



Regional Arts Development Fund Grant Program (RADF) Application

Welcome to the Regional Arts Development Fund Grant Program Application form. Please ensure you read the questions carefully and provide detailed responses to each question. Failure to complete your application form properly may result in your application not being considered for funding.

APPLICANT DETAILS

Name:	Surname:
Postal Address:	
Phone:	
Email:	
Other details (please specify):	

DOES THE APPLICANT IDENTIFY AS BELONGING TO ONE OR MORE OF THE FOLLOWING TARGET GROUPS?

- Aboriginal and/or Torres Strait Islander
- Australian South Sea Islander
- From a culturally or linguistically diverse background
- Person with a disability
- Older person (55 years+)
- Young person (12-25 years)
- Children (0-11 years)
- Career stage - emerging
- Career stage - established
- People who experience disadvantage
- Not applicable

DETAILS OF CONTACT PERSON (Person looking after project or details of organisation)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	
<input type="checkbox"/> Other (please specify):	
Name:	Surname:
Position:	
Postal Address:	
Phone:	Fax:
Email:	

**All applicants that do not have an ABN must be auspiced by an individual or incorporated organisation with an ABN. If applicable, please provide details of auspice body below.*

AUSPICE DETAILS (if applicable)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	
<input type="checkbox"/> Other (please specify):	
Contact Name:	Surname:
Position:	
Postal Address:	
Phone:	Fax:
Email:	

AUSTRALIAN BUSINESS NUMBER AND GST REGISTRATION (of applicant or auspicng body)

ABN:	Are you registered for GST: <input type="checkbox"/> Yes <input type="checkbox"/> No
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DETAILS OF PROPOSED PROJECT, ACTIVITY OR EVENT

The 2022-23 RADF Grants are open for projects that are 'shovel ready' (are planned projects that require funding for completion) and are to be completed by 31 December 2023.

Please note that projects that are not ready to be completed within this time frame will be classed as ineligible.

Project Name:	
Start Date:	Completion Date:
Type of Activity: <input type="checkbox"/> Events <input type="checkbox"/> Performances <input type="checkbox"/> Professional Development <input type="checkbox"/> Publications <input type="checkbox"/> Workshops <input type="checkbox"/> Other (please specify)	
Description of project, activity or event:	
Location/s of project:	
Estimated number of participants in project activities:	

CHOOSE ONE OR MORE OF THE BELOW STRATEGIC PRIORITIES FROM OUR ARTS AND CULTURAL STRATEGY THAT YOUR PROJECT MEETS

- 1. Creative Life: An active, vital creative life with opportunities for all community members to engage and participate according to their needs, interests and abilities.
- 2. Cultural Vibrancy: A vibrant, cohesive community which values and celebrates its diverse culture and way of life.
- 3. Sense of Place, Identity and Community Pride: A strong sense of identity and place based on the acknowledgement, preservation and protections of our abundant natural, cultural and built heritage.
- 4. Animates Places and Spaces: Engaging and appealing public spaces and access to quality arts and cultural facilities.
- 5. Connectivity and Sustainability: A connected, collaborative and sustainable arts and cultural sector.
- 6. Cultural and Creative Enterprise: A resourceful, innovative creative and cultural sector that contributes to our dynamic, resilient local economy.

Please explain how your project meets the selected criteria above:

LIST EACH STAGE OF THE PROJECT FROM START TO FINISH

Project Stage #1

Description:

Expected Start Date:

Expected Finish Date:

Project Stage #2

Description:

Expected Start Date:

Expected Finish Date:

Project Stage #3

Description:

Expected Start Date:

Expected Finish Date:

Project Stage #4

Description:

Expected Start Date:

Expected Finish Date:

PLEASE NOTE YOU WILL BE REQUIRED TO COMPLETE AND SUBMIT RADF OUTCOME REPORT (due no later than 8 weeks after project end date)

Expected Project Start Date:

Expected Project Finish Date:

DEMONSTRATED BENEFIT TO COOK SHIRE (please refer to RADF'S Advancing Queensland Government Priorities and Local Priorities as per guidelines)

Description:

- Reef Awareness and Recycling • Children and Youth • Events Celebrating our Community Values
- Professional Development • Governance skills, Project Planning and Management

CHOOSE THE RADF RADF'S ADVANCING QUEENSLAND GOVERNMENT PRIORITIES ADDRESSED

- Creating jobs in a strong economy
- Give all our children a great start
- Keep Queenslanders healthy
- Keep communities Safe
- Protect the Great Barrier Reef

LIST ALL PROFESSIONAL AND EMERGING ARTISTS AND ARTS WORKERS, AND THEIR RATE OF PAY INVOLVED IN THE PROJECT

Please attached the following documentation for each professional or emerging artist and arts worker receiving RADF funding:

- a resume or CV
- written quotes where appropriate
- if you require more space than provided please attached a seperate document

NAME	ROLE IN PROJECT	RATE OF PAY (PER HOUR OR WEEK)	DURATION OF PAY (how many hours/weeks)	TOTAL HOURS AND COST	AMOUNT FUNDED BY RADF	CV Attached (yes/no)

PROJECT BUDGET

Provide a project budget:

- Round all amounts to whole dollars;
- Note if an amount is provided in kind;
- If you have applied for funding from other grants for the project, when listing these sources in Other funding, please note if it has already been approved.
- Expenditure and income should be shown EXCLUSIVE of GST and totals for each should be the same (i.e. if cost is \$5,320 expenditure should be \$5,320).

