

# 24/25 RADF Round 1 Application Form

## Form Preview

### Welcome & Eligibility Check

\* indicates a required field

Welcome to the Regional Arts Development Fund (RADF) application form. Please be sure to read the guidelines and help sheet before completing your application <https://www.townsville.qld.gov.au/community-support/grants-and-funding/RADF>.

#### Information provided to Arts Queensland

Townsville City Council is required to provide information contained in this application as part of Councils Acquittal to Arts Queensland as part of the Councils Funding Agreement with Arts Queensland.

#### Contact

If you have any questions while completing your application form you can contact Community Grants by phone on 13 48 10 or via email at [communitygrants@townsville.qld.gov.au](mailto:communitygrants@townsville.qld.gov.au)

### Eligibility

Please confirm that you (the applicant), acknowledge the statements (in Applicant Type and Eligibility Checklist) you select below are true and correct:

#### 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/or 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

You may only select the scenario which applies to your organisation

#### Eligibility Checklist - Select all that apply:

- ☐ 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
- ☐ Are free of debt to Townsville City Council
- ☐ Have satisfactorily acquitted any previous Townsville City Council grant
- ☐ 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

You must select all that apply to your application/organisation, failure to comply with some criteria may affect your applications eligibility

### Privacy Notice

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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* and *Local Government Regulations 2012* for the purpose of administering Townsville City Council's Grants & 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. However, in performing the above functions, we may need to disclose your personal information to external RADF Committee members engaged by Council.

By submitting an application, you consent to Council displaying your Artist Name, Artist Statement and Artwork Details, on promotional materials both physical and online.

For further information about how we manage your personal information please see our [Information Privacy Policy](#).

## Applicant Details

\* indicates a required field

### Applicant Information

#### Applicant \*

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed on official documentation such as the ABN, ABR, ACNC or ATO. Individuals must be auspiced by a properly constituted, not-for-profit organisation

### Applicant Details

#### Primary Contact Number \*

Must be an Australian phone number.

#### Mobile Number

Must be an Australian phone number.

#### Primary Contact Email \*

Must be an email address.

#### Individual/Organisation Address \*

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Address

  

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

### Primary Contact Postal Address \*

Address

  

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

### Website

Must be a URL.

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**Do you, the applicant (Individual or Organisation), identify as belonging to, or providing services to/for, one or more of the following target groups? \***

- ☐ Not applicable
- ☐ Aboriginal peoples
- ☐ Australian South Sea Islander peoples
- ☐ Career stage - emerging
- ☐ Career stage - established
- ☐ Children (0 to 11 years)
- ☐ LGBTIQ+
- ☐ Men

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- ☐ 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

### Are you a properly constituted not-for profit organisation? \*

- ☐ Yes
- ☐ No

### What is your incorporation number? \*

Incorporated Association or Australian Corporation Number

### Upload a copy of your Certificate of Incorporation

Attach a file:

### Upload your Australian Business Register certificate/registration here

Attach a file:

Individuals Only

## RADF Funding

Responses to these questions will not have an impact on your application. The responses are used to inform Townsville City Council's Acquittal obligations with Arts Queensland.

### Have you applied for RADF funding before? \*

- ☐ Yes
- ☐ No

### Have you previously been awarded RADF funding? \*

- ☐ Yes
- ☐ No

### Did you attend a RADF Information Session Prior to Applying? \*

- ☐ Yes
- ☐ No

RADF Information Sessions are held in collaboration with Townsville City Council and the Regional Arts Services Network

### Have you discussed this application with Grants or Gallery staff prior to submitting your application? \*

- ☐ Yes
- ☐ No

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### Who did you speak to? \*

- ☐ Grants
- ☐ Galleries

## Auspice Details

\* indicates a required field

Applicants who are not properly constituted incorporated bodies or individuals without an ABN will need to seek incorporation or approach an incorporated community organisation or an individual with an ABN to auspice the initiative.

The auspicings individual or organisation takes full responsibility for the legal and financial accountability of the proposed initiative and will be ultimately responsible for acquitting the funding.

