

GLADSTONE REGION REGIONAL ARTS DEVELOPMENT FUND (RADF)

APPLICATION FORM 2018-19

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 artswriters, 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 2018-19

1. COMMUNITY AND COMMITTEE TRAINING

Building project development and arts business skills with mentoring, consulting and training opportunities to develop thorough submissions.

2. COLLABORATIVE CULTURE

Building local arts networks, establishing new partnerships with other sectors.

3. RECORD IT

Innovative, cultural records for the community collection, including photography, new media and soundscapes.

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, for projects that commence at least six weeks after the round's closing.

Out of Round funding opportunities are available for *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, artswriters, 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.

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Applicant name		Total cost of project	\$
Contact person and position in group		RADF investment requested?	\$
Phone number		Project start date (after 08/05/2019)	Date: / /
Email address		Project finish date	Date: / /
Postal address Street or PO Box, Suburb State, postcode		Outcome report due date (within 8 weeks of finish date)	Date: / /
Project name (10 words)		Project location/s	
Brief project description (20 words)		2018-19 Gladstone Region RADF Grant Round	<input type="checkbox"/> One <input type="checkbox"/> Two

RADF Grant History		
Have you 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
Do you have any current RADF projects?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Lodgement
<p>Gladstone Region RADF Liaison Officer, Di Paddick Gladstone Regional Council PO Box 29, GLADSTONE QLD 4680 Email: gragm@gladstone.qld.gov.au Deliver: Gladstone Regional Council, office, venue or library Phone: 4976 6766 for further assistance Websites: http://www.gladstone.qld.gov.au http://gragm.qld.gov.au/radf</p>



COUNCIL USE ONLY		
<i>The RADF grant is approved</i> <input type="checkbox"/> <i>not approved</i> <input type="checkbox"/>	<i>RADF Chairperson: Name</i>	
<i>Amount requested (whole \$ only)</i> \$	<i>RADF Chairperson: Signature</i>	
<i>Amount approved (whole \$ only)</i> \$	<i>Date / /</i>	

Applicant Type	
<input type="checkbox"/> Individual	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> other
.....	
Given names:	Surname:
Do you have Australian citizenship or permanent residency status? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Group/unincorporated body name:	
Collectives or cooperatives are 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:	
<input type="checkbox"/> Organisation name:	
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.	
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	
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. Complete section 1.8 below
What is your ABN?:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
In what name is the ABN registered?	
What is your trading name or professional name (if relevant)?	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Auspiced Application
<ul style="list-style-type: none"> 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 <input type="checkbox"/> Go to last page

Who is your auspicing arrangement with?	<input type="checkbox"/> an incorporated organisation	<input type="checkbox"/> an individual with an ABN
Name of auspicing organisation or individual:		
Contact person for auspicing organisation:		
Position of contact person (if relevant):		
ABN of auspicing organization or individual		
Are you registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?

- | | | |
|---|--|---|
| <input type="checkbox"/> Developing Regional | <input type="checkbox"/> Regional Partnerships | <input type="checkbox"/> Concept Development |
| <input type="checkbox"/> Building Community Cultural Capacity | <input type="checkbox"/> Cultural Tourism | <input type="checkbox"/> Contemporary Collections / Stories |

What is the main artform?

- | | | |
|--|---|---|
| <input type="checkbox"/> Craft | <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Heritage | <input type="checkbox"/> Theatre | <input type="checkbox"/> Music |
| <input type="checkbox"/> Design | <input type="checkbox"/> New Media / Film | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Community Arts & Cultural Development | | <input type="checkbox"/> Other
..... |

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
- COLLABORTIVE CULTURE**
Building local arts networks, establishing new partnerships with other sectors.
- DOCUMENTATION**
Build cultural reference material via Innovative, cultural records for the community collection, including photography, new media and soundscapes.

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)

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

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?

What evidence do you have of community need / interest in the project?

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
Complete the RADF Outcome Report (no later than 8 weeks after the finish date)	

List the artists and artswokers 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 artswoker 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)				\$

Does your RADF project target engagement of specific community groups below?

<input type="checkbox"/> Women	<input type="checkbox"/> Emerging Artists / Cultural workers	<input type="checkbox"/> Aboriginal peoples
<input type="checkbox"/> Men	<input type="checkbox"/> Established Artists / Cultural workers	<input type="checkbox"/> Torres Strait Islander peoples
<input type="checkbox"/> Young people aged 12-21 years	<input type="checkbox"/> Regional Queenslanders	<input type="checkbox"/> Australian South Sea Islander peoples
<input type="checkbox"/> Children aged 0-11	<input type="checkbox"/> Tourists	<input type="checkbox"/> People from culturally and linguistically diverse backgrounds
<input type="checkbox"/> Seniors aged 55 years or over		<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> People with a disability	

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?

<input type="checkbox"/> Arts	<input type="checkbox"/> Health	<input type="checkbox"/> Tourism
<input type="checkbox"/> Business	<input type="checkbox"/> Education	<input type="checkbox"/> 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

<input type="checkbox"/> Women	<input type="checkbox"/> Emerging Artists / Cultural workers	<input type="checkbox"/> Aboriginal peoples
<input type="checkbox"/> Men	<input type="checkbox"/> Established Artists / Cultural workers	<input type="checkbox"/> Torres Strait Islander peoples
<input type="checkbox"/> Young people aged 12-21 years	<input type="checkbox"/> Regional Queenslanders	<input type="checkbox"/> Australian South Sea Islander peoples
<input type="checkbox"/> Children aged 0-11	<input type="checkbox"/> Tourists	<input type="checkbox"/> People from culturally and linguistically diverse backgrounds
<input type="checkbox"/> Seniors aged 55 years or over		<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> 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		
Contribution from Artists and Others (Please note this is in-kind as IK or \$)		Project or Activity Costs		
Other Grants		Promotion, Documentation and Marketing		
Sponsorship, fundraising and donations (Please note where this is in-kind as IK)		Administration		
RADF GRANT		RADF GRANT		
TOTAL INCOME		TOTAL EXPENDITURE		

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

ESSENTIAL SUPPORT MATERIAL Please label all support material with your name and address. Tick those which you have attached to this application

- 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
- An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artswoker 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.

ADDITIONAL SUPPORT MATERIALS

List any additional support materials you are including that demonstrates community consultation in your project
Maximum 10 pages

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)

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:

Round One: 4pm Friday, 22 March 2019

Round Two: 4pm Friday, 30 August 2019

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

PO Box 29, Gladstone Q 4680

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

Phone: 4976 6766 Email: ragm@gladstone.qld.gov.au

A community cultural initiative of the Gladstone Regional Council

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.

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 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.

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.