Regional Arts Development Fund (RADF)
Application Package

INCLUDING GUIDELINES, APPLICATION FORM AND OUTCOME REPORT

CONTENTS

PO Box 189
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Administration: 12 Mosman Street
ABN 67 731 313 583

Telephone: (07) 4761 5300
Email: mail@charterstowers.qld.gov.au
Website: www.charterstowers.qld.gov.au
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PURPOSE OF RADF

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local Councils across the state.

RADF promotes the value of arts, culture and heritage as key drivers of social change and strong, diverse and inclusive regional communities.

RADF is a flexible fund, enabling local Councils to tailor RADF programs to suit the needs of their communities.

RADF OBJECTIVES

The RADF objectives are to support arts and cultural activities that:
- increase access to arts and cultural experiences in regional Queensland
- grow employment and capacity building opportunities for artists and arts workers across regional Queensland
- deliver on local arts and cultural priorities and promote the value of arts, culture and heritage.

QUEENSLAND GOVERNMENT COMMITMENTS

Arts Queensland is committed to realising the ambitions of the Queensland Aboriginal and Torres Strait Islander Economic Participation Framework, the Queensland Multicultural Policy, the Queensland Youth Strategy and the National Arts Disability Strategy. Applications which include the following target groups as creators, participants or audiences will strengthen the implementation of Queensland Government commitments:

- ATSI and CALD people
- Regional Queenslanders
- People with disability

- Children and Young people (under 25 years)
- Older people (over 55 years)
- Tourists

Applicants are encouraged to explore how they might direct their RADF funded activities to these specific target groups. If the application indicates that the project or activity will target one of these specific groups, evidence of how this will occur will be required to be included in the application.

COUNCIL'S LOCALLY DETERMINED PRIORITIES

Locally determined priorities are development areas that Council and the community see as needing special attention. Feedback regarding areas of considered priority can be given to Council's RADF Liaison Officer (RLO) or RADF Committee members at any time.

Preference will be given to applications that address one or more of the following local priorities:
- **Sharing stories and celebrating our history**
  Projects that showcase the rich and diverse history of the region and encourage the sharing and recording of stories before they are lost.
- **Activating local places and spaces**
  Projects that enliven and beautify the spaces we live in to foster a sense of community and generate interest from visitors.
- **Elevating First Nations arts**
  Projects that celebrate the diverse talents of Indigenous artists in the community and bring their art to the forefront.
- **Strengthen our community by creating partnerships**
  Projects that create productive partnerships and collaboration within the community to build a unified and connected community.

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APPLICANT ELIGIBILITY REQUIREMENTS

Individuals and/or organisations applying for RADF funding must meet the following eligibility requirements:

- Be based in the local Council area, or if based outside the local Council area, are able to demonstrate how the project will directly benefit arts and culture in the local Council area.
- Be a permanent resident or Australian citizen.
- Have an Australian Business Number (ABN).
- Incorporated cultural organisations or individuals.
- Unincorporated organisations or individuals, auspiced by an incorporated body.

Note: If you are applying as a collective, the collective must nominate one member as their representative. That person is legally and financially responsible for the activity. All members of the collective should sign a letter that is presented with the application to demonstrate their involvement in and support of the activity.

RADF DOES NOT SUPPORT

The following are NOT eligible for funding through RADF:

- Amateur arts activities EXCEPT for professional or emerging artist's services to amateur arts activity.
- Artists or artsworkers who do not have an Australian Business Number (ABN) or do not provide a completed 'Statement by a Supplier' Form from the ATO.
- Applicants who submit unsigned applications.
- Applicants who have failed to appropriately acquit previous RADF grants.
- Projects for which artworkers are paid less than the recommended rates.
- Activities that commence before Council approval is given.
- Workshops – UNLESS a professional artist or artworker is employed to work with a group to apply their skills in an innovative way to an arts development outcome.
- School arts activities, EXCEPT where those activities form part of broader community cultural development processes or are part of professional arts development.
- Framing or freight – only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions without demonstrated community value.
- Entertainment – funding is not available to pay for entertainment for events, UNLESS there is a developmental aspect included, e.g. Musicians performing at a community event run a series of developmental workshops for community members prior to the event.
- Competitions – they are prolific and could monopolise funds. The competitive environment does not necessarily nurture emerging artists, as there is generally only one winner.
- Eisteddfods – they are essentially competitions.
- Summer/Winter Schools – Council should not support more than two places a year.
- Printing costs – requests for grants to print books should be directed to organisations that support print-on-demand services. A small proportion of printing costs are eligible as part of the presentation costs for significant projects.
- Purchase of capital items e.g. Equipment, buildings or vehicles. RADF gives artists and organisations opportunities for employment, professional development and a chance to practice their art. Buying capital items does not necessarily lead to these outcomes. EXCEPTION: Capital items can be funded only when they are included as part of a project application and when the RADF Committee considers the purchase **integral to that project and where the item will remain available for community use.**
- Recurrent funding for arts organisations – operational expenses are ineligible under RADF including wages for permanent staff and office expenses. However, local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component.
- Accredited study, training or university courses.

