

Regional Arts Development Fund Application Form

The Regional Arts Development Fund (RADF) is a partnership between state and local governments which invests in quality arts and cultural experiences across Queensland based on locally determined priorities.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions; and provides training, education and employment opportunities for Queensland artists and local communities.

Submitting the Application

For assistance in completing this application, please contact the RADF Liaison Officer on 47839800. Once completed, please lodge the form and any attachments either:

In person: Burdekin Shire Council Customer Service Centre, 145 Young Street, Ayr *or*

by email: enquiries@burdekin.qld.gov.au *or*

by mail: Burdekin Shire Council
PO Box 974 AYR QLD 4807

Checklist

- ☐ Completed Regional Arts Development Fund Application Form
- ☐ Confirmation from arts and cultural workers that they are available to conduct activity on nominated dates.
- ☐ A CV from all professional arts and cultural workers employed in the activity.
- ☐ Quotes from tradespeople publishers or other businesses cited in your budget.
- ☐ Letters of support from project partners only.
- ☐ Attached evidence of Public Liability Insurance.
- ☐ Keep a copy of the completed application for your records.

Information Privacy Act 2009

Burdekin Shire Council and the Regional Arts Development Fund (RADF) Advisory Group are collecting the personal information you provide on this form for the purpose of processing this application. Some of this information may also be given to Arts Queensland for the purpose of recording statistical data. Information on successful applications may be published on Council's website and released to the media. Your information will not be disclosed to any other third party without your consent unless required or authorised by law.

Applicant's Details

| | |
|----------------|--|
| Applicant | |
| Contact Person | |
| Postal Address | |
| Email Address | |
| Phone Number | |

Project Details

| | |
|---|--|
| Project Name (10 words max) | |
| Brief description of project | |
| Total numbers of activities involved | |
| Total project cost | |
| RADF grant amount requested | |
| Project commencement date | |
| Project completion date | |
| Total number of participants involved | |
| Total number of people employed | |
| Community group who will benefit from project | |

Category Details

In which Funding Category are you applying?

- ☐ Developing individual skills
- ☐ Developing your group's skills
- ☐ Contemporary collections/stories
- ☐ Projects
- ☐ Cultural tourism

Australian Business Number (ABN) Details

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

- ☐ YES – please provide the ABN details below
- ☐ NO – an auspicing body will be administering any grant that is received.

| | | |
|-------------------------------------|------------------------------|-----------------------------|
| What is your ABN? | | |
| In what name is the ABN registered? | | |
| Are you registered for GST? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Community groups or groups of artists that are not incorporated must be auspicied 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. *Please note: The organisation or individual must complete.*

| | |
|---|--|
| Name of auspicied organisation or individual? | |
| What is your ABN? | |
| Contact Person | |
| Postal Address | |
| Email Address | |
| Phone Number | |

Target Groups

Is your activity directly and specifically targeted at one or more of the following groups? Do not select a response if your activity is open to all members of the community.

- ☐ Aboriginal and/or Torres Strait Islander people
- ☐ Australian South Sea Islander people
- ☐ People from a culturally or linguistically diverse background
- ☐ People with a disability
- ☐ Older people (55 years +)
- ☐ Young people (12-25 years)
- ☐ Children (up to 12 years)
- ☐ Women
- ☐ Men
- ☐ Not applicable

Local Priorities

Does your activity deliver on any of the following local priorities?

- ☐ Application which increases participation of priority community including children and young people; people from culturally and linguistically diverse communities; Aboriginal and Torres Strait Islander people; and people with disabilities.
- ☐ Application which invests in cultural and community programs to promote and strengthen community cohesion.
- ☐ Application which supports skill development and mentoring for artists and arts workers to promote and strengthen individual development for a maximum of three (3) years per genre.
- ☐ Application which aligns with the Burdekin Shire Council Arts and Cultural Strategy 2021-2030.

State Priorities

Does your activity address any of the following State priorities?

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

Workplace Health and Safety, Public Liability Insurance and Other Licences

Please outline the steps you have taken to address the issue of workplace health and safety, public liability insurance, copyright and relevant licenses. 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.

Project Description

Provide clear and concise understanding of your project. Include who is involved, what you want to do and achieve, where the project will take place, why the project will benefit you or the community and how you will manage the project. (max 300 words)

Partnerships

Discuss the partnerships you have developed for this project. This could include organisations, groups, artists, funding bodies.

