

2021- 2022 RADF Project and Activity Application Form

Form Preview // Sample Only

Important information

* indicates a required field

Welcome to Redland City Council's Regional Arts Development Fund (RADF) Privacy Statement

Redland City Council uses personal information to deliver its functions and services. Council will only use personal information you have provided for the purpose of processing this application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Information Privacy Act 2009 and other local government acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with Council's Privacy Policy.

Please note the information provided in this application and in related documentation and discussions may be provided to members of the RADF Assessment Panel in order to assist Council in assessing your application.

By submitting this application you consent to Council publishing your name, the project name, project description and Council's funding contribution. We may also use your details for promoting the Council's funding program.

Applicant Eligibility Checklist

**Please contact Council's RADF Liaison Officer when completing an application.
Contact information: (07) 3829 8844 or 0409 653 125; RADFgrants@redland.qld.gov.au**

I can confirm that I / the applicant /organisation. *

- am a professional artist or emerging professional artist/ the project will employ professional or emerging professional artist(s)
- have read and understand the Guidelines
- have discussed the project and application in depth with the RADF Liaison Officer
- have / my organisation has been confirmed as eligible or will be auspiced
- have / my organisation has no debt to Council or has entered into an agreed payment schedule which is being adhered to
- have / my organisation already has or will acquire appropriate insurance for this project (if applicable)

If you cannot confirm (tick) any of the above statements then you are not eligible for this grant.

Applicant Details

* indicates a required field

Applicant's Name *

- Individual
- Organisation

Organisation Name

Title

First Name

Last Name

Please include your Organisation or Group name with the accountable representative

Eligible organisations include arts and cultural not-for-profit organisations and Australian companies that are either based in Queensland or able to demonstrate how their project will directly benefit Queensland arts and culture. Organisations must be registered under law as either incorporated associations or a company limited by guarantee.

Collectives or cooperatives are community groups or groups of artists that are not incorporated but must be auspiced by an incorporated organisation including Local Government, or an individual with an ABN. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.

Main Contact Name and Position *

Primary Phone Number *

Must be an Australian phone number.

Postal address *

Address

Must be an Australian postcode.

Primary Email *

Must be an email address.

Mobile Phone Number *

Must be an Australian phone number.

Website Must be a URL.

Individual Applicant Details

Do you have Australian citizenship or permanent residency? * Yes No

You are ineligible to apply if you are not an Australian citizen or have permanent residency status.

Are you under 18 years of age? *

- Yes
- No

Parent or Guardian name *

Phone Number * Must be an Australian phone number.

Funding and ABN details

* indicates a required field

Previous RADF funding

Have you previously applied for a RADF grant? *

- Yes
- No

Have you successfully acquitted your previous funding? *

- Yes
- No

You are ineligible to apply if you have not acquitted your previous funding

ABN

Do you have an ABN? *

- Yes
- No

If you do not have an ABN you must complete a Statement by Supplier form available at www.redland.qld.gov.au/grants

Applicant ABN *

The ABN provided will be used to look up the following information.

Click Lookup to check that you have entered the ABN correctly.

Information from the Australian Business Register will self-populate in this box

- ABN
- Entity name
- ABN status
- Entity type
- Goods & Services Tax (GST)
- DGR Endorsed
- ATO Charity Type [More information](#)
- ACNC Registration
- Tax Concessions
- Main business location

Are you registered for GST? *

- Yes
- No

Auspice details

* indicates a required field

ABN *

The ABN provided will be used to look up the following information.

Click Lookup to check that you have entered the ABN correctly. The box will self-populate the ABN Register information.

Auspice Entity Name *

Organisation Name

Your auspice must be an Organisation

Auspice Contact Name and Position *

Auspice Postal Address *

Address

Must be an Australian postcode.

Auspice Primary Phone Number *

Must be an Australian phone number.

Auspice Primary Email *

Must be an email address.

Auspice Mobile Phone Number

Must be an Australian phone number.

Project details

* indicates a required field

What is the art form of the project? *

- Community Arts and Cultural Development
- Dance
- Developing Regional Skills
- Heritage
- Multi-arts
- Music
- Theatre
- Visual Arts, Craft and Design
- Writing

Project Title *

Short project description *

Word count:

Must be no more than 150 words.

