

CITY OF THE ARTS HERO PROJECT

For projects commencing after 1 July 2022

Cairns Regional Council RADF City of the Arts Hero Project 2021/22 will provide funds for one large scale, high-calibre project (see below for definition) for projects that start after 1 July 2022. Applications are open to individuals, organisations or creative collaborators who have a solid professional track record and can show strong investment from other funding sources. Applicants are able to apply for up to \$25,000. Only one grant will be awarded per year. The City of the Arts Hero Project grant round closes at 5pm on **29 April 2022**.

It is **essential** that applicants contact the Arts and Cultural Grants Coordinator (Council's RADF liaison officer) **well in advance** of the funding deadline to discuss your project on (07) 4032 6603 or via email radf@cairns.qld.gov.au. Email completed applications 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](#).
- Please note: word limits on this form are strict. Avoid unnecessary spacing and do not exceed word limits.
- Committee decisions will 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 and how well the project contributes to meeting Council's local Arts and Cultural Policy.
	-	How well the activity develops a shared narrative and promotes the collective appeal of our arts and culture to the world.
	-	Evidence of benefits to the local community and/or its ability to provide leadership and guidance for the arts and cultural sector.
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.



The Regional Arts Development Fund is a partnership between the Queensland Government and Cairns Regional Council to support local arts and culture in Regional Queensland.

The City of the Arts Hero Project also contains the below specific criteria:

- The applicant's previous creative track record.
- The applicant's ability to manage large scale funding.
- Evidence that the work is of exceptional standard with high impact outcomes.
- Demonstrated investment from other funding sources.

Definition:

For the purpose of this grant program, high-calibre artistic projects are defined as presentations, products and/or activities that:

- a) are of exceptional standard; and/or
- b) have appeal to a broad section of the community; and/or
- c) generate a platform for cultural and creative export to flow from our region; and/or
- d) promote excellence in arts and culture; and/or
- e) build and promote Cairns' reputation as a vibrant and creative city of the arts.

This major grant category will focus on:

- a range of disciplines, with a preference towards collaborations that engage multi-artforms
- the development of projects/products that:
 - produce high-quality and highly visible new works
 - have a regional, state or international outcome
 - create strong legacies for those engaged in the project and foster long-term and positive outcomes
 - address RADF criteria for investment as outlined in the above table: Quality, Reach, Impact and Viability.

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. Confirmation letters from organisations and financial partners involved in your project.

How to submit your application

Preferred method: Email RADF application and all attachments by 5pm on the closing date to:
radf@cairns.qld.gov.au

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.

Alternative methods: Mail or hand deliver a printed copy of the application form and all the attachments by 4.00pm on the closing date to Council's RADF liaison officer:

**Arts and Cultural Grants Coordinator
Cultural Services, Cairns Regional Council
Botanic Gardens Visitors Centre
64 Collins Avenue, Edge Hill, Qld 4870**

SECTION 1: APPLICANT

1.1 Applicant Summary – 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) if individual applicant				
Name of applicant: (organisation, collective or individual)				
Street address of applicant:				
Suburb:		State:		Postcode:
Daytime contact number:			Mobile:	
Website:				
Email:				



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SECTION 2: APPLICATION DETAILS

2.1 Project Summary

Proposed title of project/program:	
Project/Program Description: Provide a brief description of the proposed project/program and its intended outcomes. Note: if application is successful this description will be used in public media releases. Limit your answer to no more than 50 words.	
Total cost of project: (use whole dollars only)	
Funding request: (must not exceed \$25,000)	
Start date for project: (projects must not commence before 01/07/2022)	
Finish date for project/program: (projects should be completed within a 12 month timeframe)	
Location/s of project/program: (Please include town, city)	

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	No
If the application was successful has that grant been completely acquitted? If no, please contact the RADF Liaison Officer before applying.	Yes	No



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2.3 Applicant Type:

Are you applying as: <i>(please tick only one)</i>	An Individual <i>Go to 2.4</i>	*Group/Unincorporated body <i>Go to 2.5</i>	Organisation <i>Go to 2.6</i>
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2.4 Individual:

Title: (Mr/Mrs/Ms/Miss etc)			
Name of applicant:			
Do you have Australian citizenship or permanent residency status?	Yes	No	Go to 2.7

2.5 For Collective/Artist Run Initiative: (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.

Name of group:			
Name of auspicing Organisation/Individual: (Note: this organisation or individual must complete section 9.3)			
Contact person for this application:			Go to 2.7

2.6 For Organisations: (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.

Legal name of organisation:		
Legal status: (eg Incorporated Assoc.)		
Contact person within organisation:		
Position in the 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 auspicating body will need to administer the grant on your behalf – see section nine to provide their details.	
ABN:		GST Registered? Yes	No
In what name is the ABN registered?			
Trading name of 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		Performances	
Creative development of new work		Place making	
Cultural tourism		Professional career development activity	
Events and Festivals		Publications	
Exhibitions & Collections		Workshops	
Heritage protection/promotion		Other (please specify)	

3.2 What is the artform of the project? (please select all that apply)

Visual Arts, Craft and Design		Dance	
Theatre		Writing	
Community Arts Cultural Development		Music	
Museums/Collections/Heritage		Film/Multimedia	

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 / Torres Strait Islander peoples		Young people (12-25 years of age)	
Australian South Sea Islander peoples		Children (0-11)	
People from culturally & linguistically diverse backgrounds		Women	
People with disability		Men	
Older people (55 years or older)		Not applicable	

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

(Will there be protocols that need to be addressed?) *Maximum of 150 words.*



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SECTION 4: RATIONALE AND OBJECTIVES

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

Please refer to the Cairns Regional Council RADF Assessment Criteria in the Guidelines. *Maximum of 100 words each.*

What do you want to achieve?

