

# 2024/2025 RADF Application Rolling Round

## Form Preview

### Regional Arts Development Fund

\* indicates a required field

#### About the Regional Arts Development Fund (RADF)

The Regional Arts Development Fund is a partnership between the Queensland Government and Gympie Regional Council to support local arts and culture in regional Queensland.

RADF drives social change and strengthens communities through community grants programs and council-led initiatives that:

- Increase access to arts and cultural experiences in regional Queensland.
- Grow employment and capacity building opportunities for artists across regional Queensland.
- Deliver against local arts and cultural priorities and promote the value of arts, culture and heritage.

#### Information for Applicants

Before completing this application form you **must** read:

- The Gympie Regional Council [Regional Arts Development Fund \(RADF\) Guidelines 2024/2025](#), and the
- Gympie Regional Council [Arts and Cultural Strategy \(2023-2028\)](#)

We recommend that you **also** read:

- [Creative Together 2020-2030](#)

You may also **like** to read:

- [The National Cultural Policy - Revive: a place for every story, a story for every place.](#)

These documents will help tailor a successful application.

Contact Council's RADF Liaison Officer for assistance with applying for RADF on 5481 0774 or email [radf@gympie.qld.gov.au](mailto:radf@gympie.qld.gov.au)

If you require further assistance with using the Smarty Grants portal please click [here](#) to access the FAQ's

Parts of this application require supporting documentation. File types of PDF and JPEG are accepted.

Please ensure that documentation is clearly labelled and easily understood.

#### Confirmation of Eligibility

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. **Please complete these questions before proceeding with your**

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**application to ensure that you are applying for a grant that is suitable to your project.**

If you have any questions in regards to these eligibility criteria, grant categories, or definitions, please contact Council's RADF Liaison Officer on **07 5481 0774** or email [radf@gympie.qld.gov.au](mailto:radf@gympie.qld.gov.au).

**I confirm the following:-**

### **Eligibility Checklist \***

- ☐ The project is based in, or provides direct benefits to, the Gympie region
- ☐ The project will employ at least one professional arts and cultural worker, at industry rates
- ☐ I/we have satisfied requirements of previous Council grant funding and have no outstanding debt with Council
- ☐ I/we hold \$20M Public Liability Insurance and other forms of insurance relevant to the project
- ☐ I/we have no outstanding debt with Council
- ☐ I have read the GRC The Regional Arts Development Fund (RADF) Guidelines 2024/2025
- ☐ I have read the GRC Arts and Cultural Strategy (2023-2028)

You must confirm that all statements above are true and correct.

## Applicant Details

\* indicates a required field

### Privacy Notice

Gympie Regional Council collects personal information in accordance with our Information Privacy Policy, a copy of which is available from the Council website or click [here](#). In providing any personal information, please note that you are agreeing to the possible transfer of your information outside Australia via the internet under s33 of the Information Privacy Act 2009. If for any reason you are unable to agree to these terms, please contact Council on 1300 307 800 to discuss alternate arrangements.

## Applicant Details

### **Applicant/Organisation name \***

Organisation Name

Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

### **Primary (physical) address \***

Address

  

Suburb State Postcode

Must be an Australian postcode.

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If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

### Postal address (if different to above)

Address

  

Suburb State Postcode

### Applicant website (if applicable)

Must be a URL

### Contact person (if different from applicant)

Title First Name Last Name

This is the person we will correspond with about this grant

### Primary phone number \*

### Alternate phone number

### Contact person's email address \*

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

## Funding History

For our records, please indicate your prior application experience.

### Is this the first time you or your organisation has applied for RADF funding through Gympie Regional Council? \*

- ☐ Yes  
☐ No  
☐ Unsure

### Have you or your organisation received RADF funding from Gympie Regional Council previously? \*

- ☐ Yes  
☐ No  
☐ Unsure

### Have you been involved with a successful application with a different organisation previously?

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- ☐ Yes
- ☐ No
- ☐ Unsure

**You may provide details if you wish.**

**Word count:**

Must be no more than 50 words.