*If you are unsure how to complete the budget please contact the RADF Liaison Officer or refer to the RADF Guidelines for an example.

EXPENDITURE	TOTAL	RADF	INCOME (INCLUDE IN KIND SUPPORT)	TOTAL
Salaries, Fees and Allowances			Contribution from Artists and Others	
Production/Program Costs			Sponsorship, fundraising, donations (note if in kind)	
Promotion (not including salaries)			Other funding, i.e.: Grants	
Administration Costs (not including salaries)			Earned Income	
RADF Grant (Total of column 3)			RADF Grant (Total of column 3)	
TOTAL EXPENDITURE			TOTAL INCOME (include RADF grant)	

TOTAL RADF FUNDS REQUESTED (Max \$5,000:	
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LIST ANY FUNDING YOU OR YOUR ORGANISATION HAS RECEIVED IN THE PAST 18 MONTHS

DATE FUNDING RECEIVED	AMOUNT	PURPOSE OF FUNDING	HAVE YOU MET ALL ACQUITTAL CONDITIONS OF PREVIOUS FUNDING? (if 'no', provide details)

KEY TERMS & CONDITIONS

Please read each statement below and sign to confirm your acknowledgement and agreement of these terms:

- (If the applicant is a group or organisation) I certify that I have the appropriate delegation, as authorised by the applicant, to prepare and submit this application on behalf of the applicant.
- I have read the guidelines relating to Cook Shire Council's RADF Program and certify to the best of my knowledge the information provided in this form is correct and disclose full and accurate information of expenditure and activities proposed.
- I understand that approval of the grant is subject to mutual agreement between Cook Shire Council and the applicant.
- I agree to ensure all necessary approvals/permits are obtained prior to the project, program or event taking place.
- I agree to provide Cook Shire Council with any additional information required to assess this application.
- I will provide appropriate insurance to cover the proposed project and abide by all relevant health and safety standards.
- I understand that Cook Shire Council does not accept any liability or responsibility for the proposal in the application.
- I understand that if Cook Shire Council approves the application, I will be required to accept the conditions of the grant in accordance with Cook Shire Council requirements.
- I agree that if funded, I will supply an acquittal form (including a copy of all required receipts and other requested documentation) within eight (8) weeks of completion of the project, activity or event.
- I will acknowledge the support of Arts Queensland and Cook Shire Council in all relevant promotional and printed material (as per the acknowledgement guidelines) and invite at least one Cook Shire Councillor to any events, functions or launches as appropriate.
- I acknowledge that Arts Queensland and Cook Shire Council may publish the details of the application and subsequent project, activity or event, in promotional material or by way of municipal and/or legislative requirements.

SIGNATURE

Signature:	Date:
Name:	Organisation Position:

AUSPICING AGREEMENT (if applicable)

Please read each statement below and sign to confirm your acknowledgement and agreement of these terms:

- I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf.
- I understand that both the applicant and auspicing individual or organisation are considered responsible for ensuring the acquittal of grants and that both could be deemed ineligible to place further applications to Arts Queensland and Cook Shire Council until all grants have been satisfactorily acquitted.
- I have read the guidelines relating to Cook Shire Councils RADF Program and certify to the best of my knowledge the information provided in this form is correct and disclose full and accurate information of expenditure and activities proposed.

(If the auspice is a group or organisation) I certify that I have the appropriate delegation, as authorised by the auspice body.

Auspice Signature:	Date:
Auspice Name:	Auspice Organisation Position:

PLEASE ATTACH ALL SUPPORTING DOCUMENTATION WITH YOUR APPLICATION!

HOW DO I SUBMIT MY APPLICATION?

To submit your RADF application please email a **digital copy*** to mail@cook.qld.gov.au with all relevant attachments for your application.

*Handwritten applications will not be accepted or assessed.

For further information regarding your Regional Arts Development Fund (RADF) Application with Cook Shire Council, please contact Council's RADF Liason Officer on 07 4082 0500.

PRIVACY COLLECTION NOTICE

Cook Shire Council is collecting your name, residential address and telephone number in accordance with the Local Government Act 2009 in order to process your application. The information will only be accessed by employees and/or Councillors of Cook Shire Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

ACKNOWLEDGEMENT

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Cook Shire Council to support local arts and culture in regional Queensland. For further information on RADF, please contact Cook Shire Council, mail@cook.qld.gov.au or 07 4082 0500. For information on other Arts Queensland programs and opportunities, please visit www.arts.qld.gov.au