

City of the Arts Hero Project Application - Cairns Regional Council and Regional Arts Development Fund

You can preview the full form by clicking on this link.



IMPORTANT NOTES

If you are experiencing access issues with this form, please contact the RADF liaison on radf@cairns.qld.gov.au or 4032 6603 for support.

The first step in applying for this grant is to make contact with Council's RADF Liaison officer to discuss your project. Please make sure you do this before you fill in the application form. It is recommended that this contact is made at least 10 business days before the application closing date, to allow for any advice provided to be acted upon.

Email radf@cairns.qld.gov.au

Phone – 4032 6603

Cairns Regional Council RADF City of the Arts Hero Project will provide funds for one large-scale, high-calibre project, defined below. Applications are open to individuals, organisations or creative collaborators who have a solid, professional track record and can show significant investment from other funding sources.

- Applicants can apply for up to \$25,000.
- Only one grant will be awarded per year.
- The grant round opens in April 2023
- Projects must start after 10 July 2023 and be completed within 12 months of the issue of the grant.

Please read the following documents and guidelines and keep them in mind as you fill in your application:

- Read the Cairns Regional Council [RADF Guidelines \(https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines\)](https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines).

All applications are assessed on merit and the proposal's ability to align with Council's key arts and cultural priorities, which are outlined in the Cairns Regional Council's Strategy for Culture and the Arts 2022 (https://www.cairns.qld.gov.au/__data/assets/pdf_file/0011/237476/StrategyForCultureArts2022-Adopted.pdf). If your project includes the participation of young people, you may refer to Cairns Regional Council's Strategy for

Young Creatives (https://www.cairns.qld.gov.au/__data/assets/pdf_file/0010/367813/LIVE-6381637-v5-YoungCreativesStrategyV5__pdf__FINAL_3_August_2020.PDF). If your project includes people with disabilities, you may refer to Cairns Regional Council's Arts and Disability Strategy (https://www.cairns.qld.gov.au/__data/assets/pdf_file/0011/367814/LIVE-6381622-v4-Arts-Disability_Strategy_pdf_FINAL_30_July_2020.PDF).

Committee decisions will also be based on the following assessment criteria which address Arts Queensland's RADF Key Performance Outcomes.

Make sure you address the assessment criteria, as your application will be assessed on how well it meets these. The criteria are weighted equally, at 25% each.

For enquiries, contact the RADF liaison officer using the details above.

IMPACT (25%)	<ul style="list-style-type: none"> The application's ability to support local employment and to build the capacity of the local arts sector through investment in cultural infrastructure and/or community programs.
REACH (25%)	<ul style="list-style-type: none"> Evidence of delivering inclusive, integrated and culturally sensitive programs to diverse audiences, participants and communities, or to a specific target group. Evidence of local demand and need for proposed activity.
QUALITY (25%)	<ul style="list-style-type: none"> Evidence of artistic merit. How well the project contributes to meeting Council's local arts and cultural priorities. Evidence of benefits to the local community and/or its ability to provide leadership and guidance for the arts and cultural sector. How well the activity develops a shared narrative and promotes the collective appeal of our arts and culture to the world.
VIABILITY (25%)	<ul style="list-style-type: none"> Evidence of initiating a collaborative partnership approach to the delivery of arts and cultural Services. Evidence of adequate planning and value for money. Evidence of adequate consideration towards health and safety, copyright, protocols, insurance and required licenses. Where applicable, does the application provide evidence of "where to from here" to indicate the sustainability of the project.

Please note:

If you are successful in your application, you will be required to complete an Outcome Report within eight weeks of completion of your activity.

To complete this application you will need to obtain:

- Letters of support from: groups/individuals who will benefit; project partners; a community elder; workshop leader; gallery owner, etc
- Official quotes from: businesses, tradespeople, publishers, etc as indicated in your RADF budget.
- Each artist who will be receiving RADF support must also supply a CV and complete an Eligibility Checklist.
- A public liability insurance certificate will also be required if your project is a public event.

