

Regional Arts Development Fund (RADF) APPLICATION FORM for 2021/22



- The *RADF Guidelines Information for Applicants* are available at www.paroo.qld.gov.au/radf. Please read them before completing this application form.
- Please contact Paroo Shire RADF Liaison Officers or a member of the RADF Committee if you are unsure about any part of your application
- Keep a copy of your application to help 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 Paroo Shire Council
- Faxed applications will not be accepted.

APPLICATION DETAILS & SUMMARY

APPLICANT NAME (Name of individual, group or organisation)	Council Contact Details Please contact your Council for RADF contact details if not indicated below.
	RADF Liaison Officers Gabby Rayment
CONTACT PERSON'S NAME (Where applicant is a group or organisation – this is the person who will be responsible for the project and completing the Outcome Report)	Phone (07) 4655 8400
	Email gabby.rayment@Paroo.qld.gov.au
	Council Postal Address PO Box 75, Cunnamulla QLD 4490

PAROO RADF PRIORITY (CHOOSE ONE)

<input type="checkbox"/> 1. Developing Regional Skills	<input type="checkbox"/> 2. Building Community Cultural Capacity	<input type="checkbox"/> 3. Contemporary Collections/Stories	<input type="checkbox"/> 4. Concept Development
<input type="checkbox"/> 5. Cultural Tourism	<input type="checkbox"/> 6. Culturally Significant Activities/Workshop to Paroo Shire	<input type="checkbox"/> 7. Art Policy Development & Implementation (only Councils may apply)	

PROJECT NAME (MAX 10 WORDS)

BRIEF PROJECT DESCRIPTION

The grant will be used towards the costs of...

Project start date	
Project end date	
Outcome Report due	
Total cost of project from Section 3.3	
RADF Grant requested from Section 3.3	

COUNCIL USE ONLY

The RADF grant is <i>approved</i> <input type="checkbox"/> <i>not approved</i> <input type="checkbox"/>	RADF Chairperson Name	
Amount requested (whole \$ only) \$	RADF Chairperson Signature	
Amount approved (whole \$ only) \$	Date: / /	

1. Applicant Details

1.1 Contact Details	
Name of group, individual or organisation	
Address (include street, town, state & postcode)	
Postal Address (if different from above)	
Telephone	
Mobile	
Website	

1.2 RADF Grant History	
Have you or your group/organisation previously applied for a RADF grant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you were successful has this grant been successfully acquitted?	Yes <input type="checkbox"/> No <input type="checkbox"/>

1.3 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 1.4 below
What is your ABN?	
In what name is the ABN registered?	
What is your trading name or professional name (if relevant)?	
Are you registered for GST	Yes <input type="checkbox"/> No <input type="checkbox"/>

1.4 Auspiced Application	
<p>Please note:</p> <ul style="list-style-type: none"> 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 organisation or individual?	<input type="checkbox"/> An incorporated organisation
	<input type="checkbox"/> An individual with an ABN
Contact person for auspicing organisation	
Position of contact (if relevant)	
ABN of auspicing organisation or individual	
Are you registered for GST	Yes <input type="checkbox"/> No <input type="checkbox"/>

Postal Address	
Telephone	
Email	

1.5 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.

/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	
Name of Auspice Body			
Contact person's name in full			
Position in group or organisation			

2. About the Project

2.1 Artform

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

<input type="checkbox"/> Theatre	<input type="checkbox"/> Dance	<input type="checkbox"/> Visual arts, craft & design	<input type="checkbox"/> Community arts & cultural development
<input type="checkbox"/> Multi arts	<input type="checkbox"/> Music	<input type="checkbox"/> Heritage	<input type="checkbox"/> Writing

2.2 Description of the Project

Please use this section to describe the rationale and objectives of your project. Refer to the relevant category objective stated in the RADF Guidelines Information for Applicants

2.3 Paroo Priorities

Please outline which Paroo 2021-22 Priority/s your project/activity meets & briefly describe how?

Paroo Priorities	Tick Box	How
Cultural Tourism	<input type="checkbox"/>	
Building Community Capacity	<input type="checkbox"/>	
Culturally Significant Activities or Workshop	<input type="checkbox"/>	
Developing Regional Skills	<input type="checkbox"/>	
Contemporary Collections/Stories	<input type="checkbox"/>	
Arts Policy Development & Implementation (Only Councils may apply)	<input type="checkbox"/>	
Concept Development	<input type="checkbox"/>	

2.4 Expected Benefits

What are the major benefits that you expect from your project? Tell us about the benefits you expect from your project under the headings of:

✓ **IMPACT:** *How many people will attend? How many arts workers will be employed or trained?*

A:

✓ **QUALITY:** *Does your project provide quality arts and cultural initiatives based on local priorities?*

A:

✓ **REACH:** *Will your project target any groups in specific? E.g. young people, men, indigenous people, or people with a disability? Does your project involve new or diverse art forms; Does your project contribute to broader outcomes such as health & wellbeing, training, employment, or social cohesion?*

A:

✓ **VIABILITY:** *Have you considered other options for external partners to assist with the funding of your project?*

A:

2.5 Local Government Area

Are the activities associated with your project being held in your Local Government area?

