# Regional Arts Development Fund 2026/2027

# Application Form

- The RADF Guidelines are available at 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.

RADF Liaison Officer
Email: council@longreach.qld.gov.au

Phone: 07 4658 4111
Postal Address: PO Box 472, Longreach Qld 4730

| 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 ☐ Dance ☐ Music ☐ Visual Arts, Crafts and Design ☐ Writing ☐ Heritage ☐ Multi-arts ☐ | |
| **PROJECT NAME** (max 10 words) | |
| **BRIEF PROJECT DESCRIPTION:** In approximately 20 words, describe the project.<br><br>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 ☐ No ☐ |

## 1. APPLICANT DETAILS

### 1.1 Applicant Type

| Are you applying as (please tick **ONLY ONE**): | an individual ☐ | a group/unincorporated body ☐ | an organisation ☐ |
|---|---|---|---|
| | Go to 1.2 | Go to 1.3 | Go to 1.4 |

### 1.2 Individual

| If you are under 18 years of age please give your date of birth: | | | |
|---|---|---|---|
| | Title: | Mr ☐ Mrs ☐ Ms ☐ Other (please specify): | |
| | Given names: | | |
| | Family name: | | |
| | Do you have Australian citizenship or permanent residency status? | Yes ☐ No ☐ | |
| | Are you: | Male ☐ Female ☐ | Go to 1.5 |

### 1.3 Groups

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

### 1.4 Organisation

| 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.<br><br>Organisations must be registered under law as either incorporated associations or a company limited by guarantee. | Legal name of organisation: | | |
|---|---|---|---|
| | Details of contact person in organisation | | |
| | Title: | Mr ☐ Mrs ☐ Ms ☐ 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 ☐ | No ☐ |
| If you were successful has that grant been successfully acquitted? | Yes ☐ | No ☐ |

| 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? | ☐ Yes – Provide your ABN details below | | |
| | ☐ 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? | ☐ Yes | ☐ 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.<br><br>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? | ☐ an incorporated organisation | | ☐ 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? | ☐ Yes | ☐ No | | | |
| Postal address of Auspicing organisation or individual: | | | | | |
| Suburb/Town: | | State: | | Postcode: | |
| Telephone: | Work: | | Home: | | Fax: |
| Mobile: | | | | | |
| Email: | | | | | |
| Certification of Auspicing Organisastion/Individual Details | ☐ Go to 6.2 | | | | |

## 2. ABOUT THE PROJECT

| | | |
|---|---|---|
| **2.1 Describe your project**<br><br>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?**<br><br>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?**

☐ Yes ☐ 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 2025/2026 Key Performance Outcomes (KPO's)?**

QUALITY

☐ Produces or contributes to high-quality arts and cultural initiatives for local communities.

☐ Proven capacity to effectively support and deliver arts and cultural services.

REACH

☐ Provides access to, and engagement in, arts and culture for diverse communities, practitioners, participants and audiences.

☐ Evidence of local demand for proposed program/s.

IMPACT

☐ Demonstrates cultural, artistic, social or economic value.

↕ Supports one or more of the Queensland Government objectives for the community including:

(At least one or two objectives will need to be selected)

- ☐ Encouraging safe and inclusive communities.
- ☐ Building regions, supporting disadvantaged Queenslanders.
- ☐ Stimulating economic growth.
- ☐ Innovation, increasing workforce participation and conserving heritage.

VIABILITY

☐ Evidence of good planning and reporting

☐ Evidence of partnership with community, business and or government.

| 2.10 How will this project benefit you, your community or artists/cultural workers?<br><br>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**<br>(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<br><br>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 inkind as IK or $) | | Project or Activity Costs | | |
| | | | | |
| | | | | |
| | | | | |
| Other Grants | | Promotion, Documentation and Marketing | | |
| | | | | |
| | | | | |
| | | | | |
| Sponsorship, fundraising and donations<br><br>(Please note where this is inkind 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?**

- ☐ Aboriginal people
- ☐ Torres Strait Islanders
- ☐ Australian South Sea Islanders
- ☐ Children and young people (30 years and under)
- ☐ Older people (over 55 years of age)
- ☐ People with a disability
- ☐ Women
- ☐ People from culturally and linguistically diverse backgrounds (CALD)

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

- ☐ Aboriginal people
- ☐ Torres Strait Islanders
- ☐ Australian South Sea Islanders
- ☐ Children (aged 0-11) and young people (aged 12-2)
- ☐ Older people (over 55 years of age)
- ☐ People with a disability
- ☐ Women
- ☐ 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

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<br><br>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.<br><br>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**

The purpose of the RADF Program is to support professional and emerging professional artists and artsworkers (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 Artsworker 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.