Please note the answer to this question is not part of assessing your application and will have no impact on the outcome.

### **Type of applicant \***

- ☐ Individual
- ☐ Individual under 18 years of age
- ☐ Incorporated Association
- ☐ Business

### **Does the applicant have an auspice organisation for the purposes of this grant? \***

- ☐ Yes
- ☐ No

An auspice is an organisation that manages grant funding on your behalf. For example, a small community group with limited resources may use a larger non-government organisation as their auspice. Please note: Applicants under 18 years of age must have an arrangement with an auspice organisation

### **Applicant ABN (if applicable)**

#### **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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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### Auspice Information

\* indicates a required field

#### Auspice Organisation Details

##### Auspice organisation details

This section only needs to be completed if the applicant requires an auspice organisation.

An auspice is an organisation that manages grant funding on your behalf. For example, a small community group with limited resources may use a larger non-government organisation as their auspice.

The auspice organisation will take full legal and financial responsibility for the delivery of this project including Public Liability and other insurance as relevant, administration of the grant and acquittal of funding. For example, if you are successful, the auspice organisation signs the Letter of Offer and is paid the grant.

**Please Note:** Applicants under the age of 18 must have an arrangement with an auspice organisation

##### Name of auspice organisation \*

Organisation Name

##### Primary address for the auspice organisation (physical) \*

Address

  

Suburb State Postcode

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

##### Postal address for the auspice organisation (if different to above) \*

Address

  

Suburb State Postcode

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

##### Auspice organisation's website (if applicable)

Must be a URL

##### Primary contact person for the auspice organisation \*

Title First Name Last Name

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

**Position held in organisation \***

E.g. President, Secretary, Treasurer

**Primary phone number \***

Must be an Australian phone number.

**Alternate phone number**

Must be an Australian phone number.

**Contact person's email address \***

Must be an email address

**Please attach a letter from the auspicing organisation confirming this arrangement is valid and current \***

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. President, Vice President, Secretary, Treasurer) and must include, name, position, signature and date.

**ABN of auspicing organisation (if applicable)**

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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

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### Project Details

\* indicates a required field

#### RADF Grant Category

##### **Creative Capacity and Professional Development (Rolling Round)**

- To support arts organisations, artists, and arts workers to build on established creative and professional practice and/or share their skills and knowledge with the local arts and cultural community.
- Maximum \$2,500
- No co-contribution required.
- Creative Capacity and Professional Development funding can be used to attend or present professional development / workshops; attend conferences, events, or exhibitions where a professional development benefit can be demonstrated; or other capacity building or professional development activities.

##### **Project or activity title: \***

Must be no more than 10 words.

Provide a name for your project/program/initiative. Your title should be short but descriptive

##### **Project Description \***

Word count:

Must be between 50 and 100 words.

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

##### **Project Overview \***

Word count:

Must be between 200 and 350 words.

Be descriptive and succinct. Please include the WHY there is a need for the project, HOW your project will be delivered (project activities and milestones), and by WHOM (artists, arts practitioners, cultural workers etc.)

Funded projects must be delivered within 12 months of the outcome notification date of the round.

##### **Project start date \***

Must be a date and no earlier than 9/9/2024.

##### **Project end date \***

If your application is successful your RADF Outcome Report will be due 4 weeks from this date.

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### Where is the primary location for the project? \*

E.g., Gympie, Rainbow Beach, Cooloola Cove, Tin Can Bay, Goomeri, Kilkivan, Imbil, Mary Valley etc.  
Your location can be various locations in the Gympie Region

### How many attendees do you expect to engage with the project?

Must be a number.

