



PAROO SHIRE COUNCIL

# Regional Arts Development Fund (RADF) Application Form

2023/2024

The RADF Guidelines and Budget Information for Applicants is available at [www.paroo.qld.gov.au/radf](http://www.paroo.qld.gov.au/radf). Please read the Guidelines before completing this application form.

**Please contact Paroo Shire RADF Liaison Officer, 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.

**For more information and/or assistance with your application please contact:**

RADF Liaison Officer

Phone: (07) 4655 8400

Email: [community@paroo.qld.gov.au](mailto:community@paroo.qld.gov.au)

**Return your completed and signed application/support material to:**

Email: [community@paroo.qld.gov.au](mailto:community@paroo.qld.gov.au)

In person: Paroo Shire Council Main Office,  
CCEC Building, 49 Stockyard Street, Cunnamulla

APPLICATION DETAILS & SUMMARY	
Applicant name:	
Project name: <i>(max. 10 words)</i>	
Council contact person's name: <i>I.e. who have you been liaising with?</i>	
RADF FUNDING CATEGORIES <i>(choose one, refer to pages 4-5 from RADF Guidelines for explanations)</i>	
<input type="checkbox"/>	1. Individual Development
<input type="checkbox"/>	2. Building Community Cultural Capacity
<input type="checkbox"/>	3. Contemporary Collections/Stories
<input type="checkbox"/>	4. Cultural Tourism
<input type="checkbox"/>	5. Concept & Policy Development
<input type="checkbox"/>	6. Culturally Significant Activities/Workshops

Version 2: Last updated 04/07/2023



The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and the Paroo Shire Council to support local arts and culture in regional Queensland.



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# Regional Arts Development Fund (RADF) Application Form

2023/2024

## PAROO PRIORITIES *(choose as many as relevant, if you unsure please contact the RADF Liaison Officer)*

- 1. Support First Nations Development Projects
- 2. Building Capacity and Encouraging Participation in the Arts
- 3. Strengthening Arts and Cultural Tourism and Events
- 4. History and Heritage - Storytelling
- 5. Animated Places and Spaces

## BRIEF PROJECT DESCRIPTION *(The grant will be used towards the costs of...)*

## KEY PROJECT INFORMATION

Project start date:	
Project end date:	
Outcome report due:	
Total cost of project from Section 3.1:	
RADF grant requested from Section 3.1:	

## OFFICE USE ONLY

The RADF grant is:	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Date:	
Amount requested: <i>Whole \$ only</i>		Amount approved: <i>Whole \$ only</i>	
RADF chairperson name:		RADF chairperson signature:	

Version 2: Last updated 04/07/2023

## SECTION 1: APPLICANT DETAILS

1.1 CONTACT DETAILS				
Name of group, individual or organisation:				
Address:				
Suburb:		State:		Post code:
Postal address: <i>If different from above</i>				
Suburb:		State:		Post code:
Phone:		Mobile:		
Email:				

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

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 the 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1.4 AUSPICED APPLICATION	
Please note:	
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No



**2.3 PAROO PRIORITIES**

Please outline which Paroo 2023-24 priority/s your project/activity meets and briefly describe how.

PAROO PRIORITIES	HOW
<input type="checkbox"/> 1. Support First Nations Development Projects	
<input type="checkbox"/> 2. Building Capacity and Encouraging Participation in the Arts	
<input type="checkbox"/> 3. Strengthening Arts and Cultural Tourism and Events	
<input type="checkbox"/> 4. History and Heritage - Storytelling	
<input type="checkbox"/> 5. Animated Places and Spaces	

**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?*

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

**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?*

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

### 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.*

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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. A minimum of two (2) letters of support from an individual or organisation are required.

Support letters are attached.  Yes  No

### 2.7 CAPTURING FEEDBACK

How will you capture feedback and results from the RADF funded activity/project e.g. 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.

### 2.8 WORKPLACE HEALTH & SAFETY

Please advise of certificates for workplace health and safety, public liability insurance, copyright and relevant licenses. Please list the steps you will take to adhere to workplace health and safety. Note: please attach photocopies of the relevant documents and licenses).

**SECTION 3: PROJECT BUDGET - refer to Paroo Shire RADF Example Budget on [page 11](#)**

**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 sections 1.3 or 1.4) 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.

<b>EXPENDITURE</b>	<b>TOTAL COST</b> <i>(of each expenditure item)</i>	<b>RADF</b>	<b>INCOME</b> <i>(includes in-kind contributions and the total RADF grant you are seeking)</i>	<b>TOTAL AMOUNT</b> <i>(of each income item)</i>
<b>Salaries, Fees &amp; Allowances</b>			<b>Earned Income</b>	
<b>Production/Program Costs</b>			<b>Contribution from artists &amp; other</b> <i>(please note where in-kind)</i>	
<b>Promotion, Documentation &amp; Marketing</b>			<b>Other Grants</b>	
<b>Administration</b>			<b>Sponsorship, fundraising &amp; donations</b> <i>(please note where in-kind)</i>	
<b>RADF GRANT (TOTAL FROM COLUMN 3)</b>			<b>RADF GRANT (TOTAL FROM COLUMN 3)</b>	
<b>TOTAL EXPENDITURE</b>			<b>TOTAL INCOME</b> <i>(TOTAL INCOME + RADF GRANT)</i>	

## SECTION 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

Which community groups will specifically benefit from the project (tick all that apply, if applicable).

