

# Regional Arts Development Fund (RADF)

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## RADF Grant Application

### Important information

Regional Arts Development Fund (RADF) grants are highly competitive. Only a limited number of the best applications will receive funding. You should not make any financial commitments in the expectation that you will receive funding.

- Applications that do not comply with the RADF Guidelines will not be considered for funding. Contact your local RADF Liaison Officer for advice on RADF eligibility before preparing your submission.
- You must satisfactorily acquit any previous grants you have received from RADF to be eligible to apply for another grant.
- The RADF grant should not meet the full cost of the project or activity.
- You must quote the most competitive costs, including travel available at the time of application.
- The information you provide in your RADF Application Form is used to process and assess your application. Information about successful RADF applicants is sent to State MPs, other agencies, local media and the general public. It may also be published in Arts Queensland's Annual Report and on the Arts Queensland website. It also helps Arts Queensland to promote regional artists and communities. Personal information will only be disclosed with your consent.
- Please ask your local council or the RADF Committee to help if you are unsure about any part of your application.
- Faxed applications will not be accepted.
- You will need to keep a copy of your completed application. If your application is successful it will help you to prepare a **compulsory** Outcome Report at the end of your project or activity.
- Return your completed application and support material to your local Council.

## Council Contact Details

<b>RADF Liaison Officer</b> <b>David Hayward</b> Ph: (07) 46520218 Or 0428719083 Fax: (07) 46521512 Email: <a href="mailto:dhayward@goondiwindirc.qld.gov.au">dhayward@goondiwindirc.qld.gov.au</a>	<b>Council Address</b> Goondiwindi Regional Council LMB 7 Inglewood Qld 4387
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## Eligibility Requirements Checklist

The purpose of the RADF Program is to enable **professional artists and artworkers to practise excellent art for and with communities for mutual development**. Complete the following checklist to determine your eligibility by ticking the boxes.

**Q1. Who will receive the RADF grant? Please tick one.**

- I/we the applicant and the artist/artworker and will receive the RADF grant.  
Please complete this checklist in your name.
- I/we the applicant am one of a group of artists/artworkers who will receive the RADF funds.  
Please complete this checklist in your name and the names of the other artists/artworkers.
- I am the applicant only. The artists/artworkers involved in the activity will receive the RADF grant.  
Please complete this checklist in the names of the other artists/artworkers.

**Name:**

**Q2. To find out if you qualify as a professional artist for RADF, please complete the checklist questions below.**

**A.** Do you hold Australian citizenship or permanent resident status in Australia?

- Yes** – go to **B**.
- NO** – Sorry, you are not eligible to apply to RADF.

**B.** Do you have an Australian Business Number (ABN)?

**YES**, I have an ABN – go to **C**.

**NO**, I do not have an ABN.

Sorry, you are not eligible to apply to RADF until you have an ABN.

For information and application for an ABN, visit the Australian Business Register website:

[http://www.abr.gov.au/ABR\\_BC/](http://www.abr.gov.au/ABR_BC/)

**C.** Do you have one or more outstanding acquittals with Arts Queensland?

**YES** – Sorry, you are **not eligible** to apply to RADF.

**NO** – go to **D**.

**D.** Tick as many of the following that apply to you. (**Note:** a CV is required to be attached to the application).

I/we have professional arts and/or cultural qualifications.

I/we have held public exhibitions.

I/we have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.

I/we have won important national and/or international prizes.

I/we have held public discussions of and/or articles written about my work.

I/we have been recognised as a professional by peers.

I/we are a member of a professional association(s) on the basis of my status as a professional artist.

Namely: \_\_\_\_\_

I/we have work held in public collections.

I/we are artist(s) from a cultural background whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

I/we are artist(s) from a cultural background whose artistic or cultural knowledge has developed through oral traditions.

I/we have devoted significant time to arts practice.

**E.** To progress to the RADF application form:

I/we have ticked less than three (3) – Sorry, you are **not eligible** to apply to RADF.