For example, if you have an exhibition, a performance or a presentation event as part of your project, how many will come to watch? Please note, for Creative Capacity and Professional Development Projects participant or attendee refers to those funded by the project - A Creative Capacity or Professional Development Project might only have one participant - e.g. you may attend a conference or workshop. If you are presenting as part of your project, you would have more attendees.

### How many participants do you expect to be engaged through the project?

Must be a number.

For example, if you are offering a workshop, or creating a mural with the community, how many people will come to actively participate? Please note, for Creative Capacity and Professional Development Projects participant or attendee refers to those funded by the project - A Creative Capacity or Professional Development Project might only have one participant - e.g. you may attend a conference or workshop. If you are presenting a workshop as part of your project, you would have more participants.

### How many artists or cultural workers do you expect to be employed through the project?

Must be a number.

Your project must employ at least one professional practicing artist or cultural worker.. Please note that Creative Capacity and Professional Development Projects may pay rather than employ a professional. E.g., paying fees to attend a course or conference.

### How many volunteers do you expect to be engaged with the project?

Must be a number.

### Is your project targeted at a specific group in your community?

- |  |   |
|--|---|
| <input type="checkbox"/> First Nations peoples   | <input type="checkbox"/> Men                                |
| <input type="checkbox"/> People from a culturally or linguistically diverse background | <input type="checkbox"/> Women                              |
| <input type="checkbox"/> People with disability  | <input type="checkbox"/> Career stage - emerging            |
| <input type="checkbox"/> Older people (55 years +)                                     | <input type="checkbox"/> Career stage - established         |
| <input type="checkbox"/> Young people (12-25 years)                                    | <input type="checkbox"/> People who experience disadvantage |
| <input type="checkbox"/> Children (0-11 years)   | <input type="checkbox"/> Not applicable                     |
| <input type="checkbox"/> LGBTIQ+   |   |

Select only core groups that you are specifically targeting through your project.

The following questions will help us, and you, determine the sustainability of your project.



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**How will your project meet First Nations protocols, if required?**

**How will your project demonstrate sustainable practices?**

This could include suppliers, materials, waste management and recycling, carbon emissions, etc.

## Assessment Criteria

### Creative Capacity and Professional Development Assessment Criteria

Through RADF, Arts Queensland provides partnership investment that enables local councils across the State to deliver artistic outcomes, grow employment opportunities for creative and cultural workers, and engage communities to deliver on the priorities as described in [Creative Together 2020 - 2030](#).

If successful, your project will also be carried out under the GRC [Arts and Cultural Strategy \(2023-2028\)](#).

**As a Creative Capacity and Professional Development project Your application will therefore be assessed on:**

- How your project contributes to achieving strategic outcome 2: Our local creative and cultural sector is valued and thriving, addressing one of the following priorities:
  - Enhance the applicant's creative/cultural practice through participation in a professional development opportunity relevant to their discipline or learning pathway
  - Enhance the applicant's creative profile and professional progress, supporting their creative career
  - Facilitate or provide capacity building and professional development for the creative and cultural sector
  - Engage and mentor young people to encourage their participation and development in the arts and cultural sector
- How your project meets Arts Queensland criteria by demonstrating
  - High Quality
    - :Proven capacity to effectively support and deliver arts and cultural services
  - Strong Impact:
    - creating new employment opportunities and/or skills development for artists and arts workers in Queensland, and
  - Sustainable Value:
    - Demonstrates value for money, sound governance, and ethical business practices, including paying amounts not less than industry award rates, recommended or agreed minimum rates, and adhering to cultural protocols.
    - Proposed activity has a strong delivery plan, including understanding potential risks and their management.

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When answering the following questions, please also refer to the assessment criteria in the [GRC RADF Guidelines 2024/2025](#).

Remember that you will need to acquit your project against the outcomes you describe here: be as precise and accurate as you can.

