

# Major Project Grant Application

## Form Preview

### Application Form

\* indicates a required field

#### Regional Arts Development Fund Guidelines

Please read the [Regional Arts Development Fund \(RADF\) Guidelines](#) before completing this application. You may also like to look at the resource ["Grant Writing Tips"](#) available on Council's Funding and Support webpage.

### Applicant Details

#### Applicant: \*

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Check your spelling and make sure you provide the same name that is listed in official documentation such as with the Australian Business Register, Australian Tax Office, or Australian Charities and Not-For-Profit Commission.

#### Street Address \*

Address

<input type="text"/>
<input type="text"/>

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

#### Division where you / your organisation is located. \*

Please see below which Councillors look after which Division:

##### Division 1:

- Cr Pye Augustine
- Cr Jacob Madsen

##### Division 2:

- Cr Nicole Jonic
- Cr Paul Tully

##### Division 3:

- Cr Andrew Antonioli
- Cr Marnie Doyle

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### Division 4:

- Cr David Martin
- Cr Jim Madden

### Not sure who your local councillors are, or which division you're in?

Find out on the [Electoral Commission of Queensland website](#)(go to the webpage and type in your address).

### Postal Address: \*

Address

  

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

### Daytime Phone Number: \*

Must be an Australian phone number.

### Email Address: \*

Must be an email address.

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

### Website Address (if applicable)

Must be a URL.

### Do you have Australian citizenship or permanent residency status? \*

☐ Yes ☐ No

### Contact Person \*

Title First Name Last Name

  

This is the person we will correspond with about this funding application.

### Position Held in Organisation: \*

### Are any of your Organisation's Board / Management Committee members Ipswich City Council staff? \*

☐ Yes ☐ No

Council collects this information in accordance with its Related Party Disclosure Policy

List of Board / Management Committee members who are Ipswich City Council staff

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**Name**

**Position in your organisation (eg.  
Secretary, Committee Member, etc)**


**Does the applicant adhere to sound Workplace Health & Safety practices? \***

☐ Yes

☐ No

**Does the applicant comply with all other Australian and Queensland Legislation including accounting and auditing requirements, anti-discrimination laws, privacy, confidentiality and freedom of information laws, registration and accreditation of professional employees, and preparation and dissemination of annual reports? \***

☐ Yes

☐ No

**Do you have an ABN? \***

☐ Yes

☐ No

**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 <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

**Current Public Liability Insurance Certificate \***

Attach a file:

Current Public Liability Insurance or Certificate of Currency for at least \$10 million.

**Bank Account \***

Account Name

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BSB Number      Account Number

Must be a valid Australian bank account format.

Approved funds will be transferred directly to this nominated bank account.

**Are you under 18 years of age? \***

☐ Yes

☐ No

If yes, you must have an adult who will be legally responsible for the grant.

For applicants under 18 years of age

**Parent or Guardian's Name \***

Title      First Name      Last Name

If the applicant is under 18 years of age, they must name a person who will be legally responsible for the grant

**Daytime Phone Number: \***

Must be an Australian phone number.

**Email Address: \***

Must be an email 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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### Current Public Liability Insurance Certificate \*

Attach a file:

### Do you adhere to sound Workplace Health & Safety practices? \*

☐ Yes ☐ No

### Do you comply with all other Australian and Queensland Legislation including accounting and auditing requirements, anti-discrimination laws, privacy, confidentiality and freedom of information laws, registration and accreditation of professional employees, and preparation and dissemination of annual reports?

☐ Yes ☐ No

### Bank Account \*

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Approved funds will be transferred directly to this nominated bank account.

### Auspicing Incorporated Organisation's Details - for applicants with no ABN

### Name of Auspicing Incorporated Organisation: \*

Organisation Name

### Auspicing Organisation Contact Person: \*

Title First Name Last Name

### Contact Person's Position in Auspicing Organisation: \*

### Daytime Phone Number \*

Must be an Australian phone number.

### Auspicing Organisation's Postal Address: \*

Address

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

### Auspicing Organisation's Contact Phone Number: \*

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Must be an Australian phone number.

### **Auspicing Organisation's Contact Email Address: \***

Must be an email address.

### **Auspicing Organisation's Website:**

Must be a URL.

### **Auspicing Organisation's 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### **Auspicing Organisation's Current Public Liability Insurance Certificate: \***

Attach a file:

### **Please attach a letter confirming your Organisation's intention to auspice this application \***

Attach a file:

### **What is the auspicing Organisation's purpose or mission? \***

Word count:

Must be no more than 200 words.