Yes

No – if not, 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.

Where will you undertake your project? (i.e. this could be a region, town or city)

2.6 Letters of Support

Supply letters of support of genuine community interest and local support for this project (not necessary for Category 1 applications).

Support letters attached (note: you need a minimum of 2 support letters from an individual or organisation)

Yes No

2.7 Capturing Feedback

How will you capture feedback and results from the RADF funded activity/project for example survey, response letters/emails, attendance rate? Please outline the steps you will take to report on your project. These are requested as part of the Outcome Report following the project.

A:

2.8 Workplace Health & Safety

Please advise of certificates for workplace health and safety, public liability insurance, copyright and relevant license's. Please list the steps you will take to adhere to workplace health and safety (note: photocopies are to be attached).

A:

3. Project Budget

3.1 Project Budget – Income & Expenses

Please complete this budget template to account for all costs of your project. Round all amounts to whole dollars.

Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved. Please show total cost in second column and show the eligible RADF amount in the third column.

Note: If you are GST registered (see 1.7) Council will pay the grant plus GST. If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the GST to be paid.

EXPENDITURE	TOTAL COST (of each expenditure item)	RADF	INCOME (Income includes in-kind contributions and the total RADF grant you are seeking)	TOTAL COST (of each income item)
Salaries, Fees & Allowances			Earned Income	
E.g. Jimmy Blogg	1,500.00	975.00		
Production/Program Costs			Contribution from Artists & Others (please note where in-kind)	
E.g. Accommodation	1,000.00	650.00		
Promotion, Documentation & Marketing			Other Grants	
Administration			Sponsorship, Fundraising & Donations (please note where in-kind)	
		N/A		
		N/A		
		N/A		
RADF GRANT (total from column 3)			RADF GRANT (total from column 3)	
TOTAL EXPENDITURE			TOTAL INCOME	

4. Statistical Information

This information is for statistical use only. It will not affect the assessment of your application. Please help us to improve our services by filling out the questionnaire below.

4.1 Community Groups			
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 Islander people	<input type="checkbox"/>	People with a disability
<input type="checkbox"/>	Australian South Sea Islander people	<input type="checkbox"/>	Women
<input type="checkbox"/>	Children & young people (30 years & under)	<input type="checkbox"/>	People from a culturally & linguistically diverse backgrounds (CALD)

5. Essential Support Material

5.1 Checklist

Please label all support material with your name and address. Tick those support materials which you have attached to this application.

<input type="checkbox"/>	A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and arts worker involved in your project / activity
<input type="checkbox"/>	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker 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"/>	A quote from artists, hire of equipment, travel information, accommodation and any other items requested in funding
<input type="checkbox"/>	At least two letters from professional artists and/or arts organisations or interested community members in your area of practice that provide relevant comment in support of your application
<input type="checkbox"/>	A list of scheduled events, workshops or activities (e.g., how many workshops the times and locations)
<input type="checkbox"/>	A copy of a current Public Liability Policy for the listed venue where the project is to take place.

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

<input type="checkbox"/>	A Blue Card to prove a working with children check has been conducted when projects involve working with youth.
<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 Paroo Shire Councils RADF Guidelines Information for Applicants together with any published revisions which are available at www.paroo.qld.gov.au/radf.

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 have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Information Privacy and Right to Information

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project. If your application is successful, the Council may disclose the following Information to Arts Queensland:

- the information you provide in your grant application
- the amount of funding you receive
- the information you provide in your outcome report and
- text and images relating to your funded activity.

The Information may be used by the Paroo Shire Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The Information may be anonymised and used for statistical purposes.

The Information may be used by the Paroo Shire Council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the Information and your contact details may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly. The Paroo Shire Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.

The Paroo Shire Council and Arts Queensland treat all personal information in accordance with the Information Privacy Act 2009. The provisions of the Right to Information Act 2009 apply to documents in the possession of the Council or Arts Queensland.

Signature

(If you are under the age of 18 your legal guardian must also sign this application)

Name in Full

Position in group if organisation

(if applicable)

Eligibility Checklist: Professional / Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required or download a copy from the RADF page on the Paroo Shire Council website www.paroo.qld.gov.au

The purpose of the RADF Program is to support professional and emerging professional artists and arts workers (artists) to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick any **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist or Arts worker NAME:

Please tick the following artistic merits that apply to you

- I have professional arts and/or cultural qualifications
- I have an Australian Business Number (ABN)
- I have devoted significant time to arts practice.
- I have been recognised as a professional by peers.
- I have held public exhibitions or given public performances (not as part of a competition).
- I have work held in public collections.
- I have won important national and/or international prizes or awards.
- I have held public discussions and/or have had articles written about my work.
- I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.
- I am a member of a professional association (or associations) as a professional artist.

Name/s of association/s:

- I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.
- I am an artist whose artistic or cultural knowledge has developed through oral traditions.