



Mareeba
SHIRE COUNCIL

**Regional Arts Development Fund
(RADF) 2017-18**

Community Grant Application Form



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

General Instructions

- All applicants requesting RADF funding are required to submit an application on or before the closing date.
- Please read Mareeba Shire Council's RADF 2017-18 Guidelines for Community Grant Applications that are available on the Council website (www.msc.qld.gov.au/grants-and-sponsorship/) before completing the application.
- Mark your response to checklists with an "x" or insert a ✓ symbol.
- Return your completed application and supporting material to Mareeba Shire Council's RADF Officer by post, email or in person. Lodgement details are located at Section 7.

1. Applicant Information

1.1 Applicant Details

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

1.2 Applicant Target Groups

This information is for statistical reporting to Arts Queensland only and will not affect the assessment of your application.

<i>For individual applicants: Do you identify with one or more of the following community groups?</i>	
<i>For groups / organisations: Does your group exist primarily to service one or more of the following community groups? (select all that apply)</i>	
<input type="checkbox"/>	Aboriginal and / or Torres Strait Islander Peoples
<input type="checkbox"/>	Australian South Sea Islander peoples
<input type="checkbox"/>	People from culturally or linguistically diverse background
<input type="checkbox"/>	People with a disability
<input type="checkbox"/>	Children aged 0-11 years
<input type="checkbox"/>	Young People (12-25 years)
<input type="checkbox"/>	Older People (55 years +)
<input type="checkbox"/>	None of the above / organisation does not target specific groups

1.3 Australian Business Number and GST Registration

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

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

Are you registered for GST:		Yes		No
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1.4 RADF Grant History

Have you or your group previously applied for a RADF grant?		Yes		No
If successful, have your RADF grants been successfully acquitted?		Yes		No

2. Project Details

2.1 Project Information

Project Name:	
Project Brief Description:	
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

Please select one Project Type that best describes the activities to be delivered			
<input type="checkbox"/>	Consultation, research, policy development	<input type="checkbox"/>	Performances
<input type="checkbox"/>	Creative development of new work	<input type="checkbox"/>	Place-making
<input type="checkbox"/>	Cultural tourism	<input type="checkbox"/>	Professional or career development activity
<input type="checkbox"/>	Events and Festivals	<input type="checkbox"/>	Publications
<input type="checkbox"/>	Exhibitions and Collections	<input type="checkbox"/>	Workshops
<input type="checkbox"/>	Heritage Protection and Promotion	<input type="checkbox"/>	

2.3 Project Description

<p>Please provide a comprehensive description of your project. You may use the subheadings below. Max 500 words.</p> <ol style="list-style-type: none"> 1. Aims and objectives 2. Activities and timeframe 3. Participants and / or audiences 4. Locations 5. Project Partners 6. Other Project details 7. Expected outcomes

3. Project Reach and Impact

3.1 Community Outcomes

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5.0 Project Viability

5.1 Project Budget

Please refer to the *MSC RADF 2017-18 Guidelines for Community Grant Applications* for instructions on how to complete the Project Budget.

ESTIMATED INCOME	Total \$ Amount	Cash or In-Kind?
Earned Income		
Sponsorship, Donations, Fundraising		
Other Grants		
Other Contributions		
RADF Grant		
Total Income		
ESTIMATED EXPENSES	Total \$ Amount	Cash or In-Kind?
Salaries, Fees, Allowances		
Project or Activity Costs		
Promotion, Documentation, Marketing		
Administration Costs		
Total Expenses		

5.2 Support Material

List all the support materials that you are including with your application to demonstrate support for your project. Please refer to the *MSC RADF 2017-18 Guidelines for Community Grant Applications*

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6.0 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 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 2017-2018.
- I agree to grant Arts Queensland and Mareeba Shire Council an irrevocable, royalty-free licence, to enable Arts Queensland and Mareeba Shire Council, to use work produced in accordance with the RADF Program, for the purposes of publicising the RADF Program or promoting Queensland's arts and culture.
- I understand that use of work 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 Arts Queensland and Mareeba Shire Council acknowledge and agree that Intellectual Property Rights in works created by a RADF recipient will not transfer to either Arts Queensland or Mareeba Shire Council as a result of this Agreement.
- I understand that Mareeba Shire Council and Arts Queensland treat all personal information received and collected in accordance with the *Information Privacy Act 2009*.
- 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.

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

7.0 Lodgement and Closing Date

Please return your completed RADF Application Form to Mareeba Shire Council by **5pm Wednesday 28 February 2018**. Applications, including supporting material may be submitted by one of the following methods:

- Post: RADF Officer, Mareeba Shire Council, PO Box 154, Mareeba Q 4880
- In person: Mareeba Shire Council, Rankin Street, Mareeba Q 4880
- Email: janeh@msc.qld.gov.au

For further information please contact RADF Officer, Mareeba Shire Council:



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