You will need to provide a completed copy of the [RADF Auspice Form](#) from the auspicings individual or organisation, stating that they accept the full legal and financial accountability for the initiative.

You will need to include a copy of the auspicings organisations Certificate of Incorporation or alternative documents to confirm that they are a not for profit, properly constituted incorporated body.

### Auspice

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Auspice Address

Address

<input type="text"/>
<input type="text"/>

### Auspice Postal Address

Address

<input type="text"/>
<input type="text"/>

### Auspice Primary Phone Number

Must be an Australian phone number.

### Auspice Mobile Phone Number

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Must be an Australian phone number.

### Auspice Email

Must be an email address.

### Auspice Website

Must be a URL

**Please confirm that your auspice is a properly constituted, not-for-profit organisation \***

- ☐ Yes  
☐ No

### 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	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Your Initiative

\* indicates a required field

### Initiative Title \*

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### Brief Project Description \*

Word count:

Must be no more than 100 words.

Provide a short description (100 words recommended) of your project - what are you out to do?

### Initiative Start Date \*

Must be a date and between 1/1/2025 and 1/1/2026.

### Initiative End Date \*

Must be a date and between 1/1/2025 and 1/1/2026.

Initiatives must be completed within 12 months of funds being granted, unless written approval of an extension has been given

### Is your initiative you are applying for: \*

- ☐ New
- ☐ Existing

### Please select which Type of Initiative best describes your project: \*

- ☐ Community consultation/arts research/policy development
- ☐ Creative development of new work
- ☐ Cultural tourism
- ☐ Events/festivals
- ☐ Exhibitions/collections
- ☐ Heritage protection/promotion
- ☐ Performances
- ☐ Placemaking
- ☐ Professionals/career development
- ☐ Publications
- ☐ Workshops
- ☐ Other

Select the one that is the most relevant/dominant theme

## Initiative Category

\* indicates a required field

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

**Detail of how your initiative fits within the relevant category/s below. You must address at least one of the categories, however you are welcome to address all if relevant to your initiative.**

Priorities

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### 1. Building Community Cultural Capacity

Support for professional career and capacity development activities for local artists and art workers.

Examples:

- Community groups engaging a professional artist or arts worker to work with them on developing their arts practice, to run art development workshops or community initiatives
- The costs for individual artists and arts workers to attend professional development seminars, master classes or mentorships.

### 2. Concept Development

RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals 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.

Potential funding sources for the implementation of the project should be identified prior to making an application.

### 3. Collaborative initiatives or Multiple Art Forms

RADF grants will support individuals or groups 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.

### 4. Community Involvement

Support for projects 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.

#### 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. Applicants are able to select all that your initiative meets

### 1. Build Community Cultural Capacity

#### Detail how your initiative supports Community Cultural Capacity: \*



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### 2. Concept Development

**Detail how your initiative supports Concept Development: \***

### 3. Collaborative initiatives or Multiple Art Forms

**Detail how, your initiative supports Multiple Art Forms: \***

Must be no more than 100 words.

### 4. Community Involvement

**Detail how, your initiative supports Community Involvement: \***

## Budget

\* indicates a required field

### Participation Fees

**Is there a fee being charged to participants who participate in your initiative? \***

- ☐ Yes  
☐ No

**How much is the participation Fee (Excl GST) per participant?**

Must be a dollar amount.

You must show the amount you are charging per participant to attend. In your budget Income table, you must calculate the total amount expected to receive.

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### Initiative Income Items

Please ensure that the first line of your income table is the amount of cash funding you are requesting from Council (Townsville City Council) through this application. This figure will appear in the "Calculated Totals" below your expenses table (**not including fee waiver**).

Indicate whether your income from other sources is confirmed by selecting 'yes' or 'no' from the drop down list.

Expected income may include:

- **Other grants** - Australian or Queensland government, Foundations, Philanthropic organisations and other grantors.
- **Earned income** - product sales, ticket sales, workshop fees, partner contribution.
- **Your own contribution** - cash, equipment, in-kind support.
- **Sponsorships, fundraising and donations** - crowd funding, operational support or other cash.

