



Regional Arts Development Fund (RADF) 2025-26 Community Grant Application Form

Applicant Name:	
Project Name:	
RADF Community Grant Amount Requested:	

General Instructions

- Please read Mareeba Shire Council's RADF 2025-26 Guidelines for Community Grant Applications that are available on the Council website <https://msc.qld.gov.au/community/grants-sponsorship-and-letters-of-support/regional-arts-development-fund-radf/> before completing the application.
- Return your completed application and support material to Mareeba Shire Council on or before the closing date. Submission details are located at Section 5.

Personal Information Collection Notice

Mareeba Shire Council is collecting your personal information for the purpose of assessing and processing of your application for funding under the Regional Arts Development Fund and if your application is successful, administering the grant funding. If you choose not to provide your personal information, the application may not be progressed. Information will be disclosed to Arts Queensland and where deemed necessary, may be used by Council to contact other agencies to verify their support of and / or involvement in the project. The information may additionally be used for reporting purposes and to support publicising and promoting the objectives of the Regional Arts Development Fund. Your personal information will only be accessed by authorised employees and volunteers of Council and will not be used for any other purpose or disclosed to any other person or entity unless you have given us permission or we are required by law. Please refer to Council's *QPP Privacy Policy* for further information on access or correction of personal information held by Council.



The Regional Arts Development Fund is a partnership between the Queensland Government and Mareeba Shire Council to support local arts and culture in regional Queensland.

Regional Arts Development Fund (RADF) 2025-26 Community Grant Application Form

1. APPLICANT INFORMATION

1.1 APPLICANT DETAILS

Refer to Section 3 of the RADF 2025-26 Community Grant Guidelines

Applicant Type: (please select one)			
<input type="checkbox"/>	An individual	<input type="checkbox"/>	An incorporated not-for-profit organisation
<input type="checkbox"/>	An unincorporated organisation or group	<input type="checkbox"/>	An incorporated for-profit organisation
<input type="checkbox"/>	Other, please specify:		
Applicant Name:			
Contact Person Name:			
Position in Organisation:			
Postal Address:			
Telephone / Mobile:			
Email Address:			

Refer to the Artist Eligibility Checklist in Section 3 RADF 2025-26 Community Grant Guidelines.

Individual Applicants Only – I confirm that I meet at least three of the artistic merits listed in the <i>Artist Eligibility Checklist</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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1.2 AUSTRALIAN BUSINESS NUMBER AND GST REGISTRATION

Refer to Sections 10 & 13 of the RADF 2025-26 Community Grant Guidelines

Do you have an Australian Business Number (ABN):		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes,	ABN:				
Registered Business Name:					
Are you registered for GST:		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Successful applicants who do not have an ABN, will be required to complete a Statement by a Supplier Form.

1.3 RADF GRANT HISTORY

Refer to Sections 3 & 12 of the RADF 2025-26 Community Grant Guidelines

Have you or your group previously applied for a RADF grant?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If successful, have your RADF grants been successfully acquitted?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

2. PROJECT DETAILS

2.1 PROJECT INFORMATION

Refer to Sections 3 & 4 of the RADF 2025-26 Community Grant Guidelines

Project Name:	
Project Brief Description: (Maximum 50 words)	
Total project budget (\$):	
RADF grant requested (\$):	
Project Start Date:	
Project Completion Date:	
In which locations (towns) will the project activities be undertaken?	

2.2 PROJECT TYPE

Refer to Section 5 of the RADF 2025-26 Community Grant Guidelines

Please select one Project Type that best describes the activities to be delivered:			
	Consultation, planning, policy, organisational capacity building		
	Professional skills or career development		Exhibitions and Collections
	Creative workshops		Heritage Protection and Promotion
	Development and promotion of new work		Publications
	Performances		Cultural tourism
	Events and Festivals		Place-making
	Other (please specify):		

2.3 PROJECT DESCRIPTION

Refer to Sections 1-7 & 12 of the RADF 2025-26 Community Grant Guidelines

Please provide a comprehensive description of your project, using the subheadings below: (Maximum 1000 words)
1. Aims and Objectives
2. Activities and Timeframe
3. People Involved in implementing or supporting the project and their role (eg facilitators, volunteers, staff)
4. Participants and / or Audiences
5. Locations
6. Other Project Details
7. Expected Outcomes

2.4 RESPONSE TO RADF OBJECTIVES AND LOCAL PRIORITIES

Refer to Sections 2 & 7 of the RADF 2025-26 Community Grant Guidelines

Which of the general RADF objectives best describes your project? <i>(Select one only)</i>	
<input type="checkbox"/>	Increase access to arts and cultural experiences in regional Queensland
<input type="checkbox"/>	Grow employment and capacity building opportunities for artists across regional Queensland
<input type="checkbox"/>	Deliver against local arts and cultural priorities and promote the value of arts, culture and heritage.
Which of the local RADF priorities best describes your project? <i>(Select one only)</i>	
<input type="checkbox"/>	Development of live events, particularly music and theatre
<input type="checkbox"/>	Development of creative skills development workshops and activities
<input type="checkbox"/>	Increase use of existing facilities and non-traditional spaces for arts activities
<input type="checkbox"/>	Support the development, expansion and sustainability of existing arts activities
<input type="checkbox"/>	Partnerships and collaborations that grow arts initiatives and increase community participation
<input type="checkbox"/>	Improve access to information about arts activities, groups and assets
<input type="checkbox"/>	None of the above
How will your project outcomes support the local RADF priorities or general RADF objectives. <i>(Maximum 300 words).</i>	