I/we have ticked three (3) or more – You are **now ready** to complete the RADF application form.

## Categories of Funding

The categories for funding available from RADF are given below. When applying for funding, you must apply under **one chosen category** and demonstrate how you meet all the required outcomes under the criteria.

Funding category	Description
<b>1. Developing regional skills</b>	<b>Objectives</b> <ul style="list-style-type: none"> <li>• For individual professional artists and artworkers living in regional Queensland to attend professional development seminars or activities; masterclasses; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations.</li> <li>• Assistance towards travel, accommodation and fee costs for established and emerging regional professional artworkers to attend a professional development seminar or activity where such skills are not available locally.</li> <li>• Intrastate and interstate activities only.</li> <li>• Assistance is available for up to 65% of the total costs to a maximum of \$1000 for Queensland travel and \$2000 for national travel.</li> </ul>
<b>2. Building community cultural capacity</b>	<b>Objectives</b> <ul style="list-style-type: none"> <li>• For community groups to engage a professional artist or artworker to work with them on developing their arts practice or to run arts development workshops or community projects.</li> <li>• RADF grants will support travel, accommodation and fees associated with employing professional artists or artworkers to work on community projects or workshops in the local community.</li> <li>• Assistance is available for up to 65% of the total costs of the project or workshop.</li> <li>• This category is also open to councils to coordinate projects.</li> </ul>
<b>3. Interest-free arts loan</b>	<b>Objectives</b> <ul style="list-style-type: none"> <li>• For arts activities that will generate an income greater than the amount of the loan, and where no other funding source is available.</li> <li>• The total amount of the loan must be repaid at the end of the activity.</li> <li>• RADF Interest-Free Arts Loans will support activities that can demonstrate a prior commitment from a distributor or producer, e.g. a publisher, gallery or venue that can confirm and substantiate revenue forecasts.</li> </ul>

Funding category	Description
<b>4. Cultural tourism</b>	<b>Objectives</b> <ul style="list-style-type: none"> <li>• For projects and activities that focus on communities' locally distinct arts, culture and heritage for members of that community and for visitors.</li> <li>• RADF grants can support initiatives and activities that focus on product development by professional artists, either as individuals, or in partnership with individuals or community groups.</li> <li>• Marketing of professional artistic product.</li> </ul>
<b>5. Contemporary collections/stories</b>	<b>Objectives</b> <ul style="list-style-type: none"> <li>• To preserve and provide access to locally held collections of significance, and collect and tell local stories from the past and the present that can demonstrate state and/or local significance. The priorities for this category are proposals for post-1960 heritage and Indigenous stories that can demonstrate strong community participation and ownership.</li> <li>• RADF funding can support: <ul style="list-style-type: none"> <li>– documentation, preservation, interpretation projects and collection-management training through community-based workshops</li> <li>– community stories that can be documented in a variety of forms and mediums, including: plays, videos, artwork, digital exhibitions, education programs, oral histories and publications.</li> <li>– applications must include a statement of significance.</li> </ul> </li> </ul>
<b>6. Regional partnerships</b>	<b>Objectives</b> <ul style="list-style-type: none"> <li>• To encourage innovative and energising arts projects where artists, communities and councils work together in their community, or in partnership with another community, to achieve enhanced outcomes from RADF grants.</li> <li>• RADF grants will support projects that can demonstrate a partnership between: <ul style="list-style-type: none"> <li>– artists and local industry</li> <li>– artists and community arts organisations</li> <li>– artists and non-arts community organisations</li> <li>– cross-council collaborations.</li> </ul> </li> <li>• This category is also open to councils.</li> </ul>
<b>7. Concept development</b>	<b>Objectives</b> <ul style="list-style-type: none"> <li>• To develop arts research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals.</li> </ul>

