

2023-24 RADF Application

Form Preview

Eligibility checklist

* indicates a required field

You are applying as an: *

- ☐ Individual
- ☐ Organisation

Individual

You must agree with ALL statements to be eligible for RADF funding *

- ☐ I am an Australian citizen; or a permanent resident of Australia
- ☐ I am 18 years or older; or I am under 18 years and have the support of my parent or guardian
- ☐ I am a professional artist, emerging artist, arts practitioner, cultural worker or project coordinator
- ☐ I am based in the Fraser Coast Regional Council area; or able to demonstrate how the project will directly benefit arts and culture in the local community
- ☐ I hold an ABN; or able to obtain auspice by a suitable party
- ☐ I am able to obtain Public Liability Insurance; or able to obtain auspice by a suitable party.

Organisation

The organisation: *

- ☐ able to demonstrate how the project will directly benefit arts and culture in the Fraser Coast community
- ☐ able to obtain Public Liability Insurance
- ☐ holds an ABN; or able to obtain auspice by a suitable party
- ☐ is NOT a government agency or department of state or federal government

You must agree with ALL of these statements to be eligible to apply for RADF funding.

Please confirm that you have read and understood the Fraser Coast RADF 2023-24 Guidelines *

- ☐ Yes

At least 1 choice must be selected.

[Click here](#) to view the guidelines.

Have you made contact with your Council's RADF Liaison Officer? *

- ☐ Yes

At least 1 choice must be selected.

You should discuss your project with the RADF Liaison Officer prior to submission. Phone 1300 79 49 29 or email: ArtsCulture@frasercoast.qld.gov.au.

Grant history

2023-24 RADF Application

Form Preview

Have you or your group/organisation previously applied for a Fraser Coast Regional Council Grant? *

- ☐ Yes
☐ No

Was your previous application successful? *

- ☐ Yes
☐ No

Have you met acquittal conditions for your previous Council Grant? *

☐ Yes, I have met all acquittal obligations.

At least 1 choice must be selected.

If you have not met acquittal conditions for your previous Grant you are ineligible to apply. Contact your RADF Liaison Officer for more information.

Applicant information

* indicates a required field

Contact details

Applicant *

☐ Individual ☐ Organisation
Organisation Name

First Name

Last Name

Applicant Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Applicant Phone Number *

Must be an Australian phone number.

Applicant Alternate Phone Number

Must be an Australian phone number.

Please provide at least one mobile phone number.

Applicant Email *

2023-24 RADF Application

Form Preview

Must be an email address.

Applicant Other Email

Must be an email address.

Applicant Website (if applicable)

Must be a URL.

I am 18 years or older *

- ☐ Yes
- ☐ No, I will attach a letter of support from my parent or guardian.

Please upload a letter of support from your parent or guardian *

Attach a file:

A letter of support must include acknowledgement and support of your RADF application plus your name, your parent or guardian's name and their signature.

The information you provide here is collated with other statistical information and may contribute to evaluation and administrative processes at a State level.

Do you or your group/organisation identify as belonging to one or more of the target groups listed below? *

- | | | |
|---|---|---|
| <input type="checkbox"/> Aboriginal peoples | <input type="checkbox"/> Older person (55 years+) | <input type="checkbox"/> Women |
| <input type="checkbox"/> Torres Strait Islander peoples | <input type="checkbox"/> Youth (12-25 years) | <input type="checkbox"/> Career stage - emerging |
| <input type="checkbox"/> Australian South Sea Islander peoples | <input type="checkbox"/> Children (0-11 years) | <input type="checkbox"/> Career stage - established |
| <input type="checkbox"/> People from a culturally or linguistically diverse backgrounds | <input type="checkbox"/> LGBTIQ+ | <input type="checkbox"/> People who experience disadvantage |
| <input type="checkbox"/> People with disability | <input type="checkbox"/> Men | <input type="checkbox"/> Not applicable |

At least 1 choice must be selected.

Do you have an ABN? *

- ☐ Yes
- ☐ No

If you do not have an ABN you must be Auspiced by a registered organisation.

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.

2023-24 RADF Application

Form Preview

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.

