

Flinders Shire Council - RADF Quick Response Form Preview

Applicant Details

- Quick Response applications can be submitted at any time while RADF grant funds are still available.
- The maximum amount of funding available through Quick Response is \$1,500.
- Quick Response applications are primarily intended for individual skills development; however, applications in other categories will be considered.
- Co-contribution requirements apply as previously stated, and the applicant must demonstrate a genuine need for the application to be considered out of the normal timeframes for assessment (such as an unexpected opportunity that would be lost if not responded to within a short timeframe).
- Before beginning your application, you will need to read the Flinders Shire Council Regional Arts Development Fund Guidelines ([available HERE](#)).
- All applicants are encouraged to meet with the **Arts & Culture Community Development Officer** to discuss their application before applying.
- For assistance or to arrange an appointment, please contact email: mele@flinders.qld.gov.au or p. 4741 2900.

I have read and understand the Regional Arts Development Fund guidelines

- Yes No

Applicant

- Individual Organisation Auspiced Application

Please note that individuals or organisations who do not have an ABN, will require an individual or organisation who hold an ABN to auspice their project. Learn more about [auspicing](#) here. The individual / organisation will be responsible for administering the grant. In the support material section of this application, applicants will need to upload a copy of a letter from the individual / organisation consenting to this agreement.

Do you, or your group/organisation, predominantly identify with any of the community groups below?

- Aboriginal people
 Torres Strait Islanders
 Australian South Sea Islanders
 Older people (over 55 years of age)
 People with a disability
 Women
 Children and young people (30 years and under)

Please note, this question is only for statistical data and is not used in relation to the approval of your application.

Individual

Name

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Address

Address

Email

Must be an email address.

Phone Number

Must be an Australian phone number.

Do you have Australian citizenship or permanent residency status?

Yes

No

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.

Organisation

Organisation Name

Organisation Name

Contact Person and Position

Address

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Address

Email

Must be an email address.

Phone Number

Must be an Australian phone number.

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.

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Tax Concessions	
Main business location	

Must be an ABN.

Auspiced Applications

Who is your auspicing arrangement with?

- An incorporated organisation
 An individual with an ABN

Name

- Individual Organisation
Organisation Name

Title First Name Last Name

ABN

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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.

Contact Person and Position

Address

Address

Email

Must be an email address.

Auspicing

If your project is being auspiced, please include a letter confirming this from the individual / organisation consenting to this agreement.

Attach a file:

About the Project

* indicates a required field

About the Project

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Project Title *

Start Date *

Must be a date.

NOTE: Your application will not be eligible if your project begins before funding is approved.

End Date

Must be a date.

Describe your project or activity

Provide a clear description of the rationale and objectives of your program/project. (Max 300 words)

Consider:

- What are the main activities involved in this project?
- What are the main aims/objectives of this project?
- How does your project relate to Flinders Shire locally determined priorities?
- Provide any sketches or visual aids which may assist.

*

Word count:

Must be between 50 and 300 words.

Consider: What are the main activities involved in this project? What are the main aims/objectives of this project? How does your project relate to Flinders Shire locally determined priorities? Provide any sketches or visual aids which may assist in the support upload section.

Sketches or visual aids which may assist

Attach a file:

What is the main art form category of your project? *

- | | | | |
|---|---|-------------------------------|---|
| <input type="radio"/> Visual arts, craft and design | <input type="radio"/> Community Arts and Cultural Development | <input type="radio"/> Dance | <input type="radio"/> Music |
| <input type="radio"/> Theatre | <input type="radio"/> Museums / Collections / Heritage | <input type="radio"/> Writing | <input type="radio"/> Film / Multimedia |

Select the type of activities participated in as a part of the funded activity: *

- | | |
|--|---|
| <input type="checkbox"/> Community consultation, arts research | <input type="checkbox"/> Performances |
| <input type="checkbox"/> Creative development of new work | <input type="checkbox"/> Placemaking |
| <input type="checkbox"/> Cultural tourism | <input type="checkbox"/> Professional career development activity |
| <input type="checkbox"/> Events and festivals | <input type="checkbox"/> Publications |

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- Exhibitions and collections
- Other:
- Heritage protection and promotion

What amount of funding are you seeking for your project? *

\$

Must be a dollar amount.
The Community Rounds program covers only 65% of total costs.

What is the total number of volunteers expected? *

Those donating their time: artists, professionals, community members, elders etc.

What is the total participant numbers expected? *

Participants are those that actively engage in arts activities eg. workshop participants

What is the total audience numbers expected? *

Audience members have a passive engagement eg: audiences at an art exhibition, performance, event

Community groups which will specifically benefit from the project (if applicable)

- Aboriginal People
- Torres Strait Islanders
- Australian South Sea Islanders
- Children and young people (30 years and under)
- Older people (over 55 years of age)
- People with a disability
- Women

Is your project aimed at specific communities as participants and / or audiences? Only complete this section if your project specially and directly targets people from one or more of these groups, not if your project is generally available to all members of the community.

- | | | | |
|--|---|---|---|
| <input type="radio"/> Women | <input type="radio"/> Aboriginal peoples | <input type="radio"/> People from culturally and linguistically diverse backgrounds | <input type="radio"/> Seniors (55 years or older) |
| <input type="radio"/> Men | <input type="radio"/> Torres Strait Islander peoples | <input type="radio"/> Young people (12-21 years of age) | <input type="radio"/> People with a disability |
| <input type="radio"/> Emerging Artists / Cultural Workers | <input type="radio"/> Australian South Sea Islander peoples | <input type="radio"/> Children (0-11) | <input type="radio"/> Regional Queenslanders |
| <input type="radio"/> Established Artists / Cultural Works | | | |

If your project is specifically targeting a group / community / audience

(i.e. Indigenous people), describe your process for this engagement.

Locally Determined Priorities and Focus Areas

Does your project align with any of the local arts and culture priorities or focus areas? Please select those relevant to your project.

Which of the Locally Determined Priorities does your project align with? *

- Story Telling - Valuing history and heritage and sharing stories from our past.
- Building capacity for a creative community - Focusing on professional development and encouraging arts and cultural within our community to progress.
- Vibrant places and spaces - Focusing on public art, animating spaces and ensuring the community is visually appealing.
- Stronger communities - Supporting community wellbeing post adverse events i.e drought, population decrease, job losses etc.

Please describe how your project aligns with the above Locally Determined Priorities? *

Criteria

Quality

- Is this activity / project producing high quality arts and local initiatives for the Flinders community?
- Has the organiser had success in the past with similar projects?

*

Word count:

Must be no more than 100 words.

Reach

- Does the activity / project provide access and engagement in arts and culture for diverse communities, practitioners, participants and audiences?
- Is there evidence that there is local demand for this project?
- How was demand measured?

*

Word count:

Must be no more than 100 words.

Examples include: follow up on previous activities, surveys, verbal discussions.

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Impact

- What are the returns on this investment?
- This can be cultural, artistic, social or economic.

*

Word count:

Must be no more than 100 words.

Examples include: More communities members having specific skills, increase of tourism, increase of social activities.

Viability

- Is there good planning behind this application?
- Are there possibilities to expand this activity further?
- Have there been partnerships developed?

*

Word count:

Must be no more than 100 words.

How will this project benefit you, your community or artists/cultural workers?

Give a brief description about the results you expect from the project. Examples could be: skill development, community access, media coverage for your art form, professional development, innovation, new work, quality of life for the community.

How will you capture audience / participant / partner feedback for your project?

Please note this is necessary part of your project delivery and outcome report - resources are available on the Arts Queensland website or RADF Liaison Officer.

Project Plan

Your project plan should be as comprehensive as possible, outlining the various stages of your project (e.g. meetings with partners, booking facilities, advertising etc.).

Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.

All applicants must complete this section

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Project Stage	Expected Completion Date	Please outline the steps you have taken to address the issues of workplace health and safety, public liability insurance, copyright and relevant licenses.
	Must be a date and no earlier than 28/2/2022.	

Artist Information

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rate of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary). Please remember to attach the following four documents from each artist or arts worker receiving RADF funding:

- **A resume or CV from the artist**
- **Eligibility Checklist for each Professional and Emerging Professional Artist**
 - *A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please follow the link below to access the form and upload it below.*
- **Letter of confirmation**
 - *Written confirmation from the artists of their support for the project.*
- **Schedule of fees**

Artist Information Upload

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

How many people total will be employed (paid) through the project?

How many volunteers (unpaid workers) will be involved with the project?

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Project Support

Project support can include

- Letters of support from relevant community groups, organisations and businesses.
- Sketches of project plans and outcomes
- Examples and outcomes of previous works / events
- Confirmations of significant partnerships

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

Budget

Budget

Income Examples

- Earned Income
- Contribution from Artists and Others (Please note if this is in-kind)
- Sponsorship, fundraising and donations (Please note where this is in-kind)
- RADF Grant
- Other Grants
 - Examples: Australia Council / Education Queensland / Local Government / Gambling Community Benefit Fund / Federal Government

Expenditure Examples

- Salaries, Fees and Allowances
- Production/ Program Costs
- Promotion, Documentation and Marketing
- Administration

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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.

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Budget Information

Please provide quotes and estimates for all budget items you are requesting RADF to fund. This includes artists fees, accommodation, travel, materials, venue hire etc.

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

Certification

* indicates a required field

All Applicants I, the undersigned, certify that: • I have read and will abide by the Flinders Shire Council Regional Arts Development Fund Guidelines. • The statements in this application are true and correct to the best of my knowledge, information and belief and the supporting material is my own work or the work of the artists named in this application. • I have read and understood the Information and Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Information Privacy and Right to Information The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project. If your application is successful, the 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.

The Information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The Information may be anonymised and used for statistical purposes. The Information may be used by the Council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the Information and your contact details may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation

Position

Date *

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Must be a date.