

Regional Arts Development Fund Application Form

* indicates a required field

Welcome

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 Guidelines* are available on the RADF landing page on the Mackay Regional Council Website. Please read them before completing this application form

- **The maximum amount of funding that can be applied for in any one application is \$13 000**
- **RADF will only fund up to 65% of the total cost of the project**

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

To speak with the Arts Development Officer (this is a job share position) call 1300 MACKAY or via email creative@mackay.qld.gov.au

SUBMISSIONS

- Incomplete applications will AUTOMATICALLY be deemed ineligible.
- Applications that do not meet the Guidelines are automatically deemed ineligible.
- Late applications will not be accepted.

SUCCESSFUL NOTIFICATION OF GRANT

Please note as per the guidelines there is a **6 week** turn around from closure of round to applicants being notified. Notification is done by email.

Project Overview

Under what category are you applying? *

- Professional Development
- Projects/Programs
- Concept Development
- Green Arts
- Young People

Project Name *

Brief Project Description *

Word count:

Must be no more than 50 words.

Provide a brief description of the project, please note that this description will be used in the public media release if successful.

Project contact *

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Project Start Date *

Must be 8 weeks after RADF round closes.

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 8 weeks after the end date of a project.

Total Cost of the Project *

Must match total in budget expenditure section.

RADF Grant Amount Requested *

Must match RADF request in budget section. Please note if your project is for \$10 000 or more you must provide Community Feedback about your project

What is the main artform of your project/activity? *

- Craft
- Museums/Collections
- Dance
- Theatre
- Visual Arts
- Design
- Music
- New Media
- Festivals
- Multi-Arts
- Literature
- Other:

Project location

Is this project being held in the Mackay region *

Yes

No

Additional location information

You have indicated that your project is being held outside of the Mackay region please provide details on how this will benefit the Mackay community *

Word count:

Activity type and target group

Type of activity?

Other:

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

- | | |
|---|---|
| <input type="checkbox"/> First Nations Aboriginal people | <input type="checkbox"/> Older people (55 years+) |
| <input type="checkbox"/> First Nations Torres Strait Islander people | <input type="checkbox"/> Women |
| <input type="checkbox"/> Australian South Sea Islander people | <input type="checkbox"/> Men |
| <input type="checkbox"/> People from a culturally and linguistically diverse background | <input type="checkbox"/> General public |
| <input type="checkbox"/> People with a disability | <input type="checkbox"/> Career stage - emerging artis/creative |
| <input type="checkbox"/> LGBTIQ+ | <input type="checkbox"/> Career stage - established artists/creatives |
| <input type="checkbox"/> Children (0-11 years) | <input type="checkbox"/> People who experience disadvantage |
| <input type="checkbox"/> Young people (12-25 years) | <input type="checkbox"/> Other: <input type="text"/> |

Local and State Government Priorities

Which of Mackay Regional Council's locally identified priorities does your project/program align with? *

- Local Content/Local Product
- Placemaking
- Cultural Tourism
- Lifelong Learning
- Community Wellbeing

At least 1 choice and no more than 1 choice may be selected.

Please refer to the RADF Guidelines for full descriptions of each of these priorities and choose the one your project aligns with the most.

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
- Activate Queensland's local places and global digital spaces
- Drive social change across the state
- Strengthen Queensland communities
- Share our stories and celebrate our storytellers
- I am unsure

At least 1 choice and no more than 2 choices may be selected.

You can select up to two choices if your project aligns with more than one State Government Priority.

Public Art

Will your project deliver a Public Art outcome *

- Yes No

This means Murals, sculptures ect

Public Art Application

Please note** you can continue with your RADF application however if successful, funding may be conditional to a Public Art application being completed and approved. Please contact Arts Development officer or Public Art Officer to discuss further. Find the application [here](#)

If you have completed your Public Art Application upload here:

Attach a file:

If you know the outcome of your Public Art Application please include evidence of this with your application upload.

Application support

Did you contact the Arts Development Officer about your application?

Yes

No

*

Why Not

If you have not been in contact with the Arts Development officer please help us understand why not. *

Statistical Information

If a question is not relevant, please put zero as the number.

Number of attendees *

Must be a number.

Number of people who attend activities as audience members e.g. to see an exhibition, watch a performance, listen to a talk, etc.

Number of participants *

Must be a number.

Number of people who actively participate in activities e.g. attend a class to make something, sing in a choir, participate in a training workshop

Number artists or arts/cultural workers employed *

Must be a number.

Number of total number of people employed as artists or arts and cultural workers over the duration of activity

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Number of people employed in other paid positions during the activity *

Must be a number.

Total number of people employed over the duration of the activity (on contract or permanent basis) engaged in a role OTHER than an artistic/cultural role

Number of volunteers *

Must be a number.

Total number of volunteers are involved in the project to support the projects delivery (including artists)

Did your project partner with any other sectors? *

Eg Health, Education, Business or Tourism

What is the total number of planned activities?

