

Application Form - RADF Creative City Grant 2024/25

Form Preview

Introduction

* indicates a required field

Introduction

Before starting this application please read the [Regional Arts Development Fund Grant Program Guidelines](#). You will also need to refer to these guidelines while completing the form. Successful applicants will be required to agree to Council's Funding [Terms and Conditions](#).

Most fields in this form are mandatory and if not completed your form will not be able to be submitted. An error message will indicate which questions require completion. If you don't include all information requested the application may be ineligible.

TABLES: This form requires you to enter information into tables. If you require more rows in the table, click the add more button. If you add more rows than you need please ensure you remove these before submitting.

ATTACHMENTS: All support material that you upload to this application must be clearly labelled to ensure it is easy to locate, open and view.

SAVE PROGRESS: your application is not saved until you click the 'save progress' button. Please regularly save your application.

If you have any questions while completing this application form contact the RADF Grants Officer on (07) 3205 0555 or at grants@moretonbay.qld.gov.au.

PRIVACY NOTICE: City of Moreton Bay is collecting your personal information for the purpose of assessing your funding application and/or finalising your funding application requirements. Council will use your personal information to update Council's customer information records and to contact you about other functions and services of Council. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Confirmation of Eligibility

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. Before proceeding, please confirm that you (the individual or organisation) agree to the following:

All applicants:

- I / we have read and understood the [Regional Arts Development Fund Grant Program Guidelines](#)
- I / we have no overdue grant acquittals or debts to Council

Organisations only:

- We are an eligible organisation type (as described on page 5 of the Guidelines)
- We have \$20 million Public Liability Insurance.
- This application has been discussed with, and has the support of, our management committee.

Individual applicants only:

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- I am an emerging or established artist or creative practitioner with Australian citizenship or permanent residency status
- I have an active Australian Business Number (ABN) as individual/ sole trader
- I reside in City of Moreton Bay, or can demonstrate this project will directly benefit arts, culture and/or heritage within the City of Moreton Bay
- I have adequate public liability insurance (only required for projects that engage with the public)

The statements above are true and correct *

☐ Yes

If you are unable to agree to the above statements, you are not eligible for this grant.

Contact details

* indicates a required field

Applicant Details

What type of applicant are you? *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

Must be the title of the legal entity

Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

If entering a PO Box address, start by typing in the PO Box, click "Can't find your address?" and then manually enter the postal address.

Website

If applicable

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What is your organisation type? *

- ☐ Incorporated not-for-profit
- ☐ Company limited by guarantee and endorsed as a charity
- ☐ Unincorporated organisation (select this if you are being auspiced)

Refer to page 5 of the [RADF Grant Program Guidelines](#) to ensure your business type is not excluded from applying to RADF.

Auspicing Organisation Details

Unincorporated community organisations may apply for a RADF grant through an auspice. The auspice organisation is not responsible for the artistic direction or quality of the project. Auspiced applicants must include a letter or email from the auspicing organisation confirming their support for the application and willingness to auspice the grant.

Auspice Organisation Name *

Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

If entering a PO Box address, start by typing in the PO Box, click "Can't find your address?" and then manually enter the postal address.

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

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ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Please check that your [ABN](#) details are correct e.g. ABN name and GST status. You will need to contact the [Australian Business Register \(ABR\)](#) if you need to change your ABN details.

Auspice Contact Person *

First Name

Last Name

Position in Organisation *

If applicable

Phone Number *

Must be an Australian phone number.
Including area code.

Email *

Where possible, please provide an organisational address (e.g. president@yourclub.com.au) rather than a personal address.

Auspiced applicants must include a letter or email from the auspicing organisation confirming their support for the application and willingness to auspice the grant. Upload the letter or email from your auspice here. *

Attach a file:

Upload your letter here.

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

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ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Please check that your [ABN](#) details are correct e.g. ABN name and GST status. You will need to contact the [Australian Business Register \(ABR\)](#) if you need to change your ABN details.

Phone Number *

Must be an Australian phone number.
Including area code.

Email *

Must be an email address.

Contact person for this application

Contact Person *

First Name

Last Name

Position in Organisation *

Organisation Description *

Word count:

Must be no more than 30 words.

Phone Number *

Must be an Australian phone number.
Including area code.

Email *

Where possible, provide an organisational address (e.g. [president@yourclub.com.au](#)) rather than a personal address.

Applicant eligibility

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* indicates a required field

Individual Applicant Eligibility

Individual RADF applicants must nominate their career stage and provide support material (CV and examples of their work) that aligns with the career stage selected.

What is your career stage *

- ☐ Emerging artist / creative practitioner
- ☐ Established artist / creative practitioner

If unsure, refer to the Definitions (for emerging and established artists) on page 14 of the [Guidelines](#).