Public Liability Insurance *

☐ The project will be covered by Public Liability Insurance and a Certificate of Currency will be provided prior to funding.

Auspicings

If you, your group or organisation do not have an ABN, you can arrange for an organisation or individual with an ABN to auspice your application. The auspice organisation will take legal and financial responsibility for the delivery of the project and the adherence to all the grant conditions. It is recommended that a formal agreement is drawn between the applicant and auspice organisation. An [Auspice Arrangement Confirmation Form](#) is required to be uploaded with this application.

Auspice Information *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Auspice 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)	

2023-24 RADF Application

Form Preview

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Upload the completed Auspice Arrangement Confirmation form *

Attach a file:

You can find a blank form on the RADF website

Auspice Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Auspice Primary Phone Number *

Must be an Australian phone number.

Auspice Primary Email *

Must be an email address.

Auspice Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Auspice Incorporation Number

To look up your IA number go to www.qld.gov.au/law

Public Liability Insurance *

☐ The project will be covered by Public Liability Insurance and a Certificate of Currency will be provided prior to funding.

Project or Activity Overview

* indicates a required field

2023-24 RADF Application

Form Preview

Project title *

Must be no more than 10 words.

Project or Activity dates

This RADF funding period is for projects or activities between 12 December 2023 and February 2025.

RADF will not fund retrospective costs, including reimbursement of costs already incurred and funding for projects which have already taken place or begun prior to the application being approved by Council.

Start Date *

Must be a date and no earlier than 12/12/2023.
RADF will not fund a project that has already commenced.

End Date *

An approximation is fine.

Target Groups

Is the funded activity targeted at a specific group(s) in your community?

- | | | |
|---|---|---|
| <input type="checkbox"/> Aboriginal peoples | <input type="checkbox"/> Older person (55 years+) | <input type="checkbox"/> Women |
| <input type="checkbox"/> Torres Strait Islander peoples | <input type="checkbox"/> Youth (12-25 years) | <input type="checkbox"/> Career stage - emerging |
| <input type="checkbox"/> Australian South Sea Islander peoples | <input type="checkbox"/> Children (0-11 years) | <input type="checkbox"/> Career stage - established |
| <input type="checkbox"/> People from a culturally or linguistically diverse backgrounds | <input type="checkbox"/> LGBTIQ+ | <input type="checkbox"/> People who experience disadvantage |
| <input type="checkbox"/> People with disability | <input type="checkbox"/> Men | <input type="checkbox"/> Not applicable |

Funding categories

There are two categories of funding available for individuals, groups and organisations:

- **Develop** - Up to \$2,000, covering up to 100% of eligible expenses. To build the capacity and develop skills of local, professional or emerging creatives through professional development or concept development.
- **Share** - Up to \$10,000, covering up to 75% of eligible expenses. To engage the Fraser Coast community to value, celebrate, share and participate in arts, culture and heritage by supporting projects that strategically promote and celebrate our stories; or focus on community participation in creative experiences.

Read the [RADF Guidelines](#) for more information.

What category of funding are you applying for? *

- ☐ Develop
☐ Share

Develop

2023-24 RADF Application

Form Preview

* indicates a required field

Assessment criteria

Don't forget to save your progress.

Applications will be assessed based on the following assessment criteria

Quality

- Invests in professional, career and capacity development opportunities for local artists and arts practitioners
- Proven capacity to effectively support and deliver arts and cultural services

Reach

- The potential for learnings to be shared beyond the development opportunity

Impact

- Demonstrates cultural, artistic, social or economic returns on investment
- Supports one or more strategic themes of the [Fraser Coast Arts & Culture Strategy 2022-2026](#)

Viability

- Evidence of good planning, a realistic budget and strong governance

Activity type

What do you need funding for? *

- ☐ To attend a professional development workshop or training activity
- ☐ To attend a professional development seminar or conference
- ☐ To host a professional development workshop or training activity
- ☐ To receive a professional development mentorship
- ☐ To develop my professional profile as an Arts Practitioner
- ☐ To develop my creative concept

Is the development opportunity long-term accredited study, training or university courses that constitute your primary training as an artists? *

- ☐ No, it's a short-term development opportunity.

RADF will not fund long-term accredited study, training or university courses that constitute the primary training of artists.