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

You can save this form at any time to complete later. The 'Save and complete later' option is at the end of each page. The form will automatically save your progress when you move between pages.

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SECTION 1 - Am I eligible for this grant?

Eligibility checklist: Professional / Emerging Professional Artists

First of all, let's check your eligibility to apply for this grant.

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.

Please note: A separate Eligibility Checklist must be completed by **each artist** who will be paid salaries, fees or allowances from this RADF grant. Each collaborating artist must also meet the eligibility requirements and provide CV and documentation. You will be able to supply this information later in the form.

Artist or arts worker name

Please tick the artistic merits that apply to you

- I have a professional arts and/ or cultural qualification
- 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 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 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
- I am a member of a professional association (or associations) as a professional artist

If you do not fit the criteria as a professional artist or emerging professional, you are welcome to contact the RADF liaison officer to discuss alternative funding sources to support your arts activity/project, instead of filling in this form.

Email - radf@ Cairns.qld.gov.au

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SECTION 2: Application contact person

Please provide details of the main contact person for official correspondence and authority. This is the person who is authorised on behalf of the organisation to sign the contract and the Statutory Declaration.

Title

Full name

Street address

Suburb

State

Postcode

Daytime phone number

Mobile phone number

Email Address

Website (if applicable)

Statistical information

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

Gender

Do you or your group/organisation identify as belonging to any of the groups?

- Aboriginal/ Torres Strait Islander peoples
- People with a disability
- Australian South Sea Islander peoples
- Older people (55+)
- From culturally and linguistically diverse backgrounds
- Young people (12-25)

If you are an individual applicant, do you personally identify as belonging to any of the groups below? If you are a group/organisational applicant, does your group/organisation primarily exist for any of the groups below? (Tick only those that apply)

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SECTION 3 - Project overview

Proposed title of project/ program

Project/Program Description

Provide a brief description of the proposed project/program and its intended outcomes. Limit your answer to no more than 300 characters (including spaces). The form will not allow you to exceed this limit. Please note that this description will be used in public media releases if successful.

Total cost of project

Use whole dollars.

Funding request amount

Use whole dollars. Maximum \$25,000

Location of proposed activity

Please include town, city

Start date

Projects must not commence before 10 July 2023

End date

Must be within 12 months of the start date.

RADF Grant History

Have you or has your group/ organisation previously applied for a RADF Grant?

- Yes
 No

Applicant type

Are you applying as:

- An individual
 A group, collective or unincorporated body
 An organisation

Choose one only

Clarification of terms:

- **Group/ unincorporated body** includes collectives or cooperatives from community groups or groups of artists. These groups are not incorporated but must be auspiced by an incorporated organisation or an individual with an ABN to receive this grant. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.
- **(Incorporated) organisations** include arts and cultural not-for-profit organisations that are either based in the Cairns region or able to demonstrate that their project will directly benefit Cairns arts and culture. Organisations must be registered under law as either incorporated associations or a company limited by guarantee.

Australian Business Number (ABN) details

Will you be responsible for the financial management of the grant if this application is successful?

- Yes
 No

Note: If you are **not** responsible for the financial management of the grant, you will need to obtain the signature of an auspicing body to administer the grant on your behalf. This can be done online within this form.

Signature of auspicing agent



Draw signature | Type signature

[Clear](#)

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SECTION 4: Project details

Select the type of activities that will form part of the funded activity. You may choose more than one. *

- Community consultation or arts research
- Creative development of new work
- Cultural tourism
- Events and festivals
- Exhibitions and collections
- Heritage protection/ promotion
- Performances
- Placemaking
- Professional career development activity
- Publications
- Workshops
- Other

What is the primary artform of the project? You may choose more than one. *

- Visual arts, craft and design
- Theatre
- Community arts/ cultural development
- Museums/ Collections/ Heritage
- Dance
- Writing
- Music
- Film/ Multimedia

Expected participants and audience

Number of volunteers who will be involved

This includes artists, professionals, community members, elders etc who will be donating their time

Number of participants expected

This includes people who are actively engaged in the arts activities - e.g. workshop participants

Total audience numbers expected

Audience members have a passive engagement e.g. people attending an exhibition, performance, event. (Please note that this does NOT include viewers on television, Youtube, Facebook or radio audiences.)