CHARTERS TOWERS REGIONAL COUNCIL DEPARTMENT ELIGIBILITY

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Internal Council departments interested in applying for RADF funds can do so, however, are strongly encouraged to avoid annual community funding rounds. Departments are to advise the RADF Liaison Officer of their intentions to apply for funds prior to the new financial years bidding to Arts Queensland. The event/project must meet with Council's Arts and Cultural Development Policy and Planning and should be included in Council's annual bidding program.

Council departmental applications that are not identified through the accepted above-mentioned procedure can be tabled at the allotted grant rounds but will only be considered once the allocated community percentage of funds has been granted. If unspent funds remain then Council's application may be considered. The RADF Chair and Liaison Officer will need to seek prior approval and sanction by the Council before this application can go before the RADF Advisory Committee.
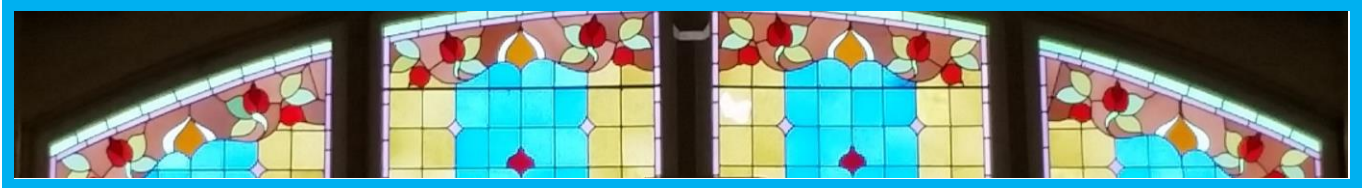
PREPARING TO WRITE YOUR APPLICATION

- Read the Charters Towers Regional Council's RADF Guidelines, Arts and Cultural Development Policy (available on Council's website), Budget Information and Insurance Information before completing the application form.
- Seek help from RADF Committee members or RADF Liaison Officer (RLO) before submitting the application.
- If you are seeking funding from two or more RADF Committees or any other funding organisation for parts of the same project, you must advise each Committee about the other funding applications and include in 'Other government grants', section of the form.
- Reflect on ways in which your activity can develop your professional life, increase the sustainability of creative industries and/or benefit the community.
- If applicant is from outside of the Charters Towers Regional Council area, include information as to how you will promote and market your activity to include the small towns and rural community.
- Ensure you have all the relevant support material and information from artists involved (see below).

REQUIRED INFORMATION FROM ARTISTS
The following information must be provided from professional/emerging artists involved in the project:
- Resume or CV (maximum 1 x A4 page account of artist's career and up to date personal and professional details).
- Schedule of fees outlining fees charged by artist (may be combined with letter of confirmation).
- Letter of confirmation stating the artist's availability for the dates nominated in the application.
- Eligibility Checklist (including ABN or 'Statement by a Supplier' form).

PRESENTING YOUR APPLICATION
Your application should give a snapshot of a potentially successful activity. Below are tips for preparing you application:
- Prepare your application accurately and honestly.
- Describe your activity in terms which match the Charters Towers Regional Council RADF Program.
- Support material should be relevant to the application you are making. This may include:
  - relevant and detailed letters of support from groups who will benefit from your program;
  - a letter of acceptance from a community elder, workshop leader, project partner or gallery owner;
  - quotes from tradesman, publishing firms or other businesses that appear in your budget;
  - required information from artist/s involved in the project;
  - evidence of the community need for a proposed workshop;
  - evidence of how the project or activity will focus on any specific target groups;
  - evidence that the individuals cited as being involved in a project have been contacted, have given consent and are available for the nominated dates.
- **Brevity and clarity in this material increases the strength of your application**. Support material will not be returned, so provide copies if you need the original. The Committee's ranking of your application can depend on how well it is supported by the community.

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- Sometimes the committee will request additional support material if they are uncertain about the application.
- Sign your application. Unsigned applications are not eligible for funding.
- **Do not** staple or bind your application, as it will need to be photocopied for assessment.
- Always keep a copy of your completed application for your own records. If your application is successful, you will need to refer to it when you prepare your acquittal report at the end of the activity.

HOW YOUR APPLICATION WILL BE ASSESSED

A community committee manages RADF. When required "Expressions of Interest" are held and community members who are interested in arts and culture or people active in their community will nominate themselves to positions on the RADF Committee. The outgoing committee will make a decision as to the suitability of the nominees and appoint as they see best fit (final discretion lies with Council).

Once the funding round is closed, each RADF Committee member will be sent all the applications. There will be an assessment sheet, which they will complete as they read the applications so that all applications will be assessed by the same criteria relating to the Key Performance Outcomes (KPOs) set out by Arts Queensland.

KEY PERFORMANCE OUTCOMES (KPO's)

All projects receiving RADF funding are required to report on their contribution towards RADF Key Performance Outcomes. The Arts Queensland set KPOs are below:

High 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.
- Evidence of delivery against local arts and cultural priorities.

Strong Impact
- Creates new employment opportunities and skills development for artists and arts workers in Queensland.
- Builds new audiences and markets and reputation for Queensland arts and cultures.
- Demonstrates community demand and stakeholder involvement in RADF priority setting, decision making and evaluation.
- Where applicable, demonstrates support for activities that involve Aboriginal people and Torres Strait Islander people, including adhering to cultural protocols.
- Helps deliver government priorities including alignment to Creative Together and the principles of the Cultural Engagement Framework.

