



## Regional Arts Development Fund Application Form

### What is Regional Arts Development Fund?

#### Purpose

- The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.
- RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive community and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.
- RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

RADF Objectives 2019-2020 are to:

1. Support arts and cultural activities
2. Provide opportunities for community participation in arts and cultural activities
3. Invest in locally determined priorities delivered through arts and cultural activities
4. Contribute towards current Government targets and practices.

### Before you start your application

- Please read the guidelines before completing this application form. Please note that the Cloncurry Shire Council has its own RADF Guidelines which are different to those of Arts Queensland. Please do not use Arts Queensland guidelines or application form.
- For any queries please contact Council's RADF Liaison Officer, on 4742 4100 or [council@cloncurry.qld.gov.au](mailto:council@cloncurry.qld.gov.au)
- Keep a copy of your application. If your application is successful, this will assist you to prepare the Outcome Report once your activity has finished. As part of the Outcome Report, you will also be required to report outcomes from participant surveys, examples of which will be available from the RADF Liaison Officer.
- Return your completed signed application and support material, before 4pm on the nominated round closing date, to the Cloncurry Shire Council Office or [council@cloncurry.qld.gov.au](mailto:council@cloncurry.qld.gov.au)
- Late, unsigned or incomplete applications may be determined as ineligible applications.

# APPLICATION FORM

APPLICATION SUMMARY		
Project Details		
Project Name		
Brief Project Description (less than 20 words)	The grant will be used towards the costs of	
Start Date:	End Date:	Outcome Report Due Date: (8 weeks after project completion)
Total Project Value	\$	
RADF Investment Requested	\$	
Applicant Name		
Applicant Structure (Please select one only. Refer to guidelines for more details.)	<input type="checkbox"/> Individual applicant with an ABN <input type="checkbox"/> Individual applicant without and ABN (auspicing required) <input type="checkbox"/> Unincorporated group (auspicing required) <input type="checkbox"/> Incorporated group or organisation	
Name of Auspicing organisation/individual (if applicable)		
APPLICANT DETAILS		
Contact Person for the Application		
Name		
Postal Address		
Telephone Number		
Email Address		
RADF Grant History		
Have you or your group/organisation previously applied for a RADF grant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, were the anticipated outcomes achieved through this project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How will this proposed project build on previous projects?		
If you were successful has that grant been successfully acquitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Australian Business Number (ABN) Details of Applicant		
Will you/your organisation be responsible for the financial management of the grant if 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 Auspiced Application section below.
ABN		
Registered name of ABN		
Trading name (if relevant)		
GST Registered	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**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.
- Ensure that the applicant and auspicing body signs the certification on the last page of this application.

Auspicing body structure	<input type="checkbox"/> an incorporated organisation	<input type="checkbox"/> an individual with an ABN																				
Name (auspicing organisation/individual)																						
Contact person																						
ABN (auspicing organisation/individual)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					
Registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
Postal address (auspicing organisation/individual)																						
Telephone																						
Email																						

**Workplace health and safety, public liability insurance, copyright**

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

Copy of Public Liability Certificate of Currency attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**DIVERSITY OF ARTISTS AND AUDIENCE/PARTICIPANTS**

Please tick the group/s this project will *specifically target*. Refer to guidelines for more details.

<input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Tourists <input type="checkbox"/> Regional Queenslanders <input type="checkbox"/> Aboriginal or Torres Strait Islander peoples <input type="checkbox"/> People with a disability <input type="checkbox"/> Emerging Artworkers	<input type="checkbox"/> Children aged 0-11 years <input type="checkbox"/> Young people aged 12-25 years <input type="checkbox"/> Seniors (55 years +) <input type="checkbox"/> South Sea Islander peoples <input type="checkbox"/> People from CALD backgrounds <input type="checkbox"/> Not Applicable <input type="checkbox"/> Established Artworkers
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**QUALITY OF PROJECT**

Number of activities involved		Number of anticipated participants	
Number of anticipated audience		Postcode/s of project location/s	
Anticipated method of capturing feedback (Please tick more than one if applicable. Refer to guidelines for more details)			
<input type="checkbox"/> Survey	<input type="checkbox"/> Interviews	<input type="checkbox"/> Comment Box	<input type="checkbox"/> Stakeholder Debrief
Evidence of feedback capture method provided Refer to guidelines for more details			<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence of community interest provided Refer to guidelines for more details			<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence of community support provided Refer to guidelines for more details			<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of artists & artworkers involved			
Name of Artist	Artist's Origin (Local/ Queensland/ Interstate)	Role in project	Rate of pay (\$ per/hr or week)
TOTAL (Transfer total fees to (G) in the TOTAL COSTS expenditure column in the budget)			
TOTAL (Transfer total RADF amount to (G) in the RADF expenditure column in the budget)			
How many arts workers will be employed through the project?		Paid _____	Unpaid _____
Are the following documents attached for <u>all</u> paid arts workers receiving RADF funds.			
<input type="checkbox"/> Resume or CV	<input type="checkbox"/> Schedule of fees	<input type="checkbox"/> Letter of confirmation	<input type="checkbox"/> Eligibility Checklist

