

Application Form RADF 2627

Form Preview

Important Notice

* indicates a required field

Western Downs Regional Council is committed to handling your personal information in accordance with the *Information Privacy Act 2009* (Qld) and the Queensland Privacy Principles (QPPs).

QPP 5 obliges Council to advise you of certain matters when collecting your personal information.

This collection notice sets out those matters, and explains how we will manage the collection, use, disclosure and storage of your personal information.

The personal information collected on this form will be used to process applications under the Regional Arts Development Fund Program. The personal information you supply on this form in accordance with *Local Government Act 2009*.

If you choose not to provide your personal information, for example your name and contact details, Council will not be able to consider your grant application.

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.

Council's privacy policy explains how you may request access to and/or seek correction of your personal information. Council's policy also explains how you can complain to Council if you consider Council has breached its obligations to manage your personal information in accordance with the QPPs, and how we deal with privacy complaints.

If you have any questions about how your personal information will be handled, please contact Council on telephone 1300 268 624 or info@wdrc.qld.gov.au.

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 & 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

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Are you applying as an Individual or an Organisation? *

- ☐ Individual ☐ Organisation

Name *

- ☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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

- ☐ Yes
☐ No

Western Downs Regional Council Area

Will the project benefit the Western Downs? *

- ☐ Yes - the project will benefit the Western Downs communities
☐ Yes - the project will benefit me as an arts and/or cultural professional living in the Western Downs
☐ No

If no - your project is ineligible.

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 six (6) 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.

Organisation Details

* indicates a required field

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

Please attach your organisation's most recent bank statement. *

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Attach a file:

Please confirm that any approved funds should be deposited into the bank account as above. *

☐ Yes

Project Summary

* indicates a required field

Project Name *

Brief Project Description *

Word count:

Must be between 50 and 100 words.

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

Word count:

Must be between 50 and 150 words.

Describe the specific issue or need you want to address

Physical Address of Project *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

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
- ☐ Other:

Western Downs RADF Priority Categories

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1. Projects and Events

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

RADF projects must employ artists or arts professionals and include creative development.

Includes:

- Projects/programs – Exhibitions, performances and programs that respond to a specific opportunity or need within the local arts sector and are usually short term.
- Public art and place activations.
- Events – creative festivals or events that offer quality outcomes, provide opportunities for local artists and bring residents together.

Funding can be used towards:

- Artist fees (at industry rates)
- Project co-ordinator fees
- Some material expenses
- Venue Hire
- Some travel expenses
- Some marketing and documentation expenses

2. Professional Development and Capacity Building

Objective - To facilitate access to affordable development workshops and training, by subsidising the costs of professional development and capacity building activities which may include bringing professional tutors (professional artists or arts workers) to the Western Downs, supporting knowledge sharing across the Western Downs, or supporting Western Downs residents to travel elsewhere to engage in professional or technical skills development workshops and conferences to develop their careers, and for ongoing benefit of community.

Includes:

Professional Development projects that include opportunities for local artists to develop their skills, experiences and networks. This may include mentorships, partnerships, workshops and attendance at conferences within or outside of the region.

Capacity building training, mentorship and workshops for individuals, groups or organisations in skills and knowledge for the ongoing benefit of the local community.

Funding can be used towards:

- Workshop / Seminar / Conference / Masterclass / Mentorship Fees
- Travel
- Per Diem
- Accommodation
- Tutor Fees for preparation, delivery travel time
- Venue Hire
- Promotion, Documentation and Marketing
- Administrative costs
- Catering
- Materials

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3. Collections and Local History

Objective -.To support ongoing work documenting, protecting, conserving, interpreting and digitizing local collections to make them more understood and accessible. To support the undertaking of significance and preservation assessments. To discover, document, interpret, celebrate, and preserve cultural heritage, historic and natural assets through oral history and digital storytelling with a view to actively encourage cultural tourism to the region.

Funding towards total project cost can be used towards:

- Applicant or consultant time
- Travel
- Accommodation
- Publishing Costs

Funding does not cover:

- Acquisitions

Please choose one from the list below *

- ☐ Projects & Events
- ☐ Professional Development and Capacity Building
- ☐ Collections and Local History

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)

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'

Type of Project

*

- | | | |
|--|---|--|
| ☐ Community consultation, arts research or policy development | ☐ Heritage protection or promotion | ☐ Workshops |
| ☐ Creative development of new work | ☐ Performances | ☐ RADF Training |
| ☐ Cultural tourism | ☐ Placemaking | ☐ RADF Promotion |
| ☐ Events and festivals | ☐ Professional and career development activities | ☐ Other: <input type="text"/> |
| ☐ Exhibitions and collections | ☐ Publications | |

At least 1 choice must be selected.

Project Details

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* indicates a required field

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.

Which Council owned or controlled facility or land will your project be conducted on? *

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

☐ Yes

☐ No

Landowners Consent Form

If your project will include modifications to or works on Council owned or controlled facilities or Council owned land, you will require a Landowners Consent Form.

To find out more about Landowners Consent, please click [HERE](#).

Please contact the Community Liaison & Agreements Team (community.liaison@wdrc.qld.gov.au) if you have any questions regarding Landowners Consent.

