

## Application Form



- The RADF Guidelines are available at [www.longreach.qld.gov.au](http://www.longreach.qld.gov.au)
- Please read them before completing this application form.
- Ask your local Council or a member of the RADF Committee if you are unsure about any part of your application.
- Keep a copy of your application to help prepare the Outcome Report once your activity has finished if you have been successful in receiving RADF funding.
- Return your completed application and support material to any Longreach Regional Council branch.
- Faxed applications will not be accepted.

### Council contact details

Please contact your Council for RADF contact details if not indicated below.

Email: [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

Phone: 07 4658 4111

Postal Address: PO Box 144, Ilfracombe QLD 4727

APPLICANT DETAILS	
Applicant name (name of individual, group or organisation)	
Contact person's name (where applicant is a group or organisation). This is the person who will be responsible for the project and completing the Outcome Report.	
POSTAL ADDRESS	
Street or PO Box	
Town / Suburb	
State / Postcode	
ARTFORM – What is the main artform	
Theatre <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Visual Arts, Crafts and Design <input type="checkbox"/> Writing <input type="checkbox"/> Heritage <input type="checkbox"/> Multi-arts <input type="checkbox"/>	
PROJECT NAME (max 10 words)	
BRIEF PROJECT DESCRIPTION: In approximately 20 words, describe the project.	
The grant will be used towards the costs of	
Project start date:	
Project end date:	
Outcome report due:	
Total cost of project:	\$
RADF grant requested:	\$
If you were given less than the amount requested, will your project still go ahead?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 1. APPLICANT DETAILS

### 1.1 Applicant Type

Are you applying as (please tick <b>ONLY ONE</b> ):	an individual <input type="checkbox"/> Go to 1.2	a group/unincorporated body <input type="checkbox"/> Go to 1.3	an organisation <input type="checkbox"/> Go to 1.4
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### 1.2 Individual

If you are under 18 years of age please give your date of birth:	Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):		
	Given names:			
	Family name:			
	Do you have Australian citizenship or permanent residency status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Are you:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Go to 1.5

### 1.3 Groups

<p>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.</p> <p>One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.</p>	Name of group:			
	Name of auspicing organisation/ individual <b>Note:</b> this organisation or individual must complete Section 1.8			
	Details of accountable person in group			
	Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):		
	Given names:			
	Family name:		Go to 1.5	

### 1.4 Organisation

<p>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.</p> <p>Organisations must be registered under law as either incorporated associations or a company limited by guarantee.</p>	Legal name of organisation:			
	Details of contact person in organisation			
	Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):		
	Given names:			
	Family name:			
	Role of contact person:			
What is your organisation's legal status? (limited by guarantee; incorporated; etc.)		Go to 1.5		

### 1.5 Applicant Contact Details

Street address:					
Suburb/town:		State:		Postcode:	
Postal address:					
Suburb/town:		State:		Postcode:	
Telephone:		Mobile			
Email:					
Website:					

### 1.6 RADF Grant History

Have you or your group/organisation previously applied for a RADF grant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you were successful has that grant been successfully acquitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### 1.7 Australian Business Number (ABN) Details

Will you/your organisation be responsible for the financial management of the grant if this application is successful?	<input type="checkbox"/> Yes - Provide your ABN details below <input type="checkbox"/> No - An Auspicing body will be administering any grant that I receive on my/our organisation's behalf. Complete section 1.8 below	
What is your ABN:		
In what name is the ABN registered?		
What is your trading name or professional name (if relevant)?		
Are you registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 1.8 Auspiced Application

Note: All individuals who do not have an ABN, groups/collectives or unincorporated organisations must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered.

Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.

