

# Regional Arts Development Fund - Major Round - Cairns Regional Council



## ***Important notes***

*If you are experiencing access issues with this form, please contact the RADF liaison officer at [radf@cairns.qld.gov.au](mailto:radf@cairns.qld.gov.au) or 4032 6603 for support. The first step in applying for this grant is to make contact with Council's RADF liaison officer to discuss your project. Please do this before you fill in the form, ideally 2 weeks prior to the closing date, to allow time for the RADF liaison officer to provide feedback. The capacity for detailed feedback and advice becomes limited in the days the leading up to the closing date.*

Please read the following documents and guidelines and keep them in mind as you fill in your application:

- Cairns Regional Council RADF Guidelines (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cairns.qld.gov.au%2Fexperience-cairns%2Farts-and-culture%2Fcreative-opportunity%2Fregional-arts-development-fund%2Fradf-guidelines&data=04%7C01%7Cs.mcnamara%40cairns.qld.gov.au%7Cfeb772fbaa26473b321108da0d1bfe07%7Cbed5512b9b9f499caea570d611e0778c%7C>) on Council's RADF Webpage (<https://www.cairns.qld.gov.au/facilities-sport-leisure/arts-culture/regional-arts-development-fund>).

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](https://www.cairns.qld.gov.au/_data/assets/pdf_file/0011/237476/StrategyForCultureArts2022-Adopted.pdf) ([https://www.cairns.qld.gov.au/\\_data/assets/pdf\\_file/0011/237476/StrategyForCultureArts2022-Adopted.pdf](https://www.cairns.qld.gov.au/_data/assets/pdf_file/0011/237476/StrategyForCultureArts2022-Adopted.pdf)).

Committee decisions will also be based on the following assessment criteria which address Arts Queensland's RADF Key Performance Outcomes. The criteria are equally weighted at 25% each.

IMPACT (25%)	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
REACH (25%)	<ul style="list-style-type: none"> <li>• Evidence of delivering inclusive, integrated and culturally sensitive programs to diverse audiences, participants and communities, or to a specific target group.</li> <li>• Evidence of local demand and need for proposed activity.</li> </ul>
QUALITY (25%)	<ul style="list-style-type: none"> <li>• Evidence of artistic merit.</li> <li>• How well the project contributes to meeting Council's local arts and cultural priorities.</li> <li>• Evidence of benefits to the local community and/or its ability to provide leadership and guidance for the arts and cultural sector.</li> <li>• How well the activity develops a shared narrative and promotes the collective appeal of our arts and culture to the world.</li> </ul>
VIABILITY (25%)	<ul style="list-style-type: none"> <li>• Evidence of initiating a collaborative partnership approach to the delivery of arts and cultural Services.</li> <li>• Evidence of adequate planning and value for money.</li> <li>• Evidence of adequate consideration towards health and safety, copyright, protocols, insurance and required licenses.</li> <li>• Where applicable, does the application provide evidence of “where to from here” to indicate the sustainability of the project.</li> </ul>

Make sure you address the assessment criteria as your application will be assessed on how well it meets these criteria.

For enquiries, contact the RADF liaison officer using the details above.

Please note:

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

To complete this application you will need to obtain:

- 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.

Each artist who will be receiving RADF support must also supply a CV and complete an Eligibility Checklist.

***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.***

### **Using Save and Complete Later - IMPORTANT NOTE**

Each time you hit 'Save and Complete Later', the information will be saved in the form. It will also be saved if you navigate to another page in the form.

A link will be generated so you can access your form again.

We recommend you use the 'email me' option to have a copy of the link emailed to your inbox.

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## SECTION 1 - Am I eligible for this grant?

### Eligibility checklist: Professional / Emerging Professional Artists

First of all, let's check your eligibility to apply for this grant.

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.

**Please tick the artistic merits that apply to you**

- I have a professional arts and/ or cultural qualification
- 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 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 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
- I am a member of a professional association (or associations) as a professional artist

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## SECTION 2: Application contact person

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**

**Full name**

**Street address**

**Suburb**

**Postcode**

**State**

**Daytime phone number**

**Mobile phone number**

**Email Address**

**Website (if applicable)**

## Statistical information

This information is not used to assess your application. The information you provide here will be aggregated and used to review the annual program and provide information to Arts Queensland.

