

Regional Arts Development Fund

COMMUNITY PROJECT GRANT APPLICATION FORM

APPLICANT DETAILS	Applicant Type <input type="checkbox"/> Individual <input type="checkbox"/> Group/Unincorporated Body <input type="checkbox"/> Organisation		
	Have you or your group/organisation previously applied for a RADF Grant? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If you were successful, was that grant successfully acquitted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	INDIVIDUALS		
	Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):		
	Name		
	Do you have Australian citizenship or permanent residency status? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	D.O.B (if <18)		
	GROUPS/UNINCORPORATED BODIES/ORGANISATIONS		
	Name		
	Legal Name (Organisations Only)		
	Legal Status (Organisations Only)		
	Contact Person Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):		
Contact Person Name		Role	
CONTACT DETAILS	Street Address		
	Suburb	State	Postcode
	Postal Address		
	Suburb	State	Postcode
	Mobile	Home	
	Email		
	Website		
PROJECT SUMMARY	Project Title		
	Grant Category <input type="checkbox"/> 1. Events and Festivals <input type="checkbox"/> 3. Skills Development <input type="checkbox"/> 2. Performances and Productions <input type="checkbox"/> 4. Creative Generation		
	Grant Round <input type="checkbox"/> Round 1 <input type="checkbox"/> Round 2 <input type="checkbox"/> Round 3		
	Project Brief (Describe the project in 20 words or less)		
	RADF Grant Requested \$		Total Project Cost \$
	Start Date		End Date
	Outcome Report Due (8 weeks from end date)		

PROJECT DETAILS

WHAT? What is the main artform of? Select ONE	<input type="checkbox"/> Community Arts and Cultural Development <input type="checkbox"/> Music <input type="checkbox"/> Writing <input type="checkbox"/> Dance <input type="checkbox"/> Visual Arts, Craft and Design <input type="checkbox"/> Theatre <input type="checkbox"/> Heritage <input type="checkbox"/> Multi-arts			
<p>What is your project?</p> <p>What does it involve?</p> <p>What activities will you be undertaking?</p> <p>In what ways does the project align with the funding category objectives?</p>				
Please list the range and number of activities involved.	TYPE OF ACTIVITY	QTY	TYPE OF ACTIVITY	QTY
	Workshops		Performances	
	Creative development of new work		Placemaking	
	Cultural tourism		Professional or career development	
	Events and festivals		Community consultation, arts research or policy development	
	Exhibitions and collections		Heritage protection/promotion	
	Publications		Other (please specify):	
WHERE? Where will you undertake your project? Town, institution, studio etc.				
If your project is not being held in the Banana Shire detail how the local community will benefit.				

<p>WHO?</p> <p>Tell us about who will be involved with your project.</p> <p>Who are the artists and or organisations you will work with?</p>		
	Expected Participant Numbers Participants are considered to be those actively engaged in arts activities (eg. workshop participants)	
	Expected Audience Numbers Audiences have more passive engagement (eg. audience at an exhibition)	
	How many volunteers/unpaid workers are involved in your project?	
<p>Does your project target a specific group in your community?</p> <p>This could be as participants, audience, or in the development of the project.</p>	<input type="checkbox"/> Not Applicable (for activities available to the general public)	
	<input type="checkbox"/> Children (0-11 years) <input type="checkbox"/> Young people (12-25 years) <input type="checkbox"/> Older people (55 years+) <input type="checkbox"/> Women <input type="checkbox"/> Men <input type="checkbox"/> Aboriginal and/or Torres Strait Islander people <input type="checkbox"/> Australian South Sea Islander people <input type="checkbox"/> People from culturally and linguistically diverse background <input type="checkbox"/> People with a disability <input type="checkbox"/> People who experience disadvantage <input type="checkbox"/> Emerging artists <input type="checkbox"/> Established artists	
<p>Describe how you are engaging or targeting the group/s.</p> <p>E.g. if you have indicated the project targets people with a disability – the panel might like to see that you have engaged with this group in development of the project.</p>		
<p>WHEN?</p> <p>When is your project taking place?</p> <p>List each stage of the project and when you expect to complete that stage</p> <ul style="list-style-type: none"> • Is there a planning timeframe? • When is the main activity? • Will you need to complete anything after the activity, e.g. documentation? 	Project Stage	Expected Completion Date
	Project Start	
	Project Completion	
	Outcome Report Due (8 weeks from end date)	

<p>WHY?</p> <p>Why are you undertaking this project?</p>	
<p>Outline any evidence for genuine community interest and local support for this project.</p>	
<p>What results do you expect from the project?</p> <p>How will your project make a positive contribution to the community?</p>	
<p>HOW?</p> <p>How will you measure success? Indicate how you will capture audience/participant/partner feedback. (eg. surveys, interviews, comment box, debrief)</p>	
<p>How will you address any risks: WHS, insurance, licenses etc.</p>	
<p>INSURANCE</p> <p>Does you or your organisation have public liability insurance for a minimum of \$5 million for any one occurrence?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

