



# Etheridge Regional Arts Development Fund Application Form



- The *RADF Guidelines Information for Applicants* are available at [www.arts.qld.gov.au](http://www.arts.qld.gov.au). Please read them before completing this application form.
- Ask your local Council or a member of the RADF Committee if you are unsure about any part of your application
- Keep a copy of your application to help prepare the Outcome Report once your activity has finished if you have been successful in receiving RADF funding
- Return your completed application and support material to your local Council –  
Email: [cheryl.portch@etheridge.qld.gov.au](mailto:cheryl.portch@etheridge.qld.gov.au)

## APPLICATION SUMMARY

<b>APPLICANT DETAILS</b>			
Applicant name (name of individual, group or organisation)			
Contact person's name (where applicant is a group or organisation ) <i>This is the person who will be responsible for the project and completing the Outcome Report.</i>			
<b>Postal address</b>			
Street or PO Box			
Town / Suburb			
State		Postcode	
<b>RADF CATEGORY – CHOOSE ONE</b>			
1 <input type="checkbox"/> Developing Regional Skills	2 <input type="checkbox"/> Building Community Cultural Capacity	3 <input type="checkbox"/> Interest Free Arts Loan	4 <input type="checkbox"/> Cultural Tourism
5 <input type="checkbox"/> Contemporary Collections / Stories	6 <input type="checkbox"/> Regional Partnerships	7 <input type="checkbox"/> Concept Development	8 <input type="checkbox"/> Arts Policy Development and Implementation (only Councils may apply)
<b>PROJECT NAME</b> (max 10 words)			
<b>BRIEF PROJECT DESCRIPTION</b> In approximately 20 words, describe the project. <i>The grant will be used towards the <b>costs of</b></i>			
Project start date from Section 2.2			
Project end date from Section 2.2			
Outcome Report due Section 3.1			
Total cost of project from Section 3.3		\$	
RADF Grant requested from Section 3.3		\$	
<b>COUNCIL USE ONLY</b>			
The RADF grant is approved <input type="checkbox"/> not approved <input type="checkbox"/>		RADF Chairperson: Name	
Amount requested (whole \$ only) \$		RADF Chairperson: Signature	
<b>Amount approved</b> (whole \$ only) \$		Date / /	

## 1. APPLICANT DETAILS

### 1.1 Applicant Type

Are you applying as (please tick <b>ONLY ONE</b> ):	an individual <input type="checkbox"/>	a group/unincorporated body <input type="checkbox"/>	an organisation <input type="checkbox"/>
	<input type="checkbox"/> <b>Go to 1.2</b>	<input type="checkbox"/> <b>Go to 1.3</b>	<input type="checkbox"/> <b>Go to 1.4</b>

### 1.2 Individual

If you are under 18 years of age please give your date of birth:	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify): _____		
	Given names: _____		
	Family name: _____		
	Do you have Australian citizenship or permanent residency status? Y <input type="checkbox"/> N <input type="checkbox"/>		
			<b>Go to 1.5</b>

### 1.3 Groups

One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.	Name of group: _____	
	Details of accountable person in group	
	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify): _____	
	Given names: _____	
Family name: _____		<b>Go to 1.5</b>

### 1.4 Organisation

Eligible organisations include arts and cultural not-for-profit organisations and Australian companies that are either based in Queensland or able to demonstrate how their project will directly benefit Queensland arts and culture.  Organisations must be registered under law as either incorporated associations or a company limited by guarantee.	Legal name of organisation: _____	
	Details of contact person in organisation	
	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify): _____	
	Given names: _____	
	Family name: _____	
	Role of contact person: _____	
	What is your organisation's legal status? (eg limited by guarantee; incorporated; etc)	

### 1.5 Applicant Contact Details

Street address: _____			
Suburb/town: _____		State: _____	Postcode: _____
Postal address: _____			
Suburb/town: _____		State: _____	Postcode: _____
Telephone:	Work: ( ) _____	H ( ) _____	
Mobile:	E _____		
Website address _____			

### 1.6 RADF Grant History

Have you or your group/organisation previously applied for a RADF grant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you were successful has that grant been successfully acquitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 1.7 Australian Business Number (ABN) Details

Will you/your organisation be responsible for the financial management of the grant if this application is successful?	<input type="checkbox"/> Yes – Provide your ABN details below (If applicable)
	<input type="checkbox"/> No – An auspicing body will be administering any grant that I receive on my/our organisation's behalf. (see Auspice information sheet & form)
What is your ABN:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
In what name is the ABN registered?	<input type="text"/>
What is your trading name or professional name (if relevant)?	<input type="text"/>
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 2. ABOUT THE PROJECT

### 2.1 Artform

What is the main art form category of your project? Please select one only.