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**Does the auspicing Organisation adhere to sound Workplace Health & Safety practices? \***

☐ Yes

☐ No

**Does the auspicing Organisation comply with all other Australian and Queensland Legislation including accounting and auditing requirements, anti-discrimination laws, privacy, confidentiality and freedom of information laws, registration and accreditation of professional employees, and preparation and dissemination of annual reports? \***

☐ Yes

☐ No

**Auspicing Organisation's Bank Account \***

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Approved funds will be transferred directly to this nominated bank account.

## Project

\* indicates a required field

### Project Art Form

**Which art form best describes your project?** Refer to the City of Ipswich [Regional Arts Development Fund \(RADF\) Guidelines](#) on Council's website for further information about categories.

- **Professional Development / Careers:** opportunities that strategically develop or enhance artistic or professional careers for individuals, groups or arts organisations, including participating in residencies, prizes or industry events and/or professionalising existing artistic activities through consulting and professional services such as editing, writing, photography, PR/marketing/graphic design, visitor insights, project evaluation, etc. Applicants must demonstrate that the project is selective, competitive and/or relevant and timely.
- **Professional Development / Skills:** structured activities that strategically develop or enhance artistic or professional skills for individuals, groups or arts organisations, including mentoring, courses, workshops and peer-to-peer learning. A First Nations Elder or Knowledge Keeper can be considered a mentor. Applicants must demonstrate that the project is selective, competitive and/or relevant and timely.
- **New Work:** research and making activities toward the creation of new work intended for public dissemination or display.

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- **Performances and Exhibitions:** live performances, art exhibitions, gigs, book launches, poetry readings and/or other public displays of creative work.
- **Community and/or Audience Development:** community and audience participation activities including workshops, tours, artist trails; and/or community and audience development activities including audience research, relationship-building, communication planning, access and inclusion initiatives, etc.

### Category \*

- ☐ Community Art and Cultural Development
- ☐ Dance
- ☐ Emerging and Experimental Art
- ☐ Museums, Heritage and Collections
- ☐ Music
- ☐ Television, Film and Multimedia
- ☐ Theatre
- ☐ Visual Art, Craft and Design
- ☐ Writing
- ☐ Multi-arts

### Project Category

### Which funding category best describes your project? \*

- ☐ Professional Development / Careers
- ☐ Professional Development / Skills
- ☐ New Work
- ☐ Performances and Exhibitions
- ☐ Community and/or Audience Development

### Project Summary

#### Project Title: \*

Provide a title for your project / program / initiative. Your title should be short but descriptive.

#### Project Summary \*

#### Word count:

Must be no more than 100 words.

Summarise your project here. This may introduce who is involved in your project, what you will do, where and when you will do it and why you will do it. Note you can provide more detail later in the application.

#### Start Date: \*

Must be a date. Please note: Your application will not be eligible if your project begins before the grant is approved.



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### Finish Date: \*

Must be a date. Please note: Your project must be completed within 12 months from starting.

### Location \*

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
Provide the main location where activities will take place.

## Benefit to Ipswich

### If you are based outside of Ipswich, how will your project benefit the region?

Word count:

Must be no more than 100 words.

If successful, the RADF Committee may include conditions as part of your contract.

## Project Details

### Assessment criteria

Applications are assessed against the following criteria. Consider these criteria when answering the following questions.

#### *Merit*

The applicant demonstrates the merit of the project through artistic rationale, attention to creative innovation and experimentation, outcomes and/or benefits.

The applicant articulates the positive impact of the project to the applicant, sector or community and/or demonstrates how the project will successfully reach and engage others.

#### *Quality*

The applicant demonstrates the quality of the project through their track record, industry recognition, support materials and/or industry collaborators, consultants and mentors, including evidence of following appropriate processes and/or cultural protocols when working with vulnerable communities.

#### *Viability*

The applicant demonstrates the capacity to successfully deliver the project through their track record, realistic and appropriate budget and timeline, relevant support material, and/or demonstration of working with industry collaborators, consultants and mentors.

*Alignment with Funding Priorities* The applicant demonstrates the projects clear alignment with the programs funding priorities.

## Tell us about you

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Introduce your artistic practice and experience as relevant to this application, focusing on career highlights and achievements. If this is a group project, introduce all core participants. You may also like to share details about your professional relationship, including how you know each other and any previous activities you have completed together.

For arts organisations, introduce your organisation's purpose and activities, focusing on key achievements.

\*

Word count:

Must be no more than 250 words.

OR 1 A4 page including maximum 250 words and images. Please do not include any links.

**Are you working with other creatives, groups or organisations? \***

☐ Yes

☐ No

Working with others?

**If yes, tell us about the other creatives, groups or organisations involved in this project.**

Name	Experience	Involvement	Is their participation confirmed? Yes / No
	Must be no more than 50 words.	Must be no more than 50 words.	

