

Professional Development Grant Application Form

Form Preview

Applicant Details

* indicates a required field

Name: *

Title

First Name

Last Name

**Organisation/Group
Name (if applicable)**

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

Street Address *

Address

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

**Division where your
organisation is located. ***

☐ Division 1

☐ Division 3

☐ Division 2

☐ Division 4

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

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).

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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.

Website Address (if applicable)**Do you have Australian citizenship or permanent residency status? ***☐ Yes☐ No**Do you have an ABN? ***☐ Yes☐ No**What is your ABN number: ***

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	

Applicant Bank Account *

Account Name

BSB Number

Account Number

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Must be a valid Australian bank account format.
Approved funds will be transferred directly to this nominated bank account.

Do you have an individual or organisation with an ABN to auspice (sponsor) your application? *

☐ Yes

☐ No

Auspecting Individual or Organisation

* indicates a required field

All individuals, groups/collectives or organisations who do not have an ABN, must nominate an individual or organisation with an ABN to take responsibility for any grant that may be offered.

Name of auspecting individual or organisation *

Contact Name for auspecting organisation (if applicable):

Title

First Name

Last Name

Position of contact person (if applicable):

Auspice's Phone Number *

Must be an Australian phone number.

Auspice's Postal Address *

Address

Auspice's Email Address: *

Auspice's Bank Account *

Account Name

BSB Number

Account Number

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Must be a valid Australian bank account format.
Approved funds will be transferred directly to this nominated bank account.

Auspecting Individual or 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Application is not eligible for RADF Professional Development Funding

Eligible applicants must be:

- an Australian citizen or have permanent residency status
- an individual with an ABN, or
- an incorporated organisation with an ABN, or
- auspiced (sponsored) by an individual with an ABN or an incorporated organisation with an ABN
- able to meet the eligibility criteria in the [RADF Guidelines](#)

Please contact the RADF Liaison Officer to discuss further on 07 3810 6666 or email creative.industries@ipswich.qld.gov.au.

Project Art Form

* indicates a required field

Artform

Which art form best describes your project? *

- ☐ Community Art and Cultural Development
- ☐ Dance

- ☐ Television, Film and Multimedia
- ☐ Theatre

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- ☐ Emerging and Experimental Art
- ☐ Museums, Heritage and Collections
- ☐ Music
- ☐ Visual Art, Craft and Design
- ☐ Writing
- ☐ Multi-arts

Professional Category

- **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/upcoming artistic activities through consulting and professional services such as editing, writing, photography, PR/marketing/graphic design, visitor insights, project evaluation, etc.
- **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.

Which funding category best describes your project?

- ☐ Professional Development / Careers
- ☐ Professional Development / Skills

Assessment Criteria

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

Merit The applicant articulates the merit of the opportunity or activity by demonstrating it is selective, competitive and/or relevant and timely. 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 undertake 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 project's clear alignment with ONE (or more) of the program's funding priorities:

- *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 artists, creatives and cultural workers through creative and career opportunities, skills development and community-building initiatives
- *Facilitate Participation and Engagement for Everyone* – Grow arts audiences and encourage active participation through inclusive, diverse and meaningful experiences
- *Develop the Sector* – Foster a robust creative sector through collaboration, partnerships and community-building initiatives
- *Cultivate Identity and Promote Heritage* – Promote the region's creative sector and cultural heritage, attracting interest, visitors, talent and investment and fostering civic knowledge and pride

Project Details

Project Title: *

Please provide a title for your project / opportunity / activity. Your title should be short but descriptive.

Start Date: *

Must be a date.

Please Note: Funded activity must start at least 4 weeks after you submit this application.

Finish Date:

Must be a date.

Please Note: Your project must be completed within 12 months from starting.

Location? *

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

Tell us about you.

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 organisations purpose and activities, focusing on key achievements.

*

Word count:

Must be no more than 250 words.

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

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Attach a file:

Your Website or Social Media Profile

To give assessors a sense of your creative practice or organisations activities, you can include a link to your online presence. If providing a website, please link directly to the most relevant page.

Tell us about the Professional Development opportunity or activity

What do you hope to do with Professional Development funding? This might include answering the questions:

- What will you do?
- Where will you do it?
- When will you do it?
- How will you do it? or what steps will you take?
- Who will you work with?

If you are applying for funds to professionalise existing/upcoming artistic activity/s, please tell us about the core activity *and* how you plan to professionalise it.

*

Word count:

Must be no more than 350 words.

Why should your activity be funded?

This might include key outcomes, benefits to you or others, and/or alignment with the program's funding priorities.**

Remember to demonstrate why this project is selective, competitive and/or relevant and timely.

