

# Regional Arts Development Fund Application Form

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'n/a'.

The Regional Arts Development Fund (RADF) is a partnership between state and local governments which invests in quality arts and cultural experiences across Queensland based on locally determined priorities.

- Please read **The RADF Guidelines – Information for Applicants** before completing this application form, available at [www.whitsundayrc.qld.gov.au](http://www.whitsundayrc.qld.gov.au)
- Please contact your RADF Liaison Officer if you are unsure about any part of your application prior to submission.
- Keep a copy of your application. If you have been successful in receiving RADF funding, to help prepare the Outcome Report once your activity has finished.
- Application forms need to be completed and submitted by the round close date. Incomplete applications and late applications will not be accepted.
- RADF will only fund up to 65% of the total funding of the project/activity unless otherwise specified.
- Please attach any supporting information to this application if it can not fit in the fields below.

## Section 1 - Application Summary

Individual/Group Name			
Organisation (if applicable)			
Contact Person's Name			
Postal Address			
Contact Phone	B	H	M
Email Address			
Activity/Project Name & Brief Description			
Activity/Project Start Date			
Activity/Project End Date			

**Correspondence:** Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

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Location of Activity/Project

Outcome Report  
(due within 8 weeks of activity end date)

Total Cost of Activity/Project (\$)

RADF Funding Requested (\$)

RADF Category – Please tick one category below which is most relevant to your application

☐ Individual Professional/Career Development

☐ Concept Development

☐ Regional Projects & Activities

☐ Building Community Cultural Capacity

### Section 2 – ABN Details

Will you/your organisation be responsible for the financial management of the grant if the application is successful?

☐ Yes – Please provide your ABN details below

☐ No – An auspicing body will be administering any grant funds received on my/our organisations behalf. Complete Section 2.1

ABN Number

Registered ABN Name

Trading or Professional Name

Are you registered for GST?

☐ Yes ☐ No

### Section 2.1 – Auspice Application

Please note:

- All individuals who do not have an ABN, groups/collectives or unincorporated organisations must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered.
- Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.

Who is your auspicing arrangement with?

☐ An incorporated organisation ☐ An individual with an ABN

Name of auspicing organisation or individual

Contact person for auspicing organisation

Position of contact person

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ABN of auspicing individual	<input type="text"/>
Postal address of auspicing organisation or individual	<input type="text"/>
Contact Phone of auspicing organisation or individual	<input type="text"/>
Certification of Auspicing Organisation/Individual Details	<input type="checkbox"/> Yes
Signed letter of agreement from auspicing body or individual attached	<input type="checkbox"/> Yes
<b>No Australian Business Number (ABN)?</b> - If you do not have an ABN and are finding it difficult to find someone to auspice your application, please contact the RADF Liaison Officer to discuss your options.	

### Section 3 – Public Liability Insurance Policy (if applicable)

Policy Holder Name	<input type="text"/>		
Policy Number	<input type="text"/>	Expiry Date	<input type="text"/>
Name of Insurer	<input type="text"/>		
Coverage Amount (\$)	<input type="text"/>		

### Section 4 – Identification

If you are an individual applicant, do you yourself identify or does your organisation exist *primarily* to service one or more of these groups?

Group	<input type="checkbox"/> Not Applicable
Aboriginal peoples/Torres Strait Islander peoples	<input type="checkbox"/>
Australian South Sea Islander peoples	<input type="checkbox"/>
From a culturally and linguistically diverse background	<input type="checkbox"/>
Person with a disability	<input type="checkbox"/>
Older person (55 years+)	<input type="checkbox"/>
Young person (12-25 years)	<input type="checkbox"/>
Children (0-11 years)	<input type="checkbox"/>

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# Regional Arts Development Fund (RADF)

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Career stage – emerging

Career stage – established

People who experience disadvantage

### Section 5 – RADF Grant History

Have you or your group/organisation previously applied for a RADF grant?

☐ Yes

☐ No

Has that grant been successfully acquitted?

☐ Yes

☐ No

### Section 6 – About the Project

What is the main artform category of your project? (Select one only)

☐ Community Arts & Cultural Development

☐ Dance

☐ Theatre

☐ Heritage/Museums/Collections

☐ Visual Arts, Craft & Design

☐ Music

☐ Writing

☐ Multimedia/Film/Festivals

#### Type of Activity

Insert number of activities to be delivered next to the corresponding type of activity below.