Tell us more about your project:

Provide more detail on your project, including:

- What you want to do
- If relevant: Who you want to do it with or for
- How you will do it
- Why you want to do it

\*

Word count:

Must be no more than 500 words.

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OR 2 A4 pages including maximum 500 words and images.

### Key Milestones

#### Milestone 1 \*

#### Milestone 2 \*

#### Milestone 3

#### Milestone 4

#### Milestone 5

#### Milestone 6

#### Milestone 7

#### Milestone 8

#### Milestone 9

#### Milestone 10

### Priorities

\* indicates a required field

**Which Ipswich City Council RADF Priority best aligns with your project? \***

- **Centre First Nations Creatives and Community** Support First Nations creativity and First Nations community engagement

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- **Build Creative Careers** Facilitate sustainable practices for artist, creatives and cultural workers through creative and career opportunities, skills development or community-building
- **Facilitate Participation and Engagement for Everyone** Grow arts audiences or encourage active participation through inclusive, diverse and meaningful experiences
- **Develop the Sector** Foster a robust creative sector through collaboration, partnerships or community-building initiatives
- **Cultivate Identity and Promote Heritage** Promote the regions creative sector and cultural heritage, attracting interest, visitors, talent and/or investment or fostering civic knowledge and pride

\*

- ☐ Centre First Nations Creatives and Community
- ☐ Build Creative Careers
- ☐ Facilitate Participation and Engagement for Everyone
- ☐ Develop the Sector
- ☐ Cultivate Identity and Promote Heritage

**Tell us how your project meets the above Ipswich City Council RADF Funding Priority \***

Word count:

Must be no more than 250 words.

## Audiences, Participants and Communities

**Does your project involve audiences, participants or communities? \***

- ☐ Yes ☐ No

**If yes, how will your project attract audiences and/or facilitate involvement?**

Outline the demand for your project and/or any methods you will use to promote your project, attract audiences, and/or facilitate engagement. Applications for Community and/or Audience Development projects may provide further detail via support material.

\*

Word count:

Must be no more than 250 words.

OR 1 A4 page including maximum 250 words and images. Please do not include any links.

**Does your project engage Vulnerable Communities, First Nations Creatives and Communities, and/or sensitive topics? \***

- ☐ Yes ☐ No

If yes, how will you reduce the potential for harm?

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This may include drawing on lived experience, training or expertise; following suitable processes or cultural protocols; and/or gaining suitable permissions or guidance and advice.

\*

Word count:

Must be no more than 250 words.

Or 1 A4 page including maximum 250 words and images. Please do not include any links.

## Budget

\* indicates a required field

Please complete this budget template to account for all income streams and costs for your project. Refer to the [RADF page](#) to see an example budget.

When you have completed your budget the Total Expenditure and Total Income must be equal.

**GST:** If you are registered for GST, your expenditure and income should be exclusive of GST. GST will be paid in addition to the Ipswich City Council RADF Funding request. If you are not registered for GST, your expenditure should include any GST.

### Income

You may include under this section:

- Your requested amount for Ipswich City Council RADF Funding

Note: you cannot request 100% of project costs. Co-funding of at least 20% of the project cost is required. This can include:

- Cash contributions
- Sponsorships, donations, fundraising
- Grants from other funding bodies, please include whether the amount is confirmed or not
- Earned income through tickets, sales etc
- In-Kind contributions from yourself or others in the form of goods or services contributed to the project free-of-charge

### Budget - Income

Description	Amount	Status
Provide a brief description of the income including any details on how the figure has been estimated.	Must be a whole dollar amount (no cents).	Confirmed or Unconfirmed
Ipswich City Council RADF Funding	\$	
	\$	

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	\$	
	\$	
	\$	
	\$	

## Expenses

You may include under this section:

- Artist fees and allowances
- Project costs including materials, equipment, venue hire, etc
- Travel and accommodation
- Marketing and promotion
- In-Kind contributions from yourself or others in the form of goods or services contributed to the project free-of-charge. This should be equal to any in-kind contributions noted in income.
- Please provide quotes for all relevant items funded by RADF. Ipswich City Council encourages the use of local businesses and suppliers.

## Expenses

Description	Amount	Amount funded by RADF
Provide a brief description of the expense including any details on how the figure has been estimated.	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

## Budget Totals

**Total Income Amount \***

\$

This number/amount is calculated.

**Total Expenses Amount \***

\$

This number/amount is calculated.  
Total Income should equal Total Expenses.

**Income - Expenses \***

\$

This number/amount is calculated.

