

Application Form: Regional Arts Development Fund (RADF) Quick Response v2

Form Preview

Applying for a grant or funding

* indicates a required field

Please note:

- SmartyGrants does not autosave your work, so ensure you save your application regularly.
- SmartyGrants allows applicants to save and return to their work later.
- Applications are not submitted until you click the submit button.

Other Logan City Council grant opportunities

Council has a range of funding opportunities for community organisations and groups to support your projects, events and initiatives. Please review the below grants and funding to choose the most suitable grant for your project:

- [Community Development Funding](#): to support initiatives that respond to community priorities and add to the social and community development of the city.
- [Community Events Funding](#): to support community-led events that celebrate Logan's vibrancy and community spirit.
- [EnviroGrants](#): to support projects that enhance and protect the natural environment and encourage environmentally sustainable practices.
- [Investment Attraction Incentives Fund](#): to attract investment in key strategic industries to stimulate significant economic and community benefits.
- [Regional Arts Development Fund](#): to support the development of arts, culture and heritage in Logan.
- [Sport and Recreation Funding](#): to support the health and wellbeing of the Logan community through participation in sports and recreation.
- [Community Benefit Fund](#): a limited pool of councillor discretionary funding to meet requests for financial help from eligible community organisations. Suitable for requests that are not eligible for funding under another Council grant program.
- [Grant Writer Program](#): to help local not-for-profit, incorporate sport, recreation and community organisations source funding from non-Council grants with support from a professional grant writer.

Is Regional Arts Development Fund best suited for your project? *

☐ Yes

☐ No

Eligibility

You must read the following documents before completing your application.

- [Regional Arts Development Fund guidelines.](#)
- [Logan City Council Arts, Culture and Heritage Plan \(2023 to 2027\)](#)

Please note:

- You are required to contact the RADF Liaison Officer on 3412 5426 or email radf@logan.qld.gov.au to discuss your project idea before starting your application.

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- This application form must be completed in full. Any incomplete applications received after the closing date will not be assessed.

I have read the eligibility documents and am eligible for Regional Arts Development Fund. *

- ☐ Yes ☐ No

Before starting your RADF application, please confirm the below information by ticking the boxes. If you are unable to confirm any of this information, please contact Council's RADF Liaison Officer to discuss your project proposal further.

- Phone: 07 3412 5426
- Email: radf@logan.qld.gov.au

To be eligible for this grant the applicant/organisation must meet the eligibility criteria below. Please tick to confirm that the applicant: *

- ☐ Resides or operates within the City of Logan or are you able to demonstrate that the project will benefit residents in Logan.
- ☐ Holds an Australian Business Number (ABN).
- ☐ Has Public Liability insurance for \$20 million or more, if required for the project. Please seek advice from Council's RADF Liaison Officer.
- ☐ Has no overdue acquittals or debts with Logan City Council.
- ☐ Has discussed your project with the RADF Liaison Officer before starting this application.
- ☐ If applicable, project staff and volunteers can provide current Working with Children and Young People Cards.
- ☐ Is not applying for a project/program that has already occurred or will occur 5 weeks before project start date.
- ☐ Is not applying for a project/program for which arts worker are paid less than the recommended rates.
- ☐ Is not applying for a craft workshop – unless a professional artist or arts worker is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome.
- ☐ Is not applying for school arts activities except where those activities form part of broader community cultural development processes or are part of professional arts development.
- ☐ Is not applying for more than 20 per cent of costs associated with framing or freight, which will only be considered for significant exhibitions.
- ☐ Is not applying for arts competitions or eisteddfods, which are prolific and could monopolise funds.
- ☐ Is not applying for costs associated with publishing and printing costs (Up to 10 per cent of the total publishing cost may be considered for significant projects).
- ☐ Is not applying for purchase of capital items, such as equipment, buildings or vehicles. (Except for items that are included as part of a significant project that the RADF Committee considers integral to that project; and where the item will remain available for community use). A maximum of \$1,000 for equipment that can be shown to have clear benefit for long-term use within artworker's practice.
- ☐ Is not applying for recurrent funding for arts organisations (operational expenses are ineligible under RADF including wages for permanent staff and office expenses).
- ☐ Is not applying for accredited study, training or university courses (RADF does not fund the primary training of artists, only their professional development once they are practicing).
- ☐ Is not applying for 100 per cent of any project. Applicants are required to make a significant contribution to the project, of at least 35 per cent, which may be in-kind.

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☐ Is not applying for amateur arts activities, except for professional services to amateur arts activity (Emerging professional artists are eligible for funding).

Please contact us

Your response indicates that you are not currently eligible for Regional Arts Development Fund.