*All projects are required to report on their contribution towards the RADF Key Performance Outcomes (KPOs) stated in the Guidelines*

Community consultation, arts research

Creative development of new work

Cultural Tourism

Events / Festivals

Exhibitions / Collections

Heritage protection / promotion

Performances

Placemaking

Professional or career development

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Publications	
Workshops	
RADF training	
RADF promotions	
Other (please specify)	

Is your activity directly and specifically targeted at one or more of the following groups? Do not select a response if your activity is open to all members of the community and is not specifically targeted.

Target Audiences/Group	<input type="checkbox"/> Not Applicable
Aboriginal peoples/Torres Strait Islander peoples	
Australian South Sea Islander peoples	
From a culturally and linguistically diverse background	
Person with a disability	
Older person (55 years+)	
Young person (12-25 years)	
Children (0-11 years)	
Career stage – emerging	
Career stage – established	
People who experience disadvantage	

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Is the project/activity to be held in the Whitsunday Region?

☐ Yes

☐ No

If no, please explain where it will be held and the benefits of undertaking the funded activity outside the Whitsunday region. (max 100 words)

Please describe the rationale and objectives of your project. Refer to the relevant category objective stated in the RADF Guidelines. (max 100 words)

Give a brief description of the results you expect from the project. (e.g. skill development, community access, media coverage for your activity, professional development, innovation, new work, quality of life for the community etc. - max 100 words)

Does your project/activity respond to any of the local priorities listed below?

☐ Social, Cultural & Recreation

☐ Heritage & Character

☐ Strengthen cultural tourism & small business sector

☐ Arts & Crafts Groups

☐ Promote Cultural Festivals/Events

☐ Develop Art Facilities

☐ Increase amenities & activities for youth and families

☐ Promote health & wellbeing

☐ Support participation in cultural activities

☐ Community/Cultural Integration

☐ Support emerging/professional artists/arts in the region

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Estimated number of attendees e.g. audience members	
Estimated number of participants e.g. attend a class	
Number of artists/cultural workers employed	
Number of volunteers	
Total number of people engaged in the project/activity	
How will you capture feedback on your project/activity?	
Evidence shown of community interest e.g. support letters (not necessary for Individual Professional/Career Development applicants)	

Will your project result in outcomes that strengthen your local community? *(max 100 words)*

Please outline the steps you have taken to address the issues of workplace health and safety, public liability insurance, copyright and relevant licences *(max 100 words)*

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### Section 7 – Project Management

Please outline the project time line in stages from start to finish (e.g. source quotes, engage suppliers etc.)

Project Stage	Estimated Completion Date
Final task – Complete RADF Outcome Report (no later than 8 weeks after project finish date)	

### Section – 7.1 Individual Professional Development

This section is only to be completed by individuals undertaking career/professional development, training activity or project.

As a result of this project I will...	How?
<ul style="list-style-type: none"><li>Develop new skills and knowledge</li><li>Explore new directions in my practice</li><li>Take my career to the next level of professionalism</li><li>Develop new industry networks</li><li>Develop new audiences or markets</li></ul>	

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## Application Form

### Section – 8 Project Budget

Demonstration of award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project.

Please list the total rate of pay and any in kind contributions on the income section of the budget. Please attach additional pages if necessary.

For each artist or artsworker receiving RADF funding, please attach:

- Resume or CV
- Letter of confirmation
- Schedule of fees

Number of People Employed for the Project (paid)				
Number of People Volunteers for the Project (unpaid workers)				
Name	Role/Position	Rate of pay (\$/hr or \$/wk)	Total	Amount to be funded by RADF
Total (Transfer total salaries, fees and allowances to the expenditure column in the budget)				
Total (Transfer total RADF amount to the RADF expenditure column in the budget)				

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### Section 8.1 Income and Expenditure

Instructions on completing the budget:

- Round all amounts to the nearest whole dollar and ensure that your budget estimates are as accurate as possible.
- Enter all other grants you have applied for and mark an asterisk (\*) against those grants which have been approved.
- The fifth column (RADF) show how much RADF funding you are seeking for each expenditure item.
- Cell (E) and (J) are the same amount – Total RADF grant requested.
- If you are **registered for GST**, Council will pay the grant plus GST. Amounts in the budget below should be exclusive of GST.
- If you are **not registered for GST**, amounts in the budget below should include GST as this is part of the cost of the project and you will be paid this amount.
- When you have completed your budget the Total Income and Total Expenditure **must be equal**.

