

CMB Grant Application RADF-CC 2024/25

Form Preview

Introduction

* indicates a required field

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 the following:

- I have read and understood the [Regional Arts Development Fund Grant Program Guidelines](#)
- I reside in, or can demonstrate this project will directly benefit arts, culture and/or heritage within the City of Moreton Bay
- I am an emerging or established artist or creative practitioner
- I have Australian citizenship or permanent residency status
- I have an active Australian Business Number (ABN) as individual/ sole trader
- I have no overdue grant acquittals or debts to Council
- I have adequate public liability insurance (only required for projects that engage with the public)

The statements above are true and correct *

☐ Yes I agree to the above

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

Name *

First Name

Last Name

Home address

Address

Phone Number *

Must be an Australian phone number.

Email address *

Must be an email address.

Website or social media page

Must be a URL.

Applicant eligibility

* indicates a required field

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](#).

Provide a link, OR attach a copy, of your current CV *

- ☐ File upload
- ☐ Link

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Applicant CV - file upload *

Attach a file:

Applicant CV - link *

Provide links and / or attachments, of recent examples of your work (no more than three examples in total) *

- ☐ File upload
- ☐ Link

Examples of work - file upload *

Attach a file:

Examples of work - link *

Australian Business Number (ABN)

Individual RADF applicants must have an active ABN, in the name of the applicant, as Individual/Sole trader. Enter your ABN into the box below.

Applicant 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	

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Project details

* indicates a required field

Which Continue Creating category are you applying for?

- ☐ Professional Development (75% of total eligible expenditure up to \$1,000)
- ☐ Concept Development (up to \$2,000)
- ☐ Creative Development (up to \$2,000)

Refer to page 6 of the [RADF Grant Program Guidelines](#) to ensure you are selecting the correct category.

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).

Where will the project take place *

Street (including number), suburb, state and postcode required.

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

Please refer to the Strategic Priorities on page 4 of the [Guidelines](#) when answering this question. For example, one of the Priorities is to support pathways for local artists and creatives.

Project start date *

Refer to page 6 of the [Guidelines](#) to ensure your project dates are eligible under the Continue Creating category you have selected.

Project end date *

Will this project engage with the public? *

- ☐ Yes
- ☐ No

Upload your certificate of Public Liability Insurance *

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Attach a file:

Date of expiry of insurance cover *

Must be a date.

Provide a detailed description of your project *

What exactly are you planning to do and why? How will this support you to develop new ideas, new ways of working, new audiences and / or new creative outcomes?

Upload your Letter/s of Support for this project (not required for Professional Development category) *

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.

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? *

Outcomes

* indicates a required field

Outcomes

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Continue Creating projects must have; a physical project outcome, and a digital outcome that is published and shared. Council and Arts Queensland must also be acknowledged for the grant. If successful, you will need to provide evidence of these outcomes, and the acknowledgement, in your Acquittal Report.

PROJECT OUTCOME - What will be the outcome of this project? *

Word count:

What will be delivered, undertaken, completed or achieved as a result of this grant? (max. 50 words).

DIGITAL OUTCOME - What will be the digital outcome/s from this project and where will it be published and shared? *

Word count:

For example: a podcast, audio or video file uploaded to a freely available platform (such as Youtube, Podbean, Bandcamp), or, a blog, images or other content posted on social media channels (max. 50 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).

Project budget

* indicates a required field

Project expenditure

Refer to pages 6 and 9 of the [RADF Grant Program Guidelines](#) to ensure your expenditure items are eligible under the selected category and 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.

Item description	Item Cost	Quote (GST inclusive)
What is this item?	What is the cost of this item (as shown on the quote)?	Attach the quote for this item

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Are there any other artists, creative practitioners or cultural workers being paid by the grant? *

- ☐ Yes
☐ No

This does NOT include yourself (the applicant).

RADF applicants must provide a current CV for all artists, creative practitioners and cultural workers being paid by the grant.

Provide the CV of these other artists, creative practitioners and/or cultural workers.

Attach a file:

...or, paste a link to their CV, and / or creative profile, here.

Project budget - Professional Development

Project expenditure - Professional development

EXPENDITURE - This grant will cover 75% of the total amount (up to \$1,000) of eligible expenditure (i.e., registration fees, accommodation and travel).

QUOTES - Attach a quote for each item. Quotes must be GST inclusive and from a supplier that can issue a receipt for their goods and / or services. Expenditure items without quotes will be ineligible.

Item description	Total Item Cost (A)	Grant Portion (B)	Quote (GST inclusive)
	Must be a dollar amount.	This must be no more than 75% of the total cost Must be a dollar amount.	

Budget totals

Total expenditure

\$

This amount is automatically calculated.

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

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Grant amount requested

\$

This amount is automatically calculated from the item costs in the Expenditure Table. Must not be greater than the maximum grant amount available. To change this amount return to the Expenditure Table and adjust the item costs.

Additional information

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 additional letters of support, letters of confirmation, project 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

Declaration

I declare that to the best of my knowledge the statements made in this application are true and correct, and I understand that if approved for this grant I will be required to accept the terms and conditions of the grant.

I agree *

☐ Yes

Name *

First Name

Last Name

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, email grants@moretonbay.qld.gov.au.

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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

Do you have any suggestions about improvements and / or additions 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. Read and acknowledge the message below, then click on 'Next page' to review, then Submit. *

- ☐ You will receive a confirmation email when your application has been submitted. 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)