Sustainable Value
- Demonstrates value for money.
- Demonstrates sound governance, and ethical business practices, including paying amounts not less than industry award rates, recommended or agreed minimum rates.
- Proposed activity has a strong delivery plan, including understanding potential risks and their management.

When the Committee meets, these individual assessments will be compared, and a group assessment made. The final recommendations of the Committee are taken to the next Council meeting where they are ratified.

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Council can veto the Committee decisions which are not in line with its Arts and Cultural Investment Policy or that interfere with Council initiatives already in process.

Applicants are then notified in writing of the success or otherwise of their application (including feedback for unsuccessful applications). A Letter of Offer will be sent to successful applicants outlining conditions associated with receiving RADF funding. The applicant must read this letter carefully and return the signed and witnessed Letter of Acceptance to Council accompanied by a tax invoice for the grant amount. You will also receive the Outcome Report with the Letter of Offer. It is most important that the applicant acquit the funds allocated as soon as possible, but no later than 8 weeks after the completion of the activity. **Failure to do this will make you ineligible for further funding.**

CONDITIONS OF GRANT

The following conditions of grant are listed in the Letter of Offer and are common for all RADF recipients:

- The Letter of Offer shall be void unless executed by you and returned with the required documentation to Council within thirty (30) days of the date of the letter.
- The grant may only be used for the purpose agreed by Council's RADF Committee. Approval must be obtained from the RADF Committee (in writing) for any changes to your project. The RADF Committee has the option of approving the changes, requesting that a new application is completed or asking you to re-submit next round. Changes can only occur once written approval has been granted by the RADF Chair.
- You must adhere to the Acknowledgement Guidelines. Free standing RADF promotional banners are available from Council and should be displayed during your project opening, workshop, event etc.
- You must circulate a media release promoting the outcomes of the project prior to submitting your Outcome Report. The media release is to be provided with the Outcome Report for use by Council.
- You are required to submit an Outcome Report, including proof of outcome promotion, no more than eight (8) weeks after the conclusion of the project.
- If the Outcome Report is not received by the due date and contact is not received from the applicant within ten (10) days, Council may begin debt recovery actions to recover the RADF grant amount in addition to other actions at its disposal as mentioned below.
- Council requires that you supply at least ten (10) digital photographs of both the event and/or the lead up to the event as part of your Outcome Report.

Some conditions of grant are common to all RADF recipients while Council and the RADF Committee may develop others. These may include:

- Grants can be withdrawn if an activity is unduly delayed and you will need to reapply in the following year.
- The RADF Committee may require additional information prior to recommending the application be funded, such as a more detailed timeline or additional support material.
- For applicants receiving funding for a professional development activity or training, the RADF Committee may request that you address a gathering of peers on their return from a funded project; to offer a workshop involving their new skills or to make documentary material available to the library.

Grants over $5,000 may be released to the applicant incrementally. This payment program will be outlined in the Letter of Offer and will be dependent on key project milestones being met before further funding is released.

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ACQUITTING THE GRANT

All RADF funded activities are required to complete a Project Outcome Report. This will be provided to you by Council. The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Council within 8 weeks of the completion of your project, as indicated in your application.

Some funding recipients may find it useful to utilise a cash book template to assist in accurate and clear financial record keeping for the acquittal process. Templates can be found online or ask the RADF Liaison Officer for assistance.

All projects receiving RADF funding are required to report on their contribution towards RADF Key Performance Outcomes (KPOs). Remember, if you fail to acquit your grant you will be ineligible for further funding and may be asked to repay the grant.

RETURN OF UNSPENT FUNDS

If an activity does not take place the grant recipient must return funds to Council. If funds are not fully expended on this activity, this will be detailed in the outcome report and surplus funds returned. If funds are partially expended on an activity that does not go ahead, then this must be detailed in the Outcome Report and remaining funds returned to Council with the Outcome Report.

DISPUTE RESOLUTION

Occasionally, there may be conflict between Committee members or Council staff and applicants. In the first instance, direct any disagreement or conflict about an application to the RADF Liaison Officer for assistance. Applicants have the right to request a meeting with the Committee Chair or Council staff person to get feedback about their application or to see minutes of assessment meetings. Arts Queensland can offer advice about the RADF Program to both the Committee and the applicant but is not available to mediate.

RISK MANAGEMENT

In the interest of accountability and to support the staff responsible for managing your program, it is useful to design a small but attainable risk management strategy. The RADF Committee also has a responsibility to the

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broader community, Local and State Government in relation to their accountability and the risk management strategies they may implement may include actions such as:

- attaching an outcome report form to the application form
- staggering the release of funds in the case of larger grants (discussed with applicant)
- not releasing funds until a Letter of Acceptance and an invoice are presented
- having the ability to not release funds to an applicant until a month before the activity
- withdrawing funds if an activity is unduly delayed and discussing with the recipient to re-present their application in the next round
- the applicant must maintain set time frames for the return of outcome reports or negotiate an extension with the RADF Committee
- RADF Committee will only, after all efforts have been exhausted, notify in writing to the recipient informing them of their loss of eligibility for further funding and a possible request of return of funds
- RADF Committee will keep a record of recipients who have failed to acquit

GOODS AND SERVICES TAX (GST)

Please consider GST when estimating costs for your application, such as photocopying or catering. Remember to include the GST inclusive price. The grants you receive from RADF attract GST because they are a cultural service which you deliver and for which you are accountable through your Outcome Report. Under the current Tax System, grants paid to artists and arts organisations may be subject to the Goods and Services Tax (GST) and the Pay As You Go (PAYG) withholding system.

