

# RADF Application Form 2023/2024

## Form Preview

### Important Notice

\* indicates a required field

Western Downs Regional Council is collecting personal information you supply on this form in accordance with Local Government Act 2009. The personal information collected on this form will be used to process applications under the Regional Arts Development Fund Program. Your personal information will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the Information Privacy Act 2009.

#### Guidelines

Please refer to the Regional Arts Development Fund Program Guidelines and the over-arching Community Grants - Council Policy by clicking [here](#) prior to completing this application form. For further information or assistance with this application, please phone Council on 1300 268 624 to speak with a Arts and Culture Officer.

I have read the Regional Arts Development Fund Program Guidelines and the over-arching Community Grants - Council Policy prior to completing this application form and confirm that to the best of my knowledge this application conforms to the program's requirements.

**By clicking proceed I confirm that I am legally authorised to make this application on behalf of the named organisation/individual for which this application is being lodged. \***

Proceed

### Initial Criteria

\* indicates a required field

**Are you applying as an Individual or an Organisation? \***

Individual  Organisation

**Is the individual/organisation based in the Western Downs? \***

Yes  No

Western Downs Regional Council Area

**Will the project benefit the Western Downs? \***

Yes  No

If no - your project is ineligible.

**This application is for: \***

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- \$2000 and under
- Over \$2000

### What is the proposed start date of your project? \*

PLEASE NOTE: Projects with a proposed start date prior to the approval of funds will be deemed ineligible. Please allow four weeks after submission of this application to commence project.

### What is the proposed finish date of your project? \*

PLEASE NOTE: Projects are to be completed within twelve (12) months of notification of grant otherwise approval will lapse.

### Is this application being auspiced by an incorporated association? You only require an auspicing body if your organisation is NOT incorporated.

- Yes
- No

Auspicing Agreement - Please follow the link below to the auspicing agreement

<https://www.wdrc.qld.gov.au/Community-Recreation/Grants-Funding/Helpful-Resources>

### Upload Auspicing Agreement here

Attach a file:

## Auspicing Organisation Details

\* indicates a required field

### Individual or Organisation \*

- Individual
- Organisation

Organisation Name

Title First Name Last Name

### ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

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ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Contact Person \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Contact Phone Number \*

Must be an Australian phone number.

### Email Address \*

Must be an email address.

## Contact Details

\* indicates a required field

### Applicant Project Contact \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Contact Number \*

Must be an Australian phone number

### Email Address \*

Must be an email address

## Details of Individual/Organisation

### Name \*

Individual  Organisation

Organisation Name

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Applicant Postal Address \*

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Address

  

Suburb State Postcode

  

Must be an Australian post code

**Applicant Email Address \***

Must be an email address

**How many members does your organisation currently have? \***

Must be a number

**What is the average number of non-members who will participate in or benefit from this project? \***

Must be a number

**ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

## Project Summary

\* indicates a required field

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**Project Name: \***

**Brief Project Description \***

Word count:

Must be no more than 50 words.

**Physical Address of Project \***

Address

  

Suburb    State    Postcode

        

Must be an Australian post code

**What district will this project be physically located in? \***

- Dalby & District     Chinchilla & District     Miles & District     Tara & District     Wandoan & District

**Western Downs RADF Priority Categories**

*Please choose one from the list below*

Local Delivery and Participation in the Arts

Objective - To support local creatives to deliver cultural activities for peers in the local area, engaging audiences from the broader community

Technical & Professional Skills Development - incoming group tutor

Objective - To facilitate access to affordable development workshops and training, by subsidising the costs of bringing professional tutors (professional artists or artworkers) to the Western Downs to teach creative groups valuable skills, for ongoing benefit of community.

Cultural Entrepreneurs

Objective - To cultivate the creative industries and support local creatives to become financially viable independent producers.

Cultural Volunteers

Objective - To build community cultural capacity and ensure sound succession planning by supporting cultural volunteers to undertake relevant training.

