



RADF Application Form

Council Contact Details

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Important information

Regional Arts Development Fund (RADF) grants are highly competitive. Only a limited number of the best applications will receive funding. You should not make any financial commitments in the expectation that you will receive funding.

- Applications that do not comply with the RADF Guidelines will not be considered for funding. Contact your local RADF Liaison Officer for advice on RADF eligibility before preparing your submission.
- You must satisfactorily acquit any previous grants you have received from RADF to be eligible to apply for another grant.
- The RADF grant should not meet the full cost of the project or activity.
- You must quote the most competitive costs, including travel available at the time of application.
- The information you provide in your RADF Application Form is used to process and assess your application. Information about successful RADF applicants is made available to State MPs, other agencies, local media and the general public. It may also be published in Arts Queensland's Annual Report and on the Arts Queensland website to promote regional artists and communities. Personal information will only be disclosed with your consent.
- Please ask your local council or the RADF Committee to help if you are unsure about any part of your application.
- You will need to keep a copy of your completed application. If your application is successful it will help you to prepare a **compulsory** Outcome Report at the end of your project or activity.
- Return your completed application and support material to your local Council.
- Faxed applications will not be accepted.

Before you start...

Before you begin to complete your application, please ensure that you have worked through an **Eligibility Checklist for Professional and Professional Emerging Artist**.

Completing the checklist will enable you to demonstrate your professional status as an applicant and or the professional status of the artists and artworkers you are engaging for your project. You will need to complete a checklist for each artist and or arts worker involved.

RADF Application Form

1. Applicant Details

1.1 I am/we are applying as a:

Individual

Collective

Organisation

1.2 Name of applicant

a) Legal name of Individual, Collective or Organisation:

b) Trading Name (If different from above):

1.3 Does the applicant hold an Australian Citizenship or have permanent residency status in Australia?

Yes.

No – Sorry, you are not eligible to apply for RADF funding.

1.4 Contact person for the application (if different person from 1.2)

This is the individual or nominated contact for the collective or organisation responsible for the management of the project or activity proposed on this application.

Title Ph (work) ()

Name Ph (after hrs) ()

Surname Fax ()

Position Mobile

Email

Website

1.5 Postal address of the contact person for this application

Street address

Postal address

Town

State Postcode

Have you previously given your contact details to council? Yes No

2. Australian Business Number (ABN)

The purpose of the RADF program is to enable professional and emerging professional artists and artworkers to practise excellent art for and with communities for mutual development.

Identifying as a professional artist and or artworker with an ABN enables applicants to demonstrate that they are adhering to the principles of the RADF program as outlined in the RADF Guidelines.

To assist you with clarifying who is required to provide an ABN when applying to the RADF program, please read the examples below and follow the directions to help guide you through this process.

Example 1

I am an applicant seeking RADF support to further develop my skills as an emerging artist. I am seeking support to cover the cost of registration fees to attend a national conference specifically targeted at industry peers. I wish to use this opportunity to network and promote my talent in an effort to establish my professional capacity. I will be the recipient of the RADF grant if successful. Do I need to provide an ABN?

A) Yes, as a person operating as a professional and or emerging artist you must provide an ABN. Please provide your details below.

Example 2

I am an applicant representing a community theatre group seeking RADF support to employ a professional theatre actor to help develop our vocal techniques for our annual community theatre production. The professional theatre actor will work with our group on our project as well as run a theatre workshop open to the community. We as a group do not have an ABN. Are we required to provide an ABN?

A) Yes, an ABN is required for the purpose of your application. As your group is not an incorporated body, you can arrange for a legal entity (e.g. your Council) to auspice the project and assume responsibility of the contract and funding. It is their ABN that you will need to provide.

This arrangement does not mean that your group loses control over the project; you are embarking on an agreement that will assist you with managing the RADF funding. It is your responsibility to execute the project and work with the auspicing body when it comes to drafting and submitting the outcome report.

Example 3

We are an organisation seeking RADF funding to employ professional artists to take part in our local festival by running various workshops for the community. We are also seeking RADF support to fund our marketing of the professional artistic products and services that are going to be available at our festival. Are we required to provide an ABN?

A) Yes, as the organisation receiving the RADF funding and are responsible for the coordination, promotion and implementation of the various activities associated with the festival, you must provide an ABN and provide your details below.

Note: If you can not supply an ABN in the three (3) instances described above, you are not eligible to apply to the RADF program for funding.