Before continuing with this application, please contact Council's RADF Liaison Officer to discuss your project proposal further.

- Phone: 07 3412 5426
- Email: radf@logan.qld.gov.au

Applicant and Organisation Details

* indicates a required field

Are you applying as an individual or organisation? *

☐ Individual

☐ Organisation

Organisation Name

Title

First Name

Last Name

Individual person or organisation (including partnership/collective/artist run initiative)

Organisation primary contact

Title

First Name

Last Name

This is the person we will correspond with about this grant

Position held in organisation

e.g. Manager, Board Member, Coordinator

Primary Phone Number *

Must be an Australian phone number.

Primary email address *

Must be an email address.

Primary (physical) address *

Address

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Suburb State Postcode

Must be an Australian post code

Postal Address (if different from above)

Address

Suburb State Postcode

Must be an Australian post code

Primary website

Must be a URL

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.

ABN
Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location
Must be an ABN

How did you hear about the RADF Program? *

- ☐ Logan City Council website
- ☐ Council's Facebook page
- ☐ Instagram
- ☐ Newspaper and/or radio
- ☐ Other:

Do you agree for Council to contact you for feedback on your application experience?

- ☐ I agree
- ☐ I disagree

Response optional

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Assessment Criteria Responses

* indicates a required field

Project/program details

Project/program title *

Brief project description *

Must be between 15 and 40 words.

Describe what the funds will be used for - what, when, where, who. Your response to this question will be used by us to promote your project if it is successful.

Detailed project description *

Must be between 100 and 200 words.

Provide a clear description of the project/program for which you are seeking funding from RADF. Include the artists involved and describe how the project/program also links to the Logan City Council Arts, Culture and Heritage Plan 2023-2027.

Funding request *

Must be a dollar amount.

Use whole dollars only

Project start date *

This is the date that you start your project and will be at least 5 weeks before your submission

Project end date *

This is the date that the final activity of your project is completed

Project/program location/s *

Please include suburbs and postcodes

What funding category are you applying for? *

☐ Quick Response

What artform area would you like your project to be assessed under? *

☐ Visual arts/Craft and Design ☐ Multimedia ☐ Film
☐ Theatre ☐ Music ☐ Dance ☐ Literature/Writing ☐ Heritage (including oral stories)

Criteria 1: Quality

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Your application will be assessed on evidence of how well it meets the following assessment criteria:

- Produces or contributes to high quality arts and cultural initiatives for the City of Logan.

How does this opportunity develop your arts, cultural or heritage practice? *

Word count:

Must be no more than 100 words

Criteria 2: Reach

Your application will be assessed on evidence of how well it meets the following assessment criteria:

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.

How many Logan based artists / cultural workers are involved in the project/ program? *

Must be a number.

How many Queensland artists not based in Logan are involved in the project/ program? *

Must be a number.

How many artists/cultural workers are employed? Provide a 1 page CV for each artist/cultural worker. *

Must be a number.

CV's can be uploaded at the end of this form.

What are the total number of activities (workshops, talks)? *

Must be a number.

Criteria 3: Impact

Your application will be assessed on evidence of how well it meets the following assessment criteria:

- Demonstrates artistic, social, cultural or economic returns on investment for the Logan community.
- Supports one or more of the Queensland Government Objectives for the Community including: - encouraging safe and inclusive communities, - building regions, - supporting

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disadvantaged Queenslanders, - stimulating economic growth and innovation, - increasing workforce participation, and - conserving heritage.

What are the expected outcomes of this opportunity? How will you know if these outcomes have been achieved? *

Word count:

Describe at least three outcomes you expect the project to achieve. Outcomes might include social and/or economic benefits to individuals or community, professional development/career pathways, etc as suited to Council's priorities. (Minimum 50 words - Maximum 200 words)

How will you share your learning with the Logan community? *

Word count:

Explain how you will share what you have learnt eg RADF Showcase, Logan Artworkers Networking Event or community event). No more than 150 words.

Criteria 4: Viability

Your application will be assessed on evidence of how well it meets the following assessment criteria:

- Evidence that you have a clear plan for how you will deliver your project (e.g. the stages of planning, delivery, evaluation, etc.)

List the key activities and dates for the opportunity from start to finish. Please include travel itineraries and reporting stages. *

Word count:

Must be no more than 300 words.

(e.g. rehearsal periods, exhibition, workshop or performance dates, tour itinerary, studio sessions)

Budget Information

*** indicates a required field**

Budget (GST Exclusive)

Outline your project budget including details of other funding that has been confirmed and applied for. Clear item descriptions must be given (e.g. venue hire, office supplies, artworker, etc). Ensure that your budget estimates are as accurate as possible.

