



Carpentaria Shire Council Regional Arts Development Fund (RADF) APPLICATION FORM

Please refer to the Carpentaria Shire Council Council's RADF Guidelines and Fact Sheets for Applicants prior to commencing your application.

Please contact your RADF Liaison Officer (RLO) or a member of the RADF Committee if you are unsure about any part of your application. To ensure best opportunity to secure funding, make an appointment to meet with the RLO prior to submitting your application.

Council will not accept partially completed RADF applications, all applications must be fully completed and signed by the applicant

All applications are assessed on merit and the proposal's ability to align with Councils key targets and cultural priorities. Committee decisions will also be based against the following assessment criteria which address ARTs Queensland's RADF Key Performance Outcomes:

IMPACT

- The application's ability to support local employment and to build the capacity of the local arts sector through investment in cultural infrastructure and / or community programs.

REACH

- Demonstrated accessibility of the project/program to diverse audiences, participants and communities or to a specific target group.
- Evidence of local demand and need for proposed activity.

QUALITY

- Evidence of artistic merit.
- How well the project contributes to meeting [Councils local arts and cultural priorities](#).
- Evidence of benefits to the local community and/or its ability to provide leadership.
- Guidance for the arts and cultural sector.

VIABILITY

- Evidence of collaborative partnerships and support from sources other than RADF.
- Evidence of adequate planning and value for money.
- Evidence of adequate consideration towards health & safety, copyright, protocols, insurance and required licenses.
- Where applicable, does the application provide evidence of "where to from here" to indicate the sustainability of the project.

If successful keep a copy of your application including all support material, to help prepare the Outcome Report which is due within eight weeks of the project completion.

Participants are to complete the RADF participant survey to return with the outcome report.

Return your completed application and support material to the Carpentaria Shire Council.

SECTION 1: Application Summary

Applicant Name				Council Contact Details RADF Liaison Officer: Phone:0747452 200 Email: council@carpentaria.qld.gov.au Council Postal Address Carpentaria Shire Council PO Box 31 Normanton QLD 4890
Contact Persons Name (Group/Organisations)				
Email Address				
Contact Phone Number				
Postal Address				
Town/Suburb				
State		Postcode		

1.2 Project Summary**Project Name****Project Description**

In approximately 20 words describe your project. This statement will be used to promote your project in our media releases.

The grant will be used towards the costs of:

Project Start Date		Project End Date	
Outcome Report Due- see 2.3.9		Location of Project/program: (Please include town, region)	
Total Cost of the Project	\$	RADF Investment Requested (maximum \$5000)	\$

1.3 RADF Grant History

Have you previously applied for a RADF grant? If yes, in what year?

YES NO

If you were successful has that grant been successfully acquitted?

YES NO

1.4 Applicant Type: Are you applying as an Individual / Group / Organisation? Please complete only one.Go to: **1.5** **1.6** **1.7**☐ **1.5 Individual**

Title	☐ Mr ☐ Mrs ☐ Ms ☐ Other	Name	
Do you have Australian citizenship or permanent residency status?		☐ YES	☐ NO
Are you under 18 years of age?		☐ YES	☐ NO
Parent/ Guardian Name (if under 18 years of age)			

1.6 Group

Collectives or cooperatives are community groups or groups of artists that are not incorporated and therefore must be auspiced by an incorporated organisation (including Local Government authority), or an individual with an ABN to take financial responsibility for the grant.

One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.

Name of Group	
Name of Auspicing Organisation/Individual	<i>Note: This organisation or individual must complete Sections 1.9 & 6.3</i> ☐
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Other
Name (accountable person in group)	

1.7 Organisations

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 local arts and culture.

Organisations must be registered under law as either incorporated associations or a company limited by guarantee.

Legal Name of Organisation			
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Other	Name	
Role of Contact person		Legal Status	

1.8 Australian Business Number (ABN) Details

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

Yes -provide your ABN details below

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

What is your ABN?	
In what name is the ABN registered	
Are you registered for GST	YES NO

1.9 Auspiced Application

All individuals, groups/collectives or unincorporated organisations that do not have an ABN, must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered. Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.

Who is your auspicing arrangement with?	an incorporated body	an individual with an ABN
Name of auspicing organisation or individual:		
Contact person for auspicing organisation:		
Are you registered for GST?	YES	NO
Postal address of auspicing organisation or individual:		
Phone	Email	

SECTION 2: Project Description

2.1 Location.

Where will you undertake this project?

Carpentaria Shire Council area	Name of Town/City and Postcode
Queensland	
Interstate	

2.2 Describe your project.

Provide a brief description of your project including funded activities, aims and objectives.

Please clarify the main activities involved in this project:

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What are the main aims / and outcomes of this project?

2.3 Project Plan

Add lines as necessary to the table to provide a complete project plan. The project plan should be as comprehensive as possible and reflect the size and nature of your project. These activities may be implemented concurrently. Please note that a lack of detail provided may affect the success of your application. Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.

