RADF Quick Response Grant Application Form 2026/27
Form Preview

Important Information

* indicates a required field

Welcome to Bundaberg Regional Council's Regional Arts Development Fund (RADF)

The Regional Arts Development Fund (RADF) provides funding to individuals and community organisations for projects that promote and develop arts, culture and heritage in the region. RADF is a partnership between Arts Queensland and Bundaberg Regional Council to support local arts and culture in regional Queensland.

The purpose of the RADF Program is to support professional and emerging professional artists and artsworkers to practise excellent art for and with communities for mutual development.

RADF applicants are encouraged to contact a RADF Officer before applying on 1300 883 699 or radf@bundaberg.qld.gov.au.

Please read the RADF Guidelines carefully before commencing and submitting this application.

I have read and understood the RADF Guidelines *

○ Yes

If you have not read the guidelines, please read them before commencing this application. Click here to view the RADF Grant Program Guidelines.

Quick Response Grants

This application is for **Quick Response Grants** to support professional development, the production of new work and engagement with new audiences. **This grant is open to assistance of up to $2000**. If you are registered for GST, Council will pay the grant, plus GST (10%).

Applications may be submitted at any time while funds remain. Applications open on a rolling basis and reviewed on the last Friday of the month.

Notification is seven (7) working days after the first business day of each new month.

Privacy Statement

Bundaberg Regional Council uses personal information to deliver its functions and services. Council will only use personal information you have provided for the purpose of processing this application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Information Privacy Act 2009 and other local government acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with Council's Privacy Policy.

Please note the information provided in this application and in related documentation and discussions may be provided to members of the RADF Committee and Grant Assessment Panel in order to assist Council in assessing your application.

By submitting this application you consent to Council publishing your name, the project name, project description and Council's funding contribution. We may also use your details for promoting Council's funding program.

Applicant Details

* indicates a required field

Are you applying as an individual or organisation? *
○ Individual ○ Organisation
Organisation Name

First Name Last Name

Please include your Organisation or Group name with the accountable representative

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.

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.

Phone Number

Must be an Australian phone number.

Mobile Number

Must be an Australian phone number.

Postal Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Email *

Must be an email address.

Website

Must be a URL.

Are you under 18 years of age? *
○ Yes ○ No

Parent or Guardian Details

Information required for applicants under 18 years of age.

Parent or Guardian name *

Phone Number *

Applicant Date of Birth *
Must be a date.

Funding and ABN Details

* indicates a required field

Previous RADF Funding

Have you accessed RADF funding previously from Bundaberg Regional Council? *
○ Yes
○ No

Previous RADF Acquittal

Have you fully acquitted your previous Bundaberg Regional Council RADF grant? *
○ Yes
○ No
○ Other:
You are ineligible to apply if you have not acquitted your previous funding.

ABN Information

Do you have an ABN? *
○ Yes ○ No ○ Auspice
Group/Organisations applying for a grant can use the ABN of an Auspiced Organisation. If you do not have an ABN, you must upload a Statement by Supplier Form on Page 8.

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Project Details

* indicates a required field

Select the art form your project most relates to: *

- ○ Visual Arts, Craft and Design
- ○ Theatre
- ○ Community Arts and Cultural Development
- ○ Museums, Collections and Heritage
- ○ Dance or Movement
- ○ Writing
- ○ Music
- ○ Film or Multimedia
- ○ Other:

What best describes the project you are seeking funding for? *

- ○ Professional or Career Development
- ○ Community Engagement or Public Projects and Activities
- ○ Creative and/or Concept Development
- ○ Other:

Project Title *

Must be no more than 20 words.

Project Description *

Word count:
Must be no more than 150 words.

- Provide a concise explanation of your who you are, what you do, and what you want to achieve.
- Clarify **urgency** and why your activity or project needs to **exist.**
- Use bullet points indicating what the funds will be used for.

Project Start Date *

Must be a date.

Project End Date *

Must be a date.
Within 12 months of your start date

Are the activities associated with your project being held in the Bundaberg Regional Council area? *

- ○ Yes
- ○ No

If no, please explain how there are direct benefits to the Bundaberg Region through this project.

Must be no more than 100 words.

Outcomes

What are your two (2) priority outcomes for this project.

Briefly describe the two main goals or impacts your project aims to achieve. These might relate to community engagement, cultural development, artistic growth, skills development, or increasing access to the arts.

Priority 1 *

Word count:
Must be no more than 100 words.

Priority 2 *

Word count:
Must be no more than 100 words.

How does your project or activity support employment of artists and/or artworkers (including yourself)? *

Word count:
Must be no more than 100 words.

EITHER demonstrate how you know there is genuine community interest or local support for your project OR how you plan to implement or share your professional development learnings. *

Word count:
Must be no more than 100 words.
Inclusion of evidence including letters of support recommended.