- |   |  |
|---|--|
| <input type="checkbox"/> Aboriginal & 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 (30yrs and under)  | <input type="checkbox"/> People from a culturally and linguistically diverse background (CALD) |
| <input type="checkbox"/> Older people (over 55yrs of age)           | <input type="checkbox"/> Other: _____  |

## SECTION 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.

- 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.
- An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity.
- Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate.
- A quote from artists, hire of equipment, travel information, accommodation and any other items requested in funding.
- 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.
- A list of scheduled events, workshops or activities (e.g., how many workshops the times and locations).
- 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

- A Blue Card to prove a working with children check has been conducted when projects involve working with youth.
- 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, and/or children and young people. The letters are essential for applications involving these groups within the community.
- Letters of interest from: a publisher, event organiser, gallery, performance venue, music producer, or any other presenting body to support applications for funding the creation of an arts or cultural product.



## SECTION 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](http://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)*

#### FULL NAME

#### POSITION IN GROUP/ORGANISATION

*(If relevant)*

*Paroo Shire Council is collecting your personal information in accordance with Council's Local Laws and/or relevant legislations so that we can manage a variety of processes concerning the processing of this application. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions we may need to disclose your personal information to the Chief Executive Officer who may in turn make this information available to others in accordance with the Act. By completing and submitting this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement and this collection notice.*

## 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. Alternatively, a separate version is available to download from [www.paroo.qld.gov.au/radf](http://www.paroo.qld.gov.au/radf).

The purpose of the RADF Program is to support professional and emerging professional artists and arts workers (artists) to practice 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 ART WORKER'S DETAILS

Name: \_\_\_\_\_

- I have professional arts and/or cultural qualifications.
- I have an Australian Business Number (ABN). Please provide ABN number: \_\_\_\_\_
- I have devoted significant time to arts practice.
- I have been recognised as a professional by peers.
- 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.

## APPENDIX A: Paroo Shire RADF Example Budget

It is important that you complete the budget sheet provided as part of the RADF Application Form. The best way to develop a RADF budget is to complete each section in the following order:

1. Project expenditure
2. Project income
3. Breakdown of requested RADF funding

This example is a budget for an application for funding towards the costs of running a painting workshop.

### Budget Notes:

When you have completed your budget the Total Expenditure and Total Income must be equal. The RADF grant should be listed twice – once in the income column and once in the expenditure column.

**ANOTHER EXAMPLE FROM THE QLD GOVERNMENT WITH EXTRA EXPLANATION ON HOW TO COMPLETE EACH SECTION IS AVAILABLE ON THE PAROO SHIRE COUNCIL WEBSITE [HERE](#).**

3.1 PROJECT BUDGET - INCOME & EXPENSES				
EXPENDITURE	TOTAL COST (of each expenditure item)	RADF	INCOME (includes in-kind contributions and the total RADF grant you are seeking)	TOTAL AMOUNT (of each income item)
<b>Salaries, Fees &amp; Allowances</b>			<b>Earned Income</b> (if applicable, income earned from project)	
Fees for art teacher	1000	1000	Workshop fees (10 @ \$30pp)	300
Meals and incidentals	270	0		
Travel	150	150		
<b>Production/Program Costs</b> (materials, preparation and/or equipment)			<b>Contribution from artists &amp; other</b> (Cash, in-kind, self investment and/or value of materials which are to be provided in-kind)	
Venue hire	550	400	Project coordinator (in kind)	250
Hire of equipment	275	0	Insurance (applicant)	300
			Phone calls/postage (applicant)	80
<b>Promotion, Documentation &amp; Marketing</b>			<b>Other Grants</b> (Australia Council, Education QLD, Local Government, Federal Government etc)	
Advertising in local paper	200	100	Gambling Benefit Fund	500
Printing flyers etc	200	100		
Photocopying of template	125	0		
<b>Administration</b> (office costs and/or admin overheads)			<b>Sponsorship, fundraising &amp; donations</b> (please note where in-kind)	
Coordinator of project	250	N/A	Raffles	120
Public liability insurance	300	N/A	Donation from CACH	100
Phone calls/postage	80	N/A		
<b>RADF GRANT</b> (TOTAL FROM COLUMN 3)		<b>1750</b>	<b>RADF GRANT</b> (TOTAL FROM COLUMN 3)	<b>1750</b>
<b>TOTAL EXPENDITURE</b>	<b>3400</b>		<b>TOTAL INCOME</b> (TOTAL INCOME + RADF GRANT)	<b>3400</b>