

RADF - Major round 2025-2026

Form Preview

ABOUT THE GRANT

* indicates a required field

Privacy Notice

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The Grant Funding

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and South Burnett Regional Council.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by our local South Burnett community.

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

Have you read and understand the RADF Guidelines *

- ☐ Yes
☐ No - please read the guidelines prior to starting an application

Have you contacted RADF Liaison Officer? *

- ☐ Yes
☐ No - please read the guidelines and contact the RADF Liaison Officer prior to starting an application

APPLICANT 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

Please enter applicant details *

- ☐ Individual ☐ Organisation
Organisation Name

RADF - Major round 2025-2026

Form Preview

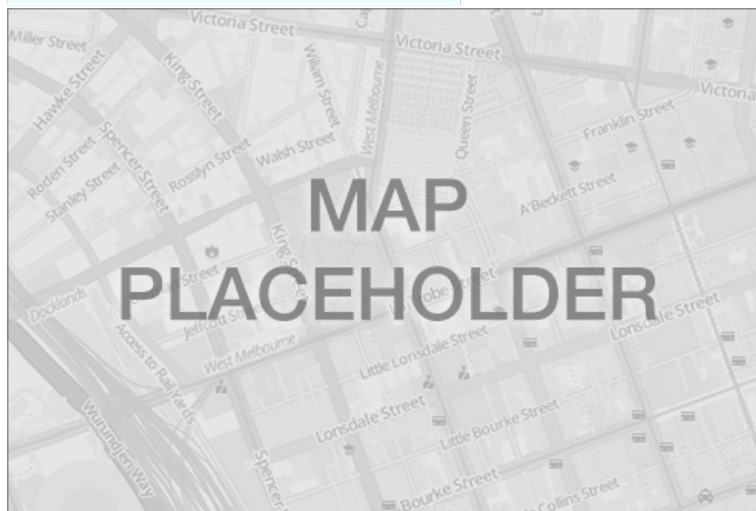
First Name

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

Contact person for your organisation

Primary contact *

Title

First Name

Last Name

RADF - Major round 2025-2026

Form Preview

This is the person responsible for the grant application.

Position held in organisation *

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

Do you have a valid ABN? *

- ☐ Yes
☐ No

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

- ☐ Yes
☐ No

Auspice Individual or Organisation Details

Auspice 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.

Auspice address

Address

Auspice postal address

Address

Auspice phone number *

Auspice email address *

Auspice website

Primary contact person at auspice organisation

Title First Name Last Name

RADF - Major round 2025-2026

Form Preview

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 auspice 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.

ABN Details

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

Will the public be involved in the project? *

- ☐ Yes - you will require public liability insurance for \$20M minimum
- ☐ No

Upload your Public Liability 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

CONFIRMATION OF ELIGIBILITY

* indicates a required field

Applicant Eligibility Checklist

To be an eligible applicant, you must meet the criteria in the RADF Guidelines. If you do not meet the criteria, please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Grant History

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

☐ Yes ☐ No

Have you acquitted that grant? *

☐ Yes ☐ No

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, if applicable..
- ☐ 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.

PROJECT DETAILS

* indicates a required field

Project Title *

Short project description *

Word count:

RADF - Major round 2025-2026

Form Preview

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

Project Start Date

Start Date *

Project End Date

End Date *

Category (select one option) *

- ☐ Fine Arts
- ☐ Dance
- ☐ Music
- ☐ Theatre
- ☐ Visual Arts
- ☐ Craft or Design
- ☐ Writing
- ☐ Heritage / Culture
- ☐ Other:

Does your project meet RADF Program Objectives?

Which RADF Program Objectives 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

Program Objective 1

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

Word count:

Must be no more than 250 words.

Program Objective 2

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

Word count:

Must be no more than 250 words.

Program Objective 3

RADF - Major round 2025-2026

Form Preview

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

Word count:

Must be not more than 250 words

Additional project questions

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

Word count:

Must be no more than 150 words.

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 the grant? *

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

PROJECT MANAGEMENT

* indicates a required field

KEY PERFORMANCE OUTCOMES

What are the major benefits expected from your project?

IMPACT

- invest in a diversity of local arts and cultural projects
- engage local communities in arts and cultural activities
- support local employment and strengthening of local arts sector

QUALITY

- support quality arts and cultural initiatives based on local priorities

REACH

- support engagement with new and diverse artists, audiences, and communities
- contribute to diversity and inclusive communities; growing strong regions; and providing training, education, and employment

VIABILITY

RADF - Major round 2025-2026

Form Preview

- build strong partnerships between arts and non-arts sectors
- leverage additional investment
- funding is used effectively and appropriately

IMPACT - How many people will attend? How many arts and cultural workers will be employed or trained? *

QUALITY: Does your project provide quality arts and cultural initiatives based on the program objectives? *

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? *

Feedback

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

This information is vital to support the RADF program. It is essential to demonstrate the positive outcomes achieved for the community from the funding.

Milestones

List each stage of the project from start to finish.

Key Project Stage	Completion Date
Eg. Book Venue	

RADF - Major round 2025-2026

Form Preview

Outline the steps you have taken to address the issues of workplace health and safety, copyright and licensing and other legislative and regulatory requirements

*

Please attach any relevant documentation to provide evidence of this.

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?

Total Project/Program Cost

*

\$

What is the total cost of your project?

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.

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. This amount must equal your expense amount. You can add more rows if required.

RADF - Major round 2025-2026

Form Preview

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

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.

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

\$

Total Expenditure Amount

\$

Income - Expenditure

RADF - Major round 2025-2026

Form Preview

This number/amount is calculated.

This number/amount is calculated.

This field must equal zero

Please attach quotes for expenditure items

Attach a file:

SUPPORTING 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 Bio, Resume or Statement of Capability for all arts or cultural professionals involved in the project *

Attach a file:

Letter confirming intent from arts or cultural professionals delivering training or conducting classes.

Attach a file:

Letter of confirmation from key venues, such as galleries and town halls, involved with project.

Attach a file:

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

Attach a file:

RADF - Major round 2025-2026

Form Preview

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.

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.

