

Regional Arts Development Fund (RADF) APPLICATION FORM



Queensland Government

- § The *RADF Guidelines Information for Applicants* are available at www.arts.qld.gov.au. Please read them before completing this application form.
- § Ask your local Council 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 your local Council
- § Faxed applications will not be accepted.

APPLICATION SUMMARY

APPLICANT DETAILS		Council contact details	
Applicant name (name of individual, group or organisation)		Please contact your Council for RADF contact details if not indicated below.	
		RADF Liaison Officer	
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
		Email	
Postal address		Council Postal Address	
Street or PO Box			
Town / Suburb			
State		Postcode	
RADF CATEGORY – CHOOSE ONE			
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"/> Cultural Tourism
5 <input type="checkbox"/> Contemporary Collections / Stories	6 <input type="checkbox"/> Regional Partnerships	7 <input type="checkbox"/> Concept Development	8 <input type="checkbox"/> Arts Policy Development and Implementation <small>(only Councils may apply)</small>
PROJECT NAME (max 10 words)			
BRIEF PROJECT DESCRIPTION In approximately 20 words, describe the project. <i>The grant will be used towards the costs of</i>			
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		\$	
RADF Grant requested from Section 3.3		\$	
COUNCIL USE ONLY			
The RADF grant is approved <input type="checkbox"/> not approved <input type="checkbox"/>		RADF Chairperson: Name	
Amount requested (whole \$ only) \$		RADF Chairperson: Signature	
Amount approved (whole \$ only) \$		Date / /	

1. APPLICANT DETAILS

1.1 Applicant Type

Are you applying as (please tick ONLY ONE):	an individual <input type="checkbox"/>	a group/unincorporated body <input type="checkbox"/>	an organisation <input type="checkbox"/>
	<input type="checkbox"/> Go to 1.2	<input type="checkbox"/> Go to 1.3	<input type="checkbox"/> Go to 1.4

1.2 Individual

If you are under 18 years of age please give your date of birth:	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify): _____		
	Given names: _____		
	Family name: _____		
	Do you have Australian citizenship or permanent residency status? Y <input type="checkbox"/> N <input type="checkbox"/>		
	Are you: Male <input type="checkbox"/> Female <input type="checkbox"/>		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 1.8	
	Details of accountable person in group	
	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> 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 organisation: _____	
	Details of contact person in organisation	
	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> 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 <input type="checkbox"/>	No <input type="checkbox"/>
If you were successful has that grant been successfully acquitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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?	<input type="text"/>
What is your trading name or professional name (if relevant)?	<input type="text"/>
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:	<input type="text"/>		
Contact person for auspicing organisation:	<input type="text"/>		
Position of contact person (if relevant):	<input type="text"/>		
ABN of auspicing organization or individual	<input type="text"/>		
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Postal address of auspicing organisation or individual:	<input type="text"/>		
Suburb/Town:	State:	Postcode:	
Telephone:	Work: ()	Home: ()	Fax: ()
Mobile:	Email:	<input type="text"/>	

Certification of Auspicing Organisation/Individual Details	<input type="checkbox"/> Go to 6.2
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2. ABOUT THE PROJECT

2.1 Artform

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

- Craft
 Theatre
 Dance
 Museums/Collections
 Design
 New Media
 Music
 Festivals
 Visual Arts
 Writing

2.2 Project Summary

Your application will not be eligible if your project begins before the grant is approved.	Start date: _____ Finish date: _____
What amount of money are you requesting in this RADF application? \$ _____	
Where will you undertake your project? _____ This could be a region, town or city e.g. South West Queensland, Chinchilla, Townsville	
<p>Describe your project or activity.</p> <p>2.3 Brief description of 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 How will this project benefit you, your community or artists/cultural workers?</p> <p>Give a brief description about the results you expect from the project. Examples 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** – 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.

2.6 Show evidence of genuine community interest and local support 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 Please outline the steps you have taken to address the issues of workplace health and safety, public liability insurance, copyright and relevant licences.

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
Complete the RADF Outcome Report (no later than 8 weeks after the finish date)	

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 four documents from each artist or artworker receiving RADF funding:

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

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

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

Name	Role or position in project	Rate of pay (\$/hr or \$/week)	Total fee whole \$	Amount to be funded by RADF
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)			\$	
TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)				\$

3.3 Project Budget – Income and 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. The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.

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 and Allowances			Earned Income ³	
Production/Program Costs ¹			Contribution from Artists and Others (Please note if this is in-kind) ⁴	
Promotion, Documentation and Marketing			Other Grants ⁵	
Administration ²			Sponsorship, fundraising and donations (Please note where this is in-kind)	
		n/a		
		n/a		
		n/a		
RADF GRANT (total from column 3)			RADF GRANT (total from column 3)	
TOTAL EXPENDITURE			TOTAL INCOME	

3.4 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.

1. Materials/Preparation/Equipment	2. Office costs/Admin overhead
3. If applicable, income earned from project	4. Cash/In-kind/Self investment/Value of materials which are to be provided in-kind
5. Examples: Australia Council / Education Queensland/Local Government / Gambling Community Benefit Fund / Federal Government	

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 Do you, or your group/organization, 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 (CALD)

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 (CALD)

5. ESSENTIAL SUPPORT MATERIAL

Please label all support material with your name and address.

Tick those 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* together with any published revisions 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 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 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 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 Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.

The 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		Date: / /
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: / /
Name of Auspice Body:		
Contact person's name in full:		
Position in group or 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 Arts Queensland website www.arts.qld.gov.au

The purpose of the RADF Program is to support professional and emerging professional artists and artworkers (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 Artworker 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.