

RADF Quick Response Funding 2024

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 you /
your organisation is
located. ***

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

RADF Quick Response Funding 2024

Form Preview

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

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

Auspicing 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.

RADF Quick Response Funding 2024

Form Preview

Name of auspicing organisation or individual: *

Contact Name for auspicing organisation (if applicable): *

Title	First Name	Last Name

Position of contact person (if applicable):

Auspice Postal Address *

Address

Email Address: *

Auspice 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 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	

Grant History

RADF Quick Response Funding 2024

Form Preview

Have you previously applied for a RADF Grant? *

☐ Yes

☐ No

Has that grant been successfully acquitted? *

☐ Yes

☐ No

☐ Not applicable

Application is not eligible for RADF Quick Response Funding

Eligible applicants must be:

- an individual with an ABN, or
- an incorporated organisation with an ABN, or
- be auspiced (sponsored) by an individual with an ABN or an incorporated organisation with an ABN

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

ABOUT THE PROJECT

* indicates a required field

Artform

What is the main artform category of your project? *

☐ Theatre

☐ Dance

☐ Music

☐ Visual Arts, Craft and Design

☐ Writing

☐ Heritage

☐ Multi-arts

Professional Development Activity

Activity Title *

Start Date: *

Please Note: Your application will not be eligible if the professional development project begins before funding is approved (Allow 8 weeks for the approval process to occur).

Finish Date: *

Activity location *

RADF Quick Response Funding 2024

Form Preview

Write a description of your activity, why it should be supported and the results you expect *

Word count:

Must be no more than 300 words.

What outcomes do you expect from this Professional development activity? *

Word count:

Must be no more than 300 words.

How will you share what you have learnt with others?

Attach copies of flyers, promotional material for the activity to be undertaken

Attach a file:

Budget and Supporting Documentation

*** indicates a required field**

Documentation

Please attach your Resume or CV to support your application:

Resume/CV *

Attach a file:

Letters from Council or elected representatives won't be accepted.

Please attach any letters of support that you have for this activity.

Attach a file:

Letters from Council or elected representatives won't be accepted.

Budget

Funding is available for up to 100% of the total costs to a maximum of \$1,500.00 for national or international professional development.

This program does not cover:

- Accredited study, training or university courses
- Development periods exceeding three months in duration
- Development of programs or workshops for professional development.

RADF Quick Response Funding 2024

Form Preview

Financial assistance is available towards costs for registration, travel and accommodation.

Please complete this budget template to account for all costs of your activity. Round all amounts to whole dollars.

Include all in-kind contributions and the total RADF grant you are seeking in the Income column. Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved.

NOTE: If you are GST registered, Council will pay the grant plus GST. If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the GST to be paid.

Budget

Income Description	\$ Amount
	Must be a dollar amount.
RADF Quick Response Funding (amount requested)	\$
Applicant Financial Contribution (if applicable)	\$
Other Grants/Sponsorships/Donations (if applicable)	\$
	\$
	\$

The amounts requested in the Budget Expenditure column of Section 5 show how much RADF funding you are seeking for each expenditure item.

Budget

Expenditure Description	\$ Total cost	Amount to be funded by RADF (\$)
	Must be a dollar amount.	Please put \$0 if not being covered by RADF funds
Registration	\$	\$
Travel costs	\$	\$
Accommodation costs	\$	\$
Other (please specify)	\$	\$
	\$	\$

Budget Totals

Total Amount of Request: *

\$

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Current Quotes

RADF Quick Response Funding 2024

Form Preview

Please attach **CURRENT QUOTES ONLY** for all costs, including those for travel or accommodation, which will be paid for from the RADF Quick Response funds.

DO NOT ATTACH INVOICES: *

Attach a file:

STATISTICAL INFORMATION

This information is for statistical use only. It will not affect the assessment of your application.

Please help us to improve our services by filling out the questionnaire below.

Do you predominantly identify with any of the community groups?

- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Young people (24 years & under)
- ☐ Older people (over 55 years of age)
- ☐ People with a disability
- ☐ People from culturally & linguistically diverse backgrounds (CALD)
- ☐ Prefer not to disclose
- ☐ Not applicable

CERTIFICATION

* indicates a required field

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

Auspice's Name *

☐ Individual ☐ Organisation
Organisation Name

Title First Name Last Name

RADF Quick Response Funding 2024

Form Preview

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**Position in Organisation
(if applicable):**

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Date: *

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**Written letter of
support from auspicing
organisation. ***

Attach a file:

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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 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.

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.

RADF Quick Response Funding 2024

Form Preview

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.

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

☐ Yes

Name *

Title

First Name

Last Name

Date: *