**GLADSTONE REGION REGIONAL ARTS DEVELOPMENT FUND (RADF)**

**APPLICATION FORM 2016-2017**

The Regional Arts Development Fund is a partnership between the Queensland Government and Gladstone Regional Council to support local arts and culture in regional Queensland.

RADF supports professional Gladstone Region artists and artsworkers, including those working in a cultural development context, to practice originality and innovation in the development of quality arts initiatives.

Gladstone Regional Council Arts and Cultural Policy is available online at: <http://www.gladstone.qld.gov.au/policies>

**Funding Priorities 2016-2017**

1. **COMMUNITY AND COMMITTEE TRAINING TO DEVELOP THOROUGH SUBMISSIONS**

**Building project development and arts business skills**

1. **CAPACITY BUILD THROUGH CULTURAL TOURISM**

**Capturing new audience opportunities to celebrate unique character of the Gladstone Region**

1. **CULTURE AND SPACES**

**Public art and art in public, heritage and identity takes to the streets and parks**

1. **DOCUMENTATION**

**Enhance project delivery with professional documentation**

**Funding Categories**

There are six funding categories: *Developing Regional Skills*, *Building Community Cultural* *Capacity*, *Regional Partnerships*, *Cultural Tourism*, *Concept Development* and *Contemporary collections/stories.*

**Funding Rounds**

Applications are assessed by a local committee of dedicated arts and community representatives, who make recommendations for funding to Council.

Two funding rounds are hosted annually, closing at the end of each April and October for projects that commence at least six weeks after the round's closing.

*Out of Round* funding opportunities are available to *Developing Regional Skills* submissions and must be submitted at least six weeks prior to the commencement of the proposed activity.

**Eligibility**

Gladstone Region individual professional artists, emerging professional artists, artsworkers, cultural workers or project coordinators who are permanent residents or Australian citizens, as well as local arts and cultural groups, can apply for funding to support specific, short-term projects.

If based outside Gladstone Region, the applicant must demonstrate how the project will directly benefit local arts and culture.

RADF will not support 100% of any project. Refer to Guidelines for further information including: *What RADF does not support.* http://gragm.qld.gov.au/radf

**Application Process**

Stage 1: If you are new to the RADF program you must consult the RADF Liaison Officer for an information briefing. *(No application can be considered unless Stage 1. has been completed by new applicants.)*

Stage 2: Complete and submit the Expression of Interest (EOI) (online or hardcopy) by the due date.

Stage 3. The RADF Liaison Officer or an appointed mentor will contact you to discuss your EOI.

Stage 4. Complete and submit the full application form, including budget and supporting documents by the due date.

**GLADSTONE REGION REGIONAL ARTS DEVELOPMENT FUND (RADF)**

**APPLICATION FORM 2016-2017**

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| **Applicant Name** |  | **Total cost of Project** | $ |
| **Contact Person Name and position in group** |  | **RADF investment requested?** | $ |
| **Phone Number** |  | **Project Start Date** | Date: / /  |
| **Email Address** |  | **Project Finish Date** | Date: / /  |
| **Postal Address Street or PO Box****Town / Suburb****State Postcode** |  | **Outcome Report Due Date** | Date: / /  |
| **Project Name** |  | **Project Location/s** |  |
| **Brief project description****(20 words)** |  | **2016-2017****Gladstone Region RADF Grant Round** | [ ]  One[ ]  Two  |

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| **RADF Grant History** |
| Have you previously applied for a RADF grant?[ ]  YES [ ]  NO |
| If you were successful has that grant been successfully acquitted? [ ]  YES [ ]  NO |
| Do you have any current RADF projects? [ ]  YES [ ]  NO |



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| **Lodgement** |
| Gladstone Region RADF Liaison Officer, Di PaddickGladstone Regional CouncilPO Box 29, GLADSTONE QLD 4680Email: gragm@gladstonerc.qld.gov.auDeliver: Gladstone Regional Council, office, venue or libraryPhone: 4976 6766 for further assistanceWebsites: <http://www.gladstone.qld.gov.au>http://gragm.qld.gov.au/radf |

