

RADF Application Form 2026-27

Form Preview

Regional Arts Development Fund (RADF)

Applicant Guide

Thank you for your interest in Townsville City Council's Regional Arts Development Fund Competitive Grant (\$1,000 - \$10,000) application form

The objectives of this program are to support arts and cultural activities, strengthen communities through community grants programs and where applicable, council-led initiatives that:

- Increase access to arts and cultural experiences in regional Queensland locations such as Townsville.
- Grow employment and capacity building opportunities for artists across regional Queensland.
- Deliver against local arts and cultural priorities and promote the value of arts, culture and heritage.

It is important that you take the time to read through the RADF Guidelines 2026-2027 before you begin your application.

If you have any questions or require assistance, please contact communitygrants@townsville.qld.gov.au or call 13 48 10

Key Dates

Applications open September 7, 2026, and close October 9, 2026.

Value of Funding

Cash: \$1,000 - \$10,000 GST exclusive In-Kind (Venue fee waiver, hard-costs) \$1,000 - \$10,000 GST exclusive
Total cash and in-kind combined not to exceed \$10,000 GST exclusive

Contact Information

General enquiries about the grant program should be directed to the Grants and Partnerships team by phoning 13 48 10 between 9am to 5pm Monday to Friday or emailing communitygrants@townsville.qld.gov.au Technical enquiries about SmartyGrants should be directed to SmartyGrants 03 9320 6888 between 9am to 5pm Monday to Friday or emailing service@smartygrants.com.au

Eligibility

* indicates a required field

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Requirements

All applications will be checked for eligibility. Applications will proceed to assessment if deemed eligible by Council. Applications that pass eligibility and assessment are not guaranteed to receive funding.

Ineligible Applicants

Government agencies or departments of state or federal government. Educational, religious or medical organisations, where the application is for the organisation's core business.

Eligibility Criteria

Eligibility Self-Assessment *

- ☐ Be free of debt to Council
- ☐ Have satisfactorily acquitted any previous Townsville City Council grant
- ☐ You have read and understood the program Guidelines
- ☐ Reside in and/or primarily provide services within the Townsville Local Government Area (LGA), or are able to demonstrate that the initiative is in the public interest of residents of the Townsville LGA
- ☐ Hold a current Certificate of Currency - Public Liability Insurance to the value of \$20,000,000 per claim
- ☐ Can demonstrate alignment between your initiative and your selected Townsville City Grants and Partnership RADF grant priority

At least 6 choices must be selected.

If you do not meet all eligibility criteria your application will not progress

Eligible Applicant Type *

- ☐ Individual professional artist, emerging professional artist, arts worker, cultural worker or initiative co-ordinator who holds a current Australian Business Number (ABN)
- ☐ Individual professional artist, emerging professional artist, arts worker, cultural worker or initiative co-ordinator, who does not have an ABN and will be auspiced by a not-for-profit constituted incorporated body or individual with an ABN
- ☐ Organisation who is properly constituted not-for-profit
- ☐ Organisation who is not properly constituted and will require an Auspice

At least 1 choice must be selected.

You must select one scenario which applies to your organisation

Supporting Documents

\$20,000,000 Public Liability Insurance Certificate of Currency *

Attach a file:

Applicant Details

* indicates a required field

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Privacy Notice

Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which council manages personal information is governed by the Information Privacy Act 2009 (Qld). We are collecting your personal information in accordance with the Local Government Act 2009 for the purpose of administering the Townsville City Council Community Grants and Partnerships program. Generally, we will not disclose your organisational / personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy

New Section

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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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.

Applicant Primary Address *

Address

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Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Applicant Primary Website *

Must be a URL.

Organisation Details

Is your project auspiced by another organisation for the purpose of this grant? *

- ☐ Yes
☐ No

Unincorporated organisations or individuals applying for a grant must be auspiced by an incorporated organisation. If you require an Auspice and do not have one, please contact us to discuss options. If you have an Auspice, please complete the Auspice information below

If no, what is your organisation's purpose or mission?

Word count:

Must be no more than 150 words.

Please provide evidence of your Company, Incorporation, Constitution or Charter

Attach a file:

Auspice Information

Auspice

- ☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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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	

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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 Primary Address

Address

Auspice Primary Phone Number

Must be an Australian phone number.

Auspice Primary Email

Must be an email address.

Auspice Primary Website

Must be a URL.

Council Funding History

Amount Awarded	Grant Program	Date Finalised	Date Received
Must be a dollar amount.		Must be a date.	Must be a date.

Your Activity

* indicates a required field

Activity Details

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Is your initiative you are applying for:

- ☐ New
- ☐ Existing

Project Name

Word count:

Project Description

Word count:

Start Date

Must be a date.