Provide a short description of your project - what do you intend to do?

Start Date *

Must be a date and no earlier than 30/11/2021.

End Date *

Must be a date.

Within 12 months of your start date

Outcome report due date *

Must be a date.

Your outcome report is due 8 weeks after your project end date

RADF investment required *

Must be a dollar amount and no more than 10000.

What is the total financial support you are requesting in this application?

Total cost of the activity *

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Where will you undertake this project or activity? *

Redland City Interstate Queensland Overseas

No more than 1 choice may be selected.

Location of the project or activity *

Please include the town or suburb name and postcode

If the activities associated with your project or activity are NOT being held in the Redlands, explain how the community living in the Redlands will benefit from the project? *

Word count: Must be no more than 100 words.

Program Priorities

Which Redland City Council Corporate Plan objective/s will the project address? *

- Strong Communities
- Quandamooka Country
- Thriving Economy

At least 1 choice must be selected.

Refer to Councils Corporate Plan

https://www.redland.qld.gov.au/info/20226/council_plans/423/corporateplan

Which RADF Objective/s will the project address? *

- Encourage creative and skills development within the arts and cultural life of Redlands.
- Encourage partnerships and cultural innovation.
- Build local cultural capacity, sustainability, and community pride.
- Support a robust living culture in the Redlands.
- Provide public value for Queensland communities.

At least 1 choice must be selected.

<https://www.qld.gov.au/about/how-government-works/objectives-for-the-community>

Explain in detail how the project will address the selected Redland City Council RADF Objective/s? *

Word count: Must be at least 100 words.

Target Groups

Which target group/s will primarily benefit from the project? *

- Aboriginal and/or Torres Strait Islands people
- Australian South Sea Island people
- People with a disability
- People from culturally and linguistically diverse backgrounds
- Regional Queenslanders
- Seniors (over 55 years)
- Young people (12 - 21 years)
- Children (0 - 11 years)
- Emerging artists / cultural workers
- Established artists
- Tourists
- Whole community
- Women
- Men
- Gender Diverse People
- Other

At least 1 choice must be selected.

Describe the aim/purpose of the project and how it relates to the target group/s. *

Word count: Must be at least 100 words.

Volunteers

Will the project engage volunteers? *

- Yes
- No

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

Must be a number.

Measurable Outcomes

* indicates a required field

Provide two (2) priority outcomes for this project. *

Measurable Outcomes e.g. number of people attending or participating in the project, event etc.

How will the project benefit the Redlands Coast community? *

Max.150 words

Impact

> Demonstrates cultural, artistic, social or economic returns on investment.

Explain how the project outcomes will impact the local community in the following areas:

Will the project contribute to the local economy or employment? * Yes No

What number of locally based artists and cultural workers or Queensland based artists and cultural workers will be employed on the project *

What is the total artists or cultural workers fees that will be funded through RADF? *

If you don't know, give an approximate amount

Reach

> Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.

> Evidence of local demand for proposed program/s.

> Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.

How many participants does the project intend to engage? *

Must be a whole number (no decimal place).

Will the project respond to diversity within the community? How? *

How will the project activities respond to local arts and cultural priorities? *

Max.150 words

Quality

>Produces or contributes to high quality arts and cultural initiatives for local communities.

>Proven capacity to effectively support and deliver arts and cultural services.

How will this project contribute to artistic or cultural innovation? *

Max.150 words

How will funding this project contribute to the artist's development? *

Max.150 words

Who will deliver this particular project or activity? *

Max.150 words

What types of outcomes are expected from the project and how are they important in terms of local capacity? *

Attach any necessary documentation.

Attach a file:

Viability

>Evidence of good planning for strong governance and management of RADF at a local level.

>Evidence of partnership capacity with partners including business and government.

Detail the local partnerships and support for your project. Explain how this will contribute to the delivery of the proposed project? *

Word count: Must be at least 100 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others. *

Word count: Must be at least 200 words.

Project planning - detail the planned activities. *

Word count: Must be at least 200 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place. Include support documents showing WH&S, Covid Safe plan, copyright, IP and licencing, if required.

Project Management

List each stage of the project from start to finish.

