

RADF MAJOR ROUND ONE 2020-21

APPLICATION FORM

For projects commencing after 15 January 2021

Cairns Regional Council RADF Round One 2020-21 closes on 30 October 2020 for projects that start after 15 January 2021. It is essential that all applicants contact the Arts and Cultural Grants Coordinator (Council's RADF liaison officer) to discuss their projects. Email radf@cairns.qld.gov.au or Phone – 4032 6603.

Email your completed application to radf@cairns.qld.gov.au.

When preparing your application, please take note of the following:

- Read the Cairns Regional Council RADF Guidelines on Council's [RADF Webpage](#).
- Contact the Arts and Cultural Grants Coordinator (Council's RADF liaison officer) to discuss your project.
- All applications are assessed on merit and the proposal's ability to align with Council's key arts and cultural priorities, which are outlined in the [Cairns Regional Council's Strategy for Culture and the Arts 2022](#).
- Committee decisions will also be based on the following assessment criteria which address Arts Queensland's RADF Key Performance Outcomes:

IMPACT	- The application's ability to support local employment and to build the capacity of the local arts sector through investment in cultural infrastructure and/or community programs.
REACH	- Evidence of delivering inclusive, integrated and culturally sensitive programs to diverse audiences, participants and communities, or to a specific target group. - Evidence of local demand and need for proposed activity.
QUALITY	- Evidence of artistic merit. - How well the project contributes to meeting Council's local arts and cultural priorities . - Evidence of benefits to the local community and/or its ability to provide leadership and guidance for the arts and cultural sector. - How well the activity develops a shared narrative and promotes the collective appeal of our arts and culture to the world.
VIABILITY	- Evidence of initiating a collaborative partnership approach to the delivery of arts and cultural Services. - Evidence of adequate planning and value for money. - Evidence of adequate consideration towards health and safety, copyright, protocols, insurance and required licenses. - Where applicable, does the application provide evidence of "where to from here" to indicate the sustainability of the project.

If you are successful in your application, you will be required to complete an Outcome Report within eight weeks of completion of your activity.

Include the below essential support material with your application (where applicable):

- An *Eligibility Checklist* and CV for each professional or emerging professional arts worker receiving RADF support
- Letters of support from: groups/individuals who will benefit; project partners; a community elder; workshop leader; gallery owner, etc
- Official quotes from: businesses, tradespeople, publishers etc as indicated in your RADF budget.

How to submit your application:	
<p>Preferred method: Email RADF application and all attachments by 5pm on the closing date to: radf@cairns.qld.gov.au</p> <p>A reply email will be sent to you on the next business day after the closing date, informing you of the receipt of your application.</p>	<p>Alternative methods: Mail or hand deliver a printed copy of the application form and all the attachments by 4.30pm on the closing date to Council's RADF liaison officer:</p> <p><i>Arts and Cultural Grants Coordinator Cultural Services, Cairns Regional Council Botanic Gardens Visitors Centre 64 Collins Avenue, Edge Hill, Qld 4870</i></p>

SECTION 1: APPLICANT SUMMARY

1.1 Applicant Details				
Please provide details of the main contact person for official correspondence and authority. This is the person who is authorised on behalf of the organisation to sign the contract and the Statutory Declaration.				
Title (Mr/Mrs/Ms/Miss etc): <i>if individual applicant</i>				
Name of applicant: <i>organisation, collective or individual</i>				
Street address:				
Suburb:		State:	Post Code:	
Daytime contact number:		Mobile:		
Email:				
Website:				

1.2 Are you an Australian citizen or permanent resident?		
Yes	<input type="checkbox"/>	No <input type="checkbox"/>

SECTION 2: APPLICATION DETAILS

2.1 Project Summary			
Proposed title of project/program:			
Project/Program Description: <i>Provide a brief description of the proposed project/program and its intended outcomes. Please note this description will be used in public media releases if successful. Limit your answer to no more than 50 words.</i>			
Total cost of project: <i>use whole dollars only.</i>		Funding request: <i>Use whole dollars, max of \$10,000.</i>	
Location of proposed activity:			
Start date: <i>Projects must not commence before 15 January 2021.</i>		Finish date: <i>Must be within 12 months of the start date.</i>	

2.2 RADF Grant History				
Please see section in the guidelines that refers to recurrent RADF applications.				
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? <i>If no, please contact the RADF liaison officer before applying.</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

2.3 Applicant Type					
Are you applying as: (please tick one only)					
An Individual Go to 2.4	<input type="checkbox"/>	*Group/Unincorporated body Go to 2.5	<input type="checkbox"/>	Organisation Go to 2.6	<input type="checkbox"/>

2.4 Individual				
Title (Mr/Mrs/Ms/Miss etc):				
Name of applicant:				
Date of birth if under 18 years old:				
Are you an Australian citizen or permanent resident?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
				Go to 2.7

