

REGIONAL ARTS DEVELOPMENT FUND (RADF)
LOCAL GRANTS APPLICATION FORM

Eligible applicants are required to complete and submit this form before midnight of the closing date.

SECTION 1 - APPLICANT CONTACT INFORMATION

Applicant Type: Individual ☐ Organisation ☐ Collective / Artist Run Initiative ☐

Applicant Name:

ABN (must be same name as applicant):

GST Registered: Yes ☐ No ☐

Street Address:

Postal Address:

Website:

For all Applicants:

Contact person regarding application:

Daytime telephone number:

Email address:

Have you received a Council grant before (RADF or other): Yes ☐ No ☐

If yes, for which financial year was the funding allocated:

If yes, has the grant been successfully acquitted? Yes ☐ No ☐

For individual applicants:

Are you an Australian Citizen or permanent resident: Yes ☐ No ☐

Are you over 18 years of age (if no, your legal guardian must also sign the application) Yes ☐ No ☐

For Organisations : (Authorised on behalf of the organisation to sign application, contract, acquittal)

Legal status: (eg. incorporated / company)

Authorised person full name:

Position in organisation:

For Collective / Artist run initiative:

Contact person for project:

Daytime telephone number:

Email address:

SECTION 2 - PROJECT OVERVIEW

Funding Year: 2025/2026

Project Name:

Project Description (max. 30 words):

RADF Contribution Requested \$

Proposed start date:

Proposed completion date:

Are the activities associated with your project
being held in the Douglas Shire?

If no, briefly note how the project will benefit arts & culture in the Douglas Shire (max. 30 words):

Select the Category of Funding for your project (please tick the applicable):

Access and Inclusion	Building Community Cultural Capacity	Concept Development - Public Art & Placemaking	Cultural Tourism	Regional Partnerships
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the artform your project most relates to:

Film / Multi-media	Music	Visual Arts, Craft & Design	Theatre	Community Arts & Cultural Development	Museums, Collections & Heritage	Dance	Writing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3 - PROJECT ALIGNMENT TO LOCAL PRIORITIES

Indicate which locally identified priorities your project aligns to (tick all that may apply).

Connecting to Place	Vibrant Spaces & Places	Eco-Creativity & Sustainability	Collaboration & Advocacy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List the objectives within Council's locally identified priorities, that your project is most aligned with.

SECTION 4 - PROJECT ALIGNMENT TO STATE PRIORITIES

Select which State priority identified by Arts Queensland your project addresses:
(Select the one most aligned to your project)

<input type="checkbox"/>	Elevate First Nations arts	<input type="checkbox"/>	Strengthen Queensland communities
<input type="checkbox"/>	Activate Queensland's local places and spaces	<input type="checkbox"/>	Share our stories and celebrate our storytellers
<input type="checkbox"/>	Drive social change across the state	<input type="checkbox"/>	Embrace Brisbane 2032 across Queensland

Select which of the broad objectives of RADF your project addresses:
(Select as many that apply)

<input type="checkbox"/>	Support local artists and arts and cultural activity to deliver value for local communities	<input type="checkbox"/>	Provide opportunities for local communities to participate in arts and cultural activities
<input type="checkbox"/>	Invest in locally-determined priorities delivered through arts and cultural activity	<input type="checkbox"/>	Contribute towards current government priorities

SECTION 5 - TARGET GROUPS

Will your proposed activity directly and specifically target one or more of the following groups as attendees or participants? (Select as many as apply).

- | | |
|--|---|
| <input type="checkbox"/> Aboriginal and/or Torres Strait Islander People | <input type="checkbox"/> People from culturally or linguistically diverse backgrounds |
| <input type="checkbox"/> Australian South Sea Islander People | <input type="checkbox"/> Women |
| <input type="checkbox"/> People with a disability | <input type="checkbox"/> Men |
| <input type="checkbox"/> Older people (55+) | <input type="checkbox"/> LGBTIQA+ community |
| <input type="checkbox"/> Younger people (12-25) | <input type="checkbox"/> Career stage - emerging artist |
| <input type="checkbox"/> Children (0-11) | <input type="checkbox"/> Career stage - established artist |
| <input type="checkbox"/> People who experience disadvantage | <input type="checkbox"/> No particular target group |
| <input type="checkbox"/> Other | |

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

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?

- | | |
|---|---|
| <input type="checkbox"/> Aboriginal and/or Torres Strait Islander | <input type="checkbox"/> From culturally or linguistically diverse background |
| <input type="checkbox"/> Australian South Sea Islander | <input type="checkbox"/> LGBTIQA+ community |
| <input type="checkbox"/> Older people (55+) | <input type="checkbox"/> Person with a disability |
| <input type="checkbox"/> Younger people (12-25) | <input type="checkbox"/> LGBTIQA+ person |

SECTION 6 - QUALITY

Tell us about your project.

What you plan to do, how you will do it, why does it matter, and what the project will achieve? What shows that you or your collaborators can deliver a high-quality project? (150 word limit)

SECTION 7 - REACH

Who will be engaged in your project, and how does it respond to local needs, interests, and cultural priorities? (150 word limit)

SECTION 8 - IMPACT

What difference will your project make for the community—culturally, artistically, socially, or economically? How will you share its impact with others? (150 word limit)

SECTION 9 - VIABILITY

How many people are expected to be involved in the proposed project?

Attendees	Participants	Employed as Artists / Cultural Workers	Employed in other paid positions	Volunteers
Number of people who attend activities as audience members - e.g. to see an exhibition, watch a performance, listen to a talk	Number of people who actively participate in activities - e.g. attend a class to make something, sing in a choir, participate in a training workshop	Total number of artists/people employed (on contract or permanent basis) as artists or arts and cultural workers over the duration of the activity.	On contract or permanent basis over duration of project in a role other than an artistic/cultural one.	To support the delivery of the proposed project.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If your proposed project engages the public, how will you capture and report feedback?

