

Regional Arts Development Fund (RADF) - Quick Response Form Preview

Eligibility

Program

This field is read only.

About the Program

Aim: Support for innovative and collaborative arts projects that create a vibrant and interactive arts sector for the region. This funding provides support for professional and emerging artists to undertake a variety of arts and culture projects.

Quick Response RADF: up to \$1000

Category Criteria:

- 1.Support local artists and arts and cultural activity to deliver value for local communities
- 1.Provide opportunities for local communities to participate in arts and cultural activities
- 1.Invest in locally determined priorities delivered through arts and cultural activity contribute towards current government priorities

Please ensure you first read the Cassowary Coast Regional Council's RADF guidelines.

When preparing your applications, please remember:

- Please ensure you first read the Cassowary Coast Regional Council's RADF guidelines.
- All applications assessed on merit and proposal's ability to align with Council local priorities which have been outlined on Council's website: cassowarycoast.qld.gov.au.
- Supporting documentation ie (Letters of confirmation, Eligibility checklist & CV;s and evidence of significant costs ie quotes) will be required as part of your application)
- Evidence of costs in the form of quotes are required for amounts over \$150.
- Keep a copy of your application for your records
- The RADF program provides funding up to 65% of project costs. You will be required to contribute either cash, in-kind support or both.

The committee's decision will also be based against the following criteria which address Arts Queensland's RADF Key Performance Outcomes:

IMPACT - Ability to support local employment and build the capacity of the local arts sector,
QUALITY - Evidence of artistic merit, how well the project contributes to meeting local arts and cultural priorities and its benefits to the local community **REACH** - Demonstrated accessibility of the project/program to diverse audiences, participants and communities or to a specific target group **VIABILITY** - Evidence of value for money and support from sources other than RADF

If you do contact us throughout the application process, please quote the application number below:

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Application Number

This field is read only.

Contact Details

* indicates a required field

Applicant Details

Applicant Name

Email

Must be an email address.

Contact Persons Name (Group/Organisations)

Phone Number

Must be an Australian phone number.

Are you applying as an

- ☐ Individual
☐ Group
☐ Organisation

Address

Address

Individual

Name

Title

- ☐ Mr ☐ Mrs ☐ Ms ☐ Other:

Do you have Australian citizenship or permanent residency status?

- ☐ Yes
☐ No

Are you under 18 years of age?

- ☐ Yes
☐ No

Parent / Guardian Name if under 18 years of age

Group

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Collectives or cooperatives are community groups or groups of artists that are not incorporated but must be auspiced by an incorporated organisation including Local Government, or an individual with an ABN

One person must be nominated as the accountable representative of the collective for management, reporting and financial matters

Name of Group

Name of Auspicing Organisation / Individual

Title

☐ Mr

☐ Mrs

☐ Ms

☐ Other:

Name of accountable person in group

Organisations

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

Title

☐ Mr

☐ Mrs

☐ Ms

☐ Other:

Name

Role of contact person

Legal Status

Australian Business Number (ABN) Details

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

- ☐ Yes
- ☐ No. An auspicing body will be administering any grant that I receive on my/our organisation's behalf.

ABN Details

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Are you registered for GST? *

- ☐ Yes
- ☐ No

Auspiced Application

All individuals, groups/collectives or unincorporated organisations that do not have an ABN, 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 body
- ☐ An individual with an ABN

Name of auspicing organisation or individual

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Contact person for auspicings organisation

Are you registered for GST?

☐ Yes

☐ No

Address of auspicings organisation or individual

Address

Phone Number

Must be an Australian phone number.

Email

Must be an email address.

Organisation

Incorporation number of Organisation *

Describe the nature of your organisation, its core products and services *

Please attach certificate of incorporation *

Attach a file:

Project Details

* indicates a required field

Project title: *

In approx. 20 words describe your project. This statement will be used to promote your project in our media releases *

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Project Start Date *

Must be a date.

Project End Date *

Must be a date.

Outcome Report Due *

Must be a date.

RADF Investment Requested *

\$

Must be a dollar amount.
Maximum of \$1000

Total Cost of the Project *

\$

Must be a dollar amount.

RADF Grant History

Have you previously applied for a RADF or Community Assistance Scheme grant? *

☐ Yes

☐ No

If you were successful has that grant been successfully acquitted? *

☐ Yes

☐ No

Location

Where will you undertake this project? *

☐ Cassowary Coast

☐ Queensland

☐ Interstate

Name of Town / City and Postcode *

Project Rationale

Provide a brief description of your project including funded activities, why, what, how and when

Why is your project important? *

What need will this project address *

Describe your project *

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Project Plan

The project plan should be as comprehensive as possible and in line with the size and nature of your project. These activities may be implemented concurrently.

Please note that a lack of detail provided may affect the success of your application. Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.

Add on as many rows as needed.

Include **RADF Outcome Report** with date no later than 8 weeks after the finish date.