Upload your CV here

Attach a file:

Upload examples of your work here (no more than three examples)

Attach a file:

OR, if not uploading files, paste links to online examples of your work, and your CV / creative profile, here.

Must be a URL

Will this project engage with the public?

- ☐ Yes
- ☐ No

Current Public Liability Insurance Certificate *

Attach a file:

Minimum of \$20 million required. For short term projects, a Certificate of Currency will be required prior to the commencement date.

Date of expiry of insurance cover *

Must be a date.

Financial Statements

Upload your organisations (or Auspice Organisation, if being auspiced) most recent Audited or Verified Financial Statements *

Attach a file:

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Financial statements should be no more than 18 months old and include the following:

- Profit and loss statement (for income and expenditure);
- Balance sheet (for assets and liabilities); and
- A copy of the signed audit report or verification statement from your accountant, auditor or verifier (the type of report will depend on the size of your association).

To find out more about annual reporting requirements, visit the Queensland Government's [Preparing your association's annual financial report webpage](#).

Project details

* indicates a required field

Project Title *

Word count:

This should be short but descriptive (max.10 words).

Project pitch *

Word count:

This should be a succinct summary of the project you are seeking this grant for (max. 50 words).

Detailed project description *

Word count:

What exactly are you planning to do and why?

Where will this project take place? *

This could be a region, suburb or intended venue.

How will this project benefit City of Moreton Bay's creative sector and / or the community? *

Word count:

(max 200 words)

Project start date *

Refer to page 8 of the [Guidelines](#) to ensure your project dates are eligible.

Project end date *

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Creative City projects must be completed within 12 months of the round start date.

Upload your Letter/s of Support for this project. *

Attach a file:

Letters of Support must be dated, include the contact details of the author, and specifically reference the project you are seeking funding for. Refer to the definition (for Letters of Support) on page 14 of the [RADF Grant Program Guidelines](#) for more information.

Will this project engage with, or seek to engage with, Traditional Owners and / or other First Nations peoples? *

- ☐ Yes
☐ No

How do you propose to manage this, and who are you liaising with? *

Attach a Letter of Support from the Traditional Owners and / or other First Nations peoples. *

Attach a file:

Emerging artists must demonstrate that they are working, or engaging with, an industry professional/s in the delivery of their project. What engagement with industry professional/s, are you undertaking as part of this project to ensure its success? *

Word count:

Describe the involvement of your industry professional and provide their CV and Letter of Confirmation. Relevant weblinks can be included here (max 200 words).

Upload their CV and Letter of Confirmation here.

Attach a file:

Support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.

Project Plan

List each stage of the project from start to finish and estimate their completion dates.

- Use the 'Add More' button to add new rows.
- Use the + / - buttons to insert or remove rows.

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Stage	Completion Date	Notes
E.g. event promotion or booking venue.	When will this stage be completed?	Add explanatory notes if required

Project risks

Thinking about project risks and challenges helps you plan for the unexpected and ensure a successful outcome.

Describe any / all of your projects risks and / or challenges *

You need to identify at least one project risk. This might include unavailability of venues or key personal, unexpected expenses, injury or illness, bad weather or supplier delays etc.

Describe what you will do to address these risks or challenges *

This might include undercover venues, alternate financial support or income streams, access to more volunteers or alternate collaborators or suppliers.

Project outcomes

What specific outcomes will this project achieve?

OUTCOMES - This includes short term outcomes (for example: the number of participants / viewers / attendees, creation of three new songs, audience satisfaction etc) as well as longer-term outcomes i.e., changes that occur as a result of the project (for example: increased skills, increase demand, new creative collaborations, or new market opportunities etc).

MEASUREMENT - the tools and techniques used to collect data to show these outcomes have been achieved (for example: participant feedback, audience surveys, reviews, ticket or product sales, webpage traffic / analytics, media/social media attention etc).

Outcome	Measurement
List each outcome on a different row.	How will you collect data to show this outcome has been achieved?

Project benefits

* indicates a required field

Which strategic priority (from the Creative Communities Action Plan) does this project most strongly align to? *

- ☐ Support First Nations peoples' traditional and contemporary arts and culture across the region.
- ☐ Provide opportunities and pathways for local artists, writers and creative practitioners from a range of disciplines.
- ☐ Grow opportunities for residents and visitors to experience and participate in arts and culture in their everyday lives.

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- ☐ Grow a creative economy through the development of new creative experiences and new audiences to the region.
- ☐ Deliver initiatives that activate the region's local stories, culture and heritage.

PROJECT ALIGNMENT - Outline how this project aligns with the strategic priority selected above *

Word count:
(max 200 words)

ACKNOWLEDGEMENT - How and where will you acknowledge Council and Arts Queensland for the grant? *

Word count:
For example: social media post, written acknowledgement in a program or announcement at a live performance (max 50 words)

Focusing on inclusion

City of Moreton Bay is committed to being more inclusive of all people, particularly those from under-engaged and / or under-represented groups in our communities.

