RADF Application Form Round 16
Form Preview

Welcome

* indicates a required field

In applying for a RADF Grant from Noosa Council, you will be required to provide information about the applicant, the project rationale, benefits, plans and budget.

Critical steps before applying are:

Read and understand the

[RADF Guidelines](#)

[Frequently Asked Questions](#)

[Help Guide for Applicants](#)

Contact the RADF Officer on 5329 6558 to check your eligibility and to discuss the project and application in depth.

Note:

- In the context of this form the word 'project' can mean a short term project, a longer term program or an event.
- The words 'you' and 'your' refer to the applicant (and auspice).
- Incomplete, ineligible and late applications will not be considered.

Save your work every few minutes. Use the 'Save Progress' button located at the top and bottom of every page.

Applicant Eligibility

As per grant guidelines, to be *eligible* for funding you must:

- **have an Australian Business Number (ABN)**
- **have spoken to a relevant Council Officer regarding your project,**
- **have no outstanding debt to Council,**
- **have met all previous grant acquittal conditions from Noosa Council, and**
- **employ an artist in the project.**

1. Have you read and do you understand the guidelines? *
○ Yes   ○ No

2. What is the name of the Council Officer you spoke to regarding your project? *

[   ]

3. Are you aged 18 years or older?
○ Yes   ○ No
If you are under 18 years of age you will need to have this application (and other documentation) co-signed by a parent or guardian.

Applicant details

* indicates a required field

Privacy Notice

Council will only use personal information you have provided for the purpose of processing this application and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other local government acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with Council's Privacy Policy.

Please note the information provided in this application and in any related documentation and discussions may be provided to members of the assessment panel in order to assist Council in assessing your application.

By submitting this application you consent to Council publishing your name, the project name, project description and Council's funding contribution. This information may also be used for promoting Council's funding programs.

4. Applicant name *
○ Individual   ○ Organisation
Organisation Name

Title   First Name   Last Name

If you have an ABN, your are applying as per the ABN Entity Name (See Q.12 below)

4a. Contact Person in Organisation *
Title   First Name   Last Name

If this is the same as Q.4 above then leave this question blank.

4b. Are you or your organisation a business or a not-for-profit entity? *
○ Business   ○ Not-for-profit entity
Note - An artist with an ABN is a business

Applicant Details

The contact details you provide here will be used for the duration of this grant. If these details change you will be required to advise Council of any changes.

5. Applicant physical address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

6. Applicant Phone Number *

Must be an Australian phone number.

7. Applicant Email *

Must be an email address.

8. Applicant Website or social media link

Must be a URL.

About you

9. Do you or does your organisation identify with any of these groups? *
☐ Aboriginal &/or Torres Strait Islander people
☐ Australian South Sea Islander peoples
☐ People from culturally and linguistically diverse backgrounds
☐ People with a disability
☐ Older people (55+ years)
☐ Young people (12-25 years)
☐ Children (0-11 years)
☐ Women
☐ Men
☐ Career Stage - Emerging
☐ Career Stage - Established
☐ People who experience disadvantage
☐ Other:

No more than 5 choices may be selected.

Australian Business Number (ABN)

10. Do you have an Australian Business Number (ABN)? *
○ Yes - answer Q.12 below.
○ No - complete auspice questions Q.13 onwards

11. 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	

Must be an ABN.

Auspice Details

* indicates a required field

Auspice Details

All the questions in this page are about the auspice organisation.

This auspice section activated because of the applicant does not have an Australian Business Number (ABN). The application therefore needs to be auspiced by an eligible organisation (with an active ABN).

If this application is successful the auspice organisation will take full legal and financial responsibility for the delivery of this project and the grant administration. For example, the auspice organisation will sign the Funding Deed of Agreement, receive the grant payment and be responsible for the acquittal report.

It is mandatory to provide an Auspice Agreement or at least a letter from the Auspice (Organisation or Individual) which indicates they understand and are willing to take on the auspice responsibilities.

Download the Auspice Facts and Agreement format. It is the responsibility of the applicant to ensure that the auspice agreement is completed, signed and uploaded with this application.

12. Attach a signed auspice agreement here. *
Attach a file:

Recommended maximum file size is 5MB. See Help Guide for Applicants to find out how to attach files.

13. Auspice name *
○ Individual   ○ Organisation
Organisation Name

Title	First Name	Last Name

The Auspice has an ABN. the name here will match the ABN whether an individual or an organisation..

14. Contact Person in Auspice Organisation *

Title	First Name	Last Name

If this is the same as Q.14 above, then leave the question blank.

Are you or your organisation a business or a not-for-profit entity? *

○ Business   ○ Not-for-profit entity

Note - An artist with an ABN is a business

15. Auspice physical address *

Address

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

16. Auspice phone number *

Must be an Australian phone number.

17. Auspice email *

Must be an email address.

18. Auspice website or social media link

Must be a URL.

19. 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.

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Project Details

* indicates a required field

20. Project Title *

21. Short project description *

Word count:
Must be no more than 30 words.
Provide a short description of your project - what are you setting out to do?

