RADF Community Grant Application Form
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 the Queensland Government and Bundaberg Regional Council to support local arts and culture in regional Queensland.

Applicants will need to access the Bundaberg Regional Council's Arts + Culture Strategy 2019-2023 to be able to complete this application.

RADF applicants are encouraged to contact a RADF Officer before applying on 1800 883 699 or radf@bundaberg.qld.gov.au.

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

I have read and undersood the RADF Guidelines *
○ Yes
○ No (Please read the guidelines)

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 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

Title   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.

What is the legal status of your business? *
○   Sole Trader
○   Incorporated Association
○   Company Limited by Guarantee

Position Held in the Organisation

e.g. Manager, Board Member, Fundraising Coordinator.

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. Country must be Australia

Email *

Must be an email address.

Website

Must be a URL.

Do you have Australian citizenship or permanent residency? *

○ Yes ○ No

You are ineligible to apply if you are not an Australian citizen or have permanent residency status.

Are you under 18 years of age? *

○ Yes ○ No

Do you, the Applicant identify with any of the following? *

☐ Aboriginal and/or Torres Strait Islander
☐ Australian South Sea Islander
☐ Person with a disability
☐ From a culturally and/or linguistically diverse background
☐ Older person (55+)
☐ Younger person (12-25)
☐ Emerging or early career artist
☐ Established artist
☐ Prefer not to say
☐ Not applicable

You may select more than one.

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.

Auspice Information

* indicates a required field

If you are an individual or group who does not meet the organisational requirements for this grant, you must nominate an auspice organisation who can.

Is your organisation auspiced by another organisation for the purposes of this grant? *

○ Yes
○ No

Auspice Organisation Details

RADF Community Grant Application Form

Form Preview

Name of Auspicing Organisation *
Organisation Name

Auspicing Organisation's Website

Must be a URL.

Contact Person at Auspicing Organisation *

We may contact this person to verify that this auspicing arrangement is valid and current.

Auspice Postal Address
Address

Position Held in Organisation

e.g. Manager, CEO

Phone Number

Must be an Australian phone number.

Email *

Must be an email address.

Does the auspicing organisation have an Australian Business Number (ABN)? *
○ Yes
○ No
Group/Organisations applying for a grant must use the ABN of the Auspiced Organisation on Page 4.

Funding and ABN Details

* indicates a required field

Previous RADF Funding

Have you been successful for a RADF grant before? *
○ Yes
○ No

Previous RADF Acquittal

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

ABN Information

Do you have an ABN? *
○ Yes   ○ No
Group/Organisations applying for a grant must use the ABN of the Auspiced Organisation. If you do not have an ABN, you must upload a Statement by Supplier Form on Page 10.

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.

Bank Details

Should your application be successful, grant payment will be made by electronic funds transfer into this bank account.

Applicant Bank Account *
Account Name

BSB Number   Account Number

Must be a valid Australian bank account format.
Council will verify your account details prior to payment. If you are being auspiced, provide the bank details of your Auspicing Organisation.

Project Details

* indicates a required field

What RADF Category are you applying for? *
- ○ Developing Local Skills
- ○ Placemaking
- ○ Community Wellbeing & Resilience
- ○ Green Arts
- ○ Creative Generation
- ○ Our Stories

See RADF Guidelines for full description of Categories.

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

Project Title *

Must be between 0 and 100 characters.

Brief Project Description *

Word count:
Must be between 0 and 150 words.
Provide a short description of your project. Briefly list (bullet points) what the funds will be used for - what, when, where, who.

Project Start Date *

Must be a date and no earlier than 26/9/2022.

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.

Project Priorities

* indicates a required field

Local Priorities

Which local priorities does your project address? You should refer to the Bundaberg Regional Council Arts+Culture Strategy 2019-23. *

☐ A: Arts and Culture for and by the People of Bundaberg
☐ B: Brokerage, Leadership and Partnerships
☐ C: Connections and Communication Enabling Audience Development and Creative Networks
☐ D: Diversity of Community Experience and Participation
☐ E: Environments, Places and Spaces are Accessible, Alive and Active

At least 1 choice must be selected.

Specify which priorities your project delivers on the above selected, using the Arts + Culture Strategy 2019-2023 as a guide. *

Word count:
Must be no more than 300 words.
Be specific to the outcomes listed in the Arts+Culture Strategy 2019-23. Avoid generalisations.

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.

Target Groups

Is your project targeted at any of the following groups in the community? (select as many as apply) *

☐ Aboriginal and/or Torres Strait Islander People
☐ Australian South Sea Islander People

☐ People with a disability
☐ People from culturally or linguistically diverse backgrounds
☐ Older people (55+)
☐ Younger people (12-25)
☐ Children (0-11)
☐ Women
☐ Men
☐ LGBTIQA+ community
☐ Career stage - emerging artists
☐ Career stage - established artists
☐ People who experience disadvantage
☐ No particular target group
☐ Other:

At least 1 choice must be selected.
You may select more than one.

Project Plan

* indicates a required field

Participation

Please estimate expected project participation below as closely as possible.

Number of artists/cultural workers employed *

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

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 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 other people employed in other paid positions *

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

Number of volunteers *

Must be a number.
Total number of people engaged as volunteers to support delivery of activity (including artists).

