Quick Response 26/27
Form Preview

PRIVACY

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012.* To view our privacy statement, go to Disclaimer – South Burnett Regional Council

GUIDELINES

* indicates a required field

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and South Burnett Regional Council. RADF is a flexible fund, enabling local Councils to tailor programs while furthering Arts Queensland's vision.

ESSENTIAL READING:

Applications are assessed against how well they align with the South Burnett Regional Council's local **Program Objectives.** Please ensure that you align your project with these objectives by carefully reviewing the **RADF Guidelines**:

- **View the RADF Guidelines here**

RECOMMENDED READING:

Applications are also assessed against how well they align with the six key focus areas of the Queensland Government's 10-year strategy for a thriving creative sector and a vibrant statewide arts scene, *Queensland's Time to Shine.*

- **View the Queensland's Time to Shine strategy here**

Have you read and understand the RADF Guidelines? *
☐ Yes
☐ No - please read the guidelines prior to starting an application

Have you contacted the SBRC RADF Liaison Officer? *
☐ Yes
☐ No

APPLICATION DETAILS

* indicates a required field

If you need to contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

Applicant Details

Applicant Details *

○ Individual ○ Organisation

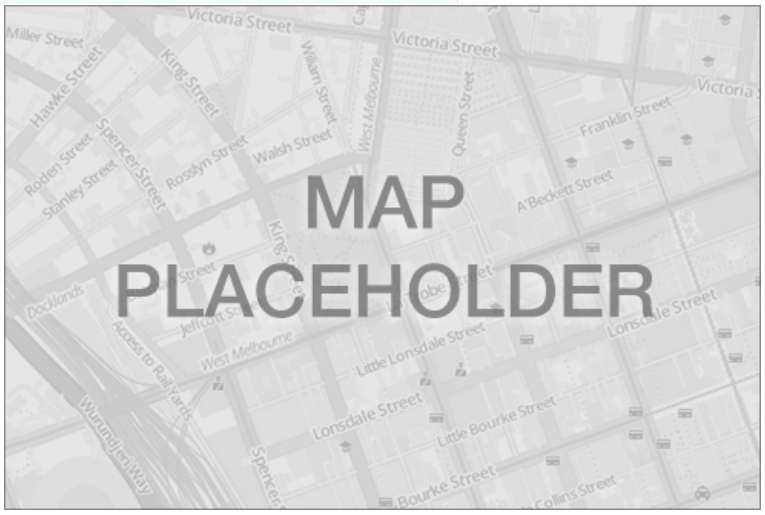
Organisation Name

First Name Last Name

For organisations: please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary address

Address



Postal address

Address

Phone number *

Email address *

Website

Primary Contact *
Title First Name Last Name

This is the person responsible for the grant application.

Position held in organisation *

e.g., Manager, Board Member, Fundraising Coordinator.

Do you hold an active Australian Business Number (ABN)? *
- ○ Yes
- ○ No

Are you auspiced by an ABN holding individual or organisation for the purpose of this grant?
- ○ Yes
- ○ No

Auspicor Details

Auspicor (individual or organisation) name *
Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Auspicor address
Address

Auspicor postal address
Address

Auspicor phone number *

Auspicor email address *

Auspicor website

Primary Contact (auspicing organisation)

Title | First Name | Last Name

We may contact this person to verify that the auspice arrangement is valid and current.

Position held in organisation

e.g., Manager, Board Member or Fundraising Coordinator.

Please attach a letter from the auspicing individual or organisation confirming that the arrangement is valid and current. *

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

Business Details

Australian Business 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	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Insurance Details

Will the public be involved in the project? *

- ○ Yes - you will require public liability insurance (min. $20M)
- ○ No

Upload your Public Liability Insurance Certificate of Currency. *
Attach a file:

Please contact your insurance company if you do not have a current certificate of currency for your insurance to upload

ELIGIBILITY

* indicates a required field

Eligibility requirements

Individuals, sole traders and organisations can apply for a South Burnett RADF grant provided they meet the following eligibility requirements:

- The applicant is a professional or emerging artist, arts worker, cultural worker or project coordinator
- The applicant is an Australian citizen or permanent resident aged 18+, or is aged under 18 with a guarantor (applicable only to individual applicants)
- The applicant holds an active Australian Business Number (ABN), or is auspiced by an eligible individual or incorporated body with an ABN
- The applicant holds Public Liability Insurance (min. $20M)
- The applicant is based in the South Burnett, or is based outside the South Burnett and can demonstrate how the project will directly benefit arts and culture in the region.