Are you, or will your project SPECIFICALLY engage with, or include, people from any of these groups? (This question is for reporting purposes only) *

- | | |
|--|--|
| <input type="checkbox"/> Aboriginal and Torres Strait Islander peoples | <input type="checkbox"/> Women and girls |
| <input type="checkbox"/> Culturally and Linguistically Diverse peoples | <input type="checkbox"/> Young people |
| <input type="checkbox"/> People with disability | <input type="checkbox"/> Older people |
| <input type="checkbox"/> People who identify as LGBTQIA+ | <input type="checkbox"/> None of these |
- No more than 3 choices may be selected

Outline how the project will support you, or engage with and / or include these people?

Project budget

Project Income

Refer to page 7 of the [RADF Grant Program Guidelines](#) for grant amount available and co-contribution requirements.

INCOME SOURCES: Include all sources of income and indicate if the amounts are confirmed or unconfirmed. Income may include; other grants, sales, own funds, or in-

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kind contributions such as venue hire, artist contributions or professional services such as marketing.

CO-CONTRIBUTION: If your grant request is greater than \$7,000 the required cash co-contribution amount must be confirmed.

Description of income item Confirmed?		Amount - Column A
RADF Grant	Yes	
	No	

Project Expenditure

Refer to pages 7 and 9 of the [RADF Grant Program Guidelines](#) to ensure your expenditure items are eligible under this grant.

EXPENDITURE: List each item on a separate line. This includes fees for each artist /creative practitioner and/ or cultural worker being paid by the grant.

QUOTES: Attach a quote (GST inclusive) for each item. Quotes must be from a supplier that can issue a receipt for their goods and / or services. Expenditure items without quotes will be ineligible. Quotes for artist fees should include details of the services being delivered or breakdown of how the quoted time is being utilised toward the proposed project. See page 13 of the Guidelines for more on Artist Fees.

Description of expenditure item	Total cost of this item - Column B	Portion (of this item) being covered by the grant - Column C	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
e.g. Artist fees -Julian			

Budget totals

BALANCED TOTALS: Ensure that your budget is balanced. This means that the TOTAL PROJECT INCOME (Column A) is the same as the TOTAL PROJECT EXPENDITURE (Column B).

GRANT REQUEST: ensure that GRANT AMOUNT REQUESTED (Column C) is the same as the 'RADF Grant' amount in the income table and does not exceed \$12,000 (the maximum grant amount available).

Total Project Income - Column A

\$

Amount is automatically calculated.

Total Project Expenditure - Column B

\$

Amount is automatically calculated.

Income - Expenditure

This number/amount is calculated.
This must be zero.

Grant Amount Requested - Column C

\$

Amount is automatically calculated. If successful, your GST registration status will not impact the total grant amount paid.

Additional information

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Additional information (this section is optional)

Is there anything else you want to tell us (or attach) that will help to explain your project, or support this application? This could include; the CV of other artists or creatives being paid by the grant, letters of confirmation, project budgets or briefs etc.

All support material must be clearly labelled to ensure it is easy for assessors to locate, open and read.

Upload additional information here.

Attach a file:

Tell us something, or paste links here.

Declaration and feedback

* indicates a required field

Applicant Declaration

I certify that I have the authority to submit this application on behalf of myself / the organisation, to the best of my knowledge the information detailed in this application (and supporting documentation) is true and accurate, and that if successful applicant information may be shared with Queensland Government.

Name *

First Name

Last Name

Position in organisation *

Auspice Declaration

An authorised member of the auspicing organisation must also sign this declaration.

I certify that I have the authority to submit this application on behalf of the organisation and that to the best of my knowledge the information detailed in this application (and supporting documentation) is true and accurate.

Name *

First Name

Last Name

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Position in organisation *

Applicant feedback (this section is optional)

Before you review and submit this application please take a few moments to provide feedback. If you would rather provide anonymous feedback, please email grants@moretonbay.qld.gov.au.

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?

Must be a number.

Do you have any suggestions about improvements and / or changes to the application process or form that you think we should consider?

Submit

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. DO NOT SUBMIT THIS APPLICATION UNTIL ALL REQUIRED INFORMATION AND SUPPORTING DOCUMENTS HAVE BEEN PROVIDED.

You are now ready to submit your application. Read and acknowledge the message below, then click on 'Next page' to review, then Submit. *

- ☐ When successfully submitted you will receive a confirmation email with your application attached. If you do not receive this email then your application has NOT been submitted. Please ensure all questions have been answered and try again. (Check box here to acknowledge that you understand this)