FINANCIAL INFORMATION	Complete this section if you/your organisation/group have an ABN and are responsible for the financial management of this grant if successful.	
	ABN	GST Registered <input type="checkbox"/> Yes <input type="checkbox"/> No
	Registered Name	
	Trading Name (if relevant)	
AUSPICED APPLICATION	Complete this section if you do NOT have an ABN and you are nominating an accountable organisation or individual to administer the grant on your behalf.	
	Please note: Both the applicant and the auspicng organisation/individual are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to submit further RADF applications until all grants have been satisfactorily acquitted.	
	Who is your auspicng arrangement with? <input type="checkbox"/> an incorporated organisation <input type="checkbox"/> an individual	
	Name of Auspice Body	
	ABN	GST Registered <input type="checkbox"/> Yes <input type="checkbox"/> No
	CONTACT PERSON	
	Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):	
	Name	
	Role (if relevant)	
	Postal Address	
	Suburb	State Postcode
	Email	
	CERTIFICATION BY AUSPICING ORGANISATION/INDIVIDUAL	
	I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in the 'auspiced application' section of this application is true and correct.	
Signature	Date:	
Name in full		
Role (if relevant)		
CERTIFICATION	I, the undersigned, certify that:	
	<ul style="list-style-type: none"> • I have read and will abide by the <i>RADF Community Project Grant Guidelines</i> document • The statements in this application are true and correct to the best of my knowledge, information and belief and the supporting material is my own work or the work of the artists named in this application. • I have read and understood the Information Privacy and Right to Information Statement and agree to the use and disclosure of information as outlined in the Statement. 	
	Signature If you are under the age of 18 your legal guardian must also sign this application	Date:
	Name in full	
	Position (if applicable)	
Signature of Guardian	Date:	
Name in full		

INFORMATION PRIVACY AND RIGHT TO INFORMATION

The information you provide in your grant application will be used by the RADF Committee and Banana Shire Council to process and assess your application and, if successful, to process, pay and administer your grant. Other funding agencies identified in your application may be contacted to verify grants requested.

If your application is successful, the following information may be disclosed to Arts Queensland:

- the information you provide in your grant application
- the amount of funding you receive
- the information you provide in your outcome report and
- text and images related to your funded activity.

The Information may be used by Banana Shire Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The Information may be made anonymous and used for statistical purposes. It may also be used in the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the Information and your contact details may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly. Banana Shire Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.

Banana Shire 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 Banana Shire Council or Arts Queensland.

APPLICATION CHECKLIST

- I have discussed my activity with the RADF Liaison Officer (RLO)
- I have read and understood the *RADF Community Project Grant Guidelines* document
- All sections of the *Application Form* have been completed and the application is signed and dated
- I have checked the budget and confirm it balances

ESSENTIAL SUPPORT MATERIAL Essential items MUST be included for the application to be eligible

- Quotes/calculations for each item in budget using RADF Funds
- 2 - 4 letters of support illustrating community demand/support for project
- Copy of public liability insurance Certificate of Currency
- Completed *Capital Expenditure Checklist* (Only for projects involving capital expenditure)

For EACH artswoker receiving wages:

- 1 page resume/CV or Completed *Artist Eligibility Checklist*
- Confirmation of availability including schedule of fees/quote

RECOMMENDED SUPPORT MATERIAL- Recommended items will strengthen your application

- Support material confirming bookings, venue availability etc.
- Quotes, calculations etc. supporting additional budget figures
- Support material confirming any donations, sponsorship, partnerships, approved grants etc.
- Evidence of support/confirmation from target groups of involvement in project (ONLY if project is targeted towards certain groups as indicated on page 3 of application)

STATISTICAL INFORMATION ONLY – PLEASE COMPLETE

Do you, as person completing this application identify as belonging to one or more of the groups listed below?

- | | |
|---|---|
| <input type="checkbox"/> Aboriginal and/or Torres Strait Islander | <input type="checkbox"/> Career Stage: Established |
| <input type="checkbox"/> Australian South Sea Islander | <input type="checkbox"/> People who experience disadvantage |
| <input type="checkbox"/> From a culturally or linguistically diverse background | |
| <input type="checkbox"/> Person with a disability | |
| <input type="checkbox"/> Older person (55 years+) | |
| <input type="checkbox"/> Young person (12-25 years) | |
| <input type="checkbox"/> Child (0-11 years) | |
| <input type="checkbox"/> Career Stage: Emerging | |