Project Stage List activities in order of completion	Expected completion date Must be a date and no earlier than 30/11/2021.
RADF outcome report submitted	No later than 8 weeks after the finish date

Budget

Please complete the budget template to account for all costs of the project.

Budget notes:

- Round all amounts to whole dollars (no cents).
- *If you **are** GST registered, Council will pay the grant **plus** GST.*
- *If you are **not** registered for GST, **your expenditure and income should be exclusive of GST.***
- When you have completed the budget, **the total income and expenditure must balance.**
- In kind income must be balanced with a matched expense.
- Budget template over page.
- Alternative RADF Budget factsheet example at <https://www.livingstone.qld.gov.au/downloads/file/41/radf-fact-sheet-how-to-complete-a-budget>

EXPENSES Include all project expenditure, not just the RADF funds. Round up for whole dollar amounts.			INCOME Include all project income sources, including RADF funds. Round up for whole dollar amounts.	
Project costs	Non-RADF funded	Eligible for & paid by RADF	Income source (Note source, and in kind or cash)	Whole dollar amount.
SALARIES, FEES & ALLOWANCES	\$	\$	EARNED INCOME	\$
(eg: Artist x hrs x \$/hr) + meals			(e.g. Ticket sales = \$/ticket x #audience) & add all event totals together.	
(eg: Arts worker x hrs x \$/hr)			Cash contribution from artists & others	
(Volunteers hrs x \$/hr) **			Sponsorships cash	
(eg: Auslan interpreter)			Fundraising cash donations	
PRODUCTION COSTS			IN KIND INCOME	
Travel & transport			In kind venue contribution (ask venue to quote *)	
Accommodation			In kind contribution eg: volunteers (hrs x \$/hr) **	
Venue Hire (include cash and in kind *)			In kind contribution for administration (hrs x \$/hr) ***	

Materials			Other in kind sponsorships ****	
Equipment hire				
PROMOTION, DOCUMENTATION, MARKETING			OTHER GRANTS	
Promotional materials, marketing				
Evaluation, photographer				
ADMINISTRATION COSTS				
Printing, phone		n/a		
Fundraiser, administrator fees paid & in kind ***		n/a		
Public Liability Insurance		n/a		
		Total = RADF request \$	RADF Grant Request >>>	\$
TOTAL EXPENDITURE (MUST EQUAL TOTAL INCOME)			TOTAL INCOME (MUST EQUAL TOTAL EXPENDITURE)	
No profit or loss	0	0		0

Support material

* indicates a required field

Mandatory

A resume or CV for each professional or emerging artist and arts worker involved in the project *

Attach a file:

An eligibility checklist for each artist and arts worker involved in the project or activity *

Attach a file containing all checklists:

This is available on the RADF page of our website:

https://www.redland.qld.gov.au/info/20132/grants_and_sponsorship/222/regional_arts_development_fund

Written confirmation of the availability from the key artists, personnel and venue managers involved in the project *

Attach a file:

You must include up to 3 letters of support for the project from artists, arts organisations or community groups confirming their support of the project or activity.

Letter of support 1 *

Attach a file:

Letter of support 2 *

Attach a file:

Letter of support 3 *

Attach a file:

Additional support material

Where applicable to the 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 and gender diversity people.

Attach a file:

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.

Attach a file:

Workplace Health & Safety (Risk assessment matrix); Covid Safe plan; copyright, Intellectual property and licencing requirements, if required.

<http://events.redland.qld.gov.au/develop-an-event-plan/>

Attach a file:

Auspice agreements

Auspicing Agreement Form found under Supporting Documents at [Regional Arts Development Fund](#)

Written confirmation of the auspicing arrangement *

Attach a file:

Form found under Supporting Documents at Regional Arts Development Fund

Statement by supplier form

Attach a file:

Additional supporting information

Attach a file:

Attach a file:

Certification

Information Privacy and Right to Information

The information you provide in your grant application will be used by 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 anonymous 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 Council or Arts Queensland.

I have read and will abide by Redland City Council's RADF Guidelines together with any published revisions.

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.

Both the applicant and the auspicing 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 2.4 of this application is true and correct.

I agree to certifications statement above

- Yes

Name of person agreeing to the conditions.

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