How do you describe your gender

Gender pronoun

Do you or your group/organisation identify as belonging to any of the groups?

- Aboriginal/ Torres Strait Islander peoples
- People with a disability
- Australian South Sea Islander peoples
- Older people (55+)
- People from culturally and linguistically diverse backgrounds
- Young people (12-25)

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

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## SECTION 3 - Project overview

Proposed title of project/ program

Short Description of the Project/Program

Provide a brief description of the proposed project/program and its intended outcomes. Limit your answer to no more than 300 characters, including spaces (approx 50 words). The field will not permit exceeding this limit. Please note that this description will be used in public media releases if successful.

**Total cost of project**

Use whole dollars.

**Funding request amount**

Use whole dollars. Maximum \$10,000 (ex GST)

**Location of proposed activity**

**Start date**

**End date**

Must be within 12 months of the start date.

## RADF Grant History

Have you or your group/ organisation previously applied for a RADF Grant?

- Yes
- No

## Applicant type

Are you applying as:

- An individual

A group, collective or unincorporated body

An organisation

Choose one only

Clarification of terms:

- **Group/ unincorporated body** includes collectives or cooperatives from community groups or groups of artists, These groups are not incorporated but must be auspiced by an incorporated organisation or an individual with an ABN to receive this grant. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.
- **(Incorporated) organisations** include arts and cultural not-for-profit organisations that are either based in the Cairns region or able to demonstrate that 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.

## Australian Business Number (ABN) details

Will you be responsible for the financial management of the grant if this application is successful?

Yes

No

Note: If you are **not** responsible for the financial management of the grant, you will need to obtain the signature of an auspicing body to administer the grant on your behalf. This can be done online within this form.

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## SECTION 4: Project details

Select the type of activities that will form part of the funded activity

Community consultation or arts research

Creative development of new work

Cultural tourism



- Events and festivals
- Exhibitions and collections
- Heritage protection/ promotion
- Performances
- Placemaking
- Professional career development activity
- Publications
- Workshops
- Other

**What is the predominant artform of this application? (Please choose one only)**

- Visual arts, craft and design
- Theatre
- Dance
- Writing
- Community arts and cultural development
- Museums/ collections/ heritage
- Film/ multimedia
- Music

**Expected participants and audience**

**Number of volunteers who will be involved**

This includes artists, professionals, community members, elders etc who will be donating their time

**Number of participants expected**

This includes people who are actively engaged in the arts activities - e.g. workshop participants

### Total audience numbers expected

Audience members have a passive engagement e.g. people attending an exhibition, performance, event. (Please note that this does NOT include viewers on television, Youtube, Facebook or radio audiences.)

**Is your project aimed at a specific community or group as participants or audience members? (e.g. Specific age, cultural, gender or disability group)**

Yes

No

## Objectives and outcomes

When answering the questions in this section, you will need to refer to the Assessment Criteria in the [Cairns Regional Council RADF Guidelines](https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines). (<https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines>)

**What do you want to achieve?**

Maximum 2200 characters including spaces. The form will not allow you to exceed this limit.

**Why do you want to achieve this?**

Maximum 750 characters, including spaces. The form will not allow you to exceed this limit.

**How will you achieve this?**

Maximum 750 characters, including spaces. This form will not allow you to exceed this limit.

**Who will you work with to achieve this? Please describe how this project/program benefits you, your community, or artists/cultural workers involved?**

Maximum 900 characters, including spaces. This form will not allow you to exceed this limit.

## 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. Activities may include meetings, booking venue, rehearsals, marketing strategy, open exhibition etc.

Please note:

- a lack of detail provided may affect the success of your application.
- your final activity MUST be delivery of the RADF Outcome report, which must be received no later than eight weeks after the project finish date.

Stage of project	Activities (e.g. book venue, rehearsals)	Expected start date	Expected completion date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add a new project stage

**What process will you undertake to capture feedback on your project?**

Please note that it is compulsory for **ALL** projects that are requesting RADF funds for activities that have or will lead to a public outcome, to capture audience/participant/partner feedback from your project e.g. exhibitions, events, engagement projects, creative developments, performances, placemaking projects, publications, and public workshops. Survey resources are available on [Council's RADF webpage \(https://www.cairns.qld.gov.au/facilities-sport-leisure/arts-culture/regional-arts-development-fund\)](https://www.cairns.qld.gov.au/facilities-sport-leisure/arts-culture/regional-arts-development-fund).

