

Eligibility checklist

* indicates a required field

You are applying as an: *

- ☐ Individual
- ☐ Organisation

Individual

I am: *

- ☐ an Australian citizen; or a permanent resident of Australia
- ☐ 18 years or older; or I am under 18 years and have the support of my parent or guardian
- ☐ a professional artist, emerging artist, arts practitioner, cultural worker or project coordinator for an arts or cultural project
- ☐ 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

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

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 Community Funding 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

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

- ☐ Yes
- ☐ No

Was your previous application successful? *

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- ☐ 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

Title

First Name

Last Name

Applicant Primary Address *

Address

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

Contact Person

Applicant Phone Number *

Must be an Australian phone number.

Applicant 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 groups listed below? *

☐ Aboriginal peoples

☐ LGBTIQ+

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- ☐ Torres Strait Islander peoples
- ☐ Australian South Sea Islander peoples
- ☐ People from a culturally or linguistically diverse backgrounds
- ☐ People with disability
- ☐ Older person (55 years+)
- ☐ Youth (12-25 years)
- ☐ Children (0-11 years)

At least 1 choice must be selected.

- ☐ Men
- ☐ Women
- ☐ Career stage - emerging
- ☐ Career stage - established
- ☐ People who experience disadvantage
- ☐ Not applicable

Project or Activity Overview

* indicates a required field

Project title *

Must be no more than 10 words.

Brief project description *

Word count:

Must be no more than 100 words.

A brief overview that could be used advertise your project.

Project or Activity dates

Please make sure your activities are carried out between the dates listed in the Funding Guidelines.

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 *

RADF will not fund a project that has already commenced.

End Date *

An approximation is fine.

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

☐ Yes

☐ No

Activity Details

List the details of each of the activities that make up the project. Add a new row for each activity.

You must provide evidence of experience of the Arts Practitioner. This enables assessors to determine the quality of the activity. Add a suitable website which includes a biography of

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the practitioner. Please ensure Arts Practitioners listed are included within your expenses of the **Project Budget**.

Description	When and Where	Facilitator / Arts Practitioner	Evidence of Practitioner's Experience	Confirmed
			Provide a link to the Practitioner/s Biography Must be a URL.	Has this been booked?

Funding categories

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

- **Participate** - Funding up to \$1,000 for individual local professional and emerging creatives to build their capacity by attending professional development activities.
- **Develop** - Funding up to \$3,000 for development activities that build the capacity and develop skills of local professional or emerging creatives by producing and delivering professional development opportunities.
- **Share** - Funding up to \$10,000 for projects that 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? *

- ☐ Participate
☐ Develop
☐ Share

ABN and Insurance

* indicates a required field

Do you have an ABN? *

- ☐ Yes ☐ No

Applicants for the Develop and Share categories must hold an ABN and obtain Public Liability Insurance for the funded activity period or 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.

Information from the Australian Business Register
ABN

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Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

[More information](#)

Must be an ABN.

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

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Auspice Incorporation Number

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

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.

Upload the completed Auspice Arrangement Confirmation form *

Attach a file:

You can find a blank [Auspice Arrangement Form](#) on the RADF website.

Public Liability Insurance *

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

At least 1 choice must be selected.

If your application is successful, you will need to provide a Certificate of Currency before receiving payment. It is not required at the application stage.

Statement by supplier

If your application is successful, you will need to provide a [Statement by a supplier](#) form before receiving payment. It is not required at the application stage.

Participate

* indicates a required field

Don't forget to save your progress

Consider the [assessment criteria](#) when completing your application.

Checklist *

- ☐ I am a local creative wanting to attend a professional development workshop, training activity, seminar or conference.
- ☐ The development opportunity is short-term and not ongoing.
- ☐ I am yet to pay for the opportunity I am seeking funding for. (RADF will not support retrospective costs).

At least 3 choices must be selected.

You must agree with all statements to be eligible for this funding category. If you cannot agree with all three, please select another category.

