

RADF Minor Round Application Form 26/27

Form Preview

About the grant...

* indicates a required field

Privacy Notice

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](#)

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local Councils across the state.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities. RADF invests in local arts and cultural priorities, as determined by local communities across Queensland.

It is important to read the [RADF Grant Guidelines](#) carefully before commencing an application.

For a list of the supporting documents needed in this application please refer to the **applicant checklist** on page 4 of the RADF Grant Round Guidelines.

Confirmation of Eligibility

I confirm that the applicant:

- Is a permanent resident or Australian citizen.
- Is over 18 years of age or has a legal guardian who can co-sign the application and agrees to take financial responsibility of the funding.
- Has \$20 million public liability insurance to cover the project.
- Has an ABN or can provide a written agreement from an eligible organisation to act as an auspice for the project.
- Does not have an outstanding debt with South Burnett Regional Council.
- Is based in the South Burnett or can demonstrate how the project will directly benefit arts and culture in the South Burnett area.
- Will deliver the project within the eligible timeframes.

*

- ☐ I have read and understand the RADF Guidelines
- ☐ I have contacted the RADF Liaison officer about my application

Are you eligible to apply for this grant? *

☐ Yes ☐ No

No more than 1 choice may be selected.

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Grant History

Have you received a previous RADF grant from South Burnett Regional Council? *

☐ Yes ☐ No

No more than 1 choice may be selected.

If unsure, please contact the Community Development Officer on 4189 9100.

Have you acquitted this grant? *

☐ Yes ☐ No

No more than 1 choice may be selected.

Applicant Details

* indicates a required field

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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

Are you applying for this grant as an individual or an organisation? *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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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

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Postal address

Address

Primary phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Website (if applicable)

Must be a URL.

Best contact person for this application

Primary contact *

Title

First Name

Last Name

This is the person we will correspond with about this grant.

Position held in organisation *

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

Phone number *

Must be an Australian phone number.

Mobile Phone Number *

Must be an Australian phone number.

Office phone number

Must be an Australian phone number.

Email address *

This is the address we will use to correspond with you about this grant.

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Are you applying for this grant to support your personal professional development?

- ☐ Yes
- ☐ No

Reportable Data

The following question is required for Council to fulfill its obligation to Arts Queensland in providing RADF funding.

Which of the following do you (as an applicant) identify as? *

- ☐ Aboriginal and Torres Strait Islander peoples
- ☐ People from a culturally or linguistically diverse background
- ☐ People with a disability
- ☐ Older person (55 years +)
- ☐ Youth (12-25 years)
- ☐ Children (0-11 years)
- ☐ LGBTQIA+
- ☐ Men
- ☐ Women
- ☐ Career stage - emerging
- ☐ Career stage - established
- ☐ People who experience disadvantage
- ☐ Other:

- ☐ None of the above / Prefer not to answer

Artists Eligibility Checklists

To be an eligible individual applicant, you must demonstrate that you are either an Emerging or Established Artist as described in the RADF Grant Round Guidelines (page 7).

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist regarding the RADF Program.

You need to tick any **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case, please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Please select the artistic merits that apply to you. *

- ☐ I have professional arts and/or cultural qualifications.
- ☐ I have devoted significant time to arts practice.
- ☐ I have been recognised as a professional by peers.

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- ☐ I have held public exhibitions or given public performances (not as part of a competition).
 - ☐ I have work held in public collections.
 - ☐ I have won important national and/or international prizes or awards.
 - ☐ I have held public discussions and/or have had articles written about my work.
 - ☐ I am a member of a professional association (or associations) as a professional artist.
 - ☐ I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.
 - ☐ I am an artist whose artistic or cultural knowledge has developed through oral traditions.
- At least 3 choices must be selected.

Organisation Details

* indicates a required field

Do you or your organisation have an ABN? *

☐ Yes ☐ No

You can check here: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register>. If you are being auspiced for this application, please select 'No'.

