

RADF Grant Application Form

Form Preview

Applicant and Eligibility

* indicates a required field

Before you start this application it is important that you read the [RADF Guidelines](#) and the [Sunshine Coast Arts Plan 2018 - 2038](#).

Please note, RADF is not intended to be used for:

- the purchase of capital items
- ongoing operational expenses
- the main income source for artists or arts workers.

Have you read the RADF guidelines? *

- Yes
- No - please read the guidelines before starting an application

Have you spoken to the RADF Liaison Officer? *

- Yes
- No - it is recommended that you do. Please ph. 5420 8628

Applicant Name

Are you applying as an organisation/group or an individual? *

- Organisation/Group - please enter this name in the box below
- Individual - please enter this name in the box below

Applicant Name (EITHER Individual Name OR Group/Organisation Name) *

Please ensure this name is the same as the name on your ABN Lookup below (if relevant)

Individual Applicants

Do you have Australian citizenship or permanent residency status? *

- Yes
- No (you are not eligible)
- If you do not have Australian citizenship or Permanent Residency status, you cannot apply.

Please confirm that you are a resident of the Sunshine Coast Local Government Area *

- Yes I am
- No I am not - you are not eligible. DO NOT FILL IN THIS FORM

Date of birth (only required if under 18) *

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If you are under the age of 18, your legal guardian must also be listed below

Legal guardian's name (if applicable) *

Title

First Name

Last Name

Location

* indicates a required field

2. Location of Project

(If your project is being held in more than one location, please list the main location)

What is the SUBURB where your project or activity will take place?

Must be no more than 3 words. If more than one suburb, please just name the main suburb

What is this suburb's postcode? *

Must be no more than 4 characters.

You can find postcodes [here](#).

What is the STREET address (number and name of street) where your project or activity will take place? *

Address

Address Line 1 is required.

In which Sunshine Coast Council local government division will your project take place? *

- Div. 1
- Div. 2
- Div. 3
- Div. 4
- Div. 5
- Div. 6

- Div. 7
- Div. 8
- Div. 9
- Div. 10

- Across the whole Sunshine Coast Region
- Outside the Sunshine Coast

Not sure who your local councillor is, or which division you're in? Find out on the Electoral Commission of Queensland website

Please see below to see which Councillor looks after which Division:

1. Cr Rick Baberowski
2. Cr Terry Landsberg
3. Cr Peter Cox
4. Cr Joe Natoli
5. Cr Winston Johnston
6. Cr Christian Dickson
7. Cr Ted Hungerford
8. Cr Jason O'Pray
9. Cr Maria Suarez
10. Cr David Law

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Not sure who your local councillor is, or which division you're in? Find out on the [Electoral Commission of Queensland website](#) (go to webpage and type in your address).

For projects outside the Sunshine Coast, please advise location

- Metropolitan (Brisbane)
- Elsewhere in Queensland
- Regional Interstate
- Metropolitan interstate
- International
- South East Queensland

Category and Artform

* indicates a required field

RADF Arts Grants are assessed in five specific categories. For further information please read [RADF Category information](#) on council's website.

Which category are you applying under? *

- Concept Development
- Project Funding
- Seed Funding
- Mentorship Funding
- Individual Development

RADF Artform *

- Cultural Development, Artists working with communities
- Dance
- Heritage
- Interdisciplinary
- Music
- Theatre
- Visual Arts
- Literature/Writing
- Screen
- Craft
- Design, including architecture, fashion

How will you share your learnings with the community within the Sunshine Coast Local Government Area? *

Word count:

eg a talk peer-group presentation, meetings. Max. 50 words

Project Details

* indicates a required field

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Project Title *

Must be no more than 10 words.

Full Project Description *

Word count:

In fuller detail, describe your project, ie WHAT are you doing, WHERE are you doing it, WHO is involved, and HOW are you going to do it. 200 - 300 words.

Brief Description of Your Project *

Word count:

Clearly and succinctly, SUMMARISE the whole project you described above in no more than 50 words. (Imagine this as a stand alone description - include key points but keep it brief). Include who, what and where.

Collaborators, Partnerships and Project Support

Who else is involved - do you have partners or collaborators? *

Word count:

Include names of individual organisations and how they are involved in your project (in no more than 100 words).

How will you reach/engage your audience or participants (if appropriate)

Word count:

Must be no more than 110 words.
No more than 100 words

Note: If you have a marketing plan, please attach in the Support Materials section.