Funding category	Description
	<ul style="list-style-type: none"> <li>• RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals to the implementation stage. No specific artform product is required. However, the project should demonstrate how it will contribute to future arts development.</li> <li>• Potential funding sources for the implementation of the project must be identified prior to making an application and must be noted in the application form.</li> <li>• This category is also open to councils.</li> </ul>
<b>8. Arts policy development and implementation</b>	<b>Objective</b> <ul style="list-style-type: none"> <li>• To support councils to:             <ul style="list-style-type: none"> <li>– develop cultural policy, cultural mapping, visioning and planning proposals</li> <li>– partner on regional cultural policy co-ordination activities</li> <li>– cross-regional cultural planning</li> <li>– development of cultural tourism plans</li> <li>– community consultation, facilitation and preparation of the documents (but not publishing)</li> <li>– RADF Committee training.</li> </ul> </li> </ul>

# RADF Application Form

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**Year of Funding: 2008-2009      Funding Round: Round One (1)**

*For the purpose of this application I am/we are applying as:*

**an Individual**

**Note:** This should be the person nominated on ABN registration.

Title:    Mr       Ms       Other (please specify): \_\_\_\_\_

Given names: \_\_\_\_\_

Family name: \_\_\_\_\_

**a Collective**

**Note:** Collectives or cooperatives are community groups or groups of artists that are not incorporated but may be auspiced by an incorporated company or local government. The individual/organisation nominated to administer the grant should complete the auspice section on page 17.

Name of group: \_\_\_\_\_

Contact person's details:

Title:    Mr       Ms       Other (please specify): \_\_\_\_\_

Given names: \_\_\_\_\_

Family name: \_\_\_\_\_

Name of accountable individual: \_\_\_\_\_

**an Organisation**

**Note:** Organisations must be incorporated, not-for-profit arts and cultural organisations; or be a company, incorporated as not-for-profit, based in Queensland.

Legal name of organisation: \_\_\_\_\_

Details of contact person in organisation:

Title:    Mr       Ms       Other (please specify): \_\_\_\_\_

Given names: \_\_\_\_\_

Family name: \_\_\_\_\_

Role of contact person: \_\_\_\_\_

## Applicant Contact Details

The applicant contact details are for the individual, collective or organisation; who will be responsible for the management of the project/activity proposed on this application.

Street address: \_\_\_\_\_  
 Suburb/town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Postal address: \_\_\_\_\_  
 (If the same as your street address, write 'as above'.)  
 Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Work phone: ( ) \_\_\_\_\_ Home: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
 Website address: \_\_\_\_\_

Have you previously given your contact details to your local council? Yes  No

## Australian Business Number (ABN)

If applicable, what is your trading name or professional name? \_\_\_\_\_

**Note:** If you do not have an ABN you are not eligible to apply for RADF grants.

Applicant's ABN:

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In what name is the ABN registered? \_\_\_\_\_

## Category of Funding

Select the category of funding your application is being made under.

**Note:** You can **select only one** category of funding. Refer to page 4 for definitions for the categories listed.

- |   |   |
|---|---|
| <input type="checkbox"/> Developing regional skills           | <input type="checkbox"/> Contemporary collections/stories           |
| <input type="checkbox"/> Building community cultural capacity | <input type="checkbox"/> Regional partnerships                      |
| <input type="checkbox"/> Interest-free arts loan              | <input type="checkbox"/> Concept development                        |
| <input type="checkbox"/> Cultural tourism                     | <input type="checkbox"/> Arts policy development and implementation |

# Project Summary

What amount of money are you requesting in this application?

\$

**Note:** this amount must be reflected in your project budget.

When do you intend to **START** the project for which you are requesting funding support?

/                      /

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dd                      mm                      yyyy

When do you intend to **FINISH** the project for which you are requesting funding support?

/                      /

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dd                      mm                      yyyy

In no more than 20 words, describe your project(s). This description is for reference purposes only and will not be used to evaluate your application.  
For example: to record X; to tour X; to participate in X; to create X; to collaborate with X, etc. Include the title, if relevant. **Do not refer to an attachment.**

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Where will you undertake your project(s)? \_\_\_\_\_

Please include town, city or state (e.g. Bundaberg, Perth, New South Wales).

