RADF Community Round
Form Preview

Important Information

* indicates a required field

Welcome to Flinders Shire Council's Regional Arts Development Fund (RADF)

Flinders Shire Council proudly collaborates with Arts Queensland to bolster arts, culture, and heritage endeavours via the Regional Arts Development Fund (RADF). RADF serves as a catalyst for recognising the significance of arts, culture, and heritage by aligning with local preferences. This initiative, a collaborative effort between the Queensland Government, Arts Queensland, and Flinders Shire Council, underscores its commitment to nurturing Arts, Culture, and Heritage within the Flinders Shire region.

Applicants will need to access the below documents to be able to complete this application.

- RADF Grant Program Guidelines
- Flinders Shire Council's *Arts, Culture amd Heritage Development Plan*

RADF applicants are encouraged to contact the **Community Development Officer** before applying.

Community Development Officer: Phone: 07 4741 2900 | Email: robin.strang@flinders.qld.gov.au

*****YOUR APPLICATION IS NOT SAVED UNTIL YOU CLICK ON THE SAVE BUTTON. MAKE SURE YOU SAVE YOUR WORK REGULARLY.*****

I have read and understood the Flinders Shire Council's RADF Guidelines *

○ Yes

If you have not read the guidelines, please read them before commencing this application. Click the above link to view the RADF Grant Program Guidelines.

User Hints

- Make a note of the number allocated to your application
- You can save your application and return to it anytime; select **Save** and log out.
- When you log back in, click the **My Submissions** link at the top of the screen. You can then reopen any drafts and continue the application.
- If you are asked to upload documents to support your application, the attachments **must be Word documents, image documents (.jpg) or PDF Format.** The recommended file size is 5MB each.
- Once you have submitted your application, youedit or amend it in any way.
- When you apply, you will receive a confirmation email with a copy of the application attached, which should be kept for future reference.
- **If you do not receive a confirmation email, you should presume that the application has NOT been submitted.** However, check your junk/SPAM folder first if the email has gone there. Call the SmartyGrants Help Desk on 03 9320 6888 if the submission is not there.

Please note the information provided in this application and in related documentation and discussions may be provided to members of the RADF Committee and Grant Assessment Panel in order to assist the Council in assessing your application.

By submitting this application, you consent to the Council publishing your name, the project name, the project description and the Councils funding contribution. We may also use your details for promoting the Councils funding program.

Applicant Details

* indicates a required field

Applicant Details

Are you applying as an individual or organisation? *

○ Individual ○ Organisation

Organisation Name

First Name | Last Name

Phone Number *

Must be an Australian phone number.

Postal Address *

Address

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

Email Address *

Must be an email address.

Website

Must be a URL.

Do you have Australian citizenship or permanent residency status? *

○ Yes ○ No

Are you under 18 years of age?

○ Yes
○ No

Do you, or your group/organisation, identify with any of

☐ Aboriginal and/ or Torres Strait Islander people
☐ Australian South Sea Islander
☐ Young person (12 - 25 years)
☐ Emerging artist

the community groups below? *

☐ People with a disability
☐ From a culturally and/ or linguistically diverse background
☐ Older person (55+)
You may select more than one.

☐ Established artist
☐ Other:

Parent or Guardian Details

Information required for applicants under 18 years of age

Parent or Guardian

First Name

Last Name

Phone Number

Must be an Australian phone number.

Applicants Date of Birth

Must be a date.

Project Details

* indicates a required field

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.).

Download the template - Project Proposal (upload below)

All applicants must complete this section

Project Proposal (Project Plan) *
Attach a file:

Select the art form your project most relates to *

○ Dance or Movement
○ Community Arts and Community Development
○ Film or Multimedia
○ Museums, Collections & Heritage
○ Music
○ Theatre
○ Visual Arts, Craft & Design
○ Writing
○ Other:

What best describes the project you are seeking funding for? *

- ○ Concept Development
- ○ Other (all other projects)Creative Development
- ○ Community Engagement
- ○ Professional Development
- ○ Other:

Project Title *

Must be at least 0 character and no more than 20 words.

Project Description *

Word count:
Must be no more than 500 words.
Provide a description of your project. What are you planning to do? How will this support you to develop new ideas, new ways of working, new audiences, new creative outcomes?

Project Start Date *

Must be a date.
Projects must start a minimum of EIGHT weeks after submission of your application

Project End Date *

Must be a date.
By the following 25th September.

Are the activities associated with your project being held in the Flinders Shire Local Government Area?

- ○ Yes
- ○ No

New Section

If no, please explain how there are direct benefits to the Flinder Shire Region through this project. *

Word count:
Must be no more than 100 words.

What are your two (2) priority outcomes for this project? *

Word count:
Must be no more than 200 words.

How does your project benefit you, your community or artists/cultural workers? *

Word count:
Must be no more than 200 words.