- ☐ Social media engagement (comments, likes, shares)
 ☐ Comment box / Feedback form
- ☐ Surveys
 ☐ Stakeholder debrief
- ☐ Interviews
 ☐ Observation
- ☐ Other (please specify)

List the non-cash / in kind support your project has from organisations, businesses and individuals: (Include the cash value of this support).

PROJECT PARTNERSHIPS – Non Financial (In-kind) Component

Business / Organisation / Individual	In Kind Details	Value \$

SECTION 10 - BUDGET

Income		Expenditure		RADF
A. Earned income (please itemise)	\$	F. Salaries, fees, allowances	\$	\$
Subtotal A		Subtotal F		
B. Other income (please itemise)	\$	G. Production / program direct costs	\$	\$
Subtotal B		Subtotal G		
C. Your own contribution	\$	H. Promotion, documentation	\$	\$
Subtotal C		Subtotal H		
D. Sponsorships, fundraising and donations	\$	I. Administration costs	\$	\$
Subtotal D		Subtotal I		
E. RADF funding				
Subtotal E				
TOTAL INCOME (must equal total expenses)		TOTAL EXPENSES (Must equal total income)		TOTAL RADF
(A+B+C+D+E)		(F+G+H+I)		

SECTION 11 - PROJECT PLAN

Identify key milestones in the planning, delivery and execution of your proposed project:

Milestone	Start Date	Finish Date	Explanatory Notes

What risks have you identified in delivering this project and how will you mitigate these?

(Depending on the complexity of your project, you may be required to submit a more detailed risk assessment plan)

Risk / Hazard	Assessment	Priority / Risk Level	Mitigation Action
What is the hazard?	What might go wrong? Who might get hurt & how?	Low, Medium, High	What action will you take to control the risk?

SECTION 12 - SUPPORT MATERIAL

Indicate (by a tick) the support material you are including with your application below:

ARTIST/S

	Artist CV for each artist being paid by the RADF Fund (no more than 2 pages per CV)
	Artist Eligibility Checklist for each artist being paid by the RADF Fund (this is found on the page to follow)
	Links to examples of previous work for each artist being paid by the RADF Fund (or provide samples). Please note, you may submit this information in addition to this application form, if there is not enough room below)
1.	
2.	

PARTNERS / STAKEHOLDERS / SUPPORTERS

	Evidence of consultation with, and support from, community groups and audiences relevant to the proposed project and in line with best practice protocols: NB. For proposals involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children or young people, evidence protocols have been followed in obtaining support / confirmation of involvement from relevant communities and organisations.
	Letters of Confirmation of significant partnerships confirming donations/sponsorship/in-kind contribution
	Evidence of Working with Children checks (where a project engages with children and young people up to 18 years)
	Letter/s of Support (a minimum of one and up to three letters from professional artists or arts organisations in your area of practice or involved with the project providing comment in support of your application and the quality of your proposal).
	Letter of confirmation from key venues, such as galleries, involved in the project where relevant.

BUDGET

	Written quotes supporting the budget (one quote for items \$500 to under \$1500 (GST Exc) and two quotes for items \$1500 and over (GST Exc)
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INSURANCES / CERTIFICATIONS

	Public Liability Certificate of Currency or an undertaking to obtain appropriate insurance coverage (in total and per event) based on the level of risk. Please note: Insurance must remain current for the term of the Project.

SECTION 13 - ARTIST ELIGIBILITY

ARTIST NAME:

- ☐ I have professional arts and/or cultural qualifications
- ☐ I have an Australian Business Number (ABN) and have provided this.
- ☐ 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 / employed on the basis of art skills / earning income from sales of artwork
- ☐ I am a member of a professional association (or associations) as a professional artist.
- ☐ I am an artist whose artistic or cultural knowledge is recognised as professional by peers / cultural community.
- ☐ I am an artist whose artistic or cultural knowledge has developed through oral traditions.

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Notes:

SECTION 14 - CERTIFICATION

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Regional Arts Development Fund (RADF) 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 consent that information provided in this application may be used for training, systems testing or process improvement purposes by Arts Queensland and Council staff.
- I give permission for Arts Queensland and Council to verify funding requested from other funding agencies in support of this project and to provide information in this application to those funding agencies for this purpose.
- I give permission for Arts Queensland and Council to forward my information to the most appropriate industry experts or Government representative.
- If this application is approved, I consent to the media and Queensland's State MPs being given information about the funded project and I understand I may be contacted directly by them.
- I consent to information about the funded project and the amount of funding received being published on Arts Queensland's and Council's website
- I certify that I have the appropriate delegation, as authorised by the applicant, to prepare and submit this application on behalf of the applicant
- I agree to provide Douglas Shire Council with any additional information required to assess this application.
- I understand that Douglas Shire Council does not accept any liability or responsibility for the proposal in the application.
- I understand that if Douglas Shire Council approves the application, I will be required to accept the conditions of the grant in accordance with Douglas Shire Council requirements.
- I agree to ensure all necessary approvals/permits are obtained prior to the project, program or event taking place.
- I will provide a certificate of currency for public liability insurance of an appropriate amount (in total and per event) based on level of risk that is current and remains current for the term of the project to cover the proposed project.
- I agree to abide by all relevant health and safety standards.
- I acknowledge that Douglas Shire Council may publish details of this application and subsequent project, activity or event, in promotional material or by way of civic and/or legislative requirements.

Applicant name:			
Applicant signature:		Date:	
Note: if you are under the age of 18, your legal guardian must also sign this application.			
Guardian name:			
Guardian signature:		Date:	