

Regional Arts Development Fund QUICK RESPONSE APPLICATION FORM



- Please refer to Redland City Council's RADF Guidelines and Fact Sheets for Applicants prior to commencing your application.
- Please contact your RADF Liaison Officer (RLO) by email at: elaine.seeto@redland.qld.gov.au if you are unsure about any part of your application. These details can be found
- Make an appointment to meet with the RLO prior to submitting your application to ensure everything is completed correctly.
- Keep copies of your application including all support material, to help prepare the Outcome Report once your activity has finished.
- Return your completed application and support material to your local Council via email, post or drop off at one of our Customer Service Centres (see RADF Guidelines for details)

Checklist. Make sure all 7 Sections are completed before submitting.

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|---|--|--|---|
| <input type="checkbox"/> 1. Application Summary | <input type="checkbox"/> 3. About the Activity | <input type="checkbox"/> 5. Statistical Information | <input type="checkbox"/> 7. Certification |
| <input type="checkbox"/> 2. Applicant Details | <input type="checkbox"/> 4. Budget | <input type="checkbox"/> 6. Essential Support Material | <input type="checkbox"/> 8. Eligibility Checklist |

1. APPLICATION SUMMARY

Applicant Name				<i>Council Contact Details</i>
Contact Persons Name (Group/Organisations)				<i>RADF Liaison Officer: Elaine Seeto</i>
Email Address				<i>Phone: 07 3383 2130 / 0409 653 125</i>
Contact Phone Number				<i>Email: Elaine.seeto@redland.qld.gov.au</i>
Postal Address				<i>Council Postal Address</i>
Town/Suburb		Postcode		<i>Redland City Council PO Box 21 Cleveland QLD 4163</i>
Website				

1.2 Which Strategic Priority/s does your application align with (Refer to the guidelines for descriptions)?

- Quandamooka Country
 Supportive and Vibrant Economy
 Strong and Connected Communities

Activity Start Date		Activity End Date	
Outcome Report Due			
Total Cost of the Activity	\$	RADF Investment Requested	\$

1.4 RADF Grant History

Have you previously applied for a RADF grant? YES NO

If you were successful has that grant been successfully acquitted? YES NO

2. APPLICANT DETAILS Are you applying as an Individual, Group or Organisation? Please complete only one

2.1 Individual Application

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	Name	
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Do you have Australian citizenship or permanent residency status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you under 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Parent/ Guardian Name	

2.2 Group

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			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Contact Name	

2.3 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	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Contact Name	
Role of Contact person		Legal Status	

2.4 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 below No.: An auspicng body will administer the grant on my/our organisation's behalf.

In what name is the ABN registered?			
What is your ABN?		Are you registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No
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.			
Who is your auspicng arrangement with?	<input type="checkbox"/> Incorporated body <input type="checkbox"/> Individual with an ABN		
Name of auspicng organisation or individual:			
Contact person for auspicng organisation:			
What is your ABN?		Are you registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No
Postal address of auspicng organisation or individual:			
Phone		Email	

3. About the Activity

3.1 Brief Activity Description (In approximately 20 words) The grant will be used towards the costs of
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3.2 Artform. What is the main artform category for this activity?

- Heritage Theatre Dance Music Community Arts& Cultural Development
 Multi- Arts Writing Visual Arts, Craft and Design Other.....

3.2 Location. Where will you undertake this project?

- Redlands Queensland Interstate Overseas

Name of Town/City and Postcode

If the activities associated with your project are not being held in the Redlands, explain how the community living in the Redlands will benefit from the project?

3.3 Will this activity have outcomes for my career/ practice development?

4. Budget

4.1 Project Budget – Income and Expenses

Please complete this budget template to account for all costs of your project. Round all amounts to whole dollars

GST: If you are GST registered (see 2.5) 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.

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.

4.1 Project Budget – Income and Expenses

Expenditure	Total Costs (Whole \$)	RADF	Income	Amount (Whole \$)
Salaries, Fees and Allowances			Fees and Sales	
Production Costs			Approved Other Grants	
Promotion and Marketing			In Kind Contribution	
Accommodation				

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Travel				
Venue Hire				
Documentation of the Project			Sponsorship, fundraising and donations	
Administration				
		n/a		
		n/a		
		n/a		
RADF Grant Total			RADF Grant Total	
Total Expenditure			Total Income	

5.2 Other Grants. Please provide details of other grants applied for this project.

Name of Funding Body	Type of Funding	Amount Requested	Amount Approved

5. Statistical information

5.1 Which specific community groups will be engaged in the activity?

	Women	Men	
	Emerging Artists/Cultural Workers	Established Artists/Cultural Workers	
	Aboriginal Peoples	Seniors (Over 55 years of age)	
	Torres Strait Islander People	People with a disability	
	People from culturally and linguistically diverse groups	Regional Queenslanders	
	Children (0-11 years of age)	Australian South Sea Islanders	
	Young People (12-21 years of age)	Whole Community	
	Tourists	Other – please specify	

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6. Support Material- All Applicants must provide:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A resume or CV for each professional or emerging professional artist and artsworker involved in our project |
| <input type="checkbox"/> | An Eligibility Checklist for each artist and artsworker involved in your project/activity (Attached below) |
| <input type="checkbox"/> | Written confirmation of the availability from the key artists, personnel and venue managers involved in the project. |
| <input type="checkbox"/> | Up to 3 letters of support for your project from artists, arts organisations or community groups that provide support of your |

Where applicable to your project, please also provide the following essential support material:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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 |

7. Certification

7.1 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 anonymous 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.

7.2 Signature. If you are under the age of 18 your legal guardian must also sign this application

I, the undersigned, certify that:

I have read and will abide by Redland City Council's 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

Signature		Date: / /
Name in Full		
Parent /Guardian (if applicable)		

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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 2.4 of this application is true and correct.

Signature:		Date: / /
Name of Auspicing Body		
Contact person's Name in full		
Position in group or organisation		

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8. Eligibility Checklist. Complete one form for each artist and/or cultural worker paid by RADF

The purpose of the RADF Program is to support professional and emerging professional artists and arts workers to practise excellence in their art making 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.

To meet the eligibility requirements for an RADF grant, 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.

Artist or Arts Workers Name

Please tick the following artistic merits that apply to you

- I have an Australian Business Number (ABN)

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- I have devoted significant time to arts/cultural practice.
- I have professional arts and/or cultural qualifications
- 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 employed on the basis of art/cultural skills and/or earning income from sales of artwork.
- I am an artist or cultural worker whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community
- I am an artist or cultural worker whose artistic or cultural knowledge has developed through oral traditions.

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

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