Regional Arts Development Fund Application Form

* indicates a required field

The Regional Arts Development Fund (RADF) is a partnership between state and local governments which invests in quality arts and cultural experiences across Queensland based on locally determined priorities.

- The *RADF Applicant Guidelines* are available here. Please read them before completing this application form.
- A list of frequently asked questions is available here for your information.
- Keep a copy of your application to help prepare the Outcome Report once your activity has finished, if you have been successful in receiving RADF funding.

Have you contacted the Arts Development Officer at Mackay Regional Council?

It is STRONGLY RECOMMENDED that applicants contact the Arts Development Officer before submitting application forms.

The Arts Development Officer is available to meet with applicants to support them with the completion of application forms.

Contact information:

- Arts Development Officer (job share three days): Bonnie McCarthy
    - Phone - (07) 4961 9623
    - Email - bonnnie.mccarthy@ mackay.qld.gov.au
- Arts Development Officer (job share two days): Fiona Vuibeqa
    - Phone - (07) 49619554
    - Email - fiona.vuibeqa@mackay.qld.gov.au
- Address - Mackay Regional Council, Jubilee Community Centre, Civic Precinct, PO Box 41, Mackay, Qld, 4740

Submission of Applications:

Application forms and tax forms need to be completed and submitted by the round close date.

Incomplete applications will be unable to be submitted. Late applications will not be accepted.

Companion Card Program: Successful applicants for grants to host community events that involve an admission fee are required to participate in the Companion Card Program for that event. The Companion Card is in place to support people with a disability who have a lifelong need for attendant care support to participate in community activities. For more information, please click here.

Grant Rounds for the 2023/2024 financial year are:

- **Round 1**
    - CLOSED
- **Round 2**
    - CLOSED
- **Round 3**
    - Opens Monday 12 February 2024.

Regional Arts Development Fund - 23/23 Round 3
Form Preview

- Closes Wednesday 8 May 2024.
- For projects commencing after Monday 17 June 2024.

Application Summary

Applicant Details *

Organisation Name

Name of Individual, Group or Organisation

Legal Entity Name *

Please detail as per your ABN or Incorporation details

Contact Person *

(Where applicant is a Group or Organisation) This is the person who will be responsible for the project and completing the Outcome Report.

Postal Address *

Address

Suburb	State	Postcode

Home Phone *

Mobile Phone *

Email Address *

Website

I identify as

- ☐ First Nations Aboriginal people
- ☐ First Nations Torres Strait Islander people
- ☐ Australian South Sea Islander
- ☐ Person with a disability
- ☐ Older person (55 years+)
- ☐ LGBTIQ+
- ☐ Young person (12-25 years)
- ☐ Child (0-11)
- ☐ Career stage - emerging
- ☐ Career stage - established
- ☐ Person who experiences disadvantage
- ☐ Other:

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If you identify as First Nations please share with us your cultural clan connection/s.

Brief Project Description

Under what category are you applying? *
- ○ Professional Development
- ○ Projects/ Programs
- ○ Community Wellbeing
- ○ Concept Development
- ○ Green Arts
- ○ Young People

Project Name *

Brief Project Description *

Word count:
Must be no more than 30 words.

Project Start Date *

Must be on or after 13 November 2023 for Round 1 / 18 March 2024 for Round 2 / 17 June 2024 for Round 3.

Project End Date *

This date is to be no later than 12 months after start date unless an extended project timeline has been discussed with the ADO.

Outcome Report Due *

This date is generally 8 weeks after the end date of a project.

Location of the Project *

If location of project is not within the Mackay Region you will need to outline what the benefit to local community will be in the Project Details section titled: Is the project/activity being held in the Mackay region?

Total Cost of the Project *

Must match total expenditure outlined in budget section.

RADF Grant Amount Requested *

Must match RADF request in budget section.

What is the main artform of your project/ activity? *
- ○ Craft
- ○ Museums/Collections
- ○ Dance
- ○ Theatre
- ○ Visual Arts
- ○ Design

○ Music
○ New Media
○ Festivals
○ Multi-Arts
○ Literature

Please describe artform
*

Must be no more than 30 words.

Type of activity?

Is the project/program targeted at a specific group(s) in your community?