2.5 For Collective/Artist Run Initiative	
<p>*(Non-incorporated) collectives or cooperatives are community groups or groups of artists that are not incorporated but must be auspiced by an incorporated organisation or an individual with an ABN. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.</p>	
Name of group:	
Name of auspicing Org/Individual: <i>Note: this organisation or individual must complete section 9.3.</i>	
Contact person for this application:	Go to 2.7

2.6 For Organisations	
<p>(Incorporated) eligible organisations include arts and cultural not-for-profit organisations that are either based in the Cairns region or able to demonstrate how their project will directly benefit Cairns arts and culture. Organisations must be registered under law as either incorporated associations or a company limited by guarantee.</p>	
Legal name of organisation:	
Legal status: <i>eg Incorp Assoc.</i>	
Contact person within organisation:	
Position within organisation:	Go to 2.7

2.7 Australian Business Number (ABN) details

Will you be responsible for the financial management of the grant if this application is successful? If Yes, fill out section below.

If No, an auspicing body will need to administer the grant on your behalf – see section 9.3 to provide their details.

ABN:		GST Registered:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
In what name is the ABN registered?						
Trading name or professional name (if different)?						

SECTION 3: PROJECT STATISTICS

3.1 Select type of activities participated in as a part of the funded activity:

Community consultation, arts research	<input type="checkbox"/>	Performances	<input type="checkbox"/>
Creative development of new work	<input type="checkbox"/>	Placemaking	<input type="checkbox"/>
Cultural Tourism	<input type="checkbox"/>	Professional career development activity	<input type="checkbox"/>
Events and Festivals	<input type="checkbox"/>	Publications	<input type="checkbox"/>
Exhibitions and Collections	<input type="checkbox"/>	Workshops	<input type="checkbox"/>
Heritage protection/promotion	<input type="checkbox"/>	Other (please specify in space below)	<input type="checkbox"/>

3.2 What is the predominant art-form of this project? (Please select one only)

Visual Arts, craft and design	<input type="checkbox"/>	Dance	<input type="checkbox"/>
Theatre	<input type="checkbox"/>	Writing	<input type="checkbox"/>
Community Arts and Cultural Development	<input type="checkbox"/>	Music	<input type="checkbox"/>
Museums/Collections/Heritage	<input type="checkbox"/>	Film/Multimedia	<input type="checkbox"/>

3.3 Number of participants and audiences to be engaged in the project:

What is the total number of volunteers expected?

(Those donating their time: artists, professionals, community members, elders etc.)

What is the total participant numbers expected?

(Participants are those that actively engage in arts activities eg: workshop participants.)

What is the total audience number expected?

(Audience members have a passive engagement eg: audiences attending an exhibition, performance, event – NOT television or youtube viewers, radio audiences.)

3.4 Statistical information about the project/program

Is your project aimed at specific communities as participants and/or audiences?

Only complete this section if your project specifically and directly targets people from one or more of these groups, not if your project is generally available to all members of the community.

Aboriginal people/Torres Strait Islander people	<input type="checkbox"/>	Young people (12-25 years of age)	<input type="checkbox"/>
Australian South Sea Islander people	<input type="checkbox"/>	Children (0-11)	<input type="checkbox"/>
People from culturally and linguistically diverse backgrounds	<input type="checkbox"/>	Women	<input type="checkbox"/>
People with disability	<input type="checkbox"/>	Men	<input type="checkbox"/>
Older People (55 years or older)	<input type="checkbox"/>	Not applicable	<input type="checkbox"/>

3.5 If your project is specifically targeting a group/community/audience (as listed in 3.4), describe your processes for this engagement.

Consider: Will there be protocols that need to be addressed? (Maximum of 150 words)

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SECTION 4: RATIONALE AND OBJECTIVES

4.1 Provide a clear description of the rationale and objectives of your project/program.

Consider: What do you want to do? How will you do it? Why is this a great opportunity for your career development?

Please refer to the Cairns Regional Council RADF Assessment Criteria in the Guidelines. (Maximum of 300 words)

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SECTION 5: INTENDED IMPACT/OUTCOMES

5.1 How will this project/program benefit you, your community or artists/cultural workers?

Give a brief description about the results you expect from the project. Please demonstrate the level to which the project will deliver multiple and/or short/longer term outcomes, eg improves professional development; increases employment opportunities; builds capacity of the sector; conveys a sense of community belonging/creates social cohesion; increases tourism opportunities etc.

Refer to assessment criteria. (Maximum of 150 words)

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5.2 Project plan

The project plan should be as comprehensive as possible and in line with the size and nature of your project. These activities may be implemented concurrently. Please note that a lack of detail provided may affect the success of your application. Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.

