkbox"/> Craft | <input type="checkbox"/> Theatre | <input type="checkbox"/> Dance | <input type="checkbox"/> Museums/Collections |
| <input type="checkbox"/> Design | <input type="checkbox"/> New Media | <input type="checkbox"/> Music | <input type="checkbox"/> Festivals |
| <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Writing | | |

2.2 Project Summary

Your application will NOT BE ELIGIBLE if your project begins before the grant is approved as RADF does not award grants retrospectively.	When do you intend to START the project for which you are requesting funding support?	/	/
		day	month year
	When do you intend to FINISH the project for which you are requesting funding support?	/	/
		day	month year
What amount of money are you requesting in this RADF application?		\$	
This will be the same amount as Part J in the Budget page of this application.			
Where will you undertake your project? This could be a region, town or city e.g. Bundaberg, Cairns			
<p>Describe your project or activity.</p> <p>In the boxes below, give evidence of why the project should receive RADF funding, including:</p> <ul style="list-style-type: none"> • What the project or activity is about. • How it meets the objectives of the chosen RADF category of funding. • Why the project should be supported. This will be determined by your ability to identify the expected public outcomes that broaden engagement of Queenslanders in the arts, deepen their cultural experience and diversity the ways Queenslanders can participate in the arts and cultural sector and support professional and emerging professional artists. 			
<p>2.3 Write a brief description of what you want to do with the project</p> <p>Please use this section to describe the rationale and objectives of your project. Refer to the relevant category objective stated in the <i>RADF Guidelines Information for Applicants</i></p>			
<p>2.4 Why the project should be supported</p> <p>How will this project benefit you, your community or artists or cultural workers?</p> <p>Write a brief description about the results you expect from the project. Some results could be: skill development, community access, media coverage for your artform, professional development, innovation, new work, quality of life for the community.</p>			

2.5 Are the activities associated with your project being held in your local government area?

- Yes**
- No** – How will the community living in your local government area benefit from the project?
If your application is successful, the RADF Committee may include conditions as part of your contract.

2.6 What evidence of genuine community interest and local support is there for this project?

(Not necessary for Category 1 applications)

2.7 Please estimate the following (Not necessary for Category 1 applications)

Total number of activities involved (e.g. performances, workshops etc.)

Total number of participants at event/activity

2.8 Have you considered the issues of workplace health and safety, public liability insurance, copyright and licences?

Please outline the steps you have taken to address all the relevant issues.

3. PROJECT MANAGEMENT**All applicants must complete this section****3.1 List each stage of the project from start to finish**

Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.

Project Stage	Expected Completion Date
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

3.2 List the artists and artworkers involved.

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project.

If you are paying only a portion of the recommended rate of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please remember to attach the following documents from each artist or artworker receiving RADF funding:

- Resume or CV
- Eligibility Checklist for Professional and Emerging Professional Artists
- Letter of confirmation and
- Schedule of fees

Name	Role or position in project	Rate of pay (\$/hr or \$/week)	Total fee	Amount to be funded by RADF
Transfer total salaries, fees and allowances to Budget Subtotal A				
Transfer total amount of RADF to Budget Subtotal A				

How many people in total will be employed (paid) through the project? _____

How many volunteers (unpaid workers) will be involved with the project? _____

3.3 Project Budget — Income and Expenses

Before completing please refer to the
How to Complete a Budget Info Sheet

Please complete the budget using this template to account for all costs of your project.

- Ensure that the project totals of your income and expenditure are equal.
- Ensure that your budget estimates are as accurate as possible. Inflated budget claims may negatively affect the funding decision for your project.
- Indicate how much of the RADF grant will be used for each relevant item. Write the breakdown in the column on the right-hand side of the expenditure column.
- Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved.
- Round all amounts to the nearest whole dollar (eg \$10 not \$9.87 or \$458 not \$458.21).

Note: If you are GST registered (see 1.6) Council will pay the grant plus GST. Amounts should be exclusive of GST if you are registered for GST. If you are not GST registered, amounts should include GST as this is part of the cost of the project.