Development opportunity

Please provide specific information about the development opportunity.

- When will the activity occur?
- Where will the activity occur?
- Who is hosting the activity?
- Why is the activity taking place?

Details *

2023-24 RADF Application

Form Preview

Word count:
Must be no more than 500 words.

Supporting material

Attach a file:

A maximum of 5 files may be attached.
Upload any supporting documentation, flyers, etc here

Arts Practitioners

You will need to demonstrate the experience of the Arts Practitioner hosting the development activity to justify the quality of the opportunity.

Use + to include more than one Arts Practitioner.

Who is hosting the development opportunity?

Upload evidence

	Please include CVs, programs or other information that verify the Arts Practitioner's experience

Benefits

How will this development opportunity benefit your arts practice? *

Word count:
Must be no more than 500 words.

How will you share your learnings more broadly? *

Word count:
Must be no more than 300 words.
e.g. blog, social media, arts talk, presentation

Future expenses

Have you already paid for the activity you are seeking funding for? *

☐ No

RADF will not fund opportunities that have already commenced.

Develop expenses

Please only include eligible expenses.

2023-24 RADF Application

Form Preview

Check the [RADF Guidelines](#) for eligible expenses.

Expense type	Description	Amount	Quotation
		Must be a dollar amount.	If over \$1000 a quotation must be supplied
		\$	

Develop income

Will there be any income generated from this activity? If so, please list below.

Description	Amount
	Must be a dollar amount.
	\$

RADF amount requested

The amount requested should be between \$500 to \$2,000, covering up to 100% of eligible expenses minus any income that may be generated.

Please note that exceptional applications requesting more than the funding amount listed may be considered. Please contact the RADF Liaison to discuss your proposal.

How much funding are you seeking from this RADF grant? *

\$

Must be a dollar amount and between 500 and 2000.

Totals

Total Income minus total expenses should equal \$0.

Total Income

This number/amount is calculated.

Total Expenses

\$

This number/amount is calculated.

Balance

\$

This number/amount is calculated.

Share

* indicates a required field

Assessment criteria

Don't forget to save your progress.

Applications will be assessed based on the following assessment criteria.

Quality

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

2023-24 RADF Application

Form Preview

Reach

- Supports locally produced arts, cultural or heritage activities
- Nurtures collaboration and partnerships within and beyond our region to maximise investment and outcomes.
- Provides opportunities for local communities to participate in, and value the role of, arts, culture and heritage's contributions to resilient, diverse and sustainable communities.
- Evidence of local demand for proposed project/s

Impact

- Demonstrates cultural, artistic, social or economic returns on investment
- Supports one or more strategic themes of the Fraser Coast Arts & Culture Strategy 2022-2026

Viability

- Evidence of good planning, a realistic budget, strong governance and project management
- Capacity to build partnerships with local businesses and government.

Project overview

Don't forget to save your progress.

A brief description of the project/program *

Word count:

Must be no more than 150 words.

You can add project outlines, event plans and more if you have them in the Project Documentation section

Type of activity *

- | | | |
|---|--|--|
| <input type="checkbox"/> Creative development of new work | <input type="checkbox"/> Heritage protection/promotion | <input type="checkbox"/> Professional/career development |
| <input type="checkbox"/> Cultural tourism | <input type="checkbox"/> Literature | <input type="checkbox"/> Workshops |
| <input type="checkbox"/> Events/festivals | <input type="checkbox"/> Performances | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Exhibitions/collections | <input type="checkbox"/> Placemaking | |

Please select all that apply.

Who are the expected primary beneficiaries of this project/program? *

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

How many activities will you host? (e.g. performances, workshops etc.) *

Estimation only, must be a number.

2023-24 RADF Application

Form Preview

Total number of participants at event/activity *

The 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

Are the activities being held in the Fraser Coast region? *

- ☐ Yes
☐ No

Where is your project taking place? *

Must be at least 1 word.