- GST: grants are provided exclusive of GST.
- **You will need to upload quotes for all new items that you are requesting RADF funding for.**

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- Use whole dollar amounts. Please don't add commas to figures, eg. write \$1000 not as \$1,000.
- The budget **MUST** balance (**TOTAL PROJECT COST = TOTAL PROJECT INCOME**).
- Please include these areas in your budget INCOME and EXPENDITURE columns.
- If you are registered for GST do not include the GST components of your quotes in your budget.
- If you are not registered for GST, ensure you include the GST components of the quotes in your budget.
- Please contact the RADF Officer on 3412 5426 if you need help.

List all of the expenses associated with your project. This can include but limited to:

- **Salaries, fees and allowances** (salaries for artist or cultural workers, fees for workshops or professional development.)
- **Accommodation costs** (for visiting artists to stay in the region or for local artist who travel for a project)
- **Travel costs** (cost of flights, fuel, km's travelled (@\$0.72 cents per km), public transport, parking)
- **Venue hire** (costs involved in hiring a venue for a project)
- **Documentation costs** (for recording the outcomes of your project, photography, video, web)
- **Administration costs : Not covered by RADF** (Home office costs, phone, internet, printing, photocopying, preparation time, planning meetings. You can estimate an administration fee based on approx.10% of the project)

Project costs

Expenditure/Expense items	Amount (\$)
	Must be a dollar amount.
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total project cost

\$

This number/amount is calculated.

Project income

Indicate the eligible items that you are requesting funding for and the amount of funding required for each item.

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RADF funding is requested for the follow Amount (\$)ing items

	Must be a dollar amount.
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Subtotal RADF requested amount

\$

This number/amount is calculated.

Your cash and in-kind contributionsAmount (\$)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Subtotal cash and in-kind contributions amount

\$

This number/amount is calculated.

Other funding or support you have sourc Amount (\$)ed

	\$
	\$
	\$
	\$

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	\$
	\$
	\$
	\$

Subtotal contribution from other sources

\$

This number/amount is calculated.

Total project income

\$

This number/amount is calculated.

Total RADF amount requested *

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

Total project cost *

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Please outline any information that will assist to clarify or justify the costs calculated in your budget.

Example: how mileage was calculated, how fees were calculated.

Attach all quotes for items / services for your RADF funding request *

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

Additional Documentation

* indicates a required field

Please find below some additional information and file links for you to include further documentation, where applicable.

Please note:

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- Letters of support must include an original signature or contact details of the author.
- All support material must be clearly labelled.

The following support material is important and could be critical to the success of your application.

Do you have multiple people involved in this project/program? Please provide a brief CV/resumes for all key people involved, including written confirmation of their participation. Please ensure these are no longer than one A4 page per person and contain their contact details.

Copies of CV/resumes for the creative practitioners involved in this project/program. (No longer than 1 A4 page per person with their contact details and written confirmation of their involvement). *

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

Confirmation of venues and evidence of interest from potential clients (e.g. venues, organisations, events). This demonstrates demand for your project/program.

Copies of confirmation of venues and evidence of interest

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

Do you have examples or photos of previous work that demonstrates the quality of the event, artwork, cultural workers or artists involved in the project/program.

Include at least one image that is a minimum of 3MB of yourself or key people in your project that is suitable for a media release. Please note by providing these images, you give Logan City Council the right to use these images for promotional purposes.

Upload images of previous work *

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

Documentation Checklist

- ☐ Quotes (required)
- ☐ Creative Practitioners CVs
- ☐ Insurance certificate or quote
- ☐ Group involvement letter (if applicable)
- ☐ Support letters from area of practice (if applicable)
- ☐ Support letters or evidence of involvement from relevant communities and organisations (if applicable)
- ☐ Images of previous work and yourself or key people in your project that is suitable for a media release (required)
- ☐ Copies of working with children and young people cards (if applicable)

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Statistical information about applicants

Information in this section is not used to assess your application. Please help us to improve our services by filling out the questionnaire below.