Expenditure Expenditure is the total cost of the project.	TOTAL What is the total cost of each expenditure item?	RADF How much RADF funding are you seeking to cover each expenditure item?
A. Salaries, fees and allowances		
Subtotal A	\$	\$

B. Production/program costs		
Subtotal B	\$	\$

C. Promotion, documentation & marketing costs		
Subtotal C	\$	\$

D. Total RADF grant requested.		
Subtotal D (Transfer this figure to Subtotal J)		\$

E. Administration costs		
Subtotal E	\$	

TOTAL EXPENSES
(A+B+C+E) NOT D
(must equal Total Income)

\$

Income	
Income is the money you are generating to cover the total cost of the project. This includes in-kind contribution and the total RADF grant you are seeking	
F. Earned Income	
Subtotal F	\$

G. Other Grant Income	
Subtotal G	\$

H. Your own contribution	
In-kind	
Subtotal H	\$

I. Sponsorships, fundraising & donations	
In-kind	
Subtotal I	\$

J. RADF grant (Subtotal D)	
Subtotal J	\$

TOTAL INCOME
(F+J+H+I+J)
(must equal total expenditure)

\$

4. INFORMATION ABOUT APPLICANTS

The information you provide here is collated with other statistical information and may contribute to evaluation and administrative processes.

Collated information may also be used to measure whether Arts Queensland services are accessible and equitable. Please help us to improve our services by filling out the questionnaire below.

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

<input type="checkbox"/> Aboriginal people	<input type="checkbox"/> Older people (over 55 years of age)
<input type="checkbox"/> Torres Strait Islanders	<input type="checkbox"/> People with a disability
<input type="checkbox"/> Australian South Sea Islanders	<input type="checkbox"/> Women
<input type="checkbox"/> Children and young people (30 years and under)	<input type="checkbox"/> People from culturally and linguistically diverse backgrounds

4.2 Community groups which will specifically benefit from the project (if applicable)

<input type="checkbox"/> Aboriginal people	<input type="checkbox"/> Older people (over 55 years of age)
<input type="checkbox"/> Torres Strait Islanders	<input type="checkbox"/> People with a disability
<input type="checkbox"/> Australian South Sea Islanders	<input type="checkbox"/> Women
<input type="checkbox"/> Children and young people (30 years and under)	<input type="checkbox"/> People from culturally and linguistically diverse backgrounds

5. ESSENTIAL SUPPORT MATERIAL

Please label all support material with your name and address.

Tick the following support materials which you have attached to this application

All Applicants

<input type="checkbox"/> A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artswoker involved in your project / activity
<input type="checkbox"/> An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artswoker involved in your project/activity
<input type="checkbox"/> Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate
<input type="checkbox"/> Up to three letters from professional artists and/or arts organisations in your area of practice that provide relevant comment in support of your application

Where applicable to your project, please also provide the following essential support material:

<input type="checkbox"/> Written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people. The letters are essential for applications involving these groups within the community.
<input type="checkbox"/> Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product.

6. CERTIFICATION

6.1 All Applicants

I, the undersigned, certify that:

- I have read and will abide by the *RADF Guidelines Information for Applicants*, which are available at www.arts.qld.gov.au
- The statements in this application are true and correct to the best of my knowledge, information and belief and the supporting material is my own work or the work of the artists named in this application.
- I give permission for Arts Queensland and Council to use text and images of this activity to publicise RADF and to promote funding outcomes for arts and cultural development in Queensland
- I give permission for Council to verify grants requested from other funding agencies in support of this project.
- If this application is approved, I consent to the media and/or Queensland's State MPs being given information about the funded project and I understand I may be contacted directly by them.

This application meets the following priorities:

- Satisfies the six RADF Principles (see *RADF Guidelines Information for Applicants*.)
- Includes professional artists / artswriters / cultural workers
- Has an arts developmental aspect
- Meets the objectives of the Council Corporate Plan
- Meets the objectives of the Council Arts and Cultural Policy

Signature: If you are under the age of 18, your legal guardian must also sign this application		Date: / / Day Month Year
Name in full:		
Position in group or organisation: (if applicable)		

6.2 Certification by Auspicing Organisation/Individual

Please note: Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to Arts Queensland and Council until all grants have been satisfactorily acquitted.

I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in 1.8 of this application is true and correct.

Signature:		Date: / / Day Month Year
Name of Auspice Body:		
Contact person's name in full:		
Position in group or organisation: (if applicable)		