



APPLICATION FORM

The RADF Program supports the arts and cultural development of regional communities across Queensland. The Program has adopted new guidelines which include new priorities for funding, determined by Quilpie Shire Council and the community.

Before submitting an application ensure you have read the *RADF Program Guidelines* (available at www.quilpie.qld.gov.au).

For any queries please contact the Quilpie Shire Council's RADF Liaison Officer:
E: radf@quilpie.qld.gov.au; T: (07) 4656 0500

Email your completed application to the RADF Liaison Officer to: radf@quilpie.qld.gov.au

COUNCIL USE ONLY

Funding Year 2019-2020

Round _____

The RADF grant is: Approved ☐ Not approved ☐

Amount approved: \$ _____

1 APPLICANT DETAILS

Applicant name (full name of individual, group or organisation)	
Contact person for application	
Phone number of contact person	
Postal address of applicant	
Email address of applicant	
Applicant ABN Number:	☐ Yes _____ ☐ NO (Please complete Section 2 - 'Project Sponsor Details')
Are you GST Registered?	☐ Yes ☐ No

2 PROJECT SPONSOR DETAILS (if applicable)

Organisation name	
Contact Name	
Phone number	
Postal address	
Email address	
Applicant ABN Number:	
Are you GST Registered?	☐ Yes ☐ No



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3 RADF 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?	☐ Yes	☐ No
Outline details of outstanding application/s including funded year, project description, funded amount and project status		

4 PROJECT SUMMARY

Project name (< 10 words)	
Brief project description (approx. 20 words)	
Location of project	
Project start date	
Project end date	
Outcome Report (8 wks after end date)	
Total cost of project from Section 9	
RADF Grant requested from Section 9	

PARTICIPATION/AUDIENCE

Who is primary target audience/s for this project?

☐ Children (0-11 yrs)	☐ Young people (12-25 yrs)	☐ Older person (55 yrs +)
☐ Person with a disability	☐ Aboriginal / Torres Strait Islander	☐ Australian South Sea Islander
☐ People from culturally and linguistically diverse backgrounds	☐ Women	☐ Men

STATE PRIORITIES

What State Priority/ies does your project address?

☐ Encouraging safe and inclusive communities	☐ Building regions	☐ Stimulating economic growth and innovation
☐ Increasing workforce participation	☐ Supporting disadvantaged Queenslanders	☐ Conserving heritage



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TYPE OF ACTIVITY		
What State Priority/ies does your project address?		
☐ Community consultation/arts research/policy development	☐ Creative development of new work	☐ Cultural tourism
☐ Events/festivals	☐ Exhibitions/collections	☐ Heritage protection/promotion
☐ Performances	☐ Placemaking	☐ Professional/career development
☐ Publications	☐ Skill development Workshops	☐ RADF promotion

5 PROGRAM ASSESSMENT	
5.1 QUILPIE SHIRE PRIORITIES	
What priority/ies does your project contribute toward:	
☐	1. Our People & Community A creative, engaged, cohesive community which supports and acknowledges its artists and artisans
☐	2. Our Place An appealing, attractive Shire with quality arts & cultural facilities and amenities
☐	3. Our Past Preservation and celebration of our rich natural and cultural heritage
☐	4. Our Partnerships Productive partnerships and alliances within and external to the Region
☐	5. Our Prosperity An arts and cultural sector that contributes economic value and prosperity

How does the project contribute to the selected priority/ies?



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6 PARTNERSHIPS / STAKEHOLDERS

Name:	
Details:	
Type (in-kind, financial)	
Area (Health, Sport, Education, Tourism etc)	

6.1 COMMUNITY OUTCOMES

Tick which best fits the project

- | | |
|---|---|
| ☐ Health and Wellbeing | ☐ Education and Training |
| ☐ Employment | ☐ Social Connection and Cohesion |

6.2 PROJECT BENEFITS

How will the project/s strengthen the follow RADF Assessment Criteria areas?

QUALITY - Artistic achievement, contribution to growing the arts sector and strengthening the community of arts within the Quilpie Shire

REACH - The ability to respond to and stimulate demand, providing access to, participation in and positive experiences of arts (Please identify arts or non-arts partners involved in the delivery of this project (new audiences / participants) including health, sport, education and tourism)

IMPACT - Articulation of public value, contributing to the cultural profile and priorities for the Quilpie Shire

VIABILITY - A viable, value for money proposal

6.3 MEASUREMENT OF SUCCESS

How will audience / participants / partners feedback be collected for this project?
(Refer to Outcome Report for the type of data/information required to be collected)





ARTIST / ART WORKERS DETAILS

List the artists and art workers involved

DETAILS			SALARIES / FEES			TRAVEL EXPENSES		ATTACH QUOTE
Name	Area of Expertise	Base Location	Rate of pay (\$/hr, \$/day or \$/week)	Total fee \$	Amount to be funded by RADF (65%)	Total cost of travel	Amount to be funded by RADF (65%)	(Fees and travel)
							NA	☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
TOTAL (transfer these totals to Project budget)								

☐ I HAVE ATTACHED A ONE PAGE MAX CV / SUMMARY OF EACH ARTIST / ART WORKER

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7 PROJECT BUDGET

Please complete this budget template to account for all costs of your project. Round all amounts to whole dollars.

Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved. 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 Amount of each Exp. item	RADF AMOUNT of each Exp. item	INCOME Income includes all the cash income and all in-kind contributions you receive and the total RADF grant you are seeking	TOTAL COST of each income item
Salaries, Fees			Earned Income	
Travel, Accommodation, Production/Program Costs			Contribution from Artists and Others (financial + in-kind)	
Promotion, Documentation and Marketing			Other Grants	
Administration, Meals / Catering			Sponsorship, fundraising and donations	
RADF GRANT			RADF GRANT (Total from column 3)	
TOTAL EXPENDITURE	\$		TOTAL INCOME	\$



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8 CERTIFICATION

Applicant

I, the undersigned, certify that:

I have read and will abide by the Quilpie Shire *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.

Signature:		Date:	
Name in full:			
Position in group or organisation:			

Certification by Project Sponsor (if applicable)

Please note: Both the applicant and the Project Sponsor are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to Arts Queensland and Council until all grants have been satisfactorily acquitted.

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 Section 2 of this application is true and correct.

Signature:		Date:	
Name in full:			
Name of Project Sponsor			
Position in group or organisation:			

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