



Regional Arts Development Fund 2019 - 2020 Application Form

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 Liaison Officer
RADF Liaison Officer: Mareea Lochel
Phone 07 4620 8888
Email: Mareea.lochel@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.

Faxed applications will not be accepted

Return completed application and support material to Balonne Shire Council, PO BOX 201 St George QLD 4487 or council@balonne.qld.gov.au.

APPLICATION SUMMARY

1. APPLICANT DETAILS	
Applicant name (name of individual, group or organisation)	
Contact person for application (where applicant is a group or organisation)	
Phone number	
Postal address	
Street address	
Email address	

2. PROJECT DETAILS	
Project name (10 words)	
Location of project	
Start date (must commence after grant is approved)	
End date	
Total cost of project (from Section 6)	\$
RADF Grant requested (from Section 6)	\$
Outcome report due	

3. RADF FUNDING PRIORITIES - Which priorities does the project most align with (please tick, more than one priority can be selected)	
3.1 Balonne Shire Council RADF Priorities	✓
Place <i>To create opportunities for the development of public expressions of community identity, heritage, local stories, or artistic expression</i>	<input type="checkbox"/>
Accessibility to quality touring productions and exhibitions <i>To engage touring productions and/or exhibitions to the region</i>	<input type="checkbox"/>
Professional Development <i>To nurture the creative and talented individuals in the Balonne Shire and encourage growth in their practice</i>	<input type="checkbox"/>
Community Participation <i>To foster personal, social and economic wellbeing and community connection by facilitating participation in arts and culture by all members of the community</i>	<input type="checkbox"/>
Involves different, new or emerging art forms for the Balonne Shire.	<input type="checkbox"/>
Targets participants from demographics or segments of the community who have not historically participated in RADF funded programs.	<input type="checkbox"/>
3.2 State 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"/>

4. ABOUT THE PROJECT	
4.1 Which category for 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 (e.g. performance workshop etc)

Total number of participants at event/activity

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.

5. LIST THE ARTISTS AND ARTS WORKERS INVOLVED.

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

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation and
- 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 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)				\$

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.

EXPENDITURE	TOTAL COST of each expenditure item.	RADF	INCOME Income includes in-kind contributions and the total RADF grant you are seeking	TOTAL COST of each income item
Salaries, Fees and Allowances	\$	\$	Earned Income	\$
Production/Program Costs ¹	\$	\$	Participant Contribution:	\$
Promotion, Documentation and Marketing	\$	\$	Contribution from Artists and Others (please note if this is in-kind)	\$
Administration ²	\$	\$	Other Cash Grants, Sponsorship, Fundraising & Donations	\$
		N/A		
		N/A	In-Kind	
		N/A		
RADF GRANT (total from column 3)			RADF GRANT (total from column 3)	
TOTAL EXPENDITURE		N/A	TOTAL INCOME	

Budget Notes

When you have completed your budget the Total Expenditure and Total Income must be equal. The RADF grant should be listed twice – once in the income column and once in the expenditure column.

7. DOES YOUR COMMUNITY GROUP IDENTIFY AS BELONGING TO ONE OR MORE OF THE BELOW TARGET GROUPS ?(please tick)

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"/>

8. WHICH COMMUNITY GROUPS WILL SPECIFICALLY BENEFIT FROM THE PROJECT (please tick)

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"/>

9. RADF GRANT HISTORY

Have you or your group/organisation previously applied for a RADF grant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you were successful has that grant been successfully acquitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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	

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 auspicating arrangement with?	<input type="checkbox"/> an incorporated organisation	<input type="checkbox"/> an individual with an ABN
Name of auspicating organisation or individual:		
Contact person for auspicating organisation:		
Position of contact person (if relevant):		
ABN of auspicating organization or		
Are you registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Postal address of auspicating organisation or		
Telephone:	Work: ()	Fax: ()
Mobile:		Email:

12. CERTIFICATION

I, the undersigned, certify that:

I have read and will abide by the Balonne Shire Council's *RADF Guidelines* (together with 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 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.

Signature: If you are under the age of 18 your legal guardian must also sign this application	Date: / /
Name in full:	
Position in group or organisation: (if applicable)	

Certification by Auspicing Organisation/Individual	
<p>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 RADF until all grants have been satisfactorily acquitted.</p> <p>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 2.4 of this application is true and correct.</p>	
Signature:	Date: / /
Name of Auspice Body:	
Contact person's name in full:	
Position in group or organisation: (if applicable)	

APPLICATION CHECKLIST

BEFORE YOU SUBMIT YOUR APPLICATION MAKE SURE:

- You have answered all sections on the Application form
- That your application includes:
 - ✓ The completed signed application form
 - ✓ All support material provide as attachments is labeled with your name and address.
 - ✓ You have indicated below those support materials which you have attached to this application
 - ✓ You have kept a copy of your application for your own records

Supporting Material (tick those support materials which you have attached to this application)

<input type="checkbox"/>	A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artswoker involved in your project / activity
<input type="checkbox"/>	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artswoker involved in your project/activity
<input type="checkbox"/>	Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate
<input type="checkbox"/>	A quote/payment schedule for any paid artists or arts worker employed in the project
<input type="checkbox"/>	A quote for any travel, accommodation or project related expenses for which you are applying for RADF assistance

**RETURN COMPLETED APPLICATION AND SUPPORT MATERIAL TO
BALONNE SHIRE COUNCIL
PO Box 201 St George QLD 4487 or council@balonne.qld.gov.au**

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.

The purpose of the RADF Program is to support professional and emerging professional artists and artswriters 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 **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 Artswriter 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)

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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.

Name/s 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.