Local Cultural Organisations

Objective - To support local cultural organisations to develop and implement strategic plans to increase quality arts and cultural offerings for community and grow audiences.

Collections and Local History

Objective - To celebrate, document, interpret and preserving cultural heritage, historic and natural assets through oral history and digital storytelling with a view to actively encourage cultural tourism

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to region. To support significance and preservation assessments and ongoing work documenting, protecting, conserving, interpreting and digitising local collections to make them more easily understood and accessible.

### What are the primary areas of focus for this project/program?

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

### Type of Project \*

- Community consultation, arts research or policy development
- Creative development of new work
- Cultural tourism
- Events and festivals
- Exhibitions and collections
- Heritage protection or promotion
- Performances
- Placemaking
- Professional and career development activities
- Publications
- Workshops
- RADF Training
- RADF Promotion
- Other:

Select 1

## Project details continued

\* indicates a required field

### Will your project include any modifications to or works on Council owned or controlled facilities or Council owned land? \*

- Yes  No

### If Yes, what is the name of the Council owned facility or land? \*

### Do you have approval from Council's facilities division to carry out the project? \*

- Yes  No

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**If yes please attach evidence \***

Attach a file:

**Will your project be conducted on Council owned or controlled facilities or Council owned land? \***

Yes  No

If yes, please contact Council to complete a booking request.

**Describe the project e.g. outline the rationale and objectives (what, where, when, how etc) \***

Word count:

Must be no more than 150 words

**Who are the expected primary beneficiaries of this project/program? \***

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

**Should you wish to include any supporting documentation please attach here**

Attach a file:

## Project Reach

**Please detail the impact and reach of the project including any relevant demographic information regarding your target audience \***

- Create jobs in a strong economy
- Give all our children a great start
- Keep Queenslanders healthy
- Not Applicable
- Other. Please provide details

**Other**

**How will this project benefit you (the applicant) or the community?**

## Local Delivery and Participation in the Arts

**Local Delivery and Participation in the Arts potential outcome.**

- Upskill and increase the profile of local creatives
- Provide alternate income opportunities for local creatives
- Practiced teaching skills for local creatives

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- Professional development of local creatives
- Increase creative skills within community
- Share ideas and skills
- Strengthen community bonds
- Encourage life-long learning
- Encourage participation in the arts
- Build self-sufficient and resilient communities
- Provide greater community awareness of the role of arts in society
- Strengthen arts industry in the Western Downs

Please select at least one

## Technical & Professional Skills Development - incoming group tutor

### **Technical & Professional Skills Development - Incoming Group Tutor Potential Outcome**

- Technical and professional skills development for local creatives
- Encourage life-long learning
- Increased participation in the arts
- Strengthen community bonds and arts industry in the Western Downs
- Develop calibre of local artists
- Build careers of local artists
- Build confidence of local artists
- Networking
- Sharing ideas and experiences

Please select at least one

## Cultural Entrepreneurs

### **Cultural Entrepreneurs Potential Outcome**

- Increased profile of Western Downs creatives and product within market
- Region associated as a culturally rich area
- Region known for creative output
- Increases quality product for sale at events, festivals and within Western Downs Galleries and Visitor Information Centres
- Allows creatives to be self-sustainable
- Creates income for creatives
- Strengthens entrepreneurial skills of local creatives

Please select at least one

## Cultural Volunteers

### **Cultural Volunteers Potential Outcome**

- Upskill volunteers
- Increase cultural capacity
- Increase volunteerism and participation
- Encourage self-sustainable and resilient communities

Please select at least one

## Local Cultural Organisations

### **Local Cultural Organisations Potential Outcomes**

- High quality and varied arts and cultural offerings



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- Increased attractions for residents and visitors
- Greater understanding of cultural heritage
- Ensures longevity of organisations
- Increased support for cultural organisations
- Increase profile and support for cultural organisations

Please select at least one

## Collections and Local History

### Collection and Local History Potential Outcome

- Succinct and relevant collections
- Research and interpretation into significant items
- Greater use of and access to arts and historical collections
- Allows relevant collections to develop into future
- Significance Assessments, Interpretive Projects, Training and Education, Collection Development Policies and Plans