2.1 Applicant's ABN Status

Which of the below statements best matches your ability to provide an ABN?

For the purpose of this application:

- I am the applicant and the artist/artswoker who will be the recipient of the grant. It is my ABN that will be providing below.*

ABN

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What is your trading name or professional name?

Are you GST registered? Yes No

- I/we the applicant am/are part of an incorporated organisation who will be receiving the grant. It is our organisation's ABN details that I/we will be providing below.*

ABN

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What is your trading name or professional name?

Are you GST registered? Yes No

- I am an applicant that does not hold an ABN. I have nominated an auspicing body to manage the grant on my/our behalf. The name of my auspicing body is listed below. **I the applicant will ensure that the details of my auspicing body are provided in section 12 of this application.***

My Auspicing body is:

3. Category of Funding

Select the category of funding your application is being made under.

Note: Please select **one** category of funding only.

- | | |
|---|---|
| <input type="checkbox"/> Developing Regional Skills | <input type="checkbox"/> Contemporary Collections/Stories |
| <input type="checkbox"/> Building Community Cultural Capacity | <input type="checkbox"/> Regional Partnerships |
| <input type="checkbox"/> Interest-Free Art Loan | <input type="checkbox"/> Concept Development |
| <input type="checkbox"/> Cultural Tourism | <input type="checkbox"/> Arts Policy Development and Implementation |

4. Project Summary

4.1 What amount of money are you requesting in this application?:

Note: this amount must be reflected in your project budget.

4.2 When do you intend to **START** the project: / /

When do you intend to **FINISH** the project: / /

4.3 In no more than 20 words, describe your project(s). This description is for reference purposes only and will not be used to evaluate your application. For example: to record X; to tour X; to participate in X; to create X; to collaborate with X, etc. Include the title, if relevant. Do not refer to an attachment.

4.4 Where will you undertake your project(s):

4.5 Artform category of project

What is the main (primary) artform category of your project?

Please select one only. Note: Selecting more than one **does not** improve the chances of your project being funded.

- | | | |
|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Craft | <input type="checkbox"/> Museums & Cultural Heritage | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Music | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Design | <input type="checkbox"/> New Media | |
| <input type="checkbox"/> Festivals | <input type="checkbox"/> Theatre | |

5. Project Details

Give details about the project to best demonstrate why it should receive RADF funding. Provide evidence of:

- **What** the project or activity is about.
- **How** it meets the objectives of the chosen category of funding.
- **Why** the project should be supported will be determined by your ability to:
 - identify the expected public outcomes that broaden the engagement of Queenslanders in the arts, deepen their cultural experience and diversify the ways Queenslanders can participate in the arts and cultural sector.

5.1 What is the project or activity about?

Write a brief description of what you want to do with the project.

E.g. The project will employ two visual artists to work with young people to develop a new component to the annual multicultural street festival.

5.2 If applicable, please estimate the following:

Total number of activities involved (e.g. performances, workshops etc.):

Total number of participants at event/activity:

5.3 Why the project should be supported

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

Note: Write a brief description about the results you expect from the project. Some results could be: skill development, community access, media coverage for your artform, professional development, innovation, new work, quality of life for the community.

6.2 List the artists and artworkers involved.

Note: You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rate of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please ensure that the artist(s) and artworker(s) you will list below have completed an Eligibility Checklist for Professional and Emerging Professional Artist and meet the requirements for professional status.

Name	Role or position in project	Rate of pay \$ per hour or week	Total fee or Allowance \$
Total salaries, fees and allowances (transfer amount to Budget, Subtotal A)			

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

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

6.3 Have you provided CVs for all artists and artworkers involved as per your RADF Eligibility Checklist?

- Yes**
- No – Provide CVs of all people involved before submitting your application.**

6.4 Have letters of confirmation from all artists and artworkers involved with the project or activity been received and included with this application?

- Yes**
- No – Provide confirmation letters of all people involved before submitting your application.**

6.5 If applicable, what consideration has been taken to address workplace health and safety, public liability insurance, copyright and licences?

8. Applicant's Funding History

8.1 List any RADF grants or other Council grants you have received in the past two years.

Note: You must acquit all previous grants provided through the RADF Program before new funding is allocated.

