Queensland Government

Etheridge Regional Arts Development Fund Application Form

- The *RADF Guidelines Information for Applicants* are available at **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: info@etheridge.qld.gov.au

APPLICATION SUMMARY

APPLICANT DETAILS	
Applicant name (name of individual, group or organisation)	
Contact person's name (where applicant is a group or organisation) *This is the person who will be responsible for the project and completing the Outcome Report.*	

Postal address

Street or PO Box			
Town / Suburb			
State		Postcode	

RADF CATEGORY – CHOOSE ONE

☐ Developing Regional Skills	☐ Building Community Cultural Capacity
☐ Interest Free Arts Loan	☐ Cultural Tourism
☐ Contemporary Collections / Stories	☐ Regional Partnerships
☐ Concept Development	☐ Arts Policy Development and Implementation *(only Councils may apply)*

PROJECT NAME (max 10 words)

BRIEF PROJECT DESCRIPTION In approximately 20 words, describe the project.

The grant will be used towards the ***costs of***

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	$

COUNCIL USE ONLY

The RADF grant is approved not approved		*RADF Chairperson: Name*	
Amount requested (whole $ only)	$	*RADF Chairperson: Signature*	
***Amount approved** (whole $ only)*	**$**	*Date / /*	

1. APPLICANT DETAILS

1.1 Applicant Type

Are you applying as (please tick **ONLY ONE**):	☐ an Individual	☐ a Group/unincorporated body	☐ an Organisation
	☐ **Go to 1.2**	☐ **Go to 1.3**	☐ **Go to 1.4**

1.2 Individual

If you are under 18 years of age please give your date of birth:	Title:	Mr ☐	Mrs ☐	Ms ☐	Other (please specify):
	Given names:				
	Family name:				
	Do you have Australian citizenship or permanent residency status?			Y ☐	N ☐
					Go to 1.5

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 ☐	Mrs ☐	Ms ☐	Other (please specify):
	Given names:				
	Family name:				**Go to 1.5**

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 ☐	Mrs ☐	Ms ☐	Other (please specify):
	Given names:				
	Family name:				
	Role of contact person:				
	What is your organisation's legal status? (E.g. 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:		Email:	
Website address			

1.6 RADF Grant History		
Have you or your group/organisation previously applied for a RADF grant?	Yes ☐	No ☐
If you were successful has that grant been successfully acquitted?	Yes ☐	No ☐

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?	☐ Yes – Provide your ABN details below (If applicable)
	☐ 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	☐☐ ☐☐☐ ☐☐☐ ☐☐☐
In what name is the ABN registered?	
What is your trading name or professional name (if relevant)?	
Are you registered for GST?	☐ *Yes* ☐ *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 ect.)
- 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 art form, 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 licences?

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

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

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. STATISCAL 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?

☐	Aboriginal people	☐	Older people (over 55 years of age)
☐	Torres Strait Islanders	☐	People with a disability
☐	Australian South Sea Islanders	☐	Women
☐	Children and young people (30 years and under)	☐	*People from culturally and linguistically diverse backgrounds (CALD)*

4.2 Community Groups Which will specifically benefit from the project (if applicable)

☐	Aboriginal people	☐	Older people (over 55 years of age)
☐	Torres Strait Islanders	☐	People with a disability
☐	Australian South Sea Islanders	☐	Women
☐	Children and young people (30 years and under)	☐	*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

☐	A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artsworker involved in your project / activity
☐	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity
☐	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:

☐	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.

6. CERTIFICATION

I, the undersigned certify that:

I have read and will abide by the RADF Guidelines Information for Applicants.

_____Signature _____/___/_____Date

_____Print Name

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.

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.ald.gov.au

The purpose of the RADF Program is to support professional and emerging professional artists and arts workers (artists) to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your 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 he 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 Arts Worker 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.
☐	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.