For more information about GST or PAYG, please contact the ATO on 13 24 78 or visit their website at www.ato.gov.au

HOW TO COMPLETE A RADF BUDGET SHEET

It is important that you complete the budget sheet provided on the RADF Application Form. The best way to develop a RADF budget is to complete each section in the following order of project expenditure, project income and breakdown of requested RADF funding. Below is an example of completed RADF budget sheet.

INCOME includes total RADF grant other financial and in-kind contributions	TOTAL of each income item	EXPENDITURE	TOTAL COST of each expenditure item.	RADF Components
A Earned Income (e.g. ticket sales)		**G** Salaries, Fees and Allowances		
B Contribution from Artists and Others (Please note this is in-kind as IK or $)		**H** Project or Activity Costs		
C Other Grant Income		**I** Promotion, Documentation and Marketing		
D Sponsorship, fundraising and donations (Please note where this is in-kind as IK)		**J** Administration		
E RADF GRANT (Maximum 60% of F)		TOTAL RADF Component (Amount = E)		
F TOTAL INCOME (A+B+C+D+E=F) It is essential that F = K		**K** TOTAL EXPENDITURE (G+H+I+J=K)		

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PROJECT INCOME

List all the possible income associated with your activity. You need to ensure you have covered all the likely income in your budget. The lists below cover a range of activities so only include what is appropriate for your budget.

A. Earned Income

This section of the budget is where you put the amount of funding requested from RADF as it is an income of the project. Other items can include:

- ticket sales, admission fees, performance or public access income;
- sale of product produced, publications or merchandise sales;
- workshop or membership fees, subscription fees, contract fees, broadcast fees and recordings;
- any sundry income such as interest.

Examples

How to estimate projected income from a workshop:

How many people can attend? 12 maximum

What is the cost? $40.00 per person

A good rule of thumb is to calculate 50% of the total possible income:

12 people at $40.00 = $480.00 - 50% = $240.00. This is your projected income.

B. Contribution from Artists and Others

This section of the budget is where you enter any contributions monetary or in-kind from yourself as the applicant. Items may include:

- money/cash;
- other consumables, car, phone, printer, in-kind time, volunteer time or services or goods that would usually be paid for (You need to put a monetary figure on any in-kind labour by referring to appropriate industry award).

C. Other Grant Income

This section of the budget is where you enter any other income from grants if applicable. It is actually more beneficial for applicants to have sourced funding elsewhere. No funding program wants to fund 100% of an activity. You will need to provide grant name and source and if it has been approved or notification date.

D. Sponsorship, Fundraising and Donations

This section of the budget is where you enter sponsorship, fundraising and donations from others involved in the project, businesses or organisations. These can include:

- corporate and private sponsorships or donations (cash);
- in-kind donation, such as free advertising, materials ($ figure on any in-kind donation is needed);
- artist time (you need to put a monetary figure on any in-kind labour by referring to appropriate industry award).

Examples

Local Council (local government) = free hall hire = *$300 in-kind support*

Buzzer's sawmill = *$200 cash donation*

E. RADF Grant

This amount is the difference between your income and your expenditure.

This amount should be added to both columns after totalling both income and expenditure to identify the short fall. The RADF component cannot be more the 60% of the total project cost.

Total Income and total Expenditure must equal the same amount.

RADF funding breakdown

Once you have worked out how much you want to request from RADF (K), you need to decide what expenses you want to allocate the money to. The total requested can be split between several expenses as appropriate, however, only eligible items under the RADF Program can be covered.

The total of the RADF Funds Breakdown column should equal the amount in subtotal K.

F. Total Income

This figure is the sum of all amounts in the Income sections - A+B+C+D+E=F

List all the possible expenses associated with the activity even if they are not intended to be covered by the application. It is important to record the real cost of your activity. You need to ensure you have covered all the likely costs in your budget. The lists below cover a range of activities so only include what is appropriate for your budget.

PROJECT EXPENDITURE

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G. Artist's Fees, Salaries & Allowances

This section of the budget refers to wages and/or fees (not expenses) paid to any artists/artsworkers & production/technical staff participating in the project, that help produce a performance, broadcast, publication or recording etc.

Positions include musical director, composer, conductor, artistic director, choreographer, writer, designer, stage management, recording engineer.

Artist's expenses including travel, accommodation and touring costs are the responsibility of the artist and not funded by RADF and are to be accounted for by the artist in the artist's fee/salary.

H. Project & Activity Costs

This section of the budget is for costs directly related to the activity (other than salaries, fees and allowances) and can include:
- archival documentation;
- equipment expenses;
- exhibitions, freight, packing and crating gallery/venue hire, opening/launch costs, etc;
- production costs, costumes, equipment hire;

- installation, materials, seminar/workshop costs;
- freight, lighting and sound, scenic and staging;
- ticketing costs (ticket printing, ticket agency charges);
- soundtracks, instruments and equipment;
- all costs associated with the preparation and
- generation of sound for a production or visuals;
- manufacturing costs, recording costs.

