

RADF Application Form Round 19

Form Preview

Welcome

* indicates a required field

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Noosa Council to support the development of local arts and culture.

[Creative Together](#): A 10-year Roadmap for arts, culture and creativity in Queensland.

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

Critical steps before applying are:

1) Read and understand the -

[RADF Guidelines](#)

[Frequently Asked Questions](#)

[Help Guide for Applicants](#)

2) Contact Noosa Council on 5329 6500 and ask to speak to the RADF Officer to check your eligibility and to discuss the project idea and application process.

Check Your Eligibility

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

- speak to a Noosa Council RADF Officer regarding your eligibility and project,
- employ artists in your project,
- have an Australian Business Number (ABN) (or an auspice),
- have no outstanding debt to Council, and
- have met all previous grant acquittal conditions from Noosa Council.

1. Have you read, and do you understand the RADF 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 can still apply but you will need to have this application (and other documentation) co-signed by a parent or guardian.

Applicant details

* indicates a required field

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4. Applicant name *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This name needs to match the ABN entity name (whether an individual or an organisation).

Applicant Details

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

5. Applicant physical address *

Address

<input type="text"/>
<input type="text"/>

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 your organisation identify with any of these groups? *

- ☐ Aboriginal people
- ☐ 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
- ☐ Arts Career Stage - Emerging
- ☐ Arts Career Stage - Established
- ☐ People who experience disadvantage
- ☐ None

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☐ 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.11 below.
- ☐ No - complete auspice questions Q.12 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

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

If this application is successful the auspice entity will take full legal and financial responsibility for the delivery of this project and the grant administration, including signing the Funding Deed of Agreement, receiving the grant payment and responsibility for the acquittal report.

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

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Download the [Auspice Facts and Agreement form](#).

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

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

This name needs to match the ABN entity name (whether an individual or an organisation).

14. Auspice physical address *

Address

<input type="text"/>
<input type="text"/>

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

15. Auspice phone number *

Must be an Australian phone number.

16. Auspice email *

Must be an email address.

17. Auspice website or social media link

Must be a URL.

18. 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	

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Project Details (QUALITY and REACH)

* indicates a required field

19. Project Title *

20. Short project description *

Word count:

Must be no more than 30 words.

Provide a short, clear description of your project - what are you setting out to do? This description is used in RADF communications.

21. Project Start date: *

Must be a date and between 1/7/2023 and 30/6/2024.

22. Project End date: *

Must be a date and between 1/7/2023 and 30/6/2024.

23. 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.

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If 'other' please explain what artform.

Project Details - Tell us about your project

24. What do you want to do? *

Word count:

Must be no more than 150 words.

Tell us about your project idea.

25. Who will be involved in this project? *

Word count:

Must be no more than 100 words.

Tell us about the people, organisations, businesses and collaborators who will be involved in this project and what they will be doing.

26. Where will this project take place? *

Word count:

Must be no more than 100 words.

Tell us about the venues, locations and postcodes of the project activities.

27. Why do you want to do this project? *

Word count:

Must be no more than 150 words.

Tell us why this project is needed; what issue or challenge are you addressing and/or what opportunity will this project provide?

28. Capability to deliver: Tell us about the project team's experience, skills and resources that will help to successfully deliver this project. *

Word count:

Must be no more than 200 words.

Please provide some background and context to this project.

Noosa Council RADF Priority

Please refer to [Noosa Council's Cultural Plan](#) for more information about these priorities.

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29. Which Noosa RADF Priority are you addressing? *

- ☐ Arts and Wellbeing
- ☐ The Next Step
- ☐ Neither

Refer to Guidelines for more information.

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

31. Upload any supporting documents relating to your project including examples of work etc.

Attach a file:

Recommended maximum file size is 5MB.

32. Websites relevant to the project.

For multiple website addresses, please separate them by a comma and a space.

Beneficiaries (IMPACT)

* indicates a required field

Measurable outcomes

33. How will your project benefit the participating artist(s) and/or cultural worker(s) employed in this project? *

Word count:

No more than 200 words

34. What benefits will this project deliver to the wider Noosa Shire community? *

Word count:

No more than 200 Words

Project Target

35. Will your project specifically target or involve any of the groups listed below?

- ☐ Aboriginal peoples

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- ☐ 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
- ☐ Arts Career stage - emerging
- ☐ Arts Career stage - established
- ☐ People who experience disadvantage
- ☐ Other:

Only answer this question if the project is specifically targeting a particular group. Otherwise leave blank.

35a. If you selected any groups above, please explain how your project will involve and benefit them.

Word count:
No more than 200 words

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.

Project Planning and Logistics (VIABILITY)

* indicates a required field

Create or Upload your Project Plan

Even simple projects need a plan. Either complete the simple Project Plan table below (Q36) OR upload your plan here (Q37).

Create a simple Project Plan here.

36. 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

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Upload Project Plan

37. OR If you already have a Project Plan you can upload it here.

Attach a file:

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

Create or Upload your Risk Management Plan here

All projects have an element of risk, for example wet weather, lack of participants etc. Either complete the simple Risk Management Plan table below (Q38) OR upload your plan (Q39).

Create a simple Risk Management Plan here.

38. 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.	
For example: Wet weather for outdoor event	have indoor back up venue	Artist 1

Upload Risk Management Plan

39. OR If you already have a Risk Management Plan you can upload it here.

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

40. 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 this application is successful, you will be required to produce proof of the above.

Partnerships and Collaborations (REACH and IMPACT)

* indicates a required field

Partnerships

41. Will your RADF project engage local partners? If so, list them here.

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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. It would normally cost you \$2500 to hire these items.

You would then enter the following in each column: A. Rotary Club, B. Community, C. blank, in column D. 2500.

Consider requesting a Letter of Support as evidence of this support and include the value of the support in your budget.

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

42. 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

43. List each artist being employed for this project.

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

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

Artist Uploads

Upload a CV or biography for each artist employed in the project. *

Attach a file:

Recommended maximum file size is 5MB.

Upload a letter of confirmation from each participating artist. *

Attach a file:

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Recommended maximum file size is 5MB. This can be in the format of an email

Budget - (VIABILITY)

* 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.

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.

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.

As a general guide, volunteer staff hourly rate is \$46 per hour for non-skilled labour and relevant rates for professional services.

Donated (Income) and used (Expenditure) materials must also be given a dollar value.

Grant amount request

44. Amount Requested from Council *

\$

Must be a whole dollar amount (no cents) and between 1000 and 7500.
What is the total financial support you are requesting in this application?

45. Total Project Cost *

\$

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

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Upload RADF Project Budget

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

46. 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.

46a. 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.

47. Upload any quotations

Attach a file:

Recommended maximum file size is 5MB. Quotes are required for items over \$1000.

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 RADF Officer on 5329 6558.

Signatures

* 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.

48. I agree to the above declaration by affixing my name below. *

☐ Yes

☐ No

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

Parent/Guardian Signature (for applicant under 18)

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

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Auspice Signature

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

Privacy Notice

Council will only use personal information you have provided for 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*. [Council's Privacy Policy](#).

By submitting this application you consent to Council publishing your name, project name, project description and Council's funding contribution.