2022/2023 RADF Application Form

The Regional Arts Development Fund is a Queensland Government and Southern Downs Regional Council partnership to support local arts and culture.

Before completing this application form, please read the Southern Downs Regional Council Regional Arts Development Fund Guidelines.

Please click on this link to view the guidelines - 2022/23 RADF Guidelines

As you work your way through the application, take note of questions with **Assessment Criteria** and a percentage written next to the title. These are very important questions and are what are used to assess your application. These questions should be answered thoroughly. Do not assume the assessors know about your group or project.

Other documents you may need to view prior to starting your application are available at the links below:

- SDRC Arts & Culture Policy
- SDRC Shaping Southern Downs
- Queensland Government - Creative Together 2020-2030

You are encouraged to contact Council's Grants Officer on 1300 MY SDRC (1300 69 7372) before completing this application form or if you have any queries.

Documents you will need to upload for this application:

- **Letters of Support** and/or evidence of engagement for your project. A minimum of one (1) letter of support are required. *NOTE: Letters of Support cannot be supplied by auspicing organisation or a member of your organisation.*
- **Artist/Artsworker Eligibility Checklist** if your project is engaging an artist or artsworker, you will need to submit an Eligibility Checklist for each artist. Please click on this link to access the form: Eligibility Checklist.
- **Artist/Artsworker's CV**
- **Quotations for items you are requesting RADF funding for**
- **Not-for-Profit Legal Evidence** (if applying as an organisation)
- **Auspicing Agreement** if your application is required to be auspiced. Please click on this link to access the form: Auspicing Agreement
- **Insurance evidence**

REMINDER:

As you work your way through this application form, take note of questions with **Assessment Criteria** and a percentage written next to the title.

These are very important questions and are used to assess your application. These questions should be answered thoroughly.

GOOD LUCK!

Applicant Type

* indicates a required field

Applicant Type

How are you applying? *
○ As an individual
○ As an organisation or group

Applicant Details

* indicates a required field

Individual as Applicant

Applicant Name *
Title   First Name   Last Name

Postal Address *
Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Please provide date of birth if you are under 18 years of age

Must be a date.

Organisation or Group as Applicant

Organisation or Group Name *
Organisation Name

Contact Person Name *

First Name

Last Name

Position in Organisation *

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Phone Number

Must be an Australian phone number.

Email *

Must be an email address.

Do you identify with one or more of the following groups?

i.e. If you are an individual applicant, do you yourself identify as belonging to one or more of these groups?

If you are an organisation, does your organisation exist primarily to service one or more of these groups?

*

☐ Aboriginal peoples
☐ Torres Strait Islander peoples
☐ Australian South Sea Islanders
☐ People from a culturally or linguistically diverse background
☐ Person with a disability
☐ Older person (55+ years)

☐ Young person (12-25 years)
☐ Career stage - emerging
☐ Career stage - established
☐ People who experience disadvantage

☐ Not applicable

This data is required by Arts Queensland for reporting purposes on how RADF is strengthening the implementation of Queensland Government commitments.

Do you have an ABN? *

○ Yes
○ No --- If you do not have an ABN, your application MUST be auspiced by an incorporated legal entity

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.

Legal Entity and Not-for-Profit Details

The Applicant Organisation must have a legal incorporated not-for-profit structure **and** an Australian Business Number ("ABN") and have appropriate insurance cover for the project (e.g. volunteers, professional indemnity, public liability, etc).

If the Applicant does not have **all** of these requirements, it will need to be auspiced by an organisation that does have all of these requirements.

LEGAL INCORPORATED NOT-FOR-PROFIT STRUCTURES

The four (4) common legal structures that are used to incorporate a not-for-profit organisation based in Queensland are:

1. Incorporated Association
2. Company Limited by Guarantee
3. Cooperative
4. Indigenous Corporation

The Australian Charities and Not-For-Profits Commission ("ACNC") registers NFP charitable organisations that generally use one of the above four legal structures.

WHAT IS AN AUSPICING ORGANISATION?

An Auspicing Organisation is an organisation that **must** have an ABN **and** not-for-profit legal structure, and will be responsible for the following on behalf of the Applicant –

- the receipt, banking & administration of all grant funding monies;
- project monitoring and completion;
- ensuring the applicant acquits the funding on time; and
- signs off on the acquittal form.