Overview

Provided an overview of your opportunity *

Word count:

Must be no more than 300 words.

If you have additional information, please included it here.

Event link

Must be a URL.

Add links to the event website, Facebook event, etc.

Supporting documents

Attach a file:

A maximum of 5 files may be attached.

Upload any supporting documentation, flyers, etc here

Develop

* indicates a required field

Don't forget to save your progress.

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Consider the [assessment criteria](#) when completing your application.

Checklist *

- ☐ Funding will be used to produce or deliver an opportunity that builds the capacity and develops skills of local professional or emerging creatives.
- ☐ The opportunity is short-term and not ongoing.
- ☐ The opportunity has not yet been paid for (RADF will not support retrospective costs).

At least 3 choices must be selected.

You must agree with all statements to be eligible for RADF funding.

Overview

Provided a detailed overview of your project or activity *

Word count:

Must be no more than 400 words.

Additional Documentation

Attach a file:

A maximum of 6 files may be attached.

Share

* indicates a required field

Don't forget to save your progress.

Consider the [assessment criteria](#) when answering your questions.

Checklist *

- ☐ The project will strategically promote and celebrate our stories; and/or focus on community participation in creative experiences.
- ☐ The opportunity has a clear start and finish date and is not ongoing.
- ☐ The opportunity has not yet been paid for (RADF will not support retrospective costs).

At least 3 choices must be selected.

Overview

Provided a detailed overview of your project *

Word count:

Must be no more than 400 words.

Type of activity *

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- ☐ Creative development of new work
- ☐ Cultural tourism
- ☐ Events/festivals
- ☐ Exhibitions/collections
- ☐ Heritage protection/promotion

Please select all that apply.

- ☐ Literature
- ☐ Performances
- ☐ Placemaking
- ☐ Professional/career development
- ☐ Workshops

Project Plans, Runsheets and other documentation

Attach a file:

A maximum of 10 files may be attached.

If you have detailed project plans, event runsheets, risk management plans or additional documents to support your application, please upload them here.

Partnerships (if relevant):

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

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.

Consider the assessment criteria when answering your questions.

Events and Festivals

Council's [Events Advisory Service](#) is available to assist local groups in applying for Temporary Entertainment Event Approvals. This team must be consulted prior to the lodgement of an Event Grant application.

Have you made contact with Council's Events Advisory Service? *

☐ Yes

Is your event intended for fundraising? *

☐ No

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At least 1 choice must be selected.
DO NOT proceed with your application until you have contacted Council's [Event Advisory Service](#).

At least 1 choice must be selected.
RADF will not support projects, activities or costs that are intended for financial gain or fundraising. DO NOT proceed with your application if this is a fundraising event.

Objectives and Outcomes

* indicates a required field

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

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

Benefits

Consider the [assessment criteria](#) when completing this section.

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

How will this opportunity benefit the participants? *

Word count:

Must be no more than 300 words.

How will this opportunity benefit the Fraser Coast community? *

Word count:

Must be no more than 200 words.

e.g. blog, social media, arts talk, presentation

Additional information

Word count:

Must be no more than 200 words.

If you have additional information, please included it here.

Benefits

What will you learn? *

Word count:

Must be no more than 100 words.

How will it benefit your arts practice? *

Word count:

Must be no more than 100 words.

Community Support

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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 6 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.

Prior Successes

List some of your prior successes that demonstrate your ability to implement this project. Add a new row for each activity.

If you have case studies, news articles, social media posts or examples of prior successes, add them in the examples columns.

Description	When and Where	# Attendees	Success examples upload	Success examples online
Outline the event or activity that key personnel have delivered		Must be a number.	A maximum of 3 files may be attached.	Must be a URL.

Outcome Measures

Please provide expected approximate numbers of people involved in the project.

