Regional Arts Development Fund
# APPLICATION FORM – DEVELOPMENT GRANT

Information for Applicants is available at **www.rockhamptonregion.qld.gov.au**. Please read before completing application form. Ask your local Council or a member of the RADF Committee if you are unsure about any part of your application

Keep a copy of your application to help prepare the Outcome Report once your activity has finished if you have been successful in receiving RADF funding.

Return your completed application and support material to your local Council
RADF@RRC.QLD.GOV.AU

1. APPLICATION SUMMARY

Applicant name (name of individual, group or organisation)	*Individual*	☐
	Group	☐
	Organisation	☐

Contact person's name (where applicant is a group or organisation)	Contact person's position

Postal address

Street or PO Box		Email	
Town / Suburb		Phone	
State		Postcode		Website	

1.1 ARTFORM

☐ Craft	☐ Theatre	☐ Dance	☐ Museums/Collections
☐ New Media	☐ Music	☐ Festivals	☐ Visual Arts

1.2 PROJECT NAME (max 10 words)

1.3 BRIEF PROJECT DESCRIPTION In approximately 20 words, describe the project.

Project start date from Section 2.2	
Project end date from Section 2.2	
Outcome Report due Section 3.1	
Total cost of project from Section 3.3	$
RADF Grant requested from Section 3.3	$

| **1.4 MAIN LOCATION PROJECT WILL TAKE PLACE**			
1.5 Have you or your group/organisation previously applied for a RADF grant?	Yes ☐	No ☐	
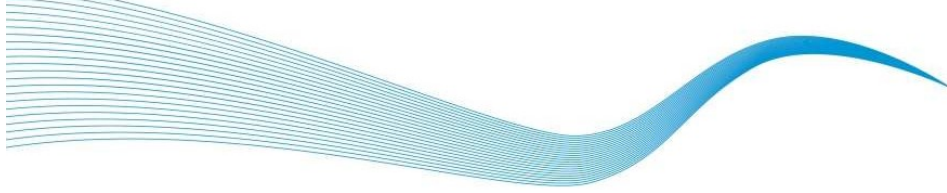
2. ABOUT THE PROJECT

2.1 Project/Activity proposal
Assessment Criteria
Your application will be assessed on evidence of how well it meets KPOs as listed in the guidelines document.

2.2. Rationale and Objectives
Please use this section to describe the rationale and objectives of your project. Include a clear description of your project/activity and how this will impact on career development or professional practice. Refer to the relevant RADF category as stated on page 2. Keep in mind the above assessment criteria when completing this section.
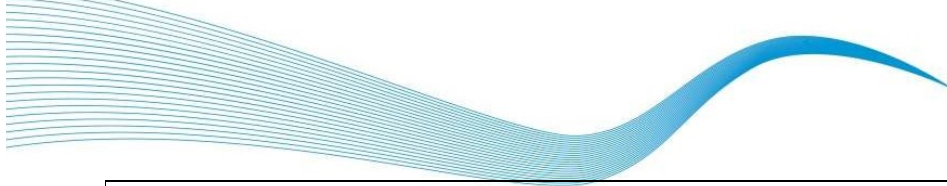
2.3. How will this project benefit you, your community or artists/cultural workers?

2.4 Show evidence of genuine community interest and local support for this project. (not required for individual applications)

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

2.6 Support Material and Feedback collection – how will you collect feedback?

2.7 Please estimate the following

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

_____ Total number of participants at event/activity

3. PROJECT MANAGEMENT

3.1 List the artists and arts workers involved.

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 remember to attach the following documents from each artist or artsworker receiving RADF funding:
- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation

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

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

Name	Role or position in project	Rate of pay ($/hr 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)				$

3.2 List each stage of the project from start to finish Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.

Project Stage	Expected Completion Date
Complete the RADF Outcome Report (no later than 8 weeks after the finish date)	

3.3 Project Budget – Income and Expenses

Assistance is available for up to 65% of the totals costs to a maximum of $5,000.