☐ First Nations Aboriginal people
☐ Children (0-11 years)
☐ First Nations Torres Strait Islander people
☐ Women
☐ Australian South Sea Islander people
☐ Men
☐ People from a culturally and lingistically diverse background
☐ Career stage - emerging
☐ People with a disability
☐ Career stage - established
☐ Older people (55 years+)
☐ People who experience disadvantage
☐ LGBTIQ+
☐ Other:
☐ Young people (12-25 years)

This section is to indicate if your project is specifically targeting a particular group. Please do not make a selection if your project is for general audiences/participants.

Local and State Government Priorities

Does your project/program align with any of the locally identified priorities?

☐ Local Content/Local Product
☐ Placemaking
☐ Lifelong Learning
☐ Tech Tools
☐ Community Resilience
☐ Arts & Health
☐ Telling our Stories

Please refer to the RADF Guidelines for full description of each of these priorities. https://www.mackay.qld.gov.au/community/grants/regional_arts_development_fund

Please tell us how.

Does your project align with any State Government Priorities? (Creative Together: A 10-year Roadmap for arts, culture and creativity in Queensland)

☐ Elevate First Nations arts
☐ Strengthen Queensland communities
☐ Activate Queensland's local places and global digital spaces
☐ Share our stories and celebrate our storytellers

☐   Drive social change across the state
https://www.arts.qld.gov.au/creative-together

Please tell us how.

Did you meet with the Mackay Regional Council Arts Development Officer? *	○ Yes	○ No

Why Not? *

Statistical Information

If a question is not relevant, please write N/A

How many artists/ artworks are involved in the project? *

How many volunteers are involved in the project? *

What is the total number of activities? *

What is the total number of expected participants/ audience members? *

How many artists/arts workers are being paid as part of this project/ program?

How many people are being paid in other roles as part of this project/ program?

RADF Grant History

Have you or your group/ organisation recieved	○ Yes	○ No

an RADF Grant from Mackay Regional Council before? *

Has that grant been successfully acquitted? * ○ Yes   ○ No

Applicant Details / Administration

* indicates a required field

Applicant Type

Are you applying as: * ○ Individual   ○ Group   ○ Organisation

Individual

If you are under 18 years of age, you will need to list your legal guardian's details in the space provided.

Applicant Name *

First Name | Last Name

Name of Parent/ Guardian (if under 18 years of age)

First Name | Last Name

Do you have Australian Citizenship or permanent residency status? * ○ Yes   ○ No

Are you: *
○ Male
○ Female
○ Non-binary
○ prefer to self -describe

Please enter your self description here:

Group

Collectives or cooperatives are community groups or groups of artists that are not incorporated and 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.

Name of Group *

Organisation Name

Legal Name of Auspicing Organisation/Individual *

Organisation Name

Name of Accountable Person in Group *

First Name   Last Name

Organisation

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.

Legal Name of Organisation *

Organisation Name

Details of Contact Person in Organisation *

First Name   Last Name

Role of Contact Person *

What is your Organisation's legal status? *

Australian Business Number (ABN) Details

Will you/your organisation be responsible for the financial mangement of the grant if this application is successful? *

○ Yes

○ No - An auspicing body will be administering any grant that I receive on my/ our organisation's behalf

ABN *

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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	

In what name is the ABN registered? *

What is your trading name or professional name?

Are you registered for GST? *
  ○ Yes   ○ No

Auspiced Application

All individuals who do not have an ABN, and groups/collectives or unincorporated organisations must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered.

Who is your Auspicing arrangement with? *
  ○ An Incorporated Organisation   ○ An Individual with an ABN

Legal Name of Auspicing Organisation or Individual
Organisation Name

Contact Person *
First Name   Last Name

Position of Contact Person

Postal Address *
Address

Suburb	State	Postcode

Work/Home Phone Number *

Mobile Phone Number *

Email *

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

Are you registered for GST? * ○ Yes   ○ No

Tax Forms

You must complete the relevant RADF Tax Form in addition to the provision of the above information.

Please note: If you are unsure of your circumstances relating to GST, contact the Australian Taxation Office. Filling out the incorrect section will delay payment if your application is successful.

Please download the tax forms here.

Please upload your completed tax form *

Attach a file:

Creditor Details Confirmation Form

In order to process your application faster, should you be successful, you are required to download and complete a Creditor Details Confirmation Form. You can download the form here.

