

Regional Arts Development Fund Application Form

Please ensure all sections of the application are completed.

Guidelines are available at <https://www.winton.qld.gov.au/services/radf-individual-funding>

Applicant details

Applicant name

(name of individual, group or organisation)

ABN

Are you registered for GST

☐ Yes

☐ No

ABN

Contact

Postal address

Phone

Email

RADF Category (choose one)

1 ☐ Individual development

4 ☐ Cultural Tourism

2 ☐ Building Community Cultural capacity

5 ☐ Regional partnerships

3 ☐ Interest free arts loan

6 ☐ Concept & Policy development

Project Name

(max 10 words)

Brief Project Description in approximately 100 words, describe the project.

The grant will be used towards the costs of

Project start date

Project end date

Total cost of project

\$

RADF Grant requested

\$



RADF Grant History

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

☐ Yes

☐ No

If you were successful has that grant been successfully acquitted?
Or does a sub-committee have a current project not yet completed and acquitted?

☐ Yes

☐ No

What is the main artform category of your project?

Please select one only

☐ Craft

☐ Theatre

☐ Dance

☐ Museums / collections

☐ Design

☐ New media

☐ Music

☐ Festivals

☐ Visual arts

☐ Writing

Where will the project be undertaken?

This could be a region, town, or city, for example, Central West Queensland, Longreach, Townsville.

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

Give a brief description about the rationale and objectives of your project.

Winton Shire Council Program Priorities

Priority	Tick	How
Support for youth arts development projects	<input type="checkbox"/>	
Building capacity and encouraging participation in the arts	<input type="checkbox"/>	
Strengthening arts and cultural tourism and events	<input type="checkbox"/>	

Please outline which 2025-2026 Winton Shire Council Program Priority your project meets and briefly describe how.

Please outline the steps you have taken to address the issues of Workplace Health & Safety, Public Liability Insurance, copyright and relevant licences.

How will you capture feedback and result from the RADF funded activity / project?
For example, survey, emails responses, attendance results.
This information is vital to support the RADF program and Councils' annual application. It is essential to demonstrate the positive outcomes achieved for the community from the funding.

What are the major benefits expected from your project?

Impacts – how many people will attend? How many arts workers will be employed or trained?

Quality – does your project provide quality arts and cultural initiatives based on local priorities?

Reach – will your project target any specific groups? Does your project contribute to broader outcomes such as health & wellbeing, employment, social cohesion?

Vitality – have you considered other options for external partners to assist with funding the project?

List each stage of the project from start to finish:	Expected completion date
Complete the RADF Outcome Report (no later than 8 weeks after the finish date	

Name	Role or position in project	Rate of pay (\$ / hour 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 (transfer total RADF amount to the RADF expenditure column in the budget)				

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation

Income and Expenditure

Application budget must be supported by quotations for large items. Volunteer labour to be costed at \$25 /hour.

Income		Expenditure		RADF component
Detail	Amount	Detail	Amount	Amount
Earned income, for example from ticket sales		Salaries, fees and allowances		
Contributions from artists and others		Project or activity costs		
Other grants		Promotions, documentation, and marketing		
Sponsorship, fundraising, and donations		Administration		
RADF Grant		RADF Grant		
Total income (A)		Total expenditure (B)		

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.

Evidence of your projected expenses (quotes/rates) will strengthen your submission. Assistance with the budget can be obtained from the RADF Liaison Officer at the Neighbourhood Centre on 4657 2680. RADF@winton.qld.gov.au.

Checklist - Essential support material

All applicants please ensure you submit the following supporting documents with your application.

- ☐ A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and arts worker involved in your project / activity
- ☐ An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity
- ☐ Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate
- ☐ 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
- ☐ Quotations to support large budget items.

Where applicable to your project, please also provide the following essential support material:

- ☐ Written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people. The letters are essential for applications involving these groups within the community.
- ☐ 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.

Certification

All Applicants

I,

(full name)

the undersigned, certify that:

I have read and will abide by the Winton Shire Council 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 below and agree to the use and disclosure of information as outlined in the Statement.

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.

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*.

- outcome report with Arts Queensland as an example of good practice.

Signature:

Date:

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

Position in group or organisation
(if applicable)

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Certification by Auspicing Organisation/Individual

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 of this application is true and correct.

Name of auspice body

Contact person's name in full

Signature:

Date:

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

Position in group or organisation
(if applicable)



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 RADF page on the Arts Queensland website www.arts.qld.gov.au

The purpose of the RADF Program is to support professional and emerging professional artists and arts workers (artists) to practise excellent art for and with communities for mutual development.

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 your local 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

- ☐ 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 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