**Checklist**

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|  | I have discussed my project with Somerset Regional Council |
|  | I have read Somerset Regional Council’s RADF Guidelines |
|  | I am familiar with Council’s Arts, Culture and Heritage Plan 2023 -2028 and Arts Queensland’s *Creative Together* |
|  | I have signed and dated the application form |
|  | Auspice certification signed and dated (if relevant) |
|  | I have checked the budget and confirm it balances |
|  | Supporting documentation checklist has been completed and items are attached |

**Project summary**

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| --- | --- | --- | --- | --- |
| Project name: |  | | | |
| Applicant name: |  | | | |
| RADF category: | * 1. A resilient and connected creative community * 2. A place distinguished by its environment and history * 3. A growing and sustainable creative region * 4. Skills development | | | |
| Grant round: | * Round One | * Round Two | * Round Three | * Round Four |
| Project brief: (this statement will be used to promote your project in Council media releases) | | | | |
| Total project cost: | $ | | | |
| RADF grant request: | $ | | | |

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| Project timeframe:  (Your application will not be eligible if you project begins before the grant is approved) | Start date: | End date: |
| Have you or your group/organisation previously applied for a RADF grant? | * **Yes** | * No |
| If you were successful, was that grant successfully acquitted? | * **Yes** | * No |

**Applicant details**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant type: | * Individual | * Group/Unincorporated body | * Organisation |
| *Select one (refer to RADF guidelines for more information)* | | |

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| --- | --- | --- | --- | --- | --- |
| **Individuals** | | | | | |
| Title: | * Mr | * Mrs | * Ms | | * Other (please specify): |
| Name: |  | | | | |
| D.O.B (if under 18) |  | | | | |
| Street address: | *(Include suburb, state, postcode)* | | | | |
| Postal address: | *(Include suburb, state, postcode)* | | | | |
| Phone number/s: |  | | | | |
| Email: |  | | | | |
| Website: |  | | | | |
| Do you have Australian citizenship or permanent residency status? | | | * Yes | * No | |

|  |  |  |  |  |
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| **Groups, Unincorporated Bodies and Organisations** | | | | |
| Name: |  | | | |
| Website: |  | | | |
| Legal Name: *(Organisations Only)* |  | | | |
| Legal Status: *(Organisations Only)* |  | | | |
| Contact person title: | * Mr | * Mrs | * Ms | * Other (please specify): |
| Name: |  | | | |
| Position: |  | | | |
| Street address: | *(Include suburb, state, postcode)* | | | |
| Postal address: | *(Include suburb, state, postcode)* | | | |
| Phone number/s: |  | | | |
| Email: |  | | | |

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| **ABN (Australian Business Number)** | | | |
| Will you/your organisation be responsible for the financial management of the grant if this application is successful?   * Yes – Provide ABN details below. * No – please complete the following *Auspice Application* section. | | | |
| ABN: |  | | |
| Registered name: |  | | |
| Trading name: |  | | |
| Are you registered for GST? | | * Yes | * No |

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| --- | --- | --- | --- | --- |
| **Auspice Application** | | | | |
| Only complete the section if you/your organisation do not have an ABN and you are nominating an accountable organisation or individual to administer the grant on your behalf. | | | | |
| Who is your auspicing arrangement with? | | | * An incorporated organisation * An individual | |
| Organisation name: |  | | | |
| Contact person: |  | | | |
| Position: |  | | | |
| ABN: |  | | | |
| Email: |  | | | |
| Postal address: | *(Include suburb, state, postcode)* | | | |
| Phone number/s: |  | | | |
| Are you registered for GST? | | * Yes | | * No |

**Certification by auspicing organisation/individual**

Please note: Both the applicant and the auspicing organisation/individual are considered responsible for the ensuring acquittal of grants and both could be deemed ineligible to submit further RADF applications until all grants have been satisfactorily acquitted.

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 the ‘auspiced application’ section of this application is true and correct.

|  |  |
| --- | --- |
| Signature: |  |
| Name in full: |  |
| Position: |  |
| Date: |  |

**About your project: summary**

Briefly describe your project. Use this section to describe the rationale for your project and outline how this meets the objectives of your funding category.

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**Location of activities**

Where will you undertake your project?

*(Include postcode of locations)*

Is your project being held in the Somerset region?

|  |  |
| --- | --- |
| * Yes | * No |

*If no, please provide details as to how the community living in the Somerset region will benefit from your project. If your application is successful, approval may include conditions as part of your contract.*

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**Range and number of activities**

Please list the range and number of activities involved in your project.

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| --- | --- |
| **Type of activity** | **Number** |
| Individual artist participating in professional and career development activity |  |
| Creative development of new work |  |
| Performances |  |
| Exhibitions and collections |  |
| Publications |  |
| Skills development workshops |  |
| Events and festivals |  |
| Place-making |  |
| Cultural tourism |  |
| Conferences and training sessions delivered by you for artists and cultural workers |  |
| Other (please specify): |  |

**Number of participants and audiences engaged**

Estimate the number of people who will engage with your project and how you anticipate this will happen.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Participants** | **Audience** | **How will you engage?** |
| From the Somerset region |  |  |  |
| Outside the Somerset region |  |  |  |
| **TOTAL numbers** |  |  |  |

**Diversity of artists and audience/participants**

Indicate if you personally identify with groups listed below and/or if your activities are specifically targeted towards groups listed. Do not include activities that are generally available to all members of the community, but not specifically targeted towards a group. If targeted communities are to be engaged, describe how you will achieve this.

|  |  |  |  |
| --- | --- | --- | --- |
| **Group** | **Personally identify as** | **Targeted** | **Describe how you are engaging this target group as participants or audiences** |
| Women |  |  |  |
| Men |  |  |  |
| Emerging artist/Cultural workers |  |  |  |
| Aboriginal people |  |  |  |
| Torres Strait Islander people |  |  |  |
| Australian South Sea Islander people |  |  |  |
| People from culturally and linguistically diverse backgrounds |  |  |  |
| Young people aged 12-25 years |  |  |  |
| Children aged 0-11 years |  |  |  |
| Seniors aged 55 years or over |  |  |  |
| People with a disability |  |  |  |
| Regional Queenslanders |  |  |  |
| Other (please specify): |  |  |  |
| This activity is generally available to the public. | | | |

**Community interest and support**

Outline any evidence for genuine community interest and local support for this project.