Why do you want to achieve this?

How will you achieve this?

Who will you work with to achieve this?



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Please provide details of your previous creative initiatives:

Please provide details of previous large scale funding you have received:

Please provide details of investment/partnerships from other funding sources that will support this project:



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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. *Maximum of 150 words. Refer to selection criteria.*

5.2 Describe how your project will nurture cross sector and cross artform collaboration?

Maximum of 150 words. Refer to selection criteria.



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5.3 Demonstrate how your project is of an exceptional standard; and/or has appeal to a broad section of the community.

Maximum of 150 words. Refer to selection criteria.

5.4 Describe how your project will build and promote Cairns' reputation as a vibrant and creative city of the arts.

Maximum of 150 words. Refer to selection criteria.



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5.5 Describe how your project will create strong legacies for those engaged in the project and foster long-term and positive outcomes? *Maximum of 150 words. Refer to selection criteria.*

5.6 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)	Expected Completion Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
	RADF Outcome Report (No later than 8 weeks after the finish date)	



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5.7 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, place making projects,* Survey resources are available from radf@cairns.qld.gov.au. *Maximum of 150 words.*

5.8 Please outline the steps you have taken to address the issues of workplace health and safety, public liability insurance, copyright and relevant licenses. *Applicants planning to deliver a Project/Activity in a place where the public attend or that is accessible to the public, must provide evidence for duration of the Project/Activity of public liability insurance for a minimum of five million dollars for any one occurrence. Maximum of 150 words.*



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

Elevate First Nations arts		Strengthen Queensland communities	
Activate Queensland's local places and global digital spaces		Share our stories and celebrate our storytellers	
Drive social change across the state		Not applicable	

5.10 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.	
2. Culture, heritage and place are valued, shared, celebrated and promoted.	
3. A robust cultural economy fuelled by an international reputation as a tropical, cultural and creative hub.	

5.11 Are you applying for a [Cairns Regional Council Arts and Cultural In-Kind Assistance Grant](#)?

Yes		No	
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 In-Kind assistance grant.	Total cost of item	
1			
2			
3			



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SECTION 6: PROJECT BUDGET

6.1 Please list the partners your RADF project will engage.

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 question 6.2)	
Name of partner	Sector (eg Arts, Business, Education, Health, Tourism)	Type of Partnership (Financial or In-Kind or both)	\$ 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

Name	Role or position in project	\$ value of 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 funded to artists and arts workers				

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 expenses totals are equal.
- Indicate how much of the RADF grant will be used for each relevant item in the RADF grant breakdown 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 grant breakdown.

Please Note: If you are **not GST registered**, amounts should only include GST if this is part of the cost of the project. If you are **GST registered**, please complete the budget **excluding GST** as Council will pay the requested RADF funds plus GST.

<u>INCOME</u>		<u>EXPENDITURE</u>		<u>RADF COMPONENT</u> (what RADF will cover)
A. Earned income (Fees and sales)		G. Salaries, fees, allowances		\$
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
SUBTOTAL A	\$	SUBTOTAL G	\$	
B. Other income (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		\$
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
SUBTOTAL D	\$	SUBTOTAL J	\$	
E. Council In-Kind Grant		K. Administration		\$
	\$		\$	
SUBTOTAL E	\$	SUBTOTAL K	\$	
F. RADF funding (The amount requested in application)				
SUBTOTAL F	\$			
TOTAL INCOME (A+B+C+D+E+F) Must equal total expenses		TOTAL EXPENSES (G+H+I+J+K)		TOTAL RADF FUNDS
	\$		\$	\$

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. *Maximum of 100 words.*

SECTION 7: STATISTICAL INFORMATION ABOUT APPLICANTS

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.

Gender:	Male	Female	Other
<p>Do you or your group/organisation identify with any of the groups below? If you are an individual applicant, do you <u>personally</u> identify as belonging to any of the groups below? If you are a group/organisational applicant, does your group/organisation <u>primarily exist</u> for any of the groups below? (Tick only those that apply)</p>			
	Aboriginal/Torres Strait Islander peoples		Persons with disability
	Australian South Sea Islander peoples		Older people (55 years or older)
	From a culturally and linguistically diverse background		Young people (12-25)

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.

Support Material checklist. Mark below that you've included the following material with your application.

	One copy of application and all the required support materials.
	A brief CV for all key personnel that 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>
	Up to three letters from individuals or organisations in your area of practice that provide relevant comment in support of your application.
	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity.
	Quotes for all budget items that the grant will pay for (materials, contractors, venue hire etc).

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

	Confirmation of venues and evidence of interest from potential clients (eg venues, organisations, events). This demonstrates demand for your project/program.
	Confirmation of significant partnerships. This demonstrates community support and demand for your project/program.
	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.
	Evidence that 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.
	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 for the duration of the Project/Activity of public liability insurance for a minimum for five million dollars for any one occurrence.
	Examples of previous works that demonstrates 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 assessors will be assessing multiple applications. Please provide links below.

Links to support material for assessors:

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, Cairns Regional 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.
- Text and images relating to your funded activity.

The information may be used by Cairns Regional 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 Cairns Regional 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. Cairns Regional Council and Arts Queensland may also publish the information in their Annual Reports or on their websites.

Cairns Regional 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 Cairns Regional Council or Arts Queensland.

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.

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 of Auspicing Body:		
ABN:		
GST Registered?	Yes	No
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 below to qualify as an artist with a professional or emerging professional status, please contact the 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:

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

Name/s of association/s:

<input type="checkbox"/>	I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.
<input type="checkbox"/>	I am an artist whose artistic or cultural knowledge has developed through oral traditions.