

**Regional Arts Development Fund (RADF)
Stage Two – Application Form**

Checklist

- I have discussed my project with Somerset Regional Council
- I have read Somerset Regional Council's RADF Guidelines
- All sections of the application form have been completed
- I have signed and dated the application form
- Auspice certification signed and dated (if relevant)
- I have checked the budget and confirm it balances
- Supporting documentation checklist has been completed and items are attached

Project summary

Project name:				
Applicant name:				
RADF category:	<input type="checkbox"/> 1. Somerset Stories <input type="checkbox"/> 2. Wellbeing <input type="checkbox"/> 3. Placemaking <input type="checkbox"/> 4. Person and Places activation program <input type="checkbox"/> 5. Skills development			
Grant round:	<input type="checkbox"/> Round One	<input type="checkbox"/> Round Two	<input type="checkbox"/> Round Three	<input type="checkbox"/> Round Four
Project brief: (this statement will be used to promote your project in Council media releases)				
Total project cost:	\$			
RADF grant request:	\$			

Project timeframe: (Your application will not be eligible if you project begins before the grant is approved)	Start date:	End date:
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

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Applicant details

Applicant type:	<input type="checkbox"/> Individual <input type="checkbox"/> Group/Unincorporated body <input type="checkbox"/> Organisation <i>Select one (refer to RADF guidelines for more information)</i>
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Individuals	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):
Name:	
D.O.B. (if under 18)	
Street address:	<i>(Include suburb, state, postcode)</i>
Postal address:	<i>(Include suburb, state, postcode)</i>
Phone number/s:	
Email:	
Website:	
Do you have Australian citizenship or permanent residency status?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Groups, Unincorporated Bodies and Organisations	
Name:	
Website:	
Legal Name: <i>(Organisations Only)</i>	
Legal Status <i>(Organisations Only)</i>	
Contact person title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):
Name:	
Position:	
Street address:	<i>(Include suburb, state, postcode)</i>
Postal address:	<i>(Include suburb, state, postcode)</i>
Phone number/s:	
Email:	

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Australian Business Number (ABN)

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

- Yes – Provide ABN details below
 No – please complete the following *Auspice Application* section

ABN:	
Registered name:	
Trading name:	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Auspice Application

Only complete the section if you/your organisation do not have an ABN and you are nominating an accountable organisation or individual to administer the grant on your behalf.

Who is your auspicing arrangement with?	<input type="checkbox"/> An incorporated organisation <input type="checkbox"/> An individual
Organisation name:	
Contact person:	
Position:	
ABN:	
Email:	
Postal address:	<i>(Include suburb, state, postcode)</i>
Phone number/s:	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification by auspicing organisation/individual

Please note: Both the applicant and the auspicing organisation/individual are considered responsible for the ensuring acquittal of grants and both could be deemed ineligible to submit further RADF applications until all grants have been satisfactorily acquitted

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: _____
Name in full: _____
Position: _____
Date: _____

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About your project: summary

Briefly describe your project. Use this section to describe the rationale for your project and outline how this meets the objectives of your funding category.

Location of activities

Where will you undertake your project?
(Include postcode of locations)

Is your project being held in the Somerset region?

- Yes No

If no, please provide details as to how the community living in the Somerset region will benefit from your project. If your application is successful, approval may include conditions as part of your contract.

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Range and number of activities

Please list the range and number of activities involved in your project.

Type of activity	Number
Individual artist participating in professional and career development activity	
Creative development of new work	
Performances	
Exhibitions and collections	
Publications	
Skills development workshops	
Events and festivals	
Place-making	
Cultural tourism	
Conferences and training sessions delivered by you for artists and cultural workers	
Other (please specify):	

Number of participants and audiences engaged

Estimate the number of people who will engage with your project and how you anticipate this will happen.

	Participants	Audience	How will you engage?
From the Somerset region			
Outside the Somerset region			
TOTAL numbers			

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Diversity of artists and audience/participants

Indicate if you personally identify with groups listed below and/or if your activities are specifically targeted towards groups listed. Do not include activities that are generally available to all members of the community, but not specifically targeted towards a group. If targeted communities are to be engaged, describe how you will achieve this.

Group	Personally identify as	Targeted	Describe how you are engaging this target group as participants or audiences
Women	<input type="checkbox"/>	<input type="checkbox"/>	
Men	<input type="checkbox"/>	<input type="checkbox"/>	
Emerging artist/Cultural workers	<input type="checkbox"/>	<input type="checkbox"/>	
Aboriginal people	<input type="checkbox"/>	<input type="checkbox"/>	
Torres Strait Islander people	<input type="checkbox"/>	<input type="checkbox"/>	
Australian South Sea Islander people	<input type="checkbox"/>	<input type="checkbox"/>	
People from culturally and linguistically diverse backgrounds	<input type="checkbox"/>	<input type="checkbox"/>	
Young people aged 12-25 years	<input type="checkbox"/>	<input type="checkbox"/>	
Children aged 0-11 years	<input type="checkbox"/>	<input type="checkbox"/>	
Seniors aged 55 years or over	<input type="checkbox"/>	<input type="checkbox"/>	
People with a disability	<input type="checkbox"/>	<input type="checkbox"/>	
Regional Queenslanders	<input type="checkbox"/>	<input type="checkbox"/>	
Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	
This activity is generally available to the public.			

Community interest and support

Outline any evidence for genuine community interest and local support for this project.

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Benefits of the project

What results do you expect from the project? How will your project make a positive contribution to the community? Does your project incorporate *Somerset stories*, *wellbeing* or *placemaking* within the Somerset region?