I confirm that I meet the eligibility requirements *
☐ Yes
☐ No - please contact the SBRC RADF Liaison Officer before proceeding

PROJECT DETAILS

* indicates a required field

Project Title *

Short project description *

Word count:
Provide a short description (no more than 100 words) of your project.

Project Start Date
Start Date *

Project End Date
End Date *

What is the main artistic discipline that best describes your project? *
○ Fine Arts, Craft and Design
○ Music
○ Theatre
○ Dance
○ Writing and Literature
○ Heritage / Cutlure
○ Community Arts & Cultural Development (CACD)
○ Other:

Artistic discipline descriptions:

- ***Visual Arts, Craft and Design:*** *Covers painting, drawing, sculpture, pottery/ ceramics, photography, printmaking, public murals, textiles, graphic design, and architectural design.*
- ***Music:*** *Covers all genres, including classical, contemporary, vocal, instrumental, songwriting, sound design, and music production.*
- ***Theatre:*** *Includes plays, drama, musical theatre, physical theatre, opera, comedy, circus arts, and puppetry.*
- ***Dance:*** *Includes all dance styles, choreography, movement performance, and community dance workshops.*
- ***Writing and Literature:*** *Covers poetry, prose, fiction, non-fiction, scriptwriting, and publishing.*
- ***Heritage:*** *Includes local history projects, archival work, storytelling preservation, and cultural heritage documentation.*
- ***Community Arts Cultural Development (CACD):*** *Projects where communities work with professional artists to express their own stories, culture, and social priorities.*

PROJECT ALIGNMENT

* indicates a required field

South Burnett Program Objectives

South Burnett Regional Council establishes **Program Objectives** for the RADF grant program to suit the needs of the local community.

Which South Burnett Program Objectives are supported by your project? *
☐ Program Objective No 1. 'Local delivery and participation in the arts'
☐ Program Objective No 2. 'Technical and professional skills development'
☐ Program Objective No 3. 'Improving access to the arts and culture'

'Local delivery and participation in the arts'

How will the project support this Program Objective? *

Word count:

Must be no more than 250 words.

'Technical skills development'

How will the project support this Program Objective? *

Word count:
Must be no more than 250 words.

'Improving access to arts and culture'

How will the project support this Program Objective?

Word count:
Must be not more than 250 words

If the project is being held outside the South Burnett, how will the South Burnett community benefit from the project?

Word count:
Must be no more than 150 words.

Arts Queensland Key Performance Outcomes (KPOs)

Arts Queensland defines the baseline Key **Performance Outcomes (KPOs)** that all Councils must use to evaluate the performance of their RADF-funded activities.

Applications are assessed using these KPOs as the core assessment criteria to judge whether your project is worth funding.

In the following fields, state the *objectives*of your project against each of the KPOs.

- **Hint:** Explain how you plan to deliver high-quality experiences (***Quality***), who your target audience is and how you will reach them (***Reach***), and what positive changes or skills development will happen as a result (***Impact***), and how your budget and planning ensure the project can be realistically achieved (***Viability***).

IMPACT *

QUALITY: *

REACH *

VIABILITY *

KPO descriptions:

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*

QUALITY

- *RADF supports quality arts and cultural initiatives based on local priorities*
- *Local communities value RADF*

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*

VIABILITY

- *RADF builds strong partnerships between arts and non-arts sectors*
- *RADF leverages additional investment*
- *RADF funding is used effectively and appropriately*

PROJECT MANAGEMENT

* indicates a required field

Milestones

List each stage of the project from start to finish.

Key Project Stage	Completion Date
Eg. Book Venue	

Please ensure that you understand your obligations under **workplace health and safety**, **copyright and licensing,** and other relevant regulatory frameworks.

Outline the steps you have taken to address these requirements: *

Specify how you will ensure a safe environment (e.g., risk assessments, PPE, or COVID-safe protocols) and how you will legally secure intellectual property (e.g., artist contracts, copyright clearances, or licensing agreements for music/images). Include any other permits required, such as Council approvals for public spaces or Working with Children checks.