I. Promotion, Documentation & Marketing Costs

This section of the budget is for costs associated with promoting and documenting the project and can include:
- Advertising - press and electronic, other printed or promotional material, marketing and audience initiatives and other services used directly in posters, programs, photos, videos;
- Marketing and audience initiatives (excluding expenditure on personnel), production/touring, administration costs.

J. Administration costs

This section of the budget is for costs associated with the administration of the project and can include:
- audit and accounting;
- consumables, office supplies, stationery and printing;
- bank charges and taxes, telephone and fax, electricity;
- legal and licence fees, insurances (including public liability and equipment but NOT workers compensation).

K. Total Expenses

This figure is the sum of all amounts in the Expenditure sections - G+H+I+J=K

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INSURANCE INFORMATION

The following links are a great way to start answering your insurance questions:

AON Risk Services and Insurance - Email: nfp@aon.com.au |Web: www.aon.com.au
Community Care Underwriting Agency (CCUA) - Web: www.community-care.com.au
Volunteering Queensland - Email: admin@volqld.org.au | Web: www.volunteeringqld.org.au
The Insurance Ombudsman Service - Web: www.ombudsman.qld.gov.au/
National Insurance Brokers Association - Web: www.niba.com.au/about-niba

ACKNOWLEDGEMENT REQUIREMENTS

RADF funded activities must acknowledge, as a condition of your Agreement, the Queensland Government and Charters Towers Regional Council in all promotional material, publications and products by inclusion of the RADF acknowledgment text and logos.

Acknowledgement Text for RADF is as follows:
The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Charters Towers Regional Council to support local arts and culture in regional Queensland.

This includes all promotional materials such as brochures, posters, conference programs, performance programs and invitations, signage at events, all media releases, television, radio and newspaper advertisements, speeches, websites, newsletters, annual reports and promotional videos.

Organisations, individuals and Councils receiving funding from the Regional Arts Development Fund program are required to place the Queensland Government and Council logos in a prominent position on all material associated with the activity. On websites, a link should be placed to the home page of Arts Queensland www.arts.qld.gov.au/ and Charters Towers Regional Council www.charterstowers.qld.gov.au/ websites. Where RADF provides the majority of funding, the acknowledgement should precede all other acknowledgements.

Please note that you must supply a copy of all promotional materials and publications in acquitting RADF funding. Failure to abide by these Guidelines may affect future funding decisions. In the event that breaches of the Guidelines come to the attention of Arts Queensland, the Deputy Director-General will write to you or your organisation and require a written response to explain the breach of the Acknowledgement Guidelines.

LOGOS FOR YOUR USE

Electronic versions of the Charters Towers Regional Council logo and the Queensland Government crest are available from Council. For the Charters Towers Regional Council Style Guide please email mail@charterstowers.qld.gov.au.

Approval of all promotional material displaying the Charters Towers Regional Council logo must be approved by Council before publication. Please email media@charterstowers.qld.gov.au for electronic versions of the Council logo and approval of documents.

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RADF APPLICATION FORM

APPLICATION FORM

- Please read the guidelines before completing this application form. Please note that the Charters Towers Regional Council has its own RADF Guidelines which are different to those of Arts Queensland. Please do not use Arts Queensland guidelines or application form.
- For any queries please contact Council's RADF Liaison Officer on phone 4761 5300 or mail@charterstowers.qld.gov.au.
- Keep a copy of your application. If your application is successful, this will assist you to prepare the Outcome Report once your activity has finished. As part of the Outcome Report, you will also be required to report outcomes from participant surveys, examples of which will be available from the RADF Liaison Officer.
- Return your completed **signed** application and support material, before 4pm on the nominated round closing date, to the Charters Towers Regional Council Office or mail@charterstowers.qld.gov.au.
- Late, unsigned or incomplete applications will be determined as ineligible applications.

APPLICATION SUMMARY			
Project Details			
Project Name			
Brief Project Description	(< 20 words) The grant will be used towards the costs of		
Start Date:	**End Date:**		**Outcome Report Due Date:**
Total Project Value	$		
RADF Investment Requested	$		
Applicant Name			
Applicant Structure (Please select one only. Refer to guidelines for more details.)	☐ Individual applicant with an ABN ☐ Individual applicant without an ABN (auspicing required) ☐ Unincorporated group (auspicing required) ☐ Incorporated group or organisation		
Name of Auspicing organisation/individual (if applicable)			
APPLICANT DETAILS			
Contact Person for the Application			
Name			
Postal Address			
Telephone Number			
Email Address			
Australian Business Number (ABN) Details of Applicant			
Will you/your organisation be responsible for the financial management of the grant if successful?			
☐ Yes – Provide your ABN details below	☐ No – An auspicing body will be administering any grant that I receive on my/our organisation's behalf. (Complete Auspiced Application section below).		
ABN			
Registered name of ABN			
Trading name (if relevant)			
GST Registered	☐ Yes ☐ No		
COUNCIL USE ONLY			
Funding Year _____ Funding Round _____	Approved ☐ Yes ☐ No	Amount Approved $	
RADF Chair Signature		Date / /	
Application ECM No	Council Report ECM No	Letter of Offer ECM No	

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ABN 67 731 313 583

Telephone: (07) 4761 5300
Email: mail@charterstowers.qld.gov.au
Website: www.charterstowers.qld.gov.au
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APPLICANT DETAILS Continued

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.
- Ensure that the applicant **and** auspicing body signs the certification on the last page of this application.