State Priorities

To more accurately measure the outcomes of **Creative Together***. Arts Queensland has updated the reportable priorities which align with the existing **Our Future State: Advancing Queensland Priorities** *(*Creative Together 2020–2030 and Sustain 2020-2022 are available for download from the Arts Queensland website).*

Which State priority does your project address? (select ONE main priority) *

- ○ Elevate First Nations arts
- ○ Activate Queensland's local places and global digital spaces
- ○ Drive social change across the state
- ○ Strengthen Queensland communities
- ○ Share our stories and celebrate our storytellers

Select only one priority.

Participation

* indicates a required field

Please estimate expected project participation below as closely as possible.

Number of attendees *

Must be a number.
Number of people who attend activities as audience members - e.g. to see an exhibition, watch a performance, listen to a talk.

Number of participants *

Must be a number.
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.

Number of artists/cultural workers employed *

Must be a number.
Total number of people employed (on contract or permanent basis) as artists or arts and cultural workers over duration of activity.

Number of other people employed in other paid positions *

Must be a number.
Total number of people employed over duration of activity (on contract or permanent basis) engaged in a role other than an artistic/cultural role one.

Number of volunteers *

Must be a number.
Total number of people engaged as volunteers to support delivery of activity.

Budget

* indicates a required field

Expenses - Project Costs

List the project expenditure items to be funded by the RADF Grant.

- One quote from a registered business is required for each expenditure item. Expenditure items without quotes will be deemed ineligible.
- Evidence of advertised or catalogue prices may also be accepted.
- **All quotes and project budgets must be GST inclusive.** An applicant's GST registration status will not impact the total amount paid if successful.
- Clear item descriptions must be given (e.g. venue hire, office supplies, artsworker, etc). Ensure that your budget estimates are as accurate as possible.
- **Expenditure** could include advertising and promotion, hire of equipment, entertainment, office equipment etc.
- If you are registered for GST, Council will pay the grant, plus GST (10%). You do not need to include GST as a separate line item in the expenditure table.

Expenditure Item	**Amount $**
Indicate the eligible items that you are requesting funding for and the amount of funding required for each item.	Including GST

Funding Budget

Total Project Expenditure

$

This number/amount is calculated.

RADF Grant Amount Requested *

$

Must be a dollar amount.
What is the total financial support you are requesting in this application?

Percentage of Project Requested

This number/amount is calculated.
This number should be a maximum of 65. Funding cannot exceed 65% of your total expenditure.

Support Material

* indicates a required field

Artist Eligibility Checklist

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. This checklist is for the applicant only. If you have additional artists engaged in your project, you will need to upload a separate checklist for each artist. **Please upload as one document below.**

The purpose of the RADF Program is to support professional and emerging professional artists and artsworkers 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 Officer to discuss alternative funding sources to support your arts activity/project.

Checklist (tick at least three) *

☐ 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 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.
☐ 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.
At least 3 choices must be selected.

Please list any professional associations you belong to that relate to your arts practice listed in this application.

Upload Support Material

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

If you do not have an ABN, upload a Statement by Supplier Form *
○ Yes, I will upload
○ No
○ I have supplied an ABN
Download form from ATO https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/.
Upload your completed form below.

Upload a copy of your Statement by Supplier Form
Attach a file:

You must attach this form if you do not supply an active and verifiable ABN.

Upload Public Liability Certifcate of Currency *
Attach a file:

Upload quotes for all items requesting funding
Attach a file:

A maximum of 1 file may be attached.
Please combine all quotes to one file. https://www.adobe.com/au/acrobat/online/merge-pdf.html

Upload your CV and/or other artists' CVs in one document
Attach a file:

Upload additional Artist Eligibility Checklists if required in one document
Attach a file:

One per artist being paid through this grant. Upload as one document. See https://www.artsbundaberg.com.au/files/sharedassets/arts/v/1/galleries/documents/radf_2021_eligibility_checklist.pdf

Upload any additional support material
Attach a file:

Please upload all as one document.

Upload current Working with Children and Young People Blue Card for all working with children in this project
Attach a file:

Please upload all as one document.

Provide the URL of a website relating to this project (as relevant to this application)

Must be a URL.

Certification

* indicates a required field

Terms and Conditions

I, the undersigned, certify that:

I have read and will abide by the Bundaberg Regional Council RADF Guidelines.

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 anonymised 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.

I agree to the above terms and conditions and any other guidelines or conditions published by Bundaberg Regional Council or Arts Queensland *

○ Yes
○ No

Applicant Name *

First Name Last Name

For applicants under 18 years of age, this must be a parent or legal guardian.

Date *

Must be a date.

Privacy Statement

Bundaberg Regional Council is collecting your personal information for the purpose of assessing your grant application and/or finalising your grant application requirements. Council will use your personal information to update Council's customer information records and to contact you about other functions and services of Council. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Submit Application

How long did this application take you to complete?

This information is for statistical use by Arts Queensland only. It will not affect the assessment of the application, but may help us to improve our services.

You are now ready to submit. Read and acknowledge message below, then click on "Next page" to review, then Submit. *

○ You will receive a confirmation email when your application has been submitted. If you do not receive this email then your application has NOT been submitted. Please ensure all questions have been answered and try again. (Check box here to acknowledge that you understand this).