Regional Arts Development Fund (RADF) 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 Development or Project grant from Council's Regional Arts Development Fund (RADF). The 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.

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Application Details

Applicant name:

RADF Funding Category:

☐ Development Grant:
- Professional career development
- Skills development workshops
- Concept development
- Creative development of new work

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

☐ Project Grant:
- Exhibitions
- Performances
- Festivals and events
- Public presentations

Assistance is available for up to 80% of the total costs to a maximum of $10,000.

Applicant type: ☐ Individual ☐ Group ☐ 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?	☐ Yes	☐ No
If your previous RADF grant was successful, has it been successfully acquitted?	☐ Yes	☐ No
Have you or do you intend to apply for other grants or funding specifically for this project?	☐ Yes	☐ No

Please list the other grants/funding you have or intend to apply for:

ABN or Auspiced Application

Will you or your group or organisation be responsible for the financial management of the grant?

☐ Yes – please complete ABN Details below: ☐ No – please complete Auspiced Details below:

ABN Details

ABN:

ABN registered name:

ABN trading name:

Are you registered for GST? ☐ Yes ☐ No

Auspiced Details

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 Auspicing Organisation or Individual section below.

Who is your auspicing arrangement with? ☐ An incorporated organisation ☐ 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:

Project Information

Project name:

Project artform: *(please select all that apply)*

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

Project summary:

Project start date:	Project end date:
Outcome report due date: *(8 weeks after the project end date)*	Total cost of project: *(see Project Budget below)*

RADF grant requested:
(see Project Budget below)

Main project locations/s: *(please list suburbs and post codes)*

Project Description

Rationale and objectives:

Describe the rationale and objectives of the project. Include a clear description of your project/activity and how this will impact on career development or professional practice. (maximum 250 words)

Assessment criteria:

Describe how the project meets the KPO's listed in the RADF Guidelines document (available on Council's website). (maximum 250 words)

Community:

Describe how this project will benefit you, your community or artists/cultural workers. (maximum 250 words)

Local support:

Show evidence of genuine community interest and local support for this project – please note, this is not required for individual applications. (maximum 250 words)

Licences and insurances:

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

Feedback:

Outline how you will collect feedback on the project.

Total number of activities: *(please include all performances and workshops in total)*	Total number of participants: *(please include the total count of all participants)*

Artists and Arts Workers Details

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 note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Paid artists and arts workers:

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

Volunteer artists and arts workers:

Please list details below for all artists and arts workers involved in the project:

Name:	**Role or position in project:**	**Rate of pay:**	**Total: ($)**

Supporting Documentation for Artists and Art Workers

The following documentation is required from each artist or arts worker receiving RADF funding:

☐ Resume or CV

☐ Eligibility Checklist for each professional and emerging Professional Artist

☐ Letter of confirmation

Project Plan

Please list all stages of the project below along with an expected completion date:

Project stage:	**Expected completion date:**
Complete RADF Outcome Report	8 weeks after project finish

Project Budget

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

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. Salaries, Fees and Allowances			E. Earned Income	
Sub Total A			Sub Total E	
B. Production and Programming Costs			F. Contributions by Artists and Others	
Sub Total B			Sub Total F	
C. Promotion, Documentation and Marketing			G. Other Grants	
Sub Total C			Sub Total G	
D. Administration and Volunteer Input			H. Sponsorship, Fundraising and Donations	
Sub Total D			Sub Total H	
RADF Grant Request			**RADF Grant Request**	
Total Expenditure			**Total Income**	

Statistical Information

Please indicate which one activity best describes your project:

☐ Community consultation
☐ Arts research
☐ Policy development
☐ Creative development of new work
☐ Cultural tourism
☐ Events and festivals
☐ Heritage protection or promotion
☐ Place making
☐ Professional career development
☐ Publications
☐ Workshops
☐ Performances
☐ Other – please specify:

Is the funded activity targeted at a specific group from your community:

☐ Aboriginal people
☐ Torres Strait Islander people
☐ Australian South Sea Islander people
☐ People from a non-English speaking background
☐ People with disability
☐ Older persons (55 years +)
☐ Younger people (12-25 years)
☐ Children (0-11 years)
☐ Women
☐ Men
☐ LGBTIQA+
☐ Not applicable

Does the funding recipient identify as belonging to one or more of the below groups:

☐ Aboriginal people
☐ Torres Strait Islander people
☐ Australian South Sea Islander people
☐ People from a non-English speaking background
☐ People with a disability
☐ Older persons (55 years +)
☐ Young people (12-25 years)
☐ Children (0-11 years)
☐ Women
☐ Men
☐ LGBTIQA+
☐ Not applicable

Supporting Documentation

Please remember to include the following supporting documentation when submitting this application:

☐ A resume or CV, no longer than one A4 page per person, for each artist and arts worker involved in the project

☐ An eligibility checklist for each artist and arts worker involved in the project *(please see Appendix A)*

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

☐ 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 *(please note, letters of support should not come from artists or organisations that are financially gaining from this project)*

Where applicable to the project, please include the following required support material:

☐ Written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islander people; Australian South Sea Islander people; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people. The letters are required 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.

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:

Auspicing Organisation or 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 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 response to the questions below determines your status as an artist in regard to the RADF Program.

You need to tick 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

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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:

Submit