Who is your Auspicing arrangement with?	<input type="checkbox"/> an incorporated organisation		<input type="checkbox"/> an individual with an ABN	
Name of Auspicing organisation or individual:				
Contact person for Auspicing organisation:				
Position of contact person (if relevant):				
ABN of Auspicing organisation or individual				
Are you registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Postal address of Auspicing organisation or individual:				
Suburb/Town:		State:		Postcode:
Telephone:	Work:	Home:	Fax:	
Mobile:				
Email:				
Certification of Auspicing Organisation/Individual Details	<input type="checkbox"/> Go to 6.2			

2. ABOUT THE PROJECT		
2.1 Describe your project  Note: Include the who, what, when, where and why details regarding your project.		
2.2 What is the main artform category of your project?		
2.3 Total number of activities involved (e.g. performances, workshops etc.)		
2.4 How many people do you anticipate will participate in the project?		
2.5 In what location will you undertake the project? Include the venue and township/s that will be used.		
2.6 What is the start date and end date of your project?  Note: Your application will not be eligible if your project begins before the grant is approved.	Start date:	
	End date:	
2.7 Will the participants in the project pay a fee? If, so how much?		
2.8 Are the activities associated with your project being held in the Longreach Regional Council area?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If not, how will the community living in Longreach Regional Council area benefit from the project? If your application is successful, the RADF Committee may include conditions as part of your contract.		

2.9 How does the project address the RADF 2020/2021 Key Performance Outcomes (KPO's)?
<p><b>QUALITY</b></p> <input type="checkbox"/> Produces or contributes to high-quality arts and cultural initiatives for local communities. <input type="checkbox"/> Proven capacity to effectively support and deliver arts and cultural services.
<p><b>REACH</b></p> <input type="checkbox"/> Provides access to, and engagement in, arts and culture for diverse communities, practitioners, participants and audiences. <input type="checkbox"/> Evidence of local demand for proposed program/s.
<p><b>IMPACT</b></p> <input type="checkbox"/> Demonstrates cultural, artistic, social or economic value. <input type="checkbox"/> Supports one or more of the Queensland Government objectives for the community including: (At least one or two Objectives will need to be selected) <input type="checkbox"/> Encouraging safe and inclusive communities. <input type="checkbox"/> Building regions, supporting disadvantaged Queenslanders. <input type="checkbox"/> Stimulating economic growth. <input type="checkbox"/> Innovation, increasing workforce participation and conserving heritage.
<p><b>VIABILITY</b></p> <input type="checkbox"/> Evidence of good planning and reporting <input type="checkbox"/> Evidence of partnership with community, business and or government.

**2.10 How will this project benefit you, your community or artists/cultural workers?**

Give a brief description about the results you expect from the project. Examples could be: skill development, community access, media coverage for your Artform, professional development, innovation, new work, quality of life for the community, health and wellbeing.

**2.11 Show evidence of genuine community interest and local support for this project (letters of support).**

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

**3. PROJECT MANAGEMENT**

3.1 List each stage of the project from start to finish. Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.

Project Stage	Expected Completion Date

**Complete the RADF Outcome Report**  
(no later than 8 weeks after the finish date)



### 3.2 LIST THE ARTISTS AND ARTSWORKERS INVOLVED

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rate of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please remember to attach the following four documents from each artist or Artsworker receiving RADF funding:

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation and
- Schedule of fees

Name	Role or position in project	Rate of pay (\$/hr or \$/week)	Total fee whole \$	Amount to be funded by RADF
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)			\$	
TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)				\$
3.3 How many people in total will be employed (paid) through the project?				
3.4 How many volunteers (unpaid workers) will be involved with the project?				

### 3.5 Project Budget – Income and Expenses

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

Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved. The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.

**Note:** If you are GST registered (see 1.7) 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.

INCOME includes total RADF grant other financial and in-kind contributions	TOTAL of each income item	EXPENDITURE	TOTAL COST of each expenditure item.	RADF
Earned Income (eg: ticket sales)		Salaries, Fees and Allowances		
Contribution from artists and others (Please note this is in-kind as IK or \$)		Project or Activity Costs		
Other Grants		Promotion, Documentation and Marketing		
Sponsorship, fundraising and donations (Please note where this is in-kind as IK)		Administration		
RADF GRANT		RADF GRANT		
TOTAL INCOME		TOTAL EXPENDITURE		

### 3.6 Have you attempted to source funding for this project elsewhere?

Yes - if so please detail

No

### 3.7 Does your project require or promote any sort of partnership? Which one(s)?

#### 4. STATISTICAL INFORMATION

This information is for statistical use only. It will not affect the assessment of your application. Please help us to improve our services by filling out the questionnaire below.