Outcomes

* indicates a required field

Sunshine Coast Council Arts Plan Alignment

How does your project align with the strategies of the Sunshine Coast Council's Arts Plan? Select the top 3-5 outcomes of your project.

- Build the profile and recognition of local artists
- Build the capacity of local artists
- Support artists to test, develop and realise ideas
- Foster opportunities for the creation and promotion of First Nations artistic endeavours
- Support diverse arts experiences

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- Develop and engage audiences and participation
- Identify new and expanded markets for creative content
- Build the strength and capacity of local arts and cultural organisations
- Build on the reputation of the Sunshine Coast as a place where the arts flourish and inspire

Please note, if your application is successful, you will be asked to describe how well you have achieved these outcomes in your outcome report/acquittal form.

Describe how your project will deliver these outcomes *

Word count:

Describe creative approach, practice and process, and the intended experience for artists, audience or participants. No more than 200 words.

What benefit will your project be in the Sunshine Coast Local Government Area? *

Word count:

eg it will benefit the applicant who lives here, or it will benefit the community because the project is being held here. Max. 50 words.

Viability

* indicates a required field

A. Project Plan and Timeline

You must demonstrate that your project is well planned and achievable.

If you already have a project plan/timeline you can upload it in the Support Material section.

PLEASE NOTE: Projects must not commence until after application is submitted. Any invoices submitted with your outcome report must be dated after the application submission date.

Project start date *

Must be a date

Key Milestones *

Please list each major stage of your project, including approximate dates

Project end date *

Must be a date. Your acquittal will be due 8 weeks after this date.

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If you have a project plan/timeline, please attach it in the Support Material section.

B. Budget

Clear and accurate budget information will allow the RADF Committee to better understand your project.

You must:

- ensure you included all costs of your project or activity – all expenses and all income: both cash and inkind, including all other grants you have applied for.
- include the amount you are seeking from RADF as income.

Quotes are recommended for each budget item over \$1,000. Please make it clear which budget items relate to which quotes.

Are you/your organisation registered for GST? *

- Yes - Budget items should NOT include GST
 No - Budget items should include GST

Total project cost *

\$

Must be a dollar amount. RADF will not fund 100% of any project

RADF grant requested (maximum \$10,000) *

\$

Please note: RADF funding is competitive and we may not be able to offer the full amount you are requesting. Please note category maximums - refer to RADF guidelines.

Please list the items from your budget that you are requesting RADF funding for *

Please word exactly as shown in budget. If it is all items, just write 'All items'

Budget

Sample Budget - If you would like to see a sample budget, please click [here](#).

Please complete your **full** project budget in the table below - *not just the grant portion*. Do not use commas, fullstops or the "\$" sign in your amounts. There is also no need to add a total - the system will do this for you - see budget totals **below** the table.

The total income (including the amount you are seeking from RADF) should equal the total expenditure - ie there is no profit for the project.

Income	\$	Expenditure	\$
RADF grant	\$		\$

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Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Quotes

Please provide quotes for the budget items you want funded that are over \$1,000.

Attach quotes

Attach a file:

Co-funding Status and Shortfalls

Please indicate the status of any co-funding, including loans, indicated in your budget above

- Secured - co-funding secured and/or received
- Progressing - applied for funds and awaiting approval/notification
- Not sought yet - intending to apply for other sources of funds but no application submitted as yet
- N/A - co-funding not required

If there is a shortfall in funding, please advise how you will address this

Support Material

* indicates a required field

Letters of Support From Partners and Community

Letters of support are a valuable source to show that there is support for your project. The most valuable evidence of support will come from either community members / groups who will benefit from your project, or from your project partners. If you have mentioned a partnership with anyone in your application it is recommended you demonstrate this with a letter of support.

Letters of support are NOT required from the mayor or councillors.

If your project involves working with specific cultural groups or organisations, you must provide evidence of support.

Letters of support from partners and community

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Attach a file:

Artists/Arts Practitioners

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers. If you are paying only a portion of the recommended rate of pay because the professionals are contributing their time as an in-kind contribution, please list the total rate of pay in the budget and note any in-kind contribution on the income section of the budget.

Advice regarding appropriate fees for artists can be sourced through Peak Industry Bodies or discussed with the RADF Liaison Officer.