An auspicing organisation may also provide support to the applicant by –

- providing insurance for the project; or
- providing mentoring for the applicant.

NOTE: It is the responsibility of the Applicant Organisation being auspiced to ensure that a clear agreement is reached between the parties before applying for funding. An agreement form is available on Council's website - click here to view.

HOW TO SEARCH ONLINE FOR NOT-FOR-PROFIT LEGAL STRUCTURE EVIDENCE -

- Click on the blue search link listed below that is your organisation's NFP legal structure.
- You will be re-directed to a search page on the not-for-profit authority's website.
- Type your organisation's name or number in the search box where indicated.
- Click on search.
- The details of your organisation should appear on screen.
- Take a screen-shot (print screen) of the webpage showing the details for your organisation.
- Paste the information onto a blank word document.
- Save the document with the filename - **NFP Evidence.**
- Attach the word document to this application form using the box below.

Click on the relevant link below to do your search.

- **Search for Incorporated Association Number**
- **Search for Company Limited by Guarantee**
- **Search for a Co-Operative**
- **Search for an Indigenous Corporation Number**
- **Search for a Charity**

If you need assistance, please contact Council's Grants Officer on 1300 MYSDRC (1300 697 372).

Is your organisation an Incorporated Legal Entity? *
○   Yes
○   No --- If your organisation is not an incorporated legal entity, your application MUST be auspiced by an incorporated legal entity

Which not-for-profit legal structure does your organisation operate under? *
○   Incorporated Association
○   Company Limited by Guarantee
○   Cooperative
○   Indigenous Corporation

Attach the not-for-profit legal structure evidence here: *
Attach a file:

Please use "NFP Evidence" as the filename for the attachment.

Auspice Details

* indicates a required field

You only need to answer this section if you are required to be auspiced.

If you are an individual and you do not have an ABN, your application will need to be auspiced.

If you are an organisation or group and you do not have an ABN or are not an incorporated legal entity, your application will need to be auspiced.

It is the responsibility of the group being auspiced to ensure that a clear agreement is reached before applying for funding.

Do you need to be auspiced? *
○ Yes
○ No

Auspicing Organisation

Auspicing Organisation Name *
Organisation Name

Auspicing Organisation Contact Name *
First Name   Last Name

Auspicing Organisation Contact Position *

Auspicing Organisation Postal Address *
Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Please attach an agreement from the auspicing organisation confirming this arrangement is valid and current *
Attach a file:

Auspicing agreement available on Council's website https://www.sdrc.qld.gov.au/ArticleDocuments/930/Auspicing%20Agreement.pdf.aspx?Embed=Y

Does the Auspicing Organisation have an ABN? *
○ Yes
○ No --- The auspicing organisation MUST have an ABN

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.

Which not-for-profit legal structure does your organisation operate under? *
○ Incorporated Association
○ Company Limited by Guarantee
○ Cooperative
○ Indigenous Corporation

Attach the not-for-profit legal structure evidence here: *
Attach a file:

[   ]

Please use "NFP Evidence" as the filename for the attachment.

Applicant Eligibility

* indicates a required field

If an Individual, are you an Australian Citizen or permanent resident? *
○ Yes

○ No --- you are unable to apply for this grant

Does the applicant organisation have a lease with Council? *
○ Yes --- please note you may need to obtain permission from Council to undertake your project if it relates to or impacts on a building or property under lease, in accordance with the terms of your lease agreement
○ No

Is the applicant based in the Southern Downs Local Government Area? *
○ Yes
○ No --- If no, demonstrate in the Project Details section how the project will directly benefit the Southern Downs region

Is the project being held in the Southern Downs Local Government Area? *
○ Yes
○ No --- If no, demonstrate in the Project Details section how the project will directly benefit the Southern Downs region

Does the applicant hold appropriate insurance cover for the project? (e.g. for volunteers, professional indemnity, public liability etc.) *
○ Yes
○ No
○ N/A

Attach evidence of insurance for the project
Attach a file:

Use filename "Insurance"

Does the applicant organisation have any debts owing to Council? (e.g. rates, fees, debtors, leases, loans) *
○ Yes --- If yes, demonstrate that a payment arrangement has been entered into
○ No

Detail debt to Council and provide evidence of payment arrangement for Council debt *

Attach evidence of payment arrangement for Council debt
Attach a file:

Applicant Organisation's Bank Account Detail

Applicant Primary Bank Account

Account Name

BSB Number   Account Number

Must be a valid Australian bank account format.