## Support Material

\* indicates a required field

### Required support material

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- CVs: Up to 3 x 1 A4 page CVs for key individual/s delivering the project, compiled into one document or PDF
- Artistic and Creative support material: Up to 10 images, 5 pages of text or 5 minutes of audio/visual footage
- Letters of Support: Up to 3 x 1 A4 page letters supporting the project, compiled into one document or PDF. Letters from Council or elected representatives will not be accepted.

### Recommended support material

- Quotes: Up to 5 quotes relevant to your budget, compiled into one document or PDF

### Optional support material

- Audience profile / Audience demand
- Biographies for additional creatives, groups or organisations involved in the project
- Letters of Confirmation
- Marketing Plan
- Risk Assessment

### Required support material \*

Attach a file:

A minimum of 1 file must be attached.

### Recommended support material

Attach a file:

### Optional support material

Attach a file:

## Certification

\* indicates a required field

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 this 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 Statement:

Ipswich City Council is collecting your personal information so that we can process your application for a Regional Arts Development Fund (RADF) grant. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. Ipswich City Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.

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However, in order to perform the above functions, we may need to disclose your personal information to the RADF Assessment Committee and Arts Queensland.

If your RADF application is successful, Ipswich City 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 Acquittal outcome report; and
- text and images relating to your funding activity.

The information may be used by Ipswich City Council or Arts Queensland for reporting purposes (which may include your personal information being recorded in meeting agendas and formal minutes which are accessible to the public), training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The information may be used by Ipswich City 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. Ipswich City Council and Arts Queensland may also publish the information in their annual reports or on their websites.

Further, your personal information, such as your name, may be discussed at the meetings of Council and its committees which are open to the public. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in [Council's Privacy Statement](#), [Personal Information Digest](#) and this collection notice.

**I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge:**

**I agree: \***

☐ Yes

**Name \***

Title

First Name

Last Name

**Position in Group/  
Organisation (if  
applicable)**

(If applicable)

**Date: \***

## Certification by Auspicing Organisation

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



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**My Organisation agree/s to administer the grant that may be offered to the applicant on their behalf: \***

☐ Yes

**Auspicing Organisation Name: \***

**Auspicing Organisation Contact Name: \***

Title

First Name

Last Name

**Position in Organisation (this person must have delegated authority to sign on behalf of the auspicing organisation). \***

For Example - must be the Auspicing Organisation's CEO, President, Chairperson, Treasurer, or Secretary

**Written confirmation from the Auspicing Organisation's delegated authority. \***

Attach a file:

**Date: \***

Certification by Parent / Guardian of Applicant under 18 years of age

**I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge: \***

☐ Yes

**I agree to administer the grant that may be offered to the applicant on their behalf: \***

☐ Yes

**Name \***

Title

First Name

Last Name

**Date \***

Must be a date.

## Checklist

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\* indicates a required field

Have you attached copies of all documents as required to support your application? Incomplete applications will not be considered.

### These documents are required \*

- ☐ CV's for key personnel delivering the project
- ☐ Artist and Creative support material
- ☐ Letters of support

### Recommended support material

- Current quotes for relevant expense items
- Letters of Confirmation

### Recommended preparation and review

Have you:

- Carefully reviewed the current [RADF funding guidelines](#)?
- Discussed your application with a RADF Council Officer?
- Attended any ARTiculate grant workshops or accessed any online grant resources?
- Discussed your project with any partners, collaborators, audiences or participants?
- Researched your budget by requesting quotes or confirming industry payment standards
- Confirmed your income and expenses are the same
- Confirmed you have answered all questions
- Double checked all of your uploaded support material is correct and complete

## Acknowledgement

RADF funded activities must acknowledge the Queensland Government and Ipswich City Council in all promotional material, publications and products by inclusion of the RADF acknowledgement text and Queensland Government's and Ipswich City Council's logos (as per your Funding Agreement).

## Statistical Information

### Do you predominantly identify with any of these community groups? \*

- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Children (0 to 11 years)
- ☐ Young People (12 to 25 years)

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- ☐ Older people (55 years+)
- ☐ People with a disability
- ☐ People from a culturally and linguistically diverse backgrounds (CALD)
- ☐ People who experience disadvantage
- ☐ Emerging career stage\*
- ☐ Established career stage\*\*
- ☐ Not applicable

At least 1 choice must be selected.

### \* Emerging career stage

Emerging refers to an individual in the initial stages of their professional career. Emerging artists will have a demonstrated and recent track record of some professional work in their art form area. Artists and creatives will have created a modest body of artistic work.

### \*\* Established career stage

An individual who has been developing a substantial professional practice and/or body of creative work over a number of years, gaining industry recognition at a local, national or international level.