Please ensure all sections of the application are completed.

**RADF Application Form**

Applicant details

Applicant name

*(Name of individual, group or organisation)*

Australian Business Number (ABN)

Are you registered for GST? Yes No ABN

Contact

Postal address

Phone Email

RAFD Category (select one)

1. Individual development 4 Cultural tourism
2. Building community and cultural capacity 5 Regional partnerships
3. Interest free arts loan 6 Concept & policy development

Project name

*(Max 10 words)*

Brief project description (Describe the project in about 100 words, include costs covered by the grant)

Project start date Project end date

Total cost of project $ RADF grant requested $

RDAF 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? Or does Yes No

The sub-committee have a current project not yet completed and acquitted?

What is the main art form category for your project? (Please select one only)

 Craft Theatre Dance Museums/collections Design

 New media Music Festivals Visual arts Writing

Where will the project be undertaken?

This could be a region, town or city, for example, Central West Queensland, Longreach, Townsville.

How will this project benefit the community, or artists/cultural workers? Give a brief description about the rationale and objectives of your project.

Diamantina Shire Council Program Priorities

**Priority Tick How**

Support youth arts

to develop projects.

Building capacity and

encouraging participation

in the arts.

Strengthening arts and

Cultural tourism and events.

Please outline which of the above program priorities your project meets and briefly describe how.

Please outline the steps you have taken to address the issues of Workplace Health & Safety, Public Liability Insurance, copyright and relevant licences.

How will you capture feedback and results from this RADF-funded activity/project?

For example, survey, email responses, attendance results. This information is vital to support the RADF program and Council’s annual application. It is essential to demonstrate the positive outcomes achieved for the community from the funding.

What are the major benefits expected from your project?

Impacts - How many people will attend? How many arts workers will be employed or trained?

Quality – Does your project provide arts and cultural initiatives based on local priorities?

Reach – Will your project target any specific groups? Does your project contribute to broader outcomes such as health & wellbeing, employment, social cohesion?

Vitality – Have you considered other options for external partners to assist with funding the project?

Project Management

|  |  |
| --- | --- |
| **List each stage of the project from start to finish** | **Expected completion date** |
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|  |  |
| Complete the RADF Outcome Report (no later than 8 weeks after finish date) |  |

List the artists and arts workers involved

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role or position in project** | **Rate of pay ($/hour or $/week)** | **Total fee****(whole $)** | **Amount to be refunded by RADF** |
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| **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) |  |  |

Please remember to attach the following documents from each artist or arts worker involved in your project:

* Resume or CV,
* Eligibility Checklist for each Professional and Emerging Professional Artist, and
* Letter of confirmation.

Income and Expenditure

Application budget must be supported by quotations for large items. Volunteer labour to be costed at $25/hour.

|  |  |  |
| --- | --- | --- |
| **Income** | **Expenditure** | **RADF component** |
| **Details** | **Amount** | **Details** | **Amount** | **Amount** |
| Earned income, for example from ticket sales | Salaries, fees and allowances |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Contributions from artists and others | Project or activity costs |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other grants | Promotions, documentation and marketing |
|  |  |  |  |  |
|  |  |  |  |  |
| Sponsorship, fundraising and donations | Administration |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| RDAF Grant |  | RADF Grant |  |  |
| **Total income (A)** |  | **Total expenditure (B)** |  |  |

**Note:** If you are GST registered, 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.

Evidence of your projected expenses (quotes/rates) will strengthen your submission. Assistance with the budget can be obtained from the RADF Liaison Officer by phoning 4564 2000 or email info@diamantina.qld.gov.au.

Checklist – Essential Support Material

All applicants, please ensure you submit the following supporting documents with your application.

 A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and arts worker involved in your project/activity.

An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity. *(see page 10)*

Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate.

Up to three letters from professional artists and/or arts organisations in your area of practice that provide relevant comment in support of your application.

Quotations to support large budget items.

**Where applicable to your project, please also provide the following essential support material:**

Written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with disability; children and young people. The letters are essential for applications involving these groups within the community.

Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural project.

**Certification**

All Applicants

I,

*(Full name)*

the undersigned, certify that:

I have read and will abide by the Diamantina Shire RADF Guidelines. The statements in this application are true and correct to the best of my knowledge, information and believe, and the supporting material is my own work, or the work of artists named in this application.

I have read and understood the Information and Privacy and Right to Information statement below and agree to the use and disclosure of information as outlined in the Statement.

**Information and 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.

If your application is successful, the Council may disclose the following information to Arts Queensland:

* the information you provide in your application,
* the amount of funding you received,
* the information you provide in your outcome report, and
* text and images relating to your funded activity.

The information may be used by 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.](https://www.legislation.qld.gov.au/)

* The outcome report with Arts Queensland is an example of good practice.

Signature Date

*If you are under the age of 18, your legal guardian must also sign this application*

Position in group or organisation

*(if applicable)*

Certification by Auspicing Organisation/Individual

I/my organisation agree/agrees to administer the grant that may be offered to the applicant on their behalf and that the information stated in this application is true and correct.

Name of auspice body

Contact person’s name in full

Signature Date

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: <https://www.arts.qld.gov.au/regional-arts-development-fund>

The purpose of the RADF Program is to support professional and emerging professional artists and art workers (artists) to practice 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 with regard to the RADF Program.

You need to tick any three or more of the artistic merits to qualify as an artist with a professional or emerging 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 Arts worker 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 significant time for 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 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.

Name of Association/s

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.