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	

As you do not have an ABN are you or your organisation auspiced by another organisation for the purpose of this grant? *

☐ Yes ☐ No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you should not apply for this grant.

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Auspice Information

* indicates a required field

Auspice Organisation Details

Auspice 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.

Auspice primary address

Address

Auspice postal address

Address

Auspice primary phone number *

Must be an Australian phone number.

Auspice email address *

Must be an email address.

Auspice website

Must be a URL.

Primary contact person at auspice 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.

Auspice primary contact primary phone number *

Must be an Australian phone number.

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Auspice primary contact office phone number

Must be an Australian phone number.

Auspice Project Contact Mobile Phone Number *

Must be an Australian phone number.

Auspice primary contact email address *

Must be an email address

Please attach a letter from the auspice organisation confirming that the auspice 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.

Auspice 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.

Project Details

* indicates a required field

Project Title *

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Project Type *

Other:

Short project description *

Provide a short description (100 words recommended) of your project - what are you out to do?

Project Start Date

Start Date *

Must be a date and between 1/8/2026 and 1/8/2027.

Project End Date

End Date *

Must be a date and between 1/8/2026 and 1/8/2027.

Artform Category (select one option) *

- ☐ Fine Arts
- ☐ Dance
- ☐ Music
- ☐ Theatre
- ☐ Visual Arts
- ☐ Craft or Design

RADF Program Objectives

The key priorities of the South Burnett Regional Council's RADF program are:

1. Local delivery and participation in the Arts

- To support local creatives to deliver cultural activities within the South Burnett region.

2. Technical and professional skills development

- Grow employment and capacity-building opportunities for artists in the South Burnett, including facilitating access to affordable workshops and training, and subsidising the costs of visiting professional tutors to the region.

3. Improving access to the arts and culture

- Increase access to arts and cultural experiences for the South Burnett community.

Which RADF Program Objective/s are supported by your project? *

- ☐ 1. Local delivery and participation in the Arts
- ☐ 2. Technical and professional skills development
- ☐ 3. Improving access to the arts and culture

At least 1 choice must be selected.

Program Objective 1

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How will the project achieve the Program Objective - Local delivery and participation in the arts? *

Word count:

Must be no more than 200 words.

Program Objective 2

How will the project achieve the Program Objective - Technical and professional skills development? *

Word count:

Must be no more than 200 words.

Program Objective 3

How will the project achieve the Program Objective - Improving access to the arts and culture? *

Word count:

Acknowledgements

RADF funded activities must acknowledge the Queensland Government and Council in all promotional material and publications. Visit [Arts QLD website](#) for details.

How will you acknowledge Council and Arts Queensland for their contribution to your project? *

Evidence of this acknowledgement will be required in the Grant Outcome / Acquittal Report.

Location

Will this project take place within the South Burnett region? *

☐ Yes

☐ No

As the project is being held outside the South Burnett Regional Council area, how will the South Burnett community benefit from the project? *

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Where in the South Burnett will this project take place? *

what town/s in the South Burnett will this project take place?

Emerging Artists

"Emerging Artist" refers to an artist who is at an early stage in their career. Emerging artists will have a demonstrated any recent track record of some professional work in their art form area and will have created a modest body of artistic work.

As an Emerging Artist, what professional development or engagement with industry professionals are you undertaking as part of the project to ensure its success? *

Emerging artists must demonstrate they are working or engaging with industry professionals (eg, mentor/professional artist) in the delivery of the project. Relevant weblinks can be included here.

Attach the CV / artist bio and letter of confirmation from your industry professional/s here *

Attach a file:

A minimum of 2 files must be attached.

It is a requirement of funding for you to attach your current CV and a minimum of 1 letter of confirmation from an industry professional.

Reportable Data

Council is required to provide the following information to Arts Queensland in providing the RADF partnership.