Income Description	Amount (excluding GST)	Income source confirmed?
Supplier Name, including your own organisations contribution	Must be a dollar amount.	Only choose yes if the income has been confirmed
Townsville City Council RADF Funding		

### Income Budget Totals

#### Total Income Amount (Excl GST)

\$

This number/amount is calculated.

### Initiative Expenditure Items

In this table, you should list all planned expenditure items for your initiative.

Please identify which items you are seeking Council funding for, by placing the requested amount in the last column. This column should total the amount of cash support you are requesting from Council in this application.

Note: If you are not requesting funding for every expense item, you can leave the last cell blank or type '0'.

For more information on eligible and ineligible items, please refer to the RADF guidelines.

Supplier	Description	Total \$ Expenditure amount (Excl GST)	\$ Amount requested From Council (Excl GST)	Quote
Supplier Name, each supplier must have its own line.	Description of items being supplied by the supplier (e.g.	Total amount that appears on	Amount of money you are requesting council to put	Please upload quotes from the supplier. Must not

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	Acrylics, Canvas, Facilitator Fees, Equipment Hire etc)	suppliers quote (Excl GST) Must be a dollar amount.	towards each supplier. If you do not require funding for a line type \$0 Must be a dollar amount.	be more than 6 months old.

## Calculated Totals

### Total Expenditure Amount (Excl GST)

\$

This number/amount is calculated.  
This amount is the total amount of Expenditure indicated in the Initiative Income table.

### Total income minus total expenditure

\$

This number/amount is calculated.  
This has been calculated to help you check if your budget is balancing. The income - expenditure amounts should be \$0

### Total Amount of cash support you are requesting from Council (Excl GST)? \*

This number/amount is calculated.  
This is the total financial support you are requesting from RADF in this application.

## Project Plan

The milestones outlined below should be as comprehensive as possible and in line with the size and nature of your initiative. These activities may be implemented concurrently.

Please note that lack of detail may affect the success of your application. Ensure you include the expected completion date for each stage of your initiative.

### Project Plan Detail

Initiative Stage	Expected Completion Date

## Arts and Cultural Workers

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If applicable, please list all the Arts and Cultural workers involved in your initiative.

Name	Role in Initiative	Rate \$/hr or \$/week	Total \$ for Initiative

### Total Paid to Arts & Cultural Workers

Must be a dollar amount.

Please calculate the sum total of 'total \$ paid for initiative' to Arts & Cultural Workers for this initiative

### Target Groups

#### Please Identify all of the target groups for your initiative

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

Only select groups that the initiative is targeted at

### Initiative Statistics

\* indicates a required field

### 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

Type of Involvement	Estimated Number
	A number must be entered, if no one expected for the category type 0 Must be a number.
Attendees	
Participants	
Arts/Cultural Workers employed	

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People Employed in other Paid Positions	
Volunteers	

### Total number of Estimated people involved in your initiative:

This number/amount is calculated.

## Art Forms

### Main Art Forms

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

Select all that apply

### Number of Activities \*

Must be a number.

Total number of activities

## Marketing

### How will you promote your initiative to the Townsville community to support opportunities for a diverse range of participants/audiences? \*

Word count:

Must be no more than 250 words.

## Assessment Criteria

\* indicates a required field

Please provide a response to each of the following assessment criteria. Your responses will be used to assess and score your application.

Please refer to the [Assessment Criteria Help Sheet](#) for guidance when completing the assessment criteria below.

### HIGH QUALITY

- Creative idea or concept is innovative and will deliver high quality arts and cultural work.
- Produces or contributes to high quality arts and cultural initiatives for local communities.
- Proven capacity to effectively support and deliver arts and cultural services.
- Evidence of delivery against local arts and cultural priorities and alignment to Arts Queensland's *Creative Together 2020-2030*.
- Includes collaborators and partners who will help create great outcomes.

