



Lockyer Valley Regional Council Regional Arts Development Fund (RADF) APPLICATION FORM



COUNCIL CONTACT DETAILS

RADF Liaison Officer: Sue Banff

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Lockyer Valley Regional Council
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APPLICATION SUMMARY

Applicant Contact Details

Name of Applicant:
(Individual, Group or Organisation)

Contact Person's Name:
(For Group / Organisation)

Street Address:

Town / Suburb:

State:

Postcode:

Postal Address:

Town / Suburb:

State:

Postcode:

Telephone:
Work:

Home:

Mobile:

Email:

Website:

Do you identify with any of the following?

This information is for statistical use only. It will not affect the assessment of your application. Please help us to improve our services by filling out the questionnaire below.

Aboriginal Peoples

Seniors (aged 55 years and over)

Torres Strait Islander Peoples

Young people (aged 12-25 years)

People with disabilities

Children (aged 0-11 years)

People from a culturally and linguistically diverse backgrounds

Other (Please specify)

APPLICATION SUMMARY

Objectives - Select One

1 Value our Region's diverse arts and culture through professional development opportunities for arts and cultural workers.

2 Encourage creative opportunities for people to participate in arts and cultural activities, through workshops, projects and events.

3 Create vibrant public spaces and places.

Project Details

Project Name:

Brief Project Description:

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

Estimated Project Start Date:

Estimated Project End Date:

Outcome Report Due:

(Six Weeks After End)

RADF Grant Requested:

\$

Total Cost of Project

\$

Have you or your group / organization previously applied for a RADF grant?

Yes

No

If you were successful, was that grant successfully acquitted?

Yes

No

APPLICANT DETAILS

Applicant Type - Select One:

Individual

If you are under 18 years of age, please give your date of birth:

Title: Mr Mrs Ms Other (please specify):

Given Names:

Family Name:

Do you have Australian Citizenship or Permanent Residency Status?

Are you: Male Female Other

Groups

Collectives or cooperatives are community groups or groups of artists that are not incorporated.

One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.

Name of Group:

Name of Auspicing Organisation / Individual:

Details of Accountable Person in Group

Title: Mr Mrs Ms Other (please specify):

Given Names:

Family Name:

Organisation

Eligible organisations include arts and cultural not-for-profit organisations and Australian companies that are either based in Queensland or able to demonstrate how their project will directly benefit Queensland arts and culture.

Organisations must be registered under law as either incorporated associations or a company limited by guarantee.

Legal Name of Organisation:

Details of Contact Person in Organisation

Title: Mr Mrs Ms Other (please specify):

Given Names:

Family Name:

Role of Contact Person:

What is Your Organisation's Legal Status:
(eg. Limited By Guarantee; Incorporated; etc)

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 – Move on to page 5

ABN:

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Registered Name

Trading Name (if relevant)

Are you registered for GST?

Yes

No

ABOUT THE PROJECT

Art Form

What is the main art form category of your proposed project? Please select only one:

- | | | | |
|--|----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Community Arts and Cultural Development | <input type="checkbox"/> Dance | <input type="checkbox"/> Heritage | <input type="checkbox"/> Multi-arts |
| <input type="checkbox"/> Visual Arts, Crafts and Design | <input type="checkbox"/> Theatre | <input type="checkbox"/> Music | <input type="checkbox"/> Writing |

Project Summary

Your application will not be eligible for funding if your project begins before the grant is approved.

Project Start Date:

Project Finish Date:

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

\$

Describe Your Project or Activity:

How Will This Project Benefit You, Your Community, Or Arts and Cultural Workers?

Describe the Number and Type of Activities Planned:

(Choose the most appropriate example below)

Individual artists participating in professional development -

Creative development of new work - e.g. First draft of theatre script

Performances -

Exhibitions and collections -

Community skills development workshops -

Events -

Other (please specify) -

Describe the Outcomes From This Project:**Estimated Number of Participants and Audiences Engaged:**

From the local area -

Outside the area -

How will you engage them -

Outline the Steps You Have Taken to Address the Issues of Workplace Health and Safety, Public Liability Insurance, Copyright and Relevant Licences:**Contributions and Partnerships to your Project (if any).**

Partners	\$ Contributions	In Kind Value	Total Value
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PROJECT MANAGEMENT

List the Artists and Artworkers Involved:

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rate of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please remember to attach the following four documents from each artist or artworker receiving RADF funding:

- 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 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)				\$

Project Budget - Income and Expenses

EXPENDITURE	TOTAL COST	RADF GRANT	INCOME	TOTAL COST
Salaries, Fees and Allowances			Earned Income (ticket sales, etc.)	
Production/Program Costs (materials, preparation, equipment, etc.)			Contribution from Artists and others	
Promotion, Documentation and Marketing			Other Grants	
Administration (office costs, admin costs, etc.)			Sponsorship, fundraising and donations	
		N/A		
		N/A		
		N/A		
RADF GRANT (total)			RADF GRANT (total)	
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.

ESSENTIAL SUPPORT MATERIAL

Please label all support material with your name and address.

Tick those support materials which you have attached to this application

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artworker involved in your project / activity. |
| <input type="checkbox"/> | An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artworker 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"/> | Up to three letters from professional artists and/or arts organisations in your area of practice that provide relevant comment in support of your application |
| <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. |

CERTIFICATION

All Applicants

I, the undersigned, certify that:

The statements in this application are true and correct to the best of my knowledge and I believe 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.

Name in full:	
Position in group or organisation: (if applicable)	
Signature: (If you are under the age of 18 your legal guardian must also sign this application)	
Date:	

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. Please make copies of this Checklist as required or download a copy from the RADF page on the Arts Queensland website www.arts.qld.gov.au

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

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

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.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artswoker 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)

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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.

Name/s of association/s: _____

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.