End Date

Must be a date.

Total Cash Requested

Must be a dollar amount.

Venue Hire - Fee Waiver Requested

Must be a dollar amount.

Hard Costs In-Kind Requested

Must be a dollar amount.

Total Funding Requested

This number/amount is calculated.

Activity Plan

Please upload your activity plan *

Attach a file:

Activity Timeline

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An activity timeline reduces misunderstanding, increases collaboration, and keeps everyone moving forward with clarity and purpose. Whether you're developing a meeting schedule or delivering an event, a project timeline isn't just beneficial; it's essential to the activity's success.

Milestone	Start Date	End Date
Provide a clear description for each milestone of your activity Must be no more than 50 words.	Must be a date.	Must be a date.

Activity Budget (Expenditure)

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

When completing the table: • List one Supplier per line • Enter the exact value amount to the cent (do not use whole dollar amounts, do not round up or down) • Provide quotes for all suppliers over \$100.00 (ex GST) • All amounts entered are excluding GST • To apply the correct amount please use a GST Calculator • Do not include funding contributions obtained from other sources in this section

Eligible Expense Type	Expense Type	Requested Amount	Total Expense	Quote
	Provide clear descriptions for each budget item. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.	Enter the total amount to be expended on this budget item. Must be a dollar amount.	Enter the total amount expended on this budget item to-date. Must be a dollar amount.	
Hire Equipment				
Facilitator				
Performer				
Guest Speaker				
Accommodation				
Travel				
Marketing				
Event Collateral				
Hire Services				

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New Section

Total Amount Requested

This number/amount is calculated.

What is the total financial support you are requesting in this application?

Total expenditure to deliver activity

Must be a dollar amount.

Initiative Income Items

Please list expected income and any partners you will work through or with to reach your beneficiaries and/or achieve your outcomes.

Examples include:

- **Earned income** - participation fees, product sales, ticket sales, workshop fees, partner contribution
- **Sponsorships, fundraising, grants and donations** - crowd funding, operational support or other cash
- **Your organisations own contribution** - cash, equipment, in-kind support, volunteer contributions

[Cost of Volunteering Calculator](#)

Please provide evidence of this partnership. This should be provided as a letter of support from the activity partner/s, in which they detail the type of support (e.g. auspicing, sponsoring, staff time, venue hire, etc) and the dollar (\$) value of the support.

Income Description	Income source confirmed?	Income Source	Amount Excluding GST
Supplier Name, including your own organisations contribution			Must be a dollar amount.

Financial Sustainability

Total Income Without Grant

Must be a dollar amount.

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Total Income Amount without TCC grant (excluding GST)

Must be a dollar amount.

Activity Statistics

Demographic Data

Who are the primary beneficiaries of this project?

- ☐ Not applicable
- ☐ Aboriginal peoples
- ☐ Australian South Sea Islander peoples
- ☐ Career stage - emerging
- ☐ Career stage - established
- ☐ Children (0 to 11 years)
- ☐ LGBTIQ+
- ☐ Men
- ☐ Older person (55 years +)
- ☐ People from a culturally linguistically diverse backgrounds
- ☐ People who experience disadvantage
- ☐ People with a disability
- ☐ Torres Strait Islander peoples
- ☐ Women
- ☐ Young people (12 to 25 years).

At least 1 choice must be selected. Select the most relevant/dominant theme

Please Identify all of the target groups for your initiative

- | | |
|---|---|
| ☐ Children (0-11 years old) | ☐ Women |
| ☐ Young People (12-25 years old) | ☐ Men |
| ☐ Older People (55+ years) | ☐ Career Stage - Emerging |
| ☐ People from culturally and linguistically diverse background | ☐ Career Stage - Established |
| ☐ Aboriginal and Torres Strait Islander People | ☐ People who experience disadvantage |
| ☐ People with a disability | ☐ Not Applicable |
| ☐ Australian South Sea Islander People | |

Only select groups that the initiative is targeted at

Total number of Estimated people involved in your initiative:

Must be a number.

Main Artforms

- ☐ Community Arts and Cultural Development
- ☐ Dance
- ☐ Heritage
- ☐ Multi-Arts
- ☐ Music
- ☐ Theatre
- ☐ Visual Arts, Craft and Design
- ☐ Writing Literature
- ☐ Other

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Select all that apply

Definitions and Attendance

Attendees - People who attend as audience member

Participants - People who actively participate in initiative

Artists/Cultural Workers - Total number of people employed (on contract or permanent basis) as artists or arts and cultural workers over the duration of the initiative

People Employed in Paid Positions - Total number of people employed over duration of the initiative (on contract or permanent) engaged in a role other than an artist/cultural role

Volunteers - People engaged as a volunteer to support the delivery of Initiative

Attendees	Participants	Artists/Cultural Workers	People Employed in Paid Positions	Volunteers
Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.