**VIABILITY OF PROJECT**

Details of anticipated partnerships			
List of partners	Sector (Arts, Business, Education)	Type of Partnership (Financial/In Kind)	\$ value of support

**REACH OF PROJECT**

Type of Activity Please tick all activity type/s met by the project. Refer to guidelines for more details.

<input type="checkbox"/> Creative development of new work <input type="checkbox"/> Cultural tourism <input type="checkbox"/> Events and Festivals <input type="checkbox"/> Exhibitions & Collections <input type="checkbox"/> Training delivered for arts workers <input type="checkbox"/> Performances <input type="checkbox"/> Arts policy research and development	<input type="checkbox"/> Placemaking <input type="checkbox"/> Other (please specify): _____ <input type="checkbox"/> Publications <input type="checkbox"/> Creative Workshops <input type="checkbox"/> Cultural Tourism <input type="checkbox"/> Individual artist participating in career development activity
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Please tick all artform/s included in the project (Highlight the main artform)

<input type="checkbox"/> Music	<input type="checkbox"/> Festivals	<input type="checkbox"/> Writing	<input type="checkbox"/> Design	<input type="checkbox"/> Visual Arts
<input type="checkbox"/> Dance	<input type="checkbox"/> Theatre	<input type="checkbox"/> Craft	<input type="checkbox"/> New Media	<input type="checkbox"/> Museums/Collections

**PROJECT DETAILS****RADF Priorities**

(Please tick all priorities met by the project. Refer to guidelines for more details)

- Artistic, cultural, social and economic returns on the investment
- Strengthen commercial and entrepreneurial capacity of arts and cultural
- Strengthen cultural tourism
- Grow public value for arts and cultural
- Target community sectors not historically participating in RADF funded projects
- Support local artists and art and cultural activity
- Providing opportunity for local community to participate in arts and cultural activities

Briefly describe how the project will address the selected priorities (<100 words)

**Project Description**

Give a detailed description of the project. (<500 words)

Briefly describe the anticipated benefits and outcomes from the project. (<100 words)

**PROJECT MANAGEMENT**

List each stage of the project from start to finish (please attached additional pages as required).

**Must include completion of the RADF outcome Report no later than 8 weeks after the finish date**

Project Stage	Expected Completion Date

**PROJECT BUDGET**

**Income and Expenses**

- Please complete this budget template to account for all costs of your project.
- Round all amounts to nearest whole dollars.
- The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.
- 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.
- Note: If you are GST registered, 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.
- For further explanation relating to the budget see 'How to complete a RADF Budget' Fact Sheet.

INCOME includes total RADF grant other financial and in-kind contributions		TOTAL of each income item	EXPENDITURE	TOTAL COST of each expenditure item.	RADF Components
<b>A</b>	Earned Income (e.g. ticket sales)		<b>G</b> Salaries, Fees and Allowances		
<b>B</b>	Contribution from Artists and Others (Please note this is inkind as IK or \$)		<b>H</b> Project or Activity Costs		
<b>C</b>	Other Grant Income		<b>I</b> Promotion, Documentation and Marketing		
<b>D</b>	Sponsorship, fundraising and donations (Please note where this is inkind as IK)		<b>J</b> Administration		
<b>E</b>	RADF GRANT (Maximum 60% of F)		TOTAL RADF Component (Amount = E)		
<b>F</b>	TOTAL INCOME (A+B+C+D+E=F) It is essential that F = K		<b>K</b> TOTAL EXPENDITURE (G+H+I+J=K)		

**CERTIFICATION**

All Applicants

I, the undersigned, certify that:

- I have read and will abide by the *RADF Applicant Guidelines* together with any published revisions which are available at [www.cloncurry.qld.gov.au](http://www.cloncurry.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.
- If I am under the age of 18 your legal guardian must also sign this application.

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		Date: / /
Name in full		
Position in group (if applicable)		

**Auspecting Organisation/Individual Only**

Please note: Both the applicant and the auspecting 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 this application is true and correct.

Signature		Date: / /
Name of Auspice Body:		
Contact Person Name:		
Position in group (if applicable)		

The information collected on this form will be used by the Cloncurry Shire Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Right to Information Act 2009 and Information Privacy Act 2009). This information will be stored on Council's database. The information collected will be retained as required by the Public Records Act 2002.