

INDIVIDUAL PROFESSIONAL DEVELOPMENT GRANT APPLICATION FORM

This form is for individual emerging or professional artists and arts workers to apply for grants to attend professional development opportunities. Grants will be capped at \$1,000 for activities within Queensland, and up to \$1,500 for interstate or international travel.

This is an Out of Round grant: applications can be made up to eight weeks prior to the activity start date, however complete applications must be received at least six weeks prior to the activity start date. Applicants will be notified of funding decisions within two to four weeks after complete applications are received.

Before completing your application it is essential that you read the RADF Guidelines including the sections 5, 7 and 9:

- Cairns Regional Council Assessment Criteria
- Reporting and acquittal requirements
- Capturing feedback with a public outcome.

Where possible address the assessment criteria as your application will be assessed on how well it meets these criteria.

For enquiries, contact the RADF liaison officer (Council's Arts and Cultural Grants Coordinator) on 07 4032 6603. Email your completed application to - radf@cairns.qld.gov.au.

SECTION 1: APPLICANT DETAILS

1.1 Applicant Details

Title (Mr/Mrs/Ms/Dr etc):		Full Name:			
Postal address:					
Street Address: (or 'as above')					
Suburb:		State:		Post Code:	
Daytime contact number:			Mobile:		
Email:					

1.2 Are you an Australian citizen or permanent resident?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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1.3 Australian Business Number (ABN) details

Will you be responsible for the financial management of the grant if this application is successful? If Yes, fill out section below.		If No, an auspicing body will need to administer the grant on your behalf – (see section 5.3 to provide their details).				
ABN:		GST Registered:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
In what name is the ABN registered?						
Trading name or professional name (if different)?						

1.4 Statistical Information – Do you identify as belonging to any of the groups below?

This information is not used to assess your application. Information provided will be aggregated and used to review the annual program and provide information to Arts Queensland.

Aboriginal/Torres Strait Islander peoples	<input type="checkbox"/>	Person with a disability	<input type="checkbox"/>
Australian South Sea Islander peoples	<input type="checkbox"/>	Older people (55 years or older)	<input type="checkbox"/>
From culturally and linguistically diverse backgrounds	<input type="checkbox"/>	Young Person 12-25	<input type="checkbox"/>

SECTION 2: YOUR ACTIVITY

2.1 Project Summary

Title of proposal:			
Project/Program Description: <i>Provide a brief description of the proposed project/program and its intended outcomes. Note this description will be used in public media releases if successful. Limit your answer to no more than 50 words.</i>			
Funding request: <i>Use whole dollars.</i>		Location of proposed activity:	
Start date: <i>Must be at least six weeks in the future.</i>		Finish date: <i>Must be within 12 months of the start date.</i>	

2.2 What is the predominant art-form of this application? (Please select one only)

Visual Arts, craft and design	<input type="checkbox"/>	Dance	<input type="checkbox"/>
Theatre	<input type="checkbox"/>	Writing	<input type="checkbox"/>
Community Arts and Cultural Development	<input type="checkbox"/>	Music	<input type="checkbox"/>
Museums/Collections/Heritage	<input type="checkbox"/>	Film/Multimedia	<input type="checkbox"/>

2.3 Select type of activities participated in as a part of the funded activity

Community consultation, arts research	<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 career development activity	<input type="checkbox"/>
Events and Festivals	<input type="checkbox"/>	Film/Multimedia	<input type="checkbox"/>
Exhibitions and Collections	<input type="checkbox"/>	Workshops	<input type="checkbox"/>
Heritage protection/promotion	<input type="checkbox"/>	Other (please specify in space below)	<input type="checkbox"/>

2.4 Please describe your activity: (maximum of 150 words)

- What do you plan to do with the funds?

2.5 Please describe: (maximum of 150 words)

- How will these funds benefit you as a professional/or emerging artist?
- Why is this activity a great opportunity for your career development?

2.6 It is compulsory for ALL projects that are requesting RADF funds for activities that have or will lead to a public outcome, to capture audience/participant/partner feedback from your project.

eg exhibitions, events, engagement projects, creative developments, performances, place making projects, publications and public workshops. Briefly describe the process that will be undertaken to capture this feedback? Survey resources are available on Council's [RADF webpage](#).

