

Regional Arts Development Fund - Application Form

Form Preview

Regional Arts Development Fund – Formal Round Application

PRIVACY STATEMENT

Gladstone Regional Council is collecting your personal information for the purposes of processing your request and undertaking associated Council functions and services. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and associated laws. Your personal information will not be disclosed to third parties without your consent, or if required to do so by law. Your personal information is only accessed by persons authorised to do so.

Please note the information provided in this application and in related documentation and discussions may be provided to members of the RADF Committee in order to assist Council in assessing your application.

By submitting this application, you consent to Council publishing your name, the project name, project description and Council's funding contribution. We may also use your details for promoting Council's funding program.

Additionally, further details of the application may be released upon request.

REGIONAL ARTS DEVELOPMENT FUND (RADF) GUIDELINES

Applicants should refer to the [RADF Guidelines](#) to complete this application.

I have read and understood the RADF Guidelines?

- ☐ Yes
☐ No (Please read the guidelines)

APPLICANT INFORMATION

* indicates a required field

Applicant Information *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Position Held in Organisation

Street Address *

Address

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

Postal Address

Address

Phone Number

Must be an Australian phone number.

Mobile Number

Must be an Australian phone number.

Email Address *

Must be an email address.

Website

Must be a URL.

Social Media Accounts

Is the applicant an Australian citizen or permanent resident? *

- ☐ Yes
☐ No

Applicants must be an Australian citizen or have permanent residency status to apply for RADF Funding.

Is the applicant a resident of the Gladstone Regional Council area? *

- ☐ Yes
☐ No

Does the applicant identify with or service any of the following groups? *

- ☐ First Nations arts, cultures and/or communities
☐ Torres Strait Islander peoples
☐ Australian South Sea Islander
☐ From a culturally and/or linguistically diverse background
☐ Person with a disability
☐ Older person (55 years+)
☐ Youth (12-25 years)
☐ Not applicable

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This question refers to the way funding recipients self-identify. For individuals, it refers to whether the funding recipient themselves identify as a young person, Aboriginal, a person with a disability, etc. For organisations, it refers to whether that organisation exists primarily to service any of the groups lists (e.g. a youth arts organisation, an Aboriginal health organisation, etc.)

AUSTRALIAN BUSINESS NUMBER (ABN) INFORMATION

Does the applicant have an ABN? *

- ☐ Yes
☐ No

One must be selected to proceed. If the applicant does not have an ABN, they will need to submit a Statement by a Supplier Form. When a payer makes payments to suppliers for goods or services to the business, those suppliers generally need to quote an Australian business number (ABN). If a supplier does not provide its ABN, the payer may need to withhold an amount from the payment for that supply – this is referred to as 'no ABN withholding'. Certain suppliers are not required to quote an ABN to a payer. In these cases, the suppliers can use the Statement by a Supplier Form to justify the payer not withholding from the payment to the supplier.

If No, Is the applicant going to complete a Statement by a Supplier form?

- ☐ Yes
☐ No

FUNDING HISTORY

Has the applicant received any previous assistance (monetary and/or in-kind) from Gladstone Regional Council? *

- ☐ Yes
☐ No

Have you received funding from Gladstone Regional Council that has an outstanding acquittal ?

- ☐ Yes
☐ No

If so you are ineligible for funding

Have you received funding from Gladstone Regional Council for the same or related project in the past 12 months?

- ☐ Yes
☐ No

If ticked yes, please provide additional details on how this funding request differs from the previous funding awarded. Please specify if the project was successfully acquitted.

PROJECT SUMMARY

* indicates a required field

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Project Title *

Summary of the project *

Describe a summary of the project/activity and anticipated outcomes.

Project Start Date *

Must be a date.

After funding round has commenced.

Project End Date *

Must be a date.

Within 12 months of the project start date.