Applicant - Individual's Bank Account Details

Applicant Bank Account

Account Name

BSB Number   Account Number

Must be a valid Australian bank account format.

Applicant Previous Funding

Have you accessed RADF funding previously from Southern Downs Regional Council? *
○ Yes
○ No

Has the applicant received a RADF grant or other Southern Downs Regional Council grant in the past 12 months?
○ Yes
○ No

If the applicant has received a previous RADF or other Council grant, has it been fully acquitted? *
○ Yes
○ No
○ N/A - this is our first application

If you answered 'no' to the above question, please provide a short explanation

Project Details

* indicates a required field

Project Title *

Must be no more than 10 words.
Provide a name for your project. Your title should be short but descriptive

Location of Project *

Project Start Date *

Must be a date and between 1/12/2023 and 31/12/2024.
Project must not start before successful notification.

Project End Date *

Must be a date and no later than 31/12/2024.

What type of activity is your project? *

☐ Creative development of new work   ☐ Placemaking
☐ Cultural Tourism   ☐ Professional/career development
☐ Events/festivals   ☐ Publications
☐ Exhibitions/Collections   ☐ Workshops
☐ Heritage protection/promotion   ☐ Other:

☐ Performances

Is the project TARGETED at a specific group in the community? *

☐ Aboriginal peoples   ☐ Young people (12-25 years)
☐ Torres Strait Islander peoples   ☐ Children (0-11 years)
☐ Australian South Sea Islander People   ☐ Women
☐ People from a culturally or linguistically diverse background   ☐ Men
☐ People with a disability   ☐ People who experience disadvantage
☐ Older people (55+ years)   ☐ Not applicable

Select 'not applicable' if your activity is open to all members of the community but is not specifically targeted.

Does your project address any of the Queensland Government's Creative Together 10 year roadmap for arts, culture and creativity? *

☐ Elevating First Nations arts   ☐ Strengthen Queensland communities
☐ Activate Queensland's local places and global digital spaces   ☐ Share our stories and celebrate our storytellers
☐ Drive social change across the state   ☐ Not applicable

Visit https://www.arts.qld.gov.au/creative-together for further information

Describe the project for which you are seeking funding support. What are you proposing to use the funding for? (Assessment Weighting: 15%) *

Word count:
Must be no more than 200 words.

How was the need for this project identified? Please outline details of community support including any partnerships established for your project. (Assessment Weighting: 10%) *

Word count:
Must be no more than 200 words.

Does your project align with any of the following identified Southern Downs Priorities? (Assessment Weighting: 10%) *
☐ Arts and Cultural Tourism (e.g. festivals and events)
☐ Heritage and Collection of the Region (e.g. museums, galleries, libraries, heritage trails)
☐ Applications where funding is aimed at participants from demographics and segments of the community who have not historically participated in RADF funded programs or projects (please specify)
☐ Arts and creative activities which support the wellbeing of participants, strengthen social connections and build community resilience
☐ Provide employment opportunities for Queensland artists and arts workers
☐ No --- All other eligible applications will be considered and assessed on merit.

Provide a short description on how the project aligns with the priority selected *

Word count:
Must be no more than 200 words.

Explain how your project contributes to the Assessment Criteria: Impact, Quality, Reach and Viability outlined in the Southern Downs Regional Council RADF Guidelines. (Assessment Weighting: 20%) *

Word count:
Must be no more than 400 words.

Click on this link to view the guidelines for useful information on the Assessment Criteria - 2022/23 RADF Guidelines

Please outline the outcomes you expect to achieve from the project. How will your project benefit the Southern Downs community? (Assessment Weighting: 15%) *

Word count:
Must be no more than 200 words.

Please outline what steps you have taken to address workplace health and safety, public liability insurance, Blue Card requirements (if working with children), copyright and relevant licences. You have a duty of care to adhere to all relevant legislation. (Assessment Weighting: 5%) *

Word count:
Must be no more than 200 words.