**What steps have you 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.

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

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

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

- Infrastructure, resources and skills that support and stimulate the cultural and creative life of our community.
- Culture, heritage and place are valued, shared, celebrated and promoted.
- A robust cultural economy fuelled by an international reputation as a tropical, cultural and creative hub.

*You can find more information about the Arts and Cultural priorities in the [Cairns Regional Council Strategy for Culture and the Arts 2022 \(https://www.cairns.qld.gov.au/\\_data/assets/pdf\\_file/0011/237476/StrategyForCultureArts2022-Adopted.pdf\)](https://www.cairns.qld.gov.au/_data/assets/pdf_file/0011/237476/StrategyForCultureArts2022-Adopted.pdf). You might also want to refer to the [RADF Guidelines \(https://www.cairns.qld.gov.au/facilities-sport-leisure/arts-culture/regional-arts-development-fund\)](https://www.cairns.qld.gov.au/facilities-sport-leisure/arts-culture/regional-arts-development-fund).*

## Other grant support

Will you also be applying for in-kind assistance through a Cairns Regional Council Arts and Cultural Assistance Grant

- Yes
- No

More informaton about Council's [\\_ \(https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cairns.qld.gov.au%2Fexperience-cairns%2Farts-and-culture%2Fcreative-opportunity%2Fregional-arts-development-fund%2Fradf-guidelines&data=04%7C01%7Cs.mcnamara%40 Cairns.qld.gov.au%7Cfeb772fbaa26473b321108da0d1bfe07%7Cbed5512b9b9f499caea570d611e0778c%7C](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cairns.qld.gov.au%2Fexperience-cairns%2Farts-and-culture%2Fcreative-opportunity%2Fregional-arts-development-fund%2Fradf-guidelines&data=04%7C01%7Cs.mcnamara%40 Cairns.qld.gov.au%7Cfeb772fbaa26473b321108da0d1bfe07%7Cbed5512b9b9f499caea570d611e0778c%7C) and Cultural Assistance grants. (<https://www.cairns.qld.gov.au/online/apply/grants>)

**If you answered 'yes', please add the details below of the assistance you are applying for (i.e. specify which venues and resources have you applied for?)**

Assistance sought through grant

Total cost of item

Add another listing

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## SECTION 5: Partnerships, collaborators and contractors

### Partnership contributions to project

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. If your RADF project will engage local partners, please list all of them here.

Name of partner	Sector (e.g. arts, business, education)	Type of partnership	Value of partnership or support (whole\$)

Add more partnership details

## Technical and non-arts contractors to be involved in project

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

e.g. Website Designer, Theatre Technician, Picture Framer, Printing Services, Book Editor etc.

Name	Role or position in the project	\$ value of contract
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add another contract listing

## Artists and arts workers to be engaged in 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.

Each artist who will be paid through your grant must also:

- meet eligibility requirements,
- provide a one-page CV, and
- confirm their availability and payment agreement in writing.

### Eligibility Requirements Checklist

The artist must meet at least three of the requirements listed below.

The artist has:

1. A professional arts and/ or cultural qualification
2. An Australian Business Number (ABN)
3. Devoted significant time to arts practice
4. Been recognised as a professional by peers
5. Held public exhibitions or given public performances (not as part of a competition)
6. Work held in public collections
7. Won important national and/ or international prizes or awards
8. Held public discussions and/ or had articles written about my work
9. Been commissioned or employed on the basis of art skills and/ or earning income from sales of art work
10. Artistic or cultural knowledge has been recognised as professional by peers or the cultural community
11. Artistic or cultural knowledge has developed through oral traditions
12. Member of a professional association (or associations) as a professional artist.

Artist/Org. name	Role in project	Eligibility	Pay rate	Total fee	RADF-funded amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Please use the Eligibility Requirements Checklist above to indicate the professional attributes of this artist (e.g. no. 3, 6 and 9).	e.g. \$ per hour or \$ per week	whole \$	whole \$

Add another arts contractor

**Total salaries fees and allowances**

Please calculate the total fees from above of all artists.