Assessment Criteria

* indicates a required field

Activity Category

Townsville City Council RADF grant funding has specific categories that initiatives should fall into.

You must address at least one of the categories, however you are welcome to address all if relevant to your initiative.

Priorities:

Building Community Cultural CapacitySupport for professional career and capacity development activities for local artists and art workers.

Concept DevelopmentSupport those who wish to engage in professional research and the development of ideas and initiative proposals to the implementation stage. No specific art form product is required, however, the initiative should demonstrate how it will contribute to the future arts and cultural development of the city.

Collaborative initiatives or Multiple Art Forms (Including Professional Development)Support those that incorporate collaboration with other artists or cross art forms to build inclusive communities, encourage partnerships and sharing of resources within the Townsville region. Collaboration includes leveraging sponsorship, cross marketing of events, pooling resources and the development of a peer mentoring system to assist artists in project development, grant writing and skill development.

Community InvolvementSupports initiatives that reach the community through participation and audience experience. Proposed initiatives should support the community's access to and participation in a range of artistic, cultural and entertainment activities. As well as encourage active and healthy lifestyles through accessible public facilities and community initiatives.

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Select the priority/ies your initiative fits within: *

- ☐ Build Community Cultural Capacity
- ☐ Concept Development
- ☐ Collaborative Initiatives or Multiple Art Forms
- ☐ Community Involvement

At least 1 choice must be selected.

At least 1 choice must be selected. Applicants are able to select all that your initiative meets

Detail how your initiative supports this priority *

Word count:

Must be no more than 500 words.

Please list all priorities

Assessment Questions

Please provide a response to each of the following assessment criteria. All questions are mandatory and are scored against the Assessment Criteria by an Assessment Panel. Each question has a weighted score. Your responses will be used to assess and score your application.

(25%) QUALITY - How does your activity produce and/or contribute to high quality arts and culture in the Townsville LGA? *

Word count:

Must be no more than 500 words.

Include your capacity to effectively support and deliver arts and cultural services

(25%) REACH - How does your activity provide access and engagement for diverse communities, practitioners and participants? *

Word count:

Must be no more than 500 words.

Include evidence of local demand and stakeholder involvement in decision making and evaluation.

(25%) IMPACT - How does your activity demonstrate return on investment and support the attraction of jobs and businesses? *

Word count:

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Must be no more than 500 words.

Choose one or more of Council and/or Queensland Government objective for the community and discuss how your activity supports these

(25%0) VIABILITY - How does your activity demonstrate capacity to partner with community, business and/or government? *

Word count:

Must be no more than 500 words.

Demonstrate sound governance and ethical practices, including paying not less than industry award rates etc. Discuss potential risks and how these are managed. Identify what partners you have engaged to deliver your activity.

Feedback

* indicates a required field

How did you find the application process?

Applicant Feedback

- ☐ Very Easy
- ☐ Easy
- ☐ Neutral
- ☐ Difficult
- ☐ Very Difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider? *

Word count:

Must be no more than 500 words.

Next Steps

* indicates a required field

Townsville City Council require all successful grant recipients to be listed in Council's Account Management System as a supplier to receive grant payments. Successful grant recipients will be contacted by EFTSure on behalf of Townsville City Council for data and payment verification. *Organisations without an ABN will be required to submit a Statement by Supplier (ATO Form) as part of the EFTSure verification process. Council will only release funds after receiving a signed and returned Funding Agreement (Agreement). Council will request the organisation to send an invoice/tax invoice for the approved amount to Council. Council can partially fund, or not fund, Activities depending on Council budget allocation. Council will advise if there are expenditure items deemed ineligible for the program through

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the eligibility or assessment phases. Council reserves the right to negotiate elements of the funding after the assessment process.

Applicants are encouraged to contact Council to discuss any aspect of the program or their application before applying. Townsville City Council Grants and Partnership team Phone: 13 48 10 Email: communitygrants@townsville.qld.gov.au

Please Select *

- ☐ Agree
- ☐ Disagree

NOTIFICATION PROCESS

You will receive notification as your application progresses through the stages of Eligibility, Assessment and Approval.

Successful Applicants You will receive written notification from Council if the application is approved for funding.

Unsuccessful Applicants All unsuccessful applicants will be notified by email and the online platform of the outcome of their application. Unsuccessful applicants may receive feedback as to why the application was unsuccessful.

Further Information Applicants are encouraged to contact Council to discuss any aspect of the program or their application before applying. Townsville City Council Grants and Partnership team Phone: 13 48 10 Email: communitygrants@townsville.qld.gov.a