Total number of Attendees	Total number of Participants	Number of Arts Practitioners employed	Number of people employed in other paid positions	Number of volunteers
Number of people who attend activities as audience members - e.g. to see an exhibition, watch a performance, listen to a talk, etc. 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	Total number of people employed (on contract or permanent basis) as artists or arts and cultural workers over duration of activity. Must be a number.	Total number of people employed over duration of activity (on contract or permanent basis) engaged in a role other than an artistic/cultural role one. Must be a number.	Total number of people engaged as volunteers to support delivery of activity. Must be a number.

Project Budget

* indicates a required field

Budget

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Funding terms are outlined in *General conditions of funding* section of the [RADF Guidelines](#).

Budgeting tips:

- Please ensure all Arts Practitioners listed are also included 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 of \$1000 or more.**
- 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.

GST

- If you are **registered for GST** all costs are to be provided **exclusive of GST**.
- If you are **not registered for GST** all costs used in these calculated amounts are to be provided **inclusive of GST**.

Expenses

Please only include eligible expenses. Ineligible expenses that form part of your budget can be included in your In-Kind budget. Check the [RADF Guidelines](#) for eligible expenses.

Expense Type	Description	Amount	Quotations	Quotation
	Be specific. Provide details of the expense, eg. Travel to Conference - Bundaberg to Hervey Bay (97km each way x \$0.85 per km)	Must be a dollar amount.	Quotations must be uploaded for amounts \$1000 or more.	Quotations must be uploaded for amounts \$1000 or more.

Income

Please list all financial contributions to the project. Will there be any income generated from this activity? Include any other grants or sponsorships you have received from other funding sources. **Do not include the amount requested for this grant here.**

Description	Amount
Be specific. Eg. Ticket Sales - 20 tickets @ \$40 ea.	Must be a dollar amount.

In-Kind

In-Kind contributions will require a dollar value for the time spent or the value of the donation. In-kind labour can be calculated at \$46.62 per hour.

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Expense / Income Type	Description	In-Kind Amount
	Be specific. Eg. Event Day Volunteers - 10 vols x 5 hrs @ \$46.62/hr.	Must be a dollar amount.

RADF amount requested

The amount requested should be within the limits of the [Funding Category](#). **Participate** up to \$1,000. **Develop** up to \$3,000. **Share** up to \$10,000.

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

RADF Grant Amount *

\$

Must be a dollar amount and between 200 and 10000.

If there is a shortfall between your expenses and the amount requested from this grant, how much money will you need to personally contribute?

Personal Contribution

Must be a dollar amount.

If there is a shortfall between your expenses and the amount requested from this grant, how much money will you need to personally contribute?

Total Project Budget

These amounts are automatically calculated. The '**Balance**' of the Total Project Budget should **equal \$0**. RADF does not support projects, activities or costs that are intended for financial gain or fundraising.

Total Income

Total In-Kind

Balance

\$

TIP: If 'Balance' does not equal \$0, try adjusting 'RADF Grant Amount', or Expenses.

Total Expenses

\$

Total Project Cost

Summary

* indicates a required field

Total Amount Requested *

Will the project proceed as planned if this grant is only partially funded? *

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\$

☐ Yes

☐ Yes, but the project
scope will vary

☐ No

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

Explain how the project scope would vary if only partial funding is granted

HINT - RADF Grant Amount

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

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

ALL ACTIVITIES

- Bank account details on a bank letterhead or deposit slip.

DEVELOP OR SHARE ACTIVITIES

- A Certificate of Currency for Public Liability Insurance.
- Any permits or licenses relevant to your project.
- 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 you 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.

*

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- ☐ 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.
- Council does not accept any liability or responsibility for the project

This application meets the following priorities:

- Addresses one or more of the [Fraser Coast's RADF regional priorities](#).
- Includes professional artists, arts workers and/or cultural workers.

I agree to the above statements *

☐ Yes

Authorised Person's Name

Title First Name Last Name

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Authorised Person's Phone Number

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Must be an Australian phone number.