

Regional Arts Development Fund (RADF)

Quick Response Application Form

Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.



This form is to be completed when applying for a Quick Response grant from Council's Regional Arts Development Fund (RADF). The Regional Arts Development Fund (RADF) is a partnership between state and local governments which invests in quality arts and cultural experiences across Queensland. Further information can be found at www.rockhamptonregion.qld.gov.au/CommunityEvents/Grants-and-Sponsorships/Regional-Arts-Development-Fund or by contacting the RADF team on 0749 245 6600 or radf@rrc.qld.gov.au

P: 07 4932 900 | E: radf@rrc.qld.gov.au | W: rockhamptonregion.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details	
Applicant name:	
Applicant type: <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Organisation	
Contact person's name:	
Contact person's position:	
Postal address:	
Preferred contact number:	Email:
Website:	
Have you or your group/organisation previously applied for a RADF grant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If your previous RADF grant was successful, has it been successfully acquitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ABN or Auspiced Application	
Will you or your group or organisation be responsible for the financial management of the grant? <input type="checkbox"/> Yes (please complete ABN Details below) <input type="checkbox"/> No (please complete Auspiced Details below)	
ABN Details	
ABN:	
ABN registered name:	
ABN trading name:	
Are you registered for GST? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Auspiced Details	
<i>Please note all individuals who do not have an ABN, group/collectives or unincorporated organisations must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered. This section is to be completed if you are nominating an accountable organisation or individual to administer the grant on your behalf and will be responsible for submitting a financial report at the end of the project. Please note a representative of the auspicing organisation is required to complete and sign the Auspicing Organisation or Individual section below.</i>	
Who is your auspicing arrangement with? <input type="checkbox"/> An incorporated organisation <input type="checkbox"/> An individual with an ABN	
Auspicing organisation or individual name:	
Auspicing organisation or individual ABN:	

Contact person's name:	
Contact person's position:	
Postal address:	
Contact number:	Email:
Supporting Documentation	
The following attachments must be submitted with the application: <i>(please keep support material to a maximum of five (5) pages.)</i>	
<input type="checkbox"/> A resume or CV, no longer than one A4 page per person, for each artist and arts worker involved in the project.	
<input type="checkbox"/> An eligibility checklist for each artist and arts worker involved in the project. <i>(please see Appendix A)</i>	
<input type="checkbox"/> 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. <i>(please note letters of support should not come from artists or organisations who are financially gaining from this project.)</i>	
<input type="checkbox"/> Quotes to support the budget including travel and accommodation costs.	
Statistical Information	
Predominately which of the below do you identify with?	
<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Young people (12-25 years)
<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Children (0-11 years)
<input type="checkbox"/> Australian South Sea Islander	<input type="checkbox"/> Women
<input type="checkbox"/> People from a non-English speaking background	<input type="checkbox"/> Men
<input type="checkbox"/> People with a disability	<input type="checkbox"/> LGBTIQA+
<input type="checkbox"/> Older persons (55 years +)	<input type="checkbox"/> Not applicable
Project Information	
Project name:	
Project description – summary: <i>Please include why you think it should be supported and the results you expect. (maximum 50 words)</i>	
Project start date:	Project end date:
Outcome report due date: <i>(8 weeks after the project end date)</i>	Total cost of project: <i>(please see Project Budget details below)</i>
RADF grant requested: <i>(see Project Budget details below)</i> <i>Maximum of \$1,000</i>	
Main project locations/s: <i>(please list suburbs and postcodes)</i>	

Project Budget

Please complete this budget template to account for all costs of your project. Assistance is available for up to 65% of the total costs to a maximum of \$1,000.

Please 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.

Expenses	Total \$	RADF	Income	Total \$
A. Activity Costs			E. Applicant Contribution	
Sub Total A			Sub Total E	
B. Travel Costs (to and from the project)			F. Other Grant Income	
Sub Total B			Sub Total F	
C. Accommodation Costs			G. Other Contributions (incl. in-kind support)	
Sub Total C			Sub Total G	
D. Other Costs			H. Sponsorship, Fundraising and Donations	
Sub Total D			Sub Total H	
RADF Grant Request			RADF Grant Request	
Total Expenditure <i>(A+B+C) not D</i>			Total Income <i>(E+F+G+H)</i>	

Declaration

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.

Name:

Signature:

Position:

Date:

Auspecting Organisation or Individual

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.

Name: *(organisation or individual)*

Contact name: *(if organisation)*

Position:

Signature:

Date:

Appendix A

Regional Arts Development Fund (RADF)

Artists and Arts Workers Eligibility Checklist

This checklist is to be completed when applying for Council's Regional Arts Development Fund (RADF) and is to accompany a RADF application form. A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from a successful 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 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.

Further information can be found at www.rockhamptonregion.qld.gov.au/CommunityEvents/Grants-and-Sponsorships/Regional-Arts-Development-Fund or by contacting the RADF team on 0749 245 6600 or radf@rrc.qld.gov.au

Artist or arts worker name:

Please tick the following artist merits that apply to you

I have professional arts and/or cultural qualifications. Yes No

I have devoted significant time to arts practice. Yes No

I have been recognised as professional by my peers. Yes No

I have held public exhibitions or given public performances (not as part of a competition). Yes No

I have won important national and/or international prizes or awards. Yes No

I have work in public collections. Yes No

I have held public discussions and/or have had articles written about my work. Yes No

I have been commissioned or employed on the basis of art skills and/or earning income from sales of artwork. Yes No

I am a member of a professional association (or associations) as a professional artist.
Please list associations: Yes No

I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community. Yes No

I am an artist whose artistic or cultural knowledge has developed through oral traditions. Yes No

I have an Australian Business Number (ABN). Yes No

Name:

Signature:

Position:

Date: