

RADF_IPD Application Form

Form Preview

1. Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the [RADF guidelines](#).

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact **Council's RADF Liaison Officer on 1300 790 919**.

Confirmation of Eligibility

I confirm that the applicant ...

- has read and understands the program guidelines
- is able to demonstrate alignment between their project and the aims of this program
- is a not-for-profit organisation (includes educational institutions such as schools and kindergartens)
- is incorporated, or is auspiced by an incorporated organisation for the purposes of this application
- is located in (and/or supplies services to) **Livingstone Shire**
- is able to demonstrate financial viability
- does not owe any reports or money to **Livingstone Shire Council** as a result of previous funding or grants

Please select below: *

☐ Yes ☐ No

You must confirm that all statements above are true and correct.

2. IPD Applicant Details

* indicates a required field

Applicant Summary

Contact person *

Title First Name Last Name

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This is the person we will correspond with about this grant

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Do you have Australian Citizenship or permanent residency status *

☐ Yes ☐ No

Applicant postal address *

Mobile phone *

Must be an Australian phone number.

Contact person's email address *

This is the address we will use to correspond with you about this grant.

Grant History

Have you received a RADF grant from Livingstone Shire Council before? *

☐ Yes ☐ No

If you were successful has that grant been successfully acquitted? *

☐ Yes ☐ No

Australian Business Number

Do you have an Australian Business Number (ABN)? *

☐ Yes ☐ No

Having an ABN is a prerequisite to apply for a RADF Grant. If you do not have one you will need to appoint an Auspice Organisation or individual who has an ABN to take responsibility for the legal and financial delivery of the project and the grant acquittal.

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.

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Are you registered for GST *

☐ Yes ☐ No

3. Auspiced Application Details

Please Note:

All individuals who do not have an ABN, must nominate an individual with an ABN or incorporated organization to take responsibility for any grant that may be offered.

Only complete this section if you are nominating an accountable organization or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.

Who is your auspicing arrangements with?

☐ an incorporated organisation ☐ an individual with an ABN

Name of Auspicing Organisation / Individual

Organisation Name

Contact person at Auspicing Organisation

Title First Name Last Name

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We may contact this person to verify that this auspicing arrangement is valid and current.

Auspice postal address

Contact person's mobile phone number

Contact person's email address

ABN of auspicing organisation

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)	

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN

4. Project Details

* indicates a required field

Brief Project Description *

This grant will be used towards the costs of

Word count:

Must be no more than 100 words. Summarise who, what, when, where and why are you doing this project. In the event this application is successful, this short description will be used for publicity and reporting purposes.

Artform

What is the main artform category of your project? Please select one only. *

- | | | |
|--|------------------------------------|--------------------------------------|
| ☐ Craft | ☐ Design | ☐ Festivals |
| ☐ Theatre | ☐ New Media | ☐ Visual Arts |
| ☐ Dance | ☐ Music | ☐ Writing |
| ☐ Museums/Collections | | |

At least 1 choice and no more than 1 choice may be selected.

Livingstone Shire Council RADF Priority

Which Livingstone Shire Council RADF Priority are you addressing? *

- ☐ Building local creative leadership
☐ Celebrating our local artists
☐ Building engagement with our local community through arts and culture

You may choose more than one.

Project Timeframe

Your application will not be eligible if your project begins before the grant is approved.

Anticipated start date *

Anticipated end date *

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

What amount of money are you requesting in this RADF application?

*

\$

Must be a dollar amount.

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Please specify the location where you will be undertaking the project. *

Write a description of your activity, why it should be supported and the results you expect. *

Individual Professional Development Objective - for individual professional artists and artworkers living in regional Queensland to attend professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations. RADF grants will support intrastate, interstate and overseas activities.

Assistance is available for up to 65% of the total costs for registration, accommodation and travel to a maximum of \$1000 for activities in Queensland, \$1500 for activities in other states and \$2000 for overseas.

5. Financials

* indicates a required field

Amount Requested from RADF

Total Project Cost

What is the total budgeted cost (dollars) of your project?

IPD Application Budget

The RADF Project Budget is completed on a separate document found here: [Budget Document](#). Once you have completed the budget you upload it below.

- The budget must **BALANCE**
- Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved.
- The amounts requested in Column C (RADF) show how much RADF funding you are seeking for each expenditure item.
- If you **are registered for GST** your expenditure and income should **exclude** GST
- If you **are not registered for GST** your expenditure should **include** the GST

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Note:

- If you **are registered for GST** Council will pay the RADF grant **plus GST**

Upload your IPD Application Budget *

Attach a file:

Upload Quotes *

Attach a file:

6. Statistical Information

* indicates a required field

This information is for statistical use only. It will not affect the assessment of your application. Please help us to improve our services by filling out the questionnaire below.

Do you predominantly identify with any of the community groups below? *

- ☐ Women
- ☐ Men
- ☐ Aboriginal Peoples
- ☐ Torres Strait Islander Peoples
- ☐ Australian South Sea Islander Peoples
- ☐ People from Culturally and Linguistically diverse backgrounds
- ☐ Children and young people (30 years and under)
- ☐ Seniors aged 55 years & over
- ☐ People with a disability

You can choose more than one.

7. Supporting Material

* indicates a required field

All Applicants *

- ☐ Your resume or CV, no longer than one A4 page
- ☐ Written information about the activity, quotes for travel and accommodation

Resume

Attach a file:

Additional Information

Attach a file:

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Declaration and Feedback

* indicates a required field

Certification

I, the undersigned, certify that:

I have read and will abide by the *RADF Guidelines*.

The statements in this application are true and correct to the best of my knowledge, information and belief and the supporting material is my own work or the work of the artists named in the application.

I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Information Privacy and Right to Information.

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested by you in support of your project. By submitting this application you consent to Council publishing your name, the project name, project description and Council's funding contribution.

If your application is successful, the council may disclose the following information to Arts Queensland.

- the information you provide in your grant application
- the amount of funding you receive
- the information you provide in your outcome report and
- text and images relating to your funded activity.

The information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The information may be used by the Council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the information and your contact details may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the information in their Annual Reports or on their websites.

The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*. The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland.

I agree *

☐ Yes

☐ No

Name *

Title

First Name

Last Name

Date *

Declaration by Auspicing Organisation / Individual

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Please note: both the applicant and the Auspicing Organisation / Individual are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to Arts Queensland and Council until all grants have been satisfactorily acquitted.

I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in this application is true and correct.

I agree

☐ Yes ☐ No

Auspicing Organisation/Individual

☐ Organisation ☐ Individual

Organisation name

Contact Name

Title First Name Last Name

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Position

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process: *

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60 minutes

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