Please upload your Creditor Details Confirmation Form here *

Attach a file:

Please upload a copy of your Bank Statement here. *

Attach a file:

Please Note: Blank out transaction details if desired. Statement only must show Bank Name, Account Name, Account BSB and Account Number.

Project Details

* indicates a required field

Project/Activity Proposal

Please provide a concise outline of your project/activitiy by completing the sections below in such a way that they address the selection criteria. Use a maximum of 1,500 words in total for the sections below.

Assessment Criteria

Your application will be assessed on evidence of how well it meets the following criteria.
Note: The indicators listed are a sample of the types of evidence needed to demonstrate achievement of each criterion, and will vary according to the nature of the project or activity.

Quality

- Produces or contributes to high quality arts and cultural initiatives for local communities.
- Proven capacity to effectively support and deliver arts and cultural services.

Reach

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.
- Evidence of local demand for proposed program/s.

Impact

- Demonstrates cultural, artisitc, social or economic benefit either to the individual or to the broader community.
- RADF contributes to: encouraging safe and inclusive communities, building regions, encouraging equal opportunities, stimulating economic opportunity and innovation, increasing opportunities of gainful employment and future career options, and conserving heritage.

- Where possible applicants are encouraged to support local and regional artisans, suppliers and vendors.

Viability

- Evidence of good planning for strong governance and management of RADF at a local level.
- Evidence of a partnership capacity with partners including business and government.

Tell me about your project. (What are you going to do? / How do you plan to do this?) *

Word count:
Must be no more than 250 words. You can use dots points, you can inlude links to websites, etc.

Tell me a bit more about your project. (Why do you want to do this? / What do you hope to achieve?)

Word count:
Must be no more than 250 words.
You can use dots points, you can inlude links to websites, etc.

QUALITY - HOW will you manage the project/program to a high standard? Have you developed a project plan? Does your project plan include how you will document the process & evaluate the outcomes? WHO else is involved and what is their role & skill level?

Word count:
Must be no more than 250 words.
Think about professionalism, accountability, effective communication, documentation and support systems such as mentorships, collaborations and/or partnerships etc. You can use dot points and include links to websites, etc.

REACH - WHO have you talked to about your project? WHO will be involved with/ engaged through your project? WHO is your target audience? WHO will your project benefit?

Word count:
Must be no more than 250 words.

Think about who is going to support you and help you to deliver the project/program? Do you think there will be longer term impacts that could extend the reach of your project over time? (If you think there might be, include this in your response). You can use dot points, you can include links to websites, etc.

IMPACT (Outcomes) WHY are you doing this project/activity and HOW will it impact you and/or the community? For example, are you addressing an identified need and how do you know this is needed/wanted? Are you creating opportunities for people to learn new skills, earn money, create new work, or promote the region? Are you using locally owned and/or operated suppliers when possible?

Word count:
Must be no more than 250 words.
Think about how you are planning on documenting/monitoring the impacts/outcomes generated by your project/activities? Consider both the short term and longer term impacts/outcomes? Do you have an evaluation plan? You can use dot points and include links to websites, etc.

VIABILITY – Tell us HOW you plan to ensure the success of your project? I.E. HOW did you come up with the concept. HOW do you know it is a good idea and HOW will you deliver the project successfully? Is your budget well thought out? Is the project time frame realistic? HOW will you approach any challenges you encounter? Have you got plenty of support?

Word count:
Must be no more than 250 words.
Think about any interest and/or support you have generated for the project/activity (the inclusion of letters of support should back this up). Talk about the planning that has already occurred, any partnerships established, how you have determined the budget (the inclusion of quotes should back this up). Think about the timeframe for the project/activity and any back up plans you might have in place should circumstances change.

EVALUATION & DOCUMENTATION OF OUTCOMES - HOW will you know if you have achieved your goals for the project/activity? HOW will you prove this? Do you have an evaluation plan? WHAT information will you need to complete your acquittal report? *

Word count:
Must be no more than 250 words.
Think about the information you will need to complete your acquittal report? Think about what would be helpful to support or guide any future projects and/or grant applications. Think about how you will collect feedback about and document what you are doing. How will you present this information? What will you do with this information? Link to Arts Queensland Evaluation and Reporting Resources

Is the project/activity being held in the Mackay region? *

Word count:

Must be no more than 100 words. If your project/activity is not being held in the Mackay Region please outline how it will be of benefit to the local community.