22. Project Start date: *

Must be a date and between 1/1/2022 and 31/12/2022.

23. Project End date: *

Must be a date and between 1/1/2022 and 31/12/2022.

24. Full project description *

Word count:
Must be no more than 500 words.
Describe who, what, when, where and how you will do this project. 300-500 words recommended. Be clear and concise and avoid jargon.

25. Please specify the location(s) or postcode(s) where you will be undertaking the project *

26. What is the artform of the project. *
☐   Community Arts & Cultural Development
☐   Dance
☐   Heritage
☐   Multi-arts
☐   Music
☐   Theatre
☐   Visual Art
☐   Craft
☐   Design
☐   Writing

☐   Other
No more than 3 choices may be selected.

27. If 'other' please explain what artform.

28. Capability to deliver: Detail your experience, skills and resources that will help you to deliver this project successfully.

Noosa Council RADF Priority

29. Which Noosa RADF Priority are you addressing? *
○   Strengthening Community
○   Spaces and Places
○   Neither
Refer to Guidelines for more information.

30. Please provide details on how you will address this Noosa RADF Priority (if you have nominated a priority).

31. Upload any supporting documents relating to your project including images of work etc.
Attach a file:

Recommended maximum file size is 5MB. See Help Guide for Applicants to find out how to attach files.

32. Websites relevant to the project.

For multiple website addresses, please separate them by a comma and a space. They will not become live links. To go to the links Council will copy and paste the URL(s) you provide into our browser.

Beneficiaries

* indicates a required field

Measurable outcomes

33. Why is this project needed?

Word count:

Must be no more than 250 words.

Explain why and how you determined this project is needed. e.g. What challenges or issues are you facing? What opportunities are available? Is there an unmet demand? You may wish to refer to data, statistics and trends for the Noosa Shire. Go to https://www.noosa.qld.gov.au/data-statistics

34. Specifically, how will your project benefit the participating artist(s) and/or cultural worker(s) employed in this project?

35. More broadly, what benefits will this project deliver to the wider Noosa Shire community? *

Project Target

36. Will your project specifically target any of the groups listed below?

☐ Aboriginal and/or Torres Strait Islander people
☐ Australian South Sea Islander peoples
☐ People from culturally and linguistically diverse backgrounds
☐ People with a disability
☐ Older people (55+ years)
☐ Young People (12-25 years)
☐ Children (0-11 years)
☐ Women
☐ Men
☐ Career stage - emerging
☐ Career stage - established
☐ People who experience disadvantage
☐ Other

No more than 5 choices may be selected.

Only tick if the project is specifically targeting a particular group. Otherwise leave blank.

37. If you selected any groups above, please explain how your project will involve and benefit them.

Describe the estimated number, gender, age and location/region of those participating in the project (150 words recommended)

Important Note:

You are required to provide proof of support/engagement if your project involves working with Aboriginal people, Torres Strait Islanders, Australian South Sea Islanders, people from culturally and linguistically diverse backgrounds, people with a disability, children and young people.

Practicalities

* indicates a required field

Upload your Project Plan here

Even simple projects need a plan. Either upload your plan here or complete the simple Project Plan table below.

38. Upload a Project Plan here or complete the Project Plan table below.
Attach a file:

Recommended maximum file size is 5MB. See Help Guide for Applicants to find out how to attach files.

or create a simple Project Plan here.

39. Task	Responsible Person/Group	Due by date
To insert or delete lines use the + or - signs or use 'Add More'.	Type over the sample text.	
For example: Book venue (type over this)	Artist 1	08/07/2021

Upload your Risk Management Plan here

All projects have an element of risk, for example wet weather, lack of participants etc. Council requires applicants to complete a Risk Management Plan for their projects and consider the potential risks involved and how to mitigate these risks. All projects must consider potential COVID-19 impacts. An example of a Risk Management Plan can be found Sample Risk Management Form.

40. Upload the Risk Management Plan here or complete the Risk Assessment below.
Attach a file:

Recommended maximum file size is 5MB. See Help Guide for Applicants to find out how to attach files.

or create a simple Risk Management Plan here.

41. Potential risk	Action to mitigate risk	Responsible person/group

To insert or delete lines use the + or - signs or use 'Add More'.	Type over the sample text.	

Acknowledgement

42. If successful, how will you acknowledge Noosa Council's and Arts Queensland's funding support? *

All RADF funded activities must acknowledge the Queensland Government and Noosa Council in promotional material and publications eg flyers or brochures, newsletters, media releases, social media etc.

Partnerships

43. Will your RADF project engage local partners? If so, list them here. The partners may be from the Arts, Business, Education, Environment, Health, Tourism, or Community sector. (*Do not list the employed/paid artists here - that is the next question.*)

For example: a Rotary Club will be lending you their marquee, microphone and speakers for your outdoor gallery. This would normally cost you $2500 to hire these items. So you would enter the following in each column: A. Rotary Club, B. Community, C. blank, in column D. 2500.

To insert or delete lines use the + or - signs or use 'Add More'.