Auspicing body structure	☐ an incorporated organisation	☐ an individual with an ABN
Name (auspicing organisation/individual)		
Contact person		
ABN (auspicing organisation/individual)		
Registered for GST	☐ Yes ☐ No	
Postal address (auspicing organisation/individual)		
Telephone		
Email		

Workplace health and safety, public liability insurance, copyright

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

Copy of Public Liability Certificate of Currency attached?	☐ Yes ☐ No

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RADF APPLICATION FORM

PROJECT DETAIL

QUALITY OF PROJECT

1. RADF Grant History

Have you or your group/organisation previously applied for a RADF grant?	Yes ☐	No ☐
If yes, were the anticipated outcomes achieved through this project?	Yes ☐	No ☐
Will this proposed project build on previous projects?	Yes ☐	No ☐
If yes, how?		
If you were successful has that grant been successfully acquitted?	Yes ☐	No ☐

2. Project Description & Expected Outcomes

Give a detailed description and expected outcomes of the project. (<500 words)

3. Type of Activity Please tick all activity type/s met by the project. Refer to guidelines for more details.

☐ Creative development of new work	☐ Placemaking
☐ Cultural tourism	☐ Professional development activity or training
☐ Events and Festivals	☐ Publications
☐ Exhibitions & Collections	☐ Creative Workshops
☐ Performances	☐ Other (please specify): _____

Please tick all artform/s included in the project (Highlight the main artform)

☐ Music ☐ Dance ☐ Theatre ☐ Multi-arts ☐ Writing ☐ Heritage ☐ Visual Arts, Craft & Design

IMPACT OF PROJECT

4. Local and State Priorities

Will your project respond to any of the local and state priorities listed below?
☐ Yes (complete below) ☐ No (move to question 5)

☐ Sharing stories and celebrating our history. How will your project respond to this priority?

☐ Activating local places and spaces. How will your project respond to this priority?

☐ Elevating First Nations arts. How will your project respond to this priority?

☐ Strengthening our community by creating partnerships. How will your project respond to this priority?

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IMPACT OF PROJECT Cont.

5. Diversity of artists and audience/participants

Please tick the group/s this project will **specifically target**.* Queensland Government target groups highlighted.

- ☐ **Regional Queenslanders**
- ☐ **Aboriginal or Torres Strait Islander people****
- ☐ **People with a disability**
- ☐ Men
- ☐ Women
- ☐ **Children and Young people (0-25 years)**
- ☐ **Older people (over 55 years)**
- ☐ **South Sea Islander peoples**
- ☐ **People from CALD backgrounds**
- ☐ Tourists

* Evidence of how the project will target any indicated groups is required to accompany this application.

** If the project is targeting Aboriginal people or Torres Strait Islander people, the applicant must demonstrate support for the project including how they intend to adhere to cultural protocols.

REACH OF PROJECT

6. Evidence of local demand

Evidence of interest and support provided? Refer to guidelines for more details   ☐ Yes   ☐ No

Number of activities involved		Number of anticipated participants	
Number of anticipated audiences		Postcode/s of project location/s	

Communication, Marketing and Engagement

Outline the communication, marketing and engagement strategies for the project

7. Details of artist/artsworkers involved

Name of Artist	Artist's Origin (Local/ Queensland/ Interstate)	Role in project	Rate of pay ($ per/hr or week)	Total fee $	$ funded by RADF
TOTAL (Transfer total fees to (G) in the **TOTAL COSTS** expenditure column in the budget)					▮
TOTAL (Transfer total RADF amount to (G) in the **RADF** expenditure column in the budget)				▮	

How many artsworkers will be employed through the project?   Paid _____   Unpaid _____

Are the following documents attached for **all** paid artsworkers receiving RADF funds?

☐ Resume or CV   ☐ Schedule of fees   ☐ Letter of confirmation   ☐ Eligibility Checklist

VIABILITY OF PROJECT

8. Details of anticipated partnerships

List of partners	Sector (Arts, Business, Education)	Type of Partnership (Financial/In Kind)	$ value of support

9. Anticipated method of capturing feedback (Only for projects requesting over $10,000 in funding.)

(Please tick more than one if applicable. Refer to guidelines for more details)

☐ Survey   ☐ Interviews   ☐ Comment Box   ☐ Stakeholder Debrief

Evidence of feedback capture method provided Refer to guidelines for more details   ☐ Yes ☐ No

10. Project Management List each stage of the project from start to finish

Project Stage	Expected Completion Date

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PROJECT BUDGET

11. Income and Expenses

- Please complete this budget template to account for **all** costs of your project.
- Round all amounts to nearest whole dollars.
- The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.
- 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.
- **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.
- For further explanation relating to the budget see 'How to complete a RADF Budget' Fact Sheet.

