

Regional Arts Development Fund (RADF) APPLICATION FORM



- Please ensure you have read the RADF Guidelines before completing this application form. The RADF guidelines are available at [Grants and Funding | Maranoa Regional Council](#)
- Please contact the Maranoa Regional Council RADF Liaison officer (Regional Arts & Culture Officer) on 1300 007 662 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 acquittal report once your activity has finished if you have been successful in receiving RADF funding
- Submit your completed application and support material eight (8) weeks prior to the start date of your project. Applications may be declined if not enough time is provided for the assessment and ratification of the application. Submissions directed to Attn: RADF Liaison Officer council@maranoa.qld.gov.au

APPLICANT'S DETAILS

Applicant Name			
Postal Address			
Contact Person		Position	
Contact Numbers	Phone (Business hours)	Phone (After hours)	Mobile
Email Address		Website Address	
Is your organisation not for profit? ☐ YES ☐ NO			
Organisational Status	☐ Incorporated Legal Entity (Incorporated Association); or ☐ Charitable Institution; or ☐ Community Organisation; or ☐ Auspicing by an eligible organisation (Please complete Auspicing Organisation's details below)		
Is your organisation registered for GST?		YES ☐ NO ☐	ABN: If you do not have an ABN you must submit a completed Statement of a Supplier Form

RADF CATEGORY ☐ - CHOOSE ONE

- ☐ Projects and Events
☐ Professional Development
☐ Capacity Building Workshops
☐ Collections and Local History

PROJECT DETAILS

Project Name	
Project Brief: What / When / Where / How. Refer to relevant category objectives stated in the RADF Guidelines. Dot points are accepted.	

Regional Arts Development Fund (RADF) APPLICATION FORM



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ABOUT YOUR ORGANISATION

When was your organisation established?

How is your organisation funded?

☐ Fundraisers

☐ Grant funds

☐ Memberships

☐ Other _____ [details]

Project Timeframe **Start Date** (DD/MM/YY)

Completion Date (DD/MM/YY)

Project Cost

Total Project Cost: \$

Requested Grant Amount: \$

Has your organisation previously received assistance from Maranoa Regional Council?

☐ NO

☐ YES (please specify)

Date (DD/MM/YY):

Assistance Amount: \$

Assistance details:

Financial Positioning Statement

Our organisation currently holds \$_____ in cash reserves. Of this, \$_____ has been committed to:

☐ Operational requirements

☐ Other _____ [specific purpose]

☐ Specific project _____ [specific project name],

AUSPICING ORGANISATION'S DETAILS (if applicable)

This section must be completed if an organisation is auspicing your Grant Application

- Attach a copy of letter of agreement from your auspicing organisation
- Attach copies of documentation verifying the auspicing organisation's status

Organisation's Name

Is the organisation registered for GST? ☐ YES

☐ NO

ABN:

If you do not have an ABN you must submit a completed Statement of a Supplier Form

Postal Address

Contact Person

Position

Contact Numbers

Phone (Business hours)

Phone (After hours)

Mobile

Email Address

Website Address

Regional Arts Development Fund (RADF) APPLICATION FORM



Queensland
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ABOUT THE PROJECT

Artform

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

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

Does your project duplicate similar projects within the Maranoa Region? ☐ NO ☐ YES

Please provide details:

What are the aims and outcomes of your project for the community?

(What do you want to achieve and how will this project benefit the residents of the Maranoa Region?)

PROJECT PLAN

Please detail your project elements and associated timeframes. Attach separate project plan if necessary. Consider items such as project planning, consultation, promotion, ordering materials, allowances for volunteer labour, project delivery and acquittal.

Project Stages / Elements – provide a brief description	TIMEFRAME Expected completion date

Regional Arts Development Fund (RADF) APPLICATION FORM



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.

Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product.

Who will benefit from your project? This information is for statistical use only. It will not affect the assessment of your application.

Community groups which will specifically benefit from the project (tick all that apply)

- | | |
|---|---|
| ☐ 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) |

Number of participants or beneficiaries:

Number of volunteers involved:

Are other organisations involved in the project? ☐ NO ☐ YES (please provide details including role and level of involvement)

Details: (if applicable)

PROMOTION & MARKETING

It is a condition of Council funding that grant recipients acknowledge funding support.

If successful, all promotional material, activities and events must include an acknowledgement of funding through the Maranoa Regional Council RADF program. The RADF Liaison Officer can provide you with specific wording and logos. Acknowledgement signage is available and should be displayed at your event if your application is successful. As RADF is a State and Local Government partnership, Maranoa Regional Council encourages the grant recipient to invite Councillors and the Local State Member to any promotions and activities that result from the funding.

If successful, do you acknowledge this condition? ☐ YES ☐ NO

Tip: Keep copies of your marketing and promotions of your funding activity for your Outcome Report.

RELEVANT PERMITS AND LICENCES

It is a condition of this funding that you have addressed all necessary requirements for workplace health and safety, public liability insurance, copyright compliance, and any relevant licenses related to this project.