Project objectives and outcomes

Which of the Fraser Coast's RADF regional priorities does the project support? *

- ☐ Support locally produced arts, culture and heritage activities that deliver personal, economic and social benefits within our region.
- ☐ Invest in professional, career and capacity development opportunities for local practitioners to extend local arts, culture and heritage practice.
- ☐ Provide opportunities for local communities to participate in and value the role of arts, culture and heritage and its contributions to resilient, diverse and sustainable communities.
- ☐ Promote the role of arts, culture and heritage to build a strong sense of place and identity.
- ☐ Encourage innovation and creativity in arts, culture and heritage.
- ☐ Nurture collaboration and partnerships within and beyond our region to maximise investment and outcomes.

At least 1 choice must be selected.

Please select all that apply.

How will your project deliver these priorities? *

Word count:

Must be no more than 300 words.

List some of your prior successes that demonstrate your ability to implement this project *

Word count:

Must be no more than 200 words.

Examples of prior successes

Attach a file:

If you have case studies or examples or prior successes, upload them here.

2023-24 RADF Application

Form Preview

Community benefit

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

The Project will: *

- ☐ directly benefit arts and culture in the Fraser Coast area
- ☐ collaborate with local creative industries
- ☐ have some community support
- ☐ have permission from relevant owners

List some of the benefits The Project will bring to the Fraser Coast community *

Word count:

Must be no more than 200 words.

Summarise community support for The Project *

Word count:

Must be no more than 200 words.

Please upload evidence of community support *

Attach a file:

A maximum of 10 files may be attached.

Supporting documents may include letters of support that verify community benefit. Letters must include contact details of the person writing the letter.

Project documentation

If you have additional documentation to support your application, upload them here.

Project documentation

Attach a file:

A maximum of 10 files may be attached.

Project timeline

- List each stage in the project.
- Changes the 'Project stage' by selecting from the dropdown.
- Add the 'Stage details', e.g. Distribute flyers and posters
- Add a new line for additional tasks by clicking the + symbol.

Please note that while Concept Development and Project Planning may occur prior to funding approval, the project cannot have been executed or advertised prior to this time.

2023-24 RADF Application

Form Preview

Please contact the RADF Liaison Officer if you need help preparing this section.

Project stage	Stage details	Expected completion / due date
Please use each of the stages as a guide for your timeline.		An approximation is fine.

Project staff and personnel

How many people in total will be employed (paid) throughout the project? *

Must be a number.

Include all paid personnel, including Arts Practitioners, administration, assistants and other workers.

How many volunteers (unpaid workers) will be involved with the project? *

Must be a number.

Include all volunteer personnel, including Arts Practitioners, administration, assistants and other workers.

Arts Practitioners

An Arts Practitioner is a practicing professional in the industry who is recognised by their peers, is committed to devoting significant time to artistic activity and/or has a career in the arts, i.e. cultural worker, project coordinator, producer, curator etc.

EVIDENCE OF EXPERIENCE: You must provide evidence of experience of the Arts Practitioner. You may chose a suitable website which includes a biography of the practitioner, or upload a CV.

RATES OF PAY: You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. Visit the [RADF page](#) for links to rates of pay.

Please ensure all Arts Practitioners listed are included within your expenses of the **Project Budget** on the following page.

Role of Arts Practitioner	Name of Arts Practitioner	Award rates are considered	Arts Practitioner CV	Arts Practitioner website
e.g. Producer, Lead Artist, Actor, Musician			Please upload the CV/Resume of the Arts Practitioner.	Must be a URL.
		<input type="radio"/> yes		

Partnerships

If partnerships developed as part of delivery of activities, note down the types of sectors partnered with - e.g. arts, health, education, business, tourism etc.

2023-24 RADF Application

Form Preview

Sectors partnered with (if relevant):

--

Budget

Funding terms are outlined in *General conditions of funding* section of the [RADF Guidelines](#). The [RADF Budget Worksheet](#) is a helpful tool to balance your budget.

Budgeting tips:

- Please ensure all Arts Practitioners on the previous page are listed within your budget.
- Ensure that your budget estimates are as accurate as possible. Inflated budget claims may negatively effect the funding decision.
- **Quotations should be attached for expenses over \$1000.**
- In-kind contributions should be duplicated in Income and Expense to balance the contribution.
- Budget totals of income and expenditure should be equal and balance \$0.
- The amount of money you are requesting as part of this RADF grant is to be added into the 'TOTAL PROJECT BUDGET' income section at the bottom of this page.