Is your project aimed at a specific community or group as participants or audience members? (e.g. Specific age, cultural, gender or disability group)

- Yes
- No

Objectives and rationale

Provide a clear description of the rationale and objectives of your project. When answering the questions in this section, please refer to the assessment criteria in the [Cairns Regional Council RADF guidelines](https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines) (<https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines>).

Maximum 600 characters for each answer, including spaces. The forms will not allow you to exceed this limit.

What do you want to achieve?

Maximum 600 characters, including spaces. (Approx 100 words). The form will not allow you to exceed this limit.

Why do you want to achieve this?

Maximum 600 characters, including spaces. (Approx 100 words). The form will not allow you to exceed this limit.

How will you achieve this?

Maximum 600 characters, including spaces. (Approx 100 words). The form will not allow you to exceed this limit.

Who will you work with to achieve this?

Maximum 600 characters, including spaces. (Approx 100 words). The form will not allow you to exceed this limit.

Please describe and detail your previous creative initiatives

Maximum 600 characters, including spaces. (Approx 100 words). The form will not allow you to exceed this limit.

Please provide details of any previous large-scale funding you have received.

Maximum 600 characters, including spaces. (Approx 100 words). The form will not allow you to exceed this limit.

Provide details of investment/ partnerships from other funding sources that will support this project.

Maximum 600 characters, including spaces. (Approx 100 words). The form will not allow you to exceed this limit.

Impact and outcomes

How will this project/program benefit you, your community or artists/cultural workers?

Maximum 900 characters, including spaces. The form will not allow you to exceed this limit. Refer to assessment criteria and briefly describe the results you expect from the project. Please demonstrate the level to which the project will deliver multiple and/or short/longer term outcomes. E.g. improves professional development; increases employment opportunities; builds capacity of the sector; conveys a sense of community belonging/creates social cohesion; increases tourism opportunities etc.

Describe how your project will nurture cross sector and cross art-form collaboration

Maximum 900 characters, including spaces. The form will not allow you to exceed this limit. Refer to assessment criteria.

Demonstrate how your project will be of an exceptional standard and/ or have appeal to a broad section of the community.

Maximum 900 characters, including spaces. The form will not allow you to exceed this limit. Refer to assessment criteria.

Describe how your project will build and promote Cairns' reputation as a vibrant and creative city of the arts.

Maximum 900 characters, including spaces. The form will not allow you to exceed this limit. Refer to assessment criteria.

Describe how your project will create strong legacies for those engaged in the project and foster long-term and positive outcomes?

Maximum 900 characters, including spaces. The form will not allow you to exceed this limit. Refer to assessment criteria.

Project plan

The project plan should be as comprehensive as possible and in line with the size and nature of your project. These activities may be implemented concurrently. Activities may include meetings, booking venue, rehearsals, marketing strategy, open exhibition etc.

Please note:

- a lack of detail provided may affect the success of your application.
- the start date for your project must not be earlier than 10 July, 2023
- please list in order of commencement
- your final activity **MUST** be delivery of the RADF Outcome Report, which must be received no later than eight weeks after the project finish date.

Stage of project and start date

e.g. Stage 1: Planning

Activities

What activities make up this stage, e.g. rehearsals, script completed, posters printed, artists contracted?

Expected start date

When will this stage of the project commence?

Expected completion date

When will this stage of the project be completed?

Add a new project stage

What process will you undertake to capture feedback on your project

Maximum 900 characters, including spaces. The form will not allow you to exceed this limit. Please note that 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. e.g, exhibitions, events, engagement projects, creative developments, performances, placemaking projects, publications and public workshops. Survey resources are available on [Council's RADF webpage](https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines) (<https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines>).

What steps have you taken to address the issues of workplace health and safety, public liability insurance, copyright and relevant licenses.