Please complete this budget template to account for all costs of your project. **Round all amounts to whole dollars.**

Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved. The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.

Note: If you are GST registered (see 1.7) 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.

EXPENDITURE	TOTAL COST of each item.	RADF	INCOME Income includes in-kind contributions and the total RADF grant you are seeking	TOTAL COST of each income item
Salaries, Fees and Allowances			Earned Income[3]	
Production/Program Costs[1]			Contribution from Artists and Others (Please note if this is in-kind)[4]	
Promotion, Documentation and Marketing			Other Grants[5]	
Administration[2] & Volunteer Input			Sponsorship, fundraising and donations (Please note where this is in- kind)	
		n/a		
		n/a		
		n/a		
RADF GRANT (total from column 3)			*RADF GRANT (total from column 3)*	
TOTAL EXPENDITURE			*TOTAL INCOME*	

3.4 Budget Notes

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.

4. ESSENTIAL SUPPORT MATERIAL

- **Support material supplied electronically must be in one document only**
- **Keep support materials to a maximum of 20 pages**
- **Do not staple any part of your hard copy submission**

☐	A resume or CV, no longer than one A4 page per person, for each artist and arts worker involved in your project / activity
☐	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artsworker 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

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 Islander people; 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 representative body to support applications for funding the creation of an arts or cultural product.

4.1 Australian Business Number (ABN) Details

Will you/your organisation be responsible for the financial management of the grant if this application is successful?	☐ Yes – If successful you will be asked for these details
	☐ No – An auspicing body will be administering any grant that I receive on my/our organisation's behalf. Complete section 1.8 below

4.2 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.

Who is your auspicing arrangement with?	☐ an incorporated organisation		☐ an individual with an ABN
Name of auspicing organisation or individual:			
Contact person for auspicing organisation:			
Position of contact person (if relevant):			
ABN of auspicing organization or individual			
Are you registered for GST?	☐ Yes ☐ No		
Phone:		Email:	

5. STATISTICAL INFORMATION

This information is for statistical use only. It will not affect the assessment of your application.
Please help us to improve our services by filling out the questionnaire below.

5.1 Please indicate which ONE activity best describes your project

Community Consultations/ Arts research/ policy development		Place making	
Creative development of New Work		Professional or career development activity	
Cultural tourism		Publications	
Events and Festivals		Workshops	
Exhibitions and Collections		Performances	
Heritage protection or promotion		Other (please supply)	

5.2 Is the funded activity targeted a specific group from your community?

Aboriginal and Torres Strait Islander Peoples		Young people (12 to 25 years)	
Australian South Sea Islander Peoples		Children (0 to 11 years)	
People from culturally and linguistically diverse backgrounds		Women	
People with a disability		Men	
Older people (55 years +)		Not applicable	

Does the funding recipient identify as belonging to one or more of the target groups listed?			
Aboriginal and Torres Strait Islander Peoples		Young people (12 to 25 years)	
Australian South Sea Islander Peoples		Children (0 to 11 years)	
People from culturally and linguistically diverse backgrounds		Older people (55 years +)	
People with a disability		Career Stage - early	
Not applicable		Career Stage - established	

6. CERTIFICATION

6.1 All Applicants

I, the undersigned, certify that:
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 Rockhampton Regional Council (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: If you are under the age of 18 your legal guardian must also sign this application		**Date:** / /
Name in full:		
Position in group or organisation: (if applicable)		

6.2 Certification by Auspicing Organisation/Individual

Please note: 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 1.8 of this application is true and correct.

Signature:		**Date:** / /
Name of Auspice Body:		
Contact person's name in full:		
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.

The purpose of the RADF Program is to support professional and emerging professional artists and artsworkers (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 Artsworker 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 artist by peers.

☐ I have held public exhibitions or given public performances (not as part of a competition).

☐ I have work 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/s 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.