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| ***COUNCIL USE ONLY*** |
| *The RADF grant is approved [ ]  not approved [ ]*  | *RADF Chairperson: Name*  |  |
| *Amount requested (whole $ only)* $ | *RADF Chairperson: Signature*  |  |
| ***Amount approved*** *(whole $ only)* **$** | *Date*  / /  |
| **Applicant Type** |
| [ ]  **Individual Title:** [ ]  **Mr** [ ]  **Ms** [ ]  **other ………………………………….**  |
| Given names: Surname: |
| Do you have Australian citizenship or permanent residency status? [ ]  Yes [ ]  No |
| [ ]  **Group/unincorporated body name:**  |
| Collectives or cooperativesare community groups or groups of artists that are not incorporated and must be auspiced by an incorporated organisation, or an individual with an ABN. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters. |
| Accountable person in group: |
| [ ]  **Organisation name:**  |
| Eligible organisations includearts 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. |
| Accountable person in organisation (name and role): |
| What is your organisation’s legal status?(eg limited by guarantee; incorporated; etc) |
| **Australian Business Number (ABN) Details** |
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| 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 section 1.8 below |
| What is your ABN?: |  |
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| In what name is the ABN registered? |  |
| What is your trading name or professional name (if relevant)? |  |
| Are you registered for GST? |  [ ]  Yes [ ]  No |
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| **Auspiced Application**  |
| * Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.
* Certification of Auspicing Organisation / Individual Details [ ]  Go to last page
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| Who is your auspicing arrangement with? | [ ]  an incorporated organisation  | [ ]  an individual with an ABN |
| Name of auspicing organisation or individual:  |  |
| Contactpersonfor auspicing organisation: |   |
| Position of contact person (if relevant): |  |
| ABN of auspicing organization or individual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Are you registered for GST? |  [ ]  Yes [ ]  No |
| Postal address of auspicing organisation or individual: |  |
| Suburb/Town: |  | State: |   | Postcode: |   |
| Telephone:  |  | Mobile: |  | Email: |  |
| **KEY PERFORMANCE – IMPACT** **• RADF invests in a diversity of local arts and cultural projects** **• RADF engages local communities in arts and cultural activities** **• RADF supports local employment and strengthening of local arts sector** |
| **Which Funding Category are you applying in?**  |
| [ ]  | **Developing Regional Skills** | [ ]  | **Regional Partnerships**  | [ ]  **Concept Development** |
| [ ]  | **Building Community Cultural Capacity** | [ ]  | **Cultural Tourism** | [ ]  **Contemporary Collections / Stories** |

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| **What is the main artform?**  |
| [ ]  |  **Craft**  | [ ]  |  **Visual Arts**  | [ ]  **Writing** |  |
| [ ]   | **Heritage** | [ ]  | **Theatre** | [ ]  **Music**  |  |
| [ ] [ ]  | **Design****Community Arts & Cultural Development** | [ ] [ ]  | **New Media****Dance** | [ ]  **Other …………………………** |  |

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| **KEY PERFORMANCE - QUALITY** **• RADF supports quality arts and cultural initiatives based on local priorities** **• Local communities value RADF** |
| **Which Gladstone Region RADF local priority does your project address?** |
| [ ]  **COMMUNITY AND COMMITTEE TRAINING TO DEVELOP THOROUGH SUBMISSIONS**Building project development and arts business skills[ ]  **CAPACITY BUILD THROUGH CULTURAL TOURISM** Capturing new audience opportunities to celebrate Gladstone Region's unique character[ ]  **CULTURE AND SPACES**Public art and art in public, heritage and identity takes to the streets and parks[ ]  **DOCUMENTATION**Enhance project delivery with professional documentation  |

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| **Description of your project** Outline your project idea, clarify the purpose or intention of your project and outline the main activity/s (Minimum 50 words, maximum 300 words)  |
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| **Please 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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| **KEY PERFORMANCE – REACH****• RADF supports engagement with new and diverse artists, audiences and communities** **• RADF contributes to diversity and inclusive communities; growing strong regions; and providing training, education and employment** |
| **How will the community benefit from this project? If applying for a *Developing Regional Skills* grant, how will this grant help your career? How will the community benefit from this activity?** |
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| **What evidence do you have of community need / interest in the project?** |
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| **Project Management**  |
| **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** |
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| **Complete the RADF Outcome Report** (no later than 8 weeks after the finish date) |  |

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| **List the artists and artsworkers 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 artsworker receiving RADF funding:* Resume or CV
* Eligibility Checklist for each Professional and Emerging Professional Artist
* Letter of confirmation and
* Schedule of fees
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| How many people in total will be employed (paid) through the project? \_\_\_\_\_How many volunteers (unpaid workers) will be involved with the project? \_\_\_\_\_ |

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| **Name** | **Role or position in project** | **Rate of pay****($/hr or $/week)** | **Total fee****whole $**  | **Amount to be funded by RADF** |
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| **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)** |  | $ |

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| **Does your RADF project target engagement of specific community groups below?** |
| [ ]  |  **Women** | [ ]  | **Emerging Artists /**  | [ ]  **Aboriginal peoples** |  |
| [ ]  [ ] [ ] [ ]   |  **Men****Young people aged 12-21 years** **Children aged 0-11** **Seniors aged 55 years or over** | [ ] [ ] [ ]  | **Cultural workers****Established Artists / Cultural workers** **Regional Queenslanders** **Tourists** | [ ]  **Torres Strait Islander peoples**[ ]  **Australian South Sea Islander peoples**[ ]  **People from culturally and linguistically diverse backgrounds**[ ]  **Other (please specify)**  |  |
| [ ]  | **People with a disability** |  |  |  **…………………………………………….** |  |