A. Name of Partner	B. Sector	C. Financial Partnerships	D. In Kind Partnerships
Who will you be partnering with?	What sector are they from?	Dollar Value of support	Dollar value of support
		$	$

Verify support from partners

44. Upload any letters of support and commitment from your project partners and stakeholders here.
Attach a file:

Recommended maximum file size is 5MB. See Help Guide for Applicants to find out how to attach files.

About the artists employed by the project

45. List each artist being employed for this project.

Hint: You can add more lines if needed (+,-)

Name of each artist being employed/paid to contribute to or deliver this project (this can be the applicant)	Briefly describe their contribution	Website links of participating artists
To insert or delete lines use the + or - signs or use 'Add More'.		

The Artist Eligibility Checklist and Artist Participation Confirmation form is to be completed by each employed participating artist. Here is the link to the Artist Eligibility and Artist Participation Confirmation document.

46. Upload a CV or biography for each artist employed in the project.
Attach a file:

Recommended maximum file size is 5MB. See Help Guide for Applicants to find out how to attach files.

47. Upload the completed Eligibility Checklist and Participation Confirmation forms for each employed/participating artist in the project. *
Attach a file:

Recommended maximum file size is 5MB. See Help Guide for Applicants to find out how to attach files.

Regulatory and protection requirements

48. Does your project need any of the following permits / licences / insurances? *

☐ Public Liability Insurance
☐ Additional insurances
☐ Event permit from Noosa Council
☐ Copyright licences
☐ Other:

If successful you will be required to produce proof of the above.

Add more uploads and links

Provide any other files that you feel will strengthen your application. This can include links to websites, images, sound files or video files and letters of support.

See Help Guide for Applicants to find out how to attach files.

49. Upload support documentation

Attach a file:

Recommended maximum file size is 5MB. See Help Guide for Applicants to find out how to attach files.

50. Add websites relevant to this project.

For multiple website addresses, please separate them by a comma and a space. They will not become live links. To go to the links Council will copy and paste the URL(s) you provide into our browser.

Budget

* indicates a required field

RADF Project Budget

*The RADF Project Budget **must** be completed on a separate document. Microsoft Excel RADF Project Budget or PDF RADF Project Budget.*

Once you have completed the budget you upload it below. Failure to use the correct template will make your application ineligible.

If you need any assistance with your budget, call 5329 6558 during normal business hours.

Outline your project budget including details of other funding that has been confirmed and/or applied for.

- The budget **MUST** balance (**TOTAL INCOME = TOTAL EXPENDITURE**).
- Item descriptions must be given
- All amounts recorded in this budget **must exclude** GST. Click here for an online GST calculator to assist with your budget.
- Please don't add commas to figures, e.g. write 1000 not 1,000
- **Expenses**:
    - Include the supplier's name in the expenditure item description.
    - Quotes are required for any expenditure items over $1000 as follows:
        - Between $1000 and $7500 one (1) written quotation is required
        - Over $7500 three (3) quotations are required.
- **Income**:
    - Include the amount you are requesting from Council.
    - In-kind contributions must be given a dollar value. To find out more about in-kind contributions click here.
- As a general guide, volunteer staff hourly rate is $44 per hour for non-skilled labour and relevant rates for professional services. (To appear as in-kind in Income and purposefully used in Expenditure).
- Donated (Income) and used (Expenditure) materials must also be given a dollar value.

Grant amount request

51. Amount Requested from Council *

$ [   ]

a whole dollar amount (no cents) and between 1000 and 5000
What is the total financial support you are requesting in this application?

52. Total Project Cost *

$ [   ]

What is the total budgeted cost (dollars) of your project, excluding GST?

Upload RADF Project Budget

Please upload any quotes or other documents relevant to the budget or project

53. Upload your RADF budget. *
Attach a file:

Recommended maximum file size is 5MB. See Help Guide for Applicants to find out how to attach files.

Notes to Budget

Word count:
Must be no more than 200 words.
Please provide any further information to support your budget, including justification of any equipment costs.

54. Upload any quotations
Attach a file:

Recommended maximum file size is 5MB. See Help Guide for Applicants to find out how to attach files.

If you have any further questions which are not answered in the guidelines or you need assistance with the application form please call Noosa Council's Community Development Officer - Arts & Culture or Grants Officer on 5329 6558.

Sign and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if Noosa Council approves the grant, I will be required to accept the terms and conditions of the grant as outlined in the grant application, policy and funding agreement.

55. I agree to the above declaration by affixing my name below. *
○ Yes   ○ No

56. Name of applicant (individual) or person completing this form on behalf of an organisation. *

Parent/Guardian Signature (for applicant under 18)

57. Name of person signing this form on behalf of an applicant who is under 18 years of age. *

Auspice Signature

58. Name of person signing this form on behalf of the Auspice Organisation - if relevant. *

Feedback

Your feedback is important to us - it assists Council with making our grant forms and processes more user friendly and efficient. Once you have submitted your application you will receive a confirmation email with a link to a <u>quick 2 minute online survey</u> on the grant application process.