Project Stage	Expected Completion Date
1	
2	
3	
4	
5	
6	
7	
8	
9	RADF Outcome Report and Surveys (No later than 8 Weeks after the finish Date)

2.4 Please outline the steps you have taken to address the issue of workplace health and safety, public liability insurance, copyright and relevant licences. If you are to deliver a project/activity in a place where the public attend or that is accessible to the public please ensure you have attached a copy of your Certificate of Currency for Public Liability Insurance.

SECTION 3: Key Performance Outcomes

The below sections request information that responds directly to the Arts Queensland RADF Key Performance Outcomes.

IMPACT – is measured by the ability to support local employment and build the capacity of the local arts sector

3.1 Estimate the range and number of activities delivered as part of the project (circle all relevant)

creative development of new work	individual artist participating in professional career development activity
cultural tourism	publications
events and festivals	skills development workshops
exhibitions & Collections	conferences and training sessions delivered by you for artists and cultural workers
performances	community consultation, arts research
art-making	other (please specify):

3.2 What is the predominant art-form of the project? (Please select one only by circling relevant art form)

Visual arts, craft and design	Dance
Theatre	Writing
Community Arts & Cultural Development	Music
Museums / Collections / Heritage	Film / Multi-media

3.3 Number of participants and audiences engaged in the project

What is the total number of volunteers expected to work on the project?

What is the total participant number expected? (Participants are those that actively engage arts activities eg: workshop participants).

What is the total audience number expected?

(Audience members have a passive engagement eg: audiences observing at an exhibition, performance, event).

QUALITY – is measured by evidence of artistic merit, how well the project contributes to meeting local arts and cultural priorities and its benefits to the local community.

3.4 Does your project align with any of the local arts and cultural Council priorities?

As identified in Council's RADF Guidelines above. Tick those relevant

The celebration of our communities' unique character, identity and history		Business and marketing development for professional artists working in creative industries	
Professional development for artists and arts workers		Increased engagement of young people in the arts and cultural sector	
The brokering of sponsorships and partnerships in making funding applications		The celebration, maintenance and transfer of traditional knowledge in Aboriginal and Torres Strait Islander communities	
Audience Development		Cultural Tourism initiatives enhancing local skills, products and services	

3.5 Please provide evidence of community interest and local support for the project, as demonstrated by letters of support / participation / expressions of interest.

3.6 How will this project/program benefit you, your community or artists/cultural workers?

Give a brief description about the results you expect from the project. Please demonstrate the level to which the project will deliver multiple and/or short & longer term outcomes, e.g. improves professional development; increases employment opportunities; builds capacity of the sector; conveys a sense of community belonging/builds social cohesion; increases tourism opportunities etc. Maximum of 150 words.

3.7 How will you capture audience/participant/partner feedback for your project?

Note, this is a necessary part of your project delivery and outcome report – sample surveys and resources are available on the Arts Queensland website – http://www.arts.qld.gov.au/funding/outcome_reports.html

REACH - is demonstrated by the engagement and accessibility of the project/program to diverse audiences, participants and communities or to a specific target group

3.8 Statistical Information about the project/program

Is your project aimed at specific communities as participants and/or audiences? *Only complete this section if your project specifically and directly targets people from one or more of these groups, not if your project is generally available to all members of the community. (Tick all those relevant)*

Aboriginal peoples		Older people (55 years or older)
Torres Strait Islander peoples		People with a disability
People from a culturally diverse background		People in regional area/s
Children (0 – 11)		People from culturally & linguistically diverse backgrounds
Youth (10-21 years of age)		Australian South Sea Islander peoples

VIABILITY - is demonstrated by the evidence of value for money and support from sources other than RADF.

3.9 Where you are outsourcing works to an external party (such as a consultant/contractor) explain who you intend to engage and what their tasks will be e.g Website or Graphic Designer, Theatre Technician, Printer.

Name	Role

3.10 Have you engaged Council for in-kind support as part of this project Yes ☐ No ☐
If yes, please provide evidence of Council approved resources you have negotiated or are applying for.

3.11 List the artists and arts workers being funded by the RADF grant

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

Please remember to attach the following four documents from each artist or arts worker receiving RADF funding:

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation of availability and a schedule of fee.

Name	Role or position in project	Rate of pay (\$/hr or \$/week)	Total fee whole \$	Amount to be funded by RADF
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)			\$	
TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)				\$

3.13 Carpentaria Shire Council RADF Budget - Income and Expenses

Please complete the budget using the template below to account for all costs of your project.

- Ensure that your budget estimates are as accurate as possible and use only whole dollar amounts (no cents).
- Ensure that your income and expenses totals are equal.
- Indicate how much of the RADF grant will be used for each relevant item in the RADF grant breakdown column.
- Enter all funding you have applied for and place an asterisk against approved funding.
- Ensure you provide written quotes for all items over \$300 indicated in the **RADF \$** column. You will need to provide receipts for all these items with your Outcome Report if you are successful.