PROJECT BUDGET

* indicates a required field

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. **All amounts must be GST inclusive.**

- Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns,
- Examples of income may include 'RADF grant', 'earned income/sales ', 'donations '.
- Examples of eligible expenses may include ‘venue hire’, ‘presenter/artists fees’, ‘travel fees’, ‘accommodation’, ‘promotional costs (integral to the delivery of project)’. Items that are ineligible expenses are catering and consumables.
- Use the 'Notes' column for any additional information you believe should be noted.
- Do **not** add commas to figures (e.g. $1,000) otherwise the tables will not total correctly.

Your budget **MUST** balance (**TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT**). This must also equal your total project cost.

Project Income (GST inclusive)

List all income here. This amount must equal your expense amount. You can add more rows if required.

Please include in the Notes, specific details about income such as expected number of ticket sales, price per ticket, quantites to be purchased and unit prices.

Income Description	Income Type	Confirmed Funding?	Income Amount ($)	Notes
			Must be a dollar amount.	
			$	
			$	
			$	
			$	

Project Expenditure (GST inclusive)

List all expenditure here. This amount must equal your income amount and match your total project cost. You can add more rows if required.

Please include in the notes the rates of pay, number of hours to be paid, accommodation expenses per night and additional details to fully explain the expenses.

Expenditure Description	Expenditure Type	Expenditure Amount ($)	Notes
		$	
		$	
		$	
		$	
Add more rows if needed			

Budget Totals

This is a calculated field

Total Income Amount

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

Income - Expenditure

This field must equal zero

Total RADF amount requested *

$

What is the total amount of funding you are asking for?

Total project cost *

$

This number/amount is calculated

Quotes

Every monetary cost listed in your budget must be verified by written evidence.

Please upload quotes for all proposed expenditure items
Attach a file:

Types of quotes and descriptions:

- ***Artists Creative Fees: A formal quote or service proposal*** *on the artists official letterhead or from their professional email address. It should state their ABN (if they have one), daily/hourly rate, hours of work, and brief scope of delivery.*
- ***Materials Equipment: Digital shopping cart screenshots or official supplier estimates****. For items bought online or from major retailers (e.g., Bunnings, art supply stores), a PDF printout of a shopping cart showing the quantities and total prices is perfectly acceptable.*
- ***Venue Equipment Hire: A formal hire quote****. This must explicitly state the hire period dates, delivery fees, and any bond required.*
- ***Travel Accommodation: Live booking screenshots or estimates****. Upload a screenshot or PDF printout from travel booking engines (like Qantas, Booking.com, or Corporate Travel) showing the exact dates and estimated fares for your proposed itinerary.*
- ***Marketing, Printing Documentation: An official commercial invoice/quote****. Obtained from graphic designers, local printers, or photographers detailing the exact specs (e.g., "500x A5 booklets, full-colour").*

SUPPORTING MATERIAL

Supporting Documents

Please review your application to ensure you have included all helpful supporting documentation. For the best chance of success, clearly label each file so the assessment panel can easily locate, open, and read your materials.

Current Current bios or CVs for key project personnel
Attach a file:

Maximum of 2 pages per person.

Letters of intent
Attach a file:

Letters or emails from each contracted arts professional confirming their availability, agreed rate, and specific role.

Letters of venue confirmation

Attach a file:

A brief statement from the venue managers (e.g., hall, gallery) confirming the dates are tentatively held and the space is suitable for your specific activity.

Proof of community demand
Attach a file:

A maximum of 2 files may be attached.
Up to two (2) letters stating how the community or target group benefits from the project.

Visual evidence of past comparable projects (if applicable)
Attach a file:

A single PDF containing 3 to 5 high-quality images or URLs to videos/audio of pasts similar projects.

DECLARATION & FEEDBACK

* indicates a required field

Certification

- **I certify that to the best of my knowledge the statements made within this application are true.**
- **I understand that if South Burnett Regional Council approves the grant, I will be required to accept the conditions of the Funding Agreement in accordance with Council audit requirements.**
- **I understand that if Council approves the grant, I will be bound by the contents of my application to carry out my project as I have described.**
- **I understand that my application will form part of my Funding Agreement with South Burnett Regional Council.**
- **I agree that a project Outcome Report will be required to be submitted within six (6) weeks of the project being completed.**
- **I consent to the information contained within this application being disclosed to or by South Burnett Regional Council for the purpose of assessing, administering and monitoring my current and any future Council grant applications.**
- **I consent to South Burnett Regional Council using information contained within this application for reporting and publishing purposes.**

I have read and agree to the above: *

○ Yes ○ No

Name of applicant or authorised person *

First Name Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

○ Very easy ○ Easy ○ Neutral ○ Difficult ○ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you may have.