



Regional Arts Development Fund RADF

The Balonne Shire Council's *RADF Program Guidelines* are available at www.balonne.qld.gov.au

Please read them before completing this Application form.

For any queries please ask Council's Community Team:

Phone: 07 4620 8888

Email: cdo@balonne.qld.gov.au

Please keep a copy of your application. If your application is successful, this will assist you to prepare the Outcome Report once your activity has finished. As part of the outcome report, you will also be required to report on outcomes from participant surveys, which will be provided with successful applicants' funding agreements.

Please note: Faxed applications will not be accepted

Lodgment Details

Post to:	PO Box 201 St George Qld 4487 (Please notify the RADF liaison Officer if/when posted via mail)	Deliver to:	112 – 118 Victoria Street St George QLD 4487
Email:	cdo@balonne.qld.gov.au	Queries:	4620 8888

Section 1: Applicant Summary

Applicant name / name of individual group or organisation	
Contact person for application where applicant is a group or organisation	
Phone / Mobile number	
Postal Address	
Street Address	
Email Address	



Section 2: Project Details	
Project Name (max 10 words)	
Project Location	
Project Start Date Unable to commence until grant is approved	
Project End Date	
TOTAL cost of project (from Section 6)	
RADF Grant amount requested (from Section 6)	
Outcome Report due (6-8 weeks after event / project completed)	

Section 3: RADF Funding Priorities	
Which priorities does the project most align with (more than one priority can be selected)	
3.1 Balonne Shire Council RADF Priorities	
Place To create opportunities for the development of public expressions of community identity, heritage, local stories, or artistic expression	<input type="checkbox"/>
Accessibility to quality touring productions and exhibitions To engage touring productions and / or exhibitions to the region	<input type="checkbox"/>
Professional Development To nurture the creative and talented individuals in the Balonne Shire and encourage growth in their practice	<input type="checkbox"/>
Community Participation To foster personal, social and economic wellbeing and community connection by facilitating participation in arts and culture by all members of the community	<input type="checkbox"/>
Involves different, new, or emerging art forms for the Balonne Shire Targets participants from demographics or segments of the community who have not historically participated in a RADF funded program	<input type="checkbox"/>
3.2 State Government RADF Priorities	
Encouraging safe and inclusive communities	<input type="checkbox"/>
Building regions	<input type="checkbox"/>
Stimulating economic growth & innovation	<input type="checkbox"/>
Increasing workforce participation	<input type="checkbox"/>
Supporting disadvantaged Queenslanders	<input type="checkbox"/>
Conserving heritage	<input type="checkbox"/>



Section 4: About the Project

4.1 Which category of funding does the project best fit?

Creative development of new work	<input type="checkbox"/>
Cultural tourism	<input type="checkbox"/>
Events / festival	<input type="checkbox"/>
Exhibitions / collection	<input type="checkbox"/>
Heritage protection / promotion	<input type="checkbox"/>
Performances	<input type="checkbox"/>
Workshop	<input type="checkbox"/>

4.2 Brief Project Description

Please use this section to describe the rationale and objectives of your project - maximum 200 words

4.3 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 art form, professional development, innovation, new work, quality of life for the community

4.4 Please estimate the following

Total number of activities involved i.e. performance / workshop etc	
Total number of participants at event / activity	



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Additional notes about participants / activities: (150 words max)

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

4.6 How does your project adapt to current social and environmental issues?

Please use this section to describe how the project adapts to current issues that might be having a big impact on society and the way we live (ie climate change / pandemic / local protests)



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Section 5: Artists & Art Workers Involved

5.1 List the artists and art workers involved

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

1. Resume or CV
2. Eligibility Checklist for each Professional and Emerging Professional Artist
3. Letter of confirmation
4. Schedule of fees

How many people in total will be employed (paid) through the project? How many volunteers (unpaid workers) will be involved with the project?

Name	Role or position in Project	Rate of Pay \$ / hr, \$ / day, \$ / 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				\$



Section 6: Project Budget

Please complete this budget template to account for all costs of your project

Round all amounts to whole \$ dollars

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, 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.