NOTE: Please attach the following documents from each artist or artswoker receiving RADF funding

- Resume or CV
- Letter of confirmation (this must confirm the artist is available)
- Quote (if value of service is over \$1,000) - please attach quotes to the budget section

Resumes and/or CVs

Attach a file:

Emails or letters of confirmation

Attach a file:

Artistic Merit

Your application will benefit from examples of your previous work or the work of the artists being engaged.

Suitable formats to upload include JPEG, MP3, MP4, MPEG Video, PDF, Word files. You can also insert weblinks to your material (**weblinks won't be 'clickable' on this form, but the RADF committee can copy and paste them into a browser to view**).

Please attach a maximum of 10 files.

Attach Files

Attach a file:

Clearly name all attachments

Weblink 1

Weblink 2

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Weblink 3

Weblink 4

Permits/Approvals

Does your project involve works/activities on public land, spaces or buildings (eg sculpture installations)? *

- Yes
- No (please proceed to next page)
- N/A

Do you have the necessary approvals?

- Yes (please attach approvals)
- No (please contact RADF Officer to discuss)

Please attach necessary approvals

Attach a file:

Other support material

Please provide other support material here, eg quotes, marketing plan, timelines, project plan, conference itinerary. Please clearly name your files so it is evident what they are.

Other support material

Attach a file:

Arts Queensland Priorities

* indicates a required field

Target Group

Arts Queensland and the RADF program are committed to supporting all sectors of the community. The information you provide may be used to measure whether Arts Queensland services are accessible and equitable. Please help us to improve our services by filling out the questionnaire below.

Is your funded activity targeted at a specific group(s) in your community? *

- Aboriginal and/or Torres Strait Islander people
- Australian South Sea Islander people
- People from a culturally or linguistically diverse background
- People with a disability
- Older people (55 years+)

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- Young people (12-25 years)
- Children (0-11 years)
- Women
- Men
- Career stage - emerging
- Career stage - established
- People who experience disadvantage
- Not applicable

Please select 'not applicable' if your activity is open to all members of the community and is not specifically targeted to a particular group

Participation

Please estimate expected project participation below as closely as possible

Number of artists/cultural workers employed *

Total number of artists/people employed (on contract or permanent basis) as artists or arts and cultural workers over the duration of the activity

Number of participants *

Number of people who actively participate in activities, eg attend a class to make something, sing in a choir, participate in a training workshop

Number of sectors partnered with (if relevant) *

If partnership developed as part of delivery of activities, note down the types of sectors partnered with, eg arts, health, education, business, tourism etc

Number of other people employed in other paid positions *

Total number of people employed over the duration of the activity (on contract or permanent basis) engaged in a role other than an artistic/cultural role

Number of attendees *

Number of people who attend activities as audience members, eg see an exhibition, watch a performance, listen to a talk, etc.

Which sectors have you partnered with? (if you answered with a number above)

eg arts, health, education, business, tourism etc

Number of volunteers *

Total number of people engaged as volunteers to support delivery of activity (including artists)

No. of partnerships

Must be a number.

Priorities

What, if any, State Government priority will your project address? *

- Encouraging safe and inclusive communities
- Building regions
- Stimulating economic growth & innovation
- Increasing workforce participation
- Supporting disadvantaged Queenslanders
- Conserving heritage
- Give all our children a great start
- Keep Queenslanders healthy
- Not applicable

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Activity

What type of activity will you undertake? *

- Community consultation/arts research/policy development
- Creative development of new work
- Cultural tourism
- Events/festivals
- Exhibitions/collections
- Heritage protection/promotion
- Performances
- Creative Placemaking
- Professional career development
- Publications
- Skills development workshops
- Workshops (creative)
- RADF training
- RADF promotion

Applicant Details

* indicates a required field

Do you have an ABN? *

- Yes
- No

Please provide the Organisation/Group ABN, or your personal ABN if applying as an Individual *

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	

The ABN number provided will be used to look up your GST status

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Please authorise Sunshine Coast Council to create an invoice for payment *

I agree to allow Sunshine Coast Council to use the details provided in this application, including the business ABN, GST status and address, to create an invoice for payment of the grant funds to my business, and that my business will not create its own invoice for this payment

Statement by a Supplier

Please tick so that we can process your payment *

The whole of the payment that I (or the supplier that I represent) will receive for the grant is exempt from withholding tax

Contact Details

ORGANISATION CONTACT DETAILS

Organisation postal address (if your address doesn't appear automatically, choose 'Can't find my address' and then enter manually) *

Address

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

Phone Number

Must be an Australian phone number.

Mobile Phone Number

Must be an Australian phone number.