Project Priorites

* indicates a required field

Locally Determined Priorities

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.
☐ Festival of the Outback Skies - Build local skills and deliver a diverse range of community workshops that feed into the shire's 'new' festival (Festival of the Outback Skies) held in May 2026 and further into the community post-event.

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

Word count:
Must be no more than 200 words.

State Priorites

To more accurately measure the outcomes of **Creative Together***. Arts Queensland has updated the reportable priorities which align with the existing **Our Future State: Advancing Queensland Priorities** *(*Creative Together 2020–2030 and Sustain 2020-2022 are available for download from the Arts Queensland website).*

Which state priority does your project address? (Select ONE main priority)

○ Elevate First Nations arts
○ Activate Queensland's local places and global digital spaces
○ Drive social change across the state
○ Strengthen Queensland communities
○ Share our stories and celebrate our storytellers
Select only one priority.

Target Groups

Does your project specifically target or engage with one or more of the following groups? *

- ☐ Aboriginal and/or Torres Strait Islander people
- ☐ Australian South Sea islander people
- ☐ People with a disability
- ☐ Culturally and linguistically diverse people
- ☐ Older people (55+)
- ☐ Young people (12-25)
- ☐ Children (0-11)
- ☐ Women
- ☐ Men
- ☐ LGBTIQA+
- ☐ Emerging artists
- ☐ Established artists
- ☐ No particular target group
- ☐ Other:

You may select more than one.

Participation

* indicates a required field

Please estimate expected project participation below as closely as possible.

Number of attendees *

Must be a number.
Number of people who attend activities as audience members - e.g. to see an exhibition, watch a performance, listen to a talk.

Number of participants *

Must be a number.
Number of people who actively participate in activities - e.g. attend a class to make something, sing in a choir, participate in a training workshop.

Number of artists/ cultural workers employed *

Must be a number.
Total number of people employed (on contract or permanent basis) as artists or arts and cultural workers over duration of activity.

Number of other people employed in other paid positions *

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

Number of volunteers *

Must be a number.
Total number of people engaged as volunteers to support delivery of activity.

Budget

* indicates a required field

Funding Amount requested

Please Note: RADF does not support 100% of any project. Applicants are required to make contributions, which may be in-kind. In most instances, assistance is available for up to 65% of the total costs of a project.

Total RADF Funding requested

$

Must be a dollar amount.
What is the financial support you are requesting in this application?

Total Project/Program Cost

$

Must be a dollar amount.
What is the total budgeted cost (dollars) of your project.

Percentage of Funding Requested

This number/amount is calculated.
This number should be a maximum of 65. Funding cannot exceed 65% of your total expenditure.

Budget (GST Exclusive)

Tell us about any income support your project will receive. This could be additional funding, donations or in-kind support (including from your organisation). Please include the RADF grant amount requested.

Partner Name	In-kind or Cash Support	What type of support are they providing?	Income Amount ($)	Is the support confirmed?
			$	
			$	
			$	
			$	
RADF Funding Requested Amount, Other Funding, or Money Donated etc.				

Tell us how you propose to spend the grant funding i.e. list each item of expenditure and the amount.

- One quote from a registered business is required for each expenditure item.
- **All quotes and project budgets must be GST-inclusive.** An applicant's GST registration status will not impact the total amount paid if successful.
- Evidence of advertised or catalogue prices may also be accepted. Expenditure items without quotes will be deemed ineligible.
- Clear item descriptions must be given (e.g. venue hire, office supplies, arts worker, etc.). Ensure that your budget estimates are as accurate as possible.
- **Expenditure** could include advertising and promotion, hire of equipment, entertainment, office equipment etc.
- If you are registered for GST, Council will pay the grant plus GST (10%). Do not include this amount in your grant budget or calculations.

Expenditure Item - provide a list of what will be purchased with the funds. Be specific. | **Expenditure Amount**

This section is specifically about detailing how you will be using the funding you are requesting. Detail partner contributions in the next section if relevant.	Must be a dollar amount.
	$
	$
	$
	$

Budget Totals

Income Amount ($)
$
This number/amount is calculated.

Expenditure Amount ($) *
$
This number/amount is calculated.

Income - Expenditure
$
Must be a dollar amount.
This must equal to zero (0).

Funding and ABN Details

Previous RADF funding

Please note that individuals who do not have an ABN will require an individual or organisation who holds an ABN to auspice their project or supply a Statement of Supplier form.

- Learn more about auspicing here.
- Download the form from ATO https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/.

The applicant will be responsible for administering the grant. In the support material section of this application, applicants will need to upload a copy of the auspice agreement letter from the individual/organisation being auspiced through their ABN consenting to this agreement.

Have you accessed RADF funding previously from Flinders Shire Council?

○ Yes
○ No

Previous RADF Acquittal

Have you fully acquitted your previous Flinders Shire Council RADF grant?
○ Yes
○ No
You are ineligible to apply if you have not acquitted your previous funding.