Applicant Details/Administration

* indicates a required field

Applicant Type

Are you applying as: *

Individual

Group

Organisation

Individual

If you are under the age of 18 you need to list your legal guardian details in this space.

Applicant Details *

Title

First Name

Last Name

Postal Address *

Address

Suburb

State

Postcode

Mobile Phone *

Email Address *

Website

I identify as *

- First Nations Aboriginal person
- First Nations Torres Strait Islander person
- Australian South Sea Islander person
- Culturally and linguistically diverse person
- Person living with a disability
- LGBTIQ+
- Non-binary
- Career stage - emerging artist
- Career stage - established artist
- Person who experiences disadvantage
- Male
- Female
- Other:

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

Accessibility requirements - if you or the person you support have any specific accessibility requirements please note them here

What is your age group *

- 0-11 years
- 12-25 years
- 26-55 years
- 55 years plus

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

Contact person in group *

First Name

Last Name

Role of contact person within group *

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Group Primary Address

Address

Group Primary Phone Number *

Must be an Australian phone number.

Group Primary Email *

Must be an email address.

Legal Name of Auspicing Organisation/Individual *

Organisation 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

Contact Person in Organisation *

First Name

Last Name

Role of Contact Person *

Email *

Must be an email address.

Applicant Admin Contact

Individual

Organisation

Organisation Name

Title

First Name

Last Name

Telephone Phone Number

Must be an Australian phone number.

What is your Organisation's legal status? *

Australian Business Number (ABN) Details

Will you/your organisation be responsible for the financial management 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 details

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	

In what name is the ABN registered? *

What is your trading name or professional name?

Are you registered for GST? *

Yes

No

Auspiced Application

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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

Auspice Contact Person *

First Name

Last Name

Position of Contact Person

Postal Address *

Address

Suburb State Postcode

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

RADF Grant History

Have you or your group/organisation received an RADF Grant from Mackay Regional Council before? * Yes No

Successful Grant Details

Has that grant been successfully acquitted? * Yes No

Grant History

Please provide the following details: Grant type, Project name, Amount received, Year received

Project Details

* indicates a required field

Project/Activity Proposal

Please provide an outline of your project/activity by completing the sections below in such a way that they address the selection criteria of:

- Quality
- Reach
- Impact
- Viability

Providing clear detail is important, however please keep it concise.

For example: It is fine to provide the details in dot point format.

There is a word limit per section but you do not have to reach the limit. If you can say it in less, that is great.

You can find out more details about the selection criteria in the RADF guidelines.

PLEASE NOTE: If your project is \$10 000 or more it is a REQUIREMENT that you provide community feedback about your project. This is a requirement for our Arts Queensland acquittal reporting.

Selection Criteria Answers

Describe your project in detail. (What do you want to achieve / How do you plan to do this?) *

Word count:

Must be no more than 400 words. REMEMBER - Details are important and can be presented in dot point form.

QUALITY - Outline how this project creates or enhances quality arts, cultural and creative programs for local communities and demonstrates artistic and creative merit.

Word count:

Must be no more than 300 words.

REMEMBER - Details are important and can be presented in dot point form.

REACH - Provide evidence of local demand or who will be involved in your project. You could also include how your project/activity will increase the reach and involvement of arts and creative audiences across our region. Your letters of support, uploaded in the supporting documents section, can confirm the information you are providing here. *

Word count:

Must be no more than 300 words.

REMEMBER - Details are important and can be presented in dot point form.

IMPACT: How will this project demonstrate artistic, cultural, social or economic benefit to the individual or boarder community? Outline how this project will enhance skills and/or strengthen connection and collaboration with local artists, vendors or suppliers with in the region. *

Word count:

Must be no more than 300 words.

REMEMBER - Details are important and can be presented in dot point form.

VIABILITY - How do you plan to ensure the success of your project and show adequate planning and value for money. *

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Word count:

Must be no more than 300 words.

REMEMBER - Details are important and can be presented in dot point form.

What process will you undertake to capture feedback or evaluate your project. This is also helps answer the Viability criteria *

Word count:

Must be no more than 300 words.

You can find an evaluation plan and survey templates/examples on the RADF landing page under Tips & Tricks tab of Mackay Regional Council Website. PLEASE note if your project is for \$10 000 or more you are required as part of our funding agreement with Arts Queensland to capture community feedback. REMEMBER - Details are important and can be presented in dot point form.

Outline the steps you have taken to address requirements for access and inclusion, workplace health and safety, copyright and relevant licences. This also helps answer the Reach criteria. *

Word count:

Must be no more than 250 words.

You can find an examples of these on the RADF landing page of Mackay Regional Council Website. REMEMBER - Details are important and can be presented in dot point form.

Please upload a copy of your Public Liability

A minimum of \$20 Million is required

Attach a file:

Applicants who plan to deliver a project where the public will attend or is accessible to the public must provide evidence of 20mil Public Liability

Project Plan

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.