Email

Must be an email address.

INDIVIDUAL CONTACT DETAILS

Contact person *

Title

First Name

Last Name

This MUST be the same person who certifies the application on the final page.

Position of contact person (if part of an organisation)

Contact phone number *

Must be an Australian phone number.

Contact mobile number

Must be an Australian phone number.

Contact person's email address

Do you personally identify as belonging to one or more of the target groups listed? *

- Aboriginal and/or Torres Strait Islander
- Australian South Sea Islander
- From a culturally or linguistically diverse background
- Person with a disability
- Older person (55 years plus)
- Young person (12 to 25 years)
- Career stage - emerging
- Career stage - established
- People who experience disadvantage
- Not applicable

Payment Details

* indicates a required field

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Please indicate below details of the Bank, Branch and Account Number into which you wish to have your payment made if your application is successful.

Name of your bank *

Bank BSB number *

Name on Account *

This is the name in which the bank account is held. Organisations must write name of the organisation's account. For individuals, bank account must be in applicant's name.

Bank Account number *

A copy of your bank statement header is required for all applicants who have NOT previously received a grant payment (OR current applicants who have changed their bank details). This copy should show the Account Name, BSB and Account No.

Has your organisation previously been paid a grant by SCC into the bank account you nominated above? *

- No - please attach a copy of your bank statement below
- Yes - there is no need to attach a bank statement

Attach copy of your bank statement header here (showing the details you provided above)

Attach a file:

I have attached a copy of my bank statement header *

- Yes - it is attached here
- I was unable to attach it, so I will email it to grants@sunshinecoast.qld.gov.au
- N/A Not required

Previous RADF Grants and Feedback

* indicates a required field

Have you or your group/organisation previously received a RADF grant? *

- Yes
- No

If you have previously received a RADF grant, please answer the following:

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What year did you receive the grant?

Have you provided an Outcome Report for the grant?

- Yes
 No - if this is due, please complete and send in
 N/A

Privacy and Certification

* indicates a required field

Privacy

Council will use any personal information provided for the purpose of processing your grant 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.

Please note the information provided on your grant application and in any related documentation/discussions may be provided to members of the assessment panel in order to assist council in processing your grant application.

If your application is successful, council may disclose the following Information to Arts Queensland:

- the information you provide in your grant application
- the amount of funding you receive
- the information you provide in your outcome report and
- text and images relating to your funded activity.

By submitting an application you consent to council or Arts Queensland publishing the applicant's name, project description and amount funded on our/their website. This information may also be used for promoting council's grant program.

Your personal information is dealt with in accordance with council's [Privacy Policy](#).

I agree to the privacy statement above *

- Yes

Certification

I am authorised to complete this form and I agree that:

- the statements made in this application are true
- all necessary copyright, permits, approvals and licences will be obtained prior the beginning of the project
- the project will be covered by appropriate insurance
- all relevant health and safety standards will be met
- council does not accept any liability or responsibility for the project
- I/my organisation has met all acquittal conditions and has no debt to council, or if so I/ we have entered into scheduled payment arrangements with Council which are being met

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If successful, I will:

- ensure that acquittal requirements are met within 8 weeks of the nominated project completion date
- ensure that funds are claimed within one month of notification, except where there is a co-funding requirement
- accept the terms of the grant in accordance with council requirements
- provide proof of successful co-funding (other grant sources) within six months of notification
- complete the project within twelve months of receiving council funding

I agree to the above *

Yes

Authorised person's name *

Title

First Name

Last Name

For applicants under 18 years of age, this must be a parent or legal guardian

Telephone number *

Additional Support - Contact Details

For further information about the RADF Program or help completing the application please contact council's RADF Officer on (07) 5420 8628.

For technical support (eg assistance with logging in or submitting applications) please contact council's grants team on (07) 5420 8616.

Alternatively you can email the Grants Team at grants@sunshinecoast.qld.gov.au

If you are unable to attach or email documents, please post to Grants Officer, Sunshine Coast Council, Locked Bag 72, Sunshine Coast Mail Centre, Qld 4560.

If emailing or posting documents, please quote your application number. **Please do not email or post any documents that you have already attached to this application.**

Submit

You are now ready to submit. Read and acknowledge message below, then click on "Next page" to review, then Submit.

You will receive a confirmation email when your application has been submitted. If you do not receive this email then your application has NOT been submitted. Please ensure all questions have been answered and try again. (Check box here to acknowledge that you understand this)