Which funding category(s) is the application for? *

- ☐ Community consultation/arts research/policy development
- ☐ Creative development of new work
- ☐ Cultural tourism
- ☐ Events/festivals
- ☐ Exhibitions/collections
- ☐ Heritage protection/promotion
- ☐ Performances
- ☐ Place making*
- ☐ Professional/career development*
- ☐ Publications
- ☐ Workshops
- ☐ Other:

N.B. Place making is a multi-faceted approach to the planning, design and management of public spaces. Place making capitalises on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote people's health, happiness, and well-being. N.B. Professional/career development can be accepted as an Out Of Round Application..

Will the project focus on any of the following groups as creators, participants, or audiences? *

- ☐ First Nations arts, cultures and/or communities
- ☐ Torres Strait Islander peoples
- ☐ Australian South Sea Islander
- ☐ From a culturally and/or linguistically diverse background
- ☐ Person with a disability
- ☐ Older person (55 years+)
- ☐ Youth (12-25 years)
- ☐ Not applicable

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Note that Arts Queensland expects that the approach to working with these groups will be respectful and that this application will demonstrate how the needs of the group(s) will be considered and how appropriate protocols when working with them will be followed.

Are the activities associated with the project being held in the Gladstone Regional Council area? *

- ☐ Yes
☐ No

If no, please explain how it will directly benefit arts and culture in the Gladstone Region?

Word count:

Must be no more than 100 words.

Risk Management

Risk Management: Please list identified project risks, and the control measures *

Word count:

Must be no more than 500 words.

A Risk Management Plan could include safeguarding requirements when working with children, young people, volunteers or vulnerable adults. The plan could also address other risks such as financial, reputation, workplace health and safety.

Please upload a Risk Management Plan

Attach a file:

Reach and Engagement

Please estimate the expected project data as closely as possible.

Who is the target audience, and how will your marketing be inclusive and accessible?

Identify demographics or specific groups/organisations.

How do you plan to promote your project to reach your target audience?

Include tools, platforms and methods of marketing (e.g., social media, posters, radio)

Number of attendees *

Must be a number.

Number of people who attend activities as audience members - e.g. to see an exhibition, watch a performance, listen to a talk.

Number of participants *

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Must be a number.

Number of artists/ cultural workers employed *

Must be a number.

Total number of people employed (on contract or permanent basis) as artists or arts and cultural workers over the duration of activity.

Number of other people employed in other paid positions *

Must be a number.

Total number of people employed on contract or permanent basis) who are engaged in a role other than an artistic/cultural role) over the duration of the activity.

Number of volunteers *

Must be a number.

Total number of people engaged as volunteers to support delivery of activity (including artists).

Sectors partnered with (if applicable)

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.

How will you capture or report on these numbers? *

Explain what methods will be used to track engagement (e.g. ticketing data, registrations, sign in sheets, surveys)

Project Alignment with Local Priorities and Arts Queensland Assessment Criteria.

* indicates a required field

Council's Local RADF Priorities and Funding Categories

Please complete the following section to demonstrate how your project aligns with the local priorities, and meets the Arts Queensland assessment criteria of **High Quality, Strong Impact** and **Sustainable Value**.

Which Local RADF priorities does the project address? *

- ☐ Creative Life
- ☐ Unified, Connected Community
- ☐ Animated Places and Spaces
- ☐ Valued History and Heritage
- ☐ Partnership and Collaboration
- ☐ Cultural Citizenship

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☐ Cultural and Creative Enterprise

Explain how your project addresses the selected priority/ies. *

Word count:

Must be no more than 300 words.

Please provide a detailed response on how your project aligns with the selected priorities.

Arts Queensland Assessment Criteria

Describe how your project/activity demonstrates High Quality artistic and cultural merit. *

Word count:

Must be no more than 300 words.

Consider the creative concept, the experience of the artists engaged, and the artistic merit. Example

Prompt: "The artists engaged are established and reputable with an accomplished CV. The project includes community led design elements to ensure accurate historical representation".

Describe how your project/activity demonstrates Sustainable Value outcomes and legacy *

Word count:

Must be no more than 300 words.

