



- The Richmond Shire Council's *RADF Program Guidelines* are available at www.richmond.qld.gov.au Please read them before completing this application form. Please note, that the Richmond Shire Council has their own RADF guidelines which are different to those of Arts Queensland. Please do not use Arts Queensland's guidelines or application form.
- For any queries please ask the Richmond Shire Council's RADF Liaison Officer, radf@richmond.qld.gov.au (07) 47 193 377
- Return your completed application and support material to the Richmond Shire Council radf@richmond.qld.gov.au
- Faxed applications will not be accepted.

COUNCIL USE ONLY

Funding Year _____ Round _____
 The RADF grant is: Approved Not approved Amount approved: \$ _____
 RADF Chairperson Name: _____

1 APPLICANT DETAILS

Applicant name (full name of individual, group or organisation)	
Name of auspicing organisation/individual (if applicable)	
Contact person for application	
Phone number of contact person	
Postal address of applicant	
Email address of applicant	

2 PROJECT SUMMARY

Project name (< 10 words)	
Brief project description (approx. 20 words)	
Location of project	

Project start date	Click here to enter a date.
Project end date	Click here to enter a date.
Outcome Report (due 8 wks after project end date)	Click here to enter a date.
Total cost of project from Section 7	\$
RADF Grant requested from Section 7	\$



3 GENERAL INFORMATION

3.4 AUSTRALIAN BUSINESS NUMBER (ABN):

Will you/your organisation be responsible for the financial management of the grant if this application is successful?	<input type="checkbox"/> Yes – Provide your ABN details below <input type="checkbox"/> No – An auspicing body will be administering any grant that I receive on my/our organisation’s behalf. All individuals who do not have an ABN, groups/collectives or unincorporated organisations must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered.
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In what name is the ABN registered?

Are you registered for GST? Yes No

3.5 RADF GRANT HISTORY

Have you or your group/organisation previously applied for a RADF grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you were successful has that grant been successfully acquitted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4 PROJECT DETAILS

4.1 RICHMOND SHIRE PRIORITIES – ASSESSMENT CRITERIA

Applications will be accessed by the Richmond Shire Council based on the following assessment criteria of Please indicate which priorities best meets your project objectives.
 Judged on responses in regards to QUALITY, REACH, IMPACT and VIABILITY)

Strengthen collaborations that strengthen arts and culture, particular in the health and well-being field
 How will your application contribute to this priority?

Expand the arts through place making and unique cultural tourism initiative
 How will your application contribute to this priority?

Foster vibrant projects through diverse initiatives that offer a range of activities, projects and events that advances community pride and extend to new audiences
 How will your application contribute to this priority?

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

4.2 CATEGORY OF FUNDING

Please indicate which of the below priorities your project meets. Refer to guidelines for more details.

<input type="checkbox"/> 1. Developing Regional Skills	<input type="checkbox"/> 5. Contemporary Collections/Stories
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<input type="checkbox"/> 2. Building Community Cultural Capacity	<input type="checkbox"/> 6. Regional Partnerships
<input type="checkbox"/> 3. Interest-Free Arts Loan	<input type="checkbox"/> 7. Concept Development
<input type="checkbox"/> 4. Cultural Tourism	

5 PROJECT SUMMARY

5.1 Outline the project

5.2 What benefits (results) do you expect from your project?

5.3 Show evidence of genuine community interest and support towards this project

Letters of Support / Partnerships (Please attached at least two)

5.4 Please estimate the following

	Total number of activities involved (e.g. performances, workshops etc.)
	Total number of participants at event/activity
	Total number of volunteers in the delivery of the project

6 PROJECT MANAGEMENT

6.4 List each stage of the project from start to finish

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
Project end date	
RADF Outcome Report due date (no later than 8 weeks after the project end date)	



6.5 Artist and Artworkers Details	
List the artists and artworkers involved.	
You must attach the following four documents from each artist or artworker receiving RADF funding: <ul style="list-style-type: none"> • Resume or CV • Eligibility Checklist for each Professional and Emerging Professional Artist • Letter of confirmation and • Schedule of fees 	
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, \$/day 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)				\$



7 PROJECT BUDGET – Income and Expenses

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

Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved. 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 (see 3.4) 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.

EXPENDITURE	TOTAL COST of each expenditure item.	RADF	INCOME Income includes in-kind contributions and the total RADF grant you are seeking	TOTAL COST of each income item
Salaries, Fees and Allowances			Earned Income ³	
Production/Program Costs ¹			Contribution from Artists and Others ⁴	
Promotion, Documentation and Marketing			Other Grants ⁵	
Administration ²			Sponsorship, fundraising and donations	
		n/a		
		n/a		
		n/a		
RADF GRANT (total from column 3)			RADF GRANT (total from column 3)	
TOTAL EXPENDITURE			TOTAL INCOME	

Budget Notes

When you have completed your budget the Total Expenditure and Total Income must be equal. The RADF grant should be listed twice – once in the income column and once in the expenditure column.

- | | |
|--|---|
| 1. Materials/Preparation/Equipment | 2. Office costs/Admin overhead |
| 3. If applicable, income earned from project | 4. Cash/In-kind/Self investment/Value of materials which are to be provided in-kind |



5. Examples: Australia Council / Education Queensland/Local Government / Gambling Community Benefit Fund / Federal Government

8 ESSENTIAL SUPPORT MATERIAL

Please label all support material with your name and address.

Tick those support materials which you have attached to this application

All Applicants

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artswoker involved in your project / activity |
| <input type="checkbox"/> | An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artswoker involved in your project/activity |
| <input type="checkbox"/> | Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate |
| <input type="checkbox"/> | Referee for application. Please provide the contact details of an individual who can verify your project and the applicant. The referee will be approached in the instance the assessors are unfamiliar with the applicant or required further verification of the project. The referee should be able to provide relevant comment in support of your application. |

Where applicable to your project, please also provide the following essential support material:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people. The letters are essential for applications involving these groups within the community. |
| <input type="checkbox"/> | 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. |



9 CERTIFICATION

9.1 All Applicants

I, the undersigned, certify that:

I have read and will abide by the Richmond Shire Council's *RADF Guidelines* together with any published revisions which are available at www.richmond.qld.gov.au

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:		Date:	Click here to enter a date.
Name in full:			



Position in group or organisation:	
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9.2 Certification by Auspicing Organisation/Individual

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 2.4 of this application is true and correct.

Signature:		Date:	Click here to enter a date.
Name in full:			
Name of Auspice Body:			
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.

The purpose of the RADF Program is to support professional and emerging professional artists and artworkers (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.

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.

Artist, or Artworker 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.

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.