

# Regional Arts Development Fund

## Local Grants Program Application

Eligible applicants are required to complete and submit this form before 4.30pm of the closing date.

### SECTION 1 – APPLICANT INFORMATION

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

Applicant Name:

ABN (must be same as applicant name):

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 (RADF or other) before: Yes ☐ No ☐

If yes, which financial year was funding received:

If yes, has the grant been successfully acquitted:

#### For Individual applicants

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

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

#### 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:

**SECTION2 – PROJECT INFORMATION****Information requested****Your response**

Financial year funding requested:

Project Title:

Description of project (max. 30 words):

RADF funding contribution requested: \$

Proposed start date:

Proposed completion date:

Proposed location of project:

**a. What type of activities will be delivered as part of your proposed project?**

Type of activity	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Community consultation / arts research / policy development		Placemaking	
Creative development of new work		Professional / career development	
Cultural tourism		Publications	
Events / Festivals		Workshops	
Exhibitions / Collections		RADF training	
Heritage protection / promotion		RADF promotion	
Performances		Other (please specify):	

**b. What art form(s) will your proposed project involve?**

Art form	<input checked="" type="checkbox"/>	Art form	<input checked="" type="checkbox"/>	Art form	<input checked="" type="checkbox"/>
Dance		Theatre		Music	
Heritage		Visual Arts, Craft and Design		Writing	

**c. 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?*

Group	<input checked="" type="checkbox"/>	Group	<input checked="" type="checkbox"/>
Aboriginal and/or Torres Strait Islander		Person with a disability	
Australian South Sea Islander		Older person (55 years+)	
From a culturally or linguistically diverse background		Young person (12-25 years)	

**d. Will your proposed activity directly and specifically target one or more of the following groups as attendees or participants?**

(e.g. a workshop for artists with disability, a festival celebrating local Indigenous culture). If the activity is broadly aimed at all members of the community, with no component that is more specifically targeted, select N/A (DO NOT select all groups to indicate general access).

Group	<input checked="" type="checkbox"/>	Group	<input checked="" type="checkbox"/>
Aboriginal and/or Torres Strait Islander people		People with a disability	
Australian South Sea Islander people		Older people (55 years+)	
Men		Young people (12-25 years)	
Women		Children (0-11 years)	
People from a culturally or linguistically diverse background		N/A	

**e. Which themes/local priorities, drawn from Douglas Shire Council's Arts Strategy 2017-2021 and Arts Policy, will be addressed through the proposed project, and how?**

Theme/ Local Priority	<input checked="" type="checkbox"/>	How?
Access		
Support and Development		
Making Place		
Recognising Heritage		

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

Number of people:	Attendees (Passive engagement eg view an exhibition, watch a performance, listen to a talk)	Participants (Active engagement eg attend a class to make something, sing in a choir, participate in a training workshop)	Employed as Artists/Cultural workers (on contract or permanent basis over duration of project)	Employed in other paid positions (on contract or permanent basis over duration of project in a role other than an artistic/cultural one)	Volunteers (to support the delivery of proposed activities)

**g. If the proposed project engages the public, how will their feedback be captured?**

Feedback method	<input checked="" type="checkbox"/>	Feedback method	<input checked="" type="checkbox"/>
Social Media comments		Comment Box	
Surveys		Stakeholder Debrief	
Interviews		Other (Please specify)	

### SECTION 3 - PROJECT BUDGET – Financial (Cash) Component

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

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

### SECTION 4 - PROJECT PARTNERSHIPS – Non Financial (In-kind) Component

Sector	<input checked="" type="checkbox"/>	In-kind details (Who is providing support, and in what capacity)	Approx. Value \$
Arts			
Health			
Education			
Business			
Tourism			
Other			
<b>TOTAL value of In-kind support</b>			<b>\$</b>

## SECTION 5 – SUPPORT MATERIAL

Applicants are required to provide relevant support material including artist details, quality of previous work, demand for/interest in your project and details of other contributors/partners/funding secured. Additional support material may be requested by the RADF committee. For audit purposes, Council is required to retain a copy of the support material supplied by applicants.

- ☐ **Artist(s) details** - CVs - maximum two A4 pages for individual applicants and one A4 page for key personnel for Organisations or Group applicants to include name, qualifications and previous experience with projects of a similar nature, including project scope, budget and date, if applicable, Clients' names and contact details, and authorisation for Council to contact clients as referees, if applicable.
- ☐ **Examples of previous work** demonstrating quality, artwork, cultural workers or artists involved in the project. Please be mindful assessors will be assessing multiple applications so please limit to two of your best examples, with a maximum of 10 minutes for CDs or DVDs)

(Links to websites, images, video clips, critical reviews, awards / recognition or other information that demonstrates examples of previous work)

1.

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2.

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- ☐ **Letters of Support/Confirmation** (must include an original signature or contact details of the author)
  - Evidence of artist(s) availability and willingness to undertake the work eg confirmation letters from the artists of their participation
  - For Collective/Artist Run Initiative all members of the group must sign a letter confirming their involvement and support for the nominated representative
  - 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 which provide relevant comment in support of your application and the quality of your public art proposal
  - Evidence of genuine community interest and local support/demand/need for your proposal
  - 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)
  - Confirmation of significant partnerships (donations/sponsorship/in-kind)

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.

- ☐ **Evidence of project planning**
  - Concepts/technical information
  - Project materials and resources required
  - Proposed Milestones/Timelines
  - Proposed payment schedule based on project milestones, if applicable.
  - Risk Management
  - Protocols
  - workplace health and safety,
  - Insurances (public liability, professional indemnity, volunteer)
  - Copyright
  - Licences
  - Working with Children Check (Bluecard)

## CERTIFICATION

### All applicants

#### 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:	
<b>Douglas Shire Council – Privacy Collection Notice:</b> Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by <i>the Information Privacy Act 2009 (Qld)</i> . We are collecting your personal information in accordance with the <i>Local Government Act 2009</i> so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.			