INCOME includes total RADF grant other financial and in-kind contributions	TOTAL of each income item	EXPENDITURE	TOTAL COST of each expenditure item	RADF Components
A Earned Income (e.g. ticket sales)		**G** Salaries, Fees and Allowances		
B Contribution from Artists and Others (Please note this is inkind as IK or $)		**H** Project or Activity Costs		
C Other Grant Income		**I** Promotion, Documentation and Marketing		
D Sponsorship, fundraising and donations (Please note where this is inkind as IK)		**J** Administration		
E RADF GRANT (Maximum 60% of F)		TOTAL RADF Component (Amount = E)		
F TOTAL INCOME (A+B+C+D+E=F) It is essential that F = K		**K** TOTAL EXPENDITURE (G+H+I+J=K)		

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CERTIFICATION

12. All Applicants

I, the undersigned, certify that:

- I have read and will abide by the *RADF Applicant Guidelines* together with any published revisions which are available at www.charterstowers.qld.gov.au.
- 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.
- If the applicant is under the age of 18 a legal guardian must also sign this application.

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. Council may contact other funding agencies to verify grants requested from others 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 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 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. Council and Arts Queensland may also publish the information in their Annual Reports or on their websites.

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.

Signature		**Date:** / /
Name in full		
Position in group (if applicable)		

Auspicing Organisation/Individual Only

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 certify that the information stated in this application is true and correct.

Signature		**Date:** / /
Name of Auspice Body:		
Contact Person Name		
Position in group (if applicable)		

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ELIGIBILITY CHECKLIST FOR PROFESSIONAL AND EMERGING 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 Charters Towers Regional Council Website www.charterstowers.qld.gov.au.

The purpose of the RADF Program is to support professional and emerging professional artists and artsworkers 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/Artsworker Name: _____

☐ I have an Australian Business Number (ABN) ☐☐ ☐☐☐ ☐☐☐ ☐☐☐

☐ OR I have provided a completed 'Statement by a Supplier' Form from the Australian Taxation Office

Please tick the following artistic merits that apply to you:

☐ I have professional arts and/or cultural qualifications

☐ 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 employed based on art skills and/or earning income from sales of art work.

☐ 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.

☐ I am a member of a professional association (or associations) as a professional artist.

Please list:

I confirm that:

☐ I have supplied a Resume/CV

☐ I have supplied a Letter of Availability detailing my availability for project dates and a Schedule of Fees

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PROJECT OUTCOME REPORT

All activities that receive RADF funding (including individual career development, arts and cultural projects and activities or Council initiated projects) are required to complete and submit this outcome report template to Council within 8 weeks of project completion.

PROJECT INFORMATION

Project Details	Your response		
Project Name			
Applicant Name			
Year funding was received			
RADF investment provided	$	**E Reference Number** from Council Remittance Advice	**E**

Contact Person	Your response
Contact Name	
Phone Number	
Email	
Postal Address	

Information requested	Your response	
Brief description of funded activity - 100 words (who, what, when, where, why, how)		
Project Starting Date	Project Completion Date	
Postcode/s of the location/s where you undertook activities		

KEY STATISTICS AND OUTCOMES

1. Type of activity	Number of activities
Creative development of new work	
Cultural tourism	
Events and Festivals	
Exhibitions & Collections	
Performances	
Placemaking	
Professional or career development activity / opportunity / training	
Publications	
Workshops (creative)	
Other (please specify):	

2. Artform (Please tick one option)

☐ Music ☐ Dance ☐ Theatre ☐ Multi-arts ☐ Writing ☐ Heritage ☐ Visual Arts, Craft & Design

3. Data Required	Response
Number of attendees	
Number of participants	
Artists and cultural workers employed	
People employed in other paid positions	
Number of Volunteers	
Types of sectors partnered with (e.g. arts, health, education, business, tourism)	
% of attendees and participants who rated your activity as good or excellent	
Number of survey respondents	
Brief description of survey method (e.g. written survey, verbal survey)	
Insert any direct quotes from your surveys that you wish to share:	

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RADF PROJECT OUTCOME REPORT

4. Did this project have outcomes for professional/career development?

☐ Yes (complete below) ☐ No (move to Question 5)

NOTE: Question 4 IS ONLY REQUIRED to be completed by individuals undertaking career/professional development or training projects

Number of artists involved in career/ professional development or training project

As a result of this project I have… Please tick appropriate response

Developed new skills and knowledge:
☐ Strongly agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly disagree

Explored new directions in my arts or cultural practice:
☐ Strongly agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly disagree

Taken my career to the next level of professionalism:
☐ Strongly agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly disagree

Developed new professional industry networks:
☐ Strongly agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly disagree

Developed new audiences or markets:
☐ Strongly agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly disagree

5. Reflections

What do you see as the top three outcomes for you from this activity (max. 150 words)?

What were your key learnings or reflections from the activity that will inform your work in the future? This might include things that worked well, challenges or other observations (max. 200 words).

Do you have any tips you would give other people doing similar work?

Are there any future opportunities or partnerships underway as a result of your activities?

6. Did your project respond to any of the local and state priorities listed below?

☐ Yes (complete below) ☐ No (move to question 7)

Local and State Priorities

☐ Sharing stories and celebrating our history. How will your project respond to this priority?

☐ Activating local places and spaces. How will your project respond to this priority?

☐ Elevating First Nations arts. How will your project respond to this priority?