Is the applicant registered for GST? *

☐ Yes (Budget items should NOT include GST) ☐ No (Budget items should include GST)

Income

Please list **contributions to the project** along with any goods or services that have been donated. In Kind contributions will require a dollar value for the time spent or the value of the donation. **Do not** list the amount of the RADF Grant here. You need to put the RADF amount requested in the 'TOTAL PROJECT BUDGET' section.

Income	Cash/In Kind	\$
		\$
		\$

Expenses

Please only include eligible expenses. Check the [RADF Guidelines](#) for eligible expenses. *Expenses over \$1000 must attach a written quotation.*

Expense type	Description	Cash/In Kind	Amount	Quotation
			Money paid	
			\$	
			\$	

TOTAL PROJECT BUDGET

2023-24 RADF Application

Form Preview

The '**Balance**' of the Total Project Budget should **equal \$0**.

Income Amount

\$

This number/amount is calculated.

Expenses Total

\$

This number/amount is calculated.

Balance

\$

This number/amount is calculated.
'Income' minus 'Expenses'. This amount should equal \$0.

RADF amount requested *

\$

This must be between \$500 and \$10,000, and less than '75% of your Expenses Total'.

Hint: 75% of your Expenses Total

\$

This amount is calculated. Your 'RADF amount requested' must be less than this amount.

TIP: If the 'Balance' does not equal \$0, you may need to adjust your 'RADF Amount Requested', or reduce your expenses.

Income Total

\$

This number/amount is calculated.

Summary

* indicates a required field

Total Amount Requested *

\$

Please confirm the 'RADF Amount Requested'. If you require consideration for more than the category funding limits, please write the amount discussed with the RADF Liaison here.

If your project cannot proceed without the full amount requested, please explain the reasons.

Must be no more than 100 words.

HINT - RADF amount requested

This is the amount requested on the previous page.

Anything to add?

Is there anything else you'd like to add? (This is your chance to pitch to our Advisory Committee).

Word count:

Must be no more than 200 words.

What's next

* indicates a required field

Additional documents

2023-24 RADF Application

Form Preview

If your application receives conditional approval, you will be asked to supply additional support materials, including:

ALL ACTIVITIES

- A Certificate of Currency for Public Liability Insurance.
- Any licenses relevant to your project.
- Bank account details on a bank letterhead or deposit slip.
- Outline of the potential risks to your project and how you plan to minimise these.
- Outline of how you will deliver your project in line with COVID19 safety standards.
- Any marketing and promotional material your may have.

ACTIVITIES ON COUNCIL VENUES OR LAND

- Booking confirmation
- Event approvals from Council
- Event Management Plan

ACTIVITIES INVOLVING ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES

- Evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

*

- ☐ I am aware I will need to supply the above support materials if my application receives conditional approval.
- ☐ I understand that conditional approval will allow me to begin the project, but funding will not be distributed until all conditions are met.

At least 2 choices must be selected.

Declaration

* indicates a required field

Declaration

I agree that:

- **I am authorised by my group/organisation to complete this form.**
- **The statements in this application are true and correct to the best of my knowledge, information and belief.**
- I have read and will abide by the [RADF Guidelines](#).
- The material is my own work or the work of the artists named in this application.
- I give permission for Arts Queensland and Fraser Coast Regional Council to use text and images of this activity to publicise RADF and to promote funding outcomes for arts and cultural development in Queensland.
- I give permission for Fraser Coast Regional Council to verify grants requested from other funding agencies in support of this project.
- If this application is successful, I consent to the media and/or Arts Queensland being given information about the funded project and I understand I may be contacted directly by them.

This application meets the following priorities:

2023-24 RADF Application

Form Preview

- Addresses one or more of the [Fraser Coast's RADF regional priorities](#).
- Includes professional artists, arts workers and/or cultural workers.
- Has an arts developmental aspect.
- Meets the objectives of the [Fraser Coast Regional Council Corporate Plan](#).
- Meets the objectives of the [Fraser Coast Regional Council Arts & Culture Strategy](#).

I agree to the above statements *

☐ Yes

Authorised Person's Name *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name