Other Flinders Shire Council Grants

Have you accessed Event stream or Infrastructure and Equipment stream funding previously from Flinders Shire Council?
○ Yes
○ No

Other Flinders Shire Council Grant Acquittals

Have you fully acquitted previous Event stream or Infrastructure and Equipment Stream grant?
○ Yes
○ No
You are ineligible to apply if you have not acquitted your previous funding with the Finders Shire Council.

ABN Information

- Learn more about auspicing here.
- Download the Statement by Supplier form from ATO https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/.

Do you have an ABN? ○ Yes ○ No ○ Auspice
Group/Organisations applying for a grant can use the ABN of an Auspiced Organisation. If you do not have an ABN, you must upload a Statement by Supplier Form on Page 8.

Auspice Accountable Representative First Name Last Name

Accountable Representative Position

Accountable Representative Phone Number
Must be an Australian phone number.

Accountable Representative Email
Must be an email address.

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Auspice Agreement

If your project is being auspiced, please include the RADF Auspice Agreement.

Attach a file:

Support Material

* indicates a required field

Upload Support Material

Recommended no more than 5mb per attachment.

If you do not have an ABN, upload Statement of Supplier Form *

○ Yes, I will upload ○ No ○ I have supplied an ABN

Download form from ATO https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/.
Upload your completed form below.

If you do not have an ABN, upload a Statement by Supplier Form

Upload a copy of your Statement by Supplier Form
Attach a file:

You must attach this form if you do not supply an active and verifiable ABN.

The following is ***required*** support material:

- Artist biography/CV for all key personnel, including yourself (max. half-page per person) and written confirmation of their participation/interest.
- Up to five (5) samples of previous work. Samples should be relevant to your project.
- Up to three (3) letters of support from relevant community groups, organisations and businesses relevant to your project, including previously held events.
- Project plan and outcomes
- Sketches of designs for the project
- For proposals involving Aboriginal, Torres Strait Islander or culturally and linguistically diverse peoples, people with disability, children, and young people, attach evidence that you have followed the required protocols to obtain support and confirmation of involvement from relevant communities and organisations.

Where applicable to your project, this could include:

- written confirmation and evidence of interest from partners (e.g. venues, events, organisations)
- confirmation of significant partnerships
- itinerary of travel or tour arrangements
- evidence of demand for your project
- marketing plan
- quotes for significant budget items.

Artist Attachments

Eligibility Checklist: Professional / Emerging Professional Artists
Attach a file:

This is a requirement if employing an artist.

Biography/ Resume or CV from the artist
Attach a file:

This is a requirement if employing an artist.

Letter of confirmation
Attach a file:

Written confirmation for the artist/s of their support for the project.

Attachments

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we recommend keeping files to a maximum of 5MB each. The larger the file, the longer the upload time.

If you encounter difficulties uploading a document, contact Council on 07 4741 2900 or flinders@flinders.qld.gov.au.

Suitable formats to upload include JPEG, MP3, MP4, MPEG Video, PDF, and Word files. You can also insert weblinks to your material.

Upload Public Liability Certificate of Currency *
Attach a file:

This is a requirement if employing an artist.

Letters of Support
Attach a file:

A maximum of 3 files may be attached.

Risk Assessment *
Attach a file:

Risk assessment template available here if required

Outcomes, Work Samples, Sketches of designs
Attach a file:

A maximum of 5 files may be attached.
Sketches of project plans and outcomes. See also web-links below

Optional Support Material
Attach a file:

For example: venue confirmations, key partner confirmations, itineraries, quotes, marketing plan. Max. 5 pages.

Weblink 1

Include any passwords required

Weblink 2

Include any passwords required

Weblink 3

Include any passwords required

Certification

* indicates a required field

Terms and Conditions

I, the undersigned, certify that:

I have read and will abide by the Flinders Shire Council RADF 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 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.

The Council and Arts Queensland treats all personal information in accordance with the Information *Privacy Act 2009*. The provisions of the Right *to Information Act 2009 apply*to documents in the possession of the Council or Arts Queensland.

I agree to the above terms and conditions and any other guidelines or conditions published by Flinders Shire Council or Arts Queensland *

○ Yes ○ No

Applicant Name *

First Name Last Name

Date *

Must be a date.

Privacy Collection Notice

Flinders Shire Council is collecting your name, residential address and telephone number in accordance with the Local Government Act 2009. The information will only be accessed by

employees and/or Councillors of Flinders Shire Council for Council business-related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Submit Application

Where did you hear about the RADF Program? *

☐ Flinders Shire Council eNewsletter
☐ Hughenden Connect Facebook Page
☐ Flinders Shire Council Website
☐ Word of mouth
☐ Arts Queensland
☐ Direct mail/ email
☐ Other:

How long did this application take you to complete?

It will not affect the assessment of the application, but may help us to improve our services.

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).

The Regional Arts Development Fund (RADF) is a Queensland Government and Flinders Shire Council partnership to support local arts and culture.