Selection Criteria 1: Impact

How does your project address the impact outcomes on Page 4 of the RADF Applicant Guidelines? (max 200 words)

Selection Criteria 2: Quality

How does your project address the Quality outcomes on Page 4 of the RADF Applicant Guidelines? (max 200 words)

Selection Criteria 3: Reach

How does your project address the Reach outcomes on Page 4 of the RADF Applicant Guidelines? (max 200 words)

Selection Criteria 4: Viability

How does your project address the Viability outcomes on Page 4 of the RADF Applicant Guidelines? (max 200 words)

Expected Audience

How does your project address the Viability outcomes on Page 4 of the RADF Applicant Guidelines? (max 200 words)

| | Participant Numbers | Audience Numbers |
|---------------------------|---------------------|------------------|
| From Council area | | |
| From outside Council area | | |
| Total Estimated Numbers | | |

Audience Feedback

How will audience/participant/partner feedback be collected for this project?

Previous RADF Grant

Has the applicant previously accessed RADF funding from Burdekin Shire Council?

- ☐ Yes (if so when) _____
- ☐ No

Project Budget – Income and Expenses

Please note:

If you **ARE** registered for GST, Council will pay the grant plus 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.

| Income (Please itemise) | Cost | Expenditure (Please itemise) | Cost |
|----------------------------|-----------|---------------------------------|-----------|
| Grant Funding | \$ | Venue Hire | \$ |
| | | | |
| | | | |
| | | | |
| Entry Fees | \$ | Equipment Hire | \$ |
| | | | |
| | | | |
| | | | |
| | | Marketing and Promotion | \$ |
| | | | |
| | | | |
| | | | |
| Other Income | \$ | Other Expenses | \$ |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Income (A) | \$ | Total Expenditure (B) | \$ |

Project Budget – Summary

How will audience/participant/partner feedback be collected for this project?

| | |
|-----------------------------|----|
| Total Income (A) | \$ |
| Plus RADF Grant Requested | \$ |
| Sub Total | \$ |
| Minus Total Expenditure (B) | \$ |
| Balance | \$ |

Certification – All Applicants

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.

| | |
|---|--|
| Signature (Legal Guardian must also sign if applicant is under the age of 18). | |
| Print Name | |
| Position in Group or Organisation (if applicable) | |
| Date | |

Certification – Auspicing Organisation/Individual

Please note: Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grant funds and both could be deemed ineligible to place further applications if a grant is not acquitted.

I/my organisation agree/s to administer the grant for this project.

| | |
|--|--|
| Signature | |
| Print Name of Auspice Organisation/Individual | |
| Contact Person's Name and Position in Organisation (if applicable) | |
| Date | |

RADF Assessment Criteria

Applications will be assessed on evidence on how well it meets the following assessment criteria.

Note: The indicators listed are a sample of the types of evidence needed to demonstrate achievement of each criterion. Supporting documentation is essential to meeting criteria.

| | |
|---|---|
| IMPACT Increases employment and professional development opportunities for artists and arts workers living in regional and remote locations | <ul style="list-style-type: none"> • What impact does the proposed activity have for the individual or the organisation? • In what ways does the project provide opportunities or skills development for artists, arts workers and organisations in regional and remote Queensland? • Does the project promote partnerships and networks that support community and artistic practice and exchange? • Are there outcomes for the wider community or the arts sector generally? |
| QUALITY Proven capacity to support and/or deliver high quality arts and cultural initiatives in regional communities in response to identified need or demand | <ul style="list-style-type: none"> • Who will deliver the project? Provide evidence of the quality of their work (CV, outcomes from previous projects, letters of support). • Does the project or activity involve a high standard of artistic or professional expertise in the arts and cultural sector? • Does the project respond to a demand or need? In what ways? In what ways is the project new or innovative? (This is particularly important to consider for annual festivals or events) • What outcomes are expected from the project and what difference will they make? |
| REACH Provides access to social and cultural development opportunities for diverse communities, practitioners, participants and/or audiences | <ul style="list-style-type: none"> • Who benefits from the activity (individuals, groups in the community)? • Who in the community will be engaged in the project – artist, arts workers, and audience? • Does the project include diverse groups in the community? • What are expected participation/audience numbers? • Does the project have support of the local community? • If focused on an Aboriginal and Torres Strait Islander community, does it have support of the community, Elders and/or Traditional Owners? • What are the planned cultural, artistic, economic and social outcomes of the project? • In what ways do the activities expand opportunities and networks for those involved? |
| VIABILITY Demonstrates good planning, management and partnerships to increase support for the initiative and for arts and culture in the region | <ul style="list-style-type: none"> • Does the project demonstrate viability through adequate financial planning, organisational structures and timelines? Does it provide relevant support material and confirmation of artists' roles and availability, stating clearly the roles of project partners? • Does the project have long term benefits to sustain arts and cultural activity? • Is the financial request commensurate with proposed outcomes? • Does the project identify future ongoing development? |