Please outline the steps you have taken to address requirements for access and inclusion, workplace health and safey, public liability insurance, copyright and relevant licences. *

Word count:

Must be no more than 250 words.

Link to Arts Access Australia Resources Link to Australia Council Accessibility Resources Link to Circuit West Risk Management in the Arts Resources

Project Timeline

Please list each stage of the project from start to finish.

Make sure your timeframes are realistic. If there is an expected event date or deadline, it can help to work backwards from that date to ensure the timeframes leading up to it will work.

Please note that the RADF Outcome Report is to be completed no later than 8 weeks from the completion of the project/activity.

Project Stage	Timeframe (Include Estimated Completion Date)
Submit RADF Application	
Complete the RADF Outcome Report	

Professional Development

Please upload a copy of the outline of the Conference/Workshop/Course/Masterclass/ Mentorship Program you wish to attend, including a breakdown of costings included in the fees.

Attach a file:

List the Artists and Artworkers Involved

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rate of pay because the professionals involved in the project are contributing their time as an inkind contribution, please list the total rate of pay in the table below and then note any inkind contribution in the income section of the budget.

You can attach confirmation of partnerships, schedule of fees, cv etc as evidence of communication between you and other workers you are engaging.

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 or $/wk)	Total Fee in Whole Dollars	Amount to be Funded by RADF

Project Budget

* indicates a required field

- **Ensure that your budget estimates are as accurate as possible.**
- Ensure that **your expenditure and income totals are equal.**
- Indicate how much of the RADF grant will be used for each relevant item in the RADF column. The RADF grant amount should be listed twice - once in the income column and once in the expenditure column. It is suggested you list them on the bottom row.
- Enter all other funding you have applied for and place an asterisk against approved funding.
- Use whole dollar amounts (I.E **Round up or down to the nearest dollar**).

Please note: If you are **not GST registered**, amounts should include GST as this is part of the cost of the project. If you are GST registered, we will pay the funds plus GST. Amounts should be exclusive of GST if you are registered for GST.

PROJECT EXPENDITURE

Notes for Project EXPENDITURE:

- You are calculating the true value of your project/activity so include in the expenditure column a "costing" for all in-kind contributions (such as volunteers, donated access to venues and/or materials/equipment);
- **Ensure that your budget estimates are as accurate as possible;**

- Include any costs associated with Access & Inclusion requirements for yourself as an applicant, artists being employed or engaged, participants and/or audience members (eg interpreters, artist support, translation of documents into alternate formats);
- If the suggested line items are not applicable for you the text is editable or you can place a "0" in the amount column;
- Use the 'Add More' button to add lines if you need more space.
- Some suggested entries may include: Professional Fees; Cultural Fees/Copyright Fees; Travel & Accommodation Costs; Materials; Equipment/Venue Hire; Costs associated with Access & Inclusion; Administration costs.

Notes for Amount Requested from RADF:

- Amounts being requested from RADF must be validated with quotes detailing items. These should be attached as supporting documentation on the 'file upload' page;
- You can include costs associated with Access and Inclusion that would not be covered by other support programs or funding;
- Only 10% of presentation costs such as framing and printing can be requested from the RADF program;
- **You can only request up to 65% of the Total Expenditure Amount.**

Budget

Expenditure	Total cost of items	Amount requested from RADF
	Must be a dollar amount.	Anything requested from RADF must be backed up with quotes as supporting documents Must be a dollar amount.
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$

Expenditure Total

Total Expenditure Amount

$

This number/amount is calculated.

What is the total amount you are requesting from RADF *

This number/amount is calculated.
Please calculate this amount using the Amount requested from RADF column in section 3.

BUDGET NOTES FOR EXPENDITURE ITEMS

You can use this space to provide more detail about expenditure budget items as required.

PROJECT INCOME

Notes for Project INCOME:

- Include the amount you are requesting from RADF on the bottom row;
- The Income column should also include some or all of the following:
    - your own cash and in-kind contributions;
    - in-kind contributions from others, including the value of volunteer contributions;
    - income from workshop fees or ticket sales (if applicable) - you can calculate this by estimating the number of participants (for a workshop) or audience numbers (for ticket sales) and multiply this estimate by the fee/ticket price. You enter 50% of the calculated amount into the income column;
    - income from other funding sources (please indicate if confirmed or not confirmed by placing an asterisk against approved funding.);
    - income from sponsorship or donations.
- Some suggested Income entry items include: Income from Workshop Fees / Ticket Sales; Applicant Cash Contribution; Applicant In-kind Contribution; In-kind Contribution from others; Sponsorship / Donations; Other Funding Sources.