What is the main (primary) artform category of your project? (**Please select one only. Note: Selecting more than one does not improve the chances of your project being funded.**)

- |                                    |  |                                      |
|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Craft     | <input type="checkbox"/> Museums & cultural heritage | <input type="checkbox"/> Visual arts |
| <input type="checkbox"/> Dance     | <input type="checkbox"/> Music                       | <input type="checkbox"/> Writing     |
| <input type="checkbox"/> Design    | <input type="checkbox"/> New media                   |                                      |
| <input type="checkbox"/> Festivals | <input type="checkbox"/> Theatre                     |                                      |

## Project Details

Give details about the project to best demonstrate why it should receive RADF funding. Give evidence of:

- **What** the project or activity is about.
- **How** it meets the objectives of the chosen category of funding.
- **Why** the project should be supported will be determined by your ability to:
  - identify the expected public outcomes that broaden the engagement of Queenslanders in the arts, deepen their cultural experience and diversify the ways Queenslanders can participate in the arts and cultural sector.
- **How** well you can demonstrate project management.

### What is the project or activity about?

**Q1.** Write a brief description of what you want to do with the project.

*E.g. The project will employ two visual artists to work with young people to develop a new component to the annual multicultural street festival.*

**Q2.** If applicable, please estimate the following:

Total number of activities involved (e.g. performances, workshops etc.): \_\_\_\_\_

Total number of participants at event/activity: \_\_\_\_\_

## Why the project should be supported

**Q3.** *How will this project benefit you, your community or artists or cultural workers?*

**Note:** Write a brief description about the results you expect from the project. Some results could be: skill development, community access, media coverage for your artform, professional development, innovation, new work, quality of life for the community.

**Q4.** *Are the activities associated with your project being held in your town, city or shire area?*

**Yes**

**No** – *How will the community living in the council area benefit from the project?*

**Note:** If your application is successful, the RADF Committee may include conditions as part of your contract.

**Q5.** *What evidence of genuine community interest and local support is there for this project?*



Name	Role or position in project	Rate of pay \$ per hour or week	Total fee or allowance \$
<b>Total salaries, fees and allowances (transfer amount to Budget, Subtotal A)</b>			\$
How many people in total will be employed (paid) by the project?			
How many volunteers (unpaid workers) will be involved with the project?			

**Q3.** *Have you provided CVs for all artists and artswokers involved with the project or activity?*

- Yes**
- No** – *Provide CVs of all people involved before submitting your application.*

**Q4.** *Have letters of confirmation from all artists and artswokers involved with the project or activity been received and included with this application?*

- Yes**
- No** – *Provide confirmation letters of all people involved before submitting your application.*

**Q5.** *If applicable, what consideration has been taken to address workplace health and safety, public liability insurance, copyright and licences?*



## Applicant's Funding History

**Q1.** List any RADF grants or other Council grants you have received in the past two years.

**Note:** You must acquit all previous grants provided through the RADF Program before new funding is allocated.

Year of Funding	Project name or brief description	Amount received	Outcome Report acquitted?	
		\$ .00	No <input type="checkbox"/>	Yes <input type="checkbox"/>
		\$ .00	No <input type="checkbox"/>	Yes <input type="checkbox"/>
		\$ .00	No <input type="checkbox"/>	Yes <input type="checkbox"/>
		\$ .00	No <input type="checkbox"/>	Yes <input type="checkbox"/>

## Statistical Information

This section is not used to assess your application. The data you provide here is collated with other statistical information and may contribute to the evaluation of RADF grant activity areas and overall administrative processes. Collated information may also be used to measure whether the RADF Program is accessible and equitable.

**Q1.** Which do you or your **organisation/collective** primarily identify with any of the social justice groups below? (**Please select one only.** **Note:** Select what you or collective/organisation can be predominately allied with.)