2.5 SAFETY AND PERMISSIONS

Refer to Section 12 & 14 of the RADF 2025-26 Community Grant Guidelines

Please outline how you will address risk management, public liability insurance, and obtaining other relevant licences and permissions. Maximum 200 words.

2.6 ACKNOWLEDGEMENT

Refer to Section 15 of the RADF 2025-26 Community Grant Guidelines. Further information is available on Arts Queensland's website <https://www.arts.qld.gov.au/aq-funding/acknowledgement>

Please outline how you will acknowledge the RADF funding towards your project?

2.7 PROJECT REPORTING

Refer to Section 16 of the RADF 2025-26 Community Grant Guidelines

I am confident that if this project is funded by RADF, then I will be able to complete the RADF Project Outcome Report.

Yes

No

2.8 PROJECT BUDGET

Refer to Sections 5,6 and 10 of the RADF 2025-26 Community Grant Guidelines. Add extra rows if required.

1. INCOME		2. EXPENSES	
1A. RADF Grant Requested		2A. Salaries, Fees, Allowances	
RADF grant requested	\$		\$
			\$
			\$
			\$
1B. Cash Contributions from Applicant		2B. Travel / Accommodation / Venue Hire	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
1C. Cash Contributions from Other Sources (Sales, Fees, Grants, Donations)		2C. Materials / Equipment & Other Project Costs	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
1D. In-Kind Contributions (Donations, Voluntary Labour, Discounts)		2D. Administration / Insurance & Permits / Advertising	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
1E. TOTAL INCOME	\$	2E. TOTAL EXPENSES	\$

Please note that 1E. Total Income must equal 2E. Total Expenses

Please list which expenses will be paid from the RADF grant.

3. SUPPORT MATERIAL

Refer to Section 11 of the RADF 2025-26 Community Grant Guidelines

List any support materials that you are including with your application.

4. APPLICANT AGREEMENT

Please read each statement below and sign to confirm your acknowledgement and agreement of these terms:

- If the applicant is a group or organisation, I certify that I have appropriate delegation, as authorised by the applicant, to prepare and submit this application on behalf of the applicant.
- I have read Mareeba Shire Council's *RADF Guidelines for Community Grants Applications 2025-26* and certify to the best of my knowledge the information provided in this form is correct and discloses full and accurate information of proposed income, expenditure and activities.
- I understand that if Mareeba Shire Council approves this grant application, I will be required to accept the conditions of the grant outlined in *MSC Guidelines for Community Grant Applications 2025-26*.
- I understand that Arts Queensland and Mareeba Shire Council acknowledge and agree that Intellectual Property Rights in new material created by RADF program participants, will not transfer to either Arts Queensland or Mareeba Shire Council as a result of this Agreement.
- I agree to grant Arts Queensland and Mareeba Shire Council a paid up, perpetual, royalty-free, non-exclusive, sublicensable, irrevocable and worldwide license to use, copy, crop, publish, communicate and reproduce new material, produced in accordance with the RADF program, for the purposes of publicising the RADF Program and RADF Program outcomes and for meeting reporting and record keeping requirements.
- I understand that use of new material, produced in accordance with the RADF program, by Arts Queensland and Mareeba Shire Council, for the purposes of publicising the RADF Program or promoting Queensland's arts and culture, does not infringe my Moral Rights.
- I understand that Mareeba Shire Council and Arts Queensland will treat all personal information received and collected in accordance with the *Information Privacy Act 2009 (Qld)*.
- I understand that the provisions of the *Right to Information Act 2009* apply to documents in the possession of Arts Queensland and Mareeba Shire Council.

Applicant Name:			
Contact Person Name (if applicable):			
Position in Organisation (if applicable):			
Signature:		Date:	
If you are under 18 years of age your legal guardian must also sign this application			
Name:			
Signature:		Date:	

5. SUBMISSION AND CLOSING DATE

Please submit your completed RADF Application Form to Mareeba Shire Council by **midnight Sunday 31 August 2025**. Applications, including supporting material, may be submitted by one of the following methods:

- Post: Senior Community Services Officer, Mareeba Shire Council, PO Box 154, Mareeba Q 4880
- In person: Mareeba Shire Council, 65 Rankin Street, Mareeba Q 4880
- Email: communitywellbeing@msc.qld.gov.au

For further information please contact Senior Community Services Officer, Mareeba Shire Council:

- Telephone: 1300 308 461 or 4086 4695
- Email: communitywellbeing@msc.qld.gov.au