Budget

Income	$
Estimated income from Workshop Fees / Ticket Sales	$
Applicant Cash Contribution	$
Applicant in-kind Contribution	$
In-kind Contribution from Others	$
Sponsorship/Donations	$
Other Funding Sources	$
	$
Requested amount from RADF	$

Budget Totals

Total Income Amount

$

This number/amount is calculated.
Income and expenditure totals should match

BUDGET NOTES FOR INCOME ITEMS

You can use this space to provide more detail about Income items as required.

File Uploads

* indicates a required field

Please note: For audit purposes, Mackay Regional Council is required to retain one copy of the support material supplied by applicants.

THE FOLLOWING SUPPORT MATERIAL IS CRITICAL TO THE SUCCESS OF YOUR APPLICATION

Are you engaging with another organisation or group, and/or artists or arts workers to deliver this project?

*   ○ Yes   ○ No

Please upload evidence of partnerships, and/or confirmation of participation from other artists/workers that will be engaged through the RADF funded project/program.

Please also include a one page CV and a quote for services for any individual artist / arts worker / consultant being paid through the RADF Program.

*   Attach a file:

Have you booked a venue or venues for your project ?

*   ○ Yes   ○ No   ○ N/A

Have you confirmed pre-orders / sales for a product being developed through this project?

*   ○ yes   ○ no   ○ N/A

If your project involves Public Art have you completed an 'Installation of Art in Public Places Application' ?

https://www.artspacemackay.com.au/learning/collection/public_art

*   ○ Yes   ○ No   ○ N/A

Please upload written confirmation of the booking from the venue manager/s, and/or evidence of confirmed pre-order / sales for the product or completed 'Installation of Art in Public Places' application .

This can be via email. DOES NOT NEED TO BE FORMALISED ON LETTERHEAD.

*   Attach a file:

Are you working specifically with Aboriginal people; Torres Strait Islanders; Australian South Sea Islanders or people from culturally and linguistically diverse backgrounds; people with a disability; or children and young people?

○ Yes   ○ No

Please upload written letters of support and confirmation from the relevant communities and/or organisations for projects involving Aboriginal people; Torres Strait Islanders; Australian South Sea Islanders or people from culturally and linguistically diverse backgrounds; people with a disability; children and young people.

The letters are essential for applications involving these groups within the community.

*   Attach a file:

If required, contact the MRC Arts Development Team on 49619554 for assistance.

If developing new work, please provide the following support material (if applicable for your project):

Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or collaborators/partners for the creation of an arts and cultural project/ product.

Attach a file:

Please upload at least three letters of support from potential participants; and/or professional artists / organisations in your area of practice that provides relevant comment in support of your application.

*Note- Letters of Support cannot be provided from MRC councillors or employees or anyone who stands to financially gain from the grant.

These can be emails, screen shots of text messages, comments or conversations on social media, etc. DOES NOT NEED TO BE FORMALISED ON LETTERHEAD.

Attach a file:

Please upload any quotes and supporting documents to justify the funds requested from RADF.

Attach a file:

Certification

* indicates a required field

I certify that:

- I have read and will abide by the *RADF Guildelines and Information for Applicants* together with any published revisions, which are available <u>here</u>.
- 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 Mackay Regional Council to process and assess your application and, if successful, to process, pay and administer your grant. Mackay Regional Council may contact other funding agencies to verify grants requested in support of your project. If your application is successful, Mackay Regional 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 Mackay Regional 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 Mackay Regional 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. Mackay Regional Council and Arts Queensland may also publish the information in their Annual Reports or on their websites. The Mackay Regional 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 Mackay Regional Council or Arts Queensland.

Certification *   ○ I Agree   ○ I Disagree

Name in Full *

Position in Group or Organisation

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 Arts Queensland and Mackay Regional 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 on page 2 of this application is true and correct.

Certification *   ○ I Agree   ○ I Disagree

Name of Auspice Body *

Contact Person's Name in Full *

Position in Group or Organisation