Year of Funding	Project name or brief description	Amount received	Outcome Report acquitted?
		\$	No <input type="checkbox"/> Yes <input type="checkbox"/>
		\$	No <input type="checkbox"/> Yes <input type="checkbox"/>
		\$	No <input type="checkbox"/> Yes <input type="checkbox"/>
		\$	No <input type="checkbox"/> Yes <input type="checkbox"/>
		\$	No <input type="checkbox"/> Yes <input type="checkbox"/>

9. Statistical Information

This section is not used to assess your application. The data you provide here is collated with other statistical information and may contribute to the evaluation of RADF grant activity areas and overall administrative processes. Collated information may also be used to measure whether the RADF Program is accessible and equitable.

9.1 Which do you or your organisation/collective primarily identify with any of the social justice groups below?

Note: Please **select one only**.

- | | |
|--|---|
| <input type="checkbox"/> Aboriginal People | <input type="checkbox"/> Older People |
| <input type="checkbox"/> Torres Strait Islanders | <input type="checkbox"/> People with a Disability |
| <input type="checkbox"/> Children and Young People (under 26) | <input type="checkbox"/> Australian South Sea Islanders |
| <input type="checkbox"/> People from Culturally and Linguistically Diverse Backgrounds | |

9.2 Does your project(s) specifically target any of the social justice groups listed below?

Note: Select who the project audience will predominantly be. **Select one only**. Selecting more than one does not improve the chances of the project being funded).

- | | |
|--|---|
| <input type="checkbox"/> Aboriginal People | <input type="checkbox"/> Older People |
| <input type="checkbox"/> Torres Strait Islanders | <input type="checkbox"/> People with a Disability |
| <input type="checkbox"/> Children and Young People (under 26) | <input type="checkbox"/> Australian South Sea Islanders |
| <input type="checkbox"/> People from Culturally and Linguistically Diverse Backgrounds | |

10. Essential Support Materials

Any material supplied in addition to the required support material will be considered as superfluous and will not be considered in the assessment of your application.

For audit purposes, councils are required to retain all support material supplied by successful applicants. Your support material will only be returned to you if your application is unsuccessful.

10.1 Tick the support material attached with this application

- Applicant's details (CV) no longer than one A4 page per person.
- Eligibility Checklist for Professional and Emerging Professional Artist for each artist and artworker involved in your project/activity.
- Written confirmation of the names and availability of the artists and/or venues involved in the project and CVs where appropriate of artists and artworks listed on your RADF Eligibility Checklist
- Up to three letters from professional artists and/or arts organisations in your area of practice that provide relevant comment in support of your application.
- For projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people — written letters of support and confirmation from the relevant communities and organisations are essential.
- Applications for funding to support the creation of an arts or cultural product must demonstrate potential outcomes for their activity by providing a letter of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body.

11. Applicant Declaration

Note: This declaration is signed by the person stated in section 1.3. If your application is being auspiced by an individual or organisation, please have your auspicings body complete section 12 of this application form.

I, the undersigned, certify that:

- I have read and completed the eligibility checklist for the RADF Program.
- The statements in this application are true and correct to the best of my knowledge; information and supporting material are my own work or the work of the artists named in this application.
- I consent that information provided in this application may be used for training or systems testing purposes by Council and or Arts Queensland staff.
- I give permission for Council to verify grants requested from other funding agencies in support of this project.
- I give permission for the RADF Committee to send my application to artform peers for appropriate advice for the assessment panel.
- I understand that the Council and RADF Committee may nominate my project as an example of best practice for the RADF Awards.
- If this application is approved, I consent to the media and/or Queensland's State MPs being given information about the funded project and I understand I may be contacted directly by them.

Signature: _____ **Date:** / /

Note: If you are under the age of 18, your legal guardian must also sign this application.

Name in full: _____

Position in group or organisation (if applicable): _____

12. Auspice Applications

This section must be completed by the nominated individual or a legally constituted organisation to take responsibility for any grant that may be offered to the applicant submitting this form.

12.1 Name of auspicing individual or organisation

Legal Name

Trading Name (if different to legal name)

12.2 Contact person for auspicing individual or organisation

Title Ph (work) ()

Name Fax ()

Surname Ph (after hrs) ()

Position Mobile

Email

12.3 Postal address of auspicing individual or organisation

PO Box or Street address

Town

State Postcode

12.4 Auspicing individual's or organisation's ABN

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12.5 GST status of auspicing individual or organisation

Are you or the organisation GST registered? Yes No

12.6 Auspice Body's Declaration

I/my organisation agree/s to take responsibility for the grant on behalf of the applicant.

Signature: _____ Date: / /