Please add the In-kind approximate \$ value and consider in the \$ Total

Expenditure	Total Cost each expenditure item	RADF	INCOME	Total Cost of each income item
Salaries / Fees / Allowances	\$	\$	Earned Income	\$
Production / Program Costs	\$	\$	Participant Contribution	\$
Promotion, Documentation and Marketing	\$	\$	Contribution from Artists and Others Note: if this is in-kind	\$
Administration	\$	\$	Other Cash Grants, Sponsorship, Fundraising & Donations	\$
		N/A		
		N/A	In-Kind	
		N/A		
RADF Grant			RADF Grant (total from column 3)	
Total Expenditure	\$	N/A	Total Income	\$



Section 7: Your Community

7.1 Does your Community Group identify as belonging to one or more of the below target groups?

Aboriginal & Torres Strait Islander people	<input type="checkbox"/>
Older people (over 55 years of age)	<input type="checkbox"/>
People with a disability	<input type="checkbox"/>
Children (0 -11 year of age)	<input type="checkbox"/>
Young people (12-25 years of age)	<input type="checkbox"/>
People from culturally and linguistically diverse backgrounds	<input type="checkbox"/>
Women	<input type="checkbox"/>
Men	<input type="checkbox"/>
People who experience disadvantage	<input type="checkbox"/>

7.2 Which Community Groups will specify benefit from the project

Aboriginal & Torres Strait Islander people	<input type="checkbox"/>
Older people (over 55 years of age)	<input type="checkbox"/>
People with a disability	<input type="checkbox"/>
Children (0 -11 year of age)	<input type="checkbox"/>
Young people (12-25 years of age)	<input type="checkbox"/>
People from culturally and linguistically diverse backgrounds	<input type="checkbox"/>
Women	<input type="checkbox"/>
Men	<input type="checkbox"/>
People who experience disadvantage	<input type="checkbox"/>

Section 8: RADF Grant History

Have you or your group / organisation previously applied for a RADF grant?	
If you were successful has that grant been successfully acquitted?	



Section 10: 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
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

Section 11: Auspiced Application		
Please note: Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf		
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):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ABN of auspicing organisation		
Are you registered for GST?		
Postal address of auspicing organisation		
Telephone:	Work:	Fax:
Mobile:	Email:	



Section 12: Certification

I, the undersigned, certify that:

I have read and will abide by Balonne Shire Council's RADF Guidelines (inclusive of any published revisions which are available at www.balonne.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 artist/s 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 used anonymously 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.

<p>Name in full:</p> <p>Signature:</p> <p><i>If you are under the age of 18 years your legal guardian must also sign this application</i></p> <p>Legal Guardian Name:</p> <p>Legal Guardian Signature:</p>	<p>Date : / /</p>
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Position in group or organization:
(If applicable)

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 submit further RADF applications until all grants have been satisfactorily acquitted

Signature:		Date:
Name of Auspicing Body:		
Contact person's name in full:		
Position in group or organization: (If applicable)		



Eligibility Checklist: Professional / Emerging Professional Artists

The purpose of the RADF Program is to support Professional and Emerging Professional Artists and Arts Workers 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 in regard to the RADF Program

You need to note 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

Please note the following artistic merits that apply to you:

(Please tick)

<input type="checkbox"/>	I have professional arts and / or cultural qualifications
<input type="checkbox"/>	I have an Australian Business Number (ABN) _ _ _ _ _
<input type="checkbox"/>	I have devoted significant time to arts practice
<input type="checkbox"/>	I have been recognised as a professional by peers
<input type="checkbox"/>	I have held public exhibitions or given public performances (not as part of a competition)
<input type="checkbox"/>	I have work held in public collections
<input type="checkbox"/>	I have won important national and / or international prizes or awards
<input type="checkbox"/>	I have held public discussions and / or have had articles written about my work
<input type="checkbox"/>	I have been commissioned or employed on the basis of art skills and / or earning income from sales of art work
<input type="checkbox"/>	I am a member of a professional association (or associations) as a professional artist Name of Association/s:
<input type="checkbox"/>	I am an artist whose artistic or cultural knowledge has been recognized as professional by peers or the cultural community
<input type="checkbox"/>	I am an artist whose artistic or cultural knowledge has been developed through oral traditions