Project Income (includes in kind contributions and the total RADF grant you are seeking)	Amount (cost of each item)	Project Expenditure (total cost of project)	Amount (cost of each item)	Amount to be funded by RADF
<b>(A) Earned Income</b> (e.g. Tickets or Artwork/Product Sales)		<b>(F) Salaries, Fees and Allowances</b> (e.g. travel & accommodation)		
Subtotal A		Subtotal F		
<b>(B) Contributions from Artists and Others</b> (please note if this is in-kind or \$)		<b>(G) Project/Activity Costs</b> (e.g. venue hire, materials & equipment)		
Subtotal B		Subtotal G		

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<b>(C) Other Grants</b> Place a * next to those approved)		<b>(H) Promotion, Documentation and Marketing Costs</b> (e.g. flyers/programs)		
Subtotal C		Subtotal H		
<b>(D) Sponsorship, Fundraising &amp; Donations</b> (please note where this is in-kind or \$)		<b>(I) Administration</b> (e.g. office costs/admin overhead)		
Subtotal D		Subtotal I		
<b>(E) Total RADF grant requested</b>		<b>(J) Total RADF grant requested</b>		
Total Income		Total Expenditure		

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### Section 9 – Certification

I, the undersigned, certify that:

- ☐ I have read and will abide by the *RADF Guidelines - Information for Applicants*.
- ☐ The statements in this application are true and correct to the best of my knowledge, information and the supporting material is my own work, or the work of the artists named in this application.
- ☐ I understand that the information provided in this application will be used by Council to process and assess my application and, if successful, to process, pay and administer the grant;
- ☐ I give permission for Council to verify grants requested from other funding agencies in support of this project;
- ☐ If this application is successful, I consent to Council disclosing 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 project outcome report and text and images relating to your funded activity
- ☐ I give permission for Whitsunday Regional Council and/or Arts Queensland to use the information for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.
- If this application is approved, I consent to Whitsunday Regional Council and/or Arts Queensland giving the information to the media and/or Queensland Government Members of Parliament and I understand that I may be contacted by them. I also consent to Whitsunday Regional Council and/or Arts Queensland publishing information about the funded activity in their Annual Reports or on their websites.

Whitsunday Regional 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 Whitsunday Regional Council or Arts Queensland.

Signature:

If you are under the age of 18  
your legal guardian must also  
sign this application

Date:

Name in Full:

Position in Group or  
Organisation

Parent/ Guardian  
Signature:

Date:

Parent/Guardian Name in  
Full:

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### Section 10 – Eligibility Checklist: Professional/ Emerging Professional Artist

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. They must also supply their resume or CV, a letter or confirmation of availability and a quotation of their fees. *Please make copies of this checklist as required.*

The purpose of the RADF Program is to support professional and emerging professional artists and artworkers (artists) to practise excellent art for and with communities for mutual development. This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick any **three or more** of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you **cannot select a minimum of three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program. In this case, please contact Council's RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

*Please tick the following artistic merits that apply to you:*

- |                          |   |      |
|--------------------------|---|------|
| <input type="checkbox"/> | I have professional arts and/or cultural qualifications.  |      |
| <input type="checkbox"/> | I have an Australian Business Number (ABN).   | ABN: |
| <input type="checkbox"/> | I have devoted significant time to arts practice.   |      |
| <input type="checkbox"/> | I have been recognised as a professional by peers.  |      |
| <input type="checkbox"/> | I have held public exhibitions or given public performances (not as part of a competition).                                 |      |
| <input type="checkbox"/> | I have work held in public collections.   |      |
| <input type="checkbox"/> | I have won important national and/or international prizes or awards.  |      |
| <input type="checkbox"/> | I have held public discussions and/or have had articles written about my work.  |      |
| <input type="checkbox"/> | I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.               |      |
| <input type="checkbox"/> | I am a member of a professional association (or associations) as a professional artist.                                     |      |
|                          | Name/s of Association/s:  |      |
| <input type="checkbox"/> | I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the Cultural community. |      |
| <input type="checkbox"/> | I am an artist whose artistic or cultural knowledge has developed through oral traditions.                                  |      |

Artist or Artworker Name

Signature

Date

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### Section 11 – Support Material Checklist

Please tick the support material that you have attached to this application:

- ☐ A brief resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artworker involved in your project / activity
- ☐ An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artworker involved in your project/activity
- ☐ Up to three letters of support from project partners only

Where applicable to your project, please also provide the following essential support material:

- ☐ Written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people. The letters are essential for applications involving these groups within the community.
- ☐ Quotes for all budget items that the grant will pay for (materials, contractors, venue hire etc.)
- ☐ Letter of Agreement from Auspice Body (if applicable)
- ☐ Have you signed and dated the application

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