## 2. Our local creative and cultural sector is valued and thriving.

### **Please select one or more of the following priorities**

- ☐ Enhance the applicant's creative/cultural practice through participation in a professional development opportunity relevant to their discipline or learning pathway
- ☐ Enhance the applicant's creative profile and professional progress, supporting their creative career
- ☐ Facilitate or provide capacity building and professional development for the creative and cultural sector
- ☐ Engage and mentor young people to encourage their participation and development in the arts and cultural sector

### **Briefly explain how your project will address the selected priority.**

Word count:

Must be no more than 200 words.

## Arts Queensland Assessment Criteria

- - 
  - 
  - High Quality
    - :Proven capacity to effectively support and deliver arts and cultural services
  - Strong Impact:
    - creating new employment opportunities and/or skills development for artists and arts workers in Queensland, and
  - Sustainable Value:
    - Demonstrates value for money, sound governance, and ethical business practices, including paying amounts not less than industry award rates, recommended or agreed minimum rates, and adhering to cultural protocols.
    - Proposed activity has a strong delivery plan, including understanding potential risks and their management.

### **Briefly describe how your project responds to the above Arts Queensland Criteria**

Word count:

Must be no more than 200 words.

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### Budget

\* indicates a required field

#### Budget (GST inclusive)

Please outline your project budget in the table below, including details of other funding that you have applied for, whether it has been confirmed or not.

Provide clear descriptions for each budget item in the 'Expenditure' and 'Income' columns.

**Please refer to the [RADF Application Budget Worksheet](#) when calculating your budget. You can then upload the Budget Worksheet to support your application.**

When filling in the budget section of this form, please;

- Click on + or - to add or delete extra lines.
- Do not add commas to figures - e.g., type \$1000 not \$1,000 - this will ensure your figures for each column total correctly.
- All amounts must be GST inclusive.
- Written quotes for all expense items over \$1000 MUST be provided in the file upload area in the Expenditure table.
- In-kind volunteer labour is to be calculated at no more than \$43.00 per hour and may form no more than 50 percent of the applicant contribution.
- All artists / arts workers / professional staff must be paid correctly.
  - Artist fees are calculated at [NAVA rates for Visual Artists](#).
  - Refer to the [Live Performance Award](#) - Pay Guide for musicians, performers and production staff rates.

Please note, when preparing your budget, it is important to be clear on the difference between **income** and **expense**. **Income** can be defined as any **incoming** money or resources (cash, grants, in-kind support etc.). **Expenses** are **outgoings** - what you spend your income on.

**Your budget MUST balance (TOTAL PROJECT EXPENDITURE - TOTAL PROJECT INCOME = \$0)**

#### Total Project Expenditure

Expenditure Description	Amount	RADF Amount requested	Quotes for expenditure items over \$1,000
		Must be a dollar amount.	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

#### Budget Totals

##### Total Expenditure Amount

\$

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This number/amount is calculated.  
What is the total budgeted cost (dollars) of your project?

### Total Project Income

Income Description	Confirmed	Cash/In-Kind	Amount
Make sure you include all income, including the amount requested from RADF, and any other requested funding.			
			\$
			\$
			\$
			\$

### Budget Totals

#### Total Income Amount

\$

This number/amount is calculated.

### Budget Totals

#### Total Income Amount

\$

This number/amount is calculated.

#### Total Expenditure Amount

\$

This number/amount is calculated.

#### Income - Expenditure

\$

This number/amount is calculated.  
Must equal \$0

### Budget Totals

#### Total Amount Requested from RADF

\$

This number/amount is calculated.

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

### Creative Capacity and Professional Development

#### Total amount requested from RADF

\$

This number/amount is calculated.

Maximum Grant amount \$2500

### Attachments Support Material

#### Project plan

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Attach a file:

A project plan is particularly important for complex or multi-phase projects. Your project plan should include all stages of your project, including stages outside of this application. For example, if you are requesting a grant to develop a book, make sure you show that you have considered publication and distribution.

