

# Time and Space 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	<a href="#">More information</a>
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.

## Application is not eligible for RADF Time and Space 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
- be auspiced (sponsored) by an individual with an ABN or an incorporated organisation with an ABN
- a successful applicant to the Ipswich Community Gallery, the Hatchery, the Ipswich Art Workshop or other council projects as determined.

Please contact the RADF Liaison Officer to discuss further on 07 3810 6666 or email [creative.industries@ipswich.qld.gov.au](mailto:creative.industries@ipswich.qld.gov.au).

## About the Time and Space Activity

\* indicates a required field

### Artform

**Which art form best describes your project? \***

- |  |   |
|--|---|
| <input type="radio"/> Community Art and Cultural Development | <input type="radio"/> Television, Film and Multimedia |
| <input type="radio"/> Dance                                  | <input type="radio"/> Theatre                         |
| <input type="radio"/> Emerging and Experimental Art          | <input type="radio"/> Visual Art, Craft and Design    |
| <input type="radio"/> Museums, Heritage and Collections      | <input type="radio"/> Writing                         |
| <input type="radio"/> Music                                  | <input type="radio"/> Multi-arts                      |

### Related Opportunity

Time and Space funding is only available to successful applicants to the Ipswich Community Gallery, The Hatchery and the Ipswich Art Workshop as per the [RADF Guidelines](#).

**Have you been successful in applying for an opportunity at Ipswich Art Gallery, The Hatchery or Ipswich Art Workshop?**

- Yes  
 No

Note: If you select no, you are ineligible for this grant.

**Which opportunity did you successfully apply for?**

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### Opportunity

What is the title of your successful application? This might be the name of your exhibition, residency or workshop series.

**Opportunity Title \***

What are the confirmed start and end dates for your opportunity?

**Opportunity Start Date:**

\*

Must be a date.

**Opportunity Finish Date**

\*

Must be a date.

**Opportunity summary \***

**Word count:**

Must be no more than 150 words.

Who are you and what did you apply to do? Please introduce yourself and the factual (concrete) details of your successful application in everyday language. For example: I am an established fiction writer. My recent titles include Writing for Joy (2023), This is a Cute Example (2022), and You Can Do This (2019). I successfully applied to run a series of creative writing workshops for emerging writers. The workshops will run twice a week over 4 weeks at the Ipswich Art Workshop.

**Or 1 A4 page including maximum 150 words and images.**

Attach a file:

### Assessment

#### Assessment Criteria

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

**Merit**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

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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, 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
- *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

## Time and Space Activity

### Time and Space Activity

Time and Space funding supports the delivery of exhibitions, residencies and/or workshops at Ipswich Community Gallery, The Hatchery and the Ipswich Art Workshop.

You can use the funds to pay yourself; to pay for essential costs for delivering the activity such as exhibition framing, workshop materials or the hiring of technical equipment essential to rehearsals; and/or to pay for costs that will enhance the project or its outcomes such as professional marketing or working with a relevant consultant.

#### Start Date:

Must be a date.

Please Note: Your Time and Space funded activities may start earlier than your opportunity. For example, if you are holding an exhibition, you might commission an essay writer or social media expert before the exhibition opens. Funded activities must start at least 4 weeks after you submit this application.

#### Finish Date:

Must be a date.

Must be a date Please Note: Your Time and Space funded activities may finish later than your opportunity. For example, if you are running workshops, you might commission a photographer to update your online presence after your residency finishes. Your project must be completed within 12 months from starting.

### Time and Space activity detail

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What do you hope to do with Time and Space 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, and who will you work with or who will you do it for?

Why should your activity be funded? This might include benefits to you, the project, the community and/or alignment with the

Maximum 350 words

## Budget and Supporting Documentation

\* indicates a required field

### Budget - Income

Please note you do not need to provide a full budget related to your opportunity at the Ipswich Art Gallery, The Hatchery or Ipswich Art Workshop. Please focus on Time and Space funded activities only. Due to the focus on grant-funded activities, you are not required to calculate any in-kind contributions.

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

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### Expenses Table

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
Please provide a brief description of expenses funded by this grant including any details on how the figure has been estimated.	This number/amount is calculated.	Must be a whole dollar amount (no cents).
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**

This number is calculated

**Total Expenses**

This number/amount is calculated.

**Income - Expenses**

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

### Support Material

#### Required support material

- Confirmation of related opportunity: 1 Email, Letter and/or other form of communication confirming you have successfully applied to the Ipswich Community Gallery, The Hatchery or Ipswich Art Workshop.

**Recommended support material** Please combine quotes into one PDF, maximum 3 A4 pages.

- Quotes: Up to 5 quotes relevant to your budget

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

- *Letter of Support.* Letters from Council or elected representatives will not be accepted.
- *Letter of Confirmation* for additional creatives, groups or organisations involved in the Time and Space funded activity.
- *Marketing Plan:* If your Time and Space activity involves audiences, participants or communities, please indicate the demand for your project and/or any methods you will use to promote your project, attract audiences, and/or facilitate engagement.

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- *Reduction of Harm:* If your Time and Space activity 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:

### Recommended support material \*

Attach a file:

### Optional support material \*

Attach a file:

## Checklist and 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.

### Checklist

**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

## Certification & Privacy Statement

I certify that I have read and will abide by the [RADF Guidelines](#).



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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 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.

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### Public Liability Insurance

Successful applicants of Time and Space are required to provide public liability insurance of at least \$20 million.

## Project Evaluation and Funding Agreement

\* indicates a required field

It is **compulsory** that all applicants seeking RADF funds for Time and Space provide an evaluation of their project. All successful applicants will be required to provide copies of images with their Outcome report/Acquittal that captured the progress of their project). This includes related exhibitions, residencies and workshops.

### 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).

**Outline how you intend to acknowledge the Queensland Government and Ipswich City Council if your RADF application is successful. \***

Word count:

Must be no more than 100 words.

## Statistical information

Do you predominantly identify with any of these community groups?

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

- Aboriginal
- Torres Strait Islander
- Children (0 to 11 years)
- Young people (12 to 25 years)
- Older people (55 years +)
- People with a disability
- People from 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.

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**\*\* 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.

### Certification by Applicant

**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**

**Date: \***