Do you or your group/organisation identify with any of the groups below? If you are an individual applicant, do you personally identify as belonging to any of the groups below? If you are a group/organisational applicant, does your group/organisation primarily exist for any of the groups below? (Tick only those that apply)

☐ Aboriginal peoples ☐ Torres Strait Islander peoples ☐ People from a culturally diverse background ☐ Older people (55 years or older) ☐ People with a disability ☐ Regional Queenslanders ☐ Australian South Sea Islander peoples ☐ Young people (under 25)

Privacy Collection

* indicates a required field

Privacy Collection Notice

Purpose: Your personal information and your organisation's information is being collected by Logan City Council (Council) for the purposes of assessing your grant application, in line with the requirements outlined in the Local Government Act 2009 (Qld) and the Information Privacy Act 2009 (Qld). This information may be accessed by employees and/or councillors of Council for Council business only. Some of this information may be given to State Government agencies for grant acquittals or audits; organisations and individuals preparing Council publications; audit firms; debt recovery agencies; and to the public for the purposes of reporting on grant usage; public notification of grant information and public promotion of grants available from Council. Your personal information and your organisation's information may be released by Council to other parties, including law enforcement bodies, if we are required or authorised by law to do so. For further information on how to access or amend your personal information that is held by Council, or if you believe Council has not acted in a way that is compliant with its obligations under the Information Privacy Act 2009 (Qld), please visit [Privacy – Logan City Council](#).

You understand that Council may use your personal information and your organisation's information for promotional and public purposes; this includes the use of photographs, placement of permanent ceremonial plaques, publication in printed and/or online material; and you consent to this use of your information and the organisation's information. You understand that this is a requirement of the Grants to community organisations policy.

You understand that where Council may publish the above information online, such as on the Council website, that your personal information and your organisation's information may be transferred overseas; and you consent to this use of your information and your organisation's information. You understand that this is a requirement under section 189 of the Local Government Regulation 2012. Informed consent: I acknowledge that Council may use my personal information to send me marketing material, electronic communications and eNewsletters, and I consent to this use of my information. I understand that by selecting 'yes' below, I agree to opt in and will continue to receive material until I opt out by sending a request to the RADF Liaison Officer at radf@logan.qld.gov.au.

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Privacy Collection Permission *

- ☐ Yes, I / we agree
- ☐ No, I / we do not agree

Declaration, Certification and Feedback

* indicates a required field

Council Employee Declaration

Are you an employee of Logan City Council? *

- ☐ Yes
- ☐ No

Conflict of Interest Declaration - Assessment Form

If you are a Council employee, you are required to declare any potential conflicts of interest. Please complete the Conflict of Interest Declaration - Assessment Form found on The Buzz and upload here. If you have any questions regarding this process, please contact the RADF Liaison Officer at radf@logan.qld.gov.au. If you are an employee of Logan City Council and do not attach a completed Conflict of Interest Declaration - Assessment Form, your application will not be processed.

Upload completed Conflict of Interest Declaration - Assessment Form

Attach a file:

Council's Code of Conduct requires ALL employees to declare any potential conflicts of interest. It is your responsibility to comply with the Code of Conduct by completing and signing the declaration.

Certification and Feedback

* indicates a required field

Certification

This MUST be completed by the applicant.

I, the undersigned, certify that:

I have read and will abide by the current Regional Arts Development Fund Guidelines.

I/my organisation has not requested or received any sponsorship or funding from Logan City Council for the project or activity detailed in this application

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

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The information you provide in your grant application will be used by the 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 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 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 provisions of the Right to Information Act 2009 apply to documents in the possession of the Council or Arts Queensland

I understand that if Logan City Council approves the grant, I will be required to accept the terms and conditions of the grant as outlined in the grant application and letter of offer.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Position *

For organisations / partnerships / collectives / Artist Run Initiatives, the person signing warrants they have authority to sign on behalf of the organisation / partnership / collective/ Artist Run Initiative

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback for us. This will directly inform our approach to supporting organisations through this process in the future.

How did you find the overall online application process? *

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☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Did you receive any assistance to complete your application using the following? *

- ☐ Grants Officer
- ☐ Grant information session
- ☐ Artificial Intelligence (AI)
- ☐ Online resources
- ☐ Other:

How many minutes did it take you to complete this application?

Please estimate in minutes e.g. 1 hour = 60 minutes

Please provide us with your suggestions or feedback about your grant experience.

This could include any previous contact and support you've had, or relate solely to this application form.

Next steps

Once you review and press **SUBMIT** on your application, the RADF Liaison Officer will begin the process of assessment. Please note once you've pressed submit, you'll receive a confirmation email. If you do not receive an email after pressing submit, your application has not been successfully submitted.

Assessment process:

- Your application will be assessed for eligibility prior to a panel assessment. You may be contacted during this time if further information is required. Please be aware, delays in returning additional information can impact assessment timeframes.
- If eligible, your application will then go to an assessment panel to be graded against the assessment criteria.
- A decision of your application should be completed and advised within 5 weeks of submitted application.
- Please note application outcomes will be advised in writing.

If you would like further information about application timeframes, you can view the funding guidelines for details or to contact us at any time.

- Phone: 07 3412 5426
- Email: radf@logan.qld.gov.au