**Total RADF amount to be paid to artists and arts workers**

Please add all figures in the column: Amount to be funded by RADF.

**Artist CVs**

 

Each CV must be one A4 page maximum. Please upload all of your collaborating artist CVs as a single file.

**Artist written confirmations**

 

Please upload written confirmation from the artist, confirming their availability and payment agreement. Combine all files into a single document and ensure the artist name is on each document.

**Please copy links here to relevant previous work (if applicable)**

# SECTION 6 - Project budget

Please [download this fillable PDF budget template document \(https://www.cairns.qld.gov.au/\\_data/assets/pdf\\_file/0019/504460/RADF-Budget.pdf?bustCache=43369220\)](https://www.cairns.qld.gov.au/_data/assets/pdf_file/0019/504460/RADF-Budget.pdf?bustCache=43369220) to your computer.

If the PDF form presents barriers to accessibility for you, please contact the RADF liaison officer at 07 4032 6603 or [radf@cairns.qld.gov.au](mailto:radf@cairns.qld.gov.au)



You will need to

- fill it in
- save the completed form to your desktop
- upload the document below in Section 7 in the dedicated 'Project Budget' field.

**Instructions for using the template to account for all costs of the activity:**

- Ensure that your budget estimates are as accurate as possible.
- Indicate how much of the RADF grant will be used for each relevant item in the RADF grant component column.
- Use whole dollar amounts.
- Provide written quotes for all items and services the grant will be used for.
- Please note: If you are *not* GST registered, amounts should *include* GST as this is part of the cost of the project.
- If you *are* GST registered, Council will pay the funds plus GST. Amounts should be *exclusive* of GST if you are registered for GST.
- The form automatically calculates your income and expenditure as you go. Subtotal F (RADF funding request) is calculated automatically.
- You must submit a balanced budget - Total Income and Total Expenditure must be the same.
- Ensure that "In-Kind" contributions are included as an income source and as an expenditure. You can find an explanation of "In-Kind" contributions and how to include them in a budget [here \(https://www.vic.gov.au/grants-understanding-kind-contributions\)](https://www.vic.gov.au/grants-understanding-kind-contributions).

**Budget notes**

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.

## SECTION 7 - Supporting material

Please note:

- Letters of support must include contact details of the author.
- All support material must be clearly labeled 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.

#### Upload your project budget here

[Browse](#)

Quotes for all budget items the grant will pay for (materials, contractors, venue hire etc).Written quotes for items of service sought through grant

[Browse](#)

Please combine all quotes into a single document.

#### Organisation/ Applicant CV

[Browse](#)

Maximum of one A4 page

#### Evidence of previous work

[Browse](#)

Please combine into a single document. Examples of previous works must demonstrate the quality of the event, artwork, cultural workers or artists involved in the project/program. Provide links to large files, video or imagery.

#### Letters of support

[Browse](#)

Please combine all materials into a single document. Include up to three letters of support from individuals or organisations in your area of practice that provide relevant comment in support of your application.

#### Letters of interest

[Browse](#)

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 of interest from potential clients or venues

  
[Browse](#)

Confirmation of venues and evidence of interest from potential clients (eg venues, organisations, events). This demonstrates demand for your project/program.

#### Evidence of protocols followed

  
[Browse](#)

If you are working with or for specific community groups, you must obtain support and confirmation of involvement from the relevant communities and organisations, e.g. Aboriginal people; Torres Strait Islander people; people from culturally and linguistically diverse backgrounds; people with disability; children or young people.

#### Confirmation of significant partnerships

  
[Browse](#)

Confirmation of significant partnerships. This demonstrates community support and demand for your project/program.

#### Submit an introduction video link

If you would like to tell us about yourself or your project, we welcome video submissions. Please record a short video (less than 1 minute), upload the video to an online platform of your choice (e.g. YouTube or Vimeo), and submit the video link here. This is optional.

## SECTION 8 - Terms and conditions

- I have read and I/my organisation will abide by the Cairns Regional Council Regional Arts Development Fund Guideines.  
(<https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines>)
- 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 and agree to the use and disclosure of information as outlined in the Statement.

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Submit

[Save and Complete Later](#)