Project Management

* indicates a required field

(Assessment Weighting: 10%)

List each stage of the project and the expected completion date.

Project Stage	Expected Completion Date
RADF Outcome Report due within 8 weeks of project completion.	Must be a date.
RADF OUTCOME REPORT DUE	

Please complete the following details in relation to the project:

Total number of activities involved (e.g. performances, workshops etc) *

Total estimated number of attendees at event/activity *

Total estimated number of participants at event/activity *

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

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

Budget

(Assessment Weighting: 15%)

Important Budget Information

- RADF will not fund 100% of any project.
- Clear budget information will allow the panel to better understand your project.
- Round up each item to the nearest dollar value – **do not include cents.**
- Attach quotes for expenditure items you are requesting RADF funding for.
- In-Kind support can include administrative support, rent free accommodation, donations of materials or services
- In-Kind volunteer labour hours are costed at $25 per hour.
- For Professional Development opportunities, eligible individuals may apply for up to 60 per cent of the total costs for registration, accommodation and travel to a maximum of $2,000.

EXAMPLE: Expenditure Table

Description of Expense

Cost of Expenditure Item

RADF Funding Requested

Artist Fee for workshop (12 hours @ $60/hr)

$720

$720

Artist Travel Allowance

$100

$100

Clay, glazes and other materials

$700

$500

Hire of venue

$150

$150

Advertising

$100

$0

Workshop assistants

$300

$0

Insurance

$130

$0

Total Cost of Project

$2200

Total RADF Funding Requested

$1470

EXAMPLE: Income Table

Description of Income/Co-Funding

Income Amount

Total RADF Funding Requested

$1470

Workshop attendance fees (10 people at $30)

$300

Fundraising (street stall)

$230

In-kind – workshop assistant

$200

Total Amount of Income

$2200

***total amount of income must equal total cost of project**

Expenses

List ALL costs for your project, showing how much RADF funding you are seeking towards each expenditure item in the column titled 'RADF Funding Requested'.

Expenditure items can include salaries/fees/allowances, production and program costs, materials, promotional and administration costs.

Click the + button to add additional rows and the - button to delete any unnecessary rows.

Please refer to RADF guidelines for expenditure items ineligible for RADF support. Click on this link to view the guidelines - 2022/23 RADF Guidelines

Description of Expense	Cost of Expenditure Item	RADF Funding Requested	Attach quote
	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).	(only needed for items you are requesting RADF funding for)

	$	$	
	$	$	
	$	$	
	$	$	
	$	$	

Total Cost of Project

$

This number/amount is calculated.

Total RADF Funding Requested

$

This number/amount is calculated.
Type this total in the first row of the Income table below.

Income

List ALL income from fees/sales, donations, fundraising and in kind contributions to show how will the project be paid for and that the project is financially viable.

Note: RADF will NOT support 100% of any project.

Applications that contribute additional funding from other sources (not in-kind) towards their project in conjunction to the RADF grant will be considered more favourably.

Please type in the first row (titled 'Total RADF Funding Requested') the amount calculated in the section above.

Click the + button to add additional rows and the - button to delete any unnecessary rows.

Description of Income/Co-Funding	Income Amount
Ensure Total RADF Funding Requested amount is included as an income item	Must be a whole dollar amount (no cents).
Total RADF Funding Requested	$
	$
	$
	$
	$

Total Amount of Income

$

This number/amount is calculated.
Total Income includes total of RADF funding requested and should equal the Total Cost of the Project.

Budget Totals

Total Amount of Income	Total Cost of the Project	Income - Expenditure
$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. This should equal $0

Support Material

* indicates a required field

(Assessment Weighting: 5%)

Please upload one letter of support and/or evidence of engagement for your project. *
Attach a file:

A minimum of 1 file must be attached.
NOTE: Letters of Support cannot be supplied by auspicing organisation or a member of your organisation.

Does your project involve an artist or artworker? *
◯ Yes
◯ No
e.g. artist teaching at a workshop, musician performing at festival

Please click on this link to download the "Eligibility Checklist & Written Confirmation" from the Council website - RADF Eligibility Checklist

Complete one checklist for each artist or artsworker involved in the project, and attach each checklist to this application.