Maximum 900 characters, including spaces. The form will not allow you to exceed this limit. Applicants who plan to deliver a project/activity in a place where the public attend or that is accessible to the public, must provide evidence of public liability insurance for a minimum of five million dollars for any one occurrence for duration of the project/activity.

Indicate which (if any) of the state priorities are being addressed through RADF funded activity. You may choose more than one.

- Elevate First Nations arts
- Activate Queensland's local places and global digital spaces
- Drive social change across the state
- Strengthen Queensland communities
- Share our stories and celebrate our storytellers
- Not applicable

Does your project align with any of the Cairns Regional Council Arts and Cultural priorities? You may choose more than one.

- Infrastructure, resources and skills that support and stimulate the cultural and creative life of our community.
- Culture, heritage and place are valued, shared, celebrated and promoted.
- A robust cultural economy fuelled by an international reputation as a tropical, cultural and creative hub.

You can find more information about the Arts and Cultural priorities in the [Cairns Regional Council Strategy for Culture and the Arts 2022](#)

(https://www.cairns.qld.gov.au/_data/assets/pdf_file/0011/237476/StrategyForCultureArts2022-Adopted.pdf). You might also want to refer to the [RADF Guidelines](https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines) (<https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines>).

Other grant support

Will you also be applying for in-kind assistance through a Cairns Regional Council Arts and Cultural Assistance Grant *

- Yes
 No

*More informaton about Council's Arts and Cultural Assistance grants.
(<https://www.cairns.qld.gov.au/online/apply/grants>)*

If you answered 'yes', please add the details below of the assistance you have sought (i.e. which venues and resources have you applied for?)

Assistance sought through grant

Total cost of item

Add another listing

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SECTION 5: Partnerships, collaborators and contractors

Partnership contributions to project

A partner is an individual or business or organisation who provides assistance or in-kind services (in all shapes and forms) that enables the successful delivery of a project, program or activity. If your RADF project will engage local partners, please list all of them here.

Name of partner

Sector (e.g. arts, business)

Type of partnership

Partnership value (whole \$)

Add more partnership details

Technical and non-arts contractors to be involved in project

Where you are outsourcing works to an external party (non-arts based) such as a consultant/contractor, indicate who you intend to engage and what their tasks will be

e.g. Website designer, theatre technicians, picture framer, printing services, book editor etc.

Name

Tasks to be performed

Role or position in the project

\$ value of contract

Add another contract listing

Artists and arts workers to be engaged in the RADF grant

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rates of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget.

Each artist who will be paid through your grant must also:

- meet eligibility requirements,
- provide a one-page CV, and
- confirm their availability and payment agreement in writing.

Eligibility Requirements Checklist

The artist must meet at least three of the requirements listed below.

The artist has:

1. A professional arts and/ or cultural qualification
2. An Australian Business Number (ABN)
3. Devoted significant time to arts practice
4. Been recognised as a professional by peers
5. Held public exhibitions or given public performances (not as part of a competition)
6. Work held in public collections
7. Won important national and/ or international prizes or awards
8. Held public discussions and/ or had articles written about my work
9. Been commissioned or employed on the basis of art skills and/ or earning income from sales of art work
10. Artistic or cultural knowledge has been recognised as professional by peers or the cultural community
11. Artistic or cultural knowledge has developed through oral traditions
12. Member of a professional association (or associations) as a professional artist.

List all paid artists and arts workers here

Artist/Org. name *

Role in project *

Eligibility *

Please use the Eligibility Requirements Checklist above to indicate the professional attributes of this artist (e.g. no. 3, 6 and 9).

Pay rate *

e.g. \$ per hour or \$ per week

Total fee (whole \$) *

RADF-funded amount *

Add another arts contractor

Total salaries, fees and allowances *

Please calculate the total fees.

Total RADF amount to be funded to artists and arts workers *

Please add all figures in the column: Amount to be funded by RADF

Artist CVs

Each CV must be one A4 page maximum. Please upload all of your collaborating artist CVs as a single file.