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**, Council will pay the funds plus GST. Amounts should be exclusive of GST if you are registered for GST.

Expenditure	Total Costs Whole \$ only	RADF \$ Amount	Income	Amount Whole \$ only
Salaries, Fees and Allowances			Earned income –(cash only) Fees and Sales	
Production / program costs			Other Income (cash only) including your own, sponsorships, fundraising & donations (Please itemise)	
Promotion, Documentation and Marketing			Other Grants (place an asterisk next to those approved)	
Accommodation & Travel			All in-kind contribution (sponsorship, artist's	

		contribution, donations, partnerships. Please itemise)
Venue Hire		
Administration		n/a
		n/a
RADF Grant Total (total of column 3)		RADF Grant Total (total from column 3)
Total Expenditure		Total Income

SECTION 4: Statistical information about applicants

Information in this section is not used to assess your application. Information you provide will be aggregated and used to review the annual program and provide information to Arts Queensland.

Gender ...Are you	Male	—	Female
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Do you or your group/organisation identify with any of the groups below? If you are an individual applicant, do you personally identify as belonging to any of the groups below? If you are a group/organisational applicant, does your group/organisation primarily exist for any of the groups below? **(Tick only those that apply. This may be more than one).**

Aboriginal peoples	Older people (55 years or older)
Torres Strait Islander peoples	People with a disability
People from a culturally diverse background	People in regional area/s
Children (0 – 11)	People from culturally & linguistically diverse backgrounds
Youth (10-21 years of age)	Australian South Sea Islander peoples

SECTION 5: Support Material

Please note: Maximum 20MB of support material allowed

- Letters of support must include an original signature or contact details of the author.
- All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.
- Excessive support material will not be read by assessors and as such excluded from assessment.

For audit purposes, Carpentaria Shire Council is required to retain a copy of the support material supplied by applicants.

The following support material is critical to the success of your application.

	One copy of application and all the required support materials and scanned signed copy of Section 6 – Certification.
	A brief CV for all key personnel that the RADF grant will pay for (no longer than one A4 page per person) and written or emailed confirmation of their participation (for Organisations just the artistic/creative director). The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved.
	Up to three letters from individuals, or organisations in your area of practice that provide relevant comment in support of your application.
	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity.
	Written confirmation from key artists, personnel and venue managers involved in the project, confirming availability and schedule of fees.
	For Collective/Artist Run Initiative all members of the group must sign a letter to Carpentaria Shire Council confirming their involvement and support for the nominated representative.

If applicable to your project, please provide the following support material-

	Confirmation of venues and evidence of interest from potential clients (e.g. venues, organisations, events) This demonstrates demand for your project/program.
	Confirmation of significant partnerships in writing.
	Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product.
	Quotes for all budget items over \$300 that the grant will pay for (materials, contractors, venue hire etc.)
	For proposals involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children or young people – please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.
	Examples of previous work that demonstrate the quality of the event, artwork, cultural workers or artists involved in the project/program (maximum 10 minutes length of CD or DVD). Please be mindful assessors will be assessing multiple applications, so limit this to two of your best examples . Please provide links below for online support material:

SECTION 6: Certification

6.1 Information Privacy and Right to Information

(All Applicants)

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.

If your application is successful, the Council may disclose the following information to Arts Queensland:

- The information you provide in your grants 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 the 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 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 provide to Queensland Government Members of a Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the information in their Annual Reports or on their websites.

The 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 Council or Arts Queensland.

6.2 Signature - Applicant

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Carpentaria Shire Council Regional Arts Development Fund Guidelines.
- The statements in this application are true and correct to the best of my knowledge, information and belief. 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.

Signature		Date
Name in Full		
Parent/Guardian (if applicant is under 18)		

6.3 Signature - Auspicing Agent

Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants. I/my organisation agree/s to administer the grant that may be

<i>offered to the applicant on their behalf and that the information stated in this application is true and correct.</i>		
Signature		Date
Name of Auspicing Body		
Contact person's name in full		
Position in group or organisation		

Eligibility Checklist: Professional/Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required or download a copy from the RADF page on the TRC website www.trc.qld.gov.au

The purpose of the RADF Program is to support professional and emerging professional artists and arts workers (artists) to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick any **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Arts worker NAME: _____

Please tick the following artistic merits that apply to you

- ☐ I have professional arts and/or cultural qualifications
- ☐ I have an Australian Business Number (ABN)
- ☐ I have devoted significant time to arts practice.
- ☐ I have been recognised as a professional by peers.
- ☐ I have held public exhibitions or given public performances (not as part of a competition).
- ☐ I have work held in public collections.
- ☐ I have won important national and/or international prizes or awards.
- ☐ I have held public discussions and/or have had articles written about my work.
- ☐ I have been commissioned or employed on the basis of art skills and/or earning income from sales of

art work.

☐

I am a member of a professional association (or associations) as a professional artist.

Name/s of association/s:

☐

I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

☐

I am an artist whose artistic or cultural knowledge has developed through oral traditions.