Please upload an Eligibility Checklist and Written Confirmation of Availability for each artist or artsworker involved in the project *
Attach a file:

Eligibility checklist available on Council's website.

Please upload a resume or CV for each artist/artsworker involved in the project *
Attach a file:

Optional: Upload any additional supporting information relevant to your project
Attach a file:

e.g. concept plans

Acknowledgement of Financial Contribution

* indicates a required field

If your grant application is successful, it is a requirement that your organisation acknowledges Council and the Queensland Government publicly for its financial contribution to the project.

The following acknowledgement text must be used along with the Council and Queensland Government logos:

"*The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Southern Downs Regional Council to support local arts and culture in regional Queensland*".

A minimum of three (3) acknowledgement types must be selected however, you are encouraged to select as many options as possible.

You will be required to attach evidence of the acknowledgements to your grant acquittal upon completion of the project.

How will your organisation acknowledge Council and the Queensland Government for the financial contribution towards the project? *

☐ Acknowledgement 1 - Display the acknowledgement on a sign or poster at the project
☐ Acknowledgement 2 - Invite the Mayor/Councillors to the project
☐ Acknowledgement 3 - Speeches presented at the project
☐ Acknowledgement 4 - Book & Borrow a Council Banner to display at the project
☐ Acknowledgement 5 - Inclusion of the acknowledgement in all e.g. Promotions / Marketing / Invitations / Brochures / Flyers / Stickers
☐ Acknowledgement 6 - Inclusion of the acknowledgement in all Newspaper Article / Editorial / Advertisement / Media Release about the project
☐ Acknowledgement 7 - In your organisation's Newsletter
☐ Acknowledgement 8 - In your organisation's Email Signature Block
☐ Acknowledgement 9 - On your organisation's website
☐ Acknowledgement 10 - On your organisation's Facebook page or other social media page
☐ Acknowledgement 11 - In Letters your organisation sent to Supporters / Members / Participants / Volunteers
☐ Other:

At least 3 choices must be selected.

Certification and Privacy Notice

* indicates a required field

APPLICATIONS WILL ONLY BE ELIGIBLE IF THEY HAVE BEEN SUBMITTED ONLINE USING THIS APPLICATION FORM.

The information you provide in your grant application will be used by Council to process and assess your application and, if successful, to process, pay and administer your grant. Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.

If your application is successful, 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 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 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. Council and Arts Queensland may also publish the Information in its Annual Reports or on its websites.

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 Council or Arts Queensland.

I am authorised by my organisation to complete this form and I agree that:

- the statements made in this application are true and correct;
- my organisation operates in the Southern Downs local government area, or can demonstrate benefits to the Southern Downs community;
- my organisation has met all prior acquittal conditions;
- my organisation has no debt to Council;
- all necessary permits/approval will be obtained;
- the project will be covered by appropriate insurance; and
- Council does not accept any liability or responsibility for the project.

I also agree for work produced pursuant to the RADF Program to be used (if required) by Arts Queensland for the purposes of publicising the RADF program or promoting Queensland's arts and culture and do not consider this an infringement of my moral rights.

If successful, I will:

- accept the terms and conditions of the grant as outlined in the Letter of Offer and Funding Agreement; and
- ensure that report and acquittal requirements are met by the due date in the Funding Agreement.

I agree to the above *
○ Yes

Authorised Person's Name *
First Name   Last Name

Authorised Person's Position

if applicable

Authorised Person's Phone Number *

Applicant Feedback

Your feedback will be used to continuously improve Council's delivery of its Regional Arts Development Fund Program.

How did you hear about this grant program? *
☐ Community Grants Officer ☐ Customer Service Officers ☐ Direct email to your group
☐ Council Facebook page ☐ Council Website ☐ Word of mouth
Other

Please indicate how you found the online application process: *
○ Very easy ○ Easy ○ Neutral ○ Difficult ○ Very difficult

How many minutes in total did it take you to complete this application?

Must be a number.

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

You are now ready to submit your application. When you submit your application you will receive an automated email confirming that your application has been submitted. This will be sent to the email you used to **register.**

If you do not receive this confirmation email, then you have not submitted - please try again!