##### 4.1 Do you, or your group/organisation, predominantly identify with any of the community groups below?

- |   |   |
|---|---|
| <input type="checkbox"/> Aboriginal people                              | <input type="checkbox"/> Older people (over 55 years of age)                                  |
| <input type="checkbox"/> Torres Strait Islanders                        | <input type="checkbox"/> People with a disability   |
| <input type="checkbox"/> Australian South Sea Islanders                 | <input type="checkbox"/> Women  |
| <input type="checkbox"/> Children and young people (30 years and under) | <input type="checkbox"/> People from culturally and linguistically diverse backgrounds (CALD) |

##### 4.2 Community groups which will specifically benefit from the project (if applicable)

- |  |   |
|--|---|
| <input type="checkbox"/> Aboriginal people                                 | <input type="checkbox"/> Older people (over 55 years of age)                                  |
| <input type="checkbox"/> Torres Strait Islanders                           | <input type="checkbox"/> People with a disability   |
| <input type="checkbox"/> Australian South Sea Islanders                    | <input type="checkbox"/> Women  |
| <input type="checkbox"/> Children (aged 0-11) and young people (aged 12-2) | <input type="checkbox"/> People from culturally and linguistically diverse backgrounds (CALD) |

#### 5. ESSENTIAL SUPPORT MATERIAL

Please label all support material with your name and address. Tick those support materials which you have attached to this application.

##### ALL APPLICANTS

- List of artist(s) involved.
- Applicant Resume (if applicable).
- Eligibility checklist for professional and Emerging Professional Artists for a each artist involved in your project (page 10 of the application form).
- Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project.
- Letters of support from professional artists and/or organisations in your areas of practice.
- Letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal, Torres Strait Island or language diverse communities or people with disability, children and youth.
- Letters of support from relevant stakeholders.
- Detailed and accurate budget, including applicant contribution details outlined as project revenue.



## 6. CERTIFICATION

### 6.1 All Applicants

I, the undersigned, certify that:

I have read and will abide by the RADF Guidelines Information for Applicants together with any published revisions which are available at [www.longreach.qld.gov.au](http://www.longreach.qld.gov.au)

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.

#### 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 anonymized 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.

Applicant: If you are under the age of 18 your legal guardian must also sign this application	Signature:	Date:
Name in full:		
Position in group or organisation: (if applicable)		
Witness	Signature:	Date:
Name in full:		
Position in group or organisation: (if applicable)		

### 6.2 Certification by Auspicing Organisation/Individual

Please note: 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 1.8 of this application is true and correct.

Signature:		Date:
Name of Auspice body:		
Contact person's name in full:		
Position in group or organisation (if applicable)		
Witness	Signature:	Date:
Name in full:		
Position in group or organisation (if applicable)		

## ELIGIBILITY CHECKLIST: PROFESSIONAL / EMERGING PROFESSIONAL ARTISTS

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required or download a copy from the RADF page on the Arts Queensland website [www.arts.qld.gov.au](http://www.arts.qld.gov.au)

The purpose of the RADF Program is to support professional and emerging professional artists and artswriters (artists) to practise excellent art 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.

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.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artswriter name:

Please tick the following artistic merits that apply to you.

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

Name:

Signature:

Date:

## APPLICATION CHECKLIST

- All parts of the application is completed.
- Letters of support are attached.
- Resume/CV for each professional or emerging professional artist involved in the project/activity are attached.
- Written quotes from key artists and personnel involved in the project/activity (where appropriate) are attached.
- The application is signed and witnessed.
- The application is signed by Auspicing individual or organisation witnessed (if applicable).
- List of artist(s) involved.
- Applicant resume (if applicable).
- Eligibility checklist for professional and Emerging Professional Artists for a each artist involved in your project.
- Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project.
- Letters of support from professional artists and/or organisations in your areas of practice.
- Letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal, Torres Strait Island or language diverse communities or people with disability, children and youth.
- Letters of support from relevant stakeholders.
- Detailed and accurate budget, including applicant contribution details outlined as project revenue.

### Privacy Collection Notice

Longreach Regional Council is collecting your name, residential address and telephone number in accordance with the Local Government Act 2009 in order to process your application. The information will only be accessed by employees and/or Councillors Longreach Regional Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.