### **Budget \***

Attach a file:

Upload your budget worksheet here, showing your full budget including artist rates etc.

### **Evidence of Public Liability Insurance Certificate of Currency \***

Attach a file:

### **CV of key persons involved in the project or activity \***

Attach a file:

CVs must be no more than 2-3 pages

### **Evidence of current financial position for community organisations/business (if requested)**

Attach a file:

This can be a recent Bank Statement, Annual Report, Profit and Loss Statement/Statement of Financial Performance and/or a Balance Sheet/Statement of Financial Position.

### **Any additional documents you may wish to include with your application**

Attach a file:

e.g. Letters of support; letters of availability from artists, examples of previous work; proposed programs or schedule of the project

### **Available on request**

Ensure the following documents are available if requested by Council.

- Risk assessment
- Evidence of community consultation and support (if referred to in this application)
- Relevant planning documents eg. business plan, program schedule (where applicable)

## Certification and Feedback

\* indicates a required field

Certification by applicant or authorised person

**I certify that:**

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- - To the best of my knowledge the statements made within this application are true and correct.
  - I have read and accepted the GRC Regional Arts Development Fund (RADF) Guidelines 2024/2025
  - I agree to contact Gympie Regional Council should any changes be made to the details provided herein.
  - I/We have bookkeeping processes in place to adequately record the grant income and expenditure.
  - I acknowledge that lobbying is prohibited and if any member of the organisation lobbies a Councillor or staff member in relation to this grant application the application is disqualified.
  - I acknowledge that Council will be the decision maker and will resolve the grants based on assessments undertaken by the RADF Assessment Panel.
  - I acknowledge and accept Council's ability to decide not to award grants in relation to this program or make changes to the categories, criteria, and assessment considerations.

If funding is allocated to this project:

1.
  - I acknowledge that I will be required to accept the funding in accordance with the GRC Regional Arts Development Fund (RADF) Guidelines 2024/2025
  - I will comply with all conditions as per the Funding Agreement and the *GRC Regional Arts Development Fund (RADF) Guidelines 2024/2025*
  - I will complete the outcome report within 4 weeks of the project finish date.

I acknowledge that if the conditions of the funding are not complied with:

1.
  - Council will recover the funds allocated;
  - Future applications for funding from Council will not be considered.

This section must be completed by the applicant (if an individual) or an authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I agree \***

☐ Yes

☐ No

**Name of applicant or authorised person of applicant organisation \***

Title

First Name

Last Name

**Position in organisation**

E.g. President, Treasurer, Member

**Date \***

**Do you wish to receive information about events, workshops, & funding opportunities? \***

☐ Yes

☐ No

☐ Other:

Applicant Feedback

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Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Where did you hear about the RADF Grants Program? \***

- ☐ Information flyer
- ☐ Council's Community Enewsletter
- ☐ Council's Arts and Culture Enewsletter
- ☐ Gallery news or social media
- ☐ Council's Facebook Page
- ☐ Council's Website
- ☐ Council Staff
- ☐ Word of Mouth
- ☐ Newspaper
- ☐ Other:

**Please indicate how you found the online application process: \***

- ☐ Very easy
- ☐ Easy
- ☐ Neutral
- ☐ Difficult
- ☐ Very difficult

**If you found the online application process difficult or very difficult please let us know why**

**Did you attend a GRC Grants Information Session? \***

- ☐ Yes
- ☐ No

**Prior to applying, did you discuss your application with a Council Grants Officer or RADF Liason Officer?**

- ☐ Yes
- ☐ No

**Did you find the information session useful?**

- ☐ Yes
- ☐ No

**Do you have any other comments you wish to make about the grants process?**

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Thank you for your feedback.

Please ensure you review your application before you press submit.

After pressing **SUBMIT**, you will receive an email from SmartyGrants confirming your submission has been made.

If you require further support, please call Council's RADF Liaison Officer on (07) 5481 0774.