How will it build skills, networks, or future opportunities? Will there be long term benefits beyond the project completion? Example Prompt: "Participants will gain skills in digital storytelling, and all training modules will be accessible online for ongoing community reference".

Describe how your project/activity demonstrates Strong Impact community reach and engagement. *

Word count:

Must be no more than 300 words.

How will the project/activity increase access to or participation in Arts and Culture. What are the expected reach outcomes? How has community interest been identified? Example prompt: "The project will directly involve 200 participants, and attract an estimated 1000 audience member to attend the exhibition"

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BUDGET DETAILS

* indicates a required field

If required, refer to the [RADF Grant Program Budget Factsheet](#) for assistance.

Itemise the project budget income and expenses. Some examples may be:

INCOME: RADF grant, ticket income, other grants, sponsorship, cash contributions (funds from applicant/organisation, workshop fees, etc), in-kind contributions (administration of RADF project, volunteer hours, in-house marketing/design, etc)

EXPENSES: Salaries, wages, advertising and promotion, equipment and venue hire, artist fees, etc

Budget

Income	\$	Expenditure	\$

Budget Totals

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Total In-Kind

Must be a dollar amount.

Attach your own Budget

Attach a file:

Total Project Cost *

Must be a dollar amount.

Total RADF Funding Request *

Must be a dollar amount.

Percentage (%) of contribution *

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Must be a number.

Has other funding been applied for or received in relation to this project? *

- ☐ Yes
☐ No

If yes - please outline details other funding bodies

Please attach quotes for all items requesting funding.

Attach a file:

PROTOCOLS

Welcome to Country/Acknowledgement of Country

- ☐ Yes, I understand that any events may be required to incorporate an Acknowledgement or Welcome to Country into the opening of our project/event. If this is required, I understand it will be included in the Funding Agreement.

Indigenous Cultural and Intellectual Property Rights

- ☐ Yes, I will respect and acknowledge ICIP, gain appropriate consent from owners prior to ICIP use and pay for the use of ICIP where appropriate.

Intellectual Property Rights and Moral Rights

- ☐ Yes, I understand that I must not infringe on Intellectual Property Rights or Moral Rights of any person in delivering funded activities.

For projects with a produced outcome please indicate below who will be the Intellectual Property rights owner

Acknowledgement of Funding

- ☐ Yes, I understand that I must acknowledge the funding partners in all published material associated with the activity.

SUPPORT MATERIAL(S)

*** indicates a required field**

Including ample support material will be greatly valued during the assessment process as it enhances the comprehensiveness and credibility of the evaluation.

Current CV for all artists or creative professionals involved in the project *

Attach a file:

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Letters of confirmation of intent from artists/ creative professionals involved in the project *

Attach a file:

Upload any additional support material

Attach a file:

Upload relevant examples of the applicant's previous work

Attach a file:

Provide the URL of a website that demonstrates the applicant's work (as relevant to this application).

Must be a URL.

DECLARATION AND SUBMIT

* indicates a required field

Do you give permission for your email address to be added to the Gladstone Regional Art Gallery & Museums mailing list for future funding updates? *

- ☐ Yes
☐ No

Declaration

I/We, the applicant:

- declare that the above information is true and correct in all respects (to the best of my knowledge) at the time of lodgement of this application with Council;
- submit the application with the full knowledge and agreement of the management of the organisation;
- have read the associated Policy and RADF Guidelines;
- understand that if Council approves the grant, I will be bound by the contents of my application to carry out my project as I have described;
- agree that I/we will make contact with Council immediately if any of the details given in relation to this application change or are incorrect; and
- provide consent for Council to:
 - advertise projects that have been successfully funded by Council (i.e media release, social media); and
 - advertise successful recipient details on Council's website (including but not limited to, project description, name of recipient, amount funded).

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I have read and agree to the above: *

- ☐ Yes
- ☐ No

Submitting Officer's Name *

Submitting Officer's Position *

Date

Must be a date.

IMPORTANT: Once the application has been submitted it can no longer be edited. Please ensure all details are true and correct and all supporting information has been attached.