- Craft     
  Theatre     
  Dance     
  Museums/Collections     
  Design  
 New Media     
  Music     
  Festivals     
  Visual Arts     
  Writing

### 2.2 Project Summary

Your application will not be eligible if your project begins before the grant is approved.	Start date: _____
	Finish date: _____
What amount of money are you requesting in this RADF application?	\$ _____
Where will you undertake your project? _____ This could be a region, town or city e.g. South West Queensland, Chinchilla, Townsville	

### 2.3 Please estimate the following-

- Total number of activities involved (e.g. performances, workshops etc.) -----
- Total number of participants at event/activity _____

**Describe your project or activity.**

**2.4 Brief description of the project**

**2.5 How will this project benefit you, your community or artists/cultural workers?**

Give a brief description about the results you expect from the project. Examples could be: skill development, community access, media coverage for your artform, professional development, innovation, new work, quality of life for the community.

**2.6 Do you need to address WH&S, public liability insurance, copyright and relevant licenses?**

Y

N

If Yes, please outline what measures you will put in place.

### 3. Project Budget

#### 3.1 Does your event involve payment to others Y / N

If Yes then you must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project.

Name	Role or position in project	Rate of pay (\$/hr or \$/week)	Total fee whole \$	Amount to be funded by RADF
			\$	

How many people in total will be employed (paid) through the project? \_\_\_\_\_

How many volunteers (unpaid workers) will be involved with the project? \_\_\_\_\_

### 3.2 Income & Expenses

Please complete this budget template to account for all costs of your project. Round all amounts to whole dollars

Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved. The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.

**Note:** If you are GST registered (see 1.7) 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.

<b>EXPENDITURE</b>	<b>TOTAL COST</b> of each expenditure item.	<b>INCOME</b> Income includes in-kind contributions and the total RADF grant you are seeking	<b>TOTAL COST</b> of each income item
Salaries, Fees and Allowances		Earned Income <sup>3</sup>	
Production/Program Costs <sup>1</sup>		Contribution from Artists and Others (Please note if this is in-kind) <sup>4</sup>	
Promotion, Documentation and Marketing		Other Grants <sup>5</sup>	
Administration <sup>2</sup>		Sponsorship, fundraising and donations (Please note where this is in-kind)	
Other <sup>6</sup>		RADF GRANT	
<b>TOTAL EXPENDITURE</b>		<b>TOTAL INCOME</b>	

### 3.3 Budget Notes

When you have completed your budget the Total Expenditure and Total Income must be equal.

1. Materials/Preparation/Equipment	2. Office costs/Admin overhead
3. If applicable, income earned from project	4. Cash/In-kind/Self investment/Value of materials which are to be provided in-kind
5. Examples: Australia Council / Education Queensland/Local Government / Gambling Community Benefit Fund / Federal Government	6. Venue hire, Bus hire

## 4. STATISTICAL INFORMATION

This information is for statistical use only. It will not affect the assessment of your application. Please help us to improve our services by filling out the questionnaire below.

### 4.1 Do you, or your group/organization, predominantly identify with any of the community groups below?

<input type="checkbox"/> Aboriginal people	<input type="checkbox"/> Older people (over 55 years of age)
<input type="checkbox"/> Torres Strait Islanders	<input type="checkbox"/> People with a disability
<input type="checkbox"/> Australian South Sea Islanders	<input type="checkbox"/> Women
<input type="checkbox"/> Children and young people (30 years and under)	<input type="checkbox"/> People from culturally and linguistically diverse backgrounds (CALD)

### 4.2 Community groups which will specifically benefit from the project (if applicable)

<input type="checkbox"/> Aboriginal people	<input type="checkbox"/> Older people (over 55 years of age)
<input type="checkbox"/> Torres Strait Islanders	<input type="checkbox"/> People with a disability
<input type="checkbox"/> Australian South Sea Islanders	<input type="checkbox"/> Women
<input type="checkbox"/> Children and young people (30 years and under)	<input type="checkbox"/> People from culturally and linguistically diverse backgrounds (CALD)

## 5. ESSENTIAL SUPPORT MATERIAL

Please label all support material with your name and address. Tick those support materials which you have attached to this application

### All Applicants

<input type="checkbox"/> A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artswoker involved in your project / activity
<input type="checkbox"/> An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artswoker involved in your project/activity
<input type="checkbox"/> Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate

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

<input type="checkbox"/> 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.
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## 6. CERTIFICATION

<p><i>I, the undersigned certify that:</i></p> <p><i>I have read and will abide by the RADF Guidelines Information for Applicants.</i></p> <p>_____ Signature      ____/____/____ Date</p> <p>_____ Print Name</p> <p>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.</p>
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## Eligibility Checklist: Professional / Emerging Professional 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 RADF page on the Arts Queensland website [www.arts.qld.gov.au](http://www.arts.qld.gov.au)

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 your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artworker NAME: \_\_\_\_\_

### Please tick the following artistic merits that apply to you

- I have professional arts and/or cultural qualifications
- I have an Australian Business Number (ABN)
- |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
- 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 commissioned or employed on the basis of art skills and/or earning income from sales of art work.
- I am a member of a professional association (or associations) as a professional artist.
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- 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.