

RADF Arts Projects - Small Arts 2024-2025 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 Creative Arts Plan 2023-2038](#). We also recommend reading the [Additional Information and Frequently Asked Questions](#).

Applicants are advised to consult with the relevant Sunshine Coast Council representatives, including a Creative Program Officer, before submission.

For further assistance including help completing the application form, technical assistance or to speak with a First Nations Officer please contact artsfunding@sunshinecoast.qld.gov.au.

If you have a have a technical problem eg logging in or submitting an application contact council's Creative Arts Team on (07) 5420 8008.

Have you discussed your application with a Sunshine Coast Council representative? *

- ☐ Yes
- ☐ No

If yes, who have you spoken with?

Applicant Name

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

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

Applicant Name *

EITHER Organisation/Group/Collective Name OR Individual Name.
Please ensure this name is the same as the name on your ABN Lookup below

Individual Applicants

Are you an Australian citizenship or permanent resident? *

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

Are you a resident of the Sunshine Coast Local Government Area? *

- ☐ Yes I am
- ☐ No I am not

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If you are not a resident of the Sunshine Coast what is your connection to the region?

If you are a resident, please leave this blank

Are you under 18 years of age?

- ☐ No
☐ Yes

If yes, please provide parent/guardian details below

Parent/guardian name (if required)

Title

First Name

Last Name

Required for applicants under the age of 18

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?

What is this suburb's postcode? *

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

Name of venue (if relevant)

Must be no more than 3 words.

If more than one suburb, please just name the main suburb

Must be no more than 4 characters.

You can find postcodes [here](#).

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](#) (go to webpage and type in your address).

FYI, below is a list of the current Divisional Councillors:

Div. 1 - Cr Jenny Broderick Div. 3 - Cr Tim Burns Div. 5 - Cr Winston Johnston OAM Div. 7 - Cr Ted Hungerford Div. 9 - Cr Maria Suarez

Div. 2 - Cr Terry Landsberg Div. 4 - Cr Joe Natoli Div. 6 - Cr Christian Dickson Div. 8 - Cr Taylor Bunnag Div. 10 - Cr David Law

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PROJECT DESCRIPTION

* indicates a required field

Please select your artform from the list below

Artform *

- | | |
|--|---|
| <input type="radio"/> Cultural Development, Artists working with communities | <input type="radio"/> Literature/Writing |
| <input type="radio"/> Dance | <input type="radio"/> Screen |
| <input type="radio"/> Heritage | <input type="radio"/> Craft |
| <input type="radio"/> Interdisciplinary | <input type="radio"/> Design, including architecture, fashion |
| <input type="radio"/> Music | <input type="radio"/> Digital Arts |
| <input type="radio"/> Theatre/Performance Art | <input type="radio"/> Other: |
| | <input type="text"/> |
| <input type="radio"/> Visual Arts | |

Activity Title *

Must be no more than 10 words.

Brief Activity Description *

up to 50 words

Full Activity Description *

Word count:

In fuller detail, describe your project, ie WHAT are you doing, WHY are you doing it, WHERE are you doing it, WHO is involved, and HOW are you going to do it. 200 - 300 words. Applying as a musician? Provide background details of the group/individual, what does your music stand for, rationale for the project.

How does your activity align with the values of the Sunshine Coast Council's Arts Plan? Select up to 3 *

- ☐ Bold - We are brave risk takers, who experiment and innovate
 - ☐ Authentic - We keep it real, do what we say we will, and ensure it is relevant and realistic
 - ☐ Inclusive - We welcome, respect, and celebrate diverse perspectives and experiences
 - ☐ Sustainable - We care about people, planet, place and prosperity
 - ☐ Connected - We build dynamic partnerships and collaborations across sectors, communities, and cultures
- Only select those that apply

How does your activity align with the goals of the Sunshine Coast

- ☐ Empower First Nations - First Nations creativity and contemporary cultural expression is celebrated, emboldened and self-determined

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Council's Arts Plan? Select up to 3 *

- ☐ Build capacity - the region's creatives, artists and sector are professional, skilled and connected
 - ☐ Strengthen engagement - arts audiences grow through genuine participation and a diverse range of meaningful and tailored experiences
 - ☐ Boost infrastructure - dynamic places and innovative approaches enable artists and audiences to connect, create and share
 - ☐ Cultivate identity - our reputation as a creative region attracts attention, talent and investment
- Only select those that apply

