



Mareeba
SHIRE COUNCIL

**Regional Arts Development Fund
(RADF) 2018-19**

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 2018-19 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? 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"/>	Career Stage - Emerging Artist
<input type="checkbox"/>	Career Stage - Established Artist
<input type="checkbox"/>	People who experience disadvantage
<input type="checkbox"/>	None of the above / applicant does not identify with any specific group

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):		Yes	No
If Yes,	ABN:	Registered Business Name:	
Are you registered for GST:		Yes	No

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	
Consultation, research, policy development	Performances
Creative development of new work	Place-making
Cultural tourism	Professional development activity
Events and Festivals	Publications
Exhibitions and Collections	Workshops
Heritage Protection and Promotion	

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

Will your project address any of the following Queensland Government's Objectives for the Community? (Please select one)	
<input type="checkbox"/>	Create jobs in a strong economy
<input type="checkbox"/>	Give all our children a great start
<input type="checkbox"/>	Keep Queenslanders healthy
<input type="checkbox"/>	Keep communities safe
<input type="checkbox"/>	Protect the Great Barrier Reef
<input type="checkbox"/>	Be a responsive Government
<input type="checkbox"/>	Not applicable

3.2 Response to local priorities

Does this project respond to the local priority 'cultural tourism'?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does this project respond to the local priority 'youth engagement'?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does this project respond to the local priority 'public mural partnerships'?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
How will project outcomes support RADF objectives and / or local priorities. (Max 300 words).				

3.3 Targeted Engagement of Participants

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

Will your project target engagement of specific community groups? (select all that apply)	
<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 (0-11 years)
<input type="checkbox"/>	Young People (12-25 years)
<input type="checkbox"/>	Older People (55 years +)
<input type="checkbox"/>	Women
<input type="checkbox"/>	Men
<input type="checkbox"/>	Career Stage - Emerging Artist
<input type="checkbox"/>	Career Stage - Established Artist
<input type="checkbox"/>	People who experience disadvantage
<input type="checkbox"/>	None of the above / project does not target a specific group

4. Project Quality

4.1 Project Evaluation

Please outline how the project will be evaluated, taking into consideration the requirements of the RADF Outcome Report. For example: number of participants, number of audience members, participant feedback and quotes, grant recipient reflections. Max 200 words.

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4.2 Safety and Licensing

Please outline the steps you have or will take to address the issues of workplace health and safety, public liability insurance, copyright and relevant licences and approvals. Max 200 words.

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5.0 Project Viability

5.1 Project Budget

Please refer to the *MSC RADF 2018-19 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 2018-19 Guidelines for Community Grant Applications*

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 2018-2019.
- 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 my 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 Thursday 28 February 2019**. 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