Project Detail

Provide a detailed description of the project. *

Word count:
Must be no more than 500 words.
Consider what you want to do, how you will do it, why you want to do it and what will be produced through it.

Project Milestones (optional)

Milestone	Start Date	Finish Date	Location (if relevant)	Notes
e.g. planning; major activities; evaluation	Provide approximate date or leave blank if unknown Must be a date.	Provide approximate date or leave blank if unknown Must be a date.	(e.g. add address, suburb, region if known; otherwise type 'unknown' or 'not applicable')	Add explanatory notes if required

Describe two (2) priority outcomes for this project. *

Word count:
Must be no more than 300 words.

Describe how your project benefits you, your community or artists/cultural workers? *

Word count:
Must be no more than 300 words.
Be as specific as you can.

Demonstrate how you know there is genuine community interest and local support for this project. *

Word count:
Must be no more than 300 words.

How will you evaluate this project? *

Word count:
Must be no more than 300 words.

What risks have you identified as part of delivering this project and how will you minimise or eliminate the risks? *

Financial, reputation, Workplace Health & Safety, working with children, etc.

Does your project plan consider the diverse nature of Queensland communities. *
○ Yes   ○ No

Does your project plan consider the broader Queensland and local council priorities pertaining to the importance of industry development and community within your region. *
○ Yes   ○ No

Measurable Outcomes

This information is reportable to Arts Queensland as part of the contractual agreement to receive funding associated with the Regional Arts Development Fund.

Quality

What priorities regarding Quality does your project deliver?
☐ Produces or contributes to high-quality arts and cultural initiatives for local communities.
☐ Proven capacity to effectively support and deliver arts and cultural services.
Select all that apply. You may select more than one.

Reach

What priorities regarding Reach does your project deliver?
☐ Provides access to, and engagement in, arts and culture for diverse communities, practitioners, participants and audiences.
☐ Evidence of local demand for proposed program/s.
☐ Demonstrates community and stakeholder involvement priority setting, decision making and evaluation.
Select all that apply. You may select more than one.

Impact

What priorities regarding Impact does your project deliver?

☐   Demonstrates cultural, artistic, social or economic returns on investment.

☐   Supports one or more of the Queensland Government objectives for the community including safeguarding our health, supporting jobs, backing small business, making it for Queensland, building Queensland, growing our regions, investing in skills, backing our frontline services, protecting the environment.

Select all that apply. You may select more than one.

Viability

What priorities regarding Viability does your project deliver?

☐   Evidence of good planning for strong governance and management at a local level.

☐   Evidence of partnership-capacity with partners, including business and government.

Select all that apply. You may select more than one.

Budget

* indicates a required field

Project Funding

Have you sought funds for this project from any other sources? *

○ Yes   ○ No

This is not compulsory but assists Council to understand where a project has broader support.

- Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not.
- **All quotes and project budgets must be GST inclusive.** An applicant's GST registration status will not impact the total amount paid if successful.
- If you are registered for GST, Council will pay the grant, plus GST (10%) additional. Do not include this amount in your grant budget or calculations.
- The total income (including the amount you are seeking from RADF) should equal the total expenditure - i.e. there is no profit for the project.
- Ensure you included all costs of your project or activity - all expenses and all income, both cash and in-kind.
- Provide clear descriptions for each budget item.
- **In any column, if there is no figure to be included please enter 0.**
- Please **do not add commas** to figures - e.g. type $1000 not $1,000 - this will ensure your figures for each table total correctly.
- There is no need to add any totals, this is automatically calculated.

Expenses - Project Costs

- Clear item descriptions must be given (e.g. venue hire, office supplies, artsworker, etc). Ensure that your budget estimates are as accurate as possible.

- Include **in-kind labour** and volunteers hours at the appropriate rates.
- Refer to NAVA Schedule of Fees for artists and artsworkers.
- Claim travel expenses if you are a sole trader claiming for a car.
- Travel allowance can cover accommodation, food, drink or incidental expenses.
- **Expenditure** could include advertising and promotion, hire of equipment, entertainment, office equipment etc.

Expenditure Item	Amount $	RADF Grant Amount
Indicate the eligible items that you are requesting funding for and the amount of funding required for each item.	Including GST	Must be a dollar amount.

Project Income

- **Income** could include other grants, ticket sales, company sponsorship.
- Include the amount you are seeking from RADF as **income**.

Income Description	Amount $
Ensure RADF Income is listed on a separate line. This must match the RADF Amount Requested question.	Including GST

Budget Totals

Total Expenditure Amount	Total Income Amount	Balance
$	$	$
This number/amount is calculated. Automatically calculated based on Project Expenses.	This number/amount is calculated. Automatically calculated based on Project Income.	This number/amount is calculated. This amount must be $0.00 for your budget to balance.

Funding Budget

RADF Grant Amount Requested

$

This number/amount is calculated.
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 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/radf

Upload relevant examples of your work
Attach a file:

If more than one example, please upload as one document.

Written confirmation from all other artists involved in your project
Attach a file:

Please upload all as one document.

Upload any additional support material
Attach a file:

Please upload all as one document.

Upload quotes for all items requesting funding

Attach a file:

Please upload all as one document.

Upload Public Liability Certificate of Currency *
Attach a file:

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 that demonstrates your work (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).