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**Benefits of the project**

What results do you expect from the project? How will your project make a positive contribution to the community? Does your project incorporate *A resilient and connected creative community, A place distinguished by its environment and history or A growing and sustainable creative region* within the Somerset region?

|  |
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**Project feedback and results**

Indicate how you will capture audience/participant/partner feedback?

(e.g. surveys, interviews, comment box, debrief)

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**Project Management – Timeline**

List each stage of the project from start to finish and list when you expect to complete that stage.

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| --- | --- |
| **Project stage** | **Expected completion date** |
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| Complete the RADF Outcome Report  *(No later than eight weeks after the finish date)* |  |

**Project management risks**

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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**Contributions to employment and local economy**

Award rates or industry recommended rates should be paid to professional arts and cultural workers involved in the project.

If you are paying only a portion of the recommended rate of pay because the arts worker involved is contributing their time as an in-kind contribution, please list the total rate of pay, the RADF funded portion, and the in-kind contribution below.

*\*Use these figures to assist in completing your budget by transferring the corresponding budget sections.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Role** | **Rate of pay**  **($/hr or $/week)** | **RADF $** | **In kind $** | **Total Pay** | **QLD based** | **Outside of QLD** |
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| **TOTALS** | | | **$** | **$** | **$** |  |  |
| How many volunteers/unpaid workers are involved in your project? | | | | |  | | |

**Contributions and partners**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Business/Partner** | **Contribution summary** | **$ Financial total** | **In kind value** | **Total value** |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
| **Totals** |  | **$** | **$** | **$** |

|  |  |  |
| --- | --- | --- |
| Number of local businesses involved: |  |  |
| Total number of financial partnerships: |  |  |
| Total number of in-kind partnerships: |  |  |

**Project budget**

* Please complete this budget template to account for all costs of your project.
* Use whole dollars only.
* Enter all other grants for which you have applied for, tick if approved.
* The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.
* GST: if you are registered for GST, your figures should be *exclusive* of GST. Council will pay the grant plus GST. Your expenditure should include the GST to be paid.
* The total expenditure and total income must be equal. The total RADF grant should be listed twice, once in the income column and once in the expenditure column.
* Ensure to indicate by ticking the column for any in kind contributions.

***Please ask for assistance if required.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expenditure** | **Total** | **RADF** | **Income** | **In Kind** | **Total** |
| Salaries, fees, & allowances |  |  | Earned income  (e.g. ticket sales) |  |  |
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|  |  |  | Contribution from artists and others |  |  |
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| Promotion, documentation, and marketing |  |  | Other grants | Approved |  |
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| Administration  (Office costs, admin overhead) |  |  | Sponsorship, fundraising & donations |  |  |
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|  |  |  |  |  |  |
| RADF grant  (Total from column 3) |  | 0 | RADF grant  (Total from column 3) |  | 0 |
| **TOTAL EXPENDITURE** | **0** |  | **TOTAL INCOME** |  | **0** |

**Certification and privacy information**

|  |
| --- |
| I, the undersigned, certify that:   * I have read and will abide by the *RADF: Information for Applications* document. * The statements in the application are true and correct to the best of my knowledge and the supporting material is my own work or the work of the artists named in the 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 Arts, Culture and Heritage Committee and Somerset Regional Council to process and assess your application and, if successful, to process, pay and administer your grant. Other funding agencies identified in your application may be contacted to verify grants requested,  If your application is successful, the following information may be disclosed to Arts Queensland:   * The information you provide in your grant application. * The amount of funding you receive. * The information you provide in your outcome report. * Text and images related to your funded activity.   The information may be used by Somerset Regional Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be made anonymous and used for statistical purposes. It may also be used in 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. Somerset Regional Council and Arts Queensland may also publish the information in their annual reports or on their websites.  Somerset Regional 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 Somerset Regional Council or Arts Queensland. |

|  |  |
| --- | --- |
| Signature: |  |
| *(if you are under the age of 18 your legal guardian must also sign this application)* | |
| Date: |  |
| Name in full: |  |
| Position: |  |
| Signature of Guardian: |  |
| *(if applicable)* | |
| Name in full: |  |

**Support material**

List the supporting material you are including in your application and tick on completion.

* Essential items must be included for the application to be eligible.
* Non-essential items are recommended as they will strengthen your application.

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| **Essential** | |
|  | For each arts worker receiving wages:   * 1 page resume/CV * Completed *Artist Eligibility Checklist* * Confirmation of availability including schedule and fees/quote |
|  | Quotes/calculations for each item in budget using RADF Funds |
|  | Completed *Capital Expenditure Checklist*  *(only for projects involving capital expenditure or permanent structures such as a public art piece)* |
|  | Two to four letters of support illustrating community demand/support for project |
|  | Evidence of support/confirmation from target groups of involvement in project  (only if project is targeted towards certain groups as indicated on page five of application) |

|  |  |
| --- | --- |
| **Recommended** | |
|  | Support material confirming bookings, venue availability etc. |
|  | Quotes, calculations etc. supporting additional budget figures |
|  | Support material confirming any donations, sponsorship, partnerships, approved grants, etc. |