If successful, do you acknowledge this condition? ☐ YES ☐ NO

LIST THE ARTISTS AND ARTSWORKERS INVOLVED

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rate of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please remember to attach the following four documents from each artist or artsworker receiving RADF funding:

- Resume or CV

Regional Arts Development Fund (RADF) APPLICATION FORM



- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation and
- Schedule of fees

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

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

PROJECT BUDGET – Income & Expenses (If insufficient space please attach a separate budget)

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. Please show total cost in second column and show the eligible RADF amount in the third column.

EXPENDITURE	TOTAL COST	RADF	INCOME	TOTAL AMOUNT
Salaries, Fees and Allowances			Earned Income (if application, income earned from the project)	
Production/ Program Cost (materials, preparation and or equipment)			Contribution from artists and others (Cash, In Kind, Self-investment and or value of materials which are to be provided in kind)	
Promotion, Documentation and Marketing			Other Grants (Australia Council, Education QLD, Local Government, Federal Government etc)	
Administration (office costs and/or admin overheads)			Sponsorship, fundraising & donations (please note where in-kind)	
		N/A		
		N/A		
		N/A		
RADF GRANT (Total from RADF Column)			RADF GRANT (Total from RADF Column)	
TOTAL EXPENDITURE			TOTAL INCOME (TOTAL INCOME + RADF Grant)	

Regional Arts Development Fund (RADF) APPLICATION FORM



CERTIFICATION

I, the undersigned, certify that:

I have read and will abide by the RADF Guidelines together with any published revisions.

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. 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: 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: (if applicable)		

Certification by Auspicing Organisation/Individual

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

Signature:		Date:
Name of Auspicing Body:		
Contact person's name in full:		
Position in group or organisation: (if applicable)		

Regional Arts Development Fund (RADF) APPLICATION FORM



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.

Do you, or your group/organisation, 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) |

CHECKLIST

- ☐ 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
- ☐ An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artswoker 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
- ☐ At least two letters from professional artists and/or arts organisations in your area of practice that provide relevant comment in support of your application
- ☐ All sections of the application form completed, signed and dated
- ☐ Copy of documents verifying organisational status of applicant or auspicing organisation e.g. Charitable organisation
- ☐ Copy of letter of agreement from auspicing organisation (if applicable)
- ☐ Quotations for project costs exceeding \$1,000 attached
- ☐ Copy of minutes showing resolution to apply for Grant funding
- ☐ Copy of Public Liability Insurance attached (if applicable)
- ☐ Copy of application retained for organisation's records

Regional Arts Development Fund (RADF) APPLICATION FORM



LODGMET OF APPLICATION

Council contact details

Please contact your local RADF Liaison Officer at Council via Customer Service.

RADF Liaison Officer (Regional Arts and Culture Officer)

Call Council Customer Service 1300 007 662

Email council@maranoa.qld.gov.au

Post to:	Regional Arts Development Fund Program Maranoa Regional Council PO Box 620 Roma Qld 4455
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Deliver to Council Customer Service Centres

Roma – Cnr Bungil & Quintin St	Mitchell – 100 Cambridge St	Surat – 73 Burrowes St
Injune – 32 Hutton St	Yuleba – 20 Stephenson St	
Email to:	council@maranoa.qld.gov.au	

Applications must be received eight (8) weeks prior to the commencement of the project

Regional Arts Development Fund (RADF) APPLICATION FORM



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

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)

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☐ 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 artwork.

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

Name/s of association/s:

☐ 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.

Regional Arts Development Fund (RADF) APPLICATION FORM



EXAMPLE BUDGET

It is important that you complete the budget sheet provided as part of the RADF Application Form. The best way to develop a RADF budget is to complete each section in the following order:

1. Project expenditure
2. Project income
3. Breakdown of requested RADF funding

This example is a budget for an application for funding towards the costs of running a painting workshop. Budget Notes: 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.

EXPENDITURE	TOTAL COST	RADF	INCOME	TOTAL AMOUNT
Salaries, Fees and Allowances			Earned Income (if application, income earned from the project)	
Fees for art teacher	1000	1000	Workshop fees (10 @30pp)	300
Meals and incidentals	270	0		
Travel	150	150		
Production/ Program Cost (materials, preparation and or equipment)			Contribution from artists and others (Cash, In Kind, Self-investment and or value of materials which are to be provided in kind)	
Venue Hire	550	400	Project coordinator (in Kind)	250
Hire of Equipment	275	100	Insurance (Applicant)	300
			Phone Calls/ postage (Applicant)	80
Promotion, Documentation and Marketing			Other Grants (Australia Council, Education QLD, Local Government, Federal Government etc)	
Advertising in local paper	200	100	Gambling Benefit Fund	500
Printing of flyers etc	200	100		
Photocopying of template	125	0		
Administration (office costs and/or admin overheads)			Sponsorship, fundraising & donations (please note where in-kind)	
Coordinator of Project	250	N/A	Raffles	120
Public liability insurance	300	N/A	Donations	100
Phone calls/ postage	80	N/A		
RADF GRANT (Total from RADF Column)		1750	RADF GRANT (Total from RADF Column)	1750
TOTAL EXPENDITURE	3400		TOTAL INCOME (TOTAL INCOME + RADF Grant)	3400