- |  |   |
|--|---|
| <input type="checkbox"/> Aboriginal peoples  | <input type="checkbox"/> Older people             |
| <input type="checkbox"/> Torres Strait Islanders                                       | <input type="checkbox"/> People with a disability |
| <input type="checkbox"/> Children and young people (under 26)                          | <input type="checkbox"/> Regional Queenslanders   |
| <input type="checkbox"/> People from culturally and linguistically diverse backgrounds |   |

**Q2.** Which does your project(s) **specifically target** any of the social justice groups listed below? (**Note:** Select who the project audience will predominantly be. **Select one only.** Selecting more than one **does not** improve the chances of the project being funded).

- |  |   |
|--|---|
| <input type="checkbox"/> Aboriginal peoples  | <input type="checkbox"/> Older people             |
| <input type="checkbox"/> Torres Strait Islanders                                       | <input type="checkbox"/> People with a disability |
| <input type="checkbox"/> Children and young people (under 26)                          | <input type="checkbox"/> Regional Queenslanders   |
| <input type="checkbox"/> People from culturally and linguistically diverse backgrounds |   |

## Essential Support Materials

All support material must be labelled with your name and address and clear details of tracks/works and artists. Any material supplied in addition to the required support material will be considered as superfluous and will not be considered in the assessment of your application.

For audit purposes, councils are required to retain all support material supplied by successful applicants. Your support material will be returned to you if your application is unsuccessful.

### Tick the support material attached with this application

- Applicant's details (CV) no longer than one A4 page per person.
- Written confirmation of the names and availability of the artists and/or venues involved in the project and CVs where appropriate.
- Up to three letters from professional artists and/or arts organisations in your area of practice that provide relevant comment in support of your application.
- For projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people — written letters of support and confirmation from the relevant communities and organisations are essential.
- Applications for funding to support the creation of an arts or cultural product must demonstrate potential outcomes for their activity by providing a letter of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body.

You may also include with your application any **ONE** of the following relevant support materials.

(Please ensure that your support material is of a suitable standard to enhance your application.)

Type	Description — Provide such details as the title of the work, artists, date of creation, medium, etc.
<input type="checkbox"/> a set of 35mm mounted slides or photographs of work (maximum of 10 for individuals and 20 for groups)	
<b>And/Or</b>	
<input type="checkbox"/> a high-quality VHS video, DVD, CD or audiocassette of up to 10 minutes, with explanatory notes of up to 250 words	
<b>And/Or</b>	
<input type="checkbox"/> Written text, no more than two (2) pages	

## Applicant Declaration

### I, the undersigned, certify that:

- I have read and completed the eligibility checklist for the RADF Program.
- The statements in this application are true and correct to the best of my knowledge; information and supporting material are my own work or the work of the artists named in this application.
- I consent that information provided in this application may be used for training or systems testing purposes by Council and or Arts Queensland staff.
- I give permission for Council to verify grants requested from other funding agencies in support of this project.
- I give permission for the RADF Committee to send my application to artform peers for appropriate advice for the assessment panel.
- I understand that the Council and RADF Committee may nominate my project as an example of best practice for the RADF Awards.
- If this application is approved, I consent to the media and/or Queensland's State MPs being given information about the funded project and I understand I may be contacted directly by them.

**Signature:** \_\_\_\_\_ **Date:** dd / mm / yyyy

**Note:** If you are under the age of 18, your legal guardian must also sign this application.

Name in full: \_\_\_\_\_

Position in group or organisation (if applicable): \_\_\_\_\_

## Auspice Applications

Applications from a group/collective or unincorporated organisation must nominate an individual or a legally constituted organisation to take responsibility for any grant that may be offered.

I/my organisation agree/s to take responsibility for the grant on behalf of the applicant.

**Signature:** \_\_\_\_\_ **Date:** dd / mm / yyyy

Name of auspice: \_\_\_\_\_

Contact person for accountable organisation: \_\_\_\_\_

Position in group or organisation (if applicable): \_\_\_\_\_

Postal address of accountable organisation or individual: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Work phone: ( ) \_\_\_\_\_ Home: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

ABN of accountable organisation or individual: 

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