Project Stage	Expected Completion Date
	Must be a date.

Public Liability

If you are to deliver a project/activity in a place where the public attend or that is accessible to the public please ensure you have attached a copy of your Certificate of Currency for Public Liability Insurance.

Please note any event held on Council controlled land will require permit application and approval.

Do you have Public Liability Insurance? *

☐ Yes ☐ No

If Yes to value of \$ *

Please upload a copy of your Insurance Certificate of Currency *

Attach a file:

Workplace Health and Safety

Please outline the steps you have taken to address the issue of workplace health and safety, copyright and relevant licenses *

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Key Performance Outcomes

* indicates a required field

The below sections request information that responds directly to the Arts Queensland RADF Key Performance Outcomes.

Types of Activity *

- | | | |
|---|--|--|
| <input type="checkbox"/> Community Consultation/ Arts Research/Policy Development | <input type="checkbox"/> Heritage protection/ promotion | <input type="checkbox"/> Workshops |
| <input type="checkbox"/> Creative Development of New Work | <input type="checkbox"/> Performances | <input type="checkbox"/> RADF Training |
| <input type="checkbox"/> Cultural Tourism | <input type="checkbox"/> Place Making | <input type="checkbox"/> RADF Promotion |
| <input type="checkbox"/> Events/Festivals | <input type="checkbox"/> Professional/Career Development | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Exhibitions/Collections | <input type="checkbox"/> Publications | |

Please tick which applies to your program

Does the funding recipient identify as belonging to one or more of the target groups listed? *

- | | | |
|---|---|---|
| <input type="checkbox"/> Aboriginal and or Torres Strait Islander | <input type="checkbox"/> Older people (55 years or older) | <input type="checkbox"/> Career Stage Established |
| <input type="checkbox"/> Australian South Sea Islander | <input type="checkbox"/> Young Person (12 to 25yrs) | <input type="checkbox"/> People who experience disadvantage |
| <input type="checkbox"/> From culturally & linguistically diverse backgrounds | <input type="checkbox"/> Children (0 to 11yrs) | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> People with a disability | <input type="checkbox"/> Career Stage Emerging | |

Is the funded activity targeted at a specific group(s) in your community? *

- | | | |
|---|---|---|
| <input type="checkbox"/> Aboriginal and or Torres Strait Islander | <input type="checkbox"/> Young Person (12 to 25yrs) | <input type="checkbox"/> Career Stage Emerging |
| <input type="checkbox"/> Australian South Sea Islander | <input type="checkbox"/> Children (0 to 11yrs) | <input type="checkbox"/> Career Stage Established |
| <input type="checkbox"/> From culturally & linguistically diverse backgrounds | <input type="checkbox"/> Women | <input type="checkbox"/> People who experience disadvantage |
| <input type="checkbox"/> People with a disability | <input type="checkbox"/> Men | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Older people (55 years or older) | | |

Number of participants and audiences engaged in the project

What is the total number of volunteers expected *

Must be a number.

What is the total participant numbers expected? (Participants are those that actively engage arts activities eg: workshop participants). *

Must be a number.

What is the total audience numbers expected? (Audience members have a passive engagement eg: audiences at an exhibition, performance, event). *

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Must be a number.

Does your project align with any of the local arts and cultural Council priorities? *

- ☐ The celebration of local stories
- ☐ Audience development
- ☐ Increased engagement of young people in the arts and cultural sector
- ☐ The protection and promotion of local sites of architectural, historical and cultural significance
- ☐ Strengthening our local tourism
- ☐ Business and marketing development for professional artists working in creative industries
- ☐ Professional development for artists and arts workers
- ☐ The celebration, maintenance and transfer of traditional knowledge in Aboriginal and Torres Strait Islander communities
- ☐ The brokering of sponsorships and partnerships in making funding applications

As identified in Council's website - see RADF Guidelines

What are the State priorities addressed through activity? *

- ☐ Encouraging Safe and inclusive communities
- ☐ Building Regions
- ☐ Stimulating economic growth and innovation
- ☐ Increasing workforce participation
- ☐ Supporting disadvantaged Queenslanders
- ☐ Conserving heritage
- ☐ Not applicable

What is the predominant art-form of the project? *

Community

Please provide evidence of community interest and local support for the project, as demonstrated by letters of support / participation / expressions of interest. *

Please upload any Letters of support or evidence of community interest *

Attach a file:

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

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Word count:

Give a brief description about the results you expect from the project. Please demonstrate the level to which the project will deliver multiple and/or short & longer term outcomes, e.g. improves professional development; increases employment opportunities; builds capacity of the sector; conveys a sense of community belonging/builds social cohesion; increases tourism opportunities etc. Maximum of 150 words.