Artist written confirmations

Please upload written confirmation from the artist, confirming their availability and payment agreement. Combine all files into a single document and ensure the artist name is on each document.

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SECTION 6 - Project budget

Please [download this fillable PDF budget template document](https://www.cairns.qld.gov.au/data/assets/pdf_file/0019/504460/RADF-Budget.pdf?bustCache=43369220) (https://www.cairns.qld.gov.au/data/assets/pdf_file/0019/504460/RADF-Budget.pdf?bustCache=43369220) to your computer.

If the PDF form presents barriers to accessibility for you, please contact the RADF liaison officer on 07 4032 6603 or radf@ Cairns.qld.gov.au

You will need to

- fill it in
- save the completed form to your desktop
- upload the document below in Section 7 in the dedicated 'Project Budget' field.

Instructions for using the template 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.
- The form automatically calculates your income and expenditure as you go. Subtotal F (RADF funding request) is calculated automatically.

- You must submit a balanced budget - Total Income and Total Expenditure must be the same.
- Ensure that "in kind" contributions are included as an income source and as expenditure. You can find an explanation of "in kind" contributions and how to include them in a budget [here](https://www.vic.gov.au/grants-understanding-kind-contributions) (<https://www.vic.gov.au/grants-understanding-kind-contributions>).

Budget notes

Please outline any information that will assist to clarify or justify the costs calculated in your budget. Include the name of the funding program and notification date (or if already confirmed) of any funding you have applied for and included in your budget. If the budget form has insufficient fields to include all details, for example a breakdown of fees, include those details here.

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SECTION 7 - Supporting material

Please note:

- Letters of support must include contact details of the author.
- All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.
- Excessive support material will not be read by assessors and as such, excluded from assessment.
- For audit purposes, Cairns Regional Council is required to retain a copy of the support material supplied by applicants.

Upload your project budget here *

Applicants are encouraged to use the provided budget template from Section 6.

Written quotes for all items, wages and fees being paid for by RADF funding *

Please combine all quotes into a single document. Quotes may take the form of letters, emails, or screenshots of items to be purchased online.

Organisation/ Applicant CV *

Maximum of one A4 page

Evidence of previous work

Please combine into a single document. Examples of previous works must demonstrate the quality of the event, artwork, cultural workers or artists involved in the project/program, with relevance to the project being applied for. Provide links to large files, video or imagery. Assessors will view a maximum of 10 minutes of video or audio material,

up to 5 images and up to 3 web pages or pages of written material. If your material exceeds these limits, please refer the panel to specific sections that conform to these limits.

Letters of support

Please combine all materials into a single document. Include up to three letters of support from individuals or organisations in your area of practice that provide relevant comment in support of your application.

Letters of interest and confirmation

Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product. If the application includes a public outcome, confirmation of presenting venue or platform must be provided here.

Evidence of protocols followed

If you are working with or for specific community groups, you must obtain support and confirmation of involvement from the relevant communities and organisations, e.g. Aboriginal people; Torres Strait Islander people; people from culturally and linguistically diverse backgrounds; people with disability; children or young people.

Confirmation of significant partnerships and support

Confirmation of significant partnerships. This demonstrates community support and demand for your project/program. This may include confirmation of in kind or cash support.

Submit an introduction video link

If you would like to address the panel directly, by telling them about yourself and/or your project, we welcome you to do this here. Please record a short video (up to 3 minutes), upload the video to an online platform of your choice (e.g. Youtube or Vimeo) and submit the video link here. This is optional.

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SECTION 8 - Terms and conditions

- I have read and I/my organisation will abide by the [Cairns Regional Council Regional Arts Development Fund Guidelines \(https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-guidelines\)](https://www.cairns.qld.gov.au/experience-cairns/arts-and-culture/creative-opportunity/regional-arts-development-fund/radf-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. *

Please verify *



I'm not a robot

reCAPTCHA
[Privacy](#) - [Terms](#)

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Submit

[Save and Complete Later](#)