



## Goondiwindi Regional Council Regional Arts Development Fund (RADF) APPLICATION FORM



The *RADF Guidelines* are available at: [www.grc.qld.gov.au](http://www.grc.qld.gov.au). Please read them before completing this application form.

- Ask Council's RADF Liaison Officer if you are unsure about any part of your application:

*RADF Liaison Officer; Tom Hohn*  
Phone 07 4671 7400  
Email [thohn@grc.qld.gov.au](mailto:thohn@grc.qld.gov.au)

- Keep a copy of your application to help prepare the Outcome Report once your activity has finished if you have been successful in receiving RADF funding
- Return your completed application and support material to your local Council Customer Service Office or post to:

*Goondiwindi Regional Council*  
LMB 7  
Inglewood Qld 4387

### APPLICATION SUMMARY

#### APPLICANT DETAILS

<b>Applicant name</b> (name of individual, group or organisation)
<b>Contact person's name</b> (where applicant is a group or organisation )
<b>Address:</b> Street or PO Box
<b>Town / Suburb</b>
<b>State / Postcode</b>
<b>Telephone:</b>
<b>Mobile:</b>
<b>Email:</b>
<b>Website address:</b>

**Which priorities does the project address?**

**Goondiwindi Regional Council RADF priorities:**

- Arts and cultural development for children and young people
- Exposure to wide range of art forms & cultural activities
- Encourage and engage audiences and participants from diverse local demographic cultural groups
- Increase access to art & culture for community members
- Skill development of local artists
- Support health, wellbeing and social connection through arts

**Which category for funding does the project best fit?**

**RADF CATEGORY – CHOOSE ONE**

- 1 Developing regional skills
- 2 Building community cultural capacity
- 3 Cultural tourism
4. Arts based health & wellbeing projects

**PROJECT NAME:** (max 10 words)

**BRIEF PROJECT DESCRIPTION:** Please use this section to describe the rationale and objectives of your project (maximum 200 words).

*The grant will be used towards the **costs of***

**Project Details:**

Start date: \_\_\_\_\_

Finish date: \_\_\_\_\_

What amount of money are you requesting in this RADF application? \$ \_\_\_\_\_

Where will you undertake your project? \_\_\_\_\_

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

Give a brief description about the results you expect from the project. Examples could be: skill development, community access, media coverage for your art form, professional development, innovation, new work, quality of life for the community.

**Please estimate the following**

\_\_\_\_\_ Total number of activities involved (e.g. performances, workshops etc.)

\_\_\_\_\_ Total number of participants at event/activity

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

**List the artists and arts workers involved.**

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

- Resume or CV
- Letter of confirmation and
- Schedule of fees / Quote

How many people in total will be employed (paid) through the project? \_\_\_\_\_

How many volunteers (unpaid workers) will be involved with the project? \_\_\_\_\_

Name Role or position in project	Rate of pay (\$/hr or \$/week)	Total fee \$
<b>Total</b>		

**Budget:**

Please complete this budget template to account for all costs of your project. Round all amounts to whole dollars

The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.

**Note:** If you are GST registered, Council will pay the grant plus GST. If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the GST to be paid.

(1)	(2)	(3)	(4)	(5)
<b>EXPENDITURE</b>	<b>TOTAL COST</b>	<b>RADF</b>	<b>INCOME</b> Income includes in-kind contributions and the total RADF grant you are seeking	<b>TOTAL COST</b>
Salaries, Fees and Allowances	\$	\$	Earned Income	\$
Production/Program Costs			Contribution from Artists and Others (Please note if this is in kind)	
Promotion, Documentation and Marketing			Other Grants	
Administration			Sponsorship, fundraising and donations (Please note where this is in kind)	
RADF GRANT (total of column 3)			RADF GRANT (total from column 3)	
<b>TOTAL EXPENDITURE</b>		<b>N/A</b>	<b>TOTAL INCOME</b>	

**NOTE:** When you have completed your budget the Total Expenditure and Total Income must be equal.

**Community groups which will specifically benefit from the project:**

Tick those groups who will benefit:

- 1. Aboriginal people
- 2. Torres Strait Islander people
- 3. Older people (over 55 years of age)
- 4. People with a disability
- 5. Children (under 15 years of age)
- 6. Children (0-12)
- 7. Young people (13- 30 years)
- 8. People from culturally and linguistically diverse backgrounds

**RADF Grant History:**

- Have you or your group/organisation previously applied for a RADF grant?    Yes    No
- If you were successful has that grant been successfully acquitted?                      Yes    No

**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. Complete Auspice Application section below
What is your ABN?	
In what name is the ABN registered?	
What is your trading name or professional name (if relevant)?	
Are you registered for GST?                      Yes                      No	

**Auspice Application:**

*(Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf)*

Name of auspicing organisation or individual:
Contact person for auspicing organisation:
ABN of auspicing organization or individual:
Are you registered for GST?    Yes                      No
Postal address:
Telephone:
Mobile:
Email:

## SUPPORT MATERIAL

Tick those support materials which you have attached to this application

1. A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and arts worker involved in your project / activity
2. Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate
3. A quote / payment schedule for any paid artists or arts workers employed in the project.
4. A quote for any travel, accommodation or project related expenses for which you are applying for RADF assistance.

## CERTIFICATION

**I, the undersigned, certify that:**

I have read and will abide by the *RADF Guidelines*.

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 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 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 grant 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 provided to Queensland Government Members of 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.

\_\_\_\_\_  
**Signature:**

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

**Date:** \_\_\_\_\_

**Name in full:** \_\_\_\_\_

**Position in group or organisation:** \_\_\_\_\_  
(if applicable)



**Certification by Auspicing Organisation/Individual (if applicable)**

**Please note:** Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to Arts Queensland and Council 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 this application is true and correct.

\_\_\_\_\_  
**Signature:**

**Date:** \_\_\_\_\_

**Name of Auspice Body:** \_\_\_\_\_

**Contact person's name in full:** \_\_\_\_\_

**Position in group or organisation:** \_\_\_\_\_  
(if applicable)