** *Tip:* Instead of listing multiple outcomes/benefits/alignments, focus on the most important reasons for funding this activity *and* provide some convincing detail.

For example: If your aim is to increase your online reach, then what actions will you undertake and how will you know when you've met your goal? If your aim is to network at a national opportunity, then what strategies will you use to network successfully and how will you measure this success?

*

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Word count:

Must be no more than 350 words.

OR 1 A4 page including maximum 350 words and images.

Opportunity / Activity Website or Social Media Profile

To give assessors a sense of your project, you can include a link to the opportunity (exhibition, residency, prize, conference, etc), professional service (consultant, editor, photographer, etc) or activity (course, mentorship, etc). If providing a website, please link directly to the most relevant page.

*

Budget

* indicates a required field

Budget

Please complete this budget template to account for all income streams and costs for your project. Refer to [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

Description	Amount	Status
Please provide a brief description of the income including any details on how the figure has been estimated.	Round to the nearest dollar Must be a dollar amount.	Confirmed/Unconfirmed
Amount requested from this grant	\$	
Cash	\$	
Sponsorships, fundraising, sales, tickets or other income streams	\$	
	\$	

Expenses

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Please provide quotes for all relevant items funded by this grant. Ipswich City Council encourages the use of local businesses and suppliers.

Description	Amount	Amount funded by this grant
Provide a brief description of expenses funded by this grant including any details on how the figure has been estimated.	Must be a whole number (no decimal place).	
Artist fees and/or payment for time and expertise		
Project costs including materials		
Event costs including launches and openings, venue hire, catering		
Marketing and audience engagement costs including advertising		
Documentation including photography, writing and publication/printing costs		
Travel and accommodation		

Budget Totals

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenses

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

Support Material

Required support material

Please provide one of the following:

- Confirmation of Career Opportunity (residency, prize, industry event)
- Confirmation of Consultant for professionalising activity/s (such as editor, writer, photographer)
- Confirmation of Structured Activity (such as course, mentorship)
- Quotes: Up to 5 quotes relevant to your budget

Please combine quotes into one PDF, maximum 3 A4 pages.

Recommended support material

Document listing items not requiring a quote eg. in-kind contributions, small purchases of art materials/equipment etc

Optional support material

Please combine optional support material into one PDF, maximum 3 A4 pages.

- Confirmation of existing/upcoming activity/s such as an exhibition, launch, tour.

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- Letter of Support. Letters from Council or elected representatives will not be accepted.
- Project relevant insights such as research findings, audience profile/feedback, current marketing plan/reach, tickets/sales, etc.

Reduction of Harm: If your project engages vulnerable communities, First Nations Creatives or Communities, and/or sensitive topics, please outline how you will reduce the potential for harm. 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.

Required support material *

Attach a file:

A maximum of 1 file may be attached.

Recommended support material

Attach a file:

A maximum of 1 file may be attached.

Optional support materials

Attach a file:

A maximum of 1 file may be attached.

Checklist and Certification

* indicates a required field

Recommended preparation and review

Have you:

- Carefully reviewed the current [RADF funding guidelines](#)?
- Discussed your application with a RADF Council Officer?
- Attended ARTiculate grant workshops or accessed online grant resources?
- Discussed your project with 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

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Certification

I certify that I have read and will abide by the *RADF Guidelines*.

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

The information you provide in your grant application will be used by 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 grant 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.

Privacy Statement

Ipswich City Council is collecting your personal information so that we can process your request for the RADF Quick Response funding program. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to relevant Council Committees, which may be recorded in meeting agendas and formal minutes, which are accessible to the public. 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. Please also note that, as per the [Community Funding and Support Policy](#), applicants are required to give permission for Council to publish the name of the recipient and the funding amount in accordance with Council's requirements under the Local Government Act 2009 and the Local Government Regulation

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2012. 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 agree *

☐ Yes

Name *

Title

First Name

Last Name

Date: *

Certification by Auspicing Organisation / Individual

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

I/my organisation agree/ s to administer the funding that may be offered to the applicant on their behalf: *

☐ Yes

Name of Auspice's Authorised Person *

Title

First Name

Last Name

Auspicing Organisation (if applicable)

Organisation Name

Position in Organisation (if applicable):

Date: *

Written letter of support from auspicing individual or organisation. *

Attach a file:

Statistical Information

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Do you predominantly identify with any of the community groups?

- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Children (0-11 years)
- ☐ Young people (12 to 25 years)
- ☐ Older people (55 years +)
- ☐ People with a disability
- ☐ People from culturally & linguistically diverse backgrounds (CALD)
- ☐ People who experience disadvantage
- ☐ Emerging career stage*
- ☐ Established career stage**
- ☐ Not applicable

*** 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.