#### **HIGH QUALITY - How does your application address this criteria? \***

### STRONG IMPACT

- Creates new employment opportunities and skills development for artists and arts workers in Queensland.
- Builds new audiences and markets and reputation for Queensland arts and cultures.
- Demonstrates community and stakeholder involvement.
- Where applicable, demonstrates support for activities that involve Aboriginal people and Torres Strait Islander people, including adhering to cultural protocols.
- Responds to community needs and helps deliver government priorities including alignment to [Creative Together](#) and the principles of the [Cultural Engagement Framework](#).

#### **STRONG IMPACT - How does your application address this criteria? \***

### Sustainable Value

- Demonstrates value for money, sound governance, and ethical business practices, including paying amounts not less than industry award rates, recommended or agreed minimum rates and adheres to cultural protocols.
- Evidence of partnership capacity with partners including business and government.
- Proposed activity has a strong delivery plan, including understanding potential risks and their management.
- Will contribute to the sustainability and growth of local arts and cultural sector.

#### **SUSTAINABLE VALUE: How does your application address the criteria. \***

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How does your application address the criteria.

## Outcomes

### Table of Evaluation

**This section requires you to explain why this project should be supported? What specific outcomes are you hoping your project will achieve and how will you evaluate these outcomes?** ***Intended Outcomes*** refers to the desired goal or output of your project e.g. Some outcomes could be: skill development, community access, media coverage for your artform, professional development, innovation, new work, quality of life for the community, expected public outcomes that broaden the engagement of Queenslanders in the arts, deepen their cultural experience and diversity of the ways that Queenslanders can participate in the arts and cultural sector. ***Evaluation Method*** refers to the tools and techniques that will be used to capture the outcomes. For example: participant feedback forms, number of participants, personal skill development, media/social media attention etc.

#### Intended Outcomes

#### Evaluation Method of Intended Outcomes


## Supporting Documentation

\* indicates a required field

### Mandatory Uploads

**Please upload a copy of your Resume \***

Attach a file:

**Please upload your Public Liability Insurance (\$20,000,000) \***

Attach a file:

### ICIP

As part of the conditions of funding, Arts Queensland expects that applicants will respect and acknowledge Indigenous Cultural and Intellectual Property (ICIP), gain appropriate

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consent from owners prior to ICIP use and pay for the use of ICIP where appropriate. For more information on ICIP please refer to the Arts Law website's ICIP page. And Creative Australia [Protocols for using First Nations Cultural and Intellectual Property in the Arts](#).

**Does your project contain ICIP? \***

☐ Yes ☐ No

**Is compensation required for the ICIP? \***

☐ Yes ☐ No

If your project contains ICIP this section is mandatory.

Refer to [Protocols for using First Nations Cultural and Intellectual Property in the Arts](#).

Include details of compensation in the ICIP details document if applicable.

**ICIP Details \***

Attach a file:

**ICIP Consent \***

Attach a file:

## Auspice Uploads

**Please upload Auspice Organisation's Certificate of Incorporation. \***

Attach a file:

This could also be alternate documents to confirm they are a not-for-profit, properly constituted incorporated body

**Please upload completed RADF Auspice Form. \***

Attach a file:

This form can be found on Townsville City Council Website

## Optional Uploads

**If you have specified in your application that you have arts or cultural workers being paid to be part of your initiative, you need to include a ONE PAGE ONLY resume of each worker. If an individual resume goes over one page, the assessment panel have the right to refuse to assess it.**

Attach a file:

**Please upload your Project Plan**



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Attach a file:

**Please upload any other supporting documentation/letters**

Attach a file:

This can include copies or links to your previous works here - please combine the files and upload as one document

**Please upload your Health and Safety, Copyright and relevant Licences/Royalties**

Attach a file:

## Statement of Certification

\* indicates a required field

### Certification

I certify that:

- All details provided in this application are true, complete and accurate.
- All associated parties participating in this initiative have agreed that this is an accurate representation of the initiative.

**First Name \***

**Last Name \***

**Position/Title \***