	Project Stage eg meetings, book venue, rehearsals, deliver on marketing strategy, open exhibition etc	Expected Completion Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
	RADF Outcome Report: <i>No later than eight weeks after the finish date</i>	

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5.3 It is compulsory for ALL projects requesting RADF funds for activities that have or will lead to a public outcome, to capture audience/participant/partner feedback from your project eg exhibitions, events, engagement projects, creative developments, performances, placemaking projects, publications and public workshops.

Describe below the process that will be undertaken to capture this feedback. Survey resources are available from the RADF webpage or by emailing radf@cairns.qld.gov.au.

5.4 Please outline the steps you have taken to address the issues of workplace health and safety, public liability insurance, copyright and relevant licenses.

Applicants who plan to deliver a project/activity in a place where the public attend or that is accessible to the public, *must provide evidence* of public liability insurance for a minimum of five million dollars for any one occurrence for duration of the project/activity.

5.5 Indicate which (if any) of the State priorities are being addressed through the RADF funded activity:

Create jobs in a Strong Economy	<input type="checkbox"/>	Keep communities safe	<input type="checkbox"/>
Give all our children a great start	<input type="checkbox"/>	Protect the Great Barrier Reef	<input type="checkbox"/>
Keep Queenslanders healthy	<input type="checkbox"/>	Be a responsive government	<input type="checkbox"/>
N/A	<input type="checkbox"/>		

5.6 Does your project align with any of the Cairns Regional Council Arts and Cultural priorities?

As identified in the [Cairns Regional Council Strategy for Culture and the Arts 2022](#) – also see RADF Guidelines on the [RADF Webpage](#).

1. Infrastructure, resources and skills that support and stimulate the cultural and creative life of our community.	<input type="checkbox"/>
2. Culture, heritage and place are valued, shared, celebrated and promoted.	<input type="checkbox"/>
3. A robust cultural economy fuelled by an international reputation as a tropical, cultural and creative hub.	<input type="checkbox"/>

5.7 Are you applying for a [Cairns Regional Council Arts and Cultural Assistance Grant](#)?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide a list below of the Council resources you are applying for:

Council resource/s being applied for through an Arts and Cultural assistance grant (ie venue hire and resources)	Total cost of Item
1	
2	
3	

SECTION 6: PROJECT BUDGET

6.1 Will your RADF project engage local partners?

A partner is an individual or business or organisation who provides assistance or in-kind services (in all shapes and forms) that enables the successful delivery of a project, program or activity.

YES complete Below		NO go to 6.2	
Name of partner	Sector (eg Arts, Business, Education, Health, Tourism)	Type of partnership (Financial or In-Kind or both)	Whole \$ value of partnership/support

6.2 Where you are outsourcing works to an external party (non-arts based) such as a consultant/contractor, indicate who you intend to engage and what their tasks will be eg Website Designer, Theatre Technician, Picture Framer, Printing Services, Book Editor etc.

Name	Role or position in project	\$ value on contract

6.3 List the artists and arts workers being funded by the RADF grant

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 rates 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 remember to attach the following documents from each artist or arts worker receiving RADF funding:

- Resume and Eligibility Checklist for each Professional and Emerging Professional Artist.
- Written evidence confirming availability and an agreement on the payment to artists/arts workers.

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 RADF amount to be paid to artists and arts workers:				

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6.4 Cairns Regional Council RADF Budget – Income and Expenses

Please complete the budget using the template below to account for all costs of your project:

- Ensure that your budget estimates are as accurate as possible, using whole dollar amounts
- Ensure that your income and expenditure totals are equal
- Indicate how much of the RADF grant will be used for each relevant item in the RADF component column
- Enter all funding you have applied for and place an asterisk (*) against approved funding
- Provide written quotes for all items indicated in the RADF component column
- Please Note: If you are *not* GST registered, amounts should *include* GST if this is part of the cost of the project
- Please Note: If you *are* GST registered, please complete the budget *excluding* GST as Council will pay the requested RADF funds plus GST.

INCOME		EXPENDITURE		RADF COMPONENT OF EXPENDITURE
A. Earned income (fees and sales)		G. Salaries, fees, allowances		
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
SUBTOTAL A	\$	SUBTOTAL G	\$	
B. Other incomes (other grants, crowdfunding campaigns)		H. Production/program and direct costs		
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
SUBTOTAL B	\$	SUBTOTAL H	\$	
C. Your own contribution (cash, fundraising, donations)		I. Promotion, documentation, marketing		
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
SUBTOTAL C	\$	SUBTOTAL I	\$	

D. In-kind contribution (artist donations, items, business support, sponsorship)		J. Accommodation and travel, venue hire		RADF COMPONENT OF EXPENDITURE cont
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
SUBTOTAL D	\$	SUBTOTAL J	\$	
E. Council Assistance Grant		K. Administration		
	\$		\$	\$
SUBTOTAL E	\$	SUBTOTAL K	\$	
F. RADF funding (funding requested on page 3)				
SUBTOTAL F	\$			
TOTAL INCOME (A+B+C+D+E+F)		TOTAL EXPENDITURE (G+H+I+J+K)		TOTAL RADF FUNDS
	\$		\$	\$

6.5 Notes to Budget

Please outline any information that will assist to clarify or justify the costs calculated in your budget. Include the name of the funding program and notification date (or if already confirmed) of any funding you have applied for and included in your budget.