Does your activity align with the focus areas of the Sunshine Coast Council's Arts Plan? Select up to 5

- | | |
|---|--|
| <input type="checkbox"/> First Nations led | <input type="checkbox"/> UNESCO initiative |
| <input type="checkbox"/> Sustainable business model | <input type="checkbox"/> Build digital literacy |
| <input type="checkbox"/> Cultural Olympiad | <input type="checkbox"/> Arts infrastructure |
| <input type="checkbox"/> Professional development | <input type="checkbox"/> Leadership and advocacy |
| <input type="checkbox"/> ArtsCoast brand and audience development | <input type="checkbox"/> Programming and projects |
| <input type="checkbox"/> Horizon Festival | <input type="checkbox"/> Sunshine Coast Regional Gallery |
- Only select those that apply

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

PROJECT MERIT

* indicates a required field

Activity Details

How will your activity deliver on the selected values, goals and focus areas? *

Word count:

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

Artists

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

Please attach a resume/CV and work examples for each artist or artsworkeer receiving RADF funding.

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 Panel can copy and paste them into a browser to view**).

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Please attach consolidated material that directly supports your application.

Resumes and/or CVs

Attach a file:

Please attach one consolidated file

Work Examples

Attach a file:

Please attach one consolidated file

Compiled audio/film/dance content (if relevant)

Attach a file:

Please attach one file only of up to five minutes of content

Weblink 1

This could be a link to your online presence eg. website, instagram

Weblink 2

This could be a link to your online presence eg. website, instagram

PROJECT VIABILITY

*** indicates a required field**

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

Project end date *

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

Attach project plan

Attach a file:

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Key Activities Timeline

Date	Activity

Budget

Clear and accurate budget information will allow the RADF Panel to better understand your activity.

You must:

- ensure you included all costs of your 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.
- 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.

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

Please complete your **full** activity budget in the tables 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.

GST

Are you/your organisation registered for GST? *

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

Budget - Cash (note In-Kind items do not go on this table. They go in the second table)

Income - list each source of income eg. council grant, other grants, own funds, ticket sales, inkind	\$ Amount of this income	Is this income secured? Y/N	Expenditure - list each item/ service you will be purchasing (seperate line for each)	\$ Cost of this item/service
RADF grant	\$			\$
	\$			\$
	\$			\$

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	\$			\$
	\$			\$

Budget Cash Totals

**Total Income
Amount - Cash**

\$
This number/amount is
calculated.

**Total Expenditure
Amount - Cash**

\$
This number/amount is
calculated.

Budget - In-Kind

**Income - list each
source of income
eg. council grant,
other grants, own
funds, ticket sales,
inkind**

**\$ Amount of this
income**

**Expenditure -
list each item/
service you will
be purchasing
(seperate line for
each)**

**\$ Cost of this item/
service**

Budget In-Kind Totals

**Total Income
Amount In-Kind**

This number/amount is
calculated.

**Total Expenditure
Amount In-Kind**

This number/amount is
calculated.

Total project cost *

\$

This should equal total expenditure amount (inkind plus cash). RADF will not fund 100% of any project

RADF grant requested (up to \$3,000) *

\$

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 funding for.

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

Quotes

Quotes are recommended for significant items over \$1,000 to assist the panel to assess viability.

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Attach quotes

Attach a file:

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

Collaborators, Partners

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).

Attach emails or letters confirming artists availability

Attach a file:

Please attach one consolidated file

Cultural Protocols/Permits/Approvals

Does your project engage with First Nations people or any other cultural or specific community group eg young people, people living with a disability, LGBTQI or seniors?

- ☐ Yes (please provide evidence or explanation of how you have engaged or are a part of this community including any relevant cultural protocols)
- ☐ No (please proceed to the next question)

Attach evidence of engagement with specific community group

Attach a file:

Example: letters of support, letters of confirmation, project plan

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

- ☐ Yes (please complete next question)
- ☐ No (please proceed to next page)

Do you have the relevant approvals?

- ☐ Yes (please attach)
- ☐ No (please contact Creative Development Officer - artsfunding@sunshinecoast.qld.gov.au to discuss)

Attach approvals

Attach a file:

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PROJECT REACH

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

Word count:

Must be no more than 110 words.