Please select at least one

## Project Evaluation

\* indicates a required field

### How will you gather information to evaluate community value and success for your proposed RADF project? \*

Word count:

(E.g. survey, attendance records, economic impact etc.) Must be no more than 25 words

### Detail how you will ensure your project will comply with and abide by laws, cultural protocols, copyright and workplace health and safety. \*

Word count:

Must be no more than 50 words

### Please choose how you will acknowledge WDRC's contribution to this project. \*

- Banner - please contact Council to arrange the loan of Council's funding acknowledgement banner
- Logo on posters and advertising - please contact Council to discuss the use of Council's logo on print media
- Social media
- Print media e.g. editorials/media releases
- On the day announcements
- Other

If you would like to invite a Councillor to attend your Event/Project/Initiative, please submit an application at <https://au.openforms.com/Form/1305acf9-f2c8-43fa-a9a5-d3ac2c3ea827>

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### Workforce

\* indicates a required field

**Artists/Artworkers** Please ensure that you pay creatives industry or recommended rates of pay. 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.

**How many people in total will be employed (paid) through the project? \***

Must be a number

**How many volunteers (unpaid workers) will be involved with the project? \***

Must be a number

### Artists/Artworkers Details

**Name \***

**Role/position \***

**Professional/Amateur \***

Professional     Mid Career     Emerging

**Rate of pay(\$/hr or \$/week) \***

**A. Total Fee \***

Must be a dollar amount

**B. Amount requested from RADF \***

Must be a dollar amount

**Artist CV \***

Attach a file:

Please attach a brief CV for each artist/artworker

**RADF Eligibility Checklist \***

Attach a file:

Please upload an RADF Eligibility Checklist for each Artist/Artworker who will be paid through the project

**Quote/Confirmation of attendance \***

Attach a file:

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### Totals

**Total all A. \***

\$

This number/amount is calculated.  
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)

**Total all B. \***

\$

This number/amount is calculated.  
TOTAL (Transfer RADF amount to the RADF expenditure column in the budget)

### Full Project Budget

\* indicates a required field

#### BUDGET SUMMARY - INCOME

Item	Description	Proposed Total (Inc GST)
Earned Income		\$
Contribution from Artists and others		\$
Applicant Cash Contribution		\$
Other Funds Contributed e.g. Grants & Sponsorship from other sources		\$
RADF Funds Requested		\$
In Kind Contribution from applicant e.g. volunteer labour, administration materials, supply equipment, supply materials		\$
		Must be a dollar amount

**Total Income Amount**

\$

This number/amount is calculated.

#### BUDGET SUMMARY - EXPENDITURE

Item	Description	Proposed Total (Inc GST)	RADF Amount Requested
Salaries, fees and allowances (as per previous question)		\$	\$
Production /Program costs (e.g. Venue & equipment hire, materials)		\$	\$

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Promotion, documentation & marketing		\$	\$
Administration		\$	\$
		\$	\$
		\$	\$
			Must be a dollar amount

### Total Expenditure Amount

\$

This number/amount is calculated.

## Financial Summary

### Total Project Cost \*

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

### Applicant Cash Contribution \*

\$

How much money is your organisation contributing to the project? Must be a dollar amount - same as in your budget summary - income above.

### Amount requested from Council \*

\$

This number/amount is calculated.

Must be a dollar amount

### Please attach all quotes and confirmations. \*

Attach a file:

## Agreement

\* indicates a required field

By submitting this application I confirm that:

- The details in this application and any attachments are lawfully true and correct;
- I have been legally authorised to make this application by the governing body of the organisation for whom this application is being made;
- The organisation named in this application accepts all legal and financial responsibility associated with this application and any funds granted should this application be successful;
- This application is consistent with the aims and objectives of the incorporated body as set out in its Constitution;
- There will be appropriate and adequate insurance covering this project if required.

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**I agree to the above terms and conditions \***

Yes