☐ Strengthening our community by creating partnerships. How will your project respond to this priority?

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RADF PROJECT OUTCOME REPORT

7. Did your RADF project target engagement of specific groups below?

☐ Yes (complete below) ☐ No (move to question 9)

If yes, please indicate the number of people engaged that identify with a specific community group and explain how this engagement was achieved. (NOTE: projects open to all community are not considered to be targeted engagement - do not complete this section)

Group	Number involved	Group	Number involved
Tourists		Aboriginal/Torres Strait Islander peoples	
Regional Queenslanders		Australian South Sea Islander peoples	
People with a disability		People from CALD backgrounds	
Children aged 0-11 years		Women	
Young people aged 12-21 years		Men	
Seniors aged 55 years+		Other (please specify)	

8. Statement of Income and Expenses

	INCOME includes total RADF grant and other financial and in-kind contributions	TOTAL of each income item		EXPENDITURE	TOTAL COST of each expenditure item	RADF Components
A	Earned Income (e.g. ticket sales)		G	Salaries, Fees and Allowances		
B	Contribution from Artists and Others (Please note if in-kind as IK or $)		H	Project or Activity Costs		
C	Other Grant Income		I	Promotion, Documentation and Marketing		
D	Sponsorship, fundraising and donations (Please note where in-kind as IK)		J	Administration		
E	RADF GRANT (Maximum 60% of F)			RADF Component (Amount = E)		
F	TOTAL INCOME (A+B+C+D+E=F) It is essential that F = K		K	TOTAL EXPENDITURE (G+H+I+J=K)		

9. Do you have any unspent RADF money?

☐ No ☐ Yes

IF YES - have you returned the unspent RADF money?

☐ Yes, I have attached with this Outcome Report all documents relating to the return of unspent RADF money and copies of the documents outlining this transaction.

☐ No - Please contact your Council RADF Liaison Officer and inform them of the unspent RADF money. Remember that failure to do so may affect your future applications to the program.

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SUPPORT MATERIALS

List all the support material you are including that demonstrates the success of the project .

For example: weblinks, press clippings, event program, photographs, advertisements and written responses to your project - where possible please supply a USB of electronic versions of your support materials

DECLARATION

Declaration by Recipient

- I certify that to the best of my knowledge, information detailed in this report (and relevant attachments) is true and correct.
- I understand that I may be asked to provide Council with additional information on the funded project.
- I understand that Council and the RADF Committee may nominate my project to Arts Queensland as an example of best practice.

Signature:	Note: If you are under the age of 18, your legal guardian must also sign this application	Date: / /
Name in full:		
Position: (if applicable)		

SURVEY ON RADF PROGRAM MANAGEMENT

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and local Councils. Information from your report is provided to Arts Queensland as evidence about the type of activities, communities engaged and outcomes achieved through RADF in your local area.

Your local Council also has a number of specific Key Performance Outcomes they need to gather evidence about throughout the year to report back to Arts Queensland including that:

- Local people are engaged as decision makers about RADF; and
- Local communities and partners are satisfied with Council's management of RADF

Please complete the following survey about RADF program management in your local area. If you have any questions or concerns about completing this survey you can contact Charters Towers Regional Council at mail@charterstowers.qld.gov.au or Arts Queensland at radf@arts.qld.gov.au

1. How would you rate your satisfaction with Council's approach to engaging local communities in RADF decision making? (e.g. setting local priorities, determining the model for RADF delivery or making funding decisions)
   ☐ Not Satisfied ☐ Satisfied ☐ Very Satisfied
2. How would you rate your satisfaction with your Council's management of the RADF program?
   ☐ Not Satisfied ☐ Satisfied ☐ Very Satisfied
3. Please provide any feedback for Council on how they can strengthen their community engagement and program management or delivery of RADF in your local area.

_____

_____

_____

_____

_____

_____

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OUTCOME REPORT CHECKLIST - to be completed by applicant.

✓	REQUIREMENT	COUNCIL USE ONLY	
		1st Officer ✓	2nd Officer ✓
	All Outcome Report questions are completed in full		
	Outcome Report submitted no more than eight (8) weeks after the conclusion of the project		
	If applicable, changes to the project were given written approval by Council and proof attached		
	At least ten (10) **quality** digital photographs/slides of both the event and the lead up to the event are supplied		
	Clear, scanned copies of evidence of income and expenditure (e.g. receipts, remittance advice from Council) for entire project are attached		
	Budget figures and receipt amounts are identical		
	All receipts and remittances etc are dated within the project timeframe or if not, a satisfactory reason is provided		
	Media release detailing outcomes of the activity is attached for Council use		
	Any additional conditions placed on the activity by the RADF Committee have been met		
	Support material including, but not limited to, social media screen prints, press clippings, event program, photographs, advertisements and written or digital responses to your project feedback, is attached		
	Outcome Report is signed by applicant and auspicing body (if applicable)		
	Unspent RADF grant money has been returned to Council (if applicable)		

COUNCIL USE ONLY				
Funding Year _____ Funding Round _____		Application ECM No	Amount Approved $	
Outcome Report ECM No	Committee Approval ECM No		Date Receive / /	
1st Officer Name		Signature		Date
2nd Officer Name		Signature		Date

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