

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@charters Towers.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@charters Towers.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.)	<input type="checkbox"/> Individual applicant with an ABN <input type="checkbox"/> Individual applicant without and ABN (auspicing required) <input type="checkbox"/> Unincorporated group (auspicing required) <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No													

COUNCIL USE ONLY

Funding Year ____ Funding Round ____	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Approved \$
RADF Chair Signature	Date / /	
Application ECM No	Council Report ECM No	Letter of Offer ECM No

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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	<input type="checkbox"/> an incorporated organisation	<input type="checkbox"/> an individual with an ABN
Name (auspicing organisation/individual)		
Contact person		
ABN (auspicing organisation/individual)	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> </div> <div style="width: 30%;"> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> </div> <div style="width: 30%;"> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 10px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 2px;"></div> </div> </div>	
Registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> 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

PROJECT DETAIL

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QUALITY OF PROJECT

1. RADF Grant History

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

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.

<input type="checkbox"/> Creative development of new work	<input type="checkbox"/> Placemaking
<input type="checkbox"/> Cultural tourism	<input type="checkbox"/> Professional development activity or training
<input type="checkbox"/> Events and Festivals	<input type="checkbox"/> Publications
<input type="checkbox"/> Exhibitions & Collections	<input type="checkbox"/> Creative Workshops
<input type="checkbox"/> Performances	<input type="checkbox"/> 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.**

- | | |
|---|--|
| <input type="checkbox"/> Regional Queenslanders | <input type="checkbox"/> Children and Young people (0-25 years) |
| <input type="checkbox"/> Aboriginal or Torres Strait Islander people** | <input type="checkbox"/> Older people (over 55 years) |
| <input type="checkbox"/> People with a disability | <input type="checkbox"/> South Sea Islander peoples |
| <input type="checkbox"/> Men | <input type="checkbox"/> People from CALD backgrounds |
| <input type="checkbox"/> Women | <input type="checkbox"/> 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/artworkers 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 artworkers will be employed through the project? Paid _____ Unpaid _____

Are the following documents attached for **all** paid artworkers 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. Communication, Marketing and Engagement

Outline the communication, marketing and engagement strategies for the project

10. 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

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11. Project Management List each stage of the project from start to finish				
Project Stage	Expected Completion Date			
PROJECT BUDGET				
12. Income and Expenses				
<ul style="list-style-type: none"> Please complete this budget template to account for <u>all</u> 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 <small>includes total RADF grant other financial and in-kind contributions</small>	TOTAL <small>of each income item</small>	EXPENDITURE	TOTAL COST <small>of each expenditure item</small>	RADF Components
A Earned Income <small>(e.g. ticket sales)</small>		G Salaries, Fees and Allowances		
B Contribution from Artists and Others <small>(Please note this is inkind as IK or \$)</small>		H Project or Activity Costs		
C Other Grant Income		I Promotion, Documentation and Marketing		
D Sponsorship, fundraising and donations <small>(Please note where this is inkind as IK)</small>		J Administration		
E RADF GRANT <small>(Maximum 60% of F)</small>		TOTAL RADF Component <small>(Amount = E)</small>		
F TOTAL INCOME <small>(A+B+C+D+E=F) It is essential that F = K</small>		K TOTAL EXPENDITURE <small>(G+H+I+J=K)</small>		

RADF PROJECT OUTCOME REPORT

CERTIFICATION

13. 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 I am under the age of 18 your 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 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		Date: / /
Name in full		
Position in group (if applicable)		

Auspecting Organisation/Individual Only

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.

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

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Right to Information Act 2009 and Information Privacy Act 2009). This information will be stored on Council's database. The information collected will be retained as required by the Public Records Act 2002.

RADF PROJECT OUTCOME REPORT

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 artworkers 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/Artworker 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

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Right to Information Act 2009 and Information Privacy Act 2009). This information will be stored on Council's database. The information collected will be retained as required by the Public Records Act 2002.