Please upload a copy of your completed and approved Landowners Consent Form *

Attach a file:

Project Evaluation

* indicates a required field

Which RADF Objective/s will you be evaluating your project against?

Which RADF Objective/s will you be evaluating your project against? *

- ☐ GROW - Capacity building to grow our cultural ecology and economy
- ☐ CONNECT - Connect and sustain communities through arts and creativity
- ☐ COMMUNICATE - Communicate and celebrate our diverse stories and identities
- ☐ ACTIVATE - Activate and experience our places, spaces and heritage

Evaluation methods help to identify and measure the impact of your project. Please see below some examples of the different methods to evaluate the impact of project:

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- Testing (Pre- and post-tests, Testing against control groups)
- Participation (Attendance, Completion rate)
- Data Collection (Surveys, Questionnaires, Rating, Checklists)
- Performance (Grades, Skills/Qualifications earned)
- Qualitative Data (Testimonials, Observations, Interviews, Case studies)

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

Word count:

Must be no more than 100 words.

(E.g. survey, attendance records, economic impact etc.)

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 100 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>

Workforce

* indicates a required field

Artists/Artswriters

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

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

Must be a number

Artist / Artsworker Details

Name	Role / Position	Professional / Amateur	Rate of Pay (per hour)	Total Fee	Amount Requested from RADF
			Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.
			\$	\$	\$

Supporting Documentation

Please ensure that all quotes are itemised as below:

- Artist /Artsworker Fees
- Materials
- Travel & Accommodation
- Any other charges

Artist / Artsworker Name	Artist CV	Quote	Confirmation of attendance
	Please provide an A4 document outlining your etc....	Please do not include materials as part of tutor fee	

Total Artist Fees

Total Artist / Artsworker Fees

\$

This number/amount is calculated.

Total Amount Requested from RADF

\$

Must be a dollar amount.

Full Project Budget

* indicates a required field

BUDGET SUMMARY - INCOME

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Please list all income relating to your project.

It is important that the budget accurately reflects the projected income for the project, including but not limited to:

- Participant Fees
- Catering income
- Any other income sources
- Auctions / Raffles / Competitions
- Contributions by Artists

More lines can be added to include all items.

For an example of a completed budget, please see the [website](#).

Item	Description	Proposed Total (Inc GST)
Earned Income		\$
Cash Contribution from Artists and others		\$
Applicant Cash Contribution		\$
Other Funds Contributed (e.g. Grants & Sponsorship from other sources)		\$
RADF Funds Requested		\$
		\$

Total Income Amount

\$

This number/amount is calculated.

BUDGET SUMMARY - EXPENDITURE

Please list all expenditure relating to your event.

It is important that the budget accurately reflects the projected expenditure for the event, including but not limited to:

- Artist salaries, fees and allowances
- Administration
- Catering expenses
- Equipment hire
- Marketing and Promotion (including documentation)
- Materials
- Permits / Fees
- Production costs
- Venue Hire

More lines can be added to include all items.

For an example of a completed budget, please see the [website](#).

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Item	Description	Proposed Total (Inc GST)	RADF Amount Requested
Salaries, fees and allowances (as per previous question)		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
			Must be a dollar amount

Total Expenditure Amount

\$

This number/amount is calculated.

Financial Summary

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.

Total Amount Requested

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Total project cost under \$5,000.00 Council may fund a maximum of 100% of the total project cost.

Total project cost over \$5,000.00 Council may fund a maximum of 75% of the total project cost.

Should you wish to include any supporting documentation, please attach here.

Attach a file:

Organisation's In Kind Contribution

Please do not include In Kind Contribution in the Budget - Income.

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Please outline all In Kind in the table below:

	\$
	\$
	\$
	\$
	\$
	\$
	\$

Applicant Information

* indicates a required field

Applicant Email Address *

Must be an email address

Applicant Phone Number *

Must be an Australian phone number.

Applicant Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.
Must be an Australian post code

Applicant Project Contact *

Title First Name Last Name

Contact Number *

Must be an Australian phone number

Contact Email Address *

Must be an email address

Applicant Project Contact Postal Address *

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Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant 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	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

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

- ☐ Yes
☐ No

Auspicing Organisation Details

* indicates a required field

Auspicing Agreement

A copy of the [Auspicing Agreement](#) is available on Council's website.

Please upload a copy of your Auspicing Agreement *

Attach a file:

**Auspicing Organisation
Name ***

Organisation Name

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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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Contact Person *

Title

First Name

Last Name

Contact Phone Number *

Must be an Australian phone number.

Email Address *

Must be an email address.

Agreement

* indicates a required field

By submitting this application I confirm that:

- a) The details in this application and any attachments are lawfully true and correct;
- b) I have been legally authorised to make this application by the governing body of the organisation for whom this application is being made;
- c) 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;
- d) This application is consistent with the aims and objectives of the incorporated body as set out in its Constitution;
- e) There will be appropriate and adequate insurance covering this project if required.

The person named hereafter *

Title

First Name

Last Name

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**Agrees to the above
terms and conditions ***

☐ Yes