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SECTION 7: STATISTICAL INFORMATION ABOUT APPLICATIONS

Information in this section is not used to assess your application. Information you provide will be aggregated and used to review the annual program and provide information to Arts Queensland.

7.1 Gender

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>
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7.2 Do you or you group/organisation identify as belonging to any of the groups below?

If you are an individual applicant, do you *personally* identify as belonging to any of the groups below? If you are a group/organisational applicant, does your group/organisation *primarily exist* for any of the groups below?
(Tick only those that apply)

Aboriginal/Torres Strait Islander peoples	<input type="checkbox"/>	Person with a disability	<input type="checkbox"/>
Australian South Sea Islander peoples	<input type="checkbox"/>	Older people (55 years or older)	<input type="checkbox"/>
From culturally and linguistically diverse backgrounds	<input type="checkbox"/>	Young Person 12-25	<input type="checkbox"/>

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SECTION 8: SUPPORT MATERIAL

Please note:

- Letters of support must include contact details of the author.
- All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.
- Excessive support material will not be read by assessors and as such, excluded from assessment.
- For audit purposes, Cairns Regional Council is required to retain a copy of the support material supplied by applicants.

8.1 Support Material Checklist: Indicate below the material you've included with your application.

<input type="checkbox"/>	One copy of application and all the required support materials.
<input type="checkbox"/>	A brief CV for all key personnel the RADF grant will pay for (no longer than one A4 page per person) and written confirmation of their participation (for organisations, just the artistic/creative director). <i>The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved.</i>
<input type="checkbox"/>	Up to three letters from individuals or organisations in your area of practice that provide relevant comment in support of your application.
<input type="checkbox"/>	An <i>Eligibility Checklist for Professional and Emerging Professional Artists</i> for each artist and arts worker involved in your project/activity.
<input type="checkbox"/>	Quotes for <i>all</i> budget items the grant will pay for (materials, contractors, venue hire etc).

If applicable to your project, please provide the following support material:

<input type="checkbox"/>	Confirmation of venues and evidence of interest from potential clients (eg venues, organisations, events). This demonstrates demand for your project/program.
<input type="checkbox"/>	Confirmation of significant partnerships. This demonstrates community support and demand for your project/program.
<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.
<input type="checkbox"/>	Evidence you have followed required protocols to obtain support and confirmation of involvement from relevant communities and organisations for proposals involving Aboriginal people; Torres Strait Islander people; people from culturally and linguistically diverse backgrounds; people with disability; children or young people.
<input type="checkbox"/>	Applicants who plan to deliver a project/activity in a place where the public attend or that is accessible to the public, must provide evidence of public liability insurance for a minimum of five million dollars for any one occurrence, for the duration of the project/activity.
<input type="checkbox"/>	Examples of previous works that demonstrate the quality of the event, artwork, cultural workers or artists involved in the project/program (maximum 10 minutes in length if CD or DVD). Please be mindful that assessors will be assessing multiple applications. Please provide links below.

SECTION 9: CERTIFICATION

9.1 Information Privacy and Right to Information

(All Applicants)

The information you provide in your grant application will be used by Cairns Regional Council to process and assess your application and, if successful, to process, pay and administer your grant. Cairns Regional 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 grants 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.

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9.2 Signature - Applicant

I, *the undersigned*, certify that:

- I have read and I/my organisation will abide by the Cairns Regional Council Regional Arts Development Fund Guidelines.
- The statements in this application are true and correct to the best of my knowledge, information and belief. 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 and agree to the use and disclosure of information as outlined in the Statement.

Signature: (place a copy of signature in the field or provide a signed copy of this page)

Date:

Name in Full:

Parent/Guardian: (if applicant is under 18)

9.3 Signature - Auspicing Agent

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 activity. Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants. 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 this application is true and correct.

Signature: (place a copy of signature in the field or provide a signed copy of this page)

Date:

Name of Auspicing Body:

ABN:

GST Registered:

YES

NO

In what name is the ABN registered?

Trading name or professional name (if different)?

Contact person's name in full:

Position in group or organisation:

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 Cairns Regional Council web page.

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 the RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artsworker 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.