Attach marketing plan and/or distribution plan

Attach a file:

A clear marketing and or distribution plan is REQUIRED for recording projects.

PROJECT BENEFIT

Demonstrate the impact of your activity to the applicant, the sector and the Sunshine Coast community.

Who benefits from your project and how?

If you are not Sunshine Coast based, how does your activity benefit the arts ecology on the Sunshine Coast?

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.

Letter of support from partners and community

Letters of support are a valuable source to show that there is support for your activity. The most valuable evidence of support will come from either community members / groups who will benefit from your activity, or from your 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, councillors or other council programs eg. Horizon, Creative Spaces.

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

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Attach letters of support

Attach a file:

Please attach one consolidated file

Support Material

Please provide any other support material here

Attach other relevant support material

Attach a file:

Please clearly name your files so it is evident what they are.

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 people
- ☐ Torres Strait Islander people
- ☐ Australian South Sea Islander people
- ☐ People from a culturally or linguistically diverse background
- ☐ People with a disability
- ☐ LGBTQIA+
- ☐ 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
- ☐ 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

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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 local artists/cultural workers employed

Must be a number.

Total number of people employed as artists or arts and cultural workers over the duration of the activity that reside in the Sunshine Coast Local Government Area

Number of First Nations artists/cultural workers employed

Must be a number.

Total number of First Nations artists/people employed as artists or arts and cultural workers over the duration of the activity

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

\$ value of artists/cultural workers employed

Must be a dollar amount.

Total amount paid to artists and cultural workers over the duration of the activity

\$ value of other people employed in other paid positions

Must be a dollar amount.

Total amount paid to 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 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 First Nations participants

Must be a number.

Number of attendees *

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

Number of attendees from the Sunshine Coast LGA *

Must be a number.

Number of attendees from the Sunshine Coast Local Government Area, excluding those from outside the region

Number of volunteers *

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

Number of partnerships

Must be a number.

Number of sectors partnered with (if relevant) *

Enter 0 (zero) if none. If partnership developed as part of delivery of activities, note down the types of sectors partnered with, eg arts, health, education, business, tourism etc

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

eg arts, health, education, business, tourism etc

Number of activities/events/products

Must be a number.

Number of new works

Must be a number.

Optional

No. of beneficiaries (don't answer. This is calculated)

This number/amount is calculated.

Priorities

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

- ☐ Elevate First Nations artists
- ☐ Activate Queensland's local places and global digital places
- ☐ Drive social change across the state
- ☐ Strengthen Queensland communities
- ☐ Share our stories and celebrate our story tellers

What, if any, local RADF priority will your activity address?

- ☐ Capacity building
- ☐ First Nations art
- ☐ Policy development

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
- ☐ Placemaking
- ☐ Professional career development
- ☐ Publications
- ☐ Workshops (creative)
- ☐ RADF training
- ☐ RADF promotion

Applicant Details

* indicates a required field

Please provide ABN, the ABN must be in the name of the applicant or their business *

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

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ACNC Registration
Tax Concessions
Main business location

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

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

Contact Details

ORGANISATION CONTACT DETAILS

Your address (not postal) *

Address

If your address doesn't appear automatically, choose "Can't find my address" and then enter manually

Phone Number *

Home or mobile 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 number

Home or mobile number

Contact person's email address

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

- ☐ Aboriginal people
- ☐ Australian South Sea Islander people
- ☐ Torres Strait Islander people
- ☐ From a culturally or linguistically diverse background
- ☐ Person with a disability
- ☐ Older person (55 years plus)
- ☐ Youth (12 - 25 years)
- ☐ Children (0 - 11 years)
- ☐ LGBTIQ+
- ☐ Men
- ☐ Women
- ☐ Career stage - emerging
- ☐ Career stage - established
- ☐ People who experience disadvantage
- ☐ Not applicable

Payment Details

* indicates a required field

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.

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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

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.

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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

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
- provide one head shot and two promo shots

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 *

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Additional Support - Contact Details

For further information about the RADF Program visit council's [RADF webpage](#). For specific project assistance contact the Creative Development Officer by email - artsfunding@sunshinecoast.qld.gov.au. If emailing the Arts Team, please quote your application number.

For further support (eg assistance with logging in or submitting applications) please contact council's Arts team on (07) 5420 8008.

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)