2.7 Indicate which (if any) of the State priorities are being addressed through the RADF funded activity.

Create jobs in a Strong Economy	<input type="checkbox"/>	Keep communities safe	<input type="checkbox"/>
Give all our children a great start	<input type="checkbox"/>	Protect the Great Barrier Reef	<input type="checkbox"/>
Keep Queenslanders healthy	<input type="checkbox"/>	Be a responsive government	<input type="checkbox"/>
N/A	<input type="checkbox"/>		

2.8 Please supply links to any previous work (if applicable).

SECTION 3: PROJECT BUDGET

3.1 Please complete the budget using the template below to account for all costs of the activity.

- Ensure that your budget estimates are as accurate as possible.
- Indicate how much of the RADF grant will be used for each relevant item in the RADF grant component column.
- Use whole dollar amounts.
- Provide written quotes for all items and services the grant will be used for.
- Please note: If you are *not* GST registered, amounts should *include* GST as this is part of the cost of the project.
- If you *are* GST registered, Council will pay the funds plus GST. Amounts should be *exclusive* of GST if you are registered for GST.

EXPENDITURE description of each item/cost	TOTAL COST of each expense item in Whole \$	RADF Grant Component of each expense item in Whole \$	INCOME includes in-kind contributions and the total RADF grant you are seeking	TOTAL of each income item in Whole \$
Activity costs: (eg conference or workshop fees)			Applicant contribution: (cash)	
Travel costs to and from activity:			Other grant income:	
Accommodation:			Other contributions or in-kind support:	
Other costs: (eg admin, phone, internet)			Other income:	
TOTAL RADF GRANT COMPONENT of project:			RADF GRANT (copy from left):	
TOTAL EXPENDITURE of project:			TOTAL INCOME of project:	

SECTION 4: SUPPORT MATERIAL

4.1 Please include the following documents in support of your application.

- Your CV (maximum of one A4 page)
- Written quotes for items or services the grant will be used for
- Your completed *Eligibility Checklist* attached to the end of this form (plus any others that may be required)
- Evidence of previous work (included as attachments or links)
- Evidence of support for proposal ie letter of support, confirmation of activity (if applicable).

SECTION 5: CERTIFICATION

5.1 Information Privacy and Right to Information

(All Applicants)

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 from other funding agencies in support of your project.

If your application is successful, the Council may disclose the following information to Arts Queensland:

- The information you provide in your grants 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.

5.2 Signature - Applicant

I, the undersigned, certify that:

- I have read and I will abide by the Cairns Regional Council Regional Arts Development Fund Guidelines.
- The statements in this application are true and correct to the best of my knowledge, information and belief. The supporting material is my own work or the work of the artists named in this application.
- I have read and understood the Information Privacy and Right to Information Statement and agree to the use and disclosure of information as outlined in the Statement.

Signature: (place a copy of signature in the field or provide a signed copy of this page)

Date:

Name in Full:

Parent/Guardian: (if applicant is under 18)

5.3 Signature - Auspicing Agent

Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the activity. Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants. 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.

Signature: (place a copy of signature in the field or provide a signed copy of this page)

Date:

Name of Auspicing Body:

ABN:

GST Registered:

YES

NO

In what name is the ABN registered?

Trading name or professional name (if different)?

Contact person's name in full:

Position in group or organisation:

Eligibility Checklist: Professional/Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required or download a copy from the Cairns Regional Council web page.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick any *three* or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a *minimum of three* of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact the RADF liaison officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artswoker NAME:

Please tick the following artistic merits that apply to you:

- I have professional arts and/or cultural qualifications.
- I have an Australian Business Number (ABN).
- I have devoted significant time to arts practice.
- I have been recognised as a professional by peers.
- I have held public exhibitions or given public performances (not as part of a competition).
- I have work held in public collections.
- I have won important national and/or international prizes or awards.
- I have held public discussions and/or have had articles written about my work.
- I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.
- I am a member of a professional association (or associations) as a professional artist.

Name/s of association/s:

- I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.
- I am an artist whose artistic or cultural knowledge has developed through oral traditions.