Which Arts Queensland arts and cultural priority does your event / initiative best represent? *

Which of the following other priorities does your event / initiative best represent? *

Public Liability

Council requires a Public Liability Insurance Certificate of Currency for at least \$20 million to be supplied with all grant applications.

Please provide your Public Liability Certificate of Currency (\$20m+) here. *

Attach a file:

Project Management

* indicates a required field

Arts Queensland Priorities

What are the major benefits expected from your project?

Explanations of each of the assessment criteria can be found in the RADF Guidelines (Page 10).

IMPACT: How many people will attend? How many arts workers will be employed or trained? *

QUALITY: Does your project provide quality arts and cultural initiatives based on local priorities? *

REACH: Will your project target any specific groups? Does your project contribute to broader outcomes such as health & well-being, employment, social cohesion? *

VIABILITY: Have you considered other options for external partners to assist with funding the project? *

How will you capture feedback and results from the RADF funded activity/project? E.g. survey, emails, attendance? *

This information is vital to support the RADF program and Council's annual application. It is essential to demonstrate the positive outcomes achieved for the community from the funding.

Milestones

List each state of the project from start to finish.

Key Project Stage

Completion Date

Eg. Book Venue	

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Outline the steps you have taken to address the issues of workplace health and safety, copyright and relevant licenses. Examples could include; risk assessments of venues, measures taken to mitigate identified risks, and licenses acquired for copyrighted works *

Please attach any relevant documentation to provide evidence of this.

Will all arts professionals engaged in your project be paid at a fair industry standard rate? *

Project Budget

* indicates a required field

All budget figures submitted must be GST Exclusive

Total Funding Requested

*

\$

What is the total amount of funding you are asking for (Exc. GST)

Total Project/Program Cost *

\$

What is the total cost of your project (Exc. GST)?

Can you deliver this project if you only receive partial funding? *

*

☐ Yes ☐ No

Applications requiring 100% funding are not eligible for a RADF grant.

Budget (GST Exclusive)

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 exclusive.**

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 think we should be aware of.

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

Please **do not add commas** to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

Project Income (GST exclusive)

List all income here. Applications where complete funding from RADF is required are not eligible. This amount must equal your expense amount. You can add more rows if required.

Have you considered that you may have eligible income from:

- In-Kind sponsorship?
- Subsidised equipment hire?
- Subsidised venue hire?

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

Total Income Amount

Total Income Amount

\$

This number/amount is calculated.

Project Expenditure (GST exclusive)

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

Eligible expenses include, but are not limited to:

- Artist/creative/tutor professional fees (preparation and delivery)
- Artist/creative/tutor travel and accommodation expenses
- Venue hire
- Consumable materials - item's parts, or supplies used during the event or project
- Registration fees for professional artists, emerging artists and arts practitioners to attend schools, conferences and workshops that form part of your own professional development

Please include as much detail as possible in the *Expenditure Description* column.

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
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		\$	
		\$	
		\$	
		\$	
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

Please attach quotes for expenditure items *

Attach a file:

Essential Support Material

* indicates a required field

Please review your application and ensure that you have submitted all the required documentation to support your application.

Applications which fail to provide the essential support material will be deemed ineligible.

All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.

Supporting Documents

Please attach the following required documentation for each artist or arts worker delivering training:

Current CV / artist bio for all arts or creative professionals involved in the project

*

Attach a file:

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Letter of confirmation of intent from artists/arts worker to deliver training.

Attach a file:

Letter of confirmation from key venues, such as galleries, involved with project where relevant. *

Attach a file:

Two (2) letters of support from creative professionals and collaborators, arts and cultural organisations, and /or members of your project's specific target groups. *

Attach a file:

Other relevant supporting documentation.

Attach a file:

Declaration and 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.

Please download a copy of your application for your records and outcome report.

I have read and agree to the above: *

☐ Yes

☐ No

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Name of 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

How long did it take you to complete your application? *

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.