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| **KEY PERFORMANCE – VIABILITY** **• RADF builds strong partnerships between arts and non-arts sectors** **• RADF leverages additional investment** **• RADF investment is used effectively and appropriately** |
| **Will your RADF project engage local partners? From which sectors?** |
| [ ]  | **Arts** | [ ]  | **Health**  | [ ]  **Tourism** |
| [ ]  | **Business**  | [ ]  | **Education** | [ ]  **Other (please specify)** **………………………………………….**  |
| **Aside from the RADF grant, what other areas will generate income for the project?** |
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| **Do you, or your group/organisation, predominantly identify with any of the community groups below** |
| [ ]  |  **Women** | [ ]  | **Emerging Artists /**  | [ ]  **Aboriginal peoples** |  |
| [ ]  [ ] [ ] [ ]   |  **Men****Young people aged 12-21 years** **Children aged 0-11** **Seniors aged 55 years or over** | [ ] [ ] [ ]  | **Cultural workers****Established Artists / Cultural workers** **Regional Queenslanders** **Tourists** | [ ]  **Torres Strait Islander peoples**[ ]  **Australian South Sea Islander peoples**[ ]  **People from culturally and linguistically diverse backgrounds**[ ]  **Other (please specify)**  |  |
| [ ]  | **People with a disability** |  |  |  **…………………………………………….** |  |
| **Statement of Income and Expenses (exclusive of GST)** |
| **INCOME** includes total RADF grant other financial and in-kind contributions  | **TOTAL** of each income item | **EXPENDITURE** | **TOTAL COST** of each expenditure item. | **RADF** components(must equal grant amount) |
| Earned Income (eg: ticket sales)  |  | Salaries, Fees and Allowances |  |  |
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| Contribution from Artists and Others (Please note this is in-kind as IK or $)  |  | Project or Activity Costs |  |  |
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| Other Grants |  | Promotion, Documentation and Marketing |  |  |
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| Sponsorship, fundraising and donations (Please note where this is in-kind as IK) |  | Administration |  |  |
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| RADF GRANT  |  | RADF GRANT  |  |  |
| **TOTAL INCOME** |  | **TOTAL EXPENDITURE** |  |  |

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| **BUDGET NOTES**  |
| * When you have completed your budget the TOTAL INCOME and TOTAL EXPENDITURE must be equal.
* The RADF grant should be listed twice – once in the income column and once in the expenditure column
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| **ESSENTIAL SUPPORT MATERIAL** Please label all support material with your name and address. Tick those which you have attached to this application |
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| [ ]  | A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and artsworker involved in your project / activity  |
| [ ]  | An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artsworker involved in your project/activity |
| [ ]  | Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate |
| [ ]  | 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 |
| **Where applicable to your project, please also provide the following essential support material:** |
| [ ]  | 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.  |
| [ ]  | 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. |

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| **ADDITIONAL SUPPORT MATERIALS**List any additional support materials you are including that demonstrates community consultation in your projectMaximum 10 pages |

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| **Certification** |
| I, the undersigned, certify that:* I have read and will abide by the RADF Guidelines Information for Applicants
* 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 the application is successful, Gladstone Regional Council may disclose Information to Arts Queensland, including:* 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. |
| **Certification** |
| **Signature**If you are under the age of 18 your legal guardian must also sign this application |  | **Date: / /**  |
| **Name in full** |  |
| **Name of the Group or Organisation** |  |
| **Position in Group or Organisation**(if applicable) |  |

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| **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 |
| 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 **Auspiced Application** of this application is true and correct. |
| **Signature** |  | **Date: / /**  |
| **Name in full** |  |
| **Name of Auspice Body:**  |  |
| **Contact person’s name in full:**  |  |
| **Position in Group or Organisation**(if applicable) |  |

**Submission Dates:**

**The fully completed application needs to be submitted by: 4pm Friday, 11 November 2016**

**Late submissions will not be accepted**

You can submit online or hard copy

**Contact:**

Gladstone Region RADF Liaison Officer, Di Paddick

Gladstone Regional Art Gallery & Museum

Cnr Goondoon & Bramston Sts, Gladstone Q 4680

Open: 10am - 5pm Monday to Saturday, public holidays as advertised

Phone: 4976 6766 Email: gragm@gladstonerc.qld.gov.au

A community cultural initiative of the Gladstone Regional Council

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| **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 artsworkers (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 Artsworker 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. |