How will you capture audience/participant/partner feedback for your project? *

Note, this is necessary part of your project delivery and outcome report -resources are available on the Arts Queensland website

If your project is targeting/partnering (i.e Aboriginal, Torres Strait Islander, Australian South Sea Islander) - describe your processes for this engagement. (Will there be protocols that need to be addressed?) *

Where you are outsourcing works to an external party (such as a consultant/contractor) explain who you intend to engage and what their task will be. Eg: Website Designer, Theatre Technician

Name	Role

Will your RADF Project engage local partners? *

☐ Yes ☐ No

New Section

Name of Partner	Sector	Type of Partnership

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If you selected Other, please specify

Artist and Arts Workers

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 rates 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
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation of availability and a schedule of fee.

Name	Role or Position in Project	Rate of pay (\$/hr or \$/week)	Total fee whole \$	Amount to be funded by RADF	File Upload for each Artist
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			Must be a dollar amount.	Must be a dollar amount.	

TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget) *

Must be a dollar amount.

TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget) *

Must be a dollar amount.

Income and Expenses

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Please complete the budget using the template below to account for all costs of your project.

- Ensure that your budget estimates are as accurate as possible and use whole dollar amounts.
- Ensure that your income and expenses totals are equal.
- Indicate how much of the RADF grant will be used for each relevant item in the RADF grant breakdown column.
- Enter all funding you have applied for and place an asterisk against approved funding.
- Provide written quotes for all items indicated in the RADF grant breakdown.

Please note: If you are **not GST registered**, amounts should include GST as this is part of the cost of the project. If you are GST registered, Council will pay the funds plus GST. Amounts should be exclusive of GST if you are registered for GST.

Expenditure

Budget

Please include any of the following if applicable

- Salaries, Fees and Allowances
- Production / program costs
- Promotional, Documentation and Marketing
- Accommodation & Travel
- Venue Hire
- Administration

Expenditure	Total Costs Whole \$	RADF \$ Amount
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	Must be a dollar amount	Must be a dollar amount.

Budget Totals

Total Expenditure Amount

\$

This number/amount is calculated.

RADF Grant Total

\$

This number/amount is calculated.

Income

Budget

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Please include any of the following if applicable

- Earned income –(cash only) Fees and Sales
- Other Income (cash only) including your own, sponsorships, fundraising & donations (Please itemise)
- Other Grants (place an asterisk next to those approved)
- All in-kind contribution (sponsorship, artists donations, partnerships, itemise)

Income	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Support Material

* indicates a required field

Please note:

- Letters of support must include an original signature or contact details of the author
- All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.
- Excessive support material will not be read by assessors and as such excluded from assessment

For audit purposes, Cassowary Coast Regional Council is required to retain a copy of the support material supplied by applicants.

The following support material is critical to the success of your application.

A brief CV for all key personnel that the RADF grant will pay for (no longer than one A4 page per person) and written confirmation of their participation (for Organisations just the artistic / creative director). The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved. *

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☐ Yes

Up to three letters from individuals, or organisations in your area of practice that provide relevant comment in support of your application. *

☐ Yes

An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artworker involved in your project/activity. *

☐ Yes

☐ N/A

Written confirmation from key artists, personnel and venue managers involved in the project, confirming availability and schedule of fees. *

☐ Yes

For Collective/Artist Run Initiative all members of the group must sign a letter to Cassowary Coast Regional Council confirming their involvement and support for the nominated representative. *

☐ Yes

☐ N/A

Please upload any additional necessary files

Attach a file:

If applicable to your project, please provide the following support material

- Confirmation of venues and evidence of interest from potential clients (e.g. venues, organisations, events) This demonstrates demand for your project/program
- Confirmation of significant partnerships
- 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.
- Quotes for all budget items that the grant will pay for (materials, contractors, venue hire etc.)
- For proposals involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children or young people, evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.
- Examples of previous work that demonstrate the quality of the event, artwork, cultural workers or artists involved in the project /program (maximum 10 minutes length if CD or DVD). Please be mindful assessors will be assessing multiple applications this is **limited to two of your best examples**.

Please upload any relevant files to your application

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Attach a file:

RADF Eligibility Form

Please complete one RADF Eligibility Form for each artist and / or cultural worker paid by RADF

Copy and paste the link below into your browser.

<https://cassowarycoast.smartygrants.com.au/d/files/dlm/d01672229019b72e7895c17d60845df9dd9038b6>

File Upload

Attach a file:

Certification

* indicates a required field

Information Privacy and Right to Information

(All Applicants)

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 grants 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 anonymized 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 provide to Queensland Government Members of a 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.

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Applicant

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Cassowary Coast Regional Council Regional Arts Development Fund Guidelines.
- The statements in this application are true and correct to the best of my knowledge, information and belief. 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.

I agree *

☐ Yes

☐ No

Name in Full and Organisation

Parent / Guardian Name if under 18 years of age

Certification by Auspicing Organisation/Individual

Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants. 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.

Name of Auspice Body

Contact person's name in full

Position in group or organisation

I agree *

☐ Yes

☐ No

If applicable