Project Stage

Timeframe (Include Estimated Completion Date)

Submit RADF Application	
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Complete the RADF Outcome Report (8 weeks from completion)	

Professional Development

Please upload a copy of the outline of the Conference/Workshop/Course/Masterclass/Mentorship Program you wish to attend, including proof of costings

Professional Development upload

Attach a file:

Artist/cultural workers CV

Please include a one-page CV for all (including yourself) involved artists, arts workers or consultants.

Find out more information on how to create a CV [Here](#)

This also helps answer the Reach and Viability criteria.

CV upload

Attach a file:

Project Budget

* indicates a required field

Budget

- **The maximum amount of funding that can be applied for in any one application is \$13 000**
- **Ensure that your budget estimates are accurate using whole dollar amounts.**
- **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 total requested from RADF should then be automatically calculated into section 4 - you will need to enter the calculated amount into the Income Budget section. It is suggested you list this on the bottom row.
 - You will also need to ensure this matches the requested RADF amount entered in section 2 "Project Overview"

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- Enter all other funding you have applied for and place an asterisk against approved funding.
- You must demonstrate that award rates or industry recommended rates of pay are being calculated, find out more [here](#).
- **RADF only funds up to 65% of the total project cost.**
- **IF your project budget is \$10 000 or more, public feedback is a requirement as part of council's Arts Queensland reporting.**

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.

Refer to Guidelines for other relevant Budget information.

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);
- 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);
- Some suggested entries may include: Professional Fees; Cultural Fees; Copyright/Licensing Fees; Travel & Accommodation Costs; Materials; Equipment/Venue Hire; volunteer contributions; access requirements.

Expenditure 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.

Note: Income and expenditure totals should match

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What is the total amount you are requesting from RADF *

This number/amount is calculated.

The total request is calculated 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. It will strengthen your application to outline how proposed figures have been calculated.

Upload additional budget expenditure information here *

Attach a file:

A minimum of 1 file must be attached.

Quotes must be included as evidence for proposed funding expenditure.

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.

Income Budget

Income	\$
	Must be a dollar amount.
Requested amount from RADF	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Income Total

Total Income Amount

\$

This number/amount is calculated.

Note: Income and expenditure totals should match

Budget Notes

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

Upload additional budget income information here

Attach a file:

Partial funding

At times, due to funding limitations, applicants may be offered partial funding. We understand that not all projects are feasible or may lose significance due to partial funding. Please indicate if you are willing to accept partial funding if full funding is not available.

- Yes, I can accept partial funding.
- No, I cannot accept partial funding

Partial funding outline

You have indicated that you are willing to receive partial funding if full funding is not available. Please outline the priority area/s within your project and budget that the partial funding would support.

File Uploads

* indicates a required field

Information collection

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

Evidence of partnerships

If your project involves working with other partners/providers/artists please upload evidence of partnerships in the form of a letter with formal letterhead, excerpt of an email or screen shot and/or confirmation of participation from other artists/workers that will be engaged in this project. These need to be dated within the last 12 months.

Partnership upload

Attach a file:

Pre Orders

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

Pre order information

yes

no

N/A

Pre order upload

Upload written confirmation of the booking from the venue manager/s or evidence of confirmed pre-order / sales for the product.

This can be in the form of a letter with formal letterhead, excerpt of an email or screen shot, all need to be dated within the last 12 months.

Pre order upload

Attach a file:

New Work Evidence

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

Expression 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. These can be in the form of a letter with formal letterhead, excerpt of an email or screen shot, all need to be dated within the last 12 months.

New Work Upload

Attach a file:

Letters of Support

Please upload a **least three** letters of support dated within the last 12 months.

Letters of support should be from:

- potential participants,
- peers who can provide relevant comment to the project,

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- local business,
- community leaders
- organisations that can provide relevant comment to the project.

Letters of Support should be provided on the representative's formal letter head. Alternatively if that is not possible, we will also accept experts from emails, screen shots or handwritten notes that are dated with in the last 12 months.

A Letter of Support (LOS) demonstrates that your proposal is backed by the wider community, not just your own opinion. It shows that others believe in your plan and its potential impact on the community.

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

Support letter template can be found [Here](#)

Letters of Support Upload *

Attach a file:

Financial Information and Certification

* indicates a required field

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:

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Please Note: Blank out transaction details prior to scanning the document or crop out transaction details from scanned image prior to uploading. Statement is required to confirm Bank Name, Account Name, Account BSB and Account Number only.

Additional upload

If you need space to upload any other documents, CV's or support material that could assist with your grant you can do this here.

Upload documents here.

Attach a file:

I certify that:

- I have read and will abide by the *RADF Guidelines* together with any published revisions, which are available on the RADF landing page of the Mackay Regional Council Website.
- *That I understand that if I am successful that I am required to complete a project Outcome/Acquittal report 8 weeks with receipts of payment and documentation after the project's completion and failure to complete this may result in council seeking the funding to be returned.*
- 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

Auspice Certification

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