Project feedback and results

Indicate how you will capture audience/participant/partner feedback?
(e.g. surveys, interviews, comment box, debrief)

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Project Management – Timeline

List each stage of the project from start to finish and list when you expect to complete that stage.

Project stage	Expected completion date
Complete the RADF outcome report <i>(No later than 8 weeks after the finish date)</i>	

Project management risks

Outline the steps you have taken to address the issues of workplace health and safety, public liability insurance, copyright and relevant licences.

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Contributions to employment and local economy

Award rates or industry recommended rates should be paid to professional arts and cultural workers involved in the project

If you are paying only a portion of the recommended rate of pay because the arts worker involved is contributing their time as an in-kind contribution, please list the total rate of pay, the RADF funded portion, and the in-kind contribution below.

**Use these figures to assist in completing your budget by transferring the corresponding budget sections.*

Name	Role	Rate of pay (\$/hr or \$/week)	RADF \$	In kind \$	Total Pay	QLD based	Outside of QLD
TOTALS			\$	\$	\$		
How many volunteers/unpaid workers are involved in your project?							

Contributions and partners

Business/Partner	Contribution summary	\$ Financial total	In kind value	Total value
				\$
				\$
				\$
				\$
				\$
Totals		\$	\$	\$

Number of local businesses involved:		
Total number of financial partnerships		
Total number of in-kind partnerships		

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Project budget

- Please complete this budget template to account for all costs of your project
- Use whole dollars only
- Enter all other grants for which you have applied for, tick if approved
- The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item
- GST: if you are registered for GST, your figures should be *exclusive* of GST. Council will pay the grant plus GST. Your expenditure should include the GST to be paid.
- The total expenditure and total income must be equal. The total RADF grant should be listed twice, once in the income column and once in the expenditure column
- Ensure to indicate by ticking the column for any in kind contributions

See the budget fact sheet available on our website or ask the RADF Liaison Officer for assistance if required.

Expenditure	Total	RADF	Income	In Kind	Total
Salaries, fees & allowances			Earned income (e.g. ticket sales)		
Project or activity costs (e.g. materials, preparation, equipment)			Contribution from artists and others		
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
Promotion, documentation and marketing			Other grants	Approved	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
Administration (Office costs, admin overhead)			Sponsorship, fundraising & donations		
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
RADF grant (Total from column 3)		\$	RADF grant (Total from column 3)		\$
TOTAL EXPENDITURE	\$		TOTAL INCOME		\$

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Certification and privacy information

I, the undersigned, certify that:

- I have read and will abide by the *RADF: Information for Applications* document
- The statements in the 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 the 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

Information Privacy and Right to Information

The information you provide in your grant application will be used by the RADF Committee and Somerset Regional 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
- Text and images related to your funded activity

The information may be used by Somerset Regional 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. Somerset Regional Council and Arts Queensland may also publish the information in their annual reports or on their websites.

Somerset Regional 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 Somerset Regional Council or Arts Queensland.

Signature: _____

(if you are under the age of 18 your legal guardian must also sign this application)

Date: _____

Name in full: _____

Position: _____

Signature of Guardian: _____

(if applicable)

Name in full: _____

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Support material

List the supporting material you are including in your application and tick on completion

- Essential items must be included for the application to be eligible
- Nonessential items are recommended as they will strengthen your application

Essential	
<input type="checkbox"/>	For each arts worker receiving wages: <ul style="list-style-type: none"> ▪ 1-page resume/CV ▪ Completed <i>Artist Eligibility Checklist</i> ▪ Confirmation of availability including schedule and fees/quote
<input type="checkbox"/>	Quotes/calculations for each item in budget using RADF Funds
<input type="checkbox"/>	Completed <i>Capital Expenditure Checklist</i> <i>(only for projects involving capital expenditure or permanent structures such as a public art piece)</i>
<input type="checkbox"/>	Two-four letters of support illustrating community demand/support for project
<input type="checkbox"/>	Evidence of support/confirmation from target groups of involvement in project <i>(only if project is targeted towards certain groups as indicated on page five of application)</i>

Recommended	
<input type="checkbox"/>	Support material confirming bookings, venue availability etc.
<input type="checkbox"/>	Quotes, calculations etc. supporting additional budget figures
<input type="checkbox"/>	Support material confirming any donations, sponsorship, partnerships, approved grants, etc.

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Eligibility checklist

(Complete one form for each artist and/or cultural worker paid by RADF)

The purpose of the RADF program is to support professional and emerging professional artists and art workers to practice excellence in their art making for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as ‘professionals’ and ‘emerging professionals’ is clearly identified. Your responses to the questions below determine your status as an artist in regard to the RADF program.

To meet the eligibility requirements for an RADF grant, you need to tick any three or more of the artistic merits below to qualify as an artist with a professional and emerging professional status.

Artist or arts worker’s name: _____

Please tick the following artist merits that apply to you:

- I have an Australian Business Number (ABN)
- I have devoted significant time to arts/cultural practice
- I have professional arts and/or cultural qualifications
- I have been recognised as a professional by my 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 employed on the basis of art/cultural skills and/or earning income from sales of artwork
- I am an artist or cultural worker whose artistic talent or cultural knowledge has been recognised as a professional by peers of the cultural community
- I am an artist or cultural worker whose artistic or cultural knowledge has developed through oral traditions
- I am a member of a professional association (or associations) as a professional artist (please write below the names of the association/associations that you are a member of).

Lodging your application

Post to: Somerset Regional Council
PO Box 117
Esk QLD 4312

Email: mail@somerset.qld.gov.au

Or deliver to Council
Customer Service Centre